

**SUMMER VILLAGE OF BIRCH COVE
AGENDA**

Thursday, March 21st, 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, March 21 st , 2024 Regular Council Meeting <i>(that Council approve as is or as amended)</i>
3.	<u>Minutes:</u> <i>Pages 7-11</i>	a)	Thursday, January 18 th , 2024 Regular Council Meeting <i>(approve as presented or with amendments)</i>
4.	<u>Public Hearings:</u>		N/A
5.	<u>Delegations/ Appointments:</u>	a)	4:10 p.m. Director of Emergency Management, Renee Jackson – Hazard Assessment for the Summer Village and other related items. <i>(that the information provided by the Director of Emergency Management, Renee Jackson be approved as presented)</i>
6.	<u>Business Arising:</u>	a)	N/A
7.	<u>Bylaws & Policies</u>		
8.	<u>New Business:</u>	a)	Mayor and Council Appointments – Mayor Steven Tymafichuk has elected to step down from the Mayor position for the Summer Village of Birch Cove and Councillor Dean Preston has elected to step into this role until the next Organizational meeting. <i>(that Councillor Dean Preston be appointed Mayor of the Summer Village of Birch Cove, effective immediately)</i> <i>(that Mayor Steven Tymafichuk be recognized as Councillor of Birch Cove effective immediately)</i>
		b)	Appointment of Assessment Review Board (ARB) Officials for 2024 – according to the <i>Municipal Government Act, Section 454</i> , Council is required to appoint the ARB officials for 2024 as follows: ARB Chairman – Raymond Ralph

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		<p>Certified ARB Clerk – Geryl Amorin Certified Panelists - Darlene Chartrand Sheryl Exley Tina Groszko Stewart Hennig Richard Knowles Dennis Meier Raymond Ralph</p> <p><i>(that the following Assessment Review Board officials be appointed for 2024:</i></p> <p><i>ARB Chairman – Raymond Ralph</i> <i>Certified ARB Clerk – Geryl Amorin</i> <i>Certified Panelists - Darlene Chartrand</i> <i>Sheryl Exley</i> <i>Tina Groszko</i> <i>Stewart Hennig</i> <i>Richard Knowles</i> <i>Dennis Meier</i> <i>Raymond Ralph)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
		<p>c) Request for Funding, Birch Cove Community League - the Community League is planning to host a combined celebration of Canada Day and the Village’s 35th Anniversary on Saturday, June 29th, 2024. The Village budgets a contribution of \$1,900 annually to the Community League and in light of the combined celebration are requesting consideration of an additional \$600 for the event. There may be an opportunity for some of the funding to come from FCSS.</p> <p><i>(that the request for an additional \$600 to the Birch Cove Community League for the Canada Day and 35th Anniversary celebration be approved and part of the 2024 Budget)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
Page 12		<p>d) Request for FCSS Funding – the Rich Valley Enhancement Society is planning an Easter Themed Kids Bingo Event at the Rich Valley Community Hall for March 23rd, 2024. They have requested FCSS funding in the amount of \$1,500 from Lac Ste. Anne County FCSS, who is requesting communities that may be interested to contribute to this event.</p>

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			<p><i>(that the Summer Village of Birch Cove contribute FCSS Funding in the amount of _____ to the Rich Valley Enhancement Society's Easter Themed Kids Bingo Event at the Rich Valley Community Hall on March 23rd, 2024)</i></p> <p>Or</p> <p><i>(that the request for FCSS Funding to the Rich Valley Enhancement Society's Easter Themed Kids Bingo Event at the Rich Valley Community Hall on March 23rd, 2024 be accepted for information)</i></p>
Pages 13-32	e)	<p>Safety Codes Services Agreement – the current agreement with Safety Codes Services Agreement has expired and requires renewal. The new Agreement is for the term of January 1st, 2024 to December 31st, 2026. The only change is the fee schedule, which is based annually on inflation.</p> <p><i>(that the Summer Village of Birch Cove approve the Safety Codes Services Agreement for the term January 1st, 2024 to December 31st, 2026 as presented and authorize execution)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>	
Pages 33-40	f)	<p>Safety Codes Council, 2023 Annual Internal Review, Accreditation No. M000380, attached is the 2023 Annual Internal Review for the building, electrical, gas and plumbing permitting for 2023. There were no notable issues with respect to accreditation.</p> <p><i>(that the Safety Codes Council 2023 Annual Internal Review regarding building, electrical, and plumbing permitting be accepted as presented)</i></p>	
Pages 41-46	g)	<p>Safety Codes Council, 2023 Annual Internal Review, Accreditation No. J000125, attached is the 2023 Annual Internal Review for the fire permitting for Barrhead County, the Town of Barrhead and the Summer Village of Birch Cove. There were no notable issues with respect to accreditation.</p> <p><i>(that the Safety Codes Council 2023 Annual Internal Review regarding fire permitting for Barrhead County, the Town of Barrhead and the Summer Village of Birch Cove be accepted as presented)</i></p>	

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	Pages 47-51	h)	<p>Assessment Sub Class Bylaw – several of our communities are discussing the possibility of implementing an assessment sub class bylaw that would consider either a different tax rate or a different minimum amount payable for lots that have been consolidated, short term rentals or derelict properties. Attached is a bylaw that contemplates same. There are very few consolidated lots in the Summer Village of Birch Cove, but there is a possibility that this could be applicable to tourist homes in the Village (Air BnB's) etc. There would be some work to this as we do not currently have a permitting process for tourist homes and it would apply to all tourist homes in the Village. Does Council have an appetite to further consider this avenue?</p> <p><i>(that Administration proceed with the required process to implement an Assessment Sub Class Bylaw and bring back further considerations as we move forward for Council review/discussion)</i></p> <p>Or</p> <p><i>(accept the discussion on an Assessment Sub Class Bylaw for information at this time)</i></p>
	Page 52	i)	<p>County of Barrhead – Draft Land Use Bylaw, on March 4th, 2024 the County of Barrhead forwarded a copy of their Draft Land Use Bylaw seeking input on the document. This was forwarded to Council for consideration, although no comments were received. Administration has reviewed the document and does not find anything in the LUB that would affect the Summer Village of Birch Cove. It is felt that the Intermunicipal Development Plan (known as the Lac La Nonne IDP, encompassing the County of Barrhead, Lac Ste. Anne County and Birch Cove) provides an appropriate venue for any disputes that could arise.</p> <p><i>(that the Summer Village of Birch Cove advise the County of Barrhead that they have no issues regarding the Draft Land Use Bylaw)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
		j)	<p>Next Meeting Date – Administration is requesting a meeting on April 18th, 2024 at 4:00 p.m. for 2024 Operating and Capital budget, tax rate bylaw approval and Financial Statement presentation.</p> <p><i>(that the next Council meeting be scheduled for Thursday, April 18th, 2024 at 4:00 p.m. at the Wildwillow Administration Office)</i></p>

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	<i>Forwarded under separate cover</i>	k)	2024 Draft Operating and Capital Budget – the draft budget will be presented and reviewed at meeting time. This will be our last review of the 2024 budget prior to approval. The current budget has a 5.7% increase in municipal tax dollars collected, but we need to discuss any capital projects that Council has in mind. <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 final approval)</i>
		l)	
		m)	
		n)	
9.	<u>Financial</u>		N/A (included in draft budget)
10.	<u>Correspondence</u> <i>Pages 53-54</i>	a)	Fortis Brushing Requests – 3 Horseshoe Crescent – the brushing requests were previous forwarded to Council who have indicated no issues with the approvals.
	<i>Pages 55-56</i>	b)	Article from Alberta Municipalities Casual Legal Services entitled “Taxes Start at Home.” This article is based on the recent Court Decision out of the Summer Village of South View.
	<i>Page 57</i>	c)	Municipal Services Division – Update 2024 on Recall Petition Information and training.
	<i>Pages 58-59</i>	d)	East End Bus Annual Meeting – scheduled for March 26 th , 2024 at 11:00 a.m. in the Town of Onoway.
	<i>Pages 60-61</i>	e)	Municipal Affairs – February 28 th , 2024 email regarding potential changes to Intermunicipal Collaboration Framework (ICF) provisions in the Municipal Government Act.
	<i>Page 62-63</i>	f)	Municipal Affairs – February 29 th , 2024 letter regarding Budget 2024.
	<i>Pages 64-67</i>	g)	Encroachment of Political Parties at the Local Level of Government – email from Alberta Municipalities President Tyler Gandam and further information.

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	Pages 68-70	h)	March 4 th , 2024 Letter from the Office of the Information and Privacy Commissioner of Alberta regarding changes to Investigation Procedures for Access Request Reviews and Privacy Complaints under FOIP, HIA and PIPA.
	Pages 71-72	i)	Alberta Municipal Affairs – January 19 th , 2024 Reconciled Designated Industrial (DI) Property Requisition for the 2023 Tax Year
	Pages 73-74	j)	Alberta Municipal Affairs – correspondence from Minister Ric McIver of March 6 th , 2024 requesting submissions for the 2024 Minister’s Awards for Municipal and Public Library Excellence. <i>(that correspondence items a) through j) be accepted for information)</i>
11.	<u>Council Reports</u>	a) b) c)	Mayor Deputy Mayor Councillor <i>(that the Council Reports be accepted for information)</i>
12.	<u>Chief Administrative Officer Report</u> pages 75-77	a) b) c) d) e)	Finalizing the 2024 budget Working on the 2023 Audit Continue working on the Bylaw review Roles and Responsibilities Workshop Administration Costs – Provincial Downloading/Grant Management) <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: April 18th, 2024

SUMMER VILLAGE OF BIRCH COVE
REGULAR COUNCIL MEETING MINUTES
THURSDAY, JANUARY 18TH, 2024
HELD IN PERSON AT 2317 TWP RD 545. LAC STE. ANNE COUNTY, ALBERTA
AND VIA ZOOM

	PRESENT:	<p>Mayor: Steven Tymafichuk Deputy Mayor: Dory Sample (via zoom) Councillor: Dean Preston</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (via zoom) Diane Wannamaker, Administrative Assistant</p> <p>Attendees: 0 via zoom, 0 in person</p> <p>Public at Large: 0</p>
1.	CALL TO ORDER	Mayor Tymafichuk called the meeting to order at 4:00 p.m.
2.	AGENDA 1-24	MOVED by Mayor Tymafichuk that the January 18 th , 2024 Regular Council Meeting agenda be approved as presented. CARRIED
3.	MINUTES 2-24	MOVED by Mayor Tymafichuk that the minutes of the October 19 th , 2023 Regular Meeting be approved as presented. CARRIED
4.	PUBLIC HEARING(S)	N/A
5.	DELEGATIONS(S)	N/A
6.	BUSINESS ARISING 3-24	MOVED by Mayor Tymafichuk that the Bylaw and Policy Report be accepted for information, along with the discussion at meeting time. CARRIED
7.	BYLAWS/POLICIES 4-24	MOVED by Mayor Tymafichuk that Council give 1 st reading to Bylaw 158-2024, Procedure and Conduct of Council and Council Committee Meetings as presented. CARRIED

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5-24	<p>MOVED by Councillor Preston that Council give second reading to Bylaw 158-2024 as presented.</p> <p style="text-align: right;">CARRIED</p>
6-24	<p>MOVED by Deputy Mayor Sample that Council give unanimous consent to consider third reading of Bylaw 158-2024 as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
7-24	<p>MOVED by Mayor Tymafichuk that Council give third and final reading to Bylaw 158-2024 as presented.</p> <p style="text-align: right;">CARRIED</p>
8-24	<p>MOVED by Mayor Tymafichuk that the Summer Village of Birch ratify the decision of its intent to remain in the Ste. Anne Summer villages Regional Emergency Management Partnership.</p> <p style="text-align: right;">CARRIED</p>
9-24	<p>MOVED by Mayor Tymafichuk that Council give 1st reading to Bylaw 159-2024, Emergency Management Bylaw as presented.</p> <p style="text-align: right;">CARRIED</p>
10-24	<p>MOVED by Councillor Preston that Council give second reading to Bylaw 159-2024 as presented.</p> <p style="text-align: right;">CARRIED</p>
11-23	<p>MOVED by Deputy Mayor Sample that Council give unanimous consent to consider third reading of Bylaw 159-2024 as presented.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
12-23	<p>MOVED by Mayor Tymafichuk that Council give third and final reading to Bylaw 159-2024 as presented.</p> <p style="text-align: right;">CARRIED</p>
13-24	<p>MOVED by Mayor Tymafichuk that Council endorse the Ste. Anne Summer Villages Regional Emergency Management Partnership Workplan as presented.</p> <p style="text-align: right;">CARRIED</p>
14-24	<p>MOVED by Councillor Preston that Council endorses the Ste. Anne Summer Villages Regional Emergency Management Partnership 2024 Draft Budget as revised December 5th, 2023, inclusive of 10 members and the projected costs of \$3,900/member.</p> <p style="text-align: right;">CARRIED</p>

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8.	NEW BUSINESS	
	15-24	<p>MOVED by Councillor Preston that the 2024 Brownlee LLP Emerging Trends in Municipal Law Seminar scheduled for February 15th, 2024 in Edmonton be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
	16-24	<p>MOVED by Mayor Tymafichuk that the Extended Producer Responsibility (ERP) Integration and Management Initiative and registration to the program be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
	17-24	<p>MOVED by Mayor Tymafichuk 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.</p> <p style="text-align: right;">CARRIED</p>
	18-24	<p>MOVED by Councillor Preston that the letter from the Minister of Environment and Protected Areas regarding the drought concerns in Alberta be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
	19-24	<p>MOVED by Mayor Tymafichuk that the information provided on the Lac Ste. Anne County Recreation Tax be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
	20-24	<p>MOVED by Mayor Tymafichuk that the quotes submitted for the earth works, retaining wall and line painting for the multipurpose court, landscaping the center of the turnaround, installation of gate, and posts and landscaping around the entrance of the community area be accepted for information at this time.</p> <p style="text-align: right;">CARRIED</p>
	21-24	<p>MOVED by Mayor Tymafichuk that administration make changes to the 2024 Draft Operating and Capital budget as directed by Council at meeting time and then an updated Draft Budget comes back to the next Council meeting for review and consideration.</p> <p style="text-align: right;">CARRIED</p>
9.	FINANCIALS	N/A included in draft budget

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10.	CORRESPONDENCE 22-24	<p>MOVED by Mayor Tymafichuk that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> ➤ FortisAlberta – December 13th, 2023 information regarding FortisAlberta’s 2024 Estimated Distribution & Transmission Rates ➤ Association of Summer Villages of Alberta (ASVA) 2022-2023 Annual Report ➤ Town of Onoway Organizational Results – October 26th, 2023 ➤ Lac Ste. Anne County 2023/2024 Committee Appointments – October 24th, 2023 ➤ Summer Village of South View – Organizational Results – January 3rd, 2024 ➤ Lac Ste. Anne Foundation Board Meeting Minutes- October 25th, 2023 ➤ November 24th, 2023 letter from Alberta Municipalities to Municipal Affairs Minister Ric McIver regarding the Province’s engagement on changes to the Local Authorities Election Act ➤ December 15th, 2023 letter from Municipal Affairs Minister Ric McIver regarding the launch of the Local Government Fiscal Framework (LGFF) program ➤ December 15th, 2023 letter from Deputy Minister Brandy Cox regarding a summary of key information on the LGFF program <p style="text-align: right;">CARRIED</p>
11.	COUNCILLOR REPORTS 23-24	<p>MOVED by Mayor Tymafichuk that the Councillor reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
12.	ADMINISTRATION REPORTS 24-24	<p>MOVED by Mayor Tymafichuk that the Administration report be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
13.	CONFIDENTIAL MATTERS	N/A
15.	ADJOURNMENT	The meeting adjourned at 5:27 p.m.

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Mayor, Steven Tymafichuk

Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF BIRCH COVE FCSS FUNDING

EVENT	FUNDING 2024	FUNDING 2023	FUNDING 2022	CHEQUE MADE OUT TO
RICH VALLEY LIBRARY			\$ 500.90	RICH VALLEY LIBRARY
RICH VALLEY SCHOOL			\$ 514.00	RICH VALLEY SCHOOL
BC COMMUNITY LEAGUE		\$ 781.90		
EAST END BUS		\$ 233.00		
PHOTOCOPYING		\$ 33.32		
TOTAL	0	\$ 1,048.22	\$ 1,014.90	
FCSS FUNDING	\$ 1,060.36	\$ 1,048.22	\$ 1,014.90	
LEFT TO SPEND	\$ 1,060.36	\$ -	\$ -	

SAFETY CODES SERVICES AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS _____ DAY OF _____, 2024.

BETWEEN:

**SUMMER VILLAGE OF BIRCH COVE
Box 7; Site 19; RR 1
Gunn, AB T0E 1A0
"The Municipality"**

-and-

**SUPERIOR SAFETY CODES INC.
100, 14535-118 Avenue
Edmonton, AB T5L 2M7
"The Agency"**

RECITALS

1. The Summer Village of Birch Cove, hereafter known as "The Municipality", being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:

- **Building**
- **Electrical**
- **Plumbing**
- **Gas**

Disciplines in accordance with the Act and Schedule "A", being the Municipality's Quality Management Plans and Schedule "B", being the Municipality's Fee Schedule (attached).

Services included under this Fee Schedule are:

- Compliance
- Appeal
- Emergency
- Enforcement (up to 8 hours; \$125.00/hour after 8 hours)
- Investigation

Costs for extra services, such as; Consultative Services, (Non-Permitted Plans Reviews etc.) and Issuance of Variances, will be billed directly to the applicant by the Agency at the current rate.

2. The Agency agrees to provide those Services and has the right to conduct Services for the Municipality within the corporate boundaries of the Municipality and to be compensated for these services; and,
3. The Municipality agrees to exclusively engage the Agency for the delivery of the Services listed in Recital Clause 1, pursuant to the provisions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the said parties covenant and agree as follows:

1 INTERPRETATIONS

1.1 Definitions

- a) "Accredited Agency " means a Corporation designated as an accredited agency under the Act;
- b) "Accredited Municipality" means a municipality that is designated as an accredited municipality under the Act;
- c) "Act" means the Safety Codes Act, as amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- d) "Agency" means Superior Safety Codes Inc. carrying on business as Superior Safety Codes Inc.;
- e) "Agreement" means this document, Schedule A (the Quality Management Plans for the Municipality) and Schedule B (the Fee Schedule) as amended from time to time;
- f) "Commencement Date" is the date this Agreement was accepted and executed by the Municipality, as indicated on this Agreement;
- g) "Events of Default" means any one or more of the Events of Default specified in Article 5 hereof;
- h) "Permit Regulation" means Alberta Regulations, A.R. 204/2007 as amended;
- i) "QMP Manager" means the person designated by the Municipality pursuant to Clause 3.21.a of this agreement and the " person responsible" under Schedule A;
- j) "Record" means an intelligible record of information in any form, including notes, books, documents, maps, drawings, photographs, letters, vouchers, permits, and papers and any other information that is written, photographed, recorded or stored on any manner, but does not include software or any other mechanism that produces records;
- k) "Safety Codes Officer" (SCO) means an individual designated as a safety codes officer under the Act;
- l) "Services" means the functions, duties, tasks, and responsibilities as described in this Agreement and the Act, and without limiting the generality of the foregoing, includes the provisions of inspections and compliance monitoring services as listed in Clause 3.1.a.
- m) "Term" has the meaning attributed thereto in Clause 4.1.a

1.2 Rules of Interpretation

- a) In this agreement, unless expressly stated to the contrary or the context otherwise requires:
 - i) a reference by numerical or alphabetical designation or both to an Article, Clause, Section, Subsection, Paragraph or Schedule shall refer to the Article, Clause, Section, Subsections, Paragraph or Schedule bearing that designation in this Agreement;
- b) All monetary amounts refer to the lawful currency of Canada;

- c) Any reference to all or any part of any statute or regulation refers to the parts, statute or regulation as amended or re-enacted from time to time;
- d) References to "parties" shall mean the parties to this Agreement and a reference to a "party" shall mean one of the parties to this Agreement.

2 APPOINTMENT

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may include any other disciplines that the Municipality may adopt under the Safety Codes Act.

3 AGENCY SERVICES AND COMMITMENTS

3.1 Agency Duties

- a) The Agency shall:
 - i) provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality's Quality Management Plans attached as Schedule "A" to this Agreement. The Services shall be provided within the scope of the Agency's accreditation under the Act and the level of certification and designation of powers of the Safety Code Officers the Agency employs;
 - ii) establish and maintain management, administrative and technical expertise as required to provide the Services under this Agreement;
 - iii) complete the performance of all Services for all the permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with Clause 5.3.b of this Agreement;
 - iv) maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
 - v) maintain toll free telephone and facsimile numbers for the use by the Municipality and municipal residents.

3.2 Agency Performance

- a) The Agency shall, as outlined in this Clause:
 - i) perform the Services in an effective and timely manner in accordance with Clause 3.5;
 - ii) endeavor to work co-operatively with the owner (the owner is the person/persons or company as listed on the certificate of title) and/or the owner's representative(s) to achieve compliance with the Act; and
 - iii) perform the Services with impartiality and integrity, and in a professional and ethical manner.

3.3 Agency Personnel

- a) The Agency shall, as outlined in this Clause:
 - i) employ persons knowledgeable about the applicable codes, standards and regulations, relative to Services it provides;
 - ii) employ or engage Safety Codes Officers (SCOs) who are certified and designated (received appropriate designation of powers) to provide compliance monitoring relative to the Services the Agency provides;
 - iii) maintain a registry of all SCOs they employ, and their level(s) of certification, and designation of powers.

3.4 Quality Management Plan Training

- a) The Agency shall:
 - i) train its SCOs in the requirements of the Municipality's QMP appropriate to their discipline and Services;
 - ii) maintain the training records on the Agency SCO file;
 - iii) ensure its SCOs have ongoing access to a current copy of the Municipality's QMP appropriate to their discipline and Services.

3.5. Compliance Monitoring

- a) The Agency shall monitor compliance through a program of plans examination (when applicable), site inspection and follow-up inspections or verification of compliance (when applicable), to provide a degree of assurance of compliance with the Act and associated codes and standards.
 - i) the Agency SCO shall:
 - endeavor to inspect by the second (2nd) working day following the date of receipt of a request for an inspection and will not exceed five (5) working days;
 - inspect to determine if the work under a permit complies with the Act and relevant codes and standards;
 - inspect at the stage(s) indicated in the discipline specific sections of the QMP; and,
 - inspect all work in place at the time of inspection.
- b) The time frame for required site inspections for the permit may be extended with written permission from the QMP Manager on an individual basis.
- c) The Agency SCO shall, for each inspection required by the QMP:
 - i) complete an inspection report as accepted by the QMP Manager;
 - ii) provide copies of inspection reports to the permit applicant, contractor, owner (if requested), Municipality and the Agency file;
 - iii) perform follow-up inspections as required by the QMP,
 - iv) upon confirmation that a thing, process or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the installation in an obvious location.
- d) The Agency SCO shall record on the inspection report:
 - i) the stage(s) of work being inspected;

- ii) a description of the work in place at the time of inspection; and
 - iii) all observed Deficiencies or Unsafe Conditions.
- e) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.
- f) A **deficiency** is any condition where the work does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.
- g) An **unsafe condition** is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on the premises.
- h) A **completed file** is a file that may be considered complete when the conditions of the QMP are met and safety is no longer a concern.

3.6 Consultative Services

- a) The agency shall provide consultative services to municipal residents, including:
 - i) technical advice;
 - ii) advice and interpretation on related codes and standards.

3.7 Situations of Imminent Serious Danger

- a) If a situation of imminent serious danger to persons or property because of any thing, process or activity to which the Act applies, is observed.
 - i) the Agency's SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner; and
 - ii) the Agency may apply to the QMP Manager for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager.

3.8 Orders

- a) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of Orders under Part 5 of the Act the Agency will:
 - i) first make every reasonable effort to facilitate conformance with the Act;
 - ii) issue an order in the format accepted by the QMP Manager;
 - iii) on issuance of an order, immediately provide a copy to the QMP Manager and the Technical Administrator in the appropriate discipline appointed under the Act;
 - iv) make the Agency SCOs available to attend appeal hearings with the Safety Codes Council on any orders issued; and
 - v) carry out an order in accordance with the Act.

3.9 Variances

- a) The Agency's SCOs may, upon written request from the owner, issue a variance. The Agency's SCO, when issuing a variance shall:
 - i) issue a variance in conformance with Section 38 of the Act and Safety Codes Council policy;

- ii) issue a variance only on a project where the Municipality has issued a permit;
- iii) issue a variance in the format accepted by the QMP Manager;
- iv) ensure a variance provides an equivalent or greater level of safety;
- v) issue a variance only for site specific applications;
- vi) record the details of a variance in the project file;
- vii) provide copies of a variance to the person(s) requesting the variance, the QMP Manager, the owner, the Technical Administrator, and;
- viii) issue a variance only when the safety or rights of others is not compromised; and
- ix) issue a variance only when it does not have a broad scope or impact on provincial basis.

3.10 Records

- a) The Agency shall maintain a file system, to the satisfaction of the QMP Manager, for all the records associated with performing the Services including:
 - i) permit applications and permits;
 - ii) plans, specifications, and other related documents;
 - iii) plans review reports;
 - iv) requests for inspections;
 - v) inspection reports;
 - vi) verification of compliance;
 - vii) variance;
 - viii) orders;
 - ix) occupancy certificate, and;
 - x) related correspondence and/or other relevant information.

3.11 File Flow

- a) upon approval of a development application, the Municipality will submit the file to the Agency for review.

3.12 Ownership of Records

- a) All Records and other materials whatsoever related to the Services provided under this Agreement are the property of the Municipality and will be given to the QMP Manager immediately upon request.
- b) The Municipality has full and unfettered access to all records of the Agency relating to the provision of Services under this Agreement including the right to enter the Agency's premises at any reasonable time in order to inspect, review or retrieve such records.

3.13 Records Management

- a) The Agency shall:
 - i) abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for

information initiated under that statute shall be conducted through the QMP Manager. The Agency shall immediately forward all requests for information under that statute to the QMP Manager;

- ii) respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the QMP Manager within two days of a request being received by the Agency or Municipality;
 - iii) disclose the information only with the consent of the QMP Manager; and
 - iv) maintain all Records in a manner acceptable to the QMP Manager prescribed in Clause 3.10.
- b) The QMP Manager has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the QMP Manager. In the event that the QMP Manager performs an audit and is of the opinion that the Agency's records management system is inadequate, the QMP Manager may direct the Agency to take such steps that the QMP Manager views are necessary to remedy the inadequacy.
 - c) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records, and accounts shall be in the form acceptable to the QMP Manager and contain all information specified by the QMP Manager.
 - d) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy or disclose such information upon written authorization of the QMP Manager.
 - e) The Agency shall maintain security standards, including control of access to Records, data and other information as required by the QMP Manager.

3.14 Collection and Payment of Fees

- a) The Agency covenants and agrees to perform Services as described in the Agreement in accordance with Schedule A of this Agreement (the Municipal Quality Management Plan).
- b) The Agency shall collect permit fees in accordance with Schedule B (the Municipality Fee Schedule). On a quarterly basis, the Agency will pay the Municipality for their share of the issued permit fees.
- c) The Agency agrees to pay the Municipality remuneration in the amount of 30% of the permit fees set forth in Schedule B.
- d) The Agency will charge Goods and Services Tax (GST) on all services invoiced to the municipality in accordance with CCRA guidelines.
- e) Permit fees will be reviewed on annual basis to factor in inflation.

3.15 Workers' Compensation Coverage

- a) Prior to the Agency commencing the provision of Services under this Agreement, the Agency shall provide written certification of current and appropriate Worker's Compensation coverage through an account in good standing with the Alberta Worker's Compensation Board (WCB). The Agency shall maintain the account in good standing throughout this Agreement.

3.16 Regulatory Requirements

- a) The Agency shall comply with the requirements of the municipal, provincial and federal legislation, which includes, but is not limited to, the provincial Employment Standards Code, Labour Regulations Codes, and the Occupational Health and Safety Act.

3.17 Insurance

- a) Without limiting or restricting any obligations, responsibilities or liabilities under this Agreement, the Agency shall provide, maintain and pay for insurance coverage in accordance with the Alberta Insurance Act and be in a form acceptable to the Municipality.
- b) The Agency shall provide:
 - i) comprehensive or commercial general liability insurance within limits of not less than \$5,000,000.00 (Five Million Dollars) inclusive per occurrence, and annual aggregate, if any, of not less than that \$10,000,000.00 (Ten Million Dollars) insuring against personal injury, bodily injury and property damage (including loss of use thereof).
 - ii) "All Risks" Valuable Papers and Records insurance on all such items pertaining to the Services under this Agreement in an amount adequate to enable their reconstruction; and
 - iii) "Professional Liability/Errors and Omissions" insurance with limits not less than \$2,000,000.00 (Two Million Dollars) inclusive per occurrence.
- c) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance.

3.18 Acknowledgements

- a) The Agency acknowledges that:
 - i) the Municipality will contract with no more than one (1) accredited agency;
 - ii) the Municipality may change its accreditation status under the Act.
- b) The Agency and Municipality acknowledge that:
 - i) they will maintain the Municipality's present first rights over Accredited Corporations throughout the term of this contract.

3.19 Relationship of Parties

- a) The Agency is an independent contractor and nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent contractor agreement between two parties at arm's length.

3.20 Notices

- a) Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

**SUMMER VILLAGE OF BIRCH COVE
Box 7; Site 19; RR 1
Gunn, AB T0E 1A0
Attention: Chief Administrative Officer**

- and -

**SUPERIOR SAFETY CODES INC.
100, 14535-118 Avenue
Edmonton, AB T5L 2M7
Attention: Laural Sheeler**

- b) The address of either party may be changed to any other address in Alberta by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivered or transmitted on a business day between 8:30 a.m. – 4:30 p.m. Mountain Standard Time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any Post Office in Canada, except in the case of postal disruption, and then any notice or payment shall be given a telegram, facsimile transmission or personally served. In this paragraph, "business day" means any day except a Saturday, Sunday, or a statutory holiday.

3.21 Liaison

- a) The Municipality shall designate the QMP Manager as the Municipality's representative for this Agreement. The Agency will report and be accountable to the QMP Manager with respect to any activities performed under this Agreement.

3.22 Reports

- a) The Agency shall provide the Municipality with a report on any aspect of the Services, in the form and manner specified by the Municipality, upon request by the Municipality.

3.23 Indemnity and Hold Harmless

- a) The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Agency or its employees in the performance of this Agreement, except if such damage or injury is caused by the Municipality, its agents, or employees.

- b) The Agency shall Indemnify the Municipality and all of the Municipality's Councilors, servants, agents, employees, and persons for whom the Municipality is in law responsible and shall hold each of them harmless from and against any and all liabilities, claims, damages, losses, and expenses, including all legal fees (on a solicitor and own client basis) and disbursements due to, arising from or to the extent contributed to by any breach by the Agency of any provision of this, or any error, omission, negligent or unlawful act of the Agency, or the Agency's servants, agents, employees, contractors or persons for whom the Agency is in law responsible.
- c) The Agency shall not admit liability to a third party without obtaining the prior written consent of the Municipality and agrees to obtain the prior written consent of the Municipality prior to any settlements being made with any third party.

3.24 Performance Review

- a) The Municipality may audit or monitor the performance of the Agency to establish the Agency's conformance with this Agreement.
- b) The Agency shall co-operate with the Municipality during the course of a performance review and provide all reasonable support and assistance at the Agency's own expense.

3.25 Termination or Suspension of Agreement

- a) In addition to any other provision in this Agreement, this Agreement may be terminated by the Municipality effective immediately, for cause, upon notice to the Agency.
- b) In addition to any other provision in this Agreement, this Agreement may be terminated by either the Municipality or the Agency for any reason whatsoever upon ninety (90) days notice to the other party.
- c) Before a termination notice is given per Clause 5.1 a), the Municipality will first give the Agency a written warning and thirty (30) days to correct the issue.

4 TERMS

4.1 Term

- a) Subject to Clauses 3.25, 5.1 and 5.3 of this Agreement, this Agreement is in force on the Commencement Date of **January 1, 2024** and expires on **December 31, 2026** with a right of renewal upon written agreement of both parties. During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

5 EVENTS OF DEFAULT

5.1 Cause

- a) Cause for termination or suspension of this Agreement includes, but is not limited to:
- i) failure of the Agency to observe or perform any covenant or provision to this Agreement for a period of five (5) days after written notice of same from the Municipality;
 - ii) without in any way limiting the provision of Clause 5.1.a.i, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
 - iii) if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
 - iv) if in the opinion of the Municipality, the Agency is not or will not be in the position to perform all or any of the Services which are required or will be required during a specific period of time;
 - v) if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
 - vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's image;
 - vii) non-performance or inadequate performance by the Agency of the Services;
 - viii) if in the opinion of the Municipality, the Agency fails to comply with the Act; or
 - ix) an inability of the Agency to provide effective and appropriate Services;
 - x) each of the events is hereby called an "Event of Default" and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.
- b) In the event this Agreement is terminated, the Agency shall, upon the Municipality's request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.
- c) The Agency shall immediately notify the Municipality in the event that:
- i) its accreditation under the Act is suspended or cancelled;
 - ii) it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
 - iii) it ceases to provide the Services under this Agreement.
- d) Upon the occurrence of any of the events referred to in Clause 5.1.c, this Agreement is immediately terminated and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.

5.2 Survival of Terms

- a) Notwithstanding any other provision of this Agreement, those clauses which by their nature continue after the expiry or termination date of this Agreement shall continue after such expiry or termination.

5.3 Transition Services

- a) The Agency shall perform the Services for all permits issued under any prior Authorization Agreement in the form and manner and within the time frames prescribed by the Authorization Agreement in effect on the date the permit was issued.
- b) Prior to or on the expiry or termination date of this Agreement, the Municipality shall forward a transition plan to the Agency that details how the Agency is to resolve these matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan (to the Municipality's satisfaction).

5.4 Amendment Provisions

- a) The parties shall not change this Agreement except by written mutual agreement, however the Municipality or its designate may add to, delete, vary or amend Schedule "A" or "B" by giving notice to the Agency in accordance with Clause 3.20 of this Agreement.
- b) The Municipality and the Agency agree that this Agreement will be amended as required to accommodate any changes to the Act, or Permit Regulation.

5.5 General

- a) Time is of the essence in this Agreement.
- b) The Agency shall ensure that its employees, subcontractors and agents comply with the provisions of this Agreement.
- c) Notwithstanding any other provisions in this Agreement, if the Agency fails to comply with the provisions of this Agreement, the Municipality may, without prejudice to any other remedy, correct such defaults at the expense of the Agency.
- d) The rights, remedies and privileges of the Municipality under this Agreement are cumulative and any one or more may be exercised.
- e) The waiver by the Municipality of the strict performance of any provision of this Agreement will not constitute a waiver or abrogate such or of any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision Agreement.
- f) This Agreement shall be interpreted and applied in the courts and according to the laws in force in the Province of Alberta.
- g) Should any provision of this Agreement be void, voidable or unenforceable for any reason whatsoever, it will be considered separate and severable from the remaining provisions of this Agreement, which will remain in force and binding as though the said provision had not been included.
- h) This Agreement shall not be assigned, in whole or in part, by the Agency without prior written consent of the Municipality.

- i) This Agreement shall be for the benefit of and binding upon the successors and permitted assigns of the parties.
- j) The headings in this document have been included for convenience only and are not an aid in the interpretation for this document.
- k) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.
- l) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.
- m) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to Clause 5.3, supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

SUMMER VILLAGE OF BIRCH COVE

SUPERIOR SAFETY CODES INC.

Per: _____

Per: _____

Per: _____

Per: _____

**SUMMER VILLAGE OF BIRCH COVE
BUILDING PERMIT FEE SCHEDULE**

Description	Permit Fee – not including SCC levy*
New Construction, Additions	\$5.50 per \$1000 of Project Value **
Relocation of a Building (on crawlspace or basement)	\$0.35 per square foot
Manufactured / Mobile Home (not on a crawlspace or basement)	\$100.00
Garage, Shed, Renovations, Basement Development	\$0.30 per square foot
Decks, Solid Fuel Burning Appliances, Demolition	\$100.00
Roof Mounted Solar Panels	\$150.00
Minimum Permit Fee	\$100.00

**** Project value is based on the actual cost of material and labour.
Verification of costs may be requested prior to permit issuance.**

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

**SUMMER VILLAGE OF BIRCH COVE
ELECTRICAL PERMIT FEE SCHEDULE**

NEW SINGLE FAMILY DWELINGS AND ADDITIONS

Square Footage	Permit Fee	SCC Levy*	Total Fee
up to 1200	\$125.00	\$5.00	\$130.00
1201 to 1500	\$145.00	\$5.80	\$150.80
1501 to 2000	\$180.00	\$7.20	\$187.20
2001 to 2500	\$195.00	\$7.80	\$202.80
2501 to 5000	\$210.00	\$8.40	\$218.40
Over 5000	Permit fee is \$210.00 plus \$0.10 per square foot over 5000 square feet		

Homeowner Permits: Add \$50 when installation cost is greater than \$500

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SUMMER VILLAGE OF BIRCH COVE
ELECTRICAL FEE SCHEDULE
OTHER THAN NEW SINGLE FAMILY DWELLINGS
AND ADDITIONS**

Installation Cost	Permit Fee	SCC Levy*	Total Fee
0 - 1,000	\$75.00	\$4.50	\$79.50
1000.01 - 1500	\$80.00	\$4.50	\$84.50
1500.01 -2000	\$85.00	\$4.50	\$89.50
2000.01 - 2500	\$90.00	\$4.50	\$94.50
2500.01 -3000	\$95.00	\$4.50	\$99.50
3000.01 - 3500	\$100.00	\$4.50	\$104.50
3500.01 - 4000	\$105.00	\$4.50	\$109.50
4000.01 - 4500	\$110.00	\$4.50	\$114.50
4500.01 - 5000	\$115.00	\$4.60	\$119.60
5000.01 -5500	\$125.00	\$5.00	\$130.00
5500.01 -6000	\$130.00	\$5.20	\$135.20
6000.01 - 6500	\$135.00	\$5.40	\$140.40
6500.01 - 7000	\$140.00	\$5.60	\$145.60
7000.01 - 7500	\$145.00	\$5.80	\$150.80
7500.01 - 8000	\$150.00	\$6.00	\$156.00
8000.01-8500	\$155.00	\$6.20	\$161.20
8500.01 - 9000	\$160.00	\$6.40	\$166.40
9000.01 - 9500	\$165.00	\$6.60	\$171.60
9500.01 - 10000	\$175.00	\$7.00	\$182.00
10000.01 - 11000	\$180.00	\$7.20	\$187.20
11000.01 - 12000	\$185.00	\$7.40	\$192.40
12000.01 - 13000	\$190.00	\$7.60	\$197.60
13000.01 - 14000	\$195.00	\$7.80	\$202.80
14000.01 - 15000	\$200.00	\$8.00	\$208.00
15000.01 - 16000	\$205.00	\$8.20	\$213.20
16000.01 - 17000	\$210.00	\$8.40	\$218.40
17000.01 - 18000	\$215.00	\$8.60	\$223.60
18000.01- 19000	\$220.00	\$8.80	\$228.80
19000.01 - 20000	\$230.00	\$9.20	\$239.20
20000.01 - 21000	\$235.00	\$9.40	\$244.40
21000.01 - 22000	\$240.00	\$9.60	\$249.60
22000.01 - 23000	\$245.00	\$9.80	\$254.80
23000.01 - 24000	\$250.00	\$10.00	\$260.00
24000.01 - 25000	\$255.00	\$10.20	\$265.20
25000.01 - 26000	\$260.00	\$10.40	\$270.40
26000.01 - 27000	\$265.00	\$10.60	\$275.60
27000.01 - 28000	\$270.00	\$10.80	\$280.80
28000.01 - 29000	\$275.00	\$11.00	\$286.00
29000.01 - 30000	\$280.00	\$11.20	\$291.20

Over \$30,000 permit fee is \$280.00 plus \$5.00 per \$1,000 (or portion of)

Homeowner Permits: Add \$50 when installation cost is greater than \$500

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SUMMER VILLAGE OF BIRCH COVE
GAS FEE SCHEDULE
Single Family Residential Installations**

Number of Outlets	Permit Fee	SCC Levy*	Total Fee
1	\$80.00	\$4.50	\$84.50
2	\$85.00	\$4.50	\$89.50
3	\$90.00	\$4.50	\$94.50
4	\$100.00	\$4.50	\$104.50
5	\$125.00	\$5.00	\$130.00
6	\$140.00	\$5.60	\$145.60
7	\$150.00	\$6.00	\$156.00
8	\$165.00	\$6.60	\$171.60
9	\$175.00	\$7.00	\$182.00
10	\$190.00	\$7.60	\$197.60
11	\$195.00	\$7.80	\$202.80
12	\$205.00	\$8.20	\$213.20
13	\$215.00	\$8.60	\$223.60
14	\$220.00	\$8.80	\$228.80
15	\$230.00	\$9.20	\$239.20
16	\$240.00	\$9.60	\$249.60
17	\$245.00	\$9.80	\$254.80
18	\$255.00	\$10.20	\$265.20
19	\$260.00	\$10.40	\$270.40
20	\$270.00	\$10.80	\$280.80
Add \$8.00 for each outlet over 20			

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SUMMER VILLAGE OF BIRCH COVE
GAS PERMIT FEE SCHEDULE**

Non-Residential Installations

BTU Input	Permit Fee	SCC Levy*	Total Fee
0-150,000	\$90.00	\$4.50	\$94.50
150,001 - 250,000	\$125.00	\$5.00	\$130.00
250,001 - 500,000	\$200.00	\$8.00	\$208.00
500,001 - 1,000,000	\$250.00	\$10.00	\$260.00
1,000,001 - 2,000,000	\$400.00	\$16.00	\$416.00

Add \$50.00 for each 1,000,000 BTU (or portion of) over 2,000,000 BTU

Propane	Permit Fee	SCC Levy*	Total Fee
Tank Set Only	\$90.00	\$4.50	\$94.50
Refill Centre	\$150.00	\$6.00	\$156.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SUMMER VILLAGE OF BIRCH COVE
PLUMBING PERMIT FEES**

Residential & Non-Residential Installations

Number of Fixtures	Permit Fee	SCC Levy*	Permit Fee
1	\$75.00	\$4.50	\$79.50
2	\$80.00	\$4.50	\$84.50
3	\$85.00	\$4.50	\$89.50
4	\$90.00	\$4.50	\$94.50
5	\$95.00	\$4.50	\$99.50
6	\$100.00	\$4.50	\$104.50
7	\$105.00	\$4.50	\$109.50
8	\$110.00	\$4.50	\$114.50
9	\$115.00	\$4.50	\$119.50
10	\$120.00	\$4.50	\$124.50
11	\$125.00	\$4.50	\$129.50
12	\$130.00	\$4.50	\$134.50
13	\$135.00	\$4.50	\$139.50
14	\$140.00	\$5.60	\$145.60
15	\$145.00	\$5.80	\$150.80
16	\$150.00	\$6.00	\$156.00
17	\$155.00	\$6.20	\$161.20
18	\$160.00	\$6.40	\$166.40
19	\$165.00	\$6.60	\$171.60
20	\$170.00	\$6.80	\$176.80

Add \$5.00 for each fixture over 20.

Homeowner Permits: Add \$50 for greater than 5 fixtures

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SUMMER VILLAGE OF BIRCH COVE
PRIVATE SEWAGE DISPOSAL SYSTEM PERMIT FEES**

SINGLE FAMILY RESIDENTIAL INSTALLATIONS

Description	Permit Fee	SCC Levy*	Total Fee
Holding Tanks	\$150.00	\$4.50	\$154.50
Fields, Mounds, Sand Filters, Treatment Tanks, Open Discharge, Etc.	\$300.00	\$12.00	\$312.00

Non-Residential permit fees will be quoted after detailed review.

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

February 27, 2024

Victoria Message
QMP Manager
Summer Village of Birch Cove
Box 7, Site 19, RR 1
Gunn AB T0E 1A0

Dear Victoria Message:

**RE: 2023 Annual Internal Review
Summer Village of Birch Cove - Accreditation No: M000380**

The Summer Village of Birch Cove 2023 Annual Internal Review (AIR) for the building, electrical, gas, and plumbing disciplines has been accepted. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review and appreciate the comments made.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

Best Regards,



Peter Burrows
Administrator of Accreditation

LM

2023

Annual Internal Review

Accredited Municipality

Summer Village of Birch Cove



2023- Municipal Accreditation

Accreditation Information

Accreditation ID: M000380
Municipal Name: Summer Village of Birch Cove
Population Size: 45
Municipal Type: Municipality
Accredited Disciplines: Building, Electrical, Gas, Plumbing
Application Disciplines: Building, Electrical, Gas, Plumbing

QMP Information

QMP	Disciplines Covered	QMP Approved Date	QMP Manager Name (First name , Last name)	QMP Manager Job Title
330	Plumbing, Building, Gas, Electrical	2021-04-26	Victoria Message	

Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Total
Permits Issued	0	0	0	0	0	0
Permits Closed	0	0	2	1	0	3
Permits Open	0	0	0	0	0	0
Inspection Completed	0	0	4	3	3	10
Orders Issued	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0
Variances Issued	0	0	0	0	0	0

QMP Administration

a.	Are the contacts listed on Council Connect for your organization current?	Yes
b.	Is an accredited agency under contract to provide safety codes services?	Yes
c.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

Accredited Agency Contract Information

Agency Name	B	EL	G	P	PS	Mun. %	Ag. %	Other	Services Type	Contract Start Date
A000300-Superior Safety Codes Inc.	Yes	Yes	Yes	Yes	Yes	30	70		Both	2021-01-01

Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	Yes
i.	The municipality is not in arrears in its remittance of the Council Levy.	Yes
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes



iv. Agency contracts are current and up-to-date.	Yes
v. Agency contracts address the transition of safety codes services upon termination.	Yes
vi. Closed agency safety codes services files are returned to the municipality.	Yes

Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
1. A000300-Superior Safety Codes Inc.				
a. Overall satisfaction.		Yes		
b. Delivery of permit services.		Yes		
c. Delivery of inspection services.		Yes		
d. Timeliness and responsiveness of service delivery.		Yes		
e. Competency and knowledge of SCOs.		Yes		
f. Actions taken to improve the delivery of safety codes services.		Yes		
g. Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.		Yes		

Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

File Information

Discipline: Gas **Permit Issue Date:** 2022-05-05 **Permit Closure Date:** 2023-04-19

Issuing Organization: Superior Safety Codes Inc.

Permit Issuer: Alysa West **DOP Number:** P10339

Inspecting Organization: Superior Safety Codes Inc.

Inspecting SCO: Brian Cherneske **DOP Number:** D5454

Discipline: Plumbing **Permit Issue Date:** 2021-10-21 **Permit Closure Date:** 2023-05-29

Issuing Organization: Superior Safety Codes Inc.

Permit Issuer: Brian Cherneske **DOP Number:** P10108

Inspecting Organization: Superior Safety Codes Inc.

Inspecting SCO: Brian Cherneske **DOP Number:** D5455

Discipline: Electrical **Permit Issue Date:** **Permit Closure Date:**

Issuing Organization:

Permit Issuer: **DOP Number:**

Inspecting Organization:

Inspecting SCO: **DOP Number:**

Discipline: Private Sewage **Permit Issue Date:** **Permit Closure Date:**

Issuing Organization:

Permit Issuer: **DOP Number:**

Inspecting Organization:

Inspecting SCO: **DOP Number:**



Discipline: Building

Permit Issue Date:

Permit Closure Date:

Issuing Organization:

Permit Issuer:

DOP Number:

Inspecting Organization:

Inspecting SCO:

DOP Number:

File Review

Building	a.	Construction Document Review	
		Was a construction document review required?	
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
	c.	Orders	
	i.	Was an order issued?	
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	
	iii.	The inspection reports describe the "work in place" at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	Was the permit closed with an unsafe condition?	
vi.	Did the inspections identify deficiencies?		
1.	Were the deficiencies resolved prior to permit closure?		
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		
Electrical	a.	Construction Document Review	
		Was a construction document review required?	
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions I and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	



Electrical	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.		
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.		
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.		
	c.	Orders		
	i.	Was an order issued?		
	ii.	If yes, the order is registered with the Council.		
	d.	Variances		
	i.	Was a variance issued?		
	ii.	If yes, the variance is registered with the Council.		
	e.	Inspections and File Closure		
		Please verify the following:		
	i.	Inspections completed within the prescribed time frame.		
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed		
	iii.	The inspection reports describe the "work in place" at the time of inspection		
	iv.	An SCO with the proper certification and designation completed the inspections.		
	v.	Was the permit closed with an unsafe condition?		
	vi.	Did the inspections identify deficiencies?		
	1.	Were the deficiencies resolved prior to permit closure?		
	2.	Were the deficiencies an unsafe conditions?		
	3.	Was a verification of compliance accepted?		
	Gas	a.	Construction Document Review	
			Was a construction document review required?	No
			If yes, Please verify the following	
i.		Plans were reviewed as prescribed in the municipality's QMP.		
ii.		Professional involvement occurred as required in the municipality's QMP.		
iii.		Plans were reviewed and approved by an SCO with the proper certification.		
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.		
b.		Permit Issuance		
		Please verify the following:		
i.		The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes	
ii.		The permit was approved and signed by a Permit Issuer with the proper designation.	Yes	
iii.		The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes	
iv.		The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes	
c.		Orders		
i.		Was an order issued?	No	
ii.		If yes, the order is registered with the Council.		
d.		Variances		
i.		Was a variance issued?	No	
ii.		If yes, the variance is registered with the Council.		
e.		Inspections and File Closure		
		Please verify the following:		
i.		Inspections completed within the prescribed time frame.	Yes	
ii.		The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes	
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes		
iv.	An SCO with the proper certification and designation completed the inspections.	Yes		
v.	Was the permit closed with an unsafe condition?	No		
vi.	Did the inspections identify deficiencies?	No		
1.	Were the deficiencies resolved prior to permit closure?			



Gas	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Plumbing	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
v.	Was the permit closed with an unsafe condition?	No	
vi.	Did the inspections identify deficiencies?	No	
1.	Were the deficiencies resolved prior to permit closure?		
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		
Private Sewage	a.	Construction Document Review	
		Was a construction document review required?	
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
	c.	Orders	
	i.	Was an order issued?	
	ii.	If yes, the order is registered with the Council.	



Private Sewage	d.	Variances	
	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	
	iii.	The inspection reports describe the "work in place" at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	Was the permit closed with an unsafe condition?	
	vi.	Did the inspections identify deficiencies?	
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	

Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

There were no notable issues with respect to accreditation.

2. Any other general comments, concerns or issues the municipality would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

The Summer Village of Birch Cove administration continues to strive to improve our Safety Codes processes and delivery program on an on going basis. We are also currently working with Superior Safety Codes to sign a new contract.

Municipal Acknowledgement and Signature

Signature: Victoria Message

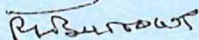
Date: 2024-02-26

Job Title: QMP Manager

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

For Safety Council Use Only

Administrator of Accreditation Review and Approval

Signature: 

Date: 2024-02-27





March 14, 2024

Edward LeBlanc
QMP Manager
Barrhead No 11 / Barrhead / Birch Cove
P.O. Box 4189
Barrhead, Alberta T7N 1A2

Dear Edward LeBlanc:

**RE: 2023 Annual Internal Review
Barrhead No 11 / Barrhead / Birch Cove - Accreditation No: J000125**

The Barrhead No 11 / Barrhead / Birch Cove 2023 Annual Internal Review (AIR) for the fire discipline has been approved. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

Best Regards,

A handwritten signature in blue ink that reads 'PJBurrows'.

Peter Burrows
Administrator of Accreditation

CW

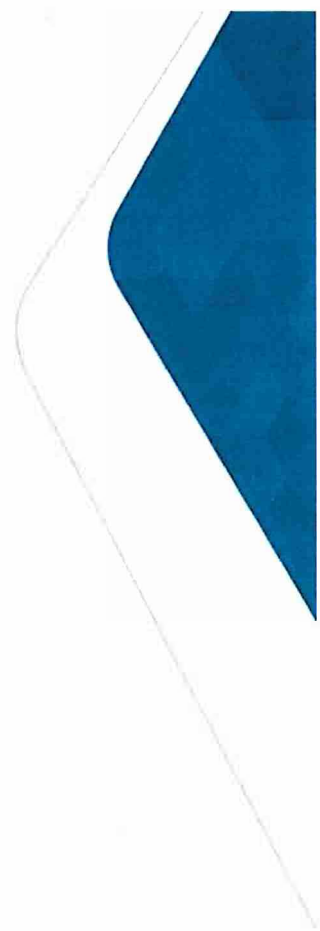
CC: **Victoria Message**, QMP Manager, Summer Village of Birch Cove
Edward LeBlanc, QMP Manager, Town of Barrhead
Debbie Oyarzun, QMP Manager, County of Barrhead No 11

2023

Annual Internal Review

Joint Municipal Accreditation

Barrhead No 11 / Barrhead / Birch Cove



2023- Joint Municipal Accreditation

Accreditation Information

Accreditation ID: J000125
 QMP Date: 2021-01-13
 Joint Municipality Accreditation Name: Barrhead No 11 / Barrhead / Birch Cove

AIR Year: 2023
 Accredited Disciplines: Fire
 Application Disciplines: Fire

Name of Lead Municipality: Town of Barrhead
 Lead Municipality Population Size: Lead Municipal Type: Town

Lead QMP Manager Name: Gary Hove Job Title: Regional Fire Chief

Member Municipality Information

Member Municipality	Join Date	Municipal Contact	Job Title	Population Size	Municipal Type	Relationship
County of Barrhead No. 11	1995-12-16	Debbie Oyarzun	Chief Administrative Officer	6288	Municipal District	Member
Summer Village of Birch Cove	1995-12-16	Victoria Message	QMP Manager	45	Summer Village	Member
Town of Barrhead	1995-12-16	Edward LeBlanc	Chief Administrative Officer	4579	Town	Member

Operational Activity

Activity	Fire	Total
Permits Issued	0	0
Permits Closed		
Permits Open		
Orders Issued	0	0
Orders Closed		
Orders Outstanding		
Variations Issued	0	0

QMP Administration

a.	Are the contacts listed on Council Connect for your organization current?	Yes
b.	Is an accredited agency under contract to provide safety codes services?	Yes
c.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
lii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

Fire Incident Reporting

a.	Number of fire incidents reported.	27
b.	Number of fire incidents resulting in injury or fatality.	1

c.	Number of fire investigations completed.	27
d.	Please verify the following	
i.	Fire incidents resulting in injury or fatality are reported to an SCO.	Yes
ii.	Investigation reports are sent to the Office of the Fire Commissioner.	Yes
iii.	Investigation reports are sent to the Office of the Fire Commissioner within 30 days.	Yes
iv.	The Office of the Fire Commissioner is notified immediately if a fire was of an incendiary origin, or resulted in the loss of life.	Yes

Fire Compliance Inspections

Complete the following as it relates to the technical service delivery standards in Schedule C of the municipality's QMP

Major Occupancy Classification	Inspection frequency in Approved QMP	Inspections completed to Frequency
Major Occupancy Classification	On a request or complaint	Yes
A1- Assembly	Once every 24 months	Yes
A2- Assembly	Once every 24 months	
A3- Assembly	Once every 12 months	Yes
A4- Assembly	On a request or complaint	Yes
B1- Detention	On a request or complaint	Yes
B2- Treatment	Once every 12 months	Yes
B3 - Care	Once every 12 months	Yes
C - Residential, = 5 family	On a request or complaint	Yes
C - Residential, 5 to 12 family	On a request or complaint	Yes
C - Residential, 12 to 25 family	Once every 24 months	Yes
C - Residential, = 25 family	Once every 24 months	Yes
D - Business and personal services	On a request or complaint	Yes
E - Mercantile	On a request or complaint	Yes
F1 - High-hazard industrial	On a request or complaint	Yes
F2 - Medium-hazard industrial	Once every 24 months	Yes
F3 - Low-hazard industrial	On a request or complaint	Yes
Storage Tank Systems - New construction	On a request or complaint	Yes
Storage Tank Systems - Alterations or removal	On a request or complaint	Yes
Storage Tank Systems - Monitoring	On a request or complaint	Yes

Accredited Agency Contract Information

Agency Name	F	Mun. %	Ag. %	Other	Services Type	Contract Start Date
A000898-SCO-Fire	Yes	99	1		Inspections	2022-06-27

Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	No
i.	The municipality is not in arrears in its remittance of the Council Levy.	
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes
iv.	Agency contracts are current and up-to-date.	Yes
v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

		Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
1. A000898-SCO-Fire					
a.	Overall satisfaction.	Yes			
b.	Delivery of permit services.	Yes			
c.	Delivery of inspection services.	Yes			
d.	Timeliness and responsiveness of service delivery.	Yes			
e.	Competency and knowledge of SCOs.	Yes			
f.	Actions taken to improve the delivery of safety codes services.	Yes			
g.	Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.	Yes			

Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review is **not required**.

Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

None

2. Any other general comments, concerns or issues the joint municipal accreditation would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

None

Municipal Acknowledgement and Signature

The Lead Municipality acknowledges that it has consulted and coordinated the preparation of the AIR. If further acknowledges that it is submitting the AIR on behalf of the other member municipalities in the joint municipal accreditation.

Lead Municipality: Town of Barrhead

Signature: Gary Hove

Date: 2023-02-09

Job Title: Regional Fire Chief

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33, 39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

For Safety Council Use Only

Administrator of Accreditation Review and Approval

Signature:

P. Burrows

Date: 2024-03-14



BY LAW NO. _____

A BYLAW OF THE SUMMER VILLAGE OF [INSERT NAME], IN THE PROVINCE OF ALBERTA, TO DIVIDE THE RESIDENTIAL ASSESSMENT CLASS INTO SUB-CLASSES

WHEREAS pursuant to sections 297 and 313 of the *Municipal Government Act*, R.S.A. 2000, c M-26 (the "Act"), a municipal council may pass bylaws setting the assessment and supplementary assessment sub-classes for residential property, and authorizing the assessor to assign these sub-classes in preparing the assessment of property;

AND WHEREAS pursuant to section 325.1 of the Act, such bylaws may remain in force in subsequent years until they are repealed;

NOW THEREFORE the Municipal Council of the Summer Village of [Insert Name], duly assembled, hereby **ENACTS AS FOLLOWS:**

PART 1 SHORT TITLE

1 This Bylaw may be cited as the "Residential Assessment and Supplementary Assessment Sub-Class Bylaw".

PART 2 PURPOSE

2 The purpose of this bylaw is to authorize the assessment and supplementary assessment sub-classes for residential property.

PART 3 DEFINITIONS

3 In this Bylaw, unless the context otherwise requires:

- (a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c M-26, as amended;
- (b) "Assessed Property" means assessed property as defined in section 284 of the Act;
- (c) "Assessment Roll" means assessment roll as defined in section 303 of the Act;
- (d) "Consolidated Parcel Residential " means a sub-class of property classified as Class 1 – Residential, as set out in the Act, which is a property that:
 - (i) Falls within the geographic area displayed on Schedule "A"; and
 - (ii) Contains either or both of the following:
 - (A) two or fewer self-contained Dwelling Units occupied by a single family which are used or intended to be used for permanent living accommodation, together with any other buildings or amenity areas located on the property that are ancillary to the Dwelling Units;
 - (B) vacant land that in the future, as designated by a land use by law, may be developed into a property used for permanent living accommodation that will not contain more than two self-contained Dwelling Units; and

- (iii) Is a parcel of land which was previously consolidated with another parcel of land pursuant to any one of the following means of such consolidation:
 - (A) application for Consolidation of Titles pursuant to Section 75 of the *Land Titles Act*, R.S.A. 2000, c L-4, as amended;
 - (B) consolidation of parcels pursuant to a Descriptive Plan pursuant to section 88 of the *Land Titles Act*, R.S.A. 2000, c L-4, as amended; or
 - (C) consolidation of parcels effected by a Plan Cancellation Bylaw pursuant to s. 658 of the Act;
- (e) “Derelict Residential” means a sub-class of property classified as Class 1 – Residential, as set out in the Act, which is property that contains a fully or partially constructed improvement, designed to have a residential living area, where the improvement shows serious signs of neglect, is dilapidated, falling into significant disrepair, or is uninhabitable, including but not limited to improvements:
 - (i) that are deserted, or abandoned;
 - (ii) which are partially or fully boarded up or secured;
 - (iii) for which an order indicating an improvement or the property is unfit for habitation has been issued;
 - (iv) which were abandoned while in the process of being constructed without construction being complete; or
 - (v) which were abandoned while in the process of demolition without demolition being complete.
- (f) “Dwelling Unit” means one or more rooms operated or capable of being operated as a residence for a household containing cooking, sleeping and sanitary facilities;
- (g) “Single Family Residential” means a sub-class of property classified as Class-1 Residential, as set out in the Act, which is property, or a portion of property, that contains:
 - (i) two or less self-contained Dwelling Units occupied by a single family which are used or intended to be used for permanent living accommodation, together with any other buildings or amenity areas located on the property that are ancillary to the dwelling units;
 - (ii) vacant land that in the future, as designated by a land use by law, may be developed into a property used for permanent living accommodation that will not contain more than two self-contained Dwelling Units;

but does not include any portion of a property that falls into the Consolidated Residential subclass or a property that falls into the Derelict Residential subclass, or a property that falls into the Tourist Home subclass.
- (h) “Residential Assessment Class Property” means residential property as defined in section 297(4(c) of the Act;

- (i) "Supplementary Assessment" means an assessment made pursuant to section 314 of the Act;
- (j) "Supplementary Assessment Roll" means a supplementary assessment roll as defined in section 315 of the Act;
- (k) "Tourist Home" means a sub-class of property classified as Class 1 – Residential, as set out in the Act, which is a property that contains a dwelling unit which has been approved as a tourist home in accordance with the Summer Village of [Insert name]'s Land Use Bylaw;

PART 4 CLASS 1 – RESIDENTIAL SUB-CLASSES

4 For the purpose of the Assessment and Supplementary Assessment Rolls for the 2024 taxation year and any future Assessment and Supplementary Assessment Rolls, all Residential Assessment Class Property within the Summer Village of [Insert Name] is hereby divided into the following sub-classes:

- (1) Consolidated Parcel Residential;
- (2) Derelict Residential;
- (3) Single Family Residential; and
- (4) Tourist Home.

PART 5 GENERAL

5 Should any provision of this bylaw be invalid, then such provision shall be severed, and the remainder of the bylaw shall remain in force.

PART 6 TRANSITION AND COMING INTO FORCE

Bylaw Coming into Effect

6 This Bylaw takes effect on the final passing thereof and, on such final passing, Bylaw _____, is hereby repealed.

READ A FIRST TIME THIS _____ DAY OF _____, 20____

READ A SECOND TIME THIS _____ DAY OF _____, 20____

UNANIMOUS CONSENT to proceeding to third reading this _____ DAY OF _____, 20____

READ A THIRD TIME THIS _____ DAY OF _____, 20____

SUMMER VILLAGE OF [Insert Name]

[NAME]

Mayor

[NAME]

Chief Administrative Officer

Schedule A: Consolidated Residential Parcel Sub-Class Map

ello!

The County of Barrhead is in the process of modernizing and updating the County's current Land Use Bylaw. To date, the County has undertaken in-person and online engagement with County residents and has prepared a draft Land Use Bylaw with the input of community members, County Administration, and Council.

Much of the bylaw reflects the previous version, with some updates to incorporate the changes in the Modernized Municipal Government Act, and response to changes such as the legalization of cannabis, new uses such as Tourist Accommodations and Data Centre Processing, and economic and enforcement pressures around the lakes.

The County of Barrhead is seeking your input on the attached draft Land Use Bylaw, and respectfully requests that any comments be provided within twenty-one (21) days of this email so that a summary of referral agency feedback may be shared with Council. Any comments you can share respecting the draft Land Use Bylaw should be provided in detail. For further information on the draft Land Use Bylaw or the public hearing (to be scheduled), please contact me at any time.

You can also find more information at our project page here: <https://www.countybarrhead.ab.ca/p/projects>

Sincerely,

Shirley Bruns, CLGM
Development Officer
County of Barrhead No. 11
106 49 St
Barrhead, AB T7N 1N6
403.674.3331

Check out our Youtube Channel at <https://www.youtube.com/watch?v=uGOMabVhGgI>



Land Owner Consent

Circuit#

338S-499L

Location#

338

Service Point WESTLOCK Order# 11034318

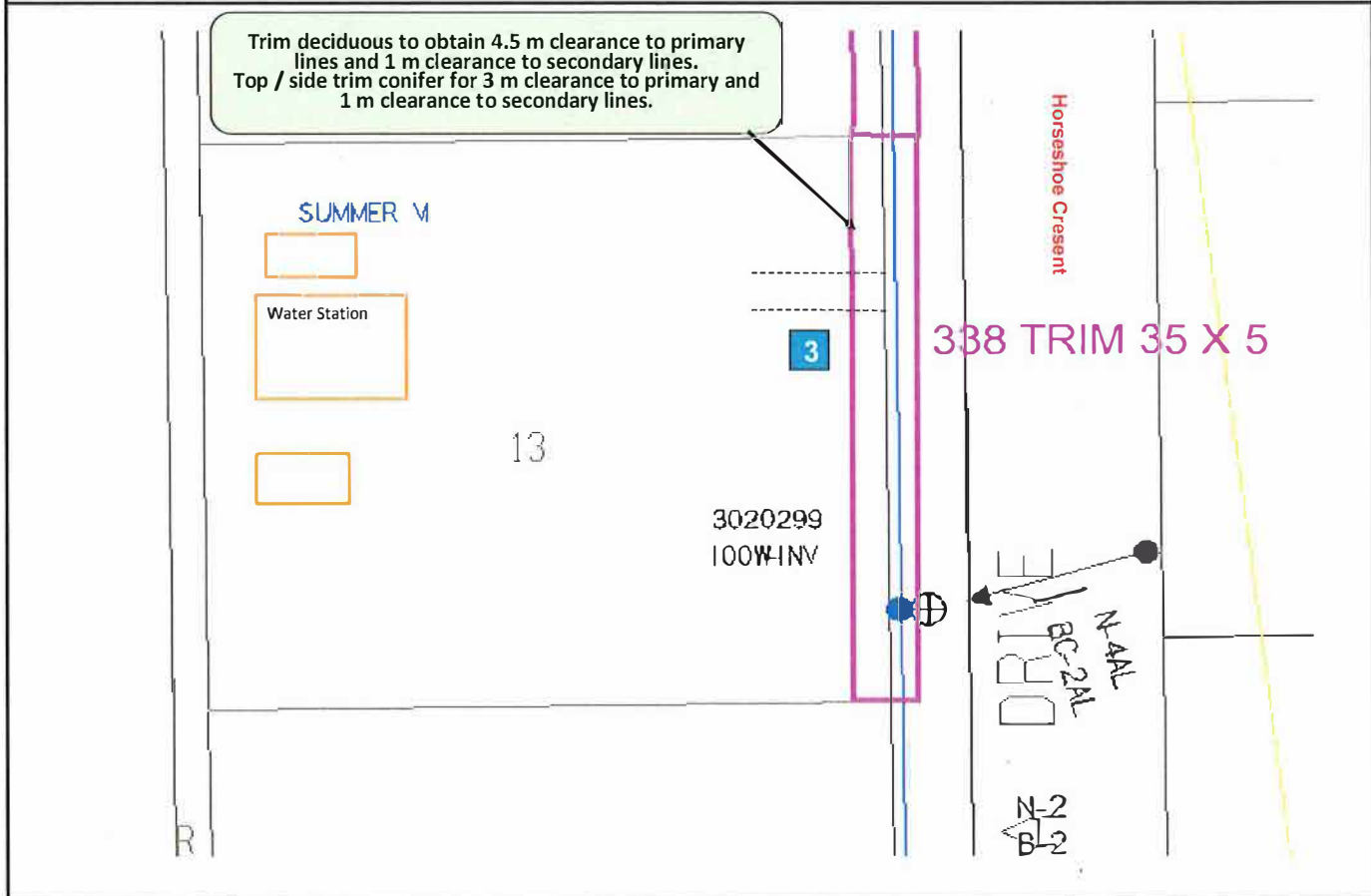
1/4 NW Section 27 Township 57 Range 3 W 5

Patroller M a r t i n I l l a n g Ph# (587)338-6726 Prepared December 4, 2023 Clearance 1.3 Hot Spot No Consent _____

Name SUMMER VILLAGE OF BIRCH COVE Block 4 Lot 13 Address 3 HORSESHOE CRES BIRCH COVE AB
 Town BIRCH COVE Subd. BIRCH COVE REA _____

	FORTIS	REA	Date Complete / Initials		FORTIS	REA	Date Complete / Initials		FORTIS	REA	Date Complete / Initials
TRIM	175			# of Green Zone Danger Trees					MOW		
SLASH				# of Freehold Danger Trees					Pre-Mow sq/m		
PTR									SPRAY		

Follow up Spray N Secondary Wire N Stump Treatment N



The Landowner(s) shown on this form is / are familiar with the property indicated and is / are the legal owner(s). Clearance distances are approximate measures at powerline height; ground distances may be up to 1.5 times greater. The undersigned understands and hereby consents to permit FortisAlberta, its and contractors to carry out the vegetation management as indicated, to ensure safe reliable electrical service.

Signature	<i>[Signature]</i>	CONTACT DATES	
Date (MM/DD/YY)	<u>03/12/24</u>		
Name	<u>SUMMER VILLAGE OF BIRCH COVE</u>		
Mailing Address	<u>3 HORSESHOE CRES BIRCH COVE AB</u>		
Phone Number	<u>780-440-1426</u> (Home) <u>(780) 967-0271</u> (Work)		

Signature		CONTACT DATES	
Date (MM/DD/YY)			
Name			
Mailing Address			
Phone Number		Home	Work

Land Owner Consent

Circuit#

338S-499L

Location#

365

Service Point WESTLOCK Order# 11034318

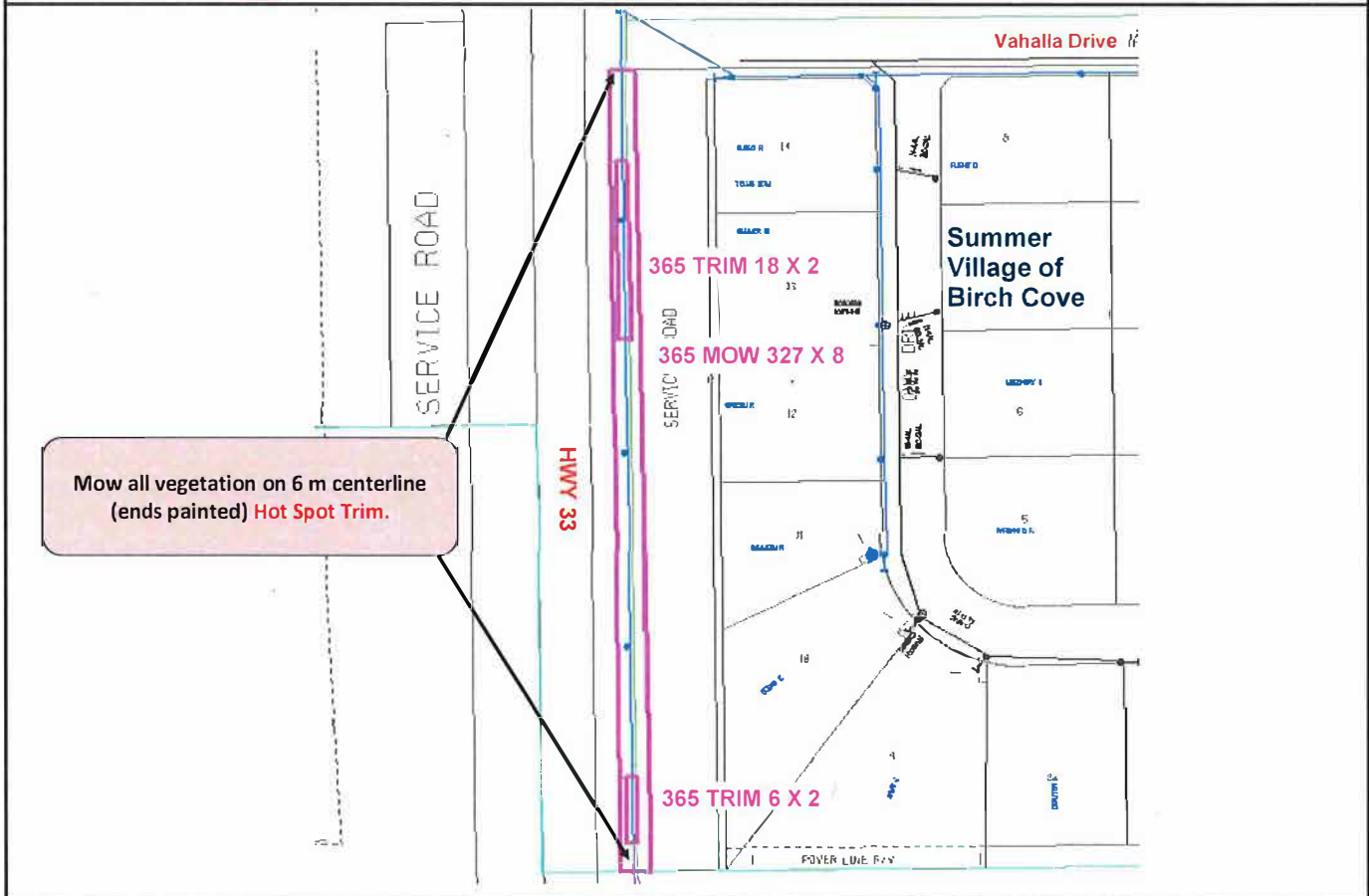
1/4 NW Section 27 Township 57 Range 3 W 5

Patroller Mark Millang Ph# (587)338-6726 Prepared December 8, 2023 Clearance 0.7 Hot Spot No Consent _____

Name SUMMER VILLAGE OF BIRCH COVE Block 4 Lot 13 Address 3 HORSESHOE CRES BIRCH COVE AB
 Town BIRCH COVE Subd. BIRCH COVE REA _____

	FORTIS	REA	Date Complete / Initials	# of Green Zone Danger Trees	FORTIS	REA	Date Complete / Initials	# of Freehold Danger Trees	MOW	FORTIS	REA	Date Complete / Initials
TRIM	48								2616			
SLASH												
PTR												

Follow up Spray **Y** Secondary Wire **N** Stump Treatment **N**



The Landowner(s) shown on this form is / are familiar with the property indicated and is / are the legal owner(s). Clearance distances are approximate measures at powerline height; ground distances may be up to 1.5 times greater. The undersigned understands and hereby consents to permit FortisAlberta, its and contractors to carry out the vegetation management as indicated, to ensure safe reliable electrical service.

Signature <u>[Signature]</u>	CONTACT DATES
Date (MM/DD/YY) <u>03/12/24</u>	
Name <u>SUMMER VILLAGE OF BIRCH COVE</u>	
Mailing Address <u>BIRCH COVE AB</u>	
<u>Reserve Land</u>	
Phone Number <u>7804461426</u> <u>780-967-</u>	
Home Work	

Signature _____	CONTACT DATES
Date (MM/DD/YY) _____	
Name <u>LAC STE ANNE COUNTY</u>	
Mailing Address <u>BIRCH COVE AB</u>	
<u>Reserve land</u>	
Phone Number _____	
Home Work	

CASUAL LEGAL: TAXES START AT HOME

[Home](#) / [News](#) / Casual Legal: Taxes start at home

[← News](#)

By Emma Banfield
Reynolds Mirth Richards Farmer LLP
Alberta Municipalities Casual Legal Service Provider

A recent decision of the Court of King's Bench confirmed a councillor who was in arrears on his property taxes was disqualified from his seat on council pursuant to s. 175 of the *Municipal Government Act* (MGA).

Prior to being elected, the councillor owned property with an extended history of problems related to development. One issue resulted in an Order to Remedy requiring the completion of the exterior of a building on the property. Before becoming a councillor, he sought a review of the Order and received an extension. However, the work was not completed as required and the CAO of the municipality instructed commencement of enforcement proceedings.

As a result, legal enforcement costs and other legal costs were added to the property tax roll. Before being elected, the future councillor attended a council meeting and asked for the legal costs to be removed, but the question was deferred to a future meeting.

The councillor then put his name forward for election and was elected. At the time, he was in arrears for the legal enforcement costs added to the tax roll. After he was elected, council considered and denied the councillor's request to have the legal costs removed from his property tax roll.

The municipality later notified the councillor that he had an outstanding property tax balance and the CAO notified the councillor his eligibility as a councillor would be discussed at a forthcoming council meeting. When the matter was raised at the meeting, the councillor asked for additional information and for consideration to be deferred to a later meeting. At the subsequent meeting, the councillor was declared disqualified. This would ordinarily require the councillor resigning immediately but, in this case, the councillor refused to resign. The councillor maintained he had paid his property taxes and disputed the legal costs being added to the tax roll.

The Court found the version of the MGA in force at the time specifically permitted a council to add the expenses and costs of enforcing orders to the property tax roll. These constituted an amount owing to the municipality under s. 549 of the MGA. The Court also found the municipality's bylaws specifically authorized the application of penalties to the tax roll. Therefore, the legal enforcement costs had been properly added to the tax roll according to the MGA and the applicable bylaws.

The Court then turned to the *Local Authorities Election Act* (LAEA) which provides a person is ineligible for nomination as a candidate in any election under the LAEA if, on the day of nomination, the person is in debt to the municipality for taxes in excess of \$50 (excluding current taxes and other inapplicable circumstances). As a result, the Court determined the councillor was disqualified and required to resign. Because he refused to do so, the Court issued a declaration he was disqualified from council, and further, he was ineligible to run in any by-election to fill the vacant seat created by the Court's declaration.

This case is a reminder to all elected officials to keep your own houses in order! It is important for councillors and all civic leaders to lead by example. There is no better place to start than by making sure your property taxes are paid.

*To access the Alberta Municipalities Casual Legal Helpline, Alberta Municipalities members can call toll-free to 1-800-661-7673 or send an **email** to reach the municipal legal experts at Reynolds Mirth Richards and Farmer LLP. For more information on the Casual Legal Service, please call 310-MUNI (6864) or send an **email** to speak to Alberta Municipalities Risk Management staff. Any Regular or Associate member of Alberta Municipalities can access the Casual Legal Service.*

DISCLAIMER: This article is meant to provide information only and is not intended to provide legal advice. You should seek the advice of legal counsel to address your specific set of circumstances. Although every effort has been made to provide current and accurate information, changes to the law may cause the information in this article to be outdated.

Jan 30

2024



Municipal Services Division

Update February 2024

Recall Petition Populations

- The ministry is aware of some confusion in relation to the source of population data to be used for recall petitions under the *Municipal Government Act*.
- Ministerial Order MSD: 021/23 signed on April 6, 2023, provides recall guidance for Chief Administrative Officers (CAOs) and indicates that the 2019 Municipal Affairs Population List (MAPL), excluding the shadow population, is to be used for the purposes of recall petitions under section 240.5(a) of the *Municipal Government Act*. This Ministerial Order remains in effect.
- For purposes other than recall petitions, Ministerial Order MSD: 004/24 was signed on February 1, 2024, approving the 2023 MAPL.


Municipal Affairs Administrators' Training Initiative (MAATI) – Spring Sessions

- MSD is hosting two in-person sessions as part of the spring MAATI program.
 - April 16 in Lethbridge
 - April 17 in Cochrane
- Registration information will be available on the [Training for Municipal Officials](#) webpage starting March 4.
- Virtual MAATI sessions will be offered from mid-April to mid-May. Registration information will be available on the [Training for Municipal Officials](#) webpage starting March 15.

EEB Annual Meeting

lorna porter <eastendbus@gmail.com>

Tue 2/27/2024 9:38 AM

 1 attachments (83 KB)

ANNUAL MEETING POSTER 2024.docx;

Good Morning,

Please find attached the notice of Annual Meeting for Lac Ste. Anne East End Bus Society.

At the meeting, board members will share the society's insights with the stakeholders regarding the past year's performance, strategies and outlook going forward. This will allow interested parties to gain a higher understanding and the importance of their investment in the operations of Lac Ste. Anne East End Bus Society in the following years.

If you need further information please feel free to contact me.

Lorna Porter

Seniors Event Coordinator

Lac Ste. Anne East End Bus Society

780 905-3934

eastendbus@gmail.com

Facebook: Lac Ste. Anne East End Bus Society



2024 Notice of Annual Meeting

Tuesday, March 26th 2024 at 11:00 am

A notice convening the Annual Meeting of
Lac Ste. Anne East End Bus Society to be
held at 11:00 am at Town of Onoway 4812
51 St, Onoway, AB T0E 1V0

Municipal Affairs - Notice of ICF Engagement Sessions

municipalservicesdivision@gov.ab.ca <municipalservicesdivision@gov.ab.ca>

Wed 2/28/2024 9:07 AM

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

To all municipal Chief Administrative Officers...

As you are aware, Municipal Affairs is considering potential changes to Intermunicipal Collaboration Framework (ICF) provisions in the Municipal Government Act.

An online survey will be released shortly, inviting all municipal councils and administrations to provide their input on a variety of issues relating to ICFs.

In addition to the survey, Municipal Affairs has partnered with the Alberta Rural Municipal Administrators' Association and the Local Government Administration Association to offer two in-person engagement sessions for municipal administrators. The sessions are being scheduled in conjunction with the upcoming ABMunis Municipal Leaders Caucus and the RMA Spring Convention, in hopes of minimizing travel requirements for interested administrators.

The two sessions are scheduled as follows:

Wednesday March 13, 2024 - 1:00 to 3:30 p.m.

Commerce Place Conference Centre, located at 10155 102 Street NW, on the second floor of Commerce Place.

(Easiest access is via the main escalators in the central rotunda of Commerce Place; once on the second floor, turn south and head toward Jasper Avenue. The Conference Centre is on the right about 2/3 of the way toward Jasper Avenue.)

Wednesday March 20, 2024 - 1:00 to 3:30 p.m.

Edmonton Convention Centre. Information on the specific room for this conversation will be confirmed shortly and provided upon registration.

These sessions are intended for municipal administrators who have practical experience developing ICFs. The input shared in-person will supplement the feedback that will be gathered from an online survey for all municipalities that is expected to be launched in early March. Any CAOs who cannot attend this session will still have the opportunity to provide feedback via the online survey.

The session will cover the following topics:

- Content and definitions;
- Dispute resolution processes;

- Minister's role in ICFs; and
- Resources to support ICF development;
- Any other opportunities to improve the ICF legislation.

To ensure there is sufficient space, chairs, etc. for everyone, please RSVP your attendance to ma.engagement@gov.ab.ca. If you have any questions about the session, you can contact the Municipal Affairs' Engagement Team at that same email address.

Cheers

Gary Sandberg
Assistant Deputy Minister
Municipal Services
Municipal Affairs

MAR 04 2024



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
M.A., Calgary-Hays*

AR113944

February 29, 2024

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2024*, which my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, has tabled in the Alberta Legislature. You will find below some details about *Budget 2024* that are most closely related to Alberta Municipal Affairs.

Budget 2024 is a responsible plan for a growing province that invests more than \$1 billion to build stronger communities across Alberta. Through these important investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

I am particularly excited about the Local Government Fiscal Framework (LGFF), which will deliver predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta for many years to come. As we are all aware, the LGFF represents years of collaboration between the province and local governments, and the LGFF replaces the Municipal Sustainability Initiative (MSI) with a more sustainable model. We set the initial capital funding baseline for the LGFF at \$722 million to remain consistent with the average amount municipalities have received annually over the last three years of the MSI Capital program.

We now have a true partnership in place through the Revenue Index Factor, which will see municipal funding rise and fall at a one-to-one ratio that is based on changes in provincial revenue from three years prior. Our new framework will deliver the predictability and partnership that municipalities have long been asking for, and I would like to thank you once again for your input to the development of the LGFF to ensure it effectively supports communities and residents provincially. The MSI Operating program will continue as LGFF Operating funding and will provide \$60 million in 2024/25 to local governments to assist with your operational costs and help to respond to inflationary pressures. More information about the LGFF and the 2024 allocations can be found online.

Additionally, *Budget 2024* includes \$60 million over three years for the Local Growth and Sustainability Grant, a new grant to help relieve some of the pressures facing fast-growing communities. This new grant will help address acute infrastructure priorities and economic development opportunities. More details about the program will be shared with you later this year.

.../2

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

Printed on recycled paper

As with previous years, our budget includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also pleased to maintain the strong support we have for public libraries with more than \$33 million going towards operating grants for libraries across the province.

Budget 2024 puts Albertans and Alberta families first by investing in strong health care, a modern education system, and supports to keep life affordable. This budget also invests in safe and supportive communities in Alberta by managing our resources wisely.

I look forward to continuing our work together over this next year as we continue to build strong and vibrant communities that contribute to a stronger province and a brighter future for Albertans and their families.

Sincerely,



Ric Mclver
Minister

Dear Mayors, Councillors, and CAOs,

A public survey, an ABmunis resolution, and results of the province's own consultation processes indicate that Albertans do not want to see the encroachment of political parties at the local level. Despite this, the Government of Alberta has not committed to abandoning plans to enable parties to be included on local election ballots.

Today, ABmunis hosted a media availability calling for a commitment from the Government of Alberta to listen to Albertans. We need your help to amplify our call so that all political parties know Albertans' local leaders want local elections to be independent.

Attached for you to adapt and use are:

- Messages you can select from and adapt for local media; for email, letters or conversations with your local MLA; or for conversations with interested Albertans. (There are more messages than you would likely use in one communication so you can select and adapt the ones that will resonate best with your audience)
- Social media post examples and images.

We also encourage you to follow and share ABmunis' social media posts on [LinkedIn](#), [Twitter](#), and [Facebook](#).

Don't hesitate to reach out if you have questions or ideas related to ABmunis' campaign to keep local elections independent.

Thank you,



Tyler Gandam | President

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

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

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

Messages on keeping local elections independent.

The following messages are provided for you to adapt and use in letters, emails or conversations with your MLA or communication with other interested Albertans. The messages are grouped into themes, and you are encouraged to select a couple that are most relevant to your audience.

- We all represent Albertans.
- Given the size of Alberta and Canada, political parties are necessary at the provincial and federal levels.
- However, at the local level, Albertans don't see political parties as adding value.

Survey Results

- Since 2020, Albertans have indicated through three surveys, two of which were conducted by the provincial government, that they do not want to see political parties introduced in local elections.
- Through a 2020 provincial government survey on the *Local Authorities Election Act* (LAEA), Albertans commented that they do not want to see increased partisanship or increased influence of campaign donations at the local level.
- The results of a public survey, conducted by Janet Brown Opinion Research on behalf of ABmunis in early September 2023, indicate that most Albertans do not support the introduction of political parties at the local level. Specifically:
 - Sixty-eight per cent (68%) of respondents indicated that they would prefer to see municipal candidates run as individuals. Only 24 per cent of respondents would prefer to see municipal candidates run as members of a political party.
 - More than 80 per cent (81%) agree that municipal officials who are part of a political party would vote along party lines and not necessarily in the best interest of the community.
 - Sixty-nine per cent (69%) of respondents think that political parties would make municipal governments more divisive and less effective.
- Results from the Government of Alberta's November 2023 survey on proposed changes to the LAEA show that 70 per cent of Albertans are opposed to the introduction of political parties at the local level.

Good Governance

- While political parties are an important part of the parliamentary system at the provincial and federal level, they are not a good fit with local government legislation and processes in Alberta.
- Political parties could contravene the *Municipal Government Act* (MGA) where it requires a councillor to consider the interests of the municipality as a whole and not the interests of the success of the party in decision making.

- Political parties would create an environment where all issues are discussed in private by party members resulting in a whipped vote versus the current system which encourages debate and openness to changing your mind based on public hearings and council discussion.
- In the United Kingdom, local elections are seen as referendums for higher levels of government, and we don't want to create that environment here.
- Parties could also lead to money being raised in one part of the province being used to influence the election in another region. This would again take the focus away from keeping local elections local.
- The Government of Alberta has spent years encouraging municipal governments to collaborate at a regional level to save money for Albertans. Introducing political parties at the local level could make regional collaboration an even more difficult task.
- Some councils have struggled with good governance, but political parties could make problems like split councils worse, not better.

Voter Turnout

- Vancouver and Montreal have political parties but have similar or sometimes lower voter turnout than comparable Canadian cities where political parties are not featured in local elections.

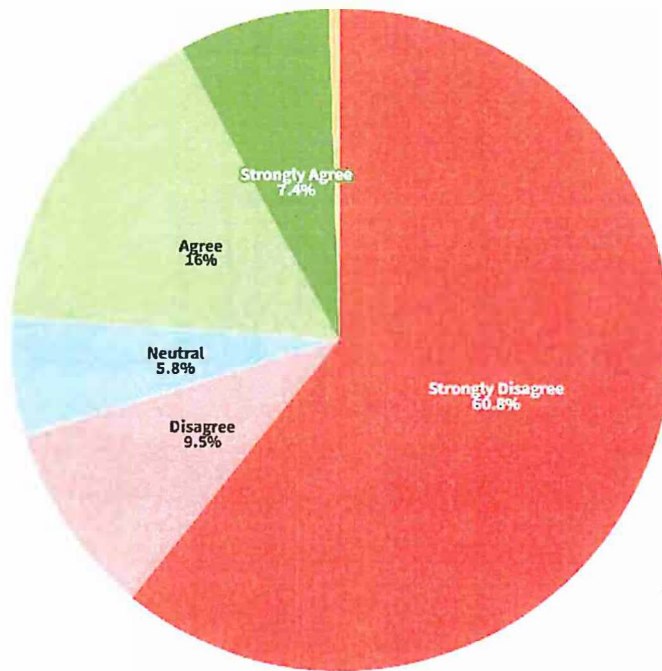
Trust and Integrity

- We recognize there is currently nothing preventing candidates from running on slates or for political parties, other than an historic lack of success.
- However, changes to legislation could be made that might make it easier for political parties or slates of candidates to raise funds. We know from previous reviews of the election rules that Albertans want to see less money involved in local elections, not more.
- The [mandate letter](#) from Premier Danielle Smith to Minister of Municipal Affairs Ric McIver instructed him to collaborate with Minister of Justice Mickey Amery to review the *Local Authorities Election Act* (LAEA) and make recommendations for any necessary amendments to "strengthen public trust in and the integrity of our municipal election laws".
- We believe the best way to strengthen trust and integrity is to listen to Albertans when they say they do not want political parties at the local level.

Survey Shows Little Appetite for Adding Parties to Municipal Election Ballots

Responses to Alberta government's online survey

"The electoral ballot should be amended to allow political parties to be listed by municipal candidates"



Source: Government of Alberta survey - 7,650 responses from Nov. 7, 2023 to Dec. 6, 2023 • [Graphic: Matthew Black/Postmedia](#)



Office of the Information and
Privacy Commissioner of Alberta

OIPC Changes to Investigation Procedures for Access Request Reviews and Privacy Complaints under FOIP, HIA and PIPA

March 4, 2024

The Office of the Information and Privacy Commissioner (OIPC) is revising its investigation procedures for access request reviews and privacy complaints under Alberta's three access and privacy laws. These are the *Freedom of Information and Protection of Privacy Act* (FOIP), the *Health Information Act* (HIA) and the *Personal Information Protection Act* (PIPA).

The new procedures will take effect on April 1st, 2024. Key changes are highlighted below.

The OIPC will later publish an updated summary of its procedures on its website.

Why have we revised our processes?

In our 2023-2026 Business Plan, the first goal identified is the enhancement of our internal processes to support our legislative mandate and improve timelines.

In our 2022-23 Annual Report, we reported a significant backlog in privacy complaints and in reviews of access request decisions. It has been taking too long to settle these cases.

In 2023, we examined our procedures with the goal of reducing the time it takes to process a file, while still maintaining quality and value. We found that in addition to high staff caseloads, reviews and complaints were sometimes delayed because of the use of formal submissions and written letters of finding.

If cases reached the inquiry stage, we also found that new issues would be raised at this late stage that were not addressed during the mediation phase. The new process will identify and communicate the issues to the parties at the outset. This will avoid delays and confusion previously caused when new issues were raised at the inquiry stage or when matters were brought up that are not within our jurisdiction to address.

By addressing these issues, the revised processes will help reduce our timelines for settling matters.

There is one change to note that will affect public bodies, custodians and organizations most significantly, especially initially. This is a new refer-back process for privacy complaints and single-issue 'adequacy of search' reviews to allow public bodies, organizations or custodians the opportunity to respond before the matter is dealt with by our office.

We do encourage parties to continue communicating to try to resolve issues, even when a review has been requested.

Head Office. 410, 9925 - 109 Street NW, Edmonton, Alberta, Canada, T5K 2J8 | telephone. 780-422-6860 | toll-free. 1-888-878-4044
fax. 780-422-5682 | web. oipc.ab.ca | email. generalinfo@oipc.ab.ca

Below is a summary of the major process changes.

What are the new processes and who do they affect?

<i>Complete submission requirement</i>	Applicants and complainants must provide a completed form and all supporting documents in one submission. Otherwise, the submission will be returned. We will also be enforcing the 15-page limit.
<i>Contacts with parties at intake phase</i>	<p>Applicants and complainants will be contacted at the intake stage to discuss their submission and obtain clarification. They must be available to participate in our process and respond to requests in a timely manner, usually by phone and/or email. Otherwise, a file may not be opened.</p> <p>The responding public body, custodian or organization may also be contacted at this stage, as required.</p>
<i>Refer-back for privacy complaints</i>	For complaints regarding the collection, use or disclosure of personal or health information, the OIPC will usually refer a complainant back to the public body, custodian or organization, if the complainant has not already given the entity an opportunity to resolve the complaint.
<i>Refer-back for adequacy of search reviews</i>	<p>For reviews where the <i>only</i> concern is that an applicant believes the public body, organization or custodian holds more responsive records than what were processed in the request (the OIPC calls this an ‘adequate search concern’), an applicant will usually be told to submit the concern directly to the entity first, along with supporting evidence as to why they believe additional records exist.</p> <p>The applicant will be told the entity has 30 business days to respond before the applicant can bring the concern back to our office. At that point, we will consider whether further investigation by the OIPC is warranted.</p>
<i>Issue identification at intake phase</i>	<p>The OIPC will identify the review or complaint issues at the intake phase. Only those issues that (a) have enough evidence; and, (b) are within our jurisdiction will move forward.</p> <p>Those issues will be communicated to the applicant or complainant to confirm their understanding and, if applicable, to advise on the limits of our jurisdiction.</p>
<i>Opening and notification</i>	If a case is opened, a copy of the written request for a review or complaint, along with an acknowledgement letter (containing the confirmed issues) will be sent to the parties, in accordance with the applicable Act.

The public body, custodian or organization will be asked to provide a contact person who will be responsible for working with the OIPC investigator to settle the matter. The contact person must have the ability to settle the issues. This means that they must have timely access to the decision-maker or directly involve the decision-maker in the conversations.

Investigation/review process

An OIPC investigator, known as a Senior Information and Privacy Manager (SIPM), will speak to the contact for the public body, custodian or organization to try to settle the matter. This will usually be done over the phone/virtual platform at an agreed time. A record chart or summary of issues may be shared in advance, when required, to facilitate the discussion.

The SIPM will document what was discussed or agreed to in a follow-up email. Aside from the original submission form and supporting documents, we will not be asking for or accepting written submissions unless circumstances warrant.

Reaching a decision

If the matter is settled, the SIPM will send correspondence to the parties detailing the outcome. The SIPM may also make recommendations.

Follow up

Where necessary, the SIPM will follow up with the public body, custodian or organization to ensure that any recommendations have been implemented or that implementation has been agreed to.

Partial or no resolution

In the case of partial or no resolution, the Request for Inquiry form used in the past will no longer be used.

If the public body/custodian/organization or the applicant/complainant does not accept the SIPM's decision and any recommendations, the file will be brought to the Commissioner to determine whether an inquiry will proceed on those matters that have not been settled.

Each statute allows the Commissioner to refuse to conduct an inquiry at the Commissioner's discretion for reasons set out in the legislation. The parties will be advised of the Commissioner's decision.

Our office looks forward to working with all parties to increase the timeliness and efficiency of our reviews.

January 19, 2024

Wendy Wildman
Chief Administrative Officer
Summer Village of Birch Cove
Box 8
Alberta Beach, AB T0E 0A0

cao@birchcove.ca

Dear Chief Administrative Officer:

Subject: 2023 Tax Year – Reconciled Designated Industrial (DI) Property Requisition

Attached is the "2023 Tax Year Reconciled DI Property Tax Requisition Notice". Any adjustment in your requisition may be a result of changes in the DI property assessments in your municipality due to a correction, an omission, Land and Property Rights Tribunal decision, or a supplementary assessment.

The 2023 provincial uniform tax rate for all DI property assessment was set at \$0.0746 per \$1,000 of DI property assessment as per Ministerial Order No.005/23.

All taxable DI property is subject to the requisition, and only "Machinery and Equipment" exempted from taxation by a municipality in their Municipal Tax Rate Bylaw under section 364(1.1) of the *Municipal Government Act* is not subject to the DI property requisition tax rate.

Any remaining outstanding balance or credit balance from the 2023 tax year DI property requisition will appear on the "2024 Tax Year DI Property Tax Requisition Notice" when they are issued. If your municipality's 2023 requisition was originally under \$1,000 and was cancelled, any residual balance for the 2023 requisition as a result of an amendment will also be cancelled.

If you have any questions about the requisition, please contact Ken Anderson, Manager, Finance and Administration at (780) 427-8962 or email at ken.anderson@gov.ab.ca.

We look forward to maintaining a strong working relationship as we move forward with centralization.

Sincerely,



Victoria Bachmann
Executive Director
Assessment Services Branch

Attachment



**Alberta Municipal Affairs
2023 Tax Year Reconciled Designated Industrial (DI) Property Requisition Notice**

Municipal Code: 0384
Municipality: Summer Village of Birch Cove
 Box 8
 Alberta Beach, AB T0E 0A0

Notice Date: January 19, 2024
Tax Year: 2023
Due Date: Upon Receipt
Ministerial Order: MAG:005/23
Tax Rate³: 0.0746 per \$1,000

<p>PLEASE MAKE CHEQUES PAYABLE TO GOVERNMENT OF ALBERTA AND MAIL TO:</p> <p style="text-align: center;">Alberta Municipal Affairs Assessment Services Branch 15TH Floor Commerce Place 10155 - 102 Street NW Edmonton AB T5J 4L4 Canada</p>	<p>THIS DOCUMENT IS ISSUED BY:</p> <p style="text-align: center;">Alberta Municipal Affairs Assessment Services Branch 15TH Floor Commerce Place 10155 - 102 Street NW Edmonton AB T5J 4L4 Canada Ph: 780-422-1377</p>
---	---

Remittance Balance from Previous Years	2022 AY* DI Property Assessment	2023 DI Property Tax Requisition	2022 AY Amended DI Property Assessment	2023 Reconciled DI Property Tax Requisition	Government Policy Credit	LPRT/Court Decision Credits Previous Years	2023 Remittance Credits	Balance on Requisition
\$0.00	54,950	\$4.10	54,950	\$4.10	\$4.10			\$0.00

Notes:

1. 2022 AY* = 2022 Assessment Year
2. All taxable designated industrial property is subject to the requisition.
3. 2023 tax rate is per \$1,000.00 of Designated Industrial (DI) Property Assessment
4. The tax rate set by the Minister must be the rate applied. **Do not adjust the rate.**
5. Machinery and equipment exempted from taxation by municipal bylaw under Section 364(1.1) of the Municipal Government Act is not subject to the DI Requisition.
6. Properties, where GIPOT is paid, are not subject to the DI Requisition.
7. Government Policy Credit reflects: 2023 requisitions under \$1000 canceled, and/or Designated Industrial Requisition Credit (DIRC).
 - a. If the annual DI Property Tax Requisition is less than \$1,000 for a municipality, there will be no requirement to remit payment, but it still must be applied to the DI property owners' tax bill.
8. LPRT/Court Decisions Credits Previous Years: reflects reduction in the DI Requisition owing due to decision affecting previous years assessments and therefore the DI requisition.
9. A minus (-) symbol in the "Balance on Requisition" box indicates a credit balance.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR113651

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2024 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services, and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – An award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – An award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – An award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to Library Boards serving a population over 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community needs and provide direct benefit to the public.

...2

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

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Classification: Protected A

- **Public Library Services (open to Library Boards serving a population under 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction (open to all municipalities)** – An award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement (open to all municipalities)** – An award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities (open to municipalities with populations less than 5,000)** – An award will be given for a municipal initiative that demonstrates leadership, resourcefulness or innovation, or both, to better the community.

Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx. The deadline for submission is April 15, 2024.

Questions about the program from municipalities can be sent to municipalexcellence@gov.ab.ca or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to libraries@gov.ab.ca or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver
Minister

svsouthview@outlook.com

From: Summer Village of South View on behalf of /o=First Organization/ou=Exchange Administrative Group(FYDIBOHF23SPDLT)/cn=Recipients/cn=00030000633313A8
Sent: January 25, 2024 1:21 PM
To: 'wendy wildwillowenterprises.com'; Summer Village Office; 'Nakamun Park'; West Cove Admin; svsunrisebeach wildwillowenterprises.com; cao@birchcove.ca; reception wildwillowenterprises.com
Subject: RE: Roles and Responsibilities Workshop

Thank you for the comments, Wendy. I have a few things to add, much of which we already know, but it was good to refresh my memory.

- The MGA is enabling legislation whose purpose is to provide municipal autonomy. As in, unless it is expressly prohibited or addressed, municipalities have the same rights as a person or corporation.
- Economic Development was added as a municipal purpose in 2022 and we are expected to actively promote and encourage economic development. What this would look like for a summer village is less clear.
- Committees of Council MUST be formed by bylaw, but a committee a councillor sits on can be approved via a resolution. Committee meetings must be advertised.
- When going into closed session you should put a brief description of the topic on the agenda and in the minutes to provide transparency.
- If a Council provides direction that is unethical or illegal, your role is to inform council, IN WRITING, of their obligations and the potential repercussions. Other than that, there is not much you can do.
- On the Code of Conduct Bylaw, Council can outline sanctions that are different than those provided for in the MGA. However, it is recommended to get legal advice before doing so.
- Assessment notices have to be sent out by July 1, but tax notices technically don't need to go out until Dec 31. It was discussed that this is not practical, but perfectly legal (unless you have a bylaw that says otherwise).
- We can develop an advertising bylaw to allow us to advertise public notices differently than in the local paper.

Have a great day,

Angela Duncan
Assistant CAO
Summer Village of South View
780-967-0271
<http://www.summervillageofsouthview.com/>

From: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>
Sent: Thursday, January 25, 2024 8:28 AM
To: Summer Village Office <administration@wildwillowenterprises.com>; 'Nakamun Park' <cao@svnakamun.com>; svsouthview@outlook.com; West Cove Admin <svwestcove@outlook.com>; svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>; cao@birchcove.ca; reception wildwillowenterprises.com <reception@wildwillowenterprises.com>
Subject: Roles and Responsibilities Workshop

Goodmorning folks - some highlights I noted from the Roles and Responsibilities Workshop I took yesterday (and Angela may have more to add):

- Closed Session: and how we apply the recesses. Motion to go into Closed Session then a recess. Motion to come out of Closed Session and then a recess (Desiree said the Act is not clear here so you could do it either way and suggests you just be consistent whichever way you do it). She also said this should be specifically outlined in your procedural bylaw so check there.
- Procedural Bylaw should not be the Mayor is only elected at organizational meeting time or if the Mayor can be elected at any time during the year
- refer to your procedural bylaw was kind of a "catch all" reply
- don't let a vocal view who are a minority within the municipality take over the welfare of the municipality as a whole
- Mayor's (CEO) are no longer ex-officio on all boards and committees (this was removed in the last round of changes)
- Mayor does not hold more power than any other Council member
- to be effective, a CAO needs a supportive and respectful Council, and a Council who gives clear direction and decisions
- engage the public whenever reasonable
- if a Council member misses the entirety of a public hearing they can not vote on the matter (which we knew), but if a Council member participates in part of a public hearing they can choose to vote or not vote (I did not realize that)
- there has been a great deal of feedback received by AMA on the Code of Conduct bylaw, and we can expect to see changes coming
- I suggested the \$50.00 Assessment Appeal Fee is archaic (was in place in 1986 when I first started). The province sets the requirements for member and clerk training and this training has become more over the years (use to be most munis did it inhouse or from a fellow local munis - but now most contract the service out). The training Assessor take is as development and regulated by the Province, the Province goes in every year (I thought it was 2 years) and completes an audit and then every 3 or 4 years for do a detailed out. So the Province sets the parameters and regulations and leaves the cost to the municipalities - so in my opinion the munis should get to set the price of the appeal. I referenced our \$1,700.00 cost for a partial hearing to which a settlement occurred and an adjust of less than \$170 was granted - Des was surprised. Chris O'Meara worked for the City of Edmonton in their Assessment Appeal Department and he recognized and supported my comments.
- I referenced our Council disqualification and in general terms how the MGA is our Bible but while we have input into what's in it the Province controls the end product. I referenced how they make the rules and we are expected to follow those rules and enforce them when there are breaches, and that those costs of enforcing their Act fall on us. I suggested that this is a very good reason to leave the MSI Operating funding in place to help municipalities cover the costs of enforcing their Act (I got a couple notes of support on this from both Des and Chris).
- Tax collection: Des suggested that shortfalls in collection of taxes in one year should be added and collected in the next year. This was an interesting comment and not something that we have done, and I have a lot of thoughts on how this may in fact be a little premature or unrealistic. But I would like everyone's feedback on that. I think it may be different if the properties are at the end of a tax recovery process and the municipality is taking title and thereby not collecting taxes in the future, but if there is a reasonable expectation that taxes will be collected from that property (at some point) I am not sure we should be asking the rest of the municipalities to also pay. I guess if we did this it certainly should lead to a higher reserve or unrestricted balance.
- on AMA website there is a resource page that speaks to the principals of bylaws (and has sample bylaws) I think we knew that

- Public Participation Policy and Plan - at the end of the legislation it says you need a ppp and a ppp, but that you don't really need to follow it (sigh)
- Annual Information Meetings (AIM) should be considered a Council meeting and follow regulations/procedures for Council meetings (this is not how we have been doing it)
- Tips for better engagement: build relationships, meeting people where they are, know your target audience, make it fun, eliminate barriers, don't stop (my comment: we would need a budget to support this)

That's my comments. I actually really enjoyed the session, well 2 of the 3 presenters. The 3rd presenter I could not understand and the feedback and engagement from the participants was noticeably lower during that session (which was on financial, budget and tax rates)

W

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

Phone: 780-967-0271

Email: wendy@wildwillowenterprises.com