

**SUMMER VILLAGE OF BIRCH COVE
AGENDA**

**Thursday, January 18th, 2024 – 4:00 p.m.
Wildwillow Administration Office and via zoom
2317 Township Road 545 Lac Ste. Anne County**

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	Thursday, January 18 th , 2024 Regular Council Meeting <i>(that Council approve as is or as amended)</i>
3.	<u>Minutes:</u> <i>Pages 1-6</i>	a)	Thursday, October 19 th , 2023 Regular Council Meeting <i>(approve as presented or with amendments)</i>
4.	<u>Public Hearings:</u>		N/A
5.	<u>Delegations/ Appointments:</u>		N/A
6.	<u>Business Arising:</u> <i>Pages 7-9</i>	a)	Bylaw Review – further to our continued Bylaw review, attached is an update on the status of current Bylaws. We had previously requested two quotes for review of our Land Use Bylaw and Municipal Development Plan and recently requested a quote from a third party. These quotes will be shared at the meeting if information has been received by that time. <i>(accept the current Bylaw and Policy report, along with the discussion at meeting time, for information)</i> Or <i>(some other direction as given by Council at meeting time)</i>
7.	<u>Bylaws & Policies</u>	a)	The Summer Village of Birch Cove maintains a Procedural Bylaw to outline the orderly conduct of meeting and meeting related matters (agenda, minutes, public hearing, delegations etc.). The last Procedural Bylaw was passed in October of 2022, however we have noted in the current Municipal Accountability Program Review that Municipal Affairs is wishing to see the Bylaw include electronic meeting provisions. The attached draft Bylaw 158-24 has the changes highlighted in red for quick reference as well a few clean up items.

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<p><i>Bylaw 158-24 Procedural Bylaw Pages 10-46</i></p>	<p>a) Bylaw 158-24, a Bylaw to Regulate the Procedure and Conduct of Council and Council Committee Meetings – this Bylaw is replacing Bylaw 152-22 with regard to allowing and regulating of meetings by Electronic Means.</p> <p><i>(that Council give 1st reading to Bylaw 158-24, Procedure and Conduct of Council and Council Committee Meetings as presented or amended)</i></p> <p><i>(give second reading to Bylaw 158-24 as presented or amended)</i></p> <p><i>(give unanimous consent to consider third reading to Bylaw 158-24 as presented or amended)</i></p> <p><i>(give third and final reading to Bylaw 158-24 as presented or amended)</i></p> <p>b) Ste. Anne Summer Villages Regional Emergency Management Partnership (SVREMP) - every Municipality in Alberta is responsible for managing its municipal emergency management by either forming its own municipal emergency management agency or joining with others to form a regional emergency management agency. The SVREMP is a partnership of the majority of Summer Villages within Lac Ste. Anne County, including the Summer Village of Birch Cove. Recently the Village of Alberta Beach has requested to join the partnership, and the Summer Village of Yellowstone and Sunset Point have requested to withdraw from the partnership. Lac Ste. Anne County is offering to assist and support municipalities who would like to utilize their emergency management program. The specifics of this offer are not yet known.</p> <p>Running an emergency management program requires significant planning and changing emergency management agencies requires Ministerial approval. Therefore, with Alberta Beach requesting to join the partnership and 2 summer villages requesting to leave, the SVREMP needs to apply to the Minister to change the membership of the group. All members of the SVREMP are asked to confirm their intent regarding emergency management by the end of 2023 so that an application may be made to the Minister in January of this year to change the membership of the group. More information regarding the SVREMP and Lac Ste. Anne County's proposal are including in the package. As the deadline has passed, Administration has taken the liberty to ensure that the Summer Village of Birch Cove continues to stay in the partnership.</p> <p><i>(that the Summer Village of Birch Cove ratify the decision of its intent to remain in the Ste. Anne Summer Villages Regional Emergency Management Partnership)</i></p>
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	<p><i>Bylaw 159-24 Emergency Management Bylaw Pages 47-84</i></p>	<p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p> <p>Once the ratification of the intent to remain in the SVREMP, the need to update the Emergency Management Bylaw and endorse the 2024 Workplan and 2024 Budget.</p> <p>Bylaw 159-24 – a Bylaw addressing the general provisions required under the Act as they relate to Emergency Management as well as covering specific considerations related to the partnership structure, the roles of Advisory and Agency Committees, the roles of various executive officers, when and how SOLEs are declared/terminated, etc.</p> <p><i>(that Council give 1st reading to Bylaw 159-24, Emergency Management Bylaw as presented or amended)</i></p> <p><i>(give second reading to Bylaw 159-24 as presented or amended)</i></p> <p><i>(give unanimous consent to consider third reading to Bylaw 159-24 as presented or amended)</i></p> <p><i>(give third and final reading to Bylaw 159-24 as presented or amended)</i></p> <p>The 2024 Workplan – this has always been part of the executive planning process for SVREMP, however as part of the Bylaw review project it became clear that this process rarely got shared with the membership. Not actively sharing this may have contributed to some of the frustration in the past, primarily because the workplan dictates certain budget considerations, but also because the document outlines key priorities (which should have, or be more readily open to comment from the members).</p> <p><i>(that Council endorses the SVREMP 2024 Workplan as presented)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p> <p>2024 Draft SVREMP Budget – this document is considered pretty much final and includes the most recent active membership list (which does affect apportionment of costs), being 10 members. The budget reflects a \$400/member increase in 2024 dues due to the costs over a smaller total membership. There is a projected operating deficit to be covered by</p>
	<p><i>Pages 85-86</i></p>	

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	<p>Page 87</p>		<p>reserves and is mostly due to the planned exercises in spring/summer 2024 to meet the requirements of the Act.</p> <p><i>(that Council endorses the SVREMP 2024 Draft Budget as revised December 5th, 2023, inclusive of 10 members and the projected costs of \$3,900/member)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
<p>8.</p>	<p><u>New Business:</u> Pages 88-90</p>	<p>a)</p>	<p>Emerging Trends in Municipal Law Seminar with Brownlee Law LLP – each year the municipal law firm, Brownlee LLP puts on a seminar on the emerging trends in municipal law. This year’s event will be held in Edmonton on February 15th, 2024. There is also a virtual option. The email invitation which includes further information on session topics is attached. The cost is \$130 for virtual registration and \$190 for in person</p> <p><i>(that Council and Administration be authorized to attend the 2024 Brownlee LLP Emerging Trends in Municipal Law Seminar on February 15th, 2024)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	<p>Pages 91-95</p>	<p>b)</p>	<p>Extended Producer Responsibility (EPR) Integration and Management – Alberta Municipalities letter of October 13th, 2023 advising that EPR shifts the cost of residential recycling from municipalities to producers and is being implemented in 2 phases. Phase 1 will see producers become responsible for collecting recycling: Paper and Packaging Products – (PPP), and Hazardous and Special Products (HSP) in municipalities who currently have curbside pick up or depot service. This will come into effect April 1st, 2025. Phase 2 will see producers become responsible for residential collection (curbside or depot) in all municipalities as of Oct. 1st, 2026. While this may seem far away, municipalities must register to become a part of the EPR system and registration is now open and remained open until December 31st, 2023. Municipalities must pre-register which allows Alberta Recycling Management Authority (ARMA) to forward more information on EPR, the registration process and the spreadsheet that needs to be completed to officially register. Administration has pre-registered the Summer Village with this program to ensure we receive all</p>

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		<p>pertinent information moving forward and demonstrate our commitment in supporting this undertaking.</p> <p><i>(that Council accept the Extended Producer Responsibility (EPR) Integration and Management initiative and registration to the program for information at this time)</i></p>
Pages 96-97	c)	<p>Alberta Beach Snowmobile Club – please refer to the attached correspondence dated November 22nd, 2024 from the Alberta Beach Snowmobile Club requesting a financial contribution to assist the Club in purchasing a new groomer to assist with the maintenance of the trail system in the region. The Snowmobile Club has applied for a Community Facility Enhancement Program Grant (CFEP) for \$85,399.00. This is a matching grant, meaning that the club must provide an equal amount of funds received by the grant. Also attached is updated correspondence of December 17th, 2023 indicating that the grant proposal was not successful and outlining the current status of the project. Should Council wish to contribute funds, there may be an opportunity to utilize capital grant funds for same.</p> <p><i>(that a donation to the Alberta Beach Snowmobile Club in the amount of \$_____ be approved to assist in the purchase of a new trail groomer and further that the funding be approved for the 2024 budget year)</i></p> <p>Or</p> <p><i>(that the letter from the Alberta Beach Snowmobile Club requesting a financial contribution to assist in the purchase of a new trail groomer be accepted for information)</i></p>
Pages 98-116	d)	<p>Minister of Environment and Protected Areas – please refer to the letter received on December 20th, 2023 regarding the drought concerns in Alberta, now and potentially in the near future. Of the five stages in the provincial water management plan (Stage 1 – minor – Stage 5 – emergency) the province is currently in Stage 4. The municipal actions outlined are more specific to those communities that provide water services, however personal water use efficiency methods should be encouraged.</p> <p><i>(that the letter from the Minister of Environment and Protected Areas regarding the drought concerns in Alberta be accepted for information)</i></p> <p>Or</p>

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			<i>(some other direction as given by Council at meeting time)</i>
	<i>Pages 117-129</i>	e)	<p>Lac Ste. Anne County Recreation Tax – further to discussions at the recent Regional Municipalities Meeting, the County has provided information on the annual recreation tax that they collect and where those funds go. The discussion at this meeting was for all municipalities to consider implementing a recreation tax and thereby participating in recreation programming/facilities within the region.</p> <p><i>(that the information provided on the Lac Ste. Anne County Recreation Tax be accepted for information)</i></p> <p><i>(direction as given by Council at meeting time)</i></p>
	<i>Forwarded under separate cover</i>	f)	<p>Future Projects & Quotes – Administration has received several quotes for 2024 projects. The quotes are as follows:</p> <p><u>Earth works for multipurpose court (less GST)</u> Barrhead Backhoe Service Inc. - \$28,880 Smoky Mountain Contracting - \$58,450 General Landscaping Services Ltd. - \$51,150 CCZ Contracting - \$29,943</p> <p><u>Build Retaining Wall along West & North of court</u> General Landscaping Services Ltd. - \$21,350</p> <p><u>Landscape the centre of the turnaround</u> General Landscaping Services Ltd. - \$8,300</p> <p><u>Installation of gate and posts and landscape around entrance</u> General Landscaping Services Ltd. - \$7,460</p> <p><u>Sport Court Lines</u> EverLine Coolings and Services - \$12,700</p> <p><i>(direction as given by Council at meeting time)</i></p>
	<i>Forwarded under separate cover</i>	g)	<p>2024 Draft Operating and Capital Budget – the draft budget will be presented and reviewed at meeting time. This will be our first review of the 2024 budget.</p>

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			<i>(that Administration make changes to the 2024 Draft Operating and Capital budget as directed by Council at meeting time and than an updated Draft Budget comes back to the next Council meeting for review and consideration)</i>
		h)	
		i)	
		j)	
9.	<u>Financial</u>		N/A (included in draft budget)
10.	<u>Correspondence</u> <i>Pages 130-132</i>	a)	Fortis Alberta – December 13 th , 2023 information regarding FortisAlberta's 2024 Estimated Distribution & Transmission Rates
	<i>Pages 133-151</i>	b)	Association of Summer Villages of Alberta (ASVA) 2022-2023 Annual Report
	<i>Pages 152-153</i>	c)	Town of Onoway Organizational Results – October 26, 2023
	<i>Pages 154-156</i>	d)	Lac Ste. Anne County 2023/2024 Committee Appointments – October 24 th , 2023
	<i>Pages 157-158</i>	e)	Summer Village of South View – Organizational Results – January 3 rd , 2024
	<i>Pages 159-161</i>	f)	Lac Ste. Anne Foundation Board Meeting Minutes – October 25 th , 2023
	<i>Pages 162-169</i>	g)	November 24, 2023 letter from Alberta Municipalities to Municipal Affairs Minister Ric McIver regarding the province's engagement on changes to the Local Authorities Election Act
	<i>Pages 170-171</i>	h)	December 15 th , 2023 letter from Municipal Affairs Minister Ric McIver regarding the launch of the Local Government Fiscal Framework (LGFF) program.
	<i>Pages 172-179</i>	i)	December 15 th , 2023 letter from Deputy Minister Brandy Cox regarding a summary of key information the LGFF program.

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			<i>(that Council accept correspondence items a) through i) for information)</i>
11.	<u>Council Reports</u>	<ul style="list-style-type: none"> a) Mayor b) Deputy Mayor c) Councillor 	<i>(that the Council Reports be accepted for information)</i>
12.	<u>Chief Administrative Officer Report</u>	<ul style="list-style-type: none"> a) Working on preparation of the 2024 budget b) Preparing for the 2023 Audit c) Continue working on the Bylaw review 	<i>(that the Chief Administrative Officer Reports be accepted as information)</i>
13.	<u>Confidential Matters</u>		N/A
14.	<u>Adjournment</u>		

Next Meetings: March 21st, 2024
 May 16th, 2024

SUMMER VILLAGE OF BIRCH COVE
REGULAR COUNCIL MEETING MINUTES
THURSDAY, OCTOBER 19TH, 2023
HELD IN PERSON AT 2317 TWP RD 545. LAC STE. ANNE COUNTY, ALBERTA
AND VIA ZOOM

	PRESENT:	Mayor: Steven Tymafichuk Deputy Mayor: Dory Sample Councillor: Dean Preston Administration: Wendy Wildman, Chief Administrative Officer Diane Wannamaker, Administrative Assistant Attendees: 1 via zoom, 3 in person Public at Large: 0
1.	CALL TO ORDER	Mayor Tymafichuk called the meeting to order at 4:01 p.m. Mr. Carlos Yoneliunas arrived for the meeting at 4:01 p.m. Mr. Tony Sonneleitner arrived for the meeting at 4:01 p.m.
2.	AGENDA 113-23	MOVED by Mayor Tymafichuk that the October 19 th , 2023 Regular Council Meeting agenda be approved with the following addition: 6.b) Delegation – Carlos Yoneliunas – Short Term Rentals discussion <div style="text-align: right;">CARRIED</div>
3.	MINUTES 114-23 115-23	MOVED by Mayor Tymafichuk that the minutes of the August 17 th , 2023 Organizational Meeting be approved as presented. <div style="text-align: right;">CARRIED</div> MOVED by Mayor Tymafichuk that the minutes of the August 17 th , 2023 Regular Council Meeting be approved as presented. <div style="text-align: right;">CARRIED</div>
4.	PUBLIC HEARING(S)	N/A
5.	DELEGATIONS(S) Tara Preston (via zoom)	Ms. Tara Preston arrived for the meeting at 4:08 p.m. on behalf of the Birch Cove Community League regarding the following: <ul style="list-style-type: none"> - Inclusion of Information in the May tax mail out - Details on Council financial support (\$1,900 gift)

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	116-23	<ul style="list-style-type: none"> - Participation at the May Town Hall - Details on kayak launch ownership, payment and record keeping - Clarification Kenny Awards, who administers these awards - Frame structure deterioration of the village entrance Birch Cove sign <p>MOVED by Mayor Tymafichuk that the discussion with Tara Preston with regard to the Birch Cove Community League be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
	117-23	<p>Ms. Preston left the meeting at 4:20 p.m.</p> <p>MOVED by Mayor Tymafichuk moved that Council accept the discussion with Carlos Yoneliunas regarding Short Term Rentals in the Summer Village of Birch Cove for information.</p> <p style="text-align: right;">CARRIED</p>
6. BUSINESS ARISING		
	118-23	<p>MOVED by Mayor Tymafichuk that the current Bylaw and Policy Report be accepted for information, along with the discussion at meeting time.</p> <p style="text-align: right;">CARRIED</p>
	Carlos Yoneliunas	<p>Mr. Yoneliunas left the meeting at 5:12 p.m.</p>
	119-23	<p>MOVED by Deputy Mayor Sample that Council accept the discussion on Short Term Rentals for information and further that amendments to the Land Use Bylaw regarding same be brought back to the next meeting for further discussion and action.</p> <p style="text-align: right;">CARRIED</p>
	Tony Sonnleitner	<p>Mr. Sonnleitner left the meeting at 5:24 p.m.</p>
	120-23	<p>MOVED by Councillor Preston that Council appoint Victoria Message as Integrity Commissioner for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>
7. BYLAWS/POLICIES		
	121-23	<p>MOVED by Mayor Tymafichuk that Council give 1st reading to Bylaw 154-2023, Subdivision & Development Appeal Boards as presented.</p> <p style="text-align: right;">CARRIED</p>
	122-23	<p>MOVED by Deputy Mayor Sample that Council give second reading to Bylaw 154-2023 as presented.</p> <p style="text-align: right;">CARRIED</p>

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123-23	<p>MOVED by Councillor Preston that Council give unanimous consent to consider third reading of Bylaw 154-2023 as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
124-23	<p>MOVED by Mayor Tymafichuk that Council give third and final reading to Bylaw 154-2023 as presented.</p> <p style="text-align: right;">CARRIED</p>
125-23	<p>MOVED by Mayor Tymafichuk that Council give 1st reading to Bylaw 155-2023, Establishing the Position of Designated Officer (Subdivision & Development Appeal Board) as presented.</p> <p style="text-align: right;">CARRIED</p>
126-23	<p>MOVED by Councillor Preston that Council give second reading to Bylaw 155-2023 as presented.</p> <p style="text-align: right;">CARRIED</p>
127-23	<p>MOVED by Deputy Mayor Sample that Council give unanimous consent to consider third reading of Bylaw 155-2023 as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
128-23	<p>MOVED by Mayor Tymafichuk that Council give third and final reading to Bylaw 155-2023 as presented.</p> <p style="text-align: right;">CARRIED</p>
129-23	<p>MOVED by Mayor Tymafichuk that Council approve the agreement with Milestone Municipal Services to provide Subdivision and Development Appeal Board services to the Summer Village and authorize execution.</p> <p style="text-align: right;">CARRIED</p>
130-23	<p>MOVED by Mayor Tymafichuk that Council give 1st reading to Bylaw 156-2023, a Bylaw to Establish a Planning & Subdivision Authority as presented.</p> <p style="text-align: right;">CARRIED</p>
131-23	<p>MOVED by Councillor Preston that Council give second reading to Bylaw 156-2023 as presented.</p> <p style="text-align: right;">CARRIED</p>
132-23	<p>MOVED by Councillor Preston that Council give unanimous consent to consider third reading of Bylaw 156-2023 as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>

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	<p>133-23</p> <p>134-23</p> <p>135-23</p> <p>136-23</p> <p>137-23</p> <p>138-23</p>	<p>MOVED by Mayor Tymafichuk that Council give third and final reading to Bylaw 156-2023 as presented.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Tymafichuk that Council give 1st reading to Bylaw 157-2023, a Bylaw to Establish the Position of Designated Officer, Assessment Review Board (ARB) 1st reading as presented.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Preston that Council give second reading to Bylaw 157-2023 as presented.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Sample that Council give unanimous consent to consider third reading to Bylaw 157-2023 as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>MOVED by Mayor Tymafichuk that Council give third and final reading to Bylaw 157-2023 as presented.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Tymafichuk that Council approve Policy C-COU-PAR-1, Public Participation Policy and Public Participation Plan as presented.</p> <p style="text-align: right;">CARRIED</p>
<p>8. NEW BUSINESS</p>	<p>139-23</p> <p>140-23</p>	<p>MOVED by Deputy Mayor Sample that the Summer Village of Birch Cove request Alberta Municipal Affairs attend in the region to deliver the Council Roles and Responsibilities training and that the Summer Village of Birch Cove participate with regional counterparts to share the cost of this training.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Tymafichuk that Council accept the invitation to attend the Regional Municipalities Meeting held in Alberta Beach on October 17th, 2023 for information.</p> <p style="text-align: right;">CARRIED</p>
<p>9. FINANCIALS</p>	<p>141-23</p>	<p>MOVED by Mayor Tymafichuk that the Income and Expense Statement as of September 20th, 2023 be accepted for information.</p> <p style="text-align: right;">CARRIED</p>

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	142-23	<p>MOVED by Deputy Mayor Sample that an Interim 2024 Operating Budget be passed at ½ the 2023 Approved Operating and Capital Budget, and that this Interim 2024 Operating Budget cease to have any force and effect once the 2024 Operating and Capital Budget is approved.</p> <p style="text-align: right;">CARRIED</p>
10.	<p>CORRESPONDENCE 143-23</p>	<p>MOVED by Mayor Tymafichuk that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> ➤ Alberta Municipalities – Sept. 16/23 email from President, Cathy Heron regarding Energy Associates International (EAI's) recent misinformation campaign ➤ Yellowhead Regional Library – 2024 Draft Budget Overview, 2024 Draft Budget with Projections for 2025 and 2026, Board of Trustees Overview (Appointments and Meetings), YRL Board Appointments Form ➤ Lac Ste. Anne Foundation - Board Meeting Minutes – June 28th, 2023 ➤ East End Bus schedule for October, November and December ➤ Yellowhead Regional Library – 2023 Stronger Together Library Conference ➤ Brownlee Law – Emerging Trends in Municipal Law 2024 – February 15th, 2024 seminar ➤ October 11th, 2023 – Summer Village of Sunset Point – notice of intent to withdraw from the Regional Emergency Management Agency and request for amendment to Agreement Clause 25 ➤ Municipal Census Regulation and Municipal Census Manual – notification to revert from population estimates for the purpose of allocating provincial grants to municipalities back to municipal census counts <p style="text-align: right;">CARRIED</p>
11.	<p>COUNCILLOR REPORTS 144-23</p>	<p>MOVED by Deputy Mayor Sample that the Summer Village proceed with urgent drainage work in specific locations as soon as possible, subject to grant and contractor availability.</p> <p style="text-align: right;">CARRIED</p>

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	145-23	MOVED by Mayor Tymafichuk that the Councillor reports be accepted for information as presented. <p style="text-align: right;">CARRIED</p>
12.	ADMINISTRATION REPORTS 146-23	MOVED by Mayor Tymafichuk that the Administration report be accepted for information as presented. <p style="text-align: right;">CARRIED</p>
13.	CONFIDENTIAL MATTERS	N/A
15.	ADJOURNMENT	The meeting adjourned at 6:02 p.m.

UNAPPROVED

Mayor, Steven Tymafichuk

Chief Administrative Officer, Wendy Wildman

(6)

BYLAW REVIEW – SUMMER VILLAGE OF BIRCH COVE, January 18th, 2024 Report

As discussed previously, some Bylaws for the Summer Village of Birch Cove can be updated in house (with an additional cost), others will require the assistance of a third party (which will be a higher cost) and involve the allocation of financial resources.

Land Use Bylaw – MGA Section 640

All municipalities in Alberta are required to prepare a Land Use Bylaw to allow for the issuance of development permits for the use or development of land. The rationale for defining the different districts revolves around three main principles:

- Similar uses prefer to locate near each other for reasons of efficiency, similar servicing standards and common design needs. Land use districting reinforces these benefits.
- Some land uses pose considerable risk to health and safety. Districting establishes effective distances from such uses and allows conditions to be attached to permits to reduce risk.
- Districting allows appropriate aesthetic standards such as the height of buildings, distance between buildings and size of the lot to be established for each district.

Best practice is to review and update the Land Use Bylaw every 7 years so a more current bylaw is in place. The current LUB was completed in 2010. **This will involve the assistance of a third party.**

Municipal Development Plan – MGA Section 642

A Municipal Development Plan addresses the future use of land, the manner and proposals for future development, and the provision of required transportation systems and municipal services and facilities in the entire municipality. An MDP must also contain policies respecting development constraints, development in relation to certain facilities (sour gas facilities, old landfills etc.), the allocation of municipal and school reserves and the protection of agricultural operations. Finally, the MDP may address proposals for the financing and programming of municipal infrastructure, the coordination of municipal programs relating to the development of the municipality, environmental matters, financial resources, economic development and any other matter relating to the physical, social or economic development of the municipality.

It is also recommended that the MDP is updated every 7 years, which would keep this in sync with the LUB. The MDP was approved in 2011 and is due for an update as well. **This will involve the assistance of a third party.**

Intermunicipal Development Plan – MGA Section 631

Two or more municipalities may jointly adopt an intermunicipal development plan (IDP) for lands lying within the municipalities to provide for the future land use, manner of and proposals for future development and any other matter relating to the physical, social or economic development of the area. While an IDP is not mandatory, if one not adopted, the municipality must, in its own MDP, address the coordination of land use, future growth pattern and infrastructure with adjacent municipalities.



The Summer Village has an IDP known as the Lac La Nonne Intermunicipal Development Plan between the County of Barrhead, Lac Ste. Anne County and Birch Cove that was approved November 7th, 2003. As there are significant changes anticipated in the area, there are **no issues with the IDP.**

Intermunicipal Collaboration Framework - MGA Section 708.33

Municipalities that share a common boundary must create an ICF with each other, unless they are members of the same growth management board. Each framework must:

- Describe the services that benefit residents in more than one of the municipalities
- Identify which municipality is responsible for providing these services
- Outline how the services will be delivered and funded
- Include a process for resolving disputes that occur while the framework is in effect

MGA Section 708.28(1) states that municipalities must adopt their ICF's by April 1, 2020. Birch Cove passed executed their ICF with Lac Ste. Anne County on August 15th, 2020, there are **no issues with the ICF.**

Fees & Charges Bylaw

The Fees and Charge Bylaw was approved September 13th, 2013. It is suggested that this Bylaw be revised to reflect cost increases. This Bylaw will be reviewed as per the "to be reviewed" list.

Planning Authority Bylaws (Subdivision Authority, Development Authority, Subdivision Development Appeal Board) – MGA 623, 624 and 627

Bylaw 156-23, Oct. 19/23 – Planning & Subdivision Authority (Municipal Planning Services)

Bylaw 155-23, Oct. 19/23 – Subdivision Development Appeal Board/Designated Officers (Milestone)

Bylaw 154-23, Oct. 19/23 – Subdivision Development Appeal Board (establishment)

No issues.

Council Procedural Bylaw – MGA Section 145, 199

Bylaw 152-22, October 15, 2022 this bylaw was updated in October of 2022, however because of the new MGA regulations on Meetings by electronic means, it requires another update. **This Bylaw is on the January 18th, 2024 Agenda for consideration.**

Code of Conduct Bylaw – MGA 146.1

This Bylaw was to be put in place on or before July 23, 2018. The Code of Conduct Bylaw for Birch Cove was passed June 23, 2018, however we will be reviewing it as per the "to be reviewed" list.

Current Bylaws to be Reviewed:

- Code of Conduct Bylaw
- Animal Control Bylaw
- Fees & Charges Bylaw



- Open Air Fire Bylaw
- Unsightly/Untidy Bylaw

New Bylaws to be Implemented:

- Chief Administrative Office Bylaw (establish CAO Position)
- CAO Appointment Bylaw
- Property Tax Installment Bylaw
- Penalties on Taxes Bylaw

BYLAW WITH NOTED CHANGES

BYLAW 158-24

Municipal Government Act RSA 2000 Chapter M-26
Part 5, Section 145, 199

A BYLAW OF THE SUMMER VILLAGE OF BIRCH COVE IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.

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

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

NOW THEREFORE, the Council of the Summer Village of Birch Cove hereby enacts as follows:

Citation

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

Definitions

2. In this bylaw:
 - a) "CAO" means the Chief Administrative Officer or ~~his~~ **their** delegate, for the Summer Village of Birch Cove
 - b) "Closed Meeting" means **a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public;**
 - c) "Council" means the Mayor and Councillors of the Summer Village of Birch Cove for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
 - d) "Delegation" means any person that has permission of Council **or the CAO** to appear before Council or a committee of Council

- to provide pertinent information and views about the subject before Council or Council committee.
- e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
 - f) "Electronic Means" shall be as defined in the *Municipal Government Act*, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting;
 - g) "FOIPP" means the Freedom of Information and Protection of Privacy Act of Alberta;
 - h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
 - i) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
 - j) "Meetings" means meetings of Council and Council committees, and in keeping with the interpretation of Section 199(1)(b) of the *Municipal Government Act*, shall include hearings;
 - k) "Municipality" means the Municipality of the Summer Village of Birch Cove, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
 - l) "Virtual Participation" means, in reference to participation in a meeting, attendance through an approved Electronic Means of communication

Applicable

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

Severability

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

General

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.

6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Birch Cove's Code of Conduct Bylaw.
9. A breach of any section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
10. Public Hearings held with respect to Bylaws, when required or when requested by Council, will be held prior to second reading, Public Hearings shall be conducted in accordance with the procedures as set out in Appendix C.

Meetings

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting and shall prescribe the intended date (or recurring day of the month), time and location of the meeting, respecting the availability of current Council and the expressed desire to make public engagement as convenient as reasonably possible.
12. Special meetings of Council shall be established as required by Council according to the provisions of the *Municipal Government Act* and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the *Municipal Government Act*.
15. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
16. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.

17. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
18. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
19. **Recordings: Council or Council committee meetings may not be filmed or voice-recorded.**
20. **Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.**
21. **Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.**

Conduct of Meetings

22. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
23. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
24. A resolution does not require a seconder.
25. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
26. The following resolutions are not debatable by members:
 - a) adjournment
 - b) to take a recess
 - c) question of privilege
 - d) point of order
 - e) to limit debate on a matter before members
 - f) on division of a question
 - g) postpone the matter to a time certain
 - h) to table the matter

27. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
28. Where an issue has been brought before Council, the same issue cannot be tabled more than three times.
29. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information being presented about the issue or matter.
30. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
31. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
32. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
33. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
34. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
 - a) a motion to refer the main question to some other person or group for consideration
 - b) a motion to amend the main question
 - c) a motion to table the main question
 - d) a motion to postpone the main question to some future time
 - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
35. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor

or the presiding officer as to whether the question has been finally put shall be conclusive.

36. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
37. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer. **Where applicable, such as in an electronic meeting, verbal confirmation of Member votes shall be offered at the prompt of the Chair; in such cases votes in favour shall be called out as “aye” and votes in opposition to the motion shall be called out as “nay.”**
- ~~38. “in camera meeting”. Council and Council committees may close all or part of their meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 Part 1 of the Freedom of Information and Protection of Privacy Act. A motion is required by Council to go ‘in camera’ and a motion is required by Council to come out of ‘in camera’. The minutes of the meeting should record who made the motions and the time they were made. No resolution or bylaw may be passed during the ‘in camera meeting’. Council must resume the public meeting to pass any resolutions or bylaws.~~
38. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed.
39. **A formal motion will be made to go to a “Closed Meeting” session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the *Freedom of Information and Privacy Act*. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a Council or Council committee held in public. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must**

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

Delegations

- 40. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive at least at 1:00 pm on a business day at least five (5) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
- 41. Delegates shall be granted a maximum of ~~five (5)~~ fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
- 42. Delegations that have not submitted a letter in accordance with section ~~29~~ 41 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section ~~30~~ 42 to present the matter outlined.

43. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
44. Council shall hear all delegations who have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

Electronic Communication System Meetings

- ~~45. Council meetings may be conducted by means of electronic communication systems (zoom, skype, teams or other system) provided the facilities allow all Councilors at the meeting to participate and to hear the discussion by all other participants at the meeting~~
- ~~46. A Councilor participating in a meeting will be considered to have voted in the affirmative unless that Councilor voices a negative vote on the motion~~
- ~~47. A Councilor participating in a meeting is considered present at the meeting and will be recorded in the minutes as being present via electronic communication.~~
- ~~48. Each Councilor participating in the meeting must be identified by name, and if possible, by camera~~
- ~~49. Meeting agendas will include the link to electronic meetings and phone number, and will be posted on the SVBC website no later than 4 calendar days prior to the meeting~~
- ~~50. A meeting is deemed to be conducted in public~~

Provision for Attendance and Participation by Electronic Means

45. In accordance with the provisions of Section 199 of the *Municipal Government Act*, Council herein provides that meetings of Council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council.
 - a. In exercising its discretion, Council may provide for the following meetings inclusive of Electronic means:
 - i. A full virtual meeting, by which all parties that are, or

may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,

- ii. A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public as in the hybrid model the Council chamber remains an effective point of access for the general public.
- b. In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.
 - c. In all cases, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with in intermittent connection.
 - d. A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
 - e. The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:
 - i.. Those voting members of Councillors present;
 - ii. Those administration present;
 - iii. Those delegations that may be present; and
 - iv. The general count of those public present.
46. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:
- a) Telephone participation, both traditional landline and cellular mobile participation;
 - b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;
 - c) Other means as may become commonly accepted and deemed safe

by the municipality as technology advances.

- d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).
47. In participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:
- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
 - b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
 - c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
 - d) In voting on a matter, the virtually attending party, or parties, shall be called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.
 - e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.
 - f) When a Council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to confirm that they are attending the Closed Session alone and shall be required to submit a statutory declaration or sworn affidavit regarding same sworn before the Chief Administrative Officer, a designated Municipal



Clerk, or Commissioner for Oaths, prior to the next Council meeting.

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

Rules of Order

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

Agenda and Order of Business

50. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 pm on a business day at least five (5) business days before the meeting.
- ~~50. The CAO shall deliver to each Councillor via mail, email, fax, or courier, a copy of the agenda and all supporting materials not later than 4:30 pm four (4) calendar days before the meeting day.~~

51. **The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. two (2) days before the meeting.**
52. Where the deadlines in section ~~36~~ **50** and ~~37~~ **51** are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
53. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
1. Call to Order
 2. Adoption of agenda
 3. Adoption of the previous minutes
 4. Public Hearings
 5. Delegations
 6. Business arising out of the minutes
 7. Bylaws
 8. New Business
 9. Financial
 10. Correspondence
 11. Councillor Reports
 12. Chief Administrative Officer Report
 13. Confidential Items
 14. Adjournment
54. The order of business established in section ~~38~~ **53** shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
55. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

Recording of the Minutes

56. ~~The Municipal Administrator~~ **CAO** may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
57. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.

58. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

Bylaws

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

Website

66. The regular Council Meeting agenda will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
67. Special Council Meeting agendas will be posted on the Summer Village website prior to the Special Council Meeting after it is prepared and distributed to Council.
68. Unapproved meeting minutes are to be posted on the Summer Village website within seven (7) business days of the meeting, or as soon as reasonably practicable. **DO WE WANT THIS IN HERE?**
69. Approved minutes are to be posted on the Summer Village website within seven (7) business days of the meeting, or as soon as reasonably practicable.
70. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw 152-22 and comes into full force and effect upon third and final reading.

READ a first time this 18th day of January, 2024

READ a second time this 18th day of January, 2024

READ a third time and duly passed this 18th day of January, 2024

Signed this 18th day of January, 2024.

Mayor Steven Tymafichuk

Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF BIRCH COVE
APPENDIX A

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

General duties of Councillors
153

Councillors have the following duties:

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

SUMMER VILLAGE OF BIRCH COVE
APPENDIX B

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

General duties of Chief Elected Official
154

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

SUMMER VILLAGE OF BIRCH COVE
APPENDIX C

Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

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

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

Public Hearing Principles:

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

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

Public Hearing Procedures

Definitions

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

SUMMER VILLAGE OF BIRCH COVE PUBLIC HEARING

Date Time

Bylaw #

INTRODUCTIONS AND PROCEDURES

1. (Chairman) "The following Public Hearing is held pursuant to the Municipal Government Act"
2. (Chairman) "The following rules of conduct will be followed during the Public Hearing:

Presentation should be brief and to the point

The order of presentation shall be

- o Entry of written submission
- o Comments from the *****
- o Those supporting the Bylaw
- o Those opposing the Bylaw
- o Any other person deemed to be affected by the Bylaw

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

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

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

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

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

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

4. (Chairman) "Are there any late written submissions relating to the Bylaw?"
(note: if there are any, the secretary to read letter into record)
"Comments from the ** Department"

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

5. (Chairman) "Are there any further comments from the *** Department?"
6. (Chairman) "Do the Councillors have further questions?"
7. (Chairman) "If not, I hereby declare this Public Hearing relating to Bylaw *** be closed and will adjourn this Public Hearing."

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

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

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

NOW THEREFORE, the Council of the Summer Village of Birch Cove hereby enacts as follows:

Citation

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

Definitions

2. In this bylaw:
 - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of Birch Cove
 - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public;
 - c) "Council" means the Mayor and Councillors of the Summer Village of Birch Cove for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
 - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council

to provide pertinent information and views about the subject before Council or Council committee.

- e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
- f) "Electronic Means" shall be as defined in the *Municipal Government Act*, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear and communicate with each other during the course of the meeting;
- g) "FOIPP" means the Freedom of Information and Protection of Privacy Act of Alberta;
- h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
- i) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
- j) "Meetings" means meetings of Council and Council committees, and in keeping with the interpretation of Section 199(1)(b) of the *Municipal Government Act*, shall include hearings;
- k) "Municipality" means the Municipality of the Summer Village of Birch Cove, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- l) "Virtual Participation" means, in reference to participation in a meeting, attendance through an approved Electronic Means of communication

Applicable

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

Severability

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

General

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.

6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Birch Cove's Code of Conduct Bylaw.
9. A breach of any section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
10. Public Hearings held with respect to Bylaws, when required or when requested by Council, will be held prior to second reading, Public Hearings shall be conducted in accordance with the procedures as set out in Appendix C.

Meetings

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting and shall prescribe the intended date (or recurring day of the month), time and location of the meeting, respecting the availability of current Council and the expressed desire to make public engagement as convenient as reasonably possible.
12. Special meetings of Council shall be established as required by Council according to the provisions of the *Municipal Government Act* and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the *Municipal Government Act*.
15. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
16. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.

17. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
18. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
19. Recordings: Council or Council committee meetings may not be filmed or voice-recorded.
20. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.
21. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.

Conduct of Meetings

22. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
23. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
24. A resolution does not require a seconder.
25. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
26. The following resolutions are not debatable by members:
 - a) adjournment
 - b) to take a recess
 - c) question of privilege
 - d) point of order
 - e) to limit debate on a matter before members
 - f) on division of a question
 - g) postpone the matter to a time certain
 - h) to table the matter

27. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
28. Where an issue has been brought before Council, the same issue cannot be tabled more than three times.
29. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information being presented about the issue or matter.
30. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
31. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
32. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
33. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
34. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
 - a) a motion to refer the main question to some other person or group for consideration
 - b) a motion to amend the main question
 - c) a motion to table the main question
 - d) a motion to postpone the main question to some future time
 - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
35. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor

or the presiding officer as to whether the question has been finally put shall be conclusive.

36. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
37. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer. Where applicable, such as in an electronic meeting, verbal confirmation of Member votes shall be offered at the prompt of the Chair; in such cases votes in favour shall be called out as “aye” and votes in opposition to the motion shall be called out as “nay.”
38. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed.
39. A formal motion will be made to go to a “Closed Meeting” session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the *Freedom of Information and Privacy Act*. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a Council or Council committee held in public. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a Council or Council committee closes all or part of a meeting to the public, the Council or Council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons in attendance.

Delegations

40. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any

matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive at least at 1:00 pm on a business day at least five (5) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.

41. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
42. Delegations that have not submitted a letter in accordance with section 41 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 42 to present the matter outlined.
43. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
44. Council shall hear all delegations who have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

Provision for Attendance and Participation by Electronic Means

45. In accordance with the provisions of Section 199 of the *Municipal Government Act*, Council herein provides that meetings of Council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council.

- a. In exercising its discretion, Council may provide for the following meetings inclusive of Electronic means:
 - i. A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
 - ii. A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public as in the hybrid model the Council chamber remains an effective point of access for the general public.
 - b. In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.
 - c. In all cases, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with in intermittent connection.
 - d. A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.
 - e. The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:
 - i.. Those voting members of Councillors present;
 - ii. Those administration present;
 - iii. Those delegations that may be present; and
 - iv. The general count of those public present.
46. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:
- a) Telephone participation, both traditional landline and cellular mobile participation;

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

virtually attending member shall be asked to confirm that they are attending the Closed Session alone and shall be required to submit a statutory declaration or sworn affidavit regarding same sworn before the Chief Administrative Officer, a designated Municipal Clerk, or Commissioner for Oaths, prior to the next Council meeting.

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

Rules of Order

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

Agenda and Order of Business

50. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 pm on a business day at least five (5) business days before the meeting.

51. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. two (2) days before the meeting.
52. Where the deadlines in section 50 and 51 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
53. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
 1. Call to Order
 2. Adoption of agenda
 3. Adoption of the previous minutes
 4. Public Hearings
 5. Delegations
 6. Business arising out of the minutes
 7. Bylaws
 8. New Business
 9. Financial
 10. Correspondence
 11. Councillor Reports
 12. Chief Administrative Officer Report
 13. Confidential Items
 14. Adjournment
54. The order of business established in section ~~38~~ 53 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
55. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

Recording of the Minutes

56. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
57. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the

minutes.

58. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

Bylaws

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

Website

66. The regular Council Meeting agenda will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
67. Special Council Meeting agendas will be posted on the Summer Village website prior to the Special Council Meeting after it is prepared and distributed to Council.
68. Unapproved meeting minutes are to be posted on the Summer Village website within seven (7) business days of the meeting, or as soon as reasonably practicable. **DO WE WANT THIS IN HERE?**
69. Approved minutes are to be posted on the Summer Village website within seven (7) business days of the meeting, or as soon as reasonably practicable.
70. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw 152-22 and comes into full force and effect upon third and final reading.

READ a first time this 18th day of January, 2024

READ a second time this 18th day of January, 2024

READ a third time and duly passed this 18th day of January, 2024

Signed this 18th day of January, 2024.

Mayor Steven Tymafichuk

Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF BIRCH COVE
APPENDIX A

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

General duties of Councillors
153

Councillors have the following duties:

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

SUMMER VILLAGE OF BIRCH COVE
APPENDIX B

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

General duties of Chief Elected Official
154

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

SUMMER VILLAGE OF BIRCH COVE
APPENDIX C

Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

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

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

Public Hearing Principles:

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

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

Public Hearing Procedures

Definitions

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

SUMMER VILLAGE OF BIRCH COVE PUBLIC HEARING

Date Time

Bylaw #

INTRODUCTIONS AND PROCEDURES

1. (Chairman) "The following Public Hearing is held pursuant to the Municipal Government Act"
2. (Chairman) "The following rules of conduct will be followed during the Public Hearing:

Presentation should be brief and to the point

The order of presentation shall be

- o Entry of written submission
- o Comments from the ****
- o Those supporting the Bylaw
- o Those opposing the Bylaw
- o Any other person deemed to be affected by the Bylaw

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

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

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

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

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

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

4. (Chairman) "Are there any late written submissions relating to the Bylaw?"
(note: if there are any, the secretary to read letter into record)
"Comments from the ** Department"

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

5. (Chairman) "Are there any further comments from the *** Department?"
6. (Chairman) "Do the Councillors have further questions?"
7. (Chairman) "If not, I hereby declare this Public Hearing relating to Bylaw *** be closed and will adjourn this Public Hearing."

**BYLAW WITH NOTED
CHANGES**

BYLAW 159-24
Emergency Management Act
Revised Statutes of Alberta 2000
Chapter E-6.8

A BYLAW OF THE SUMMER VILLAGE OF BIRCH COVE IN THE PROVINCE OF ALBERTA TO ESTABLISH **AND AUTHORIZE A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY TO PROVIDE FOR EMERGENCY MANAGEMENT FOR THE SUMMER VILLAGE OF BIRCH COVE THROUGH JOINT PARTNERSHIP WITH OTHER MEMBER MUNICIPALITIES** ~~THE FOLLOWING: A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY TO PROVIDE FOR EMERGENCY MANAGEMENT FOR THE SUMMER VILLAGE OF BIRCH COVE AND SUMMER VILLAGES THAT ARE PARTNER OF THIS BYLAW.~~

WHEREAS the Council of the Summer Village of Birch Cove is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the "Act") to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the Summer Villages that are partner of this Bylaw to such a degree that local resources would be inadequate to cope with the situation;

AND WHEREAS **several regional municipal partners have jointly expressed interest in coordinating the planning, integration, operating, and delivery of their respective emergency management services through a joint partnership, and ministerial authorization to allow for same has been granted under Ministerial Order MO A:017/20; the Ste. Anne Summer Villages Councils wish to enter into a regional emergency management partnership with each other for the purpose of integrated emergency management planning and operations;**

AND WHEREAS **this joint partnership has been formed as the Ste. Anne Summer Villages Regional Emergency Management Partnership and is intended to operate as a partnership of member municipalities directed and managed independently through an external committee of council, authorized and subscribed to by each member and represented by each partner council and municipality as herein established;**

AND WHEREAS **the member councils of this partnership acknowledge the need for a certain degree of operational autonomy for this committee to fulfill its mandate efficiently and are therefore desirous of establishing both a framework for emergency management protocols and regulations for the governance, operational and authorizations vested in the partnership by the member councils;**

NOW THEREFORE, the ~~Councils of the Ste. Anne Summer Villages, in the province of Alberta, duly assembled enacts as follows:~~ Council for the Summer Village of Birch Cove, being agreeable to a partnership with the other municipal partners named in this bylaw, duly assembled enacts as follows:

1. This Bylaw may be cited as the Ste. Anne Summer Villages Regional Emergency Management Bylaw.
2. In this Bylaw:
 - (a) "Act" means the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8.
 - (b) "AEMA Filed Officers" – the role of Field Officers is to assist municipalities to mitigate, prepare for, respond to, and recover from large emergencies and disasters by: facilitating Disaster Recovery Program and Municipal Wildfire Assistance Program applications; assisting in developing/reviewing Community Emergency Management Plans and Programs; assisting in exercises; providing support during disasters and emergencies; acting as a liaison between the Province and communities; delivering training programs in the region; facilitating training on grants and regional emergency management partnerships.
 - (c) "Councils" means the Council of all partner Ste. Anne Summer Villages.
 - (d) "Deputy Director of Emergency Management" means an individual appointed by resolution of Council responsible for assisting with the preparation and coordination of emergency plans and programs for the Municipality. The Deputy Director of emergency Management (DDEM) provides support to, and acts in the absence of, the Director of Emergency Management.
 - (e) "Director of Emergency Management" means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality. Abbreviated in reference as DEM.
 - (f) "Deputy Regional Director of Emergency Management" means the person appointed by the Regional Emergency Management Advisory Committee with the responsibility for program administration, mitigation, preparedness, response and recovery of emergencies within the geographical boundaries of the partners of this bylaw. The Regional Deputy Director of Emergency Management (RDDEM) provides support to, and acts in the absence of, the Regional Director of Emergency Management.
 - (g) "Disaster" means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.

- (h) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to minimize damage to property.
- (i) ~~"Municipality" means Birch Cove as referenced in this Bylaw.~~
- (j) ~~"Municipalities" means Summer Villages as referenced in this Bylaw.~~
- (k) ~~"Commissioner" means the Chief Administrative Officer or designate, of each Ste. Anne Summer Village.~~
- (l) ~~"Disaster" means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.~~
- (m) ~~"Director of Emergency Management" means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality.~~
- (n) ~~"Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to minimize damage to property.~~
- (i) "Minister" means the Minister responsible for the Emergency Management Act.
- (j) "Municipality" means Birch Cove as referenced in this Bylaw.
- (k) "Municipalities" means the member partner local authorities as referenced in this Bylaw.
- (l) "Partnership" means the "Ste. Anne Summer Villages Regional Emergency Management Partnership," as defined in this Bylaw.
- (m) "Regional Director of Emergency Management" means the person appointed by the Regional Emergency Management Advisory Committee with the responsibility for program administration, mitigation, preparedness, response and recovery of emergencies within the geographical boundaries of the partners of this Bylaw. Abbreviated in reference as RDEM.
- (n) "Ste. Anne Summer Villages" refers to the following municipalities:
- i. Summer Village of South View
 - ii. Summer Village of Silver Sands
 - iii. Summer Village of Nakamun Park
 - iv. ~~Summer Village of Yellowstone~~
 - v. Summer Village of Ross Haven
 - vi. Summer Village of West Cove
 - vii. Summer Village of Sunrise Beach
 - viii. ~~Summer Village of Sunset Point~~
 - ix. Summer Village of Val Quentin
 - x. Summer Village of Sandy Beach

- xi. Summer Village of Birch Cove
- xii. Alberta Beach

- (o) "Ste. Anne Summer Villages Regional Emergency Advisory Committee" means the committee established under this Bylaw and comprised of a member of Council, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.
 - (p) "Ste. Anne Summer Villages Regional Emergency Management Agency" means the agency established under this Bylaw and comprised of the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.
 - (q) "~~Ste. Anne Summer Villages Regional Emergency Management Partnership Plan~~" means ~~those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs as outlined in the Ste. Anne Villages Regional Emergency Management Partnership Agreement.~~ **the integrated emergency management plan prepared by the Ste. Anne Summer Villages Regional Emergency Management Agency to coordinate response to an emergency or disaster within the combined geographic boundaries of the Summer Villages that are partners of this Bylaw.**
 - (r) "~~Ste. Anne Summer Villages Regional Emergency Management Plan Partnership~~" means ~~the integrated emergency management plan prepared by the Ste. Anne Summer Villages Regional Emergency Management Agency to coordinate response to an emergency or disaster within the combined geographic boundaries of the Summer Villages that are partner of this Bylaw.~~ **Means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs as outlined in the Ste. Anne Villages Regional Emergency Management Partnership Agreement.**
 - (s) "~~Minister~~" means ~~the Minister responsible for the Emergency Management Act.~~
3. There is hereby established a Ste. Anne Summer Villages Regional Emergency Advisory Committee to **act as the authority and decision making body of the Partnership, including the Council of the Summer Village of Birch Cove, for the purpose of approving the planning, budgeting, execution, and reporting of those emergency management responsibilities, statutory powers, and obligations assigned under this Bylaw and in the Act, specifically as referenced in Section 11.1 of the Act.** ~~advise the Council of the Summer Village of Birch Cove on the development of emergency plans and programs.~~
4. There is hereby established a Ste. Anne Summer Villages Regional Emergency Management Agency to act as the agent of the **Partnership, including the Council of the Summer Village of Birch Cove, for the purpose of recommending, planning,**

budgeting, preparing and facilitating and executing emergency responses and programs and those statutory powers and obligations assigned under this Bylaw and in the Act, specifically as referenced in Section 11.2 of the Act. ~~to carry out its statutory powers and obligations under the Act.~~

5. The Council of the Summer Village of Birch Cove **shall**:
- (a) by resolution, appoint one (1) of its **elected** members **of Council** to serve on the Ste. Anne Summer Village Regional Emergency Advisory Committee. **Alternatives may also be appointed but only one voting representative may participate in any given meeting;**
 - (b) provide for the payment of expenses of the Summer Village of Birch Cove member in the Ste. Anne Summer Village Regional Emergency Advisory Committee;
 - (c) **by resolution, on the recommendation of the** advise the Ste. Anne Summer Villages Regional Emergency Advisory Committee, **approve the appointment of the** ~~of the appointed~~ **Regional** Director of Emergency Management for the partnership;
 - (d) **by resolution appoint a Director of emergency Management and a Deputy Director of Emergency Management for the Summer Village of Birch Cove, and authorize same to participate on the Agency Committee;**
 - (e) **By resolution authorize their respective appointed Chief Administrative Officer to participate in the Regional Emergency Management Agency as an alternate to the Local Director of Emergency Management, or Deputy Director of Emergency Management, as may be necessary;**
 - (f) ensure that emergency plans and programs are prepared to address potential emergencies or disasters within the geographical regions of the ~~partners of this Bylaw~~ **members of the Partnership. This includes a requirement to arrange and maintain access to preapproved contingency funds in the event of an emergency of not less than \$100,000;**
 - (g) endorse Ste. Anne Summer Village's emergency plans, ~~and~~ programs **and budgets**, that are approved by the Ste. Anne Summer Village Regional Emergency Advisory Committee; and
 - (h) review the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs at least once each year.
6. Each partner Summer Village Council may:
- (a) by Bylaw borrow, levy, expropriate and expend, without the consent of the electors, the required sums (as determined by the Ste. Anne Summer Villages Regional Emergency Management Agency) for the operation of the Ste. Anne Summer Villages Regional Emergency Management Agency; and approved by the Ste. Anne Summer Villages Regional Emergency Advisory

Committee; and

- (b) enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
7. The Ste. Anne Summer Villages Regional Emergency Advisory Committee shall:
- (a) Consider, recommend, adopt, and maintain policies and practices as required for the effective and efficient operation of the Regional Emergency Management Agency, subject to the authorities provided in this Bylaw;
 - (b) at the first meeting of the ~~calendar~~ year, ~~elect from the membership, a Chairperson and Vice-Chairperson~~ hold an Organizational Meeting for the purpose of electing, confirming, designating, or otherwise establishing those authorities related to organizational leadership and management of the Partnership, including more specifically those matters presented in Schedule "A: of this Bylaw;
 - (c) establish a quorum of a minimum of ~~9~~ seven (7) voting partnership members and a majority vote for all decisions, with one vote assigned to each partnership member
 - (d) schedule a minimum of ~~one~~ three meetings per year, generally one per calendar quarter, or more frequently at the call of the Chairperson or a majority of the committee members.
 - (e) Arrange for the procurement of qualified administrative services to support operation of the Partnership, with costs for same forming part of the annual budget. This should include the following offices, at a minimum:
 - i Partnership Administrator;
 - ii Finance Director;

The roles and Responsibilities of each of these officers will be generally as presented in Schedule "B" of this Bylaw. These offices may be filled by the same service provider, or they may be delegated to separate service providers, at the discretion of the Advisory Committee.
 - (f) review the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs by the end of October annually in preparation for the January audit.
 - (g) advise each partner municipal council on the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs by the end of October annually.

- (h) review and approve the workplan and budget submitted by the Regional Emergency Management Agency. These reviews are to be guided by the process outlined in Schedule "C" of this Bylaw.
 - i. The maximum operating budget range authorized to this committee for any given operating year shall be \$50,000/year
 - (i) maintain reserve funds to a maximum cumulative total of not more than \$40,000, and further may requisition allocations to the reserve account for any given year to a sum not exceeding 10% of the reference year's approved operating budget. Any excess reserve funds realized shall be deducted from the next year's membership dues proportional to how they were received.
 - (j) participate in annual Risk Assessments for Hazard Identification
 - ~~(f) review the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs on a regular basis.~~
 - ~~(g) — advise each partner Summer Village Council on the status of the Ste. Anne — Summer Villages Regional Emergency Management Plan and related plans — and programs at least once each year.~~
 - ~~(h) provide guidance and direction to the Regional Emergency Management Agency.~~
 - ~~(i) review and approve the work plan and budget submitted by the Regional Emergency Management Agency; the work plan and budget shall then be forwarded to each municipality for approval.~~
 - ~~(j) Adopt the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency.~~
 - ~~(k) adopt policies as required for the effective and efficient operation of the Regional Emergency Management Agency.~~
 - ~~(l) provide input for hazard identification risk assessments as required~~
8. The Ste. Anne Summer Villages Regional Emergency Management Agency shall be comprised of one or more of the following as designated by the partnership for representation:
- (a) a Director of Emergency from each partner Summer Village; or
 - (b) a Deputy Director of Emergency Management from each municipality, or
 - (c) in the absence of the Director and Deputy Director, the Chief Administration Officer is required to fulfill the role.
9. In addition, the following public and private organizations, that may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency Management Plan, may be invited to provide representative(s) to the

Ste. Anne Summer Villages Regional Emergency Management Agency:

- (a) ~~the Fire Chief, or designate;~~ **Communications Officer/Information Officer or designate**
- (b) ~~the Summer Village's Communications Officer (Information Officer), or designate;~~ **Planning and Development Officer/Operations Department Officer or designate;**
- (c) ~~the Summer Village's Operations Department Manager, or designate;~~ **Emergency Response Personnel**
- (d) ~~the Summer Village's Planning and Development Manager, or designate;~~ **School Division Superintendent or designate;**
- (e) ~~representative(s) from law enforcement;~~ **Alberta Health Services designates**
- (f) ~~the School Division Superintendent, or designate;~~ **Mutual Aid Partners**
- (g) ~~representative(s) from Alberta Health Services;~~ **representative(s) from local industry and industrial associations**
- (h) ~~representative(s) from adjacent municipalities which have entered into mutual aid agreements with the Municipality;~~ **Alberta Municipal Affairs, Alberta Emergency Management Agency**
- (i) ~~representative(s) from local industry or industrial associations;~~ **any other Non-Governmental Organization (NGO), agency or organization that, in the opinion of the Partnership, may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency Management Plan.**
- (j) ~~representative(s) from Alberta Municipal Affairs, Alberta Emergency Management Agency; and~~
- (k) ~~any other agency or organization that, in the opinion of the Ste. Anne Summer Villages Regional Emergency Management Agency may provide assistance.~~

10. The Ste. Anne Summer Villages Regional Emergency Management Agency shall:

- (a) act on behalf of the partnership to carry out its statutory powers and obligations under Section 11.2(2) and Section 24(1) of the Emergency Management Act and the Local Authority Emergency Management Regulation; this does not include the authority to declare, renew or terminate the State of Local Emergency; **be an administrative working group for the purpose of recommending, planning, and implementing best practices for emergency management preparedness and response within the Partnership service area.**

- (b) Be comprised of:
- i. The Regional Director of Emergency Management;
 - ii. The Regional Deputy Director of Emergency Management; and
 - iii. The ranking attendee from each of the partners, respectively being:
 1. The local Authority Directors of Emergency Management; or
 2. The Local Authority Deputy Director of Emergency Management; or
 3. the Local Authority Chief Administrative Officers, or their designates.
- (c) Be chaired by the Regional Director of Emergency Management, or their ranking designate. ~~assist in the preparation and coordination of the Ste. Anne Summer Villages Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Partnership;~~
- (d) Establish a quorum of a minimum of seven (7) voting members and a majority vote for all decisions where required, whereby:
~~report on their work plan activity status to the Regional Emergency Advisory Committee at a minimum of once per year, including an update on the review of the Regional Emergency Management Plan;~~
- i. each municipal partner holds the power of one (1) vote to be assigned first to their appointed Director of Emergency Management, and then
 - ii. in the event that 1 member represents more than one partner, they will have one vote per municipality.
- (e) Act on behalf of the partnership to carry out the statutory powers and obligations under Section 11.2(2) and Section 24(1) of the Emergency Management Act and the Local Authority Emergency Management Regulation; this does not include the authority to declare, renew or terminate the (SOLE) State of Local Emergency. ~~ensure that a Regional Director of Emergency Management is designated under the Ste. Anne Summer Villages Regional Emergency Management Plan to so act, on behalf of the Ste. Anne Summer Villages Regional Emergency Management Agency;~~
- (f) Assist in the preparation and coordination of the Ste. Anne Summer Villages Regional Emergency Management Plan and prepare and coordinate related ~~pans and programs for the Partnership; implement the concepts and principles of the Incident Command System~~
- (g) Report on the Agency workplan activity status to the Regional Advisory Committee at a minimum of once per year, including an update on the review of the Regional Emergency Management plan; ~~coordinate all emergency services and other resources used in an emergency; and/or~~

- (h) Recommend to the Regional Emergency Advisory Committee, a person to serve as the Regional Director of Emergency Management and a person to serve as Deputy Regional Director of Emergency Management and confirm that these appointments are completed annually; ~~ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).~~
 - (i) Implement the concept and principles of the Incident Command System
 - (j) Coordinate all emergency services and other resources used in an emergency; and/or
 - (k) ensure that someone is designated to discharge the responsibilities specified in paragraphs (d), (e), (f) and (h).
 - (l) engage relevant stakeholders, such as business and industry, government agencies, and regulatory bodies to ensure emergency plans are aligned and integrate with stakeholder plans;
 - (m) support the coordination of training and exercises on the Regional Emergency Management Plan;
 - (n) ensure regional training and exercise documentation and records are maintained;
 - (o) plan, execute and review exercises to validate the Regional emergency Management Plan;
 - (p) inventory and maintain Partnership assets and make recommendations ensuring the Partnership has appropriate resources and equipment available.
 - (q) develop and recommend an annual budget and work plan to ensure the Obligation of the partnership are supported.
11. ~~The Summer Village of Birch Cove's power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 13 of this Bylaw, and the requirements specified in Section 16 of this Bylaw, are hereby delegated to the Ste. Anne Summer Villages Regional Emergency Advisory Committee. The Ste. Anne Summer Villages Regional Emergency Advisory Committee (minimum two representatives) may, at any time when it is satisfied that an emergency exists or may exist (as defined within the Terms of Reference and the Ste. Anne Summer Villages Regional Emergency Management Plan), by resolution, make a declaration of a state of local emergency within the geographic boundaries of one or more of the partners in this Bylaw.~~

11. Declaring a State of Local Emergency:

- a) The Council of the Summer Village of Birch Cove has the power to declare, terminate or renew a State of Local Emergency (SOLE) at the local level. Under the Act, the powers specified in Section 13 or this Bylaw, and the requirements specified in Section 16 of this Bylaw, are hereby delegated to the Ste. Anne Summer Village Regional Emergency Advisory Committee Executive.
- b) In the event that the local Council is unavailable, the Director of Emergency Management, or the Deputy Director of Emergency Management, for the impacted municipality will refer the decision to declare a State of Local Emergency to the Ste. Anne Summer Village Regional Emergency Advisory Committee, whereupon receipt of same any two duly convened elected representatives serving on the Advisory Committee may, at any time when they are satisfied that an emergency exists or may exist, by resolution, make a declaration of a SOLE within the geographic boundaries of this partnership.

12. Conducting a State of Local Emergency:

- a) When a State of Local Emergency is declared, the person or persons making the declaration shall:

~~When a state of local emergency is declared, the person or persons making the declaration shall:~~

- i. ensure that the declaration identifies the nature of the emergency and the area of the Ste. Anne Summer Villages in which it exists;
- ii. the Information Officer will ensure the details of the declaration are published immediately by such means of communication considered most likely to notify the population of the area affected; (Alberta Emergency Alert; Social Media; Municipal Notification Systems (i.e. All-Net); ~~cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and~~
- iii. the Information Officer forwards a copy of the declaration to the AEMA Field Officers;
- iv. the Mayor and/or Advisory Committee Chairperson forwards a copy to the Minister forthwith

(b) ~~forward a copy of the declaration to the Minister forthwith.~~

13. Subject to Section 14, when a state of local emergency is declared, the person or persons making the declaration may:

- (a) cause the Ste. Anne Summer Villages Regional Emergency Management Plan or any related plans or programs to be put into operation;

- (b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - (c) ~~control or prohibit travel to or from any area within the Municipality; authorize or require any qualified person to render aid of a type the person is qualified to provide;~~
 - (d) ~~recommend control or prohibition of travel to or from any area within the Municipality;~~
 - (d) ~~authorize for the restoration of essential facilities and the distribution of essential supplies and provision, maintenance and coordination of emergency medical, welfare and other essential services in any part of the Municipality;~~
 - (d) authorize the evacuation of persons and the removal of livestock and personal property from any area of the Municipality that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - (e) authorize the entry into any building or on any land, without warrant, by any **authorized** person in the course of implementing an emergency plan or program;
 - (f) authorize the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - (g) ~~authorize the procurement or fixing of prices~~ **procure or fix prices** for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Ste. Anne Summer Villages for the duration of the State of Local Emergency;
 - (h) authorize the conscription of persons needed to ~~support~~ **meet** an emergency; and
 - (i) authorize any persons at any time to exercise in the operation of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a state of local emergency.
- ~~14. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.~~
14. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
- a. **At the local level**, a resolution is passed by **Mayor and/or Council** the Ste. Anne Summer Villages Regional Emergency Advisory Committee;

- b. ~~At the regional level, a resolution is passed by the Ste. Anne Summer Village Regional Emergency Advisory Committee a period of seven days has lapsed since it was declared, unless it is renewed by resolution;~~
 - c. ~~A period of seven days has lapsed since it was declared, or 28 days during a pandemic, unless it is renewed by resolution;~~ the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - d. ~~The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or the Minister cancels the state of local emergency.~~
 - e. ~~the Minister cancels the SOLE.~~
15. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
16. No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.
17. ~~That the Ste. Anne Summer Villages Regional Emergency Management Partnership Agreement (2023 revised), attached as Schedule E and forming part of this Bylaw, is hereby approved and execution of the agreement is authorized.~~
18. ~~Fees for Service:~~
- a) ~~Where a Partnership is duly activated in response to an emergency and full or partial mobilization of the resources of the Partnership are mustered, the requesting/receiving municipality shall be responsible to cover the costs of that mobilization and any works undertaken on their behalf in relation to the response, inclusive of post-response reporting and deactivation of the response team.~~
 - b) ~~Costs and Fees for services shall be outlined in Schedule "D" of this Bylaw. These Costs and Fees when rendered shall be due to the Partnership, and may form part of the Disaster Relief Funding request, and/or be recovered from other stakeholders as the case may be.~~
 - c) ~~Where a response is multijurisdictional, the costs of any joint or shared response shall be apportioned such that:~~
 - i. ~~Any costs for activation of the Incident Command Post shall be shared equally by all subject jurisdictions.~~
 - ii. ~~Any costs known to be incurred or assigned to a specific jurisdiction shall be borne by that jurisdiction;~~
 - iii. ~~Any costs arising during the response not sufficiently covered by (i) or (ii)~~

above, shall be negotiated concurrent to the response, as expeditiously as possible by the member councils involved, or in the prolonged absence of Council(s), their respective Directors of Emergency Management.

19. ~~This Bylaw shall take effect on the day of final passing thereof.~~ That this Bylaw rescinds Bylaw 142-20.
20. ~~That Bylaw 134-17 is hereby rescinded.~~ That this Bylaw shall come into force and have effect on the date of the third and final reading and signing thereof.

Read a first time on this day of

Read a second time on this day of

Unanimous Consent to proceed to third reading on this day of

Read a third and final time on this day of

Signed this day of

Mayor, Steven Tymafichuk

Chief Administrative Officer, Wendy Wildman

Cd

SCHEDULE A
ORGANIZATIONAL MEETING MATTERS (SECTION 7(B))

- a) Elect from the committee a chairperson for the advisory committee;
- b) Elect from the committee a vice-chairperson for the advisory committee;
- c) Elect from the committee any other officers (i.e. sub-committee chairpersons) as may be required for the advisory committee;
- d) Confirm the management/administrative appointments of the partnership:
 - 1. Partnership Administrator;
 - 2. Finance Director;
 - 3. Regional Director of Emergency Management;
 - 4. Regional Deputy Director of Emergency Management;
- e) Confirm the banking institution and signing authorities of the partnership;
- f) Confirm the office location, contact information, and location for records;
- g) Review and confirm remuneration policies for the advisory committee.
- h) Confirm dates and times for the regular meetings of the Advisory and Agency.

SCHEDULE B
ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS
(SECTION 7(E))

- a) The roles and responsibilities of the Partnership Administrator shall include, but not be limited to:
- 1) Act as primary administrative advisor to the Advisory Committee, providing guidance and recommendations on business of the day. All other administrative staff or contractors shall report through the Partnership Administrator.
 - 2) Serve as Liaison with the Agency on developing, implementing, and amending policy and processes as approved by the Advisory Committee, or recommended to the Advisory Committee by the Agency.
 - 3) Act as records keeper and recording secretary for Advisory Committee, including taking minutes and preparing and circulating the meeting agendas.
 - 4) Act as primary legislative coordinator for the Advisory Committee, ensuring that the Bylaw is reviewed regularly, established policies are developed and reviewed regularly, and that the statutory plans and requirements of Emergency Management are maintained in good standing.
 - 5) Work with the Finance Officer to ensure that the annual budget process is completed.
- b) The roles and responsibilities of the Finance Director shall include, but not be limited to:
- 1) In conjunction with the Partnership Administrator, and in consultation with the Agency, prepare the annual budget for review by the Advisory Committee.
 - 2) On approval of the budget, arrange for the invoicing, collection, and deposit of funds as directed by the Advisory Committee.
 - 3) Support emergency management staff in developing and implementing best practice for financial reporting and record keeping, especially as it relates to Disaster Relief Program Reporting.
 - 4) General Banking, Accounts Receivable, and Account Payable management.

SCHEDULE C

PROCESS FOR PREPARING, REPORTING, REVIEWING, AND APPROVING THE ANNUAL
WORKPLANS AND BUDGETS (SECTION 7(H))

- a) The Agency shall commence the initial review the annual workplans and budgets for the forthcoming year, allowing for input from the Executive Director, Regional and Deputy Director of Emergency management, and the Local Directors of Emergency Management;
- b) The Agency shall then forward the draft workplans and budget to the Executive Director and the Executive Director will ensure they are presented to the Advisory Committee, on or before August 31st annually.
- c) The Advisory Committee will initially review the workplans and budgets, accept them as information, and invite all member councils to review and submit comment, in writing or in person, at the next regular meeting of the Advisory Committee.
- d) Member councils will be extended the opportunity to provide comment and propose changes to the workplans and budget during the next regular meeting of the Advisory Committee. Comments and proposals received are not binding on the Advisory Committee but shall be received in good faith.
- e) Following the period of member input, the Advisory Committee shall give further consideration to approving the workplans and budgets. They may consider motions for doing this during with meeting where comments are invited by members, as presented or amended, or may decide to defer consideration until a revised draft can be presented where the situation warrants same.
- f) Notwithstanding (e), above, the Advisory Committee must annually approve the workplan and budget for the forthcoming year on or before December 31st of the current year, and provide details including requisition amounts for the new year to members by the same date.
- g) Part of the approval of the workplan and budget documents will be an authorization for Administration to send invoices for the approved requisition amounts to each member based on the approved budget and that these shall be due as per a policy established by the Partnership.
 - i. With respect to (g), above, requisition assigned to members shall be based on all members paying an equal share of the annual operating and capital budget, specifically 1/10 of the budget due by each member (based on 10 members). If members withdraw or are added, the formula is appropriately

amended to reflect same.

ii. Further, the requisitions shall not include incidental costs of the partnership, nor emergency management response costs that may arise during the year. Incidental costs should first be covered by available reserves, and emergency management and response costs shall be the responsibility of the receiving party.

SCHEDULE D
 CHARGES FOR PLANNING AND RESPONSE SERVICES RENDERED

Function	Task	Cost/Fee
Administrative	Activation of Incident Command Post	\$2,000
	Regional DEM Services	\$70/hr
	Deputy Regional DEM Services	\$70/hr
	Incident Commander Services	\$50/hr
	Section Chief Services	\$50/hr
	Services for All Other Command Roles/Coordinators Activated	\$50/hr
	Travel for Command Activation	Current CRA Rate
	External Contract Services Procured (equipt., materials, etc.)	At Cost
	External Resources and Supplies (rentals, food, consumables)	At Cost
Capital	Equipment Rental (SVREMP Owned Assets):	
	N/A	
Miscellaneous	DEM/DDEM Replacement Kit (Tote)	\$1,200
This cost schedule shall be deemed effective from the activation of the EOC and shall remain effective until the final reporting , inclusive of any Disaster Recovery Program reporting, of the subject response to AEMA.		

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SCHEDULE E
STE. ANNE SUMMER VILLAGE REGIONAL EMERGENCY MANAGEMENT
PARTNERSHIP AGREEMENT

(SEE ATTACHED)

CLEAN COPY

BYLAW NO. 159-2024
Emergency Management Act
Revised Statutes of Alberta 2000
Chapter E-6.8

A BYLAW OF THE SUMMER VILLAGE OF BIRCH COVE IN THE PROVINCE OF ALBERTA TO ESTABLISH AND AUTHORIZE A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY TO PROVIDE FOR EMERGENCY MANAGEMENT FOR THE SUMMER VILLAGE OF BIRCH COVE THROUGH JOINT PARTNERSHIP WITH OTHER MEMBER MUNICIPALITIES

WHEREAS the Council of the Summer Village of Birch Cove is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the "Act") to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency;

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities that are partner of this Bylaw to such a degree that local resources would be inadequate to cope with the situation;

AND WHEREAS several regional municipal partners have jointly expressed interest in coordinating the planning, integration, operating, and delivery of their respective emergency management services through a joint partnership, and ministerial authorization to allow for same has been granted under ministerial order MO A:017/20;

AND WHEREAS this joint partnership has been formed as the Ste. Anne Summer Villages Regional Emergency Management Partnership and is intended to operate as a partnership of member municipalities directed and managed independently through an external committee of council, authorised and subscribed to by each member and represented by each partner council and municipality as herein established;

AND WHEREAS the member councils of this partnership acknowledge the need for a certain degree of operational autonomy for this committee to fulfill its mandate efficiently and are therefore desirous of establishing both a framework for emergency management protocols and regulations for the governance, operational, and authorisations vested in the partnership by the member councils;

AND WHEREAS the member councils of this partnership have collectively determined that the appropriate framework for vesting the partnership with the required and recommended authorities to do so in part by Bylaw, in part by Agreement, and in part through Terms of Reference for the required Advisory and Management Agency committees;

NOW THEREFORE, the Council for the Summer Village of Birch Cove, being agreeable to a partnership with the other municipal partners named in this bylaw, duly assembled enacts as

follows:

- 1) This Bylaw may be cited as the Ste. Anne Summer Villages Regional Emergency Management Bylaw.
- 2) In this Bylaw:
 - a. "Act" means the *Emergency Management Act*, Revised Statutes of Alberta 2000, Chapter E-6.8.
 - b. "AEMA Field Officers"- the role of Field Officers is to assist municipalities to mitigate, prepare for, respond to, and recover from large emergencies and disasters by: facilitating Disaster Recovery Program and Municipal Wildfire Assistance Program applications; assisting in developing/reviewing Community Emergency Management Plans and Programs; assisting in exercises; providing support during disasters and emergencies; acting as a liaison between the Province and communities; delivering training programs in region; facilitating training on grants and regional emergency management partnerships.
 - c. "Councils" means the Council of all partner Ste. Anne Summer Villages.
 - d. "Deputy Director of Emergency Management" means an individual appointed by resolution of Council responsible for assisting with the preparation and coordination of emergency plans and programs for the Municipality. The Deputy Director of Emergency Management (DDEM) provides support to, and acts in the absence of, the Director of Emergency Management.
 - e. "Director of Emergency Management" means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the Municipality. Abbreviated in reference as DEM.
 - f. "Deputy Regional Director of Emergency Management" means the person appointed by the Regional Emergency Management Advisory Committee with the responsibility for program administration, mitigation, preparedness, response and recovery of emergencies within the geographical boundaries of the partners of this bylaw. The Regional Deputy Director of Emergency Management (RDDEM) provides support to, and acts in the absence of, the Regional Director of Emergency Management.
 - g. "Disaster" means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.
 - h. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to minimize damage to property.

- i. "Minister" means the Minister responsible for the Emergency Management Act.
- j. "Municipality" means Birch Cove as referenced in this Bylaw.
- k. "Municipalities" means the member partner local authorities as referenced in this Bylaw.
- l. "Partnership" means the "Ste. Anne Summer Villages Regional Emergency Management Partnership," as defined in this bylaw.
- m. "Regional Director of Emergency Management" means the person appointed by the Regional Emergency Management Advisory Committee with the responsibility for program administration, mitigation, preparedness, response and recovery of emergencies within the geographical boundaries of the partners of this bylaw. Abbreviated in reference as RDEM.
- n. "Ste. Anne Summer Villages" refers to the following municipalities:
 - i. Summer Village of Nakamun Park
 - ii. Summer Village of Birch Cove
 - iii. Summer Village of Ross Haven
 - iv. Summer Village of Sandy Beach
 - v. Summer Village of Silver Sands
 - vi. Summer Village of South View
 - vii. Summer Village of Sunrise Beach
 - viii. Summer Village of Val Quentin
 - ix. Summer Village of West Cove
 - x. Alberta Beach
- o. "Ste. Anne Summer Villages Regional Emergency Advisory Committee" means the committee established under this Bylaw and comprised of a member of Council, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.
- p. "Ste. Anne Summer Villages Regional Emergency Management Agency" means the agency established under this Bylaw and comprised of the Directors of Emergency Management, or designate, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.
- q. "Ste. Anne Summer Villages Regional Emergency Management Plan" means the integrated emergency management plan prepared by the Ste. Anne Summer Villages Regional Emergency Management Agency to coordinate response to an emergency or disaster within the combined geographic boundaries of the Summer Villages that are partner of this Bylaw.
- r. "Ste. Anne Summer Villages Regional Emergency Management Partnership" means



those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs as outlined in the Ste. Anne Villages Regional Emergency Management Partnership Agreement.

- 3) There is hereby established a Ste. Anne Summer Villages Regional Emergency Advisory Committee to act as the authority and decision-making body of the Partnership, including the Council of the Summer Village of Birch Cove, for the purpose of approving the planning, budgeting, execution, and reporting of those emergency management responsibilities, statutory powers, and obligations assigned under the this Bylaw and in the Act, specifically as referenced in Section 11.1 of the Act.
- 4) There is hereby established a Ste. Anne Summer Villages Regional Emergency Management Agency to act as the agent of the Partnership, including the Council of the Summer Village of Birch Cove, for the purpose of recommending, planning, budgeting, preparing, and facilitating and executing emergency responses and programs and those statutory powers and obligations assigned under the this Bylaw and in the Act, specifically as referenced in Section 11.2 of the Act.
- 5) The Council of the Summer Village of Birch Cove **shall:**
 - a. by resolution, appoint one (1) of its elected members of Council to serve on the Ste. Anne Summer Village Regional Emergency Advisory Committee. Alternates may also be appointed but only one voting representative may participate in any given meeting;
 - b. provide for the payment of expenses of the Summer Village of Birch Cove member in the Ste. Anne Summer Village Regional Emergency Advisory Committee;
 - c. by resolution, on the recommendation of the Ste. Anne Summer Village Regional Emergency Advisory Committee, approve the appointment of the Regional Director of Emergency Management and the Regional Deputy Director of Emergency Management for the Partnership;
 - d. by resolution appoint a Director of Emergency Management and a Deputy Director of Emergency Management for the Summer Village of Birch Cove, and authorize same to participate on the Agency Committee;
 - e. By resolution authorize their respective appointed Chief Administrative Officer to participate in the Regional Emergency Management Agency as an alternate to the Local Director of Emergency Management, or Deputy Director of Emergency Management, as may be necessary;
 - f. ensure that emergency plans and programs are prepared to address potential emergencies or disasters within the geographical regions of the members of the

Partnership. This includes a requirement to arrange and maintain access to pre-approved contingency funds in the event of an emergency of not less than \$100,000.00;

- g. endorse the Partnership's emergency plans, programs, and budgets, that are approved by the Ste. Anne Summer Village Regional Emergency Advisory Committee; and
- h. review the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs at least once each year.

6) Each partner municipal council may:

- a. by bylaw borrow, levy, expropriate and expend, without the consent of the electors, the required sums (as determined by the Ste. Anne Summer Villages Regional Emergency Management Agency) for the operation of the Ste. Anne Summer Villages Regional Emergency Management Agency; and approved by the Ste. Anne Summer Villages Regional Emergency Advisory Committee; and
- b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

7) The Ste. Anne Summer Villages Regional Emergency Advisory Committee shall:

- a. consider, recommend, adopt, and maintain policies and practices as required for the effective and efficient operation of the Regional Emergency Management Agency, subject to the authorities provided in this bylaw;
- b. at the first meeting of the calendar year, hold an Organizational Meeting for the purpose of electing, confirming, designating, or otherwise establishing those authorities related to organizational leadership and management of the Partnership, including more specifically those matters presented in Schedule "A" of this Bylaw;
- c. establish a quorum of a minimum of seven (7) voting partnership members and a majority vote for all decisions, with one vote assigned to each partnership member.
- d. schedule a minimum of three (3) meeting per year, generally one per calendar quarter, or more frequently at the call of the chairperson or a majority of the committee members.
- e. arrange for the procurement of qualified administrative services to support the operation of the Partnership, with costs for same forming part of the annual

budget. This should include the following offices, at a minimum:

- i. Partnership Administrator;
- ii. Finance Director;

The Roles and Responsibilities of each of these officers will be generally as presented in Schedule "B" of this Bylaw. These offices may be filled by the same service provider, or they may be delegated to separate service providers, at the discretion of the Advisory Committee.

- f. review the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs by the end of October annually in preparation for the January audit.
 - g. advise each partner municipal council on the status of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans and programs by the end of October annually.
 - h. review and approve the workplan and budget submitted by the Regional Emergency Management Agency. These reviews are to be guided by the process outlined in Schedule "C" of this Bylaw.
 - i. The maximum operating budget range authorized to this committee for any given operating year shall be \$50,000.00/year.
 - i. maintain reserve funds to a maximum cumulative total of not more than \$40,000.00, and further may requisition allocations to the reserve account for any given year to a sum not exceeding 10% of the reference year's approved operating budget. Any excess reserve funds realized shall be deducted from the next year's membership dues proportional to how they were received.
 - j. participate in annual Risk Assessments for Hazard Identification.
- 8) The Ste. Anne Summer Villages Regional Emergency Management Agency shall be comprised of one or more of the following as designated by the partnership for representation:
- a. a Director of Emergency from each partner municipality; or
 - b. a Deputy Director of Emergency Management from each municipality; or
 - c. in the absence of the Director and Deputy Director, the Chief Administrative Officer is required to fulfill the role.
- 9) In addition, the following public and private organizations, that may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency Management Plan, may be invited to provide representative(s) to the Ste. Anne Summer



Villages Regional Emergency Management Agency:

- a. Communications Officer/Information Officer or designate
- b. Planning and Development Officer/Operations Department Officer or designate;
- c. Emergency Response Personnel
- d. School Division Superintendent or designate
- e. Alberta Health Services designates
- f. Mutual Aid Partners
- g. representative(s) from local industry and industrial associations
- h. representative(s) from Alberta Municipal Affairs, Alberta Emergency Management Agency
- i. any other Non-Governmental Organization (NGO), agency or organization that, in the opinion of the Partnership, may assist in the preparation or implementation of the Ste. Anne Summer Villages Regional Emergency Management Plan.

10) The Ste. Anne Summer Villages Regional Emergency Management Agency shall:

- a. be an administrative working group for the purpose of recommending, planning, and implementing best practices for emergency management preparedness and response within the Partnership service area.
- b. be comprised of:
 - i. The Regional Director of Emergency Management;
 - ii. The Regional Deputy Director of Emergency Management; and
 - iii. The ranking attendee from each of the partners, respectively being:
 - 1. The Local Authority Directors of Emergency Management; or
 - 2. The Local Authority Deputy Director of Emergency Management;
or
 - 3. The Local Authority Chief Administrative Officers, or their designates.
- c. be chaired by the Regional Director of Emergency Management, or their ranking designate.

- d. establish a quorum of a minimum of seven (7) voting members and a majority vote for all decisions where required, whereby:
 - i. each municipal partner holds the power of 1 vote to be assigned first to their appointed Director of Emergency Management, and then respectively to their Deputy Director of Emergency Management, or their Chief Administrative Officer, as may be present during the meetings;
 - ii. in the event that 1 member represents more than one partner, they will have one vote per municipality.
- e. act on behalf of the partnership to carry out the statutory powers and obligations under Section 11.2 (2) and Section 24 (1) of the Emergency Management Act and the Local Authority Emergency Management Regulation; this does not include the authority to declare, renew or terminate the (SOLE) State of Local Emergency.
- f. assist in the preparation and coordination of the Ste. Anne Summer Villages Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Partnership;
- g. report on the Agency workplan activity status to the Regional Advisory Committee at a minimum of once per year, including an update on the review of the Regional Emergency Management plan;
- h. recommend to the Regional Emergency Advisory Committee, a person to serve as the Regional Director of Emergency Management and a person to serve as Deputy Regional Director of Emergency Management and confirm that these appointments are completed annually;
- i. implement the concept and principles of the Incident Command System
- j. coordinate all emergency services and other resources used in an emergency; and/or
- k. ensure that someone is designated to discharge the responsibilities specified in paragraphs (d), (e), (f) and (h).
- l. engage relevant stakeholders, such as business and industry, government agencies, and regulatory bodies to ensure emergency plans are aligned and integrate with stakeholder plans;
- m. support the coordination of training and exercises on the Regional Emergency Management Plan;
- n. ensure regional training and exercise documentation and records are maintained;

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- o. plan, execute and review exercises to validate the Regional Emergency Management Plan;
- p. inventory and maintain Partnership assets and make recommendations ensuring the Partnership has appropriate resources and equipment available.
- q. develop and recommend an annual budget and work plan to ensure the obligation of the partnership are supported.

11) Declaring a State of Local Emergency:

- a. The Council of the Summer Village of Birch Cove has the power to declare, terminate or renew a State of Local Emergency (SOLE) at the local level. Under the Act, the powers specified in Section 13 of this Bylaw, and the requirements specified in Section 16 of this Bylaw, are hereby delegated to the Ste. Anne Summer Village Regional Emergency Advisory Committee Executive.
- b. In the event that the local level Council is unavailable, the Director of Emergency Management, or the Deputy Director of Emergency Management, for the impacted municipality will refer the decision to declare a State of Local Emergency to the Ste. Anne Summer Village Regional Emergency Advisory Committee, whereupon receipt of same any two duly convened elected representatives serving on the Advisory Committee may, at any time when they are satisfied that an emergency exists or may exist, by resolution, make a declaration of a SOLE within the geographic boundaries of this partnership.

12) Conducting a State of Local Emergency:

- a. When a state of local emergency is declared, the person or persons making the declaration shall:
 - i. ensure that the declaration identifies the nature of the emergency and the area of the Ste. Anne Summer Villages in which it exists;
 - ii. the Information Officer will ensure the details of the declaration are published immediately by such means of communication considered most likely to notify the population of the area affected; (Alberta Emergency Alert; Social Media; Municipal Notification Systems (i.e. All-Net);
 - iii. the Information Officer forwards a copy of the declaration to the AEMA Field Officers;
 - iv. the Mayor and/or Advisory Committee Chairperson forwards a copy to the Minister forthwith.

13) Subject to Section 14, when a state of local emergency is declared, the person or persons making the declaration may:

- a. cause the Ste. Anne Summer Villages Regional Emergency Management Plan or any related plans or programs to be put into operation;
- b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- c. control or prohibit travel to or from any area within the Municipality;
- d. authorize the evacuation of persons and the removal of livestock and personal property from any area of the Municipality that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
- e. authorize the entry into any building or on any land, without warrant, by any authorized person in the course of implementing an emergency plan or program;
- f. authorize the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- g. procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Ste. Anne Summer Villages for the duration of the SOLE;
- h. authorize the conscription of persons needed to meet an emergency; and
- i. authorize any persons at any time to exercise in the operation of the Ste. Anne Summer Villages Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a SOLE.

14) A declaration of a SOLE is considered terminated and ceases to be of any force or effect when:

- a. at the local level, a resolution is passed by the Mayor and/or Council
- b. at the regional level, a resolution is passed by the Ste. Anne Summer Village Regional Emergency Advisory Committee
- c. a period of seven days has lapsed since it was declared, or 28 days during a pandemic, unless it is renewed by resolution;



- d. the Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
 - e. the Minister cancels the SOLE.
- 15) When a declaration of a SOLE has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.
- 16) No action lies against the Municipality or a person acting under the Municipality's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.
- 17) That the Ste. Anne Summer Villages Regional Emergency Management Partnership Agreement (2023 revised), attached as Schedule E and forming part of this bylaw, is hereby approved and execution of the agreement is authorized.
- 18) Fees for Service:
- a. Where the Partnership is duly activated in response to an emergency and full or partial mobilization of the resources of the Partnership are mustered, the requesting/receiving municipality shall be responsible to cover the costs of that mobilization and any works undertaken on their behalf in relation to the response, inclusive of post-response reporting and deactivation of the response team.
 - b. Costs and Fees for services shall be outlined in Schedule "D" of this Bylaw. These Costs and Fees when rendered shall be due to the Partnership, and may form part of the Disaster Relief Funding request, and/or be recovered from other stakeholders as the case may be.
 - c. Where a response is multijurisdictional, the costs of any joint or shared response shall be apportioned such that:
 - i. Any costs for activation of the Incident Command Post shall be shared equally by all subject jurisdictions.
 - ii. Any costs known to be incurred or assigned to a specific jurisdiction shall be borne by that jurisdiction;
 - iii. Any costs arising during the response not sufficiently covered by (i) or (ii), above, shall be negotiated concurrent to the response, as expeditiously as possible by the member councils involved, or in the prolonged absence of council(s), their respective Directors of Emergency Management.

19) That this bylaw rescinds Bylaw 142-20

20) That this bylaw shall come into force and have effect on the date of the third and final reading and signing thereof.

Read a first time on this _____ day of _____, _____

Read a second time on this _____ day of _____, _____.

Unanimous Consent to proceed to third reading on this _____ day of _____, _____.

Read a third and final time on this _____ day of _____, _____.

Signed this _____ day of _____, _____

Mayor, Steve Tymafichuk

Chief Administrative Officer, Wendy Wildman

SCHEDULE A
ORGANIZATIONAL MEETING MATTERS (SECTION 7(B))

- a) Elect from the committee a chairperson for the advisory committee;
- b) Elect from the committee a vice-chairperson for the advisory committee;
- c) Elect from the committee any other officers (i.e. sub-committee chairpersons) as may be required for the advisory committee;
- d) Confirm the management/administrative appointments of the partnership:
 - 1. Partnership Administrator;
 - 2. Finance Director;
 - 3. Regional Director of Emergency Management;
 - 4. Regional Deputy Director of Emergency Management;
- e) Confirm the banking institution and signing authorities of the partnership;
- f) Confirm the office location, contact information, and location for records;
- g) Review and confirm remuneration policies for the advisory committee.
- h) Confirm dates and times for the regular meetings of the Advisory and Agency.

SCHEDULE B
ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS
(SECTION 7(E))

- a) The roles and responsibilities of the Partnership Administrator shall include, but not be limited to:
- 1) Act as primary administrative advisor to the Advisory Committee, providing guidance and recommendations on business of the day. All other administrative staff or contractors shall report through the Partnership Administrator.
 - 2) Serve as Liaison with the Agency on developing, implementing, and amending policy and processes as approved by the Advisory Committee, or recommended to the Advisory Committee by the Agency.
 - 3) Act as records keeper and recording secretary for Advisory Committee, including taking minutes and preparing and circulating the meeting agendas.
 - 4) Act as primary legislative coordinator for the Advisory Committee, ensuring that the Bylaw is reviewed regularly, established policies are developed and reviewed regularly, and that the statutory plans and requirements of Emergency Management are maintained in good standing.
 - 5) Work with the Finance Officer to ensure that the annual budget process is completed.
- b) The roles and responsibilities of the Finance Director shall include, but not be limited to:
- 1) In conjunction with the Partnership Administrator, and in consultation with the Agency, prepare the annual budget for review by the Advisory Committee.
 - 2) On approval of the budget, arrange for the invoicing, collection, and deposit of funds as directed by the Advisory Committee.
 - 3) Support emergency management staff in developing and implementing best practice for financial reporting and record keeping, especially as it relates to Disaster Relief Program Reporting.
 - 4) General Banking, Accounts Receivable, and Account Payable management.

SCHEDULE C

PROCESS FOR PREPARING, REPORTING, REVIEWING, AND APPROVING THE ANNUAL
WORKPLANS AND BUDGETS (SECTION 7(H))

- a) The Agency shall commence the initial review the annual workplans and budgets for the forthcoming year, allowing for input from the Executive Director, Regional and Deputy Director of Emergency management, and the Local Directors of Emergency Management;
- b) The Agency shall then forward the draft workplans and budget to the Executive Director and the Executive Director will ensure they are presented to the Advisory Committee, on or before August 31st annually.
- c) The Advisory Committee will initially review the workplans and budgets, accept them as information, and invite all member councils to review and submit comment, in writing or in person, at the next regular meeting of the Advisory Committee.
- d) Member councils will be extended the opportunity to provide comment and propose changes to the workplans and budget during the next regular meeting of the Advisory Committee. Comments and proposals received are not binding on the Advisory Committee but shall be received in good faith.
- e) Following the period of member input, the Advisory Committee shall give further consideration to approving the workplans and budgets. They may consider motions for doing this during with meeting where comments are invited by members, as presented or amended, or may decide to defer consideration until a revised draft can be presented where the situation warrants same.
- f) Notwithstanding (e), above, the Advisory Committee must annually approve the workplan and budget for the forthcoming year on or before December 31st of the current year, and provide details including requisition amounts for the new year to members by the same date.
- g) Part of the approval of the workplan and budget documents will be an authorization for Administration to send invoices for the approved requisition amounts to each member based on the approved budget and that these shall be due as per a policy established by the Partnership.
 - a. With respect to (g), above, requisition assigned to members shall be based on all members paying an equal share of the annual operating and capital budget, specifically 1/10 of the budget due by each member (based on 10 members). If

members withdraw or are added, the formula is appropriately amended to reflect same.

- b. Further, the requisitions shall not include incidental costs of the partnership, nor emergency management response costs that may arise during the year. Incidental costs should first be covered by available reserves, and emergency management and response costs shall be the responsibility of the receiving party.

SCHEDULE D
 CHARGES FOR PLANNING AND RESPONSE SERVICES RENDERED

Function	Task	Cost/Fee
Administrative	Activation of Incident Command Post	\$2,000
	Regional DEM Services	\$70/hr
	Deputy Regional DEM Services	\$70/hr
	Incident Commander Services	\$50/hr
	Section Chief Services	\$50/hr
	Services for All Other Command Roles/Coordinators Activated	\$50/hr
	Travel for Command Activation	Current CRA Rate
	External Contract Services Procured (equipt., materials, etc.)	At Cost
	External Resources and Supplies (rentals, food, consumables)	At Cost
Capital	Equipment Rental (SVREMP Owned Assets):	
	N/A	
Miscellaneous	DEM/DDEM Replacement Kit (Tote)	\$1,200
<ul style="list-style-type: none"> This cost schedule shall be deemed effective from the activation of the EOC and shall remain effective until the final reporting , inclusive of any Disaster Recovery Program reporting, of the subject response to AEMA. 		



BYLAW NO. 159-2024
Emergency Management Act
Revised Statutes of Alberta 2000
Chapter E-6.8

SCHEDULE E
STE. ANNE SUMMER VILLAGE REGIONAL EMERGENCY MANAGEMENT
PARTNERSHIP AGREEMENT

(SEE ATTACHED)



2024 Proposed Workplan Overview
Ste. Anne Summer Villages
Regional Emergency Management Partnership



Deliverable/Activity	Start Date	End Date	Completed By
ADMINISTRATION			
<ul style="list-style-type: none"> ● MEETINGS ● Confirm and pre-book regular meetings for <ul style="list-style-type: none"> ○ SVREMP Advisory Committee ○ SVREMP Agency ● MUTUAL AGREEMENTS <ul style="list-style-type: none"> ○ Liaise with municipalities and formalize agreements ○ Onoway; Mayerthorpe; Parkland ● <ul style="list-style-type: none"> ○ Industry Partners ○ ● Hazard and Risk Assessments ● FRIAA Home and Community Assessments ● PLAN UPDATES <ul style="list-style-type: none"> ○ LEAMER ○ Annual Plans 			
FINANCIAL			
BUDGET			
<ul style="list-style-type: none"> ● 2023 Reconciliation ● 2024 Projections ● 2025 Projections 			
GIC INVESTMENT			
COMMUNICATION			
<ul style="list-style-type: none"> ● Website Updates ● ALL-NET Communications ● Social Media ● Local Newspaper Articles ● Community Engagement <ul style="list-style-type: none"> ○ Collaborative Information Sessions <ul style="list-style-type: none"> ■ Community Picnics ■ Alberta Beach Open House ○ Resource Directory Update 			

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<ul style="list-style-type: none"> ● Block Captain or Neighbourhood Champion Program 			
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EDUCATION AND TRAINING

<ul style="list-style-type: none"> ● Training Plans - 4 year plans <ul style="list-style-type: none"> ○ ICS 100 - 400 ○ MEO Training ○ BEM Training ○ DEM Training ○ ESS Training ● Exercises <ul style="list-style-type: none"> ○ Tabletop Exercises (brief at start of meetings) ○ Regional Functional Exercise 			
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REGIONAL COLLABORATION

<ul style="list-style-type: none"> ● MEMORANDUM OF AGREEMENTS ● Industry Partners <ul style="list-style-type: none"> ○ SANG ○ FORTIS ○ ATCO ● Non Government Organizations ● Sewer Commission ● Waste Management Companies ● Regional Emergency Management Partners ● Emergency Responders ● School Boards ● Sunset Point Bible Camp ● Camp Warwa 			
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STE ANNE SUMMER VILLAGES REGIONAL EMERGENCY MANAGEMENT PARTNERSHIP

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

REVENUE	**based on 10 Partners**			
	Member Contributions			
	Alberta Beach		\$3,900.00	
	Birch Cove		\$3,900.00	
	Nakamun Park		\$3,900.00	
	Ross Haven		\$3,900.00	
	Sandy Beach		\$3,900.00	
	Silver Sands		\$3,900.00	
	South View		\$3,900.00	
	Sunrise Beach		\$3,900.00	
	Val Quentin		\$3,900.00	
	West Cove		\$3,900.00	\$39,000.00
EXPENDITURES:				
	Regional DEM		-\$18,000.00	
	Regional Deputy DEM		-\$16,000.00	
	Administration/Treasury		-\$2,000.00	
	Committee Honorarium	Meetings for Chair role and Sub-Committee's outside of regular meetings for all members (13 @ \$75.00/meeting)	-\$1,000.00	
MATERIALS				
	Training		-\$1,500.00	
	Exercise	Small-Local Partnership (Spring)	-\$500.00	
	Exercise	Full Scale Joint Mutual Aid	-\$2,000.00	
	Mileage		-\$500.00	
	Subscriptions	Office Suite/Norton	-\$125.00	
	Office Supplies/copies	Paper, toner, photocopy services	-\$500.00	-\$42,125.00
NET SURPLUS/DEFICIT				-\$3,125.00
	NOTE: Funds to cover 2024 Deficit will come from 2023 Cash Flow and Reserve Funds			

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

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Emerging Trends in Municipal Law Topics Are Now Available

Moyo, Nicole <nmoyo@brownleelaw.com>

Thu 12/7/2023 4:25 PM

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

EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED
BY



BROWNLEE LLP
Barristers & Solicitors

Hello,

Tickets are selling fast for Emerging Trends 2024!

Don't miss out on learning about current legal matters that are relevant to municipalities across Alberta.

During these sessions, we will cover the following topics and potentially more;

- 1) Teamwork: How Governance CAN Work
- 2) Flushing out the Details: Clearing Up Concerns Related to Municipal Utility Bylaws
- 3) Is the "just cause" test finally catching up to our new higher standards of workplace conduct and harassment free workplaces?
- 4) Municipal Risk Management

In addition, the seminar will feature our renowned annual sessions:

- 5) Recent Cases and Legislative Changes
- 6) Bear Pit Session (Open Q&A Discussion Period)

The topics presented will be identical at the Calgary and Edmonton/Virtual sessions.



Event Details

<p style="text-align: center;">Calgary</p> <p><u>Date:</u> Thursday, February 8, 2024 <u>Time:</u> 7:45 am – 4:30 pm <u>Location:</u> Best Western Premier <u>Address:</u> 1316 33 Street NE, Calgary</p>	<p style="text-align: center;">Edmonton</p> <p><u>Date:</u> Thursday, February 15, 2024 <u>Time:</u> 7:45 am – 4:30 pm <u>Location:</u> Edmonton Expo Centre <u>Address:</u> 7515 - 118 Ave. NW, Edmonton</p>
<p><u>REGISTER</u> <u>Feb. 8, 2024</u></p>	<p><u>REGISTER</u> <u>Feb. 15, 2024</u></p>

In-Person Admission: \$190 + GST

Virtual Admission: \$130 + GST

Should you require accommodation feel free to access our discounted hotel rates:

Hotel Booking Information

Calgary

Hotel: Best Western Premier Calgary Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

To book your room, call Geraldine at **403.248.8888** or **email the hotel using the Block ID:273202**. You can also **book a room online** and if the website link is not displaying the correct rooms as available, please ensure the dates for check in/out are set to February 7th – 8th.

Edmonton

Hotel: Sandman Signature Edmonton Downtown

Address: 10235 – 101 St. NW, Edmonton

To book a room before January 31st, 2024, call **1-800-SANDMAN**, **email the hotel**, or **book a room online** and provide the following information:

Block Code: 2402EMERGI

If you have any questions, please contact Nicole Moyo at nmoyo@brownleelaw.com.

This event is by invitation only.

We hope you can join us!

Brownlee LLP

This message is sent on behalf of the Brownlee Municipal Practice Area.

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10155 102 St. NW
Edmonton, AB T5J 4G8
(780) 497-4800
Toll Free: 1-800-661-9069

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Calgary, AB T2P 3S8
(403) 232-8300
Toll Free: 1-877-232-8303

Vancouver:

1450 Toronto Dominion Tower
700 West Georgia St.
Vancouver, BC V7Y 1K8
(604) 416-5100

Website: BrownleeLaw.com

LinkedIn: [Brownlee LLP](#)

**NICOLE MOYO | EVENTS ASSISTANT | BROWNLEE LLP
MARKETING**



m. 780-497-4800 | d. 780-970-5739 | f. 780-424-3254 | nmoyo@brownleelaw.com
2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8
Toll-Free. 800-661-9069 | www.brownleelaw.com

We acknowledge the traditional territories of the Indigenous peoples of the Treaty 6 region and the Metis settlements and Metis Nation of Alberta, regions 2, 3 and 4. We respect the histories, languages and cultures of the First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our community.

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Please Forward Email to Appropriate Contact for Attention

Thank you for your continued support of Alberta Recycling Management Authority's (ARMA) Stewardship Program. For over 31 years, ARMA has managed four different recycling programs, and now we are embarking on a new chapter to continue advancing our vision of inspiring a future without waste through the extended producer responsibility (EPR) framework.

EPR supports two product streams, Single-use Products, Packaging and Paper Products (PPP) and Hazardous and Special Products (HSP). For communities registered in EPR, recycling collection services for PPP will be accessible to single-family and multi-family dwellings and to recycling depots and/or collection events—associated with the responsible disposal and recycling of HSP.

Alberta communities who register for EPR will shift the cost and responsibility of recycling away from local governments and taxpayers to the producers of recyclable material.

- For communities with existing recycling services, the costs of these services will be transferred to producers, reducing the utility or tax levies associated with waste management.
- Communities without existing recycling services will gain access to recycling services, resulting in:
 - Waste reduction: Recycling reduces the volume of waste ending up in landfills.
 - Economic benefits: Recycling can create jobs in the recycling industry and reduce waste management costs.
 - Conservation of resources: By recycling materials like paper, plastic, and metal, communities can conserve valuable resources.

We encourage all communities to register for EPR to maximize the benefits for our province and want to draw your attention to the following important dates related to the EPR program, some of which are fast approaching:

- Communities with existing services who register for EPR **before December 31, 2023**, will begin receiving collection under the EPR program starting April 1, 2025.
 - Registration can be completed by the community or a community authority such as a waste commission.

○ Detailed registration information is available on the [ARMA website](#) or by contacting epr@albertarecycling.ca.

○ You can also find a Community Toolkit at www.albertarecycling.ca/communities/

- Communities that register after December 31, 2023, as well as communities currently without recycling services, will start receiving recycling collection services in Phase 2, starting October 1, 2026.

Thank you once again for your time and commitment to this significant environmental initiative. Should you have any questions or require further assistance, please do not hesitate to contact us at epr@albertarecycling.ca.

Our team is ready and willing to support you through this process.

Best regards,
Melissa D'Elia



EPR Team

Alberta Recycling Management Authority (ARMA)

Toll-free: 888.999.8762

   **INSPIRING A FUTURE WITHOUT WASTE**

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Dear communities:

Many of you participated in the various engagement Alberta Environment and Protected Areas held regarding the development of Alberta's new extended producer responsibility (EPR) framework for single-use products, packaging, and paper products (PPP), and hazardous and special products (HSP).

I am pleased to be reaching out to you now as we are reaching a significant milestone for EPR implementation. For those of you who have already pre-registered or have registered, thank-you. If your community hasn't already, I encourage you to contact the Alberta Recycling Management Authority (ARMA) in the next few weeks regarding community registration in the EPR system. Only communities that register with the ARMA will receive recycling services under EPR and community registration information is critical for producers to design effective operations for Alberta's new EPR systems.

I understand some communities may not be ready to make a full commitment to EPR at this time. If you are not yet ready to register, I still encourage you to contact the ARMA in the next few weeks so you can be added to their pre-registration list. Pre-registration ensures you have the opportunity to engage with the ARMA, ask questions and gather more information to make a future decision about community registration.

The ARMA has been working throughout the fall to support community enrollment and I want to bring your attention to the following fast approaching key dates. Registration may be completed by the community or a community authority, such as a waste commission.

- Communities with existing services who register for EPR **before December 31, 2023**, will receive PPP and HSP service under EPR starting April 1, 2025.
- Communities that register **after December 31, 2023**, and communities without recycling services prior to November 30, 2022, will start receiving PPP and HSP service under EPR beginning October 1, 2026.
- Communities that choose not to register with the ARMA will continue to be fully responsible for funding and operating recycling programs for PPP and HSP for their communities. The community will not be part of the EPR system.

EPR has many benefits for individual communities and the province as a whole. EPR shifts the financial and operational burden of collecting, transporting, managing, and recycling PPP and HSP materials from individual municipalities to the producers that supply those materials into Alberta. A single, province wide EPR system collecting a consistent list of materials will benefit communities in the following ways:

- A reduction in costs. The costs of collecting, sorting, processing, and recycling materials designated under EPR will move away from local governments and taxpayers to producers and consumers. This shift will reduce the utility or tax burden associated with waste management.
- For communities without existing services, EPR will introduce the opportunity for your residents to recycle. Recycling collection services will be offered for PPP and recycling depots and/or collection events for HSP.
- Communities will no longer need to find markets for these recyclable materials. EPR will improve market conditions of designated materials and the EPR Regulation holds producers accountable for ensuring the designated materials are processed responsibly.
- More consistent and accessible recycling systems. Material collection across Alberta will be consistent as well as the recycling systems between all communities. This will make it easier for Albertans to know what products can be recycled.
- A reduction in waste going to landfill and support for a more circular economy. EPR will allow all communities to recycle no matter where they are located geographically, and it will keep recyclables in the market, creating more jobs.

For more information and how a community can register please visit the ARMA's website at <https://www.albertarecycling.ca/epr-oversight/>. Any questions about EPR can be sent to the ARMA via their dedicated email at epr@albertarecycling.ca or toll-free at 1-888-999-8762. If you require additional departmental support, please contact me at 780-427-0554 or at david.mckenna@gov.ab.ca.

Kind regards,

David

1/10/24, 11:52 AM

Roundcube Webmail :: Welcome to the EPR Registry System!

Subject **Welcome to the EPR Registry System!**
From ARMA Connect <arma_connect@albertarecycling.ca>
To cao@birchcove.ca <cao@birchcove.ca>
Date 2023-12-18 15:00
Priority Normal

roundcube 



EXTENDED PRODUCER RESPONSIBILITY PPP PROGRAM REGISTRATION NUMBER: 00015346

Summer Village of Birch Cove
Diane Wannamaker
2317 Township Road 545
Lac Ste. Anne County, AB
T0E 1V0 Canada

Dear Diane,

We are thrilled to welcome you to Alberta's Extended Producer Responsibility framework. Thank you for your interest and **pre-registering** your community with ARMA.

By pre-registering, you are demonstrating your commitment to supporting the circular economy in Alberta and inspiring a future without waste.

Here are a few things you can expect now that you have pre-registered:

- If you have not downloaded the Registration Form at the time of pre-registration, [here's a link](#) to download the registration form if needed.
- A member of ARMA's EPR team will reach out to you in the upcoming weeks to touch base and answer any questions you may have. If you would like to reach out to us before then, you are welcome to contact us at epr@albertarecycling.ca.
- We also have a suite of FAQs available on our website depending on which material stream you have pre-registered for [PPP or HSP].
- The EPR team will also offer regular virtual information sessions to answer questions related to registration or anything EPR related.

We are excited to have you on board and look forward to working together towards a greener future.

Best regards,

The EPR Team

Alberta Recycling Management Authority

This email was sent by:



Visit us at: www.albertarecycling.ca

Get in touch with us: (780) 990-1111 or toll free 1-888-999-8762

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1/10/24, 11:54 AM

Roundcube Webmail :: Welcome to the EPR Registry System!

Subject **Welcome to the EPR Registry System!**
From ARMA Connect <arma_connect@albertarecycling.ca>
To cao@birchcove.ca <cao@birchcove.ca>
Date 2023-12-20 13:48
Priority Normal

roundcube 



EXTENDED PRODUCER RESPONSIBILITY HSP PROGRAM REGISTRATION NUMBER: 00015407

Summer Village of Birch Cove
Diane Wannamaker
2317 Township Road 545
Lac Ste. Anne County, AB
T0E 1V0 Canada

Dear Diane,

We are thrilled to welcome you to Alberta's Extended Producer Responsibility framework. Thank you for your interest and **pre-registering** your community with ARMA.

By pre-registering, you are demonstrating your commitment to supporting the circular economy in Alberta and inspiring a future without waste.

Here are a few things you can expect now that you have pre-registered:

- If you have not downloaded the Registration Form at the time of pre-registration, [here's a link](#) to download the registration form if needed.
- A member of ARMA's EPR team will reach out to you in the upcoming weeks to touch base and answer any questions you may have. If you would like to reach out to us before then, you are welcome to contact us at epr@albertarecycling.ca.
- We also have a suite of FAQs available on our website depending on which material stream you have pre-registered for [[PPP](#) or [HSP](#)].
- The EPR team will also offer regular virtual information sessions to answer questions related to registration or anything EPR related.

We are excited to have you on board and look forward to working together towards a greener future.

Best regards,

The EPR Team

Alberta Recycling Management Authority

This email was sent by:



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Get in touch with us: (780) 990-1111 or toll free 1-888-999-8762

https://emailmg.netfirms.com/roundcube/?_task=mail&_safe=1&_uid=2488&_mbox=INBOX&_action=print&_extwin=1

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1/2

Alberta Beach Snowmobile Club

www.absnowmobileclub.com

November 22, 2023

To Whom It May Concern.

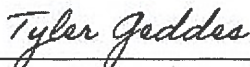
The Alberta Beach Snowmobile Club has been going strong since our inception in 1969. In that time, we have built with the cooperation of local government bodies an amazing trail system within the County of Lac Ste Anne that has approximately 130 kms of groomed trails. These trails provide snowmobilers with of all ages a safe environment to enjoy this great winter sport.

The club members volunteer hundreds of hours each year to build and maintain the trails and have obtained funds necessary for equipment and contracting expenses from the sale of trail passes, poker rallies, casinos, and various government grants. Our biggest challenge right now is that our 22-year-old groomer needs to be replaced and we are looking at having to raise approximately \$200,000.00 for a good second-hand unit. Grooming the trails is essential and having a dependable unit is so important during the riding season. If you have never had the opportunity to explore the trails, we urge you to contact the club and we will be happy to arrange a ride.

If you can support the club with a financial donation of any amount it would be greatly appreciated, and we can continue to offer one of the very best trail systems in the province to sledders in our own area and those that come from different parts of Alberta.

Thank you for your time and if you have any questions regarding the club or trail system, please do not hesitate to contact us.

Yours truly,



Tyler Geddes
President
geddes.tyler@gmail.com
780-991-9507

Box 446

Alberta Beach AB T0E 0A0

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Alberta Beach Snowmobile Club

www.absnowmobileclub.com

December 17, 2023

To Whom It May Concern.

We have received unofficial quotes for a used Snowcat of approximately \$200,000. This does not include trucking of it from the dealer to Alberta Beach.

To date we have secured \$44,940 in funding from the Alberta Snowmobile Association, \$18,861.00 from our casino, and we have \$10,000 in our T-Bill account from savings. We are also actively running a large item raffle of a 2022 Cargo Mate Enclosed Trailer, in which we are sitting right around \$17,000 raised, this will be drawn April 6, 2024. We had also applied for a CFEP Grant for \$86,000 in May of 2023, but we were not successful in winning that money this year.

Current state we have \$90,000 raised towards the purchase of the new snowcat, this is a great start but is a long way out yet. Our goal is to procure a used snow cat for usage in the 2024/2025 Snowmobile season, ideally, we would like to make the purchase in April of 2024.

On behalf of all the members of the Alberta Beach Snowmobile Club, thank you for your time and if you have any questions regarding this breakdown, please do not hesitate to contact our president Tyler at 780-991-9507.

Yours truly,



Tyler Geddes
President
geddes.tyler@gmail.com
780-991-9507

Box 446

Alberta Beach AB T0E 0A0

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ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas



Fw: Letter From Environment and Protected Areas Minister Rebecca Schulz - Drought Conditions in Alberta

Summer Village Office <administration@wildwillowenterprises.com>

Wed 12/20/2023 1:29 PM

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

📎 1 attachments (405 KB)

Letter to Elected Municipal Leaders - Minister Rebecca Schulz.pdf;

Wendy, I'm sure you will get this 8 times.

Your thoughts on this please?!

Heather Luhtala,

Assistant CAO/Administration

Summer Village of Silver Sands - www.summervillageofsilversands.com

Email: administration@wildwillowenterprises.com

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

NOTE: NEW CONTACT INFORMATION FOR THE SUMMER VILLAGE OF SOUTH VIEW

Summer Village of South View - www.summervillageofsouthview.com

NEW - email: svsouthview@outlook.com

NEW - phone: 780-967-0271

NEW - Assistant CAO/Administration Contact - Angela Duncan

From: AEP Minister <AEP.Minister@gov.ab.ca>

Sent: Wednesday, December 20, 2023 12:52 PM

To: AEP Minister <AEP.Minister@gov.ab.ca>

Subject: Letter From Environment and Protected Areas Minister Rebecca Schulz - Drought Conditions in Alberta

Good afternoon,

Please find the attached letter from Honourable Rebecca Schulz, Minister of Environment and Protected Areas regarding drought conditions in Alberta.

Thank you,

Office of the Minister

Environment & Protected Areas

224 Legislature Building

T: 780.427.2391 aep.minister.ca



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Overview: Drought Risk and Management

One on One Stakeholder Meeting

ADM Stacey Smythe
Alberta Environment and Protected Areas
November 2023



Alberta

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Agenda

1. Importance of Water in Alberta
2. Current Situation
3. Drought Risk
4. Drought Management

Importance of Water in Alberta

Water is essential for:



Municipal water supply

Drinking water supply and wastewater dilution



Agriculture

Farmers and ranchers, agri-business, feedlots



Industrial /Commercial business

Oil and gas, power plants, factories and plants, small businesses that use water, etc...



Aquatic environment

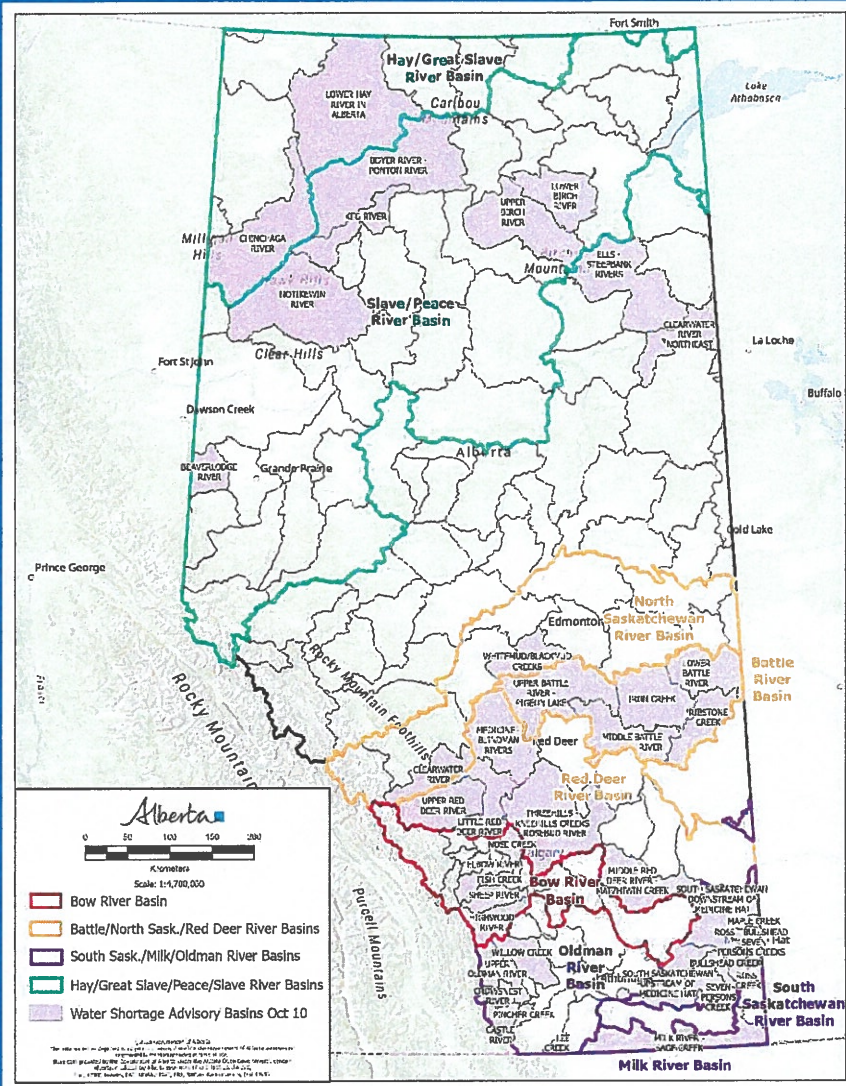
Fish and other aquatic life



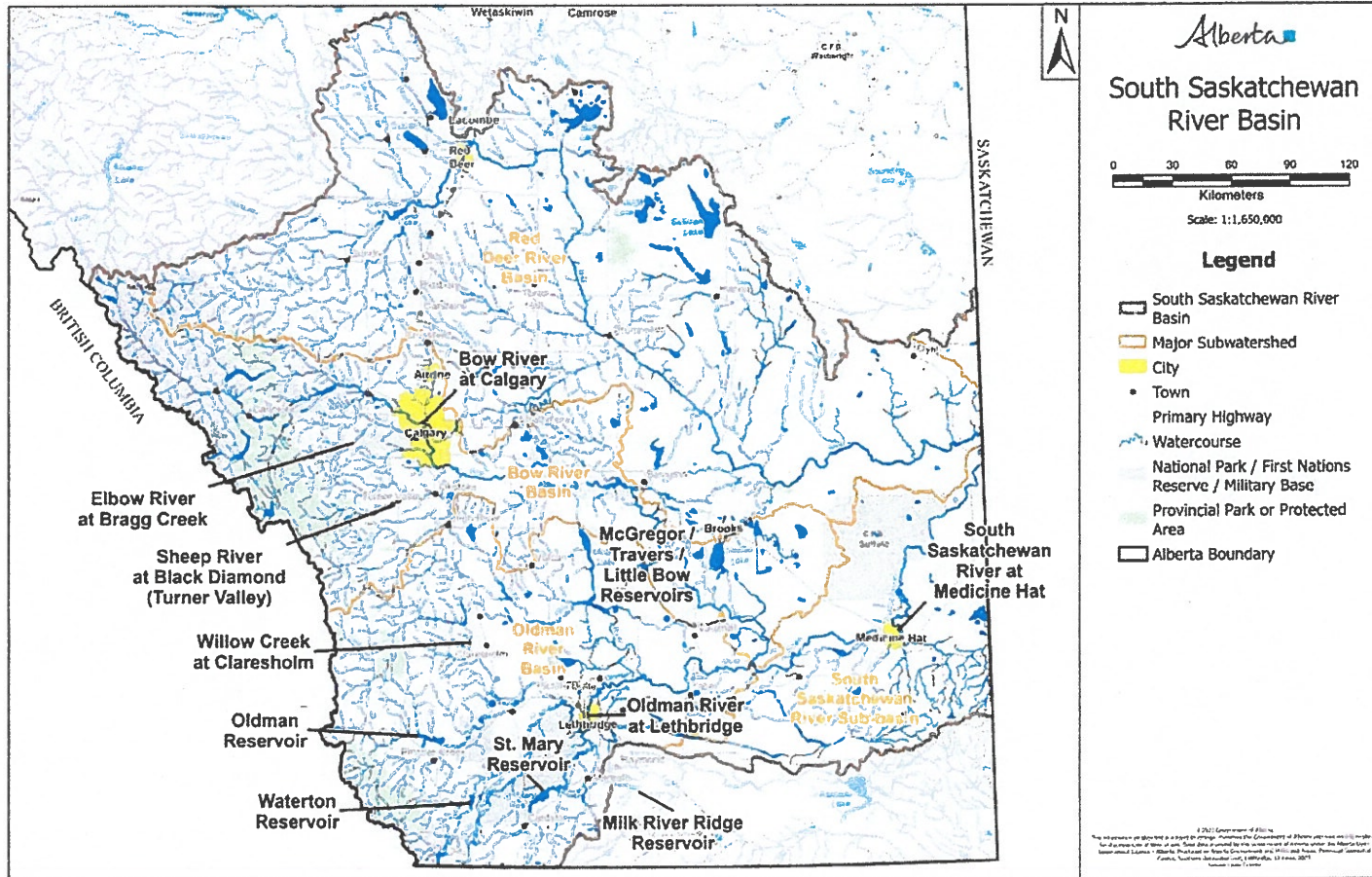
Meeting inter-provincial water apportionment obligations

Current Situation

- Basins in critical water shortage condition due to low rainfall and high temperatures (over the summer):
 - Milk River and Oldman River basins.
 - South Saskatchewan River basin.
 - Bow River basin.
 - Red Deer and North Saskatchewan River basins.
 - Tributaries to the Peace, Athabasca, and Hay Rivers.



South Saskatchewan River Basin



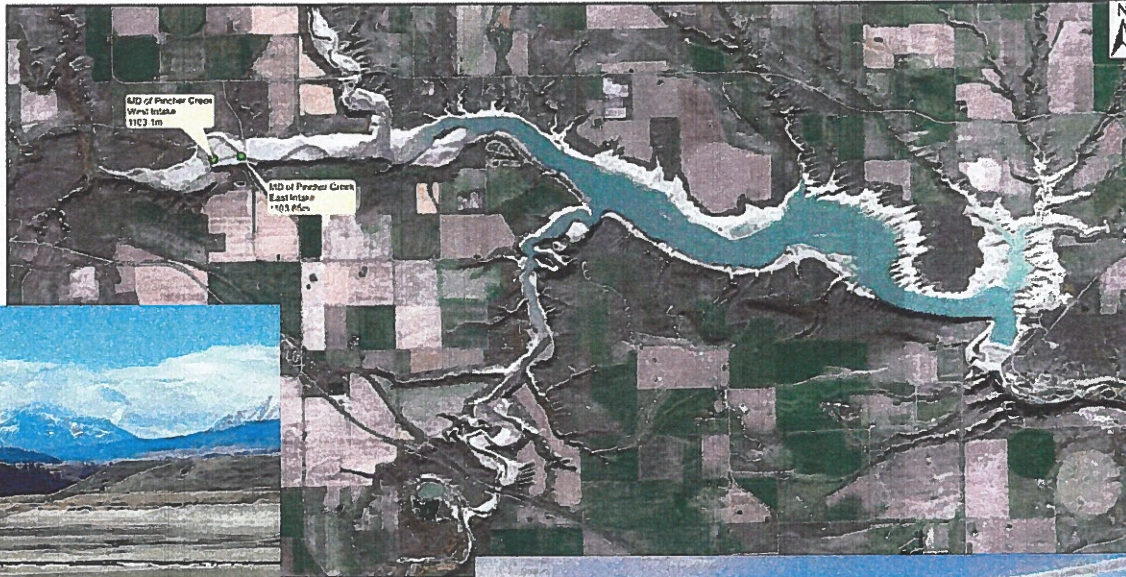
River Flows and Reservoirs: Current vs. Normal

As of November 14, 2023:

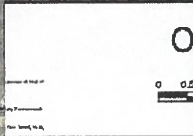
- Bow River at Calgary - lowest since 2000.
- Oldman River at Lethbridge - third lowest since 2000.
- South Saskatchewan River at Medicine Hat - second lowest since 2000.
- Water storage at Oldman Reservoir is at 26% and holding.
 - Normal at this time of year is 62-80%.
- Storage at St. Mary Reservoir is at 9.4% and holding.
 - Normal at this time of year is 41-70%.

Oldman Reservoir

Cowley drinking water intakes



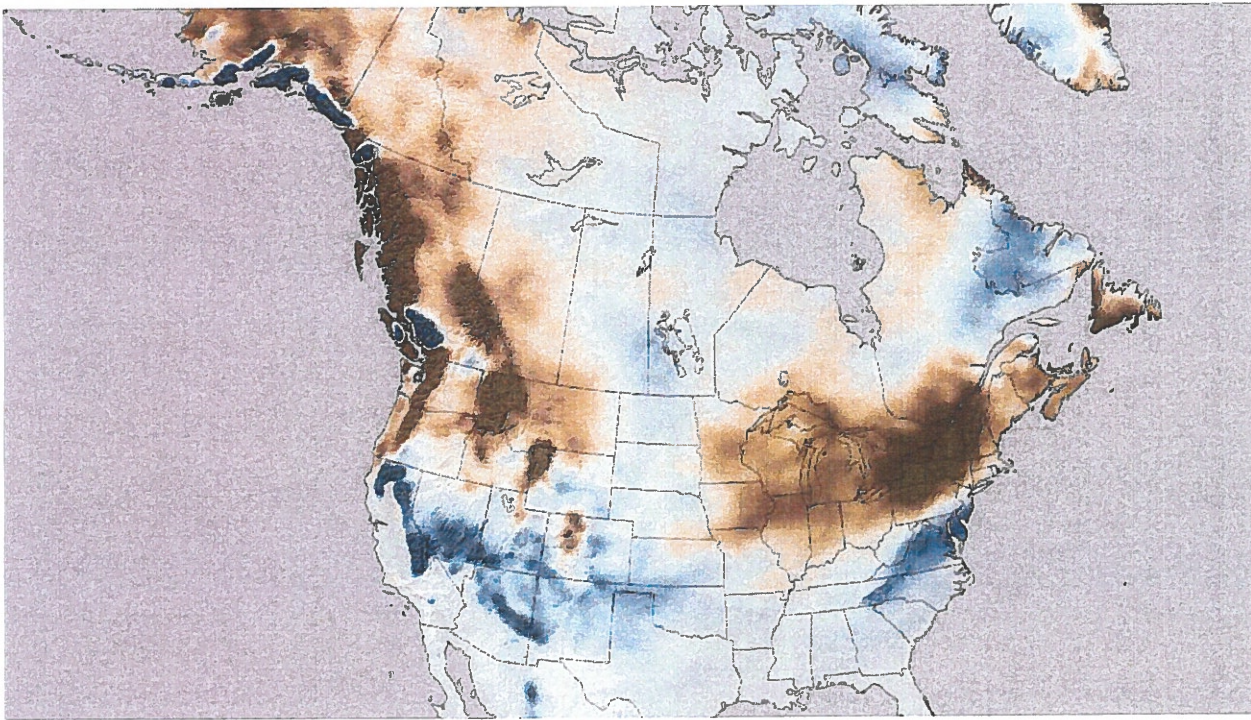
Boat launch at provincial recreation area



Drought Risk: Long Range Forecast

- Oct-Nov-Dec forecast for Alberta (from ECCCC)
 - >70% chance of a strong El Nino winter (warm and dry)
 - 40-60% chance of above normal temperatures
 - Minimal precipitation and snowpack forecast* (*but hard to predict)
- Without significant precipitation, spring water levels are expected to be dire
 - “Insurance” from reservoirs used this year
- **Approach → Plan for extreme drought, hope for snow and rain**

Drought Risk: Predicted El Niño Effects

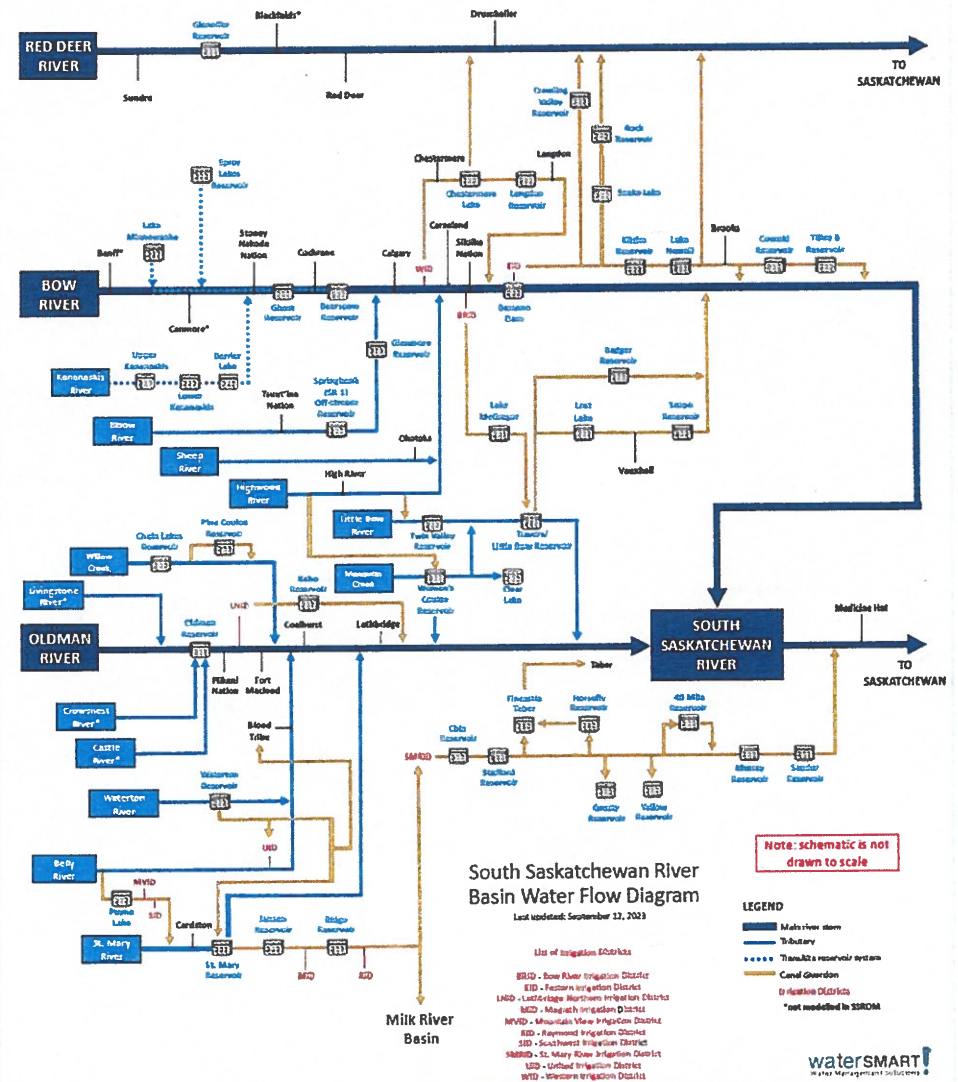


Snowfall during all stronger El Niño winters (January-March) compared to the 1991-2020 average. Blues indicate more snow than average; browns indicate less snow than average.

Drought Management is Complicated

- Network of interconnected rivers, water reservoirs and canals, intakes and outflows.
- Currently uses a priority system set by licence seniority (First in Time, First in Right).
- FITFIR will not effectively prioritize water based on need in a wide scale drought.
- Provincial agreement to send 50% of natural flow in the SSR to Saskatchewan

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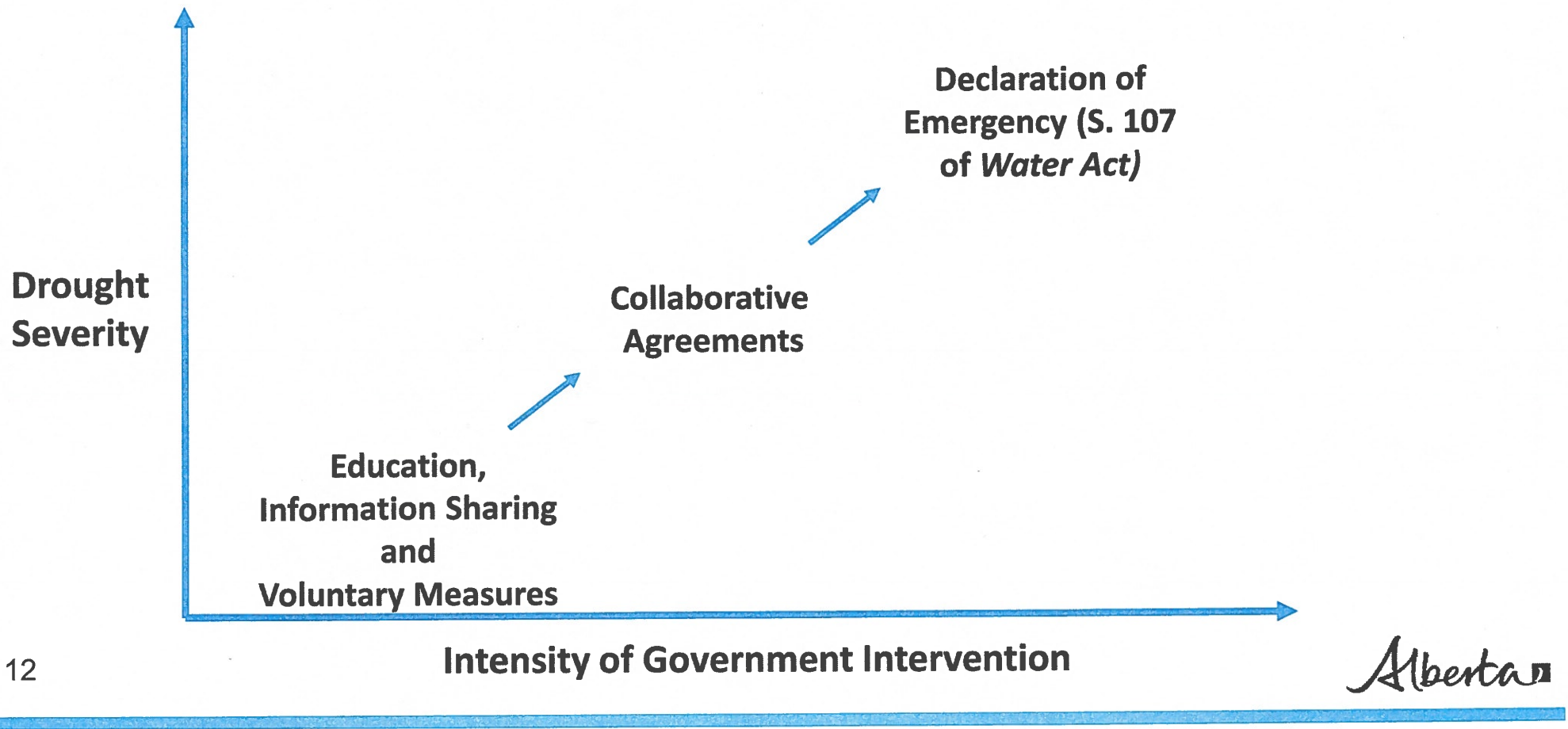


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Impacts

- EPA is actively communicating with licence holders regarding the situation. Many are expressing concerns about the situation into Spring 2024.
- Some licence holders have been asked to stop taking water due to low river levels. EPA is working with these licence holders to find alternative water sources.
 - Examples: Glencoe neighbourhood near Calgary
Canadian Fertilizer near Medicine Hat
Willow Creek farmers and irrigators
- The situation is having **economic and community impacts**.

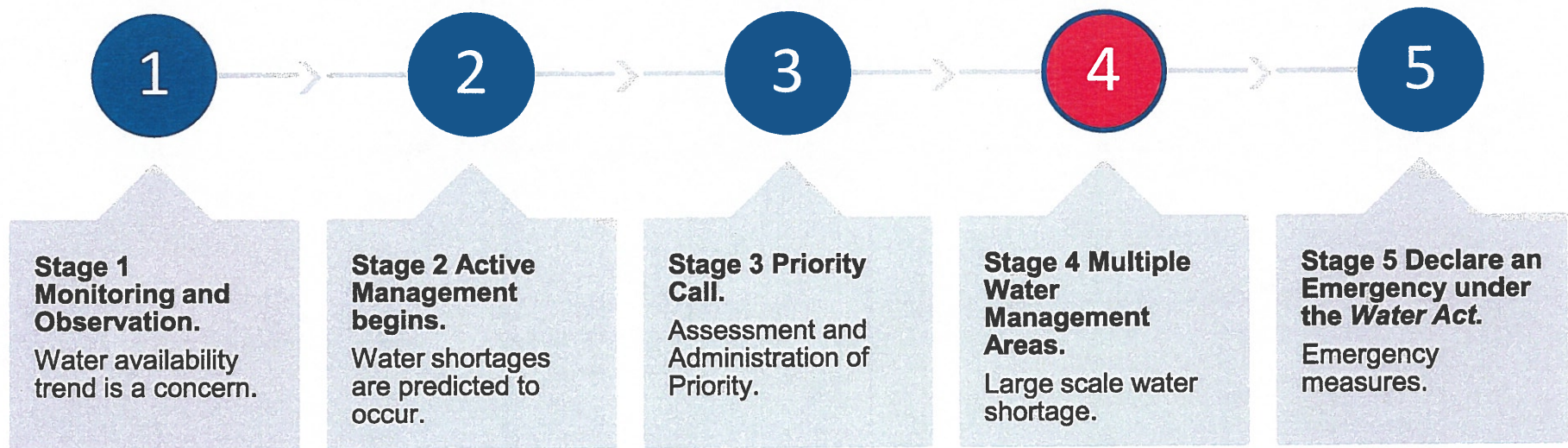
Drought Management Tools



Drought – Key Elements and Timeline



Drought Management



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GOA Drought Response Activities

Focused teams have been established to develop:

- Operational preparedness and advanced planning for 2024
- Assessing Alberta's apportionment commitments
- Developing process to enable regulatory drought tools
- Prioritizing monitoring needs to enhance predictive modeling
- Determining the impact that low flows in rivers combined with effluent discharges have on water quality
- Reviewing the provinces Instream Objectives and Water Conservation Objectives

How Can You Help?

- What are the opportunities to work through this together?
- What information, activities, plans do you have underway to manage drought?
- How can we leverage this information?

<https://www.alberta.ca/drought>

Questions/Advice?



Crowsnest River at Hwy 3

Further to the discussion at the Regional Municipalities Meeting (Oct.17.2023) regarding the above noted, please find some additional information.

1. [Bylaw 02-2022 Recreation Services Tax and Bylaw 09-2023 Recreational Services Tax.](#)

I've attached both because in 2022 we had an anomaly where we anticipated additional revenue due to an increase needed to offset contributions contemplated in future years through the ICF negotiations. (This is irrelevant to you – but I wanted to share both options for your reference). Historically, the format has followed the 2023 Bylaw, again with that exception in 2022.

Section 382 of the MGA establishes the parameters for setting a special tax bylaw – recreation services tax is allowable.

1. [2022 Allocation Chart: Final and 2023 Allocation Chart Year-to-date](#)

Each municipality, given they pass a special tax bylaw for the collection of taxes for recreation purposes, can determine what organizations/facilities would receive these recreation dollars. These charts demonstrate how LSAC has allocated the funds for the past two years.

Note that the 2023 Allocation Chart is an actual to date, but I've included the budget for reference as well.

1. [Policy 02-020-040 Recreation Facility & Program Assistance Grant](#)

Although LSAC Administration is currently reviewing this policy, I've included it for your reference. This establishes the County's guidelines around our recreation grant allocations.

I trust this meets your needs, but if you have further questions or require more clarification/information, please connect.

Trista Court

General Manager of Community Engagement, Lac Ste. Anne County

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

PHONE: 780.785.3411 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985 | CELL: 780.284.1538 lsac.ca

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**LAC STE. ANNE COUNTY
PROVINCE OF ALBERTA
BYLAW NO. 02-2022**

BEING A BYLAW TO AUTHORIZE A RECREATIONAL SERVICES TAX

WHEREAS pursuant to Section 382 of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing a special tax

WHEREAS pursuant to Section 382(1)(l) of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County desires to raise revenue by way of a special recreational services tax to undertake capital upgrades to certain recreational facilities operated by the County and provide financial support to organizations providing recreational facilities and services which benefit residents of Lac Ste. Anne County;

NOW THEREFORE, under the authority of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County hereby enacts as follows:

- 1) In this Bylaw:
 - a) In this Bylaw, words shall have the same meanings as defined in the *Municipal Government Act*, RSA 2000, c M-26, as amended, and the regulations thereunder, except as otherwise defined below.
 - b) "County" means Lac. Ste Anne County.
 - c) "Residential Properties" mean properties designated as class 1 – residential by the municipal assessor for the County, and includes a parcel of land, an improvement, or a parcel of land and the improvements to it.
- 2) The purpose for which this Bylaw is passed is to raise revenue to pay for the following recreational services:
 - a) Capital upgrades to green spaces, campgrounds, boat launches and day use areas operated by the County, and;
 - b) Grant funding to third party organizations involved in the operation of recreational facilities and delivery of recreational services in the County and in neighbouring municipalities which benefit residents of the County.
- 3) The area of the municipality that will benefit from the recreational services, and in which the special tax is to be imposed, is comprised of all Residential Properties located in the County.
- 4) The estimated cost of:
 - a) Capital upgrades to green spaces, campgrounds, boat launches and day use areas operated by the County is \$100,000.00 and;
 - b) Grant funding to third party organizations involved in the operation of recreational facilities and delivery of recreational services in the County and in neighbouring municipalities which benefit residents of the County is \$596,800.
- 5) The tax rate is to be based on each parcel of land, and is set in the amount of \$100.00 for each Residential Property for the 2022 taxation year.
- 6) All other properties within the County which are not Residential Properties shall be exempt from the recreational services tax set out herein for the 2022 taxation year.
- 7) This Bylaw shall come into effect on the date of final passage.

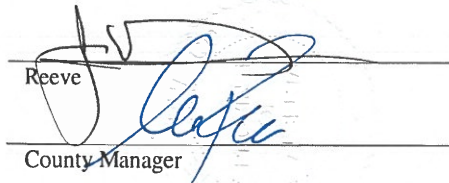
GIVEN first reading this 14 day of April A.D., 2022.

Reeve _____
County Manager _____



GIVEN second reading this 28 day of April A.D., 2022.

Reeve _____
County Manager _____



PASSED at third reading this 28 day of April A.D., 2022.

Reeve _____
County Manager _____





**LAC STE. ANNE COUNTY
PROVINCE OF ALBERTA
BYLAW NO. 09-2023**

BEING A BYLAW TO AUTHORIZE A RECREATIONAL SERVICES TAX

WHEREAS pursuant to Section 382 of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing a special tax

WHEREAS pursuant to Section 382(1)(l) of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County desires to raise revenue by way of a special recreational services tax to provide financial support to organizations providing recreational facilities and services which benefit residents of Lac Ste. Anne County;

NOW THEREFORE, under the authority of the *Municipal Government Act* (Alberta), the Council of Lac Ste. Anne County hereby enacts as follows:

- 1) In this Bylaw:
 - a) In this Bylaw, words shall have the same meanings as defined in the *Municipal Government Act*, RSA 2000, c M-26, as amended, and the regulations thereunder, except as otherwise defined below.
 - b) "County" means Lac. Ste Anne County.
 - c) "Residential Properties" shall mean:
 - i) Other Residential Property as defined in Bylaw 13-2022, Assessment Sub Classes Bylaw;
 - ii) Vacant Residential Property as defined in Bylaw 13-2022, Assessment Sub Classes Bylaw;
 - iii) Recreational Condominium Property as defined in Bylaw 13-2022.
- 2) The purpose for which this Bylaw is passed is to raise revenue to pay for the following recreational services:
 - a) Grant funding to third party organizations involved in the operation of recreational facilities and delivery of recreational services in the County and in neighbouring municipalities which benefit residents of the County.
- 3) The area of the municipality that will benefit from the recreational services, and in which the special tax is to be imposed, is comprised of all Residential Properties located in the County.
- 4) The estimated cost of:
 - a) Grant funding to third party organizations involved in the operation of recreational facilities and delivery of recreational services in the County and in neighbouring municipalities which benefit residents of the County is \$693,300.
- 5) The tax rate is to be based on each parcel of land, and is set in the amount of \$100.00 for each Residential Property for the 2023 taxation year.
- 6) All other properties within the County which are not Residential Properties shall be exempt from the recreational services tax set out herein for the 2023 taxation year.
- 7) This Bylaw shall come into effect on the date of final passage.

GIVEN first reading this 9th day of March A.D., 2023.

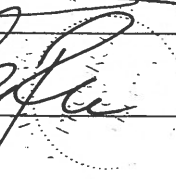
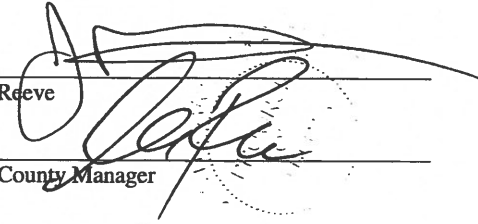
Reeve

County Manager

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GIVEN second reading this 27th day of April A.D., 2023.

Reeve _____
County Manager _____



PASSED at third reading this 27th day of April A.D., 2023.

Reeve _____
County Manager _____



Lac Ste. Anne County

2022 Recreation Facility & Program Assistance Grant (funded via the 2022 Recreation Services Special Tax - Bylaw 02-2022)

Home Base	Organization Name	Category	Allocation
Alberta Beach	Alberta Beach & District Agricultural Society	Agricultural Society (Direct)	\$ 3,000.00
LSAC	Darwell & District Agricultural Society	Agricultural Society (Direct)	\$ 3,000.00
Mayerthorpe	Mayerthorpe & District Agricultural Society	Agricultural Society (Direct)	\$ 3,000.00
LSAC	Sangudo Art Club	Art & Culture (Direct)	\$ 500.00
Alberta Beach	Lac Ste. Anne Community Choir	Choir/Band	\$ 500.00
Onoway	Onoway Jr/Sr High School (Band)	Choir/Band	\$ 500.00
LSAC	Cherhill Community Association	Community Hall - County	\$ 2,000.00
LSAC	Coyote Community Hall	Community Hall - County	\$ 2,000.00
LSAC	Darwell & District Recreation Association	Community Hall - County	\$ 2,000.00
LSAC	Deerlodge Community Hall	Community Hall - County	\$ 2,000.00
LSAC	Greencourt Community Association	Community Hall - County	\$ 2,000.00
LSAC	Gunn Area Recreation Society	Community Hall - County	\$ 2,000.00
LSAC	Hathersage Community Centre	Community Hall - County	\$ -
LSAC	Lake Isle Farmer's Association	Community Hall - County	\$ 2,000.00
LSAC	Peavine Lake Romeo Community Hall Association	Community Hall - County	\$ 2,000.00
LSAC	Rich Valley Community Hall	Community Hall - County	\$ 2,000.00
LSAC	Sangudo Community Hall Society	Community Hall - County	\$ 2,000.00
LSAC	Stanger Recreation Society	Community Hall - County	\$ 2,000.00
LSAC	Stettin Nakamun Community Hall	Community Hall - County	\$ 2,000.00
Mayerthorpe	Mayerthorpe & District Diamond Community Centre	Community Hall - Other Municipality	\$ 1,500.00
Onoway	Onoway & District Historical Guild	Community Hall - Other Municipality	\$ 1,500.00
Onoway	Onoway Facility Enhancement Association	Community Hall - Other Municipality	\$ -
Alberta Beach	Alberta Beach Museum & Archives Society	Historical Organization, Museum	\$ 1,000.00
LSAC	Lac Ste. Anne Historical Society	Historical Organization, Museum	\$ 1,000.00
LSAC	Rich Valley Historical Society	Historical Organization, Museum	\$ 1,000.00
Mayerthorpe	Royal Canadian Legion - #126 (Mayerthorpe)	Legion	\$ 1,500.00
Onoway	Royal Canadian Legion - #132 (Onoway)	Legion	\$ 1,500.00
LSAC	Royal Canadian Legion - #184 (Cherhill)	Legion	\$ 1,500.00
Onoway	Onoway & District Agricultural Society	Major Facility - Arena	\$ 94,500.00
LSAC	Rich Valley Agricultural Society	Major Facility - Arena	\$ 94,500.00
LSAC	Sangudo & District Agricultural Society	Major Facility - Arena	\$ 94,500.00
Mayerthorpe	Town of Mayerthorpe	Major Facility - Arena	\$ 94,500.00
Alberta Beach	Beachwave Park (AB Ag Society)	Major Facility - Beachwave Park	\$ 8,000.00
Alberta Beach	Alberta Beach (Village of)	Major Facility - Beach (Main)	\$ 10,000.00
Alberta Beach	Alberta Beach (Village of)	Major Facility - Boat Launch	\$ 10,000.00
Mayerthorpe	Mayerthorpe Curling Society	Major Facility - Curling Rink	\$ 25,000.00
Onoway	Onoway Curling Association	Major Facility - Curling Rink	\$ 25,000.00
Mayerthorpe	Town of Mayerthorpe Pool Operations	Major Facility - Pool	\$ 35,000.00
LSAC	George Pegg Garden Society	Other	\$ 10,000.00
LSAC	Lake Isle Aquatic Management Society	Other	\$ 1,500.00
LSAC	Ol' Pembina Tractor Pull Society	Other	\$ 500.00
Onoway	Onoway & District Fish & Game Association	Other	\$ 500.00
LSAC	Lac La Nonne Enhancement & Protection Association (LEPA)	Other	\$ 1,000.00
LSAC	Darwell School	School Athletics Grant	\$ 1,000.00
Mayerthorpe	Elmer Elson Elementary School	School Athletics Grant	\$ 1,000.00
Alberta Beach	Grasmere School	School Athletics Grant	\$ 1,000.00
Mayerthorpe	Mayerthorpe Jr/Sr High School	School Athletics Grant	\$ 1,000.00
Onoway	Onoway Elementary School	School Athletics Grant	\$ 1,000.00
Onoway	Onoway Jr/Sr High School	School Athletics Grant	\$ 1,000.00
LSAC	Rich Valley School	School Athletics Grant	\$ 1,000.00
LSAC	Sangudo Community School	School Athletics Grant	\$ 1,000.00
Alberta Beach	Alberta Beach & District Senior Citizen's Club	Senior's Club	\$ 3,000.00
LSAC	Cherhill Silver & Gold Club	Senior's Club	\$ 3,000.00
LSAC	Interlake Golden Club	Senior's Club	\$ 3,000.00
Mayerthorpe	Mayerthorpe Friendship Club	Senior's Club	\$ 3,000.00
Onoway	Onoway Golden Club	Senior's Club	\$ 3,000.00
LSAC	Sangudo Golden Club	Senior's Club	\$ 3,000.00
Alberta Beach	Alberta Beach Community League (Minor Ball)	Sports Club	\$ 225.00
Other	Anselmo Recreation & Agriculture Society (Minor Ball)	Sports Club	\$ 250.00
LSAC	Darwell Athletic Association (Minor Ball)	Sports Club	\$ 200.00
Mayerthorpe	Mayerthorpe Fun Hockey	Sports Club	\$ 300.00
Mayerthorpe	Mayerthorpe Minor Ball	Sports Club	\$ 275.00
Mayerthorpe	Mayerthorpe Minor Hockey	Sports Club	\$ 600.00
Mayerthorpe	Mayerthorpe Soccer Club (Fun Soccer)	Sports Club	\$ 150.00
Onoway	Onoway Ball Association (Minor Ball)	Sports Club	\$ 225.00
Onoway	Onoway Minor Hockey	Sports Club	\$ 500.00
Onoway	Onoway Skating Club	Sports Club	\$ 410.00
LSAC	Rich Valley Agricultural Society (Minor Ball)	Sports Club	\$ 150.00
LSAC	Rich Valley Hockey Club (Fun Hockey)	Sports Club	\$ 300.00
LSAC	Rich Valley Skating Club	Sports Club	\$ 280.00
LSAC	Rich Valley Agricultural Society (Fun Soccer)	Sports Club	\$ 150.00
LSAC	Sangudo Minor Sports (Fun Hockey)	Sports Club	\$ 150.00
LSAC	Sangudo Minor Sports (Minor Ball)	Sports Club	\$ 225.00
LSAC	Darwell & District Agricultural Society	Sports Facility - Ball Diamond	\$ 1,000.00
Mayerthorpe	Mayerthorpe Sports Grounds Club	Sports Facility - Ball Diamond	\$ 1,000.00
LSAC	Rich Valley Agricultural Society	Sports Facility - Ball Diamond	\$ 1,000.00
LSAC	Sangudo Sports Grounds Committee	Sports Facility - Ball Diamond	\$ 1,000.00
Onoway	Swede Moren Sports Association	Sports Facility - Ball Diamond	\$ -
Alberta Beach	Village of Alberta Beach	Sports Facility - Ball Diamond	\$ 1,000.00
Mayerthorpe	Mayerthorpe Rodeo Club	Donations & Sponsorships (Rodeo 2022)	\$ 200.00
Various	Canadian Pony Club PPG	Donations & Sponsorships (PPG Darwell May 21-23/2022)	\$ 143.36
LSAC	Parent Association of Sangudo Storm	Donations & Sponsorships (Xmas Dinner)	\$ 200.00
LSAC	Sangudo & District Community Development Council	Donations & Sponsorship (Sangudo Children's Academy)	\$ 10,000.00

Total Grant Allocations \$ 595,433.36

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Lac Ste. Anne County
2023 Recreation Facility & Program Assistance Grant (funded via the 2023 Recreational Services Tax - Bylaw 09-2023)

Organization Name	Budget	Actual-to-date
Alberta Beach & District Agricultural Society	\$ 3,000.00	\$ 3,000.00
Alberta Beach & District Agricultural Society - Polynesian Days	\$ 1,000.00	\$ 1,000.00
Alberta Beach & District Agricultural Society - Beachwave Park	\$ 8,000.00	\$ 8,000.00
Alberta Beach & District Senior Citizen's Club	\$ 3,000.00	\$ 3,000.00
Alberta Beach (Village of) - Ball Diamond Maintenance	\$ 1,000.00	\$ 1,000.00
Alberta Beach (Village of) - Boat Launch	\$ 10,000.00	
Alberta Beach (Village of) - Main Beach	\$ 10,000.00	
Alberta Beach Community League - Minor Ball	-	\$ 175.00
Alberta Beach Lion's Club - SnoMo Days	\$ 1,000.00	\$ 1,000.00
Alberta Beach & District Museum & Archives Society	\$ 1,000.00	\$ 1,000.00
Anselmo Recreation & Agricultural Society - Minor Ball	\$ -	\$ 300.00
Cherhill Community Association	\$ 2,000.00	\$ 2,000.00
Cherhill Fun Days - Fun Days	\$ 1,000.00	\$ 1,000.00
Cherhill Silver & Gold Club	\$ 3,000.00	\$ 3,000.00
Coyote Community Hall	\$ 2,000.00	\$ 2,000.00
Darwell & District Agricultural Society	\$ 3,000.00	\$ 3,000.00
Darwell & District Agricultural Society - Ag Drag	\$ 1,000.00	\$ 1,000.00
Darwell & District Agricultural Society - Ball Diamond Maintenance	\$ 1,000.00	\$ 1,000.00
Darwell & District Agricultural Society - Barn Burner	\$ 1,000.00	\$ 1,000.00
Darwell & District Agricultural Society - Fair	\$ 1,000.00	
Darwell & District Recreation Association	\$ 2,000.00	\$ 2,000.00
Darwell Athletic Association - Minor Ball	\$ -	\$ 225.00
Darwell School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Deer Lodge Community Hall	\$ 2,000.00	\$ 2,000.00
Elmer Elson Elementary School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
George Pegg Garden Society	\$ 10,000.00	
Grasmere School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Greencourt Community Association	\$ 2,000.00	\$ 2,000.00
Gunn Area Recreation Society	\$ 2,000.00	\$ 2,000.00
Interlake Golden Club	\$ 3,000.00	\$ 3,000.00
Lac Ste. Anne Community Choir	\$ 500.00	\$ 500.00
Lac Ste. Anne East Food Bank	\$ 1,000.00	\$ 1,000.00
Lac Ste. Anne Historical Society	\$ 1,000.00	\$ 1,000.00
Lac Ste. Anne Historical Society - Heritage Days	\$ 1,000.00	\$ -
Lake Isle Farmer's Association	\$ 2,000.00	\$ 2,000.00
Mayerthorpe & District Agricultural Society	\$ 3,000.00	\$ 3,000.00
Mayerthorpe & District Agricultural Society - Fair	\$ 750.00	
Mayerthorpe Rodco Club - Rodco	\$ 250.00	\$ 250.00
Mayerthorpe & District Diamond Community Centre Society	\$ 1,500.00	\$ 1,500.00
Mayerthorpe Curling Society	\$ 25,000.00	\$ 25,000.00
Mayerthorpe Food Bank	\$ 1,000.00	\$ 1,000.00
Mayerthorpe Friendship Club	\$ 3,000.00	\$ 3,000.00
Mayerthorpe Fun Hockey		\$ 250.00
Mayerthorpe Soccer Club - fun soccer		\$ 350.00
Mayerthorpe Jr/Sr High School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Mayerthorpe Minor Ball		\$ 300.00
Mayerthorpe Minor Hockey		\$ 700.00
Mayerthorpe Sports Grounds Club - Ball Diamond Maintenance	\$ 1,000.00	\$ 1,000.00
Minor Sport Support - see individual organizations for each allocation provided	\$ 5,000.00	\$ -
Of Pembina Tractor Pull Society	\$ 500.00	\$ 500.00
Onoway & District Agricultural Society - Arena	\$ 119,500.00	\$ 119,500.00
Onoway & District Fish & Game Association	\$ 500.00	\$ 500.00
Onoway & District Historical Guild	\$ 1,500.00	\$ 1,500.00
Onoway & District Historical Guild - Fall Harvest Festival	\$ 1,000.00	\$ 1,000.00
Onoway Ball Association - Minor Ball	-	\$ 300.00
Onoway Community Care - Meals on Wheels	\$ 1,000.00	\$ 1,000.00
Onoway Curling Association	\$ 25,000.00	
Onoway Elementary School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Onoway Facility Enhancement Association	\$ 1,500.00	
Onoway Golden Club	\$ 3,000.00	\$ 3,000.00
Onoway Jr/Sr High School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Onoway Jr/Sr High School - Band	\$ 500.00	\$ 500.00
Onoway Minor Hockey		
Onoway Skating Club		\$ 650.00
Peavine Lake Romeo Community Hall Association	\$ 2,000.00	\$ 2,000.00
Rich Valley Agricultural Society - Arena	\$ 119,500.00	\$ 119,500.00
Rich Valley Agricultural Society - Ball Diamond Maintenance	\$ 1,000.00	\$ 1,000.00
Rich Valley Agricultural Society - Fair	\$ 1,000.00	
Rich Valley Agricultural Society - Fun Soccer		\$ 200.00
Rich Valley Agricultural Society - Minor Ball	\$ -	\$ 250.00
Rich Valley Community Hall Association	\$ 2,000.00	\$ 2,000.00
Rich Valley Historical Society	\$ 1,000.00	\$ 1,000.00
Rich Valley Hockey Club - Fun Hockey		\$ 300.00
Rich Valley School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Rich Valley Skating Club		
Sangudo & District Agricultural Society - Arena	\$ 119,500.00	\$ 119,500.00
Sangudo & District Community Development - Kids Carnival	\$ 1,000.00	\$ 1,000.00
Sangudo & District Community Development - Summer Fest	\$ 1,000.00	\$ 1,000.00
Sangudo Art Club	\$ 500.00	\$ 500.00
Sangudo Community Hall Society	\$ 2,000.00	\$ 2,000.00
Sangudo Community School - Athletic Programs	\$ 1,000.00	\$ 1,000.00
Sangudo Golden Club	\$ 3,000.00	\$ 3,000.00
Sangudo Minor Sports Association - Fun Hockey		\$ 150.00
Sangudo Minor Sports Association - Minor Ball	\$ -	\$ 225.00
Sangudo Sports Grounds Committee - Ball Diamond Maintenance	\$ 1,000.00	\$ 1,000.00
Stanger Recreation Society	\$ 2,000.00	\$ 2,000.00
Stettin Nakamm Community Hall	\$ 2,000.00	\$ 2,000.00
Swede Moren Sports Association	\$ -	\$ 155.00
Town of Mayerthorpe	\$ 119,500.00	\$ 119,500.00
Town of Mayerthorpe	\$ 35,000.00	\$ 35,000.00
West End Meals on Wheels	\$ 1,000.00	\$ 1,000.00
Recognition Signage for AB Beach & Boat Launch		\$ 100.00
	\$ 696,000.00	\$ 635,380.00

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Function: Community and Protective Services- 02
Department: Community Services-020
Policy #: 004



Recreation Facility & Program Assistance Grant Policy

Effective Date: June 27, 2019
Review Date: June 27, 2024
Cancels: n/a
Resolution #: 418-2019

CAO Signature: *Neil Pinson*

Purpose: Council believes it is important to support community facilities, initiatives and events that are community driven to enhance and enrich Lac Ste. Anne County communities and residents. The purpose of this policy is to establish protocols and methodology to provide funding to not-for-profit community organizations and agencies through the Lac Ste. Anne County Recreation Facility & Program Enhancement Grant Program and to manage grant requests in a fair and organized manner.

Guidelines:

1. General

All funding programs will be based on annual approved budget resources. Due to budget restrictions and project prioritization, not all requests will receive funding.

The primary source of funding for this program will be the Recreation Special Tax, established through Bylaw annually. Council may choose additional resources to increase the funding available through this grant program. Funding may also be reduced when additional resources are not available.

The County has several programs providing financial assistance to community organization and/or agencies. This policy relates to the Recreation Facility & Program Assistance Grant Program only. All other financial assistance and funding programs provided by the County will be delivered in accordance with other bylaws, policies, procedures and/or by resolution. Where a community organization/agency has a contract or agreement with the County, and funding is provided as part of that contract or agreement, those funds are not subject to this process and will be negotiated as part of the terms of the contract or agreement.

Lac Ste. Anne County may provide grant funding through this program for:

A. Operating

To assist in offsetting facility and/or organizational expenses incurred in the operations of the not for profit organization for the provision of facility operations or program and activity delivery to community residents.

B. Sustainability

To assist with minor capital costs associated with safety codes upgrades, preventative maintenance, renovation, or purchase of capital equipment for community recreation and culture facilities located in the County.

C. Projects

To assist with the costs of recreation, culture and/or community projects, programs and events provided to community residents.

2. Funding Streams

The Recreation Facility & Program Assistance Grant will be delivered through two streams:

A. Direct Grant Allocation

- a. Direct allocations to qualifying organizations will be provided without the requirement for an application.
- b. A list of qualifying community organizations/agencies organizations will be established by Council annually and will be categorized by similar types of facility, program or initiative.

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- c. The level of funding for each category will be established by Council annually.
- d. All grant recipients will be required to meet the accountability requirements established below.
- e. All grant recipients will be required to acknowledge the receipt of funding as established below.
- f. For all allocations of \$5,001 or more, the County reserves the right to participate in the recipient's annual budget deliberations.
- g. For all allocations of \$5,001 or more, a three (3) year budget must be provided.

B. Application/Request

- a. Eligible community organizations/agencies may make a request, in writing, for grant funding.
- b. County Administration will review funding requests and make funding recommendations to County Council based on established county priorities and funding availability.
- c. Application/Request must include the following:
 - i. Full name of the community organization/agency (if successful, cheque will be made payable to this entity unless otherwise indicated);
 - ii. Complete address of the community organization/agency;
 - iii. Project title;
 - iv. Project description (including any applicable dates of an event or activity);
 - v. Number of participants/users anticipated to benefit from the project;
 - vi. Detailed budget (including all revenues and expenditures);
 - vii. Specific funding request to Lac Ste. Anne County;
 - viii. Contact name, phone number and email address;
 - ix. Signed by an authorized signatory of the community organization/agency;
 - x. For all funding requests of \$5,001 or more, the County reserves the right to participate in the recipient's budget deliberations;

- xi. For all funding requests of \$5,001 or more, a three (3) year budget must be provided.

3. Eligibility

- A. The County will not fund, either directly or through a third-party arrangement any activity/event that:
 - a. Conveys a negative message that might be deemed prejudicial to groups/individuals through the Canadian Charter of Rights & Freedoms;
 - b. Promotes alcohol and other addictive substances at venues primarily for youth;
 - c. Presents demeaning or derogatory portrayals of individuals or groups or contain anything which, in light of generally prevailing community standards, is likely to cause deep or wide spread offence;
 - d. Endorses political organizations or campaigns; or
 - e. Supports companies whose reputation could prove detrimental to the County's public image;
 - f. The recipient organization/agency refuses to provide required documentation or access to requested information.
- B. Applicants must be a registered not-for-profit society or in the opinion of the Council be a recognized local community organization/agency. Funding will not be released to individuals.

4. Accountability

It is expected that community organizations/agencies will provide financial accountability and evaluation of the project as required for the funding level awarded.

- a. Funding levels between \$0 to \$1,000 will be required to submit a final report.
- b. Funding levels between \$1,001 to \$5,000 will be required to submit a final report and copies of all supporting invoices/receipts for the specific project/initiative.
- c. Funding levels over \$5,001 will be required to submit a final report and an audited financial statement.

Failure to comply with accountability expectations will result in penalties to future funding allocations or forfeiture of funding.

The County reserves the right to require additional supporting documentation on a case-by-case basis.

5. Acknowledgement

Acknowledgement of financial assistance through this grant program is required.

Community organizations/agencies receiving funding for programs, events and initiatives shall recognize the support by way of print materials, social media, website, signage, and verbal recognition, as applicable, for all levels of funding.

Community organizations/agencies receiving funding for programs, events and initiatives receiving funding for facility maintenance, construction, and/or operations shall recognize the support by way of print materials, social media, and website, as applicable. In addition, signage (supplied by Lac Ste. Anne County) will be required.

The County reserves the right to require supporting documentation that confirms recognition of funding.



December 13, 2023

RE: Update regarding FortisAlberta's 2024 Estimated Distribution & Transmission Rates

As a follow up to our correspondence in September 2023, FortisAlberta is expecting to receive the Alberta Utilities Commission (AUC) approval of the 2024 rates in mid-January. The AUC usually approves the annual rates by mid-December but the process was delayed by a few weeks this year. The 2024 rates are higher than the 2023 rates due to three main factors:

1. Inflation alone has contributed to about half of the rates increase;
2. Increased cost of financing the capital that has been invested in the electricity distribution system infrastructure; and
3. Increased costs of new facilities that are required for maintaining reliability or wildfire mitigation.

The attached charts compare total billing amounts from December 2023 and the projection for January 2024. The total billing amounts include transmission, distribution, and energy charges. The first table highlights the estimated percentage change and average change for each rate class based on estimated consumption and demand. The second table highlights the increases to Maximum Investment Levels, which are the maximum amounts by rate class that FortisAlberta is allowed to invest in new and upgraded services.

Once the rates have been approved, FortisAlberta will issue another letter to highlight the rate and investment impacts. Please feel free to contact me or your Stakeholder Relations Manager should you have any questions or require further information.

Sincerely,

A handwritten signature in black ink that reads "Ralph Leriger".

Ralph Leriger
Manager, Stakeholder Engagement
P: (780) 609-1307

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**2024 Estimated Rates - Average Monthly Bill Impacts by Rate Class
BUNDLED BILL Including Energy, Retail, and DT Rates & Riders**

Rate	Rate Class Description	Consumption Usage	Demand Usage	Monthly/Seasonal Bill			
				Dec 2023 Bill	Jan 2024 Bill	\$ Difference	% Change
		300 kWh		\$131.52	\$135.20	\$3.68	2.8%
11	Residential	640 kWh		\$239.75	\$244.58	\$4.83	2.0%
		1200 kWh		\$418.01	\$424.75	\$6.74	1.6%
		900 kWh	5 kVA	\$153.83	\$161.82	\$7.99	5.2%
21	Farm (Breaker Billed)	1,400 kWh	10 kVA	\$589.46	\$604.01	\$14.55	2.5%
		7,500 kWh	25 kVA	\$2,700.80	\$2,739.21	\$38.41	1.4%
22	Farm (Demand Metered)	700 kWh	10 KVA	\$398.20	\$414.69	\$16.49	4.1%
		3000 kWh	20 kVA	\$1,240.83	\$1,270.59	\$29.75	2.4%
		15,000 kWh	60 kVA	\$5,424.51	\$5,504.00	\$79.49	1.5%
		6,000 kWh	20 kW	\$2,775.33	\$2,809.07	\$33.74	1.2%
26	FortisAlberta Irrigation	15,000 kWh	33 kW	\$5,957.97	\$5,955.71	-\$2.25	0.0%
		45,000 kWh	100 kW	\$17,834.59	\$17,830.47	-\$4.12	0.0%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$3,867.28	\$4,176.11	\$308.83	8.0%
33	Streetlighting (Non-Investment)	7,900 kWh	20,000W	\$2,534.01	\$2,706.05	\$172.04	6.8%
38	Yard Lighting	5,000 kWh	12,000 W	\$2,662.07	\$2,862.73	\$200.66	7.5%
Rates 31, 33 and 38 is based on 100 High Pressure Sodium (HPS) lights in assorted fixture wattages.							
		1,083 kWh	5 kW	\$414.13	\$413.20	-\$0.93	-0.2%
41	Small General Service	2,165 kWh	10 kW	\$788.96	\$784.23	-\$4.73	-0.6%
		10,825 kWh	50 kW	\$3,787.59	\$3,752.47	-\$35.12	-0.9%
		2,590 kWh	7.5 kW	\$963.00	\$965.78	\$2.78	0.3%
44/45	Oil and Gas Service	5,179 kWh	15 kW	\$1,875.95	\$1,879.78	\$3.83	0.2%
		25,895 kWh	75 kW	\$9,179.59	\$9,191.81	\$12.23	0.1%
		32,137 kWh	100 kW	\$8,361.23	\$7,762.61	-\$598.62	-7.2%
61	General Service	63,071 kWh	196 kW	\$16,372.61	\$15,194.42	-\$1,178.19	-7.2%
		482,055 kWh	1500 kW	\$124,884.08	\$115,855.80	-\$9,028.28	-7.2%
		500 kWh		\$457.51	\$449.81	-\$7.70	-1.7%
62	EV Fast Charging Station Service	4,500 kWh		\$3,752.19	\$3,654.80	-\$97.39	-2.6%
		40,000 kWh		\$32,992.44	\$32,099.16	-\$893.28	-2.7%
		824,585 kWh	2500 kW	\$208,920.50	\$200,000.92	-\$8,919.58	-4.3%
63	Large General Service	1,529,769 kWh	4638 kW	\$380,306.65	\$363,091.60	-\$17,215.05	-4.5%
		3,298,338 kWh	10,000 kW	\$810,134.77	\$772,115.08	-\$38,019.69	-4.7%
65	Transmission Connected Service	The Distribution component will increase to \$49.256273/per day. The Transmission Component is the applicable rate of the AESO.					

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CUSTOMER CONTRIBUTIONS SCHEDULES

**Table 1
2024 Maximum Investment Levels for Distribution Facilities
When the Investment Term is 15 years or more**

Type of Service	Maximum Investment Level
Rate 11 Residential	\$3,016 per service
Rate 11 Residential Development	\$3,016 per service, less FortisAlberta's costs of metering and final connection
Rate 21 and 22 Farm, and Rate 23 Grain Drying	\$6,461 base investment, plus \$924 per kVA of Peak Demand
Rate 26 Irrigation	\$6,461 base investment, plus \$1,028 per kW of Peak Demand
Rate 31 Street Lighting (Investment Option)	\$3,325 per fixture
Rate 38 Yard Lighting	\$919 per fixture
Rate 41 Small General Service	\$6,461 base investment, plus \$1,028 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,461 base investment, plus \$1,028 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service and Rate 62 Electric Vehicle Fast Charging Service	\$6,461 base investment, plus \$1,028 per kW for the first 150 kW, plus \$128 for additional kW of Peak Demand
Rate 63 Large General Service	\$116 per kW of Peak Demand, plus \$127 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years.

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA

**2022-2023
ANNUAL REPORT**



October 19 & 20, 2023 Annual Conference & AGM



Association of
SUMMER VILLAGES
OF ALBERTA

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MESSAGE FROM THE PREMIER OF ALBERTA

On behalf of the Government of Alberta, it is my pleasure to welcome everyone to the 65th annual Association of Summer Villages of Alberta (ASVA) conference and annual general meeting.

Summer villages have played an important role in Alberta's history, and since its inception in 1958, the ASVA has been integral in lake stewardship. Summer villages have grown to offer year round activities and amenities, and to help share vital information with their residents. That is clearly demonstrated in the focus on emergency management at this year's conference.

Congratulations to the current and former board members of the ASVA for 65 years of success as you continue to advocate for the 51 Alberta summer villages you serve. I am grateful for the hours you put in serving your communities.

Best wishes for an excellent conference and annual general meeting.

A handwritten signature in black ink that reads "Danielle Smith".

Honourable Danielle Smith, Premier of Alberta





MESSAGE FROM THE PRESIDENT

The ASVA is celebrating its 65th year of existence and successful work on behalf of our members. It was back in 1958 that the Summer Villages got together to form the ASVA. The association came to life based on the successful advocacy work done by a few summer villages to increase infrastructure grant funding. Here we are 65 years later, still working together and advocating for changes to infrastructure funding on the new LGFF program.

Over those 65 years Summer Villages have changed. We are no longer just seasonal recreational communities operating for only a portion of the year. The growth in permanent year-round dwellings and Residents has been phenomenal. In the last decade there are many Summer Villages that have grown as fast as Alberta's large cities. Now, fifty percent of the Summer Villages are similar in size to a regular Village.

As more people choose to live in Summer Villages, that drives the need for year-round infrastructure. Like all other municipalities, Summer Villages now require all-weather roads, water and waste water systems, municipal buildings, trail systems, recreational facilities, and broad band.

Today, Summer Villages are vibrant communities that have many residents living there year-round and with many more residents utilizing their lake home throughout the entire year. Summer Villages have become sustainable municipalities that are a well-respected, recognized level of government and stewards of our lakes.

In closing, I would like to take this opportunity to thank all of the past ASVA Board members and Executive Directors that came before us. Their work provided a strong foundation for the association. I also want to thank the current Board members for their dedication and hard work representing our members. We were fortunate to have Kathy Krawchuck join us this year as Executive Director. Her knowledge and experience in local municipal government will serve our members well. I am happy to say that all Summer Villages remain as ASVA members. The ASVA has never been stronger and we are well positioned for the future.

Mike Pashak

A handwritten signature in blue ink, appearing to read "Mike Pashak".

MESSAGE FROM THE EXECUTIVE DIRECTOR

For those of you who don't know me, my name is Kathy Krawchuk, the new Executive Director for the ASVA, as of March 01, 2023.



I have had a career in municipal government for 32 years, with the opportunity to work in many areas including, clerk duties, utilities, accounts payable, accounts receivable, overlooked the enforcement & public works departments, economic development and then CAO for 12 years.

It's nice to see that all 51 Summer Villages remain members of the ASVA. With this lasting support, it continually sends the message to our Province of how resilient, sustainable and resourceful Summer Villages really are.

I am looking forward to working with the Board on upcoming initiatives and being of assistance to all the Summer Villages.

Thank you for attending ASVA's 65th Anniversary Conference, October 19 & 20, 2023.

Kathy Krawchuk

**KATHY KRAWCHUK
EXECUTIVE DIRECTOR, ASVA**

**ON BEHALF OF THE ASVA
THANK YOU AND FAREWELL TO OUTGOING
BOARD MEMBERS
2022-2023**

**Christine Holmes, Director
January 2023**



**Roger Montpelier, Director
February 2023**



**Dennis Evans, Director
July 2022**



**Fred Black, Director
September 2022**



**Dr. Peter Pellatt – Past President
Retired – November 2022**



**EXECUTIVE DIRECTORS
2022-2023**

**Deb Hamilton
Interim Executive Director – February 2023**



2023 BOARD OF DIRECTORS

EXECUTIVE

SUMMER VILLAGE

LAKE LOCATION



President – Mike Pashak

Half Moon Bay

Sylvan Lake



Vice President – Brian Waterhouse

Sundance Beach

Pigeon Lake



Treasurer – Rob Dickie

Betula Beach

Wabamun Lake



Executive Director – Kathy Krawchuk

DIRECTORS



Kim Bancroft

Island Lake

Baptiste Lake



Gary Burns

Horseshoe Bay

Vincent Lake



Kathy Dion

Val Quentin

Lac Ste. Anne



Ren Giesbrecht

West Cove

Lac Ste. Anne



Julie Maplethorpe

Jarvis Bay

Sylvan Lake



Ian Rawlinson

Crystal Springs

Pigeon Lake



Curtis Schoepp

Whispering Hills

West Baptiste Lake



Martene Walsh

Val Quentin

Lac Ste. Anne



ASVA - supporting the needs of Summer Villages:

Argentia Beach	Norris Beach
Betula Beach	Parkland Beach
Birch Cove	Pelican Narrows
Birchcliff	Point Alison
Bondiss	Poplar Bay
Bonnyville Beach	Rochon Sands
Burnstick Lake	Ross Haven
Castle Island	Sandy Beach
Crystal Springs	Seba Beach
Ghost Lake	Silver Beach
Golden Days	Silver Sands
Grandview	South Baptiste
Gull Lake	South View
Half Moon Bay	Sunbreaker Cove
Horseshoe Bay	Sundance Beach
Island Lake	Sunrise Beach
Island Lake South	Sunset Beach
Itaska Beach	Sunset Point
Jarvis Bay	Val Quentin
Kapasiwin	Waiparous
Lakeview	West Baptiste
Larkspur	West Cove
Ma-Me-O Beach	Whispering Hills
Mewatha Beach	White Sands
Nakamun Park	Yellowstone
Norglenwold	

ASVA - Who We Are

The Association of Summer Villages of Alberta was established in 1958 and later as a not-for-profit municipal organization in 1977. We have 100% membership of all 51 Summer Villages located in Alberta. We are here to serve and represent the interests of Summer Villages in Alberta.

VISION

Summer Villages are sustainable municipalities that are a well respected, recognized level of government and advocate on behalf of our lake and river environments.

MISSION "ACE"

Inspire and support Summer Villages to achieve strong and effective local government through advocacy, communication, and education.

GOALS "ACE" – Advocacy, Communication, and Education

A - Advocacy

1. Advocacy / Liaison with Provincial Government – will meet with government to advocate for solutions that support summer villages and promotes the collective position of summer villages to decision makers, members and stakeholders.
2. Participation on Provincial Issues and Initiatives – ASVA partners with all levels of government, municipalities, industry, stakeholder groups, to resolve issues / challenges, and promote opportunities for cooperation
3. ASVA will honour its duty to consult with indigenous peoples
4. ASVA will advocate summer villages working together to build common solutions.
5. ASVA will effectively and transparently manage the ASVA as a high profile municipal association which is accepted and recognized by our sister associations, other municipalities, and the provincial government.

C - Communication

6. ASVA provides useful 2-way communication and reliable information tailored to the specific needs of summer villages and all levels of government.
7. ASVA utilizes a variety of communication techniques, including electronic and social media

E – Education

8. Through ASVA's Annual Conference and workshops, we bring together skills and provide expertise to advise on governance and stewardship
9. ASVA provides access to a variety of resources and encourages networking opportunities.
10. ASVA supports solutions that help members collaborate and meet their sustainable, viability objectives.
11. ASVA facilitates educational opportunities to support members in governance and environmental stewardship responsibilities

ASVA - 2022/2023 Accomplishments, Successes, and Challenges

Vision

Summer Villages are sustainable, year-round municipalities that are a well-respected, recognized level of government and advocate on behalf of our lake and river environments.

Mission

Inspire and support Summer Villages to achieve strong and effective local government through advocacy, communication, and education.

The ASVA continues to work with our sister organizations, Alberta Municipalities (ABmunis) and Rural Municipalities Association (RMA), on common issues. We continue to educate them on key priorities for Summer Villages and to garner their support on those priorities.

This past year ASVA was very pleased to welcome Kathy Krawchuk as our new Executive Director. Kathy brings a wealth of knowledge to the role having been in local municipal government her entire career and with 12 years as a CAO.

Our largest advocacy work was the Local Government Fiscal Framework (LGFF). The ASVA President met multiple times with ABmunis, RMA, and the Minister of Municipal Affairs and department staff to share our thoughts on the issue. Last October, the ASVA submitted a proposal to Municipal Affairs on how the funds in the new LGFF program should be allocated between municipalities. This proposal was shared with members at the 2022 ASVA annual conference. This summer Municipal Affairs shared their preliminary proposal for the allocation formula and asked for feedback. Although ASVA agrees with the majority of their proposed allocation factors, the base funding for Summer Villages is significantly below what ASVA and ABmunis had proposed. The ASVA has provided comments on their proposal. Minister Ric McIver has indicated that the LGFF allocation formula will be finalized before year end.

The ASVA Board of Directors updated its strategic plan in 2022. This new plan focuses on these four goals:

1. ASVA is recognized as the primary advocate for and on behalf of Summer Villages.
2. ASVA plays a key role ensuring SVs are informed on critical issues and that SVs have the knowledge and skills that enhance their capacity to deliver municipal services.
3. ASVA will deliver projects to enhance the autonomous nature of SVs and strengthen the SVs' capacity to deliver municipal services within their communities.
4. ASVA will model to ASVA members effective governance by actively improving its Board governance practices.

The updated strategic plan had ASVA focus on its internal governance, protocol, and practices. That work allowed the ASVA to tweak its Vision and Mission statements to better support our members. We also updated a number of policies to strengthen our financial management and to provide succession planning.

The ASVA conducted a Board Effectiveness Survey. ASVA wanted to ensure that the ASVA Board continues to function effectively and will review its performance by conducting a formal assessment each year. The survey identified a number of opportunities for improvement. The Board has completed improvements. This work dovetailed nicely with our strategic plan.

The ASVA developed an Executive Director Performance Review Policy. This will be an annual activity for the ASVA Board and HR committee. It is important that the ASVA Board be aligned and provide the right support for the Executive Director.

The 2023 Alberta Election saw the UCP return to government. With the election over there are a number of familiar faces returning to key positions within the government. The majority of Summer Villages (44 of 51) have the same MLA returning.

The ASVA President also serves on ABmunis Board of Directors representing Summer Villages. He attended the Summer Municipal Leaders Conference meetings in Delburne and Spruce Grove. The topics included potable water issues in the province, future of intermunicipal collaboration policy, and a debrief on the Alberta election. Each meeting had approximately 60 participants. Local MLAs attended to give greetings. One of things noticed was the Summer Village attendance at these events is minimal. The topics are usually relevant to Summer Villages and future work will be done to encourage more attendance at this type of event.

ASVA supported the SV Half Moon Bay to create a golf cart resolution that was accepted by ABmunis for inclusion in the upcoming convention. The resolution states, "IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act and regulations plus the Use Of Highway And Rules Of The Road Regulation that would allow Municipalities, if they so desire, to approve the use of golf carts on certain approved roads and public lands within their municipality." Thanks to Curtis Schoepp, SV Whispering Hills, for bringing this issue forward and leading the charge for change. British Columbia and Ontario currently have pilot projects underway and earlier this year Saskatchewan went directly to allowing golf carts with Municipal bylaws approving their use.

ASVA Forest Health and Management pilot project was successfully completed this past year. The main purpose of this project was to provide direct education and professional support to Summer Villages about the value of proper management of trees and forests in a rural community setting. The project provided 11 Summer Villages with the opportunity to receive

professional advice and assistance on tree and forestry management. Each Summer Village was provided a written report.

The Minister of Municipal Affairs released the new Municipal Census Regulation and Municipal Census Manual on April 11, 2023. The new Regulation and census manual will allow municipalities to conduct their own census starting in 2024. The Ministry will accept municipal census data going forward for the purposes of determining population and potentially for use in grant funding. The regulation includes the collection of Temporary Resident population. Further work by ASVA is required to understand how this classification will be used and if there a benefit for Summer Villages to conduct their own census.

Provincial Association of Resort Communities of Saskatchewan (PARCS), who knew there were other associations like us. The ASVA President had an opportunity this year to interact with the PARCS President. Their issues are similar to our issues. It was interesting to hear how similar our two organizations are including part-time Executive Directors. Saskatchewan has 40 resort villages that are typically located on the shoreline of a lake. Saskatchewan's largest and smallest resort villages are Candle Lake and Lumsden Beach with populations of 765 and 10 respectively. PARCS was founded in 1983, and like ASVA, it was a group that recognized the need for a collective voice for issues relating specifically to Resort Villages. The ASVA will continue to build the relationship with PARCS and looks forward to the benefits that will come from that relationship.

In the upcoming year, the ASVA will continue to work its key priorities such as LGFF, Municipal Census regulations, identification of future grant programs, Aquatic Invasive Species and lake health, the need for improved policing and bylaw enforcement, water and wastewater systems, and rural health issues. We will also follow the Government of Alberta's work related to reviewing the feasibility of amending the Education Property Tax to assist municipalities with retaining more funding for local priorities. We will continue to look for opportunities to participate on various committees that deal with provincial issues and initiatives.

Colleen Ewashko, Chartered Professional Accountant

PO Box 329
Thorhild, AB T0A 3J0

Phone: 780-398-2050
Cell: 780-349-1213
Email: cewashkocma@gmail.com

COMPILATION ENGAGEMENT REPORT

To Management of Association of Summer Villages of Alberta

On the basis of information provided by management, I have compiled the statement of financial position of the Association of Summer Villages of Alberta as at December 31, 2022, the statement of operations and changes in cash flow for the year then ended, and Notes 1 & 2, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200. *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.



July 3, 2023

Colleen Ewashko, Chartered Professional Accountant
Thorhild, AB

Association of Summer Villages of Alberta
Statement of Financial Position
As at December 31, 2022

ASSETS			
	2022		2021
CURRENT ASSETS			
Cash	\$ 90,347	\$	54,297
Accounts Receivable	12,990		-
Grants Receivable	3,925		-
Term Deposits	-		52,000
	107,262		106,297
Computer Equipment	794		794
	\$ 108,056	\$	107,091
TOTAL ASSETS			
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable	22,244		-
Visa Payable	-		76
Deferred Revenues	-		11,775
	22,244		11,851
LONG TERM LIABILITIES			
TOTAL LIABILITIES	22,244		11,851
NET ASSETS			
Unrestricted Net Assets			
Balance, beginning of year	94,446		89,499
Surplus (deficit)	(9,429)		4,947
	85,018		94,446
Net investment in capital assets	794		794
	85,812		95,240
TOTAL NET ASSETS	85,812		95,240
	\$ 108,056	\$	107,091
TOTAL LIABILITIES & NET ASSETS			

Approved By

Date

August 8, 2022

Mike Paschuk, President
 Name & Position

[Signature]
 Signature

Colleen Ewashko
 Chartered Professional Accountant

(145)

Association of Summer Villages of Alberta
Statement of Operations
For the Year Ending December 31, 2022

	2022	2021
REVENUE		
ASVA Conference	\$ 38,387	\$ 6,693
Dues	43,140	42,165
Grants	15,700	-
Interest Income	182	534
Workshops	2,000	-
Total Operating Revenues	99,410	49,393
OPERATING EXPENSES		
Administration	33,437	30,875
ASVA Conference	40,664	1,870
Bank Charges & Interest	259	132
Board Remuneration	6,569	5,668
Gifts	762	-
Courses, Workshops, etc	5,972	-
Insurance	2,091	1,949
Meeting Expenses	1,403	-
Memberships	-	525
Office & Telecommunication	1,598	2,400
Professional Fees	1,155	656
Project Costs	14,825	-
Website	105	372
Total Operating Expenses	108,838	44,446
Total Surplus (Deficit) for the period	\$ (9,429)	\$ 4,947

Approved By

Date August 8, 2023

Mike Parkin, President
 Name & Position

[Signature]
 Signature

Colleen Ewashko
 Chartered Professional Accountant

Association of Summer Villages of Alberta
Statement of Changes in Cash Flows
For the Year Ending December 31, 2022

	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from grants	\$ -	\$ 11,775
Cash received from dues	43,140	42,165
Cash received for Conferences & Courses	18,897	6,693
Cash received from interest	182	534
Cash paid for materials and services	(78,170)	(43,463)
Cash provided by (used in) operating activities	(15,950)	17,704
CASH PROVIDED BY (USED IN) INVESTMENT ACTIVITIES		
Purchase of capital assets		
CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		
Net Cash Provided by (Used In) Financing & Investment	-	-
NET INCREASE (DECREASE) IN CASH & INVESTMENTS	(15,950)	17,704
CASH AND INVESTMENTS, BEGINNING OF YEAR	106,297	88,593
CASH AND INVESTMENTS, END OF YEAR	\$ 90,347	\$ 106,297
Consisting of		
Operating Bank Account	\$ 90,347	\$ 54,297
Term Deposits	-	52,000
	\$ 90,347	\$ 106,297

Approved By

Date August 8, 2022

Mike Pashak, President
 Name & Position

[Signature]
 Signature

Colleen Ewashko
 Chartered Professional Accountant

Association of Summer Villages of Alberta

Notes to the Compiled Financial Information
Year ended December 31, 2022

Note 1- Basis of Accounting

The basis of accounting to be applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the additions of:

- Investments are recorded at historical cost;
 - Accounts payable and accrued liabilities;
 - Accounts receivable;
 - Capital assets recorded at historical cost with no amortization;
 - Revenue is recognized using the deferral method and restricted contributions are recognized as revenue in the year in which the related expenses are incurred.
-

Note 2- Deferred Revenues

Deferred revenues consisted of funds received from the Alberta Real Estate Foundation for a project to provide advice and encourage proper forest management in Summer Villages.

2023

**SUMMER VILLAGE
MILESTONE
ANNIVERSARIES**

110 YEARS

SV Gull Lake
SV Lakeview

75 YEARS

SV Ma-Me-O-Beach

70 YEARS

SV Crystal Springs
SV Itaska Beach
SV Silver Beach

65 YEARS

SV Island Lake

60 YEARS

SV West Cove

45 YEARS

SV Half Moon Bay
SV Mewatha Beach

40 YEARS

SV Bondiss

SV Island Lake South

SV South Baptiste

SV West Baptiste

35 YEARS

SV Birch Cove
SV Norris Beach
SV Sunrise Beach

30 YEARS

SV Kapasiwin

**LIFE TIME
MEMBERS**

Chuck Dechene

Leslie Ellis

Dennis Evans

Sue Evens

Betty Forfyflow

Archie Grover

Gordon Harris

Art Lamoureux

Marj Norris

Sharon Plett

Barry Virtue

Peter Pellatt



**ASVA THANKS ALL OF
OUR SPONSORS FOR
THEIR CONTINUED
SUPPORT**

On behalf of the ASVA, we sincerely thank each and everyone of our Sponsors in making our 65th Anniversary Conference a huge success. With your generous support, ASVA will continue supporting our 51 Summer Villages, in helping make a difference!

ASVA Executive and Board of Directors



Town of Onoway

Mail: Box 540
Onoway, Alberta
T0E-1V0
Town Office: 4812-51 Street
Phone: 780-967-5338

November 7, 2023

Town of Onoway Organizational Meeting – October 26, 2023

Council of the Town of Onoway held their organizational meeting on October 26, 2023. The results of the Organizational Meeting are:

Mayor	Lenard Kwasny
Deputy Mayor	Lisa Johnson
Councillor	Bridgitte Coninx
Councillor	Robin Murray
Councillor	Sheila Pockett

COMMISSION APPOINTMENTS:

Capital Regional Assessment Services Commission

- Councillor Robin Murray as representative and Deputy Mayor Lisa Johnson as alternate

Highway 43 East Waste Commission

- Mayor Lenard Kwasny as representative and Deputy Mayor Lisa Johnson as alternate

West Inter Lake District (WILD) Regional Water Services Commission

- Councillor Robin Murray as representative and Councillor Bridgitte Coninx as alternate

REGIONAL BOARD APPOINTMENTS:

Lac Ste. Anne East End Bus Society

- Councillor Robin Murray as representative and Deputy Mayor Lisa Johnson as alternate

Yellowhead East Community Futures

- Councillor Robin Murray as representative and Councillor Bridgitte Coninx as alternate

Lac Ste. Anne Foundation

- Mayor Lenard Kwasny as representative

Yellowhead Regional Library Board

- Councillor Bridgitte Coninx as representative

Economic Development Committee/Partnership Committee

- Councillor Bridgitte Coninx and Councillor Robin Murray as representatives and Councillor Sheila Pockett as alternate

Community Policing Advisory Committee (CPAC)

- Deputy Mayor Lisa Johnson as representative and Councillor Sheila Pockett as alternate

Onoway Regional Medical Clinic / Physician Recruitment Retention Committee

- Councillor Bridgitte Coninx as representative and Councillor Sheila Pockett as alternate

North Saskatchewan Watershed Alliance

- Councillor Bridgitte Coninx as representative; Public Works Manager to the Technical Committee

Town of Onoway Organizational Meeting Appointments – Page 2

Onoway Regional Fire Services

- Deputy Mayor Lisa Johnson as representative and Councillor Sheila Pockett as alternate; Chief Administrative Officer or designate to attend

Emergency Management/ Disaster Services Committee

- Deputy Mayor Lisa Johnson and Councillor Bridgitte Coninx as representatives

LOCAL BOARD APPOINTMENTS:

Town of Onoway Library Board

- Councillor Bridgitte Coninx and Councillor Sheila Pockett as representatives

Region 1 Recreation and FCSS Board

- Council as a Whole

Onoway and District Chamber of Commerce

- Councillor Bridgitte Coninx as representative and Councillor Sheila Pockett as alternate

Onoway Beautification Committee

- Councillor Sheila Pockett as representative and Councillor Bridgitte Coninx as alternate

Onoway and District Agricultural Society (ODAS) - (Arena)

- Councillor Bridgitte Coninx as representative and Deputy Mayor Lisa Johnson as alternate

Onoway Facility Enhancement Association (OFEA) – Community Hall

- Councillor Robin Murray as representative and Deputy Mayor Lisa Johnson as alternate

Onoway and District Historical Guild

- Deputy Mayor Lisa Johnson as representative and Councillor Robin Murray as alternate

Regional Wastewater Line Committee

- Mayor Lenard Kwasny as representative, Deputy Mayor Lisa Johnson as alternate and CAO Thompson to the Technical Committee

Regional Trail Committee

- Deputy Mayor Lisa Johnson and Councillor Bridgitte Coninx as representatives

Onoway Economic Development and Tourism Committee

- Mayor Lenard Kwasny and Deputy Mayor Lisa Johnson as representatives

Onoway Interagency Committee

- Mayor Lenard Kwasny and Deputy Mayor Lisa Johnson as representatives

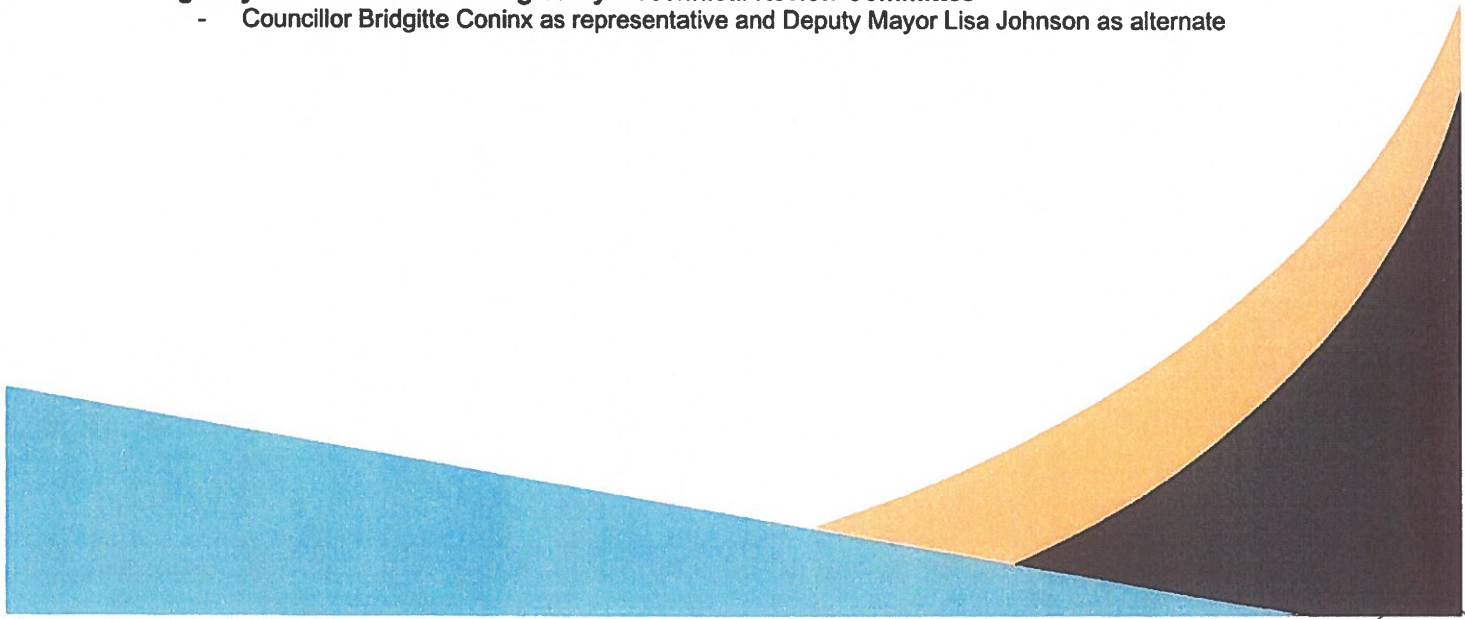
MISCELLANEOUS COMMITTEE APPOINTMENTS:

Inter Municipal Development Plan Negotiating Committee

- Councillor Bridgitte Coninx as representative and Councillor Sheila Pockett as alternate

Highway 43 Functional Planning Study – Technical Review Committee

- Councillor Bridgitte Coninx as representative and Deputy Mayor Lisa Johnson as alternate





October 24, 2022

To whom it may concern:

Re: Lac Ste. Anne County 2023/2024 Committee Appointments

Reference is made to our recent Organizational Meeting held on October 24, 2023. Please find attached a list of all representatives and appointments of the County Council, as approved at this organizational meeting.

Also, please note that our Reeve and Deputy Reeve have remained the same, Reeve Joe Blakeman and Deputy Reeve Nick Gelych. These appointments are for a two (2) year term.

If you have any questions, please contact the undersigned.

Yours truly,

Mike Primeau, MBA, CLGM
County Manager

- CC: Municipal Affairs
 MLA Shane Getson
 Village of Alberta Beach
 Town of Onoway
 Town of Mayerthorpe
 County of Barrhead No. 11
 Sturgeon County
 Parkland County
 Yellowhead County
 Woodlands County
 Summer Villages of:
- | | |
|---------------|---------------|
| Westcove | Yellowstone |
| Birch Cove | Silver Sands |
| South View | Castle Island |
| Sunrise Beach | Nakamun Park |
| Sunset Point | Ross Haven |
| Val Quentin | Sandy Beach |

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	A	B	C	D	E	F	G	H
1	Committee	Olsvik	Gelych	Vaughan	Lovich	Blakeman	Bohnet	Giebelhaus
2		Div. 1	Div. 2	Div. 3	Div.4	Div. 5	Div. 6	Div. 7
3			Deputy Reeve			Reeve		
4		Lorne Olsvik	Nick Gelych	George Vaughan	Kevin Lovich	Joe Blakeman	Ross Bohnet	Lloyd Giebelhaus
5	Municipal Committee	x	x	x	x	x	x	x
6	Municipal Planning Commission		x	x			x	x
7	Ag. Services Board				x		x	x
8	Emergency Advisory Committee		x	x				x
9	Alberta Beach IDP Committee			x				
10	Athabasca Watershed Council					x		
11	Beachwave Park			x		x		
12	East End Bus	x						
13	West End Bus							
14	Campground, Parks and Outdoor Spaces Committee		x	x	x		x	x
15	Community Futures Yellowhead East		x					
16	Community Railway Advocacy Alliance (CRAA) 2023		x					
17	Darwell Wastewater Lagoon Commission	A			x	x	A	
18	Economic Development Advisory Committee		x					
19	Fallen Four Visitor Center/Mayerthorpe Library Project Committee						x	
20	First Nations Committee	x	x			x		
21	George Pegg Botanic Garden Society			x				
22	Highway 43 East Waste Commission	x		x				
23	Interlakes Regional Trail Master Plan Steering Committee		x					x
24	Joint Worksite Health & Safety Training		x	x				
25	Lac La Nonne Enhancement & Protection Association (LEPA)			x				
26	Lac Ste. Anne County Library Board				x		x	
27	Lac Ste Anne Foundation						x	
28	Lac Ste Anne/Lake Isle Water Quality Group Society (LILSA)				x	x		
29	Mayerthorpe IDP Committee						x	x
30	Mayerthorpe and LSAC Economic Development Committee		x				x	Alt.
31	Millar Western Advisory Committee						x	
32	North 43 Lagoon Commission	x		x				
33	North Saskatchewan Watershed Alliance Committee				x			

	A	B	C	D	E	F	G	H
34								
35								
36	Committee	Olsvik	Gelych	Vaughan	Lovich	Blakeman	Bohnet	Giebelhaus
37		Div. 1	Div. 2	Div. 3	Div.4	Div. 5	Div. 6	Div. 7
38			Deputy Reeve			Reeve		
39		Lorne Olsvik	Nick Gelych	George Vaughan	Kevin Lovich	Joe Blakeman	Ross Bohnet	Lloyd Giebelhaus
40	Onoway IDP Committee	x	x					
41	Onoway Regional Medical Clinic Board of Directors	x	x					
42	Peter Trynchy Airport Committee							
43	Provincial Ag. Services Board Rep. (Endorsed by the County)					x	x	x
44	Rural IDP Committee - local Councillor						x	
45	Shop Committee - Council as a Whole	x	x	x				
46	Ste. Anne Emergency Response Center				x	x	x	x
47	Ste Anne Regional Lake Use Committee (SARLUC)			x	x	x	x	x
48	Ste Anne Regional Trail Use Committee (SARTUC)			x	x	x		x
49	Sturgeon River Watershed Alliance (SRWA)				x			
50	Swede Moren Park Committee			x		x		
51	Upper Athabasca Watershed Alliance							
52	Villeneuve Landing Network		x					x
53	West Inter Lake District (WILD) Water Commission	x						
54	Yellowhead Regional Library (public member)							



Box 8,
Alberta Beach, AB T0E 0A0
Phone: 780-967-0271
Fax: 780-967-0431
Email:
svsouthview@outlook.com

January 3, 2024

Lac Ste. Anne County
Town of Onoway
Town of Mayerthorpe
Village of Alberta Beach

Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands, Sunrise Beach, Sunset Point, Val Quentin, West Cove, and Yellowstone

RE: Summer Village of South View Byelection Results and Organizational Meeting

The Summer Village of South View held a byelection on December 16, 2023 to fill two vacancies on Council. Garth Ward and Colleen Richardson were declared elected and were sworn in on December 21, 2023 at an organizational meeting of Council.

Sandi Benford remains Mayor and Garth Ward has been appointed as Deputy Mayor. Summer Village of South View Council Organization Chart, which includes committee appointments, is attached for your information.

Please don't hesitate to contact me if you require any further information at 780-967-0271 or svsouthview@outlook.com.

Sincerely,

Angela Duncan
Assistant CAO
Summer Village of South View

Encl: Council Organizational Chart

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Summer Village of South View
Council Organizational Chart

Updated Dec 21, 2023

	Rep
	Alternate

	Name	Position	Public Email	Public Phone
	Sandi Benford	Mayor	svsouthview@outlook.com	780-967-0271
	Garth Ward	Deputy Mayor	svsouthview@outlook.com	780-967-0271
	Colleen Richardson	Councillor	svsouthview@outlook.com	780-967-0271
Public Works Supervisor				
Highway 43 East Waste Commission				
Summer Villages of Lac Ste. Anne County East (all of Council to attend - rep to vote)				
Darwell Sewage Lagoon Committee & Darwell Regional Waste Water Line				
Lake Isle Aquatic Management Society				
Yellowhead Regional Library				
Family and Community Support Services (FCSS)				
Regional Emergency Services				
Flowering Rush Abatement Project				

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**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
October 25, 2023
Chateau Lac Ste. Anne – Family Dinning Room
1:00 p.m.**

1. Call to Order- 12:59 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Marge Hanssen, Bernie Poulin, Len Kwasny & Daryl Weber

Absent: Jeremy Wilhelm & Paul Chauvet

Guest: Tom Pickard

Staff: Dena Krysik – CAO, Kristine Klause – Recording Secretary, Robin Strome – Finance Officer

2. Approval of Agenda

Board Member Len Kwasny moves:

Motion #23-050: The Board approves the agenda for October 25, 2023 as presented.

Carried

3. Board Meeting Minutes

Board Member Bernie Poulin moves:

Motion #23-051: The Board approves the September 20, 2023 Board meeting minutes as presented.

Carried

Daryl Weber enters the board meeting at 1:09 pm

4. Financial

Board Member Len Kwasny moves:

Motion #23-052: The Board approves the Quarterly Financial Reports at October 25, 2023 as presented.

Carried

Board Member Daryl Weber moves:

Motion #23-053: The Board approves the 2024 Capital Budget, 2024 Foundation Budget, 2024 Personal Care Budget and 2024 Management Budget as presented.

Carried

Board Member Len Kwasny moves:

Motion #23-054: The Board approves to reallocate invoice #89817 payable to Fire Protection Inc. in the amount of \$10,276.23 from the Foundation operating budget to the capital expense budget utilizing 2023 requisition surplus funds.

Carried

5. New/Other Business

6. Policy Review

Board Member Sandy Morton moves:

Motion #23-055: The Board approves the Lac Ste. Anne Foundation Emergency Response Plan as amended.

Carried

7. Information Items

Board Member Marge Hanssen moves:

Motion #23-056: The Board accepts items 7a, 7b and 7c for the October 25, 2023 meeting as information.

Carried

8. In Camera

9. Date Place & Time of Next Meeting

All Board members move:

Motion #23-057: The next Board Meeting is to be determined.


Carried

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10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 2:43 pm.

Carried



Chairperson

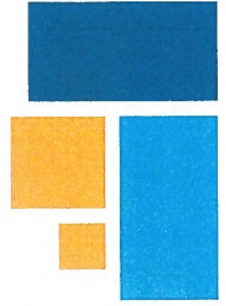
Dec 12/23
Date



Chief Administrator Officer

Dec 12/23
Date

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November 24, 2023

Honourable Ric McIver
Minister of Municipal Affairs
320 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister McIver:

Thank you for your ministry's engagement of Alberta Municipalities (ABmunis) for input on possible changes to the *Municipal Government Act* to enhance accountability and public trust in local elected officials.

ABmunis has reviewed Municipal Affairs' discussion guide questions and enclosed is our response to the consultation questions.

If you would like to discuss any aspect of our submission, I invite you to contact me by email at president@abmunis.ca or on my cell phone at (780) 312-0660. We look forward to your consideration of and response to this resolution.

Sincerely,

A handwritten signature in black ink, appearing to read "Tyler Gandam".

Tyler Gandam
President, Alberta Municipalities

Enclosure



Alberta Municipalities' Submission to Alberta Municipal Affairs' Consultation on MGA Provisions for Councillor Accountability

On October 24, 2023, the Government of Alberta began consulting on potential changes to the *Municipal Government Act* (MGA) to explore opportunities to enhance accountability and public trust in local elected officials. This document represents ABmunis' responses to Alberta Municipal Affairs' discussion guide questions focusing on the themes of:

- A. Disqualification Rules for Councillors
- B. Councillor Training
- C. Disclosure by Council Candidates
- D. Allowing Council to Caucus in Private
- E. Minister's Authority to Remove a Councillor
- F. Clarifying Conflicts of Interest for Councillors
- G. Changes to Recall Legislation
- H. Revisiting Code of Conduct Discussions from 2022

ABmunis responses are presented in **blue font**.

A. Disqualification Rules for Councillors

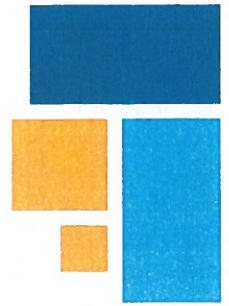
Section 174 of the MGA provides criteria for councillor disqualification, such as a councillor not being eligible for nomination as a candidate, failing to file the disclosure statement as required in the Local Authorities Election Act (LAEA), absence from all council meetings for eight consecutive weeks, or taking a position as judge of a court, a member of the Senate or House of Commons. The MGA currently requires a disqualified councillor to resign their seat voluntarily. If a disqualified councillor does not resign, the council or a member of the public must take them to court. The court process results in considerable delays as well as costs for taxpayers.

1. **Should the MGA be amended to make a councillor's seat vacant upon disqualification, thus putting the onus on the councillor to make an application to court to dispute the disqualification?**

Yes. The existing approach is inefficient and gives undue power to the disqualified councillor. This is particularly problematic for small municipalities that have limited fiscal resources to pursue court action due to the expected legal costs. In most cases, the rules for disqualification are generally clear such that the councillor's seat should automatically become vacant, except for issues of a pecuniary interest.

Disqualification for a Pecuniary Interest

Issues of a pecuniary interest are more subjective and therefore, there may be merit for the existing voluntary resignation rule to continue to be applied for MGA sections 174(1)(g) to 174(1)(i). This may help prevent unsubstantiated accusations of a pecuniary interest from being weaponized to automatically disqualify a councillor.



Prevention of Ineligible Candidates on the Ballot

ABmunis members have expressed concern in cases where a candidate's nomination is signed by individuals who are not eligible electors in the municipality. While we are recommending that any councillor be automatically disqualified if it is found that they were not an eligible candidate, we question if there needs to be further review of the rules to prevent a candidate's name from even being listed on the ballot where circumstances apply. We recommend that this issue be reviewed with municipal associations.

B. Councillor Training

Section 201.1 of the MGA requires municipalities to offer orientation training to each councillor within 90 days of the councillor taking the oath of office. This is intended to ensure a councillor is informed of their responsibilities and mandate of their role. However, it is not mandatory for the councillor to attend the orientation training.

1. Do you think it should be mandatory for councillors to attend orientation training?

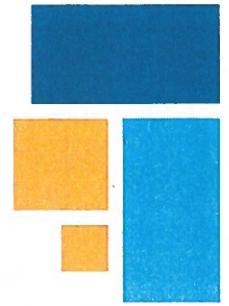
Yes. Making orientation training mandatory will help to equip all councillors with foundational knowledge of their role and responsibilities, best practices, and legal and legislative requirements. This may help alleviate miscommunication and misunderstandings which contribute to tension between councillors and between council and administration. Orientation training is a standard practice for any employee position and while councillors are elected and serve in a governance capacity, the same standard should be applied wherein orientation training is an essential component for councillors to effectively serve in their role.

If orientation training were to be made mandatory, ABmunis recommends that enforcement of this requirement should be overseen by an independent provincial or regional body (e.g., Alberta Ombudsman) and that the MGA clarify the consequences of not participating in orientation training. This responsibility should not be placed on the municipality's CAO due to the potential conflict with council's oversight of the CAO's employment.

2. If yes, should the training be made mandatory before a Councillor takes the oath, within 90 days of taking the oath (as in the current legislation) or at some other time?

ABmunis acknowledges that making orientation training a mandatory requirement has the potential to bring forth various risks and complexities such as:

- Challenges for elected officials to access the training on a timely basis based on availability of trainers and the frequency that training is offered.
- Challenges for elected officials in rural and remote regions to access training based on travel challenges in winter months.
- Circumstances when elected officials are unable to attend a scheduled regional training due to sickness, work responsibilities, lack of childcare, medical needs, or other reasons.
- How to manage situations where an elected official attends only a portion of the training.
- Who is responsible to enforce the requirement.
- The risk of this requirement being weaponized to penalize or disqualify a councillor (e.g., organizing a training session when it is known a councillor cannot attend).



Under the current environment and availability of training options, the 90-day time period would be insufficient to mandate orientation training. Due to the value that orientation training be completed as earlier as possible in the council term, ABmunis recommends that the Government of Alberta:

1. Work with ABmunis and other municipal stakeholders to create an on-demand online course that elected officials can complete at their own pace within the required 90-day time period.
2. Use a simple reporting process where the CAO submits a notice when all councillors have completed the training. Should a councillor refuse to take training ABmunis recommends that enforcement of this requirement should be supported by an independent provincial or regional body (e.g., Alberta Ombudsman), similar to our recommendation for a third party to help investigate code of conduct violations. This responsibility should not be placed on the municipality's CAO due to the potential conflict with council's oversight of the CAO's employment.
3. Following a review by an independent provincial or regional body, the legislation should clarify that non-compliance will result in disqualification and removal from council.

In addition to these supports, the Alberta Elected Officials Program could adjust the curriculum of its Munis 101 course so that it can be delivered in an online format, but this option still carries the risk of scheduling challenges for elected officials, which is why the development of an on-demand course would be particularly valuable. The intention of creating an on-demand course is not to replace in-person or other online training but to serve as an option for elected officials whose personal schedules do not align with scheduled training or for elected officials who are elected in a by-election when the availability of training options is limited.

C. Disclosure by Council Candidates

Section 171 of the MGA allows municipalities to pass a bylaw that would require councillors to disclose information about family members, employers, or corporations the councillor may own or be a partner in. Section 172 of the Act sets out requirements for council members to disclose any pecuniary interest in any matter before council and to abstain from voting on any question relating to the matter. Under section 174, failure to follow the pecuniary interest requirements can result in councillor disqualification. The MGA does not have any rules for what candidates for council must disclose. The LAEA provides financial disclosure rules for candidates of what financial information must be disclosed after the election.

1. Other than financial information, what should candidates for municipal office disclose?

Any consideration of expanding requirements for disclosure must consider the constraints of municipal administration to oversee and enforce the rules on candidates. In general, municipalities do not have the resources to verify any additional disclosure information (e.g., criminal record, removal from professional associations, etc.) and make the information public prior to election day. If disclosure requirements are expanded, ABmunis recommends that an independent provincial body be responsible for oversight and enforcement to:

- Ensure sufficient capacity is available, and



- To avoid placing the CAO and municipal staff in a position where enforcement of the disclosure requirements may create a perception that the CAO or municipal staff is unfairly targeting a candidate and the potential risk of repercussions to the CAO or staff's employment with the municipality should that candidate be elected.

2. Should financial disclosure be mandatory for council candidates prior to an election?

Yes. In the interests of transparency and public trust in municipal elected officials, council candidates should be required to disclose required financial information prior to the election. Recognizing that candidates may receive donations right up to the election, it will be impossible for candidates to disclose all financial information prior to the election. ABmunis recommends that the LAEA prescribe a time period (e.g., 14 days) prior to the election day when candidates must disclose available financial information. The municipality shall then be responsible to make each candidate's financial disclosure available to the public either by posting a copy at the municipal office or online.

3. Should council candidates be required to disclose other information that is not financial in nature?

ABmunis has discussed the advantages and disadvantages of requiring additional disclosures such as a criminal record check. We believe that this issue requires additional time and coordinated review with municipal stakeholders based on questions such as:

- Should all criminal acts, no matter their severity, be required for disclosure? (e.g., driving under the influence versus assault)
- Should the disclosure requirement apply to all criminal acts in the candidate's life or only those in recent history? This speaks to the question of creating a disadvantage for a candidate for a mistake that was made decades prior.
- Would a vulnerable sector check be more appropriate than a criminal record check as it relates to the position of public office and dealings with the public?
- Would a candidate be blocked from submitting their nomination if the RCMP were delayed in providing the criminal/vulnerable sector record check?

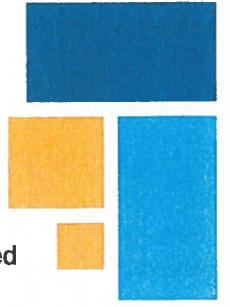
If new disclosure requirements are added, the intention should only be to better inform the public prior to the election and not serve to disqualify a candidate from running for office.

4. Should financial disclosure be mandatory for all councillors?

Yes, all councillors should be treated equally for any disclosure requirements.

D. Allowing Council to Caucus in Private

Section 193 of the MGA requires that when council meets, they do so at pre-scheduled meetings. Section 197 and 198 of the MGA establish that meetings must be open to the public and everyone has a right to attend. Any change to the schedule must include at least 24 hours notice to the public and any councillor who was not present at the meeting when the schedule was changed. Some commentators have suggested that councils should be able to caucus (meet) in private to discuss broad strategic issues in another forum, and this might also provide an avenue to address interpersonal dynamics with greater privacy. All decisions of council would still need to be made in an open public meeting.



1. Should councils have the ability to meet in private, beyond the current provisions for closed sessions?

Yes, there is merit for the MGA to be expanded to allow council to meet in private without the public, but only in prescribed situations such as:

- To address interpersonal dynamics that could reduce the need for formal code of conduct processes.
- To workshop ideas for the development or update of the municipality's strategic or statutory plans.

While any decisions should still be made in an open public meeting, the ability to caucus in private allows councillors to speak to issues more directly without concern for how their comments may be interpreted by the media or public. This is already a common practice by municipalities but would be helpful to clarify in the MGA.

2. Should there be limitations on what could be discussed in such meetings?

Yes. Careful consideration needs to be given to potential unintended consequences of enabling greater private discourse. For example, care needs to be given that this provision does not enable council to meet privately to discuss regularly day-to-day business items.

In addition, the role of the CAO in these meetings needs to be carefully considered as it is vitally important for the CAO to be kept abreast of council discussions to effectively administer council decisions with a clear understanding of the council dynamics behind them.

These questions warrant further discussion with municipal legal experts, elected officials, CAOs and municipal clerks to enable clear guidelines that enable good governance.

E. Minister's Authority to Remove a Councillor

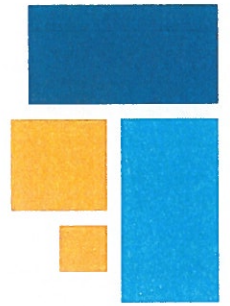
Section 602.39 of the MGA provides the Minister with the authority to dismiss a councillor. This can happen as the result of not following ministerial directives or orders following an inspection or a report of an official administrator. In practice, procedural fairness requirements create challenges for the Minister to provide timely decisions to remove a council or councillor.

1. Do you think that the current process of dismissing a council or councillor needs to be changed?
2. What other options are there for a more streamlined process to address instances of severely inappropriate councillor behaviour?

Recognizing that procedural fairness requirements limit the ability for the Minister to make timely decisions for removal of a council or councillor, there may be value for a broader review to be conducted with legal experts and stakeholders to identify alternative measures such as suspending a councillor from conducting municipal business for a defined period.

ABmunis recommends that the rules that enable the Minister to remove a council or councillor should continue to be highly prescriptive and should only be exercised in extreme circumstances. We acknowledge that the introduction of the *Recall Act* in 2022 provides electors with additional democratic power to remove a councillor where circumstances are deemed warranted.

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F. Clarifying Conflicts of Interest

The MGA requires councillors to disclose when they or their immediate family may have a financial interest in a decision before council. This could include votes on a subdivision or a development permit, or a zoning or other land use related bylaw that may benefit the councillor or their family.

1. Are there additional situations where a councillor may be considered being in a conflict of interest?

Any additions to conflict of interest rules must consider if the parameters under which a councillor needs to recuse themselves from votes could result in a loss of quorum. This is particularly relevant in small communities where some councils only have three or five councillors.

2. If yes, what additional provisions should be added to the MGA?

No recommendations.

G. Changes to Recall Legislation

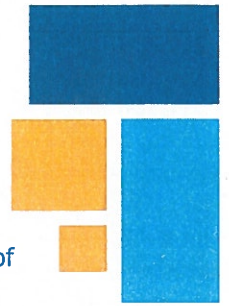
As of April 2023, municipal recall is a new tool that allows the public to hold councillors accountable. A petitioner must collect signatures from eligible voters that represent 40 per cent or more of the population as a whole within 60 days. This threshold can be challenging to meet, especially in larger municipalities or in municipalities with a large number of residents who are not eligible to vote. In some cases, petitioners must solicit more signatures than the total voter turnout of the previous election. This makes the use of these provisions out of reach for some municipalities.

1. Should the threshold for a municipal recall petition be revisited, and if so, should it be:
 - a. based on percentage of total number of electors?
 - b. based on the percentage of electors who voted in the previous election?
 - c. tiered by population size?
 - d. Any other suggestions?

Due to the short period that the *Recall Act* has been in place, ABmunis is recommending that no changes be made to allow further time for review of the strengths and weaknesses of the existing legislation.

Councillors have a challenging job where they often need to make decisions that may be unpopular in the near term but are intended to benefit the community in the long term. Therefore, the threshold for recall should be sufficiently high such that members of the public are deterred from attempting to use it as a weapon to try to remove a councillor from office based on a personal dispute or based on a councillor not taking a certain policy position.

Our current democratic process and four-year election cycle already provide the public with the ability to retire a councillor from municipal office. Recall legislation should only serve a purpose in extreme circumstances where a councillor's actions are so egregious that a high proportion of residents deem it worthy to remove the councillor from office mid-term to avoid further disruption and harm to the municipality.



We acknowledge that basing recall thresholds on total population instead of the number of electors may create some inequities. For example, it may be more difficult to achieve the required number of signatures in municipalities with a higher proportion of youth due to the lower number of available electors as a percentage of the population. However, this would be a minor inequity and as of right now, there is no clear case for changing the recall legislation. Therefore, ABmunis recommends that recall legislation be brought back for review after a more suitable time period has passed.

If the Government of Alberta opts to change the threshold measure to a percentage of electors, ABmunis recommends that the percentage threshold be increased to at least 50 per cent of electors to avoid recall legislation being used to attempt to reverse a close election result.

H. Revisiting Prior Discussion Topics from 2022

During the 2022 engagement sessions, the following topics were discussed:

- Strengthening code of conduct legislation;
- Simplifying the code of conduct investigation process and responsibility to investigate;
- Role of third party in investigating code of conduct Issue;
- Enforcement of code of conduct; and
- Provincial role in code of conduct disputes.

ABmunis would like to take this opportunity to express appreciation for the Minister of Municipal Affairs in maintaining provisions for code of conduct provisions in the MGA despite the challenges that the Ministry has experienced in supporting municipalities to implement the codes. We also appreciate the financial support of the ministry that enabled us to partner with the Rural Municipalities of Alberta (RMA) to develop an updated "Code of Conduct: A Guide for Municipalities".

We would also like to take this opportunity to reiterate a position we have long shared with RMA that a province-wide third-party investigation unit should be established to support more effective implementation of the codes by:

- supporting triaging of code complaints to dismiss spurious complaints and point municipalities to alternative options to resolve conflicts.
- provide investigation services that avoids councils investigating themselves, or administrators being asked to investigate their employers.
- helping to ensure procedural fairness is maintained throughout the process.

There may be an opportunity to expand the role of the Ombudsman or establish a similar body. While ABmunis appreciates that this would require provincial resources, the investment in a strong process of investigation and a body that can support municipalities in implementing good governance practices could save municipalities and the Ministry of Municipal Affairs being embroiled in conflict and reduce the need for taxpayers to fund legal costs.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113125

December 15, 2023

Dear Chief Elected Officials:

The Alberta government recognizes local infrastructure is critical to Albertans and to supporting the province's economy, and we are committed to providing predictable, long-term infrastructure funding for all communities. As part of this commitment, I am pleased to announce the launch of the Local Government Fiscal Framework (LGFF) program, which will enable municipalities and Metis Settlements to build infrastructure and serve their communities more effectively.

With LGFF capital funding starting at \$722 million in 2024, the LGFF strikes a fair balance between predictable funding for communities and fiscal responsibility for government. To ensure no community experiences a year-over-year decrease from capital funding allocated under the Municipal Sustainability Initiative (MSI) in 2023, top-up funding will be available for affected communities as part of the transition to the LGFF in 2024. In addition to the legislated LGFF capital funding, based on *Budget 2023* targets and subject to Budget 2024 approval, local governments will have access to \$60 million in LGFF operating funding.

LGFF capital funding in future years will reflect the percentage change in provincial revenues from three years prior. This means in 2025, Alberta communities will receive \$820 million, an increase of nearly 14 per cent, in accordance with growth in provincial revenues between 2021/22 and 2022/23.

For local governments other than Calgary and Edmonton, the LGFF includes a new allocation formula that is substantially different than the one used under the MSI. While the new allocation formula has a greater focus on communities with limited local assessment bases, the formula was chosen to balance the needs of all types of communities – small and large, rural and urban – over the long term. In keeping with our commitment for predictable funding, 2024 and 2025 LGFF capital allocations for all local governments are now available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding), to help you plan for the use of this funding. The website also includes a description of the new funding formula.

Last year, we heard through the online survey on the program design that local governments were highly satisfied with how the MSI has been administered. I am pleased to confirm the delivery of the new program will be largely similar to the MSI. While there are some changes to the LGFF capital component when compared to the MSI, we feel strongly these changes will improve the program for local governments and Alberta taxpayers alike. Additional information on the program design will be provided in an email to chief administrative officers, which they should receive shortly.

.../2

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Printed on recycled paper

Classification: Public

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In addition, estimated 2024 LGFF operating allocations, subject to approval in Budget 2024, are available on the program website (www.alberta.ca/local-government-fiscal-framework-operating-funding). The allocations will not change from what local governments received in 2023. LGFF operating guidelines will be available in 2024.

I am grateful for your council's work and the work of Alberta Municipalities, Rural Municipalities of Alberta, and the Metis Settlements General Council to help develop the LGFF program and allocation formula. I look forward to working with you to ensure your local infrastructure and operating needs continue to be supported as we grow and strengthen Alberta's economy.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver
Minister

cc: Chief Administrative Officers

December 15, 2023

Dear Chief Administrative Officers:

Subject: LOCAL GOVERNMENT FISCAL FRAMEWORK PROGRAM

In follow up to today's letter from the Honourable Ric McIver, Minister of Municipal Affairs, to your Chief Elected Official, I am pleased to provide you with a summary of key information on the Local Government Fiscal Framework (LGFF) program. In addition, I strongly encourage you and your staff to review the attached program summary and to access the program guidelines and other resources available on the program website (www.alberta.ca/local-government-fiscal-framework-capital-funding).

LGFF Program Overview

The LGFF replaces the Municipal Sustainability Initiative (MSI) in 2024 as Alberta's primary funding mechanism for local governments. The LGFF has two components, a legislated capital funding component and an operating funding component, which is not legislated.

All local governments (municipalities, Metis Settlements, and the Townsite of Redwood Meadows) are eligible for capital funding, with the exception of improvement districts with no resident population. Operating funding is available to all local governments other than the cities of Calgary and Edmonton.

The LGFF capital program is designed to give local governments the flexibility to focus on local priorities within program rules and is largely similar to the current MSI capital program. A high-level overview of the LGFF capital component is provided in the attached Program Summary. Key changes include a greater focus on measuring program outcomes and infrastructure management indicators that are used to help ensure capital spending keeps pace with local needs. For detailed information on the program, please refer to the LGFF Capital Program Guidelines available on the program website.

The operating component of the LGFF will be administered in the same way as the MSI operating program. The LGFF operating program guidelines will be released in 2024 and will be very similar to the current MSI operating program guidelines.

LGFF Funding Allocation Formula

LGFF capital component funding will be distributed between communities using a new allocation formula. Capital funding for the cities of Calgary and Edmonton is allocated 48 per cent based on population, 48 per cent based on education property tax requisitions, and four per cent based on length of local roads. Capital funding for the remaining local governments is allocated 65 per cent based on population, 15 per cent based on tangible capital assets, 10 per cent based on amortization of tangible capital assets, and 10 per cent based on length of local roads.

In addition, all remaining local governments receive base funding, and those with a population less than 10,000 and a limited local assessment base receive needs-based funding on top of their regular allocation. Base funding is set at \$150,000, except for summer villages, whose base funding is set at \$60,000. The needs-based funding envelope is set at three per cent of total funding and is distributed to local governments based on equalized assessment.

As information for the factors used in the LGFF capital allocation formula is derived largely from the Financial Information Returns submitted to Municipal Affairs, it is of utmost importance that local governments submit high-quality and accurate data in a timely manner, as this data directly affects the funding amounts.

Additional information on the formula, including data sources, is available in the Funding Formula Information Sheet available on the program website.

Based on *Budget 2023* targets, LGFF operating funding will remain at \$60 million per year, subject to confirmation and approval as part of Budget 2024. To provide stability for local governments, 2024 LGFF operating allocations will remain at the same level as operating funding amounts allocated under the MSI in 2023.

LGFF capital allocations for 2024 and 2025 and estimated operating allocations for 2024 for all local governments are available on the program website to help local governments plan their capital projects.

Online Grant System

Local governments will be required to submit all LGFF capital documentation, including capital applications and year-end reporting, through a new online grants system, "LGFF Capital", which will be launched in spring 2024. The application process will be streamlined, and local governments will be able to submit multiple projects in the same application, if they are in the same functional category or if they are part of the same system.

As with MSI operating, applications are not required to receive LGFF operating funding. For year-end reporting on operating funding, the existing portal, "MSI Online" (MSIO), will continue to be used.

Payment of 2024 Funds

Payment of LGFF capital and operating allocations will commence between April and June 2024. To receive 2024 capital and operating funds, local governments must submit reporting on 2023 MSI funding and enter into new LGFF capital and operating funding agreements with the province. These agreements will be sent out in early 2024.

In addition, to be eligible for payment of 2024 LGFF capital funds, local governments must have sufficient applications committing their 2024 LGFF funding, and their MSI capital carry-forward funding at the end of 2023 cannot exceed the 2024 LGFF capital allocation. For example, if a local government's 2024 LGFF allocation is \$250,000 and its 2023 MSI capital carry-forward amount is \$400,000, the local government will not receive its 2024 LGFF allocation unless it notifies Municipal Affairs that it needs the payment. For additional information on this process, please refer to Section 10 (Payments) of the LGFF Capital Program Guidelines.

Unspent MSI Funding

Unspent MSI funding will continue to be administered under the MSI program through the existing MSIO system until it is expended or until the five-year limit to use each year's allocation is reached. I strongly encourage all local governments to utilize their unspent MSI funds within the required time limits to avoid repayment and/or forfeiture of these funds.

Municipal Affairs program staff will be available to work closely with local government staff to assist in the implementation of the LGFF. Should you have any questions about the new program, please contact a grant advisor toll-free by dialing 310-0000, then 780-422-7125.

Municipal Affairs will also be conducting LGFF orientation webinars, and you will receive an invitation to participate. The webinars are expected to take place in January and/or February, prior to the new LGFF Capital system launch.

I recognize transitioning to the new program after the MSI has been in place for 17 years is a significant change, and I thank you for your work to facilitate this transition.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brandy Cox", with a stylized flourish at the end.

Brandy Cox
Deputy Minister

Attachment: LGFF Capital Program Summary

Local Government Fiscal Framework

Capital Component

Program Summary

Program Purpose

The Local Government Fiscal Framework (LGFF) is a flexible program that enables municipalities and Metis Settlements to commit funding for capital projects of their choosing, within program rules. It provides transparent, stable, predictable, and easy-to-administer funding, all while being accountable to Albertans.

Program Objective

The LGFF program provides funding to municipalities and Metis Settlements to support projects that develop, improve, maintain, or otherwise alter infrastructure assets in Alberta communities; facilitate the resiliency and livability of local communities; and support local and provincial economic activities.

Program Administration Details

Program Eligibility

- All local governments, including municipalities, Metis Settlements, and the Townsite of Redwood Meadows, are eligible to receive funding under the program.
 - Improvement Districts without population are excluded.
- LGFF is allocation-based, meaning local governments are eligible for funding each year, with the amount determined through a funding formula that is either established in the *Local Government Fiscal Framework Act* (for Calgary and Edmonton), or determined by the Minister (for all remaining local governments).
 - Though the program requires local governments to apply to use the funding, the amount of each local government's funding is not subject to a competitive process, only verification of eligibility.

Grant Agreements

- All eligible local governments will be required to sign a Memorandum of Agreement that establishes the roles and responsibilities of each party, program objectives, and actions and criteria applicable to the LGFF program as prescribed or determined by the Minister.

Project Eligibility

- Eligible functional categories are outlined in detailed program guidelines and include those related to:
 - Infrastructure Management;
 - Libraries;
 - Parks, Sport, and Recreation;
 - Public Security and Safety;
 - Public Transit;
 - Roads and Bridges;
 - Solid Waste Management;
 - Water; and
 - Wastewater.

- Land purchases are eligible provided an asset funded by any federal or provincial grant program is built on the land within five years (or 10 years for the Charter cities when constructing transportation utility corridors).
- Broadband infrastructure eligibility under LGFF includes infrastructure where the local government owns at least 51 per cent of the infrastructure. Software eligibility is also expanded to include some software licensing (details provided in LGFF guidelines).
- Projects involving harvesting trails and other culturally important sites are eligible for Metis Settlements only.
- Interest on borrowing for LGFF-funded projects is eligible for the two Charter cities only.
- All applications must commit a minimum of 10 per cent of the local government's annual allocation, or \$5 million, whichever is lower (with some exemptions as noted in the guidelines).

Application and Payment Process

- Local governments submit their project applications to the department to ensure they align with eligibility criteria. To streamline the application requirements, local governments are allowed to submit multiple projects under the same application with a streamlined amount of information, provided the list of projects falls under the same functional category. Projects relating to a unified system that fall under different but related categories can also be submitted under one application (e.g., road construction including new water and wastewater lines).
- To revise project costs after the project has been accepted by the Minister, local governments can update project details to reflect more accurate cash flows.
 - Cash flow updates to projects can be provided to the department without the need for a formal project amendment, although those with significant increases in LGFF funding committed will be given greater scrutiny by the department.
- Payments are issued when the local government has met all of the payment conditions outlined in the LGFF program guidelines. These include:
 - receipt of sufficient project applications to commit all LGFF allocations, including credit items and interest earned;
 - certification of prior years' financial and outcome reporting documentation and receipt of audited financial statements; and
 - expenditure of previous years' allocations (i.e., payment only to local governments with no more than one year's carry-forward).

Reporting and Accountability

- By May 1 of each program year, municipalities will be required to submit a Statement of Expenditures and Project Outcomes (SEPO) that reports on the previous year's expenditures and project outcomes on completed/fully funded projects.
- Metis Settlements must submit their SEPO by August 1 of each year.
- In terms of financial data, SEPOs will collect only information on:
 - total project cost of each project;
 - total LGFF funding applied;
 - other grant funding; and
 - interest/income earned.

Outcome Reporting/Performance Measures

- Local governments will be required to provide project outcomes reporting by providing information on the resulting capital assets (immediate outcomes) and some additional data to inform intermediate and ultimate outcomes to help demonstrate that the program is meeting its objective. This will be done through the SEPO.
- Program performance indicators will be aligned with the ultimate outcomes. The ultimate outcomes are:
 - increased economic activity in Alberta municipalities and Metis Settlements;
 - increased livability of Alberta municipalities and Metis Settlements; and
 - increased resilience of municipalities and Metis Settlements in response and adaptation to the effects of disasters, extreme weather events, and changing local conditions.

Flexibility

- Local governments have significant flexibility to:
 - save LGFF funding for multiple years (subject to limitations outlined in the LGFF agreement) to apply it to larger projects;
 - stack LGFF funding with any remaining MSI funding and funding from other grant programs (if permitted by those programs); and
 - withdraw and replace projects.
- Local governments will have the allocation year plus five years to carryforward funds (six years in total), and any unspent amount will be reduced from future LGFF allocations.

Infrastructure Management Indicators

- Local governments that trigger a set of infrastructure measures will, in some cases, have targeted project eligibility restrictions placed on them to ensure LGFF funds are committed and spent only on core infrastructure projects.
 - Municipal Affairs will work with those impacted local governments to confirm there are no extenuating reasons for triggering those measures, ensuring that only local governments with challenges managing their infrastructure will have the restrictions placed upon them.
- Local governments at risk of triggering these measures will be warned of potential LGFF application eligibility restrictions prior to any restrictions being placed on them.
- The measures that will trigger the restrictions are:
 - investment in infrastructure ratio; and
 - capital grants as a percentage of investment in infrastructure.

Transitional Considerations

- Unspent MSI Capital funding at the end of 2023 will not be carried over to LGFF and will continue to be administered in the current MSI Online system until MSI has been fully expended. It will continue to follow the existing MSI capital guidelines and funding agreements.
- The time limit to spend MSI funding will be strictly enforced. Local governments will be required to return any unspent funding to the Government of Alberta.
- It will be critical that the 2023 MSI Capital Statements of Funding and Expenditures and Financial Statements are received by Municipal Affairs by May 1, 2024, to facilitate the wrap-up of MSI and a smooth and efficient transition to LGFF.

Changes under LGFF Compared to MSI

Category		MSI	LGFF
Program Objective		Focused on managing growth pressures.	Focused on resiliency, livability of local communities, and supporting economic growth.
Project Eligibility	Land Purchases	Land purchases are eligible, provided an asset is built on the land within five years.	Land purchases are eligible, provided an asset funded by any federal or provincial program is built on the land within five years (10 years for Calgary and Edmonton when constructing a transportation utility corridor).
	Interest on Borrowing	Interest on borrowing for MSI-funded projects is eligible.	Interest on borrowing for LGFF-funded projects is only eligible for the cities of Calgary and Edmonton.
	Broadband and Software	Municipally owned broadband infrastructure and some software are eligible.	Broadband infrastructure eligibility is expanded to include infrastructure where the local government maintains at least 51 per cent ownership. Software eligibility is expanded to include some software licensing.
	Métis Harvesting Trails	Métis harvesting trails are not eligible.	Métis harvesting trails are eligible for Metis Settlements.
	Minimum Application Amount	Five per cent of the current year allocation.	10 per cent of the current year allocation, or \$5 million, whichever is lower.
Project Applications		Local governments are allowed to submit multiple project applications to the Minister.	Streamlined requirements, allowing local governments to submit multiple projects under the same application, provided the projects are under the same functional category. Projects that fall under different related categories in a system can also be submitted under one application (e.g., roads, water lines, wastewater lines, and storm water).
Project Amendments		Changes in project details, including scope and cash flow changes, require a project amendment.	Elimination of amendment process to reduce red tape. Cash flow updates can be provided to the department through a separate streamlined financial update process or reported as actual costs on the financial report (those with significant increases in LGFF funding committed will receive greater scrutiny by the department). Major

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Category	MSI	LGFF
		changes to the scope, location changes, or category of projects where no funding has been expended requires withdrawal of the project and initiation of a new application.
Financial Reporting and Accountability	Detailed Statements of Funding and Expenditures.	Financial information collected in Statement of Expenditures and Program Outcomes (SEPO) is simplified to collect only information on total cost of each project, total LGFF funding applied, and other grant funding.
Project Outcomes Reporting	Outcomes were developed but data on them was not collected apart from financial reporting.	Outcomes have been developed. Indicators will be aligned with program outcomes. Local governments will report this information through the SEPO.
Payments	Payments are triggered after payment conditions are met.	Payments are triggered once payment conditions are met, only for local governments with no more than one year's allocations being carried forward. Those with more than one year will be required to notify the department if they need the payment.
Infrastructure Management Challenges	No spending restrictions for communities with infrastructure management challenges.	Local governments triggering flags on a suite of indicators will be warned about potential LGFF spending restrictions. If flags persist one year later, the local government will be restricted to committing LGFF funding to core infrastructure only.

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