

SUMMER VILLAGE OF BIRCH COVE AGENDA

Thursday, April 17th, 2025 – 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, April 17 th , 2025 Regular Council Meeting <i>(that Council approve as is or as amended)</i>
3.	<u>Minutes:</u> Pages 1-5	a)	Thursday, February 20 th , 2025 Regular Council Meeting <i>(approve as presented or with amendments)</i>
4.	<u>Public Hearings:</u>		N/A
5.	<u>Delegations/ Appointments:</u> Pages 6-30	a)	4:05 p.m. Laura Marcato - CPA, CA, Seniuk & Marcato, Chartered Professional Accountants - Ms. Marcato will be joining the meeting via zoom to present the Draft 2024 Audited Financial Statements with Council. <i>(that the 2024 Draft Audited Financial Statements for the Summer Village of Birch Cove as presented by Laura Marcato of Seniuk & Company, Chartered Professional Accountants, be approved as presented or amended)</i> Or <i>(some other direction as given by Council at meeting time)</i>
		b)	4:30 p.m. Tony Sonnleitner, Development Officer – Land Use Bylaw discussion regarding vacation home rentals. <i>(that the discussion with Development Officer Tony Sonnleitner regarding the amendments to the Land Use Bylaw be accepted for information)</i> Or <i>(some other direction as given by Council at meeting time)</i>

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6.	<u>Business Arising:</u>	<p>a) 41 Spruce Street – as you may recall, at the June 20th, 2024 meeting, the following motion was made with regard to the above noted property:</p> <p>MOVED by Mayor Preston that Administration proceed with the enforcement of the Order to Remedy Dangers & Unsightly Property on Plan 2684MC, Block 2, Lot 18 in the Summer Village of Birch Cove in accordance with the discussion at meeting time.</p> <p style="text-align: right;">CARRIED</p> <p>The Summer Village engaged the services of Patriot Law who initiated legal action and a caveat was registered on the property on October 7th, 2024. The landowners employer did contact the lawyer for a demolition permit which was issued on October 18th, 2024. An extension was granted on the permit, however as of March 5th, 2025 no action has been taken. The taxes were paid up to date on December 31st, 2024, however costs for enforcement are \$1,723.04 which will be added to the tax roll.</p> <p>As this is an ongoing issue, Administration is recommending that Patriot Law be engaged to proceed with the clean-up process, with all costs being paid by reserves until the Summer Village is able to recoup these costs.</p> <p><i>(that Michelle Gallagher of Patriot Law be contracted to obtain a Court Order for proceeding with the demolition and clean- up of 41 Spruce Street, with all expenses to be paid out of reserves at this time and applied to the tax roll in due course)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
7.	<u>Bylaws & Policies</u> <i>Bylaw 165-2025 Land Use Bylaw Pages 31-81</i>	<p>a) Bylaw 165-2025, Land Use Bylaw (LUB) – attached is the amended Land Use Bylaw to address Short Term Rentals in the Summer Village of Birch Cove. Recall that passing a new/revised LUB will require (a) a redraft, (b) first reading, (c) public hearing and (d) final draft and approval (2nd and 3rd reading). Because time-lines are tight prior to the election, Council may wish to consider whether they wish to introduce the LUB to the public at the May 24th, 2025 Town Hall, give the Bylaw first reading now and set a date for a Public Hearing for the June 19th, 2025 meeting.</p> <p><i>(that Bylaw 165-2025, being a Bylaw to amend the Land Use Bylaw with respect to short-term rentals be given first reading and a Public Hearing be scheduled for June 19th, 2025 during the regular Council meeting)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>

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			<p><i>(that Bylaw 168-2025, 2025 Tax Bylaw be given second reading as presented/amended)</i></p> <p><i>(that Unanimous Consent be given to consider third reading of Bylaw 168-2025, Tax Rate Bylaw, in one sitting)</i></p> <p><i>(that Bylaw 168-2025, Tax Rate Bylaw, be given third and final reading as presented/amended)</i></p>
		b)	<p>Summer Village of Lac Ste. Anne County East (SVLSACE) – the next SVLSACE meeting is scheduled for June 21st, 2025 at 9:00 a.m. The Summer Village of Birch Cove is to host this meeting, which normally means a short history of the Summer Village. This is the same day as nomination day for Birch Cove, which will be held at the Community Cookhouse from 10:00 a.m. to noon. Should Council be running in the next election, you will need to arrange to have your forms commissioned and have someone submit your forms on nomination day. It also would be prudent to have a member of Council attend the SVLSACE meeting to give the history of the Summer Village. Administration will book the hall at the Alberta Beach Seniors Center and arrange for refreshments/snacks. Further discussion at meeting time.</p> <p><i>(direction as given by Council at meeting time)</i></p>
		c)	
		d)	
9.	<u>Financial</u>	a)	<p>Income and Expense Statement – March 31st, 2025</p> <p><i>(that the March 31st, 2025 Income and Expense Statement, included in the Draft Budget be accepted as presented)</i></p>
10.	<u>Correspondence</u>	a)	<p>Climate Resilience Capacity Building Program – Collaborative Learning Stream – our colleague Angela Duncan has applied and been accepted to the above noted program run by the Municipal Climate Change Action Center (MCCAC). The purpose of the program is to help small communities build capacity in relation to the changing climate. Ms. Duncan will learn how to do a basic climate risk assessment for communities and how to draft an adaptation plan. With the challenges and concerns our communities have with regards to drought, flooding and wildfire, this is very timely.</p>
	Page 123	b)	<p>Municipal Affairs Bulletin: Changes to the Municipal Government Act (MGA) 2024</p>

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	Pages 124-125	c)	February 27 th , 2025 letter from Alberta Public Safety & Emergency Services: 2025 Provincial Police Funding Rate
	Page 126	d)	March 12 th , 2025 letter from Municipal Affairs Minister McIver: clarification regarding Elector Assistance Terminals
	Pages 127-137	e)	March 14 th , 2025 letter from Municipal Affairs Minister McIver: Budget 2025 education property tax fact sheet and comparison report
	Pages 138-147	f)	March 17 th , 2025 letter from Alberta Police Governance: Summary of Questions from Alberta Policing Legislation Information Sessions
	Pages 148-150	g)	March 31 st , 2025 letter advising of our Revised Policing Costs from \$4,091 to \$4,131
	Pages 151-152	h)	April 3 rd , 2025 letter from Land & Property Rights Tribunal: New Fee Structure for Certification Training Courses
	Pages 153-156	i)	Occupational Health & Safety Proactive Inspection Program – outline of Changes for Employers
		j)	
		k)	
		l)	
		m)	<i>(that the correspondence items be accepted for information)</i>
11.	<u>Council Reports</u>	a) Mayor b) Deputy Mayor c) Councillor <i>(that the Council Reports be accepted for information)</i>	
12.	<u>Chief Administrative Officer Report</u>	a)	To Do List – February 20 th , 2025

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		b) c) d) e) f)	MAP Review Update SVLSACE – Meeting Host for Saturday, June 21 st , 2025 9:00 a.m. 2025 Annual Newsletter – shorten or QR code <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:

- May 9th, 2025 Regional Municipalities Meeting 9:30 a.m. Alberta Beach
- June 11th, 12th and 25th and 26th, 2025 ABMunis Summer Municipal Leaders Caucus (various locations)
- June 21st, 2025 Summer
- June 19th, 2025 Regular Council Meeting
- August 28th, 2025 Organizational Meeting and Regular Council Meeting
- October 16th and 17th, 2025 ASVA Convention (location TBA)
- October 30th, 2025 Regular Council Meeting
- November 12th – 14th, 2025 ABMunis Convention & Trade Shoe (Calgary TELUS Convention Centre)

SUMMER VILLAGE OF BIRCH COVE
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 20TH, 2025
HELD IN PERSON AT 2317 TWP RD 545, LAC STE. ANNE COUNTY, ALBERTA
AND VIA ZOOM

	PRESENT:	<p>Mayor: Dean Preston Deputy Mayor: Dory Sample – via zoom Councillor: Steve Tymafichuk – absent</p> <p>Administration: Wendy Wildman, Chief Administrative Officer - absent Diane Wannamaker, Administrative Assistant</p> <p>Attendees: Reeve Joe Blakeman, Lac Ste. Anne County CAO Mike Primeau, Lac Ste. Anne County Water and Wastewater Manager, Ryan Sharpe, MPE Engineering Ltd.</p> <p>Public at Large: 0</p>
1.	CALL TO ORDER	Mayor Preston called the meeting to order at 4:00 p.m.
2.	AGENDA 01-25	<p>MOVED by Mayor Preston that the February 20th, 2025 Regular Council Meeting agenda be approved with the following addition:</p> <p>8.h) Updated Summer Village Mapping</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES 02-25	<p>MOVED by Deputy Mayor Sample that the minutes of the November 21st, 2024 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	PUBLIC HEARING(S)	N/A
5.	<p>DELEGATIONS(S) Lac Ste. Anne County delegation 4:00 p.m.</p> <p><i>The delegation left the meeting at 4:10 p.m.</i></p>	<p>Lac Ste. Anne County representatives attended the meeting to discuss items of mutual interest – priority will be wastewater.</p> <p>Reeve – Joe Blakeman CAO – Mike Primeau Water & Wastewater Manager, Ryan Sharpe, MPE Engineering Ltd.</p>

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	03 -25	<p>MOVED by Mayor Preston that the discussion with Lac Ste. Anne County representatives and MPE Engineering Ltd. with regard to items of mutual interest with the priority being wastewater be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
6.	BUSINESS ARISING 04-25	<p>MOVED by Mayor Preston that the discussion on the implementation of a Special Tax within the Summer Village of Birch Cove be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
7.	BYLAWS/POLICIES	
8.	NEW BUSINESS 05-25	<p>MOVED by Deputy Mayor Sample that the Summer Village of Birch Cove appoints Angela Duncan Returning Officer for the 2025 Municipal Elections, with services provided via Wildwillow Enterprises Inc.</p> <p style="text-align: right;">CARRIED</p>
	06-25	<p>MOVED by Mayor Preston that Diane Wannamaker be appointed Substitute Returning Officer for the 2025 Municipal Election for the Summer Village of Birch Cove.</p> <p style="text-align: right;">CARRIED</p>
	07-25	<p>MOVED by Mayor Preston that Nomination Day for the Summer Village of Birch Cove be held on Saturday, June 21st, 2025 from 10:00 a.m. to 12:00 noon, at the Community Cookhouse located at Lot R2, Plan 2684MC.</p> <p style="text-align: right;">CARRIED</p>
	08-25	<p>MOVED by Mayor Preston that the Election Day for the Summer Village of Birch Cove be held on Saturday, July 19th, 2025 from 10:00 a.m. to 7:00 p.m. at the Community Cookhouse located at Lot R2, Plan 2684MC.</p> <p style="text-align: right;">CARRIED</p>
	09-25	<p>MOVED by Mayor Preston that the Advance Poll date for the Summer Village of Birch Cove be held on Monday, July 14th, 2025 from 4:00 p.m. to 7:00 p.m. at the Community Cookhouse, located at Lot R2, Plan 2684MC and that the Summer Village foregoe the use or provision of Special Ballots.</p> <p style="text-align: right;">CARRIED</p>

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10-25	<p>MOVED by Deputy Mayor Sample that Election Notices, as required or necessary, shall be provided via mailout to all property owners, in addition to the regular notices on the website, community newsletters and All-Net.</p> <p style="text-align: right;">CARRIED</p>
11-25	<p>MOVED by Mayor Preston that the Summer Village of Birch Cove participate in the Election 2025 Candidate Orientation Workshop for potential candidates, being hosted by Wildwillow Enterprises Inc. and the Town of Stony Plain.</p> <p style="text-align: right;">CARRIED</p>
12-25	<p>MOVED by Mayor Preston that Council and/or Administration be approved to attend the Alberta Municipalities Municipal Leaders Caucus and Presidents Summit on March 5th to 7th, 2025 at the Westin Hotel in Edmonton.</p> <p style="text-align: right;">CARRIED</p>
13-25	<p>MOVED by Mayor Preston that the discussion from the County of Barrhead No. 11 regarding contracted Community Peace Officer services be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
14-25	<p>MOVED by Deputy Mayor Sample that Policy C-COU-REM-1, Council Remuneration and Expense Reimbursement be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
15-25	<p>MOVED by Mayor Preston that Renee Jackson, Director of Emergency Management (DEM) be reimbursed \$150.00/day for three days of Incident Command System 300 training in Fort Saskatchewan and \$.70/kilometer for travel for the three days.</p> <p style="text-align: right;">CARRIED</p>
16-25	<p>MOVED by Mayor Preston that the 2nd review of the Draft 2025 Operating and Capital Budget be accepted for information, and that Administration make changes to this Draft 2025 Operating and Capital Budget as directed at meeting time, and that a 3rd and final approval of the updated Draft 2025 Operating and Capital budget take place at the April 17th, 2025 Council meeting.</p> <p style="text-align: right;">CARRIED</p>
17-25	<p>MOVED by Mayor Preston that the Summer Village contract Highland Surveys for updated mapping of the Summer Village for its' Land Use Bylaw at a cost of \$1,000 plus GST.</p> <p style="text-align: right;">CARRIED</p>

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9.	FINANCIALS 18-25	<p>MOVED by Mayor Preston that the January 31st, 2025 Income and Expense Statement as included in the Draft Budget be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
10.	CORRESPONDENCE 19-25	<p>MOVED by Mayor Preston that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> ➤ November 28th, 2024 article – Red Deer Advocate regarding fire response refund situation. ➤ December 2nd, 2024 Edmonton Journal article regarding provincial funding for fire protection – Alberta Municipalities advocating. ➤ Alberta Municipalities – current events – news for December 6th, 2024. ➤ Alberta Municipal Affairs, December 5th, 2024 correspondence regarding the 2024 Assessment Year Modifiers (AYM's). AYM's serve as a cost index, adjusting the assessment values of regulated properties each year. ➤ Association of Summer Villages of Alberta - 2024 Year in Review – Newsletter ➤ Alberta Municipalities – December 12th, 2024 announcement that Mr. Dana Mackie has been appointed as new Chief Executive Officer effective January 2nd, 2025. ➤ Holiday Newsletter from Municipal Planning Services outlining staff compliments and the opportunity to Provide "Planning 101" training for Councils, Administration etc. ➤ Ministerial Order – MAG:006/24, Designated Industrial Property (DIP) Requisition Assessment and 2024 & DIP Quick Facts. ➤ January 23rd, 2025 letter from Alberta Municipal Affairs re: 2024 Tax Year Balances for the Provincial Assessment Rolls ➤ January 24th, 2025 letter from Alberta Municipal Affairs re: 2024 Tax Year – Reconciled Designated Industrial (DI) Property Requisition, Birch Cove's Requisition is \$4.39 and as per Government Policy Credit, 2024 requisitions under \$1,000 are cancelled. <p style="text-align: right;">CARRIED</p>

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AND VIA ZOOM

11.	COUNCILLOR REPORTS 20-25	MOVED by Mayor Preston that the Councillor reports be accepted for information as presented. CARRIED
12.	ADMINISTRATION REPORTS 21-25	MOVED by Mayor Preston that the Administration report be accepted for information as presented. CARRIED
13.	CONFIDENTIAL MATTERS	N/A
15.	ADJOURNMENT	The meeting adjourned at 5:10 p.m.

Mayor, Dean Preston

Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF BIRCH COVE

Financial Statements

Year Ended December 31, 2024

Draft for discussion purposes only

SUMMER VILLAGE OF BIRCH COVE

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Year Ended December 31, 2024

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MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management, in accordance with Canadian Public Sector Accounting Standards. They necessarily include some amounts that are based on the best estimates and judgments of management. Financial data elsewhere in the report is consistent with that in the financial statements.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of the financial statements.

Management reports directly to Council on an ongoing basis, carrying out its audit program to ensure internal controls and their application are reviewed and financial information is tested and independently verified.

Prior to their submission to Council, the financial statements have been reviewed and recommended for approval by management. The financial statements have been audited by the independent firm of Seniuk and Company, Chartered Professional Accountants. Their report to the Council, stating their opinion, basis for opinion, other information, responsibilities of management and those charged with governance for the financial statements, and auditors' responsibilities for the audit of the financial statements, follows.

Ms. Wendy Wildman, CAO

Alberta Beach, Alberta
March 10, 2025

INDEPENDENT AUDITOR'S REPORT

To the Members of Council of Summer Village of Birch Cove

Opinion

We have audited the financial statements of Summer Village of Birch Cove (the "municipality"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the municipality as at December 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the municipality in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

(continues)

Independent Auditor's Report to the Members of Council of Summer Village of Birch Cove (*continued*)

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta
March 11, 2025

Seniuk and Marcato,
Chartered Professional Accountants

SUMMER VILLAGE OF BIRCH COVE**Statement of Financial Position****December 31, 2024**

	2024	2023
FINANCIAL ASSETS		
Cash (Note 2)	\$ 350,737	\$ 264,158
Investments (Notes 2, 3)	154,427	203,179
Restricted portion of investments (Note 2)	145,573	182,183
Taxes and grants in place of taxes receivable (Note 4)	9,412	26,541
Grants and receivables from other governments (Note 5)	108,748	72,341
Trade and other receivables	350	2,827
	769,247	751,229
LIABILITIES		
Accounts payable	9,782	7,538
Deferred income (Note 7)	252,251	244,275
	262,033	251,813
NET FINANCIAL ASSETS	507,214	499,416
NON-FINANCIAL ASSETS		
Prepaid expenses	-	300
Tangible capital assets (Note 6)	1,017,062	1,024,243
	1,017,062	1,024,543
ACCUMULATED SURPLUS	\$ 1,524,276	\$ 1,523,959

APPROVED ON BEHALF OF COUNCIL

Mayor

Councilor

SUMMER VILLAGE OF BIRCH COVE
Statement of Operations and Accumulated Surplus
Year Ended December 31, 2024

	Budget (Unaudited) 2024	2024	2023
REVENUES			
Net municipal taxes (Schedule 1)	\$ 85,087	\$ 85,087	\$ 80,561
Government transfers for operating (Schedule 2)	9,226	28,228	20,217
Investment income	7,500	8,020	12,620
Penalties and costs of taxes	4,220	8,677	4,817
Licenses and permits	200	102	32
Other	400	142	71
	106,633	130,256	118,318
EXPENSES			
Administration and legislative	54,718	63,476	64,416
Protective services	4,846	6,894	7,974
Transportation services	21,300	70,943	74,383
Land use planning, zoning and development	8,900	27,123	7,090
Parks and recreation	57,867	17,210	21,252
	147,631	185,646	175,115
DEFICIT FROM OPERATIONS	(40,998)	(55,390)	(56,797)
OTHER INCOME (EXPENSES)			
Government transfers for capital (Schedule 2)	40,998	55,707	152,979
ANNUAL SURPLUS	-	317	96,182
ACCUMULATED SURPLUS - BEGINNING OF YEAR	1,523,959	1,523,959	1,427,777
ACCUMULATED SURPLUS - END OF YEAR	\$ 1,523,959	\$ 1,524,276	\$ 1,523,959

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF BIRCH COVE
Statement of Changes in Net Financial Assets
Year Ended December 31, 2024

	Budget (Unaudited) 2024	2024	2023
ANNUAL SURPLUS	\$ -	\$ 317	\$ 96,182
Purchase of tangible capital assets	-	(55,707)	(162,164)
Decrease (increase) in prepaid expenses	-	300	(300)
Amortization of tangible capital assets	-	62,888	56,118
	-	7,481	(106,346)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	-	7,798	(10,164)
NET FINANCIAL ASSETS - BEGINNING OF YEAR	499,416	499,416	509,580
NET FINANCIAL ASSETS - END OF YEAR (Note 2)	\$ 499,416	\$ 507,214	\$ 499,416

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF BIRCH COVE**Statement of Cash Flows****Year Ended December 31, 2024**

	2024	2023
OPERATING ACTIVITIES		
Annual surplus for the year	\$ 317	\$ 96,182
Item not affecting cash:		
Amortization of tangible capital assets	62,888	56,118
	63,205	152,300
Changes in non-cash working capital:		
Trade and other receivables	2,477	(192)
Grants and receivables from other governments	(36,407)	203,203
Taxes and grants in place of taxes	17,129	(9,024)
Accounts payable	2,244	(2,624)
Deferred income	7,976	(121,200)
Prepaid expenses	300	(300)
	(6,281)	69,863
Cash flow from operating activities	56,924	222,163
CAPITAL ACTIVITIES		
Cash used to acquire tangible capital assets	(55,707)	(162,164)
Cash flow used by capital activities	(55,707)	(162,164)
INVESTING ACTIVITIES		
Decrease (increase) in restricted cash	36,610	(88,815)
Decrease (increase) in term deposits	48,752	283,032
Cash flow from investing activities	85,362	194,217
INCREASE IN CASH FLOW	86,579	254,216
Cash - beginning of year	264,158	9,943
CASH - END OF YEAR (Note 2)	\$ 350,737	\$ 264,159
CASH CONSISTS OF:		
Cash and temporary investments	\$ 350,737	\$ 264,158

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF BIRCH COVE
Schedule of Property and Other Taxes
Year Ended December 31, 2024

(Schedule 1)

	Budget (Unaudited) 2024	2024	2023
TAXATION			
Real property tax	\$ 125,185	\$ 125,185	\$ 120,196
REQUISITIONS			
Alberta school foundation	36,518	36,518	36,550
Seniors' housing requisition	3,580	3,580	3,085
	40,098	40,098	39,635
NET MUNICIPAL TAXES	\$ 85,087	\$ 85,087	\$ 80,561

Schedule of Government Transfers

(Schedule 2)

	Budget (Unaudited) 2024	2024	2023
TRANSFERS FOR OPERATING			
Provincial Government	\$ 10,228	\$ 28,228	\$ 20,217
	10,228	28,228	20,217
TRANSFERS FOR CAPITAL			
Provincial Government	40,000	55,707	152,979
TOTAL GOVERNMENT TRANSFERS	\$ 50,228	\$ 83,935	\$ 173,196

Schedule of Expenditures by Object
Year Ended December 31, 2024

(Schedule 3)

	Budget (Unaudited) 2024	2024	2023
EXPENSES			
Salaries, wages and benefits	\$ 9,000	\$ 10,225	\$ 17,234
Contracted and general services	86,130	100,761	87,169
Materials, goods and utilities	10,500	9,652	11,110
Transfer to local boards and agencies	1,900	2,120	3,484
Amortization	-	62,888	56,118
Total Expenditures by Object	\$ 107,530	\$ 185,646	\$ 175,115

SUMMER VILLAGE OF BIRCH COVE
Schedule of Changes in Accumulated Surplus
Year Ended December 31, 2024

(Schedule 4)

	Unrestricted Surplus	General Restricted Surplus	Equity in Tangible Capital Assets	Total 2024	Total 2023
BALANCE, BEGINNING OF YEAR	\$ 149,717	\$ 350,000	\$ 1,024,243	\$ 1,523,960	\$ 1,427,777
Excess (deficiency) of revenues over expenses	317	-	-	317	96,182
Current year funds used to purchase of tangible capital assets	(55,707)	-	55,707	-	-
Annual amortization expense	62,888	-	(62,888)	-	-
	7,498	-	(7,181)	317	96,182
BALANCE, END OF YEAR	\$ 157,215	\$ 350,000	\$ 1,017,062	\$ 1,524,277	\$ 1,523,959

SUMMER VILLAGE OF BIRCH COVE
Schedule of Segmented Disclosure
Year Ended December 31, 2024

(Schedule 5)

	General Government	Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Environmental Services	2024 Total
REVENUE							
Net municipal taxes	\$ 85,087	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,087
Government transfers	-	-	9,230	18,000	998	-	28,228
User fees and sales of goods	-	-	-	8,677	-	-	8,677
Investment income	8,020	-	-	-	-	-	8,020
Other revenues	67	-	-	177	-	-	242
	93,174	-	9,230	26,854	998	-	130,254
EXPENSES							
Contract and general services	62,485	3,339	25,288	9,123	525	-	100,760
Salaries and wages	-	-	-	-	10,224	-	10,224
Materials, goods and utilities	-	-	9,652	-	-	-	9,652
Transfers to local boards	-	-	-	-	2,120	-	2,120
Amortization	8,886	-	54,002	-	-	-	62,888
	71,371	3,339	88,942	9,123	12,869	-	185,644
Excess (deficiency) of revenue over expenses before other	21,803	(3,339)	(79,712)	17,731	(11,871)	-	(55,390)
OTHER							
Government transfers for capital	-	-	-	-	55,707	-	55,707
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ 21,803	\$ (3,339)	\$ (79,712)	\$ 17,731	\$ 43,836	\$ -	\$ 317

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF BIRCH COVE
Schedule of Tangible Capital Assets
Year Ended December 31, 2024

(Schedule 6)

	Opening Balance	Additions and Transfers	Disposals, Impairments and Transfers	Closing Balance
For the year ended December 31, 2024				
Cost				
Land	\$ 330,721	\$ -	\$ -	\$ 330,721
Land improvements	239,794	55,707	54,492	349,993
Engineered structures	1,268,233	-	-	1,268,233
Buildings	222,147	-	-	222,147
Machinery and equipment	5,641	-	-	5,641
Assets under construction	54,492	-	(54,492)	-
	2,121,028	55,707	-	2,176,735
Accumulated Amortization				
Land improvements	(79,863)	(22,756)	-	(102,619)
Buildings	(43,370)	(8,886)	-	(52,256)
Engineered structures	(972,142)	(30,682)	-	(1,002,824)
Machinery and equipment	(1,410)	(564)	-	(1,974)
	(1,096,785)	(62,888)	-	(1,159,673)
Net Book Value	\$ 1,024,243	\$ (7,181)	\$ -	\$ 1,017,062
For the year ended December 31, 2023				
Cost				
Land	\$ 330,721	\$ -	\$ -	\$ 330,721
Land improvements	145,167	94,627	-	239,794
Buildings	209,102	-	-	209,102
Engineered structures	1,268,233	13,045	-	1,281,278
Machinery and equipment	5,641	-	-	5,641
Assets under construction	-	54,492	-	54,492
	1,958,864	162,164	-	2,121,028
Accumulated Amortization				
Land improvements	(63,876)	(15,986)	-	(79,862)
Buildings	(34,484)	(8,886)	-	(43,370)
Engineered structures	(941,461)	(30,682)	-	(972,143)
Machinery and equipment	(846)	(564)	-	(1,410)
	(1,040,667)	(56,118)	-	(1,096,785)
Net Book Value	\$ 918,197	\$ 106,046	\$ -	\$ 1,024,243

Additions to assets under construction are reported net of those tangible capital assets placed in service during the year which are shown in their respective asset classifications.

SUMMER VILLAGE OF BIRCH COVE

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Summer Village of Birch Cove (the Municipality) are prepared by management in accordance with Canadian Public Sector Accounting Standards (PSAS). It is a municipality in the Province of Alberta, Canada and operates under the provisions of the Municipal Government Act, R.S.A., 2000, c. M-26, as amended (MGA). Significant aspects of the accounting policies adopted by the Municipality are as follows:

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which they are earned and measurable. Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Expenses are recognized as they are incurred and measurable based upon receipt of the goods and services and/or the legal obligation to pay.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed or goods have yet to be provided.

Revenue is recognized in the period when the related expenses are incurred, services performed/goods provided, or the tangible capital assets are acquired.

Tax Revenue

Annually, the Municipality bills and collects property tax revenues for municipal purposes. Tax revenues are based on market value assessments determined in accordance with the Municipal Government Act (MGA) and annually established tax rates. Municipal tax rates are set each year by the Municipality Council in accordance with legislation and the Municipality Council approved policies to raise the tax revenue required to meet the Municipality's budget requirements. Tax revenues are recorded at the time tax billings are issued. Property assessments are subject to tax appeal. Expenses related to tax appeals and allowances are separately disclosed in the Schedule of Property and Other Taxes.

The Municipality also bills and collects education tax on behalf of the Province of Alberta (the Province). Education tax rates are established by the Province each year in order to fund the cost of education on a province-wide basis. Education taxes collected are remitted to the Province and are excluded from revenues and expenses in the Schedule of Property and Other Taxes (Schedule 1).

(continues)

SUMMER VILLAGE OF BIRCH COVE

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Segment disclosures

The Schedule of Segment Disclosures – Schedule 5 has been prepared in accordance with PS2700 Segment Disclosures. Segment disclosures are intended to enable users to better understand the government reporting entity as well as the major expense and revenue activities of the Municipality. For each reported segment, revenues and expenses represent amounts directly or reasonably attributable to the segment.

The segments have been selected based on a presentation similar to that adopted for the municipal financial planning and budget processes.

Segments include:

- a) Transportation Services includes roadway and parking services.
- b) Protective Services is comprised of police, traffic safety, bylaw enforcement and fire rescue.
- c) Recreation and Culture includes parks and recreation, community and family services, planning and corporate properties and public housing.
- d) General Government includes municipal administration and council governance.
- e) Planning and Development includes related services for the betterment of the municipality.
- f) Environmental Services include water, sewage, and garbage services.

Cash and Short Term Investments

Cash and cash equivalents consist of cash on deposit, bankers' acceptances, treasury bills and commercial paper, at cost, which approximates market value. These cash equivalents generally mature within 90 days from the date of purchase, are capable of reasonably prompt liquidation and may be used to manage the Municipality's cash position throughout the year.

Investments

Investments in derivatives and equity instruments quoted in an active market are carried at fair value with transactions costs expensed upon initial recognition. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses. When the investment is disposed of the accumulated gains or losses are reclassified to the statement of operations. Investments in interest bearing securities are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

Loans Receivable

Loans receivable are initially recognized at cost, net of any transaction costs, with interest income recognized using the effective interest method. Loans receivable are subsequently measured at amortized cost net of any valuation allowances.

Long-term Debt

Long-term debt is initially recognized net of any premiums, discounts, fees and transactions costs, with interest expense recognized using the effective interest method. Long-term debt is subsequently measured at amortized cost.

(continues)

SUMMER VILLAGE OF BIRCH COVE

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Government Transfers

Government transfers are the transfer of monetary assets or tangible capital assets from other orders of government that are not the result of an exchange transaction and for which there is no expectation of repayment or direct financial return to the transferor in the future. The Municipality receives government transfers from the Federal and Provincial governments to fund operating and capital expenditures. These transfers to the Municipality are recognized as revenues when the transfers are authorized and all the eligibility criteria, if any, has been met except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient. Prior to that time, any amounts received along with restricted interest thereon are recorded as deferred revenue.

Use of Estimates

Certain amounts in the financial statements are subject to measurement uncertainty and are based on the municipality's best information and judgment. Actual results could differ from these estimates.

Significant estimates include:

- estimated accrued receivables;
- the estimated useful lives of assets;
- assessment of impairment of long term assets; and
- estimated accrued payables.

Deferred Revenue

Deferred revenue comprises funds received in advance of services performed or where the use of funds is externally restricted. These amounts are recognized as revenue in the period the service is performed or when the funds are used for the purpose specified. When agreements stipulate that interest earned on contributions should be restricted for a specific purpose that interest is treated as a contribution received and recorded as an addition to deferred revenue.

Debt Charges Recoverable

Debt recoverable consists of long term debt amounts borrowed that are recoverable under loans or other financial arrangements made to non-profit organizations. These debt recoverable amounts are recorded at a value equivalent to the offsetting outstanding long term debt balances as at December 31. Loans are recorded at the lower of cost and net recoverable value. A valuation allowance in the debt recoverable is recognized when there is no longer any reasonable assurance of collection.

Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(continues)

SUMMER VILLAGE OF BIRCH COVE

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Land for Resale

Land for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for land acquisition and improvements to prepare the land for sale or servicing.

Local Improvements

When a service or improvement is deemed to benefit a specific area more than the municipality as a whole, the project may be classified as a local improvement under the MGA to be paid in whole or in part by a tax imposed on the benefiting property owners. The property owners' share of the improvement is recognized as revenue and established as a receivable in the period that the project expenditures are completed.

Deposits

Deposits are held for the purposes of securing the compliance of a third party to contractual stipulations. Deposits are returned when compliance with contractual stipulations are determined. Deposits are recognized as revenue when a third party defaults on the contractual stipulations that the deposits were securing against.

Asset Retirement Obligations

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset at the financial statement date when there is a legal obligation for the town to incur retirement costs, the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at year-end. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset. The asset retirement cost is amortized over the useful life of the related asset. Asset retirement obligations which are incurred incrementally with use of the asset are recognized in the period incurred with a corresponding asset retirement cost expensed in the period.

At each financial reporting date, the town reviews the carrying amount of the liability. The town recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset. The town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

Contaminated Sites Liability

Contaminated sites are the result of a chemical, organic or radioactive material or live organism in amounts that exceed an environmental standard being introduced into soil, water or sediment. The Municipality recognizes a liability for remediation of contaminated sites when the following criteria have been met:

- an environmental standard exists,
- there is evidence that contamination exceeds an environmental standard,

(continues)

SUMMER VILLAGE OF BIRCH COVE

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

- the Municipality is directly responsible or accepts responsibility for the contamination,
- it is expected that future economic benefits will be given up, and
- a reasonable estimate of the amount can be made

Sites that are currently in productive use are only considered contaminated sites if an unexpected event results in remediation. In cases where the Municipality's responsibility is not determinable, a contingent liability may be disclosed.

The liability reflects the Municipality's best estimate, as of December 31, of the amount required to remediate non-productive sites to the current minimum standard of use prior to contamination. Where possible, provisions for remediation are based on environmental assessments completed on a site; for those sites where an assessment has not been completed, estimates of the remediation are completed using information available for the site and by extrapolating from the cost to clean up similar sites. The liability is recorded net of any estimated recoveries from third parties. When cash flows are expected to occur over extended future periods the Municipality will measure the liability using present value techniques. This liability is reported in the Statement of Financial Position.

Non-Financial Assets

Non-financial assets are not available to discharge liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. Non-financial assets include tangible capital assets, inventory of materials and supplies, and other assets.

Tangible Capital Assets

Tangible capital assets are stated at cost which include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less accumulated amortization of the tangible capital assets, is amortized on a straight-line basis at the following rates:

Land improvements	15-20 years
Buildings	25 - 50 years
Machinery and equipment	5 - 20 years
Engineered structures	15 - 65 years

The municipality regularly reviews its tangible capital assets to eliminate obsolete items.

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

One-half of the annual amortization is charged in the year of acquisition.

Impairment of Long Lived Assets

The municipality tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

(continues)

SUMMER VILLAGE OF BIRCH COVE

Notes to Financial Statements

Year Ended December 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Cultural and Historical Tangible Capital Assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Reserves and Equity in Tangible Capital Assets

Certain amounts, as approved by Council, are designated within accumulated surplus as reserves for future operating and capital expenditures.

Equity in tangible capital assets is included within accumulated surplus. It represents the investment in tangible capital assets after deducting the portion financed by long term debt.

2. CASH, TEMPORARY INVESTMENTS, AND RESTRICTED CASH

	2024	2023
Cash and temporary investments	\$ 350,737	\$ 264,158
Term deposits	154,427	203,179
Restricted portion of investments	145,573	182,183
	<u>\$ 650,737</u>	<u>\$ 649,520</u>

Temporary investments are short term deposits with original maturities of three months or less.

Restricted amounts received from municipal grants and are held exclusively for future approved projects (Note 7.).

SUMMER VILLAGE OF BIRCH COVE

Notes to Financial Statements

Year Ended December 31, 2024

3. TERM DEPOSITS

	2024 Cost	2024 Market value	2023 Cost	2023 Market value
1 year Non Redeemable GIC due on 14 Dec 2024 at 3.75% per annum	\$ -	\$ -	\$ 53,981	\$ 53,981
1 year Non Redeemable GIC due on 13 Dec 2024 at 3.75% per annum	-	-	107,322	107,322
1 year Non Redeemable GIC due on 13 Dec 2024 at 3.75% per annum	-	-	107,322	107,322
1 year Non Redeemable GIC due on 1 Jun 2024 at 3.25% per annum	-	-	37,575	37,575
1 year Non Redeemable GIC due on 1 May 2024 at 3.25% per annum	-	-	79,161	79,161
1 year Redeemable GIC due on Dec 18, 2025 at 3.04% per annum	100,000	100,000	-	-
1 year Redeemable GIC due on Dec 18, 2025 at 3.04% per annum	100,000	100,000	-	-
1 year Redeemable GIC due on Dec 18, 2025 at 3.04% per annum	100,000	100,000	-	-
	\$ 300,000	\$ 300,000	\$ 385,361	\$ 385,361

4. TAXES RECEIVABLES

Taxes receivables are comprised of:

	2024	2023
Current taxes and grants in place of taxes	\$ 7,391	\$ 13,334
Arrears taxes and grants in place of taxes	2,021	13,207
	\$ 9,412	\$ 26,541

5. GRANTS AND RECEIVABLES FROM OTHER GOVERNMENTS

Grants and receivables from other governments are comprised of:

	2024	2023
Municipal Sustainability Initiative - Capital grant receivable	\$ -	\$ 31,309
Canada Community-Building Fund grant receivable	39,686	30,783
Local Government Fiscal Framework - Capital	66,991	-
Subtotal	106,677	62,092
Goods and Services Tax refundable	2,071	10,249
	\$ 108,748	\$ 72,341

SUMMER VILLAGE OF BIRCH COVE

Notes to Financial Statements

Year Ended December 31, 2024

6. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Land	\$ 330,721	\$ -	\$ 330,721	\$ 385,213
Land improvements	349,993	102,619	247,374	159,931
Engineered structures	1,268,233	1,002,824	265,409	296,091
Buildings	222,147	52,256	169,891	178,777
Machinery and equipment	5,641	1,974	3,667	4,231
	\$ 2,176,735	\$ 1,159,673	\$ 1,017,062	\$ 1,024,243

For additional information see the Schedule of Tangible Capital Assets (Schedule 6).

7. DEFERRED REVENUE

Deferred revenue is comprised of:

	2023 Balance	Allocations	Disbursements	2024 Balance
Grant Funding				
Canada Community-Building Fund	\$ 48,686	\$ 9,548	\$ -	\$ 58,234
Municipal Sustainability Initiative - Capital	195,589	5,143	(73,706)	127,026
Local Government Fiscal Framework - Capital	-	66,991	-	66,991
	\$ 244,275	\$ 81,682	\$ (73,706)	\$ 252,251

	2022 Balance	Allocations	Disbursements	2023 Balance
Grant Funding				
Canada Community-Building Fund	47,183	8,499	(6,996)	48,686
Municipal Sustainability Initiative - Capital	318,292	33,279	(155,982)	195,589
	365,475	41,778	(162,978)	244,275

Grant funding is comprised of the funds noted above and is allocated to the Municipality by the Provincial Government as approved by the individual restricted funding agreements. These grants are restricted to specific projects that must be approved per the agreement and are scheduled for completion in the next few years. These funds are recognized as revenue in the period they are used for the purpose specified. Unexpended funds related to the advances, less amounts receivable from the Provincial Government, are supported by restricted cash held exclusively for these projects (refer to Note 2.).

SUMMER VILLAGE OF BIRCH COVE

Notes to Financial Statements

Year Ended December 31, 2024

8. TRUST FUNDS

The municipality administers the following fund as deposits against any potential damage or repairs to the local pier. These funds are not included as part of the Summer Village's financial records as they are held in trust on behalf of the fund contributors.

	2024	2023
Pier Fund	\$ 12,450	\$ 9,350

9. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits, as defined by Alberta Regulation 255/00 for the Summer Village of Birch Cove, be disclosed as follows:

	2024	2023
Total debt limit	\$ 195,384	\$ 136,146
Total debt	-	-
Amount of debt limit unused	195,384	136,146
Debt servicing limit	32,564	22,691
Debt servicing	-	-
Amount of debt servicing limit unused	\$ 32,564	\$ 22,691

The debt limit is calculated at 1.5 times revenue of the Municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk, if further debt is acquired. The calculation taken alone does not represent the financial stability of the Municipality. Rather, the financial statements must be interpreted as a whole.

10. EQUITY IN TANGIBLE CAPITAL ASSETS

Equity in tangible capital assets is comprised of:

	2024	2023
Tangible capital assets (Note 6.)	\$ 2,176,735	\$ 2,121,028
Accumulated amortization (Note 6.)	(1,159,673)	(1,096,785)
	\$ 1,017,062	\$ 1,024,243

11. SEGMENTED DISCLOSURE

The Summer Village of Birch Cove provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 4).

SUMMER VILLAGE OF BIRCH COVE

Notes to Financial Statements

Year Ended December 31, 2024

12. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials, the Chief Administrative Officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

			2024	2023
	Contract (1)	Benefits & allowances (2)	Total	Total
D. Preston - Mayor	\$ -	\$ -	\$ -	\$ -
D. Sample - Deputy Mayor	-	-	-	-
S. Tymafichuk - Councillor	-	-	-	-
E. Dugan - Councillor (prior year)	-	-	-	-
Chief Administrative Officer	31,065	-	31,065	30,000
Designated Officer (4)	6,437	-	6,437	3,590
	\$ 37,502	\$ -	\$ 37,502	\$ 33,590

1. Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration. Chief Administrative Officer's salary also includes amounts paid in subcontracting administrative support staff services.

2. Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial and retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

13. FINANCIAL INSTRUMENTS

The Municipality's financial instruments consist of cash and cash equivalents investments, accounts receivable, investments, debt charges recoverable, bank indebtedness, accounts payable and accrued liabilities, deposit liabilities, and long-term debt. It is management's opinion that the Municipality is not exposed to significant currency risks arising from these financial instruments. Tax receivables and requisition over/under-levy are compulsory in nature, rather than contractual, however, the Municipality manages risk exposure on these items similar to other receivables and payables

The municipality is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the company's risk exposure and concentration as of December 31, 2024.

Credit risk

The Municipality is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Municipality provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

(continues)

SUMMER VILLAGE OF BIRCH COVE

Notes to Financial Statements

Year Ended December 31, 2024

13. FINANCIAL INSTRUMENTS *(continued)*

Liquidity risk

Liquidity risk is the risk that the Municipality will be unable to meet its financial obligations as they come due. The Municipality is exposed to this risk through its accounts payable, long-term debt, and lease obligations. This risk is influenced by the timing and collection of property taxes and other municipal revenues. If taxpayers delay or default on payments, it could impact the Municipality's cash flow and ability to fund operations.

Interest rate risk

Interest rate risk is the risk that changes in market interest rates will affect the Municipality's financial position, potentially increasing borrowing costs or reducing investment income. This risk can indirectly impact taxpayers through higher future funding requirements. The Municipality is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

Additional risk

Unless otherwise noted, it is management's opinion that the municipality is not exposed to significant other risks arising from these financial instruments.

14. CONTAMINATED SITES LIABILITY

The Municipality has adopted PS3260 Liability for Contaminated Sites. The Municipality did not identify any financial liabilities in 2024 (2023 – Nil) as a result of this standard.

15. ASSET RETIREMENT OBLIGATIONS

The Municipality has adopted PS3280 Asset Retirement Obligations. The Municipality did not identify any financial liabilities in 2024 (2023 – Nil) as a result of this standard.

16. APPROVAL OF FINANCIAL STATEMENTS

Council and management have approved these financial statements.

17. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

18. BUDGET AMOUNTS

Budget amounts are included for information purposes only and are not audited.

SUMMER VILLAGE OF BIRCH COVE – TO DO LIST – FEBRUARY 20TH, 2025

- ensure minutes of the Nov. 21/24 Reg. meeting minutes are posted on website **DONE**
- schedule next meeting for April 17th, 2025 **DONE**
- advise Tony to proceed with Land Use Bylaw amendments, invite Tony to the next meeting re: Short Term Rentals as defined by rentals less than 90 days and the requirement for development permits – ensure LUB is ready for 1st reading April 17th, 2025 - ideally set Public Hearing at same time as Town Hall meeting on May 24th, 2025 **ONGOING**
- review Open Air Fire Bylaw – in reviewing previous minutes, this has been an ongoing item for quite some time; we will leave this on the To Do List so we do not lose sight of it **ONGOING**
- review development and enforcement of the Order to Remedy for Plan 2684MC, Block 2, Lot 18 for next steps if applicable, as discussed **ONGOING** (41 Spruce Road)
- continue to work on 2025 budget and bring back to next meeting for final approval along with tax rate Bylaw **ONGOING**
- put election information on website
- put Policy C-COU-REM-1 Council remuneration on website and in Policy Book as appropriate
- advise Highland Surveys that bid to update mapping for \$1,000 + GST is approved

Items to Remain on the To Do List until Addressed

- culvert replacements in the Summer Village
- Fire Risk (clean up)
- Stairs going to camp kitchen
-



Summer Village of Birch Cove

Land Use Bylaw 165-2025

Summer Village of Birch Cove
Consolidated by the Summer Village of Birch Cove Planning and Development Services

Passed _____

Land Use Bylaw No. 165-2025

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BYLAW NO. 165-2025

Being a Bylaw of the Summer Village of Birch Cove, in the Province of Alberta.

WHEREAS the *Municipal Government Act, R.S.A. 2000, c M-26* and any amendments thereto, mandates the Council of a municipality to enact a Bylaw to regulate the use and development of land and buildings.

In this Bylaw, the words imparting the singular shall include the plural and words imparting the masculine shall include the feminine or neuter forms or corporations, or vice versa, save where the context otherwise requires.

Therefore the Municipal Council repeals the Summer Village of Birch Cove Land Use Bylaw No. 96-10 and all amendments thereto, subject to third and final reading and signing date of the final passing of this Bylaw 165-2025, enacts as follows (including all Schedules):

Schedule A – Land Use Bylaw Map

PART 1: GENERAL

Section 1 Title

This Bylaw may be referred to as "The Summer Village of Birch Cove Land Use Bylaw."

Section 2 Scope

No subdivision or development shall hereafter be carried out within the boundaries of the Summer Village of Birch Cove except in conformity with the provisions of this Bylaw.

Section 3 Purpose

The purpose of this Bylaw is to, amongst other things:

- (1) to divide the municipality into districts;
- (2) to prescribe and regulate the use(s) for each district;
- (3) to establish the office of Development Officer;
- (4) to establish the Subdivision Officer;
- (5) to establish a method of making decisions on applications for development permits and the issuance of development permits;
- (6) to provide the manner in which notice of the issuance of a development permit is to be given;
- (7) to establish a method for making decisions on applications for subdivision approval in accordance with the Municipal Government Act and its regulations;
- (8) to implement the policies of the statutory plans of the Summer Village of Birch Cove;
- (9) to establish supplementary regulations governing certain specific land uses; and
- (10) to establish the procedures for making amendments to this Bylaw.

Section 4 Relationship to the Municipal Government Act

This Summer Village of Birch Cove Land Use Bylaw has been prepared and adopted in accordance with the provision of the Act, its regulations, and amendments thereto.

Section 5 Metric and Imperial Measurements

The imperial equivalents provided in parentheses after reference to metric units of measurement are approximate and intended for information only.

Section 6 Previous Municipal Bylaws

No provisions of any other Bylaws with respect to zoning, development control and land use classifications shall hereafter apply to any part of the Summer Village described in this Bylaw, subject to the transitional provisions of this Bylaw.

Section 7 Effective Date

The effective date of this Bylaw shall be the date of the third reading thereof and signing.

Section 8 Establishment of General Conditions

General conditions shall be set forth in Part I of "General Conditions" and the same may be amended in the similar manner as any other part or section of this Bylaw.

Section 9 Other Legislative and Bylaw Requirements

Nothing in this Bylaw affects the duty or obligation of a person to obtain a development permit as required by this Bylaw, or to obtain any other permit, license or other authorization required by any Bylaw, or Act or any regulation pursuant to those Acts.

Section 10 Definitions

In this Bylaw:

"ACCESSORY BUILDING" - means a building which is normally subordinate to, and the use of which is incidental to that of, a principal building and which includes such buildings as a garage, storage shed and guesthouse. This structure can be up to 1 ½ storeys with a maximum height of 22'. This height can exceed the height of the principal residence. If a garage is 1½ storeys in height it can include sleeping accommodation only over the garage;

"ACCESSORY BUILDING, LAKESHORE" - means an accessory building or structure located immediately adjacent to a lakeshore or lake tributary or within the actual waterbody proper, and includes but is not limited to a boathouse;

"ACCESSORY USE" - means a use of a building or land which is normally incidental to and subordinate to the principal use of the parcel on which it is located;

"ACT" - means the *Municipal Government Act*, as amended, and the regulations pursuant thereto;

"ADJACENT LAND" - means land that is contiguous to the parcel of land in question and includes;

- (a) land that would be contiguous if not for a highway, road, river or stream, and
- (b) any other land identified in the Land Use Bylaw as adjacent land for the purpose of notification.

“ADULT” – means a person who has reached the age of majority of eighteen (18) years of age and is therefore regarded as independent, self-sufficient and responsible.

“AREA STRUCTURE PLAN” - means a plan adopted by the Council as an area structure plan pursuant to the *Municipal Government Act*;

“APPEAL BOARD” - means a Subdivision and Development Appeal Board appointed pursuant to the Act;

“BED AND BREAKFAST” - means the use of part of a residential dwelling for overnight commercial accommodation where breakfast is usually served as part of the accommodating service. A bed and breakfast is a home occupation for the purpose of this Bylaw;

“BOATHOUSE” - means an accessory building designed and used primarily for the storage of boats and which is designed in such a way as to permit the direct removal of boats from the water to the structure;

“BUFFER” - means a row of trees, shrubs, berming, or fencing to provide visual screening and separation between sites and incompatible land uses;

“BUILDING” - means anything constructed or placed on, in, over, or under land, but does not include a highway or public roadway or related developments;

“BUILDING HEIGHT” - means the vertical distance between grade and the highest point of a building; excluding an elevator housing, a mechanical housing, a roof stairway entrance, a ventilating fan, a skylight, a steeple, a chimney, a smoke stack, a fire wall, a parapet wall, a flagpole or similar device not structurally essential to the building;

“CANOPY” - means a projection extending from the outside wall of a building normally for the purpose of shielding a part of the building from the sun;

“CARPORT” - means a roofed structure used for storing or parking of not more than two private vehicles which has not less than 40% of its total perimeter open and unobstructed;

“CHATTEL” - means a moveable item of personal property;

“CORNER” - means the intersection of any two property lines of a parcel;

“COUNCIL” - means the Council of the Summer Village of Birch Cove;

"DECK" - means a hard surfaced (usually wooden) area usually adjoining a dwelling unit; more than 0.6 m (1.97 ft) high above grade, for outdoor living;

"DESIGNATED OFFICER" - means a person authorized to exercise development authority powers on behalf of the municipality pursuant to the provision of the *Municipal Government Act* and this Bylaw;

"DEVELOPABLE AREA" - means an area of land suitable for a building parcel and containing adequate surface elevation to preclude marshland, wetland, or groundwater inundation or high groundwater table conditions;

"DEVELOPER" - means an owner, agent or any person, firm or company required to obtain or having obtained a development permit;

"DEVELOPMENT" - means development as defined in the Act, and includes the following:

- (a) The carrying out of any construction or excavation, or other operations, in, on, over or under land, or the making of any change in the use or the intensity of use of any land, buildings or premises, and without restricting the generality of the foregoing, includes the removal of topsoil. For the purposes of this Bylaw, development also means the demolition of a building,
- (b) In a building or on a parcel used for dwelling purposes, any increase in the number of families occupying and living in the building or on the parcel, and any alteration or additions which provide for an increase in the number of dwelling units within the building or on the parcel,
- (c) The placing of refuse or waste material on any land,
- (d) The resumption of the use to which land or buildings have been previously put,
- (e) The use of the land for the storage or repair of motor vehicles or other machinery or equipment,
- (f) The continued use of land or of a building for any purpose for which it is being used unlawfully when this Bylaw is enacted,
- (g) The installation of any type of sewage disposal system including but not limited to holding tanks, and
- (h) The digging of a well or installation of a water cistern;

"DEVELOPMENT AUTHORITY" - means the Development Officer as designated by bylaw;

"DEVELOPMENT OFFICER" - means the person(s) appointed as Development Officer in accordance with the Development Authority Bylaw;

“DEVELOPMENT PERMIT” - means a certificate or document permitting a specified development and includes, where applicable, a plan or drawing or a set of plans or drawings, specifications or other documents. This permit is separate and distinct from a building permit;

“DISCONTINUED” - means the time at which, in the opinion of the Development Officer, substantial construction activity or nonconforming use, or conforming use has ceased;

“DISCRETIONARY USE” - means a use of land or buildings provided for in the District Regulations of the Bylaw, for which a development permit may or may not be issued with or without conditions;

“DOUBLE FRONTING PARCEL” - means a parcel bounded by two or more streets on opposite ends; is not a corner parcel;

“DWELLING” – means any building used principally for human habitation and which is supported on a permanent foundation extending below ground level, and includes single family dwellings, but does not include mobile homes or temporary mobile living accommodations such as holiday trailers;

“DWELLING UNIT” – means a self-contained structure with sleeping, washroom and cooking facilities, intended for domestic use, and used or intended to be used permanently or semi-permanently as a residence for a single household;

“EASEMENT” - means a right to use land, generally for access to other property or as a right-of-way for a public utility;

“EXCAVATION” - means any breaking of ground, except common household gardening and ground care;

“FENCE” - means a vertical physical barrier constructed to prevent visual intrusion or unauthorized access or sound abatement;

“FLOOR AREA” - means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the glass line of exterior walls and the centre-line of fire walls encompassing all levels of the structure;

“FLOODPLAIN” – means the highest elevation of the level of floodwaters occurring in the 1:100 flood event, as established from time-to-time by Alberta Environment;

“FOUNDATION” - means the lower portion of a building, usually concrete or masonry, and includes the footings and pilings which transfer the weight of and loads on a building to the ground;

"FRACTIONAL OWNERSHIP" – means a situation where a host owns a part or fraction of a property, typically with the right to use it for an equal fraction of the year. The owner is restricted from using the property as their principal residence because of rules outlined in the fractional ownership agreement;

"FRONTAGE" - means the lineal distance measured along the front parcel line;

"GARAGE" - means an accessory building or part of the principal building, designed and used primarily for the storage of motor vehicles. Sleeping accommodation only is permitted over a garage with a maximum height of 1 ½ stories (22').

"GRADE" - means the ground elevation established for the purpose of regulating the number of storeys and the height of a building. The building grade shall be the level adjacent to the walls of the building if the finished grade is level. If the ground is not entirely level the grade shall be determined by averaging the elevation of the ground for each face of the building;

"GUEST HOUSE" - means an accessory building used for seasonal or part-time sleeping accommodation with bathroom facilities and not containing such facilities as a kitchen, living room or recreation room. A guest house does not mean a recreational vehicle, or a converted mobile home. A guest house shall not be used as a rental accommodation;

"HIGH GROUNDWATER TABLE" - means a water table level measuring less than 1.5 m (5.0 ft) from the ground surface, or as otherwise determined by the Development Officer;

"HOME EXCHANGE" – means an arrangement where a person offers a right to use the person's property for accommodation in Birch Cove in exchange for the right to use another person's property. It is also referred to as house swapping;

"HOME OCCUPATION" – means the accessory use of a dwelling by a resident of that dwelling for a business which is conducted within the dwelling, does not employ persons who are not resident within the dwelling, and is undetectable from outside the dwelling;

"LAKEFRONT DWELLINGS" - means those dwellings whose properties extend to the lakeshore but also includes those dwellings whose parcels are only separated from the lakeshore by an environmental reserve;

"LANDSCAPING" - means to preserve or change the natural features of a parcel by adding lawns, trees, shrubs, ornamental plantings, fencing, walks, or other structures and materials as used in modern landscape architecture but does not include changes in grade, stockpiling and excavation;

"LANE" - means a public thoroughfare for vehicles, the right-of-way of which does not exceed 10.0 m (33.0 ft) and is not less than 6.0 m (20.0 ft) wide, and which provides a secondary means of access to a parcel or parcels;

"LOT" - means a parcel of and, the boundaries of which are separately described in a certificate of title, which may or may not be shown on a registered plan of subdivision;

"MINOR" - means where added as a prefix to a permitted or discretionary use, a use which due to its nature or relatively small size will, at the discretion of the Development Officer, have a limited impact on surrounding uses, or which is intended to serve a small or local rather than a major or municipal area;

"MOBILE HOME" - means a building or structure, whether ordinarily equipped with wheels or not, that is constructed or manufactured in one or two parts with each part being moved from one point to another and put together on parcel to form a single unit and which provides completely self-contained, year-round residential accommodation and meets the requirements for a residence under the Canadian Standards Association. A mobile home is not a Single Detached Dwelling;

"MODULAR HOME" - means a dwelling which is prefabricated or factory built, and which is assembled on the parcel in sections, but such sections or units have neither chassis, running gear, nor its own wheels, and the sections may be stacked side-by-side or vertically. A modular home is a Single Detached Dwelling;

"MUNICIPAL DEVELOPMENT PLAN" - means the Summer Village of Birch Cove Municipal Development Plan;

"MUNICIPALITY" - means the Summer Village of Birch Cove;

"NON-CONFORMING BUILDING OR USE" - means a building or use which is regarded as non-conforming in accordance with the provisions of the Act;

"OCCUPANCY" - means the use or intended use of a building or part thereof for the shelter or support of persons or property;

"PARCEL" - means the aggregate of the one or more areas of land described in a Certificate of Title or described in a Certificate of Title by reference to a plan filed or registered in a Land Titles Office;

"PARCEL AREA" - means the total area of a parcel;

"PARCEL BOUNDARIES" - means the property boundaries which bound the parcel as determined by the Development Officer;

"PARCEL, CORNER" - means a parcel at the intersection of two abutting streets;

"PARCEL COVERAGE" - means, in the case of a residential building or structure, the combined area of all buildings on the parcel, measured at the level of the lowest storey above grade, and in the case of a non-residential building or structure, the combined area of all buildings or structures

upon the lot, measured at the level of the lowest storey above grade, including in both cases, square footage of all levels, all porches and verandas, open or covered but excluding open and enclosed terraces at grade, steps, cornices, eaves, and similar projections; such area shall include air wells, and all other space within a building except inner and outer courts;

"PARCEL DEPTH" - means the average horizontal distance between the front and rear parcel boundaries;

"PARCEL, INTERIOR" - means a parcel which is bounded by only one street;

"PARCEL, LAKEFRONT" - means a parcel adjacent to a lakeshore excluding any existing park or reserve land, public roadways or public utility lots;

"PARCEL WIDTH" - means the distance between the side property lines of a parcel at the minimum permissible front yard, measured parallel to the road or to the tangent on a curved road;

"PARK OR PLAYGROUND" - means an area of land that is used for recreation purposes and may include such facilities as playground equipment;

"PARKING FACILITY" - means the area set aside for the storage and parking of vehicles and includes parking stalls, loading spaces, aisles, entrances and exits to the area, and traffic islands where they are part of the parking facility;

"PARKING STALL" - means a hard surfaced space set aside for the parking of one vehicle;

"PERMITTED USE" - means the use of land or building provided for in the District Regulations of this Bylaw for which a development permit shall be issued with or without conditions upon application having been made which conforms to the Land Use Bylaw;

"PLATFORM SERVICE" – means the facilitation of promotion and transactions for reservations and payments related to short-term rental accommodation services within the Summer Village of Birch Cove, provided by an online platform;

"PRINCIPAL BUILDING OR USE" - means the primary building or use for which the site is ordinarily used. Garages, lofts, boathouses and similar building or uses on lots which have a developed and usable residence shall not be regarded as a primary building or use in residential land use districts. There can only be one principal building or use on a single lot;

"PRINCIPAL RESIDENCE" – means the residence an individual lives in for a longer period during a calendar year than any other place;

"PUBLIC PARK" - means an active or passive public recreation area together with any accessory buildings or uses complimentary to the said recreational purpose;

"PUBLIC ROAD" - means land used or surveyed for use as a public highway, bridge, internal subdivision roads, lanes, and any structure;

"PUBLIC USE" - means a building or use of land by any government agency, not for profit organization, or utility for the express purpose of providing public services to the community. Examples include: administration buildings, parks, playgrounds, walk trail systems, museums, and sewage lift stations;

"PUBLIC UTILITY BUILDING" means a building to house a public utility, its office or equipment;

"PUBLIC WORKS BUILDING" - means any building, structure, facility, yard or complex used by the municipality to facilitate the performance of, or storage with respect to, the maintenance and care of public infrastructure;

"RECREATIONAL VEHICLE" - means a portable structure intended as temporary accommodation for travel, vacation, or recreational use. Such structures may include but not be limited to a motor home, fold-down camping trailer, truck camper, holiday trailer or fifth wheel travel trailer. Conventional or converted mobile homes are not recreational vehicles, as defined under this bylaw;

"SECONDARY SUITE" – means a self contained living unit with its' own kitchen, sleeping area and washroom facilities, and which is contained within a larger dwelling unit;

"SETBACK" - means the distance that a development, or a specified portion of it, must be set back from a property line;

"SEWAGE COLLECTION SYSTEM" - consists of a CSA approved sealed impermeable holding tank;

"SHORELINE" - means the land covered by water for such a period of time that it no longer features the natural vegetation or marks a distinct boundary from the water environment and the soil of the waterbody and the vegetation of the surrounding land;

"SHORT FORM" - means an abbreviation;

"SHORT-TERM RENTAL" – means a dwelling or dwelling unit operated as a temporary place to stay, with compensation, and includes all vacation rentals of a dwelling unit. The characteristics distinguish a short-term rental home from a dwelling unit used as a residence may include any of the following:

- a. The intent of the occupant to stay for short-term (30 days or less) for vacation purposes rather than use the property as a residence;
- b. The commercial nature of a tourist home;

- c. The management or advertising of the dwelling unit as a tourist home on any website such as Airbnb or VRBO; and /or
- d. The use of a system of reservations, deposits, confirmations, credit cards, or other forms of electron payments, etc;

A recreational vehicle shall not be used as a tourist home.

"SIGN" - means anything that serves to indicate the presence or the existence of something, including, but not limited to a lettered board, a structure, or a trademark displayed, erected, or other wise developed and used or serving or intended to serve to identify, to advertise, or to give direction;

"SINGLE DETACHED DWELLING" - means a complete building or self-contained portion of a building for the use of one or more individuals living as a single housekeeping unit with associated facilities and intended as a residence not separated from direct access to the outside by another structure. A mobile home or recreational vehicle is not a single detached dwelling as defined under this Bylaw;

"STOREY" - means a floor of a building, excepting the basement;

"STOREY, HALF" - means that part of any building wholly or partly within the framing of the roof, where the habitable floor area is not more than 70% of the ground floor;

"STRATA GUEST SUITES" – means places intended mainly for people visiting residents in strata lots. These accommodations can be found in either common areas or in strata lots owned by the strata corporation;

"STRATA-TITLED HOTEL OR MOTEL" – means a property in which accommodation is provided in a manner like that of a hotel or motel. Different owners own different strata lots. There is considerable variety in how strata-titled hotels and motels are set up, established and marketed;

"STREET" - means a right-of-way no less than 10.0 m (32.8 ft) in width for a public thoroughfare and designed for the use of vehicular or pedestrian traffic, but does not include a lane or as defined as a street in the Highway Traffic Act;

"STRUCTURE" - means anything constructed or erected on the ground, or attached to something on the ground, and includes all buildings;

"STUDENT ACCOMMODATION" – means a property ordinarily used for more than 6 months in the calendar year for the living accommodation of students or employees of an education institution and that is owned or operated by the education institution or by a non-profit organization;

“SUBDIVISION AUTHORITY” - means a Subdivision Authority established Pursuant to Section 623 of the Municipal Government Act. Council shall exercise Subdivision Authority powers on behalf of the Municipality; or designate.

“SUBDIVISION AND DEVELOPMENT APPEAL BOARD - means the Subdivision and Development Appeal Board appointed pursuant to the provisions of the Municipal Government Act;

“SUBDIVISION OFFICER” - means a person authorized to accept, process and endorse subdivisions on behalf of the subdivision authority pursuant to the provisions of the Municipal Government Act;

“SUITE, GARAGE” – means a self-contained dwelling unit located above a detached garage which is located in a rear yard and which is accessory to a single-detached dwelling, and which may have cooking and bathroom facilities. Garage suites have an entrance which is separated from the vehicle entrance to the detached garage, either from a common indoor landing or directly from the exterior of the building;

“SUITE, GARDEN” – means a temporary, portable detached dwelling unit, located on a lot containing an existing single-detached dwelling, and which may have cooking and bathroom facilities. Garden suites may include park model trailers, but shall not include manufactured homes, or recreational vehicles;

“SUITE, GUEST HOUSE” – means an accessory building, portion of an accessory building, or portion of a single-detached dwelling on a lot that may be developed to include cooking and bathroom facilities. A guest house suite is not intended to be used as a self-contained dwelling; rather, it provides overflow accommodation for the principal dwelling on the lot. Examples of a guest house suite include garden suites, garage suites and secondary suites.

“SUITE, SECONDARY” – means a subordinate self-contained dwelling unit located in a structure in which the principal use is a single-detached dwelling or semidetached dwelling, and which may have cooking and bathroom facilities that are separate from those of the principal dwelling within the structure. Secondary suites also must have a separate entrance from the dwelling. This use includes conversion of basement space to a dwelling, or the addition of new floor space for a secondary suite to an existing dwelling. This use does not include duplexes, triplexes, fourplexes, row housing, or apartments where the structure was initially designed for two or more dwellings and does not include boarding and lodging houses. Garden suite and garage suites are not considered secondary suites;

“TEMPORARY DEVELOPMENT” - means a development for which a development permit has been issued for a limited time only;

“TEMPORARY USE OR BUILDING” - means a use or building developed on a parcel which is not permanent in nature and can conveniently and economically be removed so as to not prejudice the future subdivision or development of that parcel;

"TEMPORARY LIVING ACCOMMODATION" - means any recreational vehicle, holiday trailer, camper or tent situated on a residential lot;

"TIME SHARE PROPERTY" – means a certain property in which a person has a time share contract within the meaning of the *Business Practices and Consumer Protection Act*, or has a time share interest within the meaning of the *Real Estate Development Marketing Act*;

"USE" - means a use of land or a building as determined by the Development Officer;

"UTILITY" - means the components of a sewage, storm water or solid waste disposal system, or a telecommunication, electrical power, water, gas or oil distribution system;

"UTILITY BUILDING" - means a building in which the proprietor of a utility company maintains his office or offices and/or maintains or houses any equipment used in connection with the utility;

"YARD" - means a required open space unoccupied and unobstructed by any structure or portion of a structure above the general ground level of the graded parcel, unless otherwise permitted in this Bylaw;

"YARD, FRONT" - means that portion of the parcel extending across the full width of the parcel from the front property boundary line of the parcel to the front wall of the main building. In the case of lake front lots, the front yard is the area between the lake shore property line (or, if the front property line is not a fixed point, the standard mean high water mark as defined by Alberta Environmental Protection) and the wall of the main building facing the lake;

"YARD, LAKEFRONT" - means the yard extending across the full width of a lakefront parcel and situated between the parcel line closest to the lake and the nearest portion of the exterior wall of the principal building;

"YARD, REAR" - means that portion of the parcel extending across the full width of the parcel from the rear property boundary of the parcel to the exterior wall of the building; and

"YARD, SIDE" - means that portion of the parcel extending from the front yard to the rear yard and lying between the side property boundary of the parcel and the nearest portion of the exterior wall of the principal building.

All other words and expressions have the meanings respectively assigned to them in the Act.

PART 2: DEVELOPMENT CONTROL AGENCIES

Section 11 Establishment of a Development Officer

- (1) The office of the Designated Officer is hereby established and such office shall be filled by a person or persons to be appointed by Resolution of Council.
- (2) For the purposes of the Act, the Development Officer is hereby declared to be a Designated Officer of Council.
- (3) The Development Officer shall perform such duties that are specified in this Land Use Bylaw, including among other things:
 - (a) keeping and maintaining for the inspection of the public during all regular hours, a copy of this Land Use Bylaw and all amendments thereto, and
 - (b) keeping a register of all applications for development including the decisions thereon and the reasons therefore.
- 4) For the purposes of this Bylaw, the Development Officer shall constitute the Development Authority of the Summer Village of Birch Cove.

Section 12 Subdivision Officer

- (1) The office of the Subdivision Officer is hereby established and such office shall be filled by a person or persons appointed by Resolution of Council.
- (2) The Subdivision Officer or designate(s) shall perform such duties that are specified in Part 4 of this Bylaw.
- (3) The Subdivision Officer or designate(s) shall keep and maintain for the inspection of the public during all reasonable hours, a copy of this bylaw and all amendments thereto; keep a register of all applications for subdivision, including the decisions thereon and the reason therefore.
- (4) For the purposes of the Municipal Government Act, the Subdivision Officer or his designate(s) is/are hereby declared to be a Designated Officer of Council.
- (5) For the purposes of this Bylaw, the Subdivision Officer shall constitute the Subdivision Authority of the Summer Village of Birch Cove.

Section 13 Subdivision and Development Appeal Board

- (1) The Subdivision and Development Appeal Board is established through separate bylaw.
- (2) The Subdivision and Development Appeal Board shall perform such duties as specified in the Act.

PART 3: DEVELOPMENT CONTROL

Section 14 Development Permit Required

No development other than that designated in Section 15 of this Bylaw shall be undertaken within the municipality unless an application for it has been approved and a development permit has been issued.

Section 15 Where a Development Permit is Not Required

The following developments shall not require a development permit provided the proposed development conforms to all other provisions of this Bylaw:

- (a) The maintenance or repair of any conforming building if the work does not include structural alterations;
- (b) The erection or placement of a temporary building or sign, the sole purpose of which is incidental to the erection of a building for which a development permit has been granted, provided the temporary building or sign is removed within thirty (30) days of substantial completion or as determined by the Development Officer;
- (c) The completion, alteration, maintenance or repair of a street, lane or utility, undertaken upon a public thoroughfare or utility easement, or undertaken to connect the same with any lawful use of buildings or land;
- (d) Hard-surfacing of any yard area on a parcel for the purpose of providing vehicular access from a public roadway to an on-site parking stall, provided that such hard-surfacing does not drain onto adjacent properties;
- (e) The erection of freestanding towers, electronic equipment, flag poles and other poles not exceeding 6.1 m (20.0 ft), provided that the structure is not located in a front yard or on a building or structure;
- (f) Landscaping where it will not adversely affect the subject or adjacent properties but does not include changes in grade, stockpiling or excavation;
- (g) The erection of campaign signs for federal, provincial, municipal or school board elections on private properties for no more than thirty (30) days, or such other time as regulated under provincial or federal legislation provided that:
 - (i) such signs are removed within fourteen (14) days of the election date, and
 - (ii) the consent of the property owner or occupant is obtained, and
 - (iii) such signs do not obstruct or impair vision or traffic, and
 - (iv) such signs indicate the name and address of the sponsor and the person responsible for removal;
- (h) The erection or construction of gates, fences, walls or other means of enclosure, subject to Section 57 of this Bylaw, and the maintenance, improvement and other alterations of any gates, fences or walls or other means of enclosure;

- (i) One sign on internal parcels or two signs on corner parcels advertising a residential property for sale or rent may be displayed on the property to which it pertains during the time the property is being offered for sale, and shall be removed after the sale or rental agreement has been entered into. Such signs shall be a maximum of 0.6 m² (6.4 ft²) and shall be placed or erected no closer than 3.0 m (10.0 ft) to a public right-of-way; or
- (j) The erection or construction of 9 m² (100 ft²) maximum floor area storage or garden sheds provided they meet the setback requirements for an accessory building and site coverage regulations as defined under this Bylaw.

Section 16 Non-Conforming Buildings and Uses

Non-conforming buildings and uses must comply with the provisions of the Act, Section 643.

Section 17 Application for Development Permit

- (1) An application for a development permit shall be made to the Development Officer in writing on the application form provided in the parts forming this Bylaw, and shall:
 - (a) be accompanied by a fee set by Council;
 - (b) be signed by the registered owner or their agent where a person other than the owner is authorized by the owner to make application; The correctness of the information supplied shall, when required by the Development Officer, be verified by a Statutory Declaration;
 - (c) state the proposed used or occupancy of all parts of the land and buildings, and such other information as may be required by the Development Officer; and
 - (d) at the discretion of the Development Officer include parcel plans in duplicate at a scale satisfactory to the Development Officer, showing any or all of the following:
 - (i) Front, side and rear yards;
 - (ii) Outlines of the roof overhangs on all buildings;
 - (iii) North point;
 - (iv) Legal description of the property;
 - (v) Location of existing and proposed municipal and private local improvements, principal building and other structures including accessory building, garages, carports, fences, driveways, paved areas, and major landscaped areas including buffering and screening areas where provided;
 - (vi) The provision of off-street loading and vehicle parking,
 - (vii) Access and egress points to and from the parcel,
 - (viii) Location of water and sewage collection systems on adjacent properties.
 - (ix) The grades of the adjacent streets and lanes;
 - (x) the location of existing and proposed municipal and private local improvements as well as an estimation of the installation thereof,

- (xi) The exterior elevations showing height, horizontal dimensions and finishing materials of all buildings, existing and proposed;
 - (xii) The lowest finished floor elevation in either the basement or main floor in the principal and accessory buildings where applicable;
 - (xiii) a parcel grading plan indicating but not limited to indicating the elevations of the parcel at all corners and the grade at all corners of the proposed development as well as the grades of the adjacent streets, lanes and sewers servicing the parcel,
 - (xiv) storm drainage plan,
 - (xv) On a vacant parcel in a residential district, the suggested location for a future driveway and garage or carport, if the application itself does not include such buildings as part of the proposal; and
 - (xvi) estimated cost of the project, excluding land prices, and
 - (xvii) Any other information or tests respecting the parcel or adjacent lands which is pertinent to an assessment of the conformity of the proposal to this Bylaw and any other Bylaws or resolutions of Council dealing with development.
- (2) The Development Officer may require the applicant to provide written consent to enter upon the subject property to verify compliance of all existing and proposed development(s) with this Bylaw.
- (3) When, in the opinion of the Development Officer, sufficient details of the proposed development have not been included with an application for a development permit, the Development Officer may return the application to the applicant for further details. The application so returned shall not be considered to be in its final form until all required details have been submitted to the satisfaction of the Development Officer.

Section 18 Decisions on Development Permit Applications

- (1) Permitted / Discretionary Applications
- (a) The Development Officer shall approve, with or without conditions, an application for a permitted use where the proposed development conforms to this Bylaw. The Development Officer may approve an application for a discretionary use and may refer the application with the Development Officer's recommendations to Council for decision. All applications for the placement of Modular Homes shall be referred, by the Development Officer, to Council for decision.
 - (b) The Development Officer or Council may require, as a condition of issuing a development permit, that:
 - (i) a Real Property Report, signed by an Alberta Land Surveyor, along with a signed authorization form or letter from the Alberta Land Surveyor stating that the Summer Village may utilize the Surveyor's Real Property Report for evaluating the compliance of the proposed or existing development against all land use regulations relating to the use and building(s) that is (are) the subject of the development permit application;
 - (ii) prior to making a decision, refer any application to any municipal department

or external agency for comment;

- (iii) require, as a condition of issuing a development permit, that the applicant enter into an agreement with the Summer Village of Birch Cove to construct or pay for the construction of public roadways, pedestrian walkways, parking and loading facilities, and any off-site levy or redevelopment levy imposed by Bylaw. To ensure compliance with the conditions in the agreement, the Summer Village of Birch Cove may be protected by caveat registered in favour of the Summer Village;
 - (iv) require financial guarantees, in a form and an amount acceptable to the Village, from the applicant to secure performance of any of the conditions of a development permit;
 - (v) refuse to issue a development permit in the case where satisfactory arrangements have not been made by a developer for a proposed building on any parcel, where it would otherwise be permitted by the Bylaw, for the supply of water, electric power, sewerage and street access, or any of them, including payment of the costs of installing or constructing any such utility by the developer; and/or
 - (vi) issue a temporary development permit where, in the opinion of the Development Officer, the proposed use is of a temporary nature.
- (c) Where development permit applications are referred to Council, Council shall be subject to the same variance provisions that apply and are available to the Development Officer as prescribed in Section 18 (2), (3) and (4).

(2) Variance Provisions

The Development Officer may, in deciding upon an application for a permitted or discretionary use, allow a minor variance to a maximum of 30% of the stated setback or other provision provided such variance does not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of land.

(3) Limitations on Variance Provisions

In approving an application for a development permit under Section 18 (2), the Development Officer or Council shall adhere to the general purpose and intent of the appropriate land use district and to the following:

- (a) A variance shall be considered only in cases of unnecessary hardship or practical difficulties particular to the use, character, or situation of land or building which are not generally common to other land in the same land use district.
- (b) Except as otherwise provided in this Bylaw, there shall be no variance from the regulations prescribing density.
- (c) Where the issuance of a development permit for any use involves the exercise of any specified discretion of the Development Officer to relax a regulation of a land use district or any other regulation of this Bylaw, they shall not permit any variance from that regulation other than that contained in Section 18 (2).

(4) Additional Provisions:

The Development Officer may impose such conditions on the approval of an application that are considered necessary by the Development Officer, or Council to:

- (a) uphold the intent and objectives of any area structure plan or other statutory plan or land use regulation as adopted or amended from time to time; and
- (b) ensure the orderly and economic development of land within the Summer Village of Birch Cove.

Section 19 Notice of Proposed Development

- (1) Prior to an application being considered for a discretionary use, the Development Officer may require one or more of the following:
 - (a) cause a notice to be posted in a conspicuous place on the parcel upon which the proposed development is situated not less than seven (7) days prior to the date of consideration of such an application;
 - (b) cause a similar notice to be published once in a newspaper circulating in the municipal area, at the expense of the applicant; and/or
 - (c) cause a similar notice to be sent by mail to all assessed property owners within 30.0 m of the parcel, and to those assessed property owners who, in the opinion of the Development Officer, may be affected, not less than seven (7) days prior to the date of consideration of the application.
- (2) The notices issued pursuant to Section 19 (1) shall state:
 - (a) the proposed use of the building or parcel;
 - (b) that an application respecting the proposed use will be considered by the Development Officer;
 - (c) that any person who objects to the proposed use of the parcel may deliver to the Development Officer a written statement of their objections indicating:
 - i) their full name and address for service of any notice to be given to them in respect of the objection, and
 - ii) the reasons for their objections to the proposed use;
 - (d) the date by which objections must be received by the Development Officer; and
 - (e) the date, time and place the application will be considered by the Development Officer.
- (3) When considering applications under Section 19 (1) for which notices have been served, the Development Officer may afford an opportunity to any interested person to make representation on the application and shall take into account any such representations made when giving final consideration to the said application.

Section 20 Notice of Decision

- (1) All decisions on applications for a development permit shall be given in writing to the applicant.
- (2) If an application is refused or conditionally approved by the Development Officer or Council, the notice of decision shall contain the reasons for the refusal or the conditions imposed as part of the approval.
- (3) When a decision on a development permit for a permitted use is made, the Development Officer shall require the developer to immediately post a notice, for no less than fourteen (14) days, conspicuously on the parcel on which the proposed development has been permitted.
- (4) When a decision on a development permit for a discretionary use is made, the Development Officer may undertake or be directed to undertake by the Summer Village Council, as the case may be, any or all of the following:
 - (a) publish a notice in a newspaper circulating in the municipal area; and/or
 - (b) immediately mail a notice to all assessed property owners within 30.0 m of the parcel with respect to which the application has been made and to those assessed property owners who, in the opinion of the Development Officer, may be affected; and/or
 - (c) post a notice conspicuously on the parcel with respect to which the application has been made, for a period of no less than twenty one (21) days after the day the permit was issued.
- (5) The notices issued pursuant to Sections 20 (3), or (4) shall indicate:
 - (a) the date a decision on the development permit application was made;
 - (b) the location and use of the parcel in respect of which the application has been made and the decision of either the Development Officer, and
 - (c) that an appeal may be made by a person affected by the decision by serving written notice of the appeal to the Subdivision and Development Appeal Board before the effective date of the development permit as determined pursuant to Section 21 of this Bylaw.

Section 21 Effective Date of Permit

The decision on a development permit application shall come into effect,

- (1) if it is made by the Development Officer or Summer Village Council, on the fourteenth (14) day after the date of the issue of the Notice of Decision, or
- (2) If an appeal is made, on the date that the appeal is finally determined.

Section 22 **Validity of Development Permits**

- (1) A development permit is valid unless:
 - (a) it is suspended or cancelled; or
 - (b) the development that is the subject of the development permit is not commenced within twelve (12) months from the date of the issuance of the development permit, or not carried out with reasonable diligence; or
 - (c) the development that is the subject of the development permit is not commenced within a time period specified in the permit or not carried out with reasonable diligence, if the Development Officer, or Council has specified that the development permit is to remain in effect for less than twelve months.
- (2) If the development has not commenced prior to the expiry date of the Permit, the Development Officer may grant one extension, to a maximum of twelve months, to the approval of the Development Permit where requested by the applicant.
- (3) Temporary Development Permits shall have the expiry date of the permit clearly indicated on the notice of decision.

Section 23 **Deemed Refusals**

In accordance with Section 684 of the Act, an application for a development permit shall, at the option of the applicant, be deemed to be refused when the decision of the Development Officer, as the case may be, is not made within forty (40) days of the completed application being received by the Development Officer unless an agreement to extend the 40-day period herein described is established between the applicant(s) and the Development Officer.

Section 24 **Subsequent Applications**

If an application for a development permit is refused by the Development Officer or on an appeal from the Subdivision and Development Appeal Board, another application for development by the same applicant or any other applicant,

- (a) on the same parcel; and
- (b) for the same or similar use,

may not be made for at least six (6) months after the date of the refusal, subject to consideration by the Council.

Section 25 **Suspension or Cancellation of Development Permits**

- (1) If, after a development permit has been issued, the Development Officer becomes aware that:
 - (a) the application for the development contains a misrepresentation; or

- (b) facts concerning the application or the development were not disclosed which should have been disclosed at the time the application was considered; or
 - (c) the development permit was issued in error, the Development Officer, as the case may be, may suspend or cancel the notice of decision or the development permit by notice, in writing, to the holder of it.
- (2) If a person fails to comply with a notice under Section 645 of the Act, the Development Officer may suspend or cancel any existing development permit by notice, in writing, to the holder of the permit.
 - (3) A person whose development permit is suspended or cancelled under this Section may appeal to the Subdivision and Development Appeal Board.

Section 26 **Developer's Responsibility**

- (1) A person to whom a development permit has been issued shall obtain from the appropriate authority where applicable, permits relating to building, grades, sewers, water mains, electricity and highways, and all other permits required in connection with the proposed development.
- (2) The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors to any public or private property.
- (3) The applicant shall prevent excess soil or debris from being spilled on public road allowances streets, lanes sidewalks, lakes, and run-off lanes and shall not place soil or any other materials on adjacent parcel without permission in writing from adjacent property owners.
- (4) Sections 26 (2) and (3) may be enforced pursuant to PART 6 of this Bylaw. Any costs incurred as a result of neglect to public property may be collected where financial guarantees have been required pursuant to Sections 18.
- (5) The Development Officer may require a Real Property Report prepared by an Alberta Land Surveyor relating to the building(s) that is (are) the subject of a development permit application.
- (6) No building or use shall be used or occupied and no change in the existing occupancy classification of a building shall be made until the developer, proposed user or proposed occupant of said building or use demonstrates that substantial completion, as determined by the Development Officer, has been undertaken.
- (7) Further to Section 26, a person in receipt of an occupancy permit issued pursuant to the Alberta Safety Codes is not in receipt of permission to occupy under this Bylaw.
- (8) A person in receipt of a development permit issued pursuant to this Bylaw must obtain where applicable a building permit issued pursuant to the Alberta Safety Codes, some of the regulations/provisions of which may not be consistent with the regulations/provisions of this Bylaw.
- (9) The Development Officer may require, with respect to a development that as a condition of issuing a development permit, the applicant enter into an agreement with the Municipality to do all or any of the following:

- (a) To construct or pay for the construction of:
 - (i) a public roadway required to give access to the development, or
 - (ii) a pedestrian walkway system to serve the development; or
 - (iii) pedestrian walkways that will connect the pedestrian walkway system serving the development with a pedestrian walkway system that serves or is proposed to serve an adjacent development or both; or
 - (b) To install or pay for the installation of utilities that are necessary to serve the development; or
 - (c) To construct or pay for the construction of:
 - (i) off-street or other parking facilities, and
 - (ii) loading or unloading facilities; or
 - (d) To pay off-site levy or redevelopment levy imposed by bylaw.
- (10) Where an application for a development permit is approved with conditions, the Development Officer may, before issuing the Development Permit, require the applicant or owner of the land affected by the Development Permit to enter into an agreement with the Municipality to ensure compliance with the condition and such an agreement may be protected by Caveat registered by the Municipality.

PART 4: SUBDIVISION OF LAND

Section 27 Control of Subdivision

No subdivision of land shall be undertaken within the Municipality unless an application for it has been approved pursuant to Division 7 of the Municipal Government Act.

Section 28 Subdivision Fees

All fees and charges pursuant to this Bylaw shall be as established by a Municipal Services Agreement established by Resolution of Council.

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PART 5: AMENDMENT AND ENFORCEMENT

Section 29 Development Appeals and Procedures

Development appeals and procedures must be undertaken in conformity with the Act.

Section 30 Subdivision Appeals and Procedures

Subdivision appeals and procedures must be undertaken in conformity with the Act.

Section 31 Application to Amend Bylaw

(1) Subject to the provisions of the Municipal Government Act, any Section or Part of this Bylaw may be amended in accordance with Section 31 of this Bylaw.

(2) Application

Any person applying to have this Bylaw amended shall apply in writing to the Development Officer, using the application form provided by the Summer Village of Birch Cove, and request that the Development Officer submit the application to the Council.

(3) As part of the application referred to in Section 31 (2), the applicant must provide the following information:

- (a) reasons in support of the application;
- (b) the use to be made of the land that is the subject of the application; and
- (c) the program of land servicing.

(4) Payment and Undertaking

A person making an application to amend this Bylaw for a purpose other than the clarification of an existing provision of this Bylaw shall:

- (a) pay the Summer Village of Birch Cove an application fee as set by Resolution Bylaw of Council;
- (b) undertake in writing on a form provided by the Summer Village of Birch Cove to be liable for, and pay on demand, all expenses made necessary by the processing of the proposed amendment which Summer Village of Birch Cove may incur, whether it be enacted or not, including but not limited to map printing and reproduction costs, surveys and advertising charges; and
- (c) sign a certificate authorizing the right of entry by the Development Officer to such lands or buildings as may be required for investigation of the proposed amendment.

(5) Investigation by Development Officer

Upon receipt of an application to amend the Land Use Bylaw, the Development Officer shall:

- (a) initiate or carry out any necessary investigation or analysis of the problems involved in or related to the amendment; and
- (b) prepare a detailed report including all maps and relevant material f to consider.

(6) Procedure by Applicant

Upon receiving the preliminary advice of the Development Officer, the applicant shall advise the Development Officer if:

- (a) he or she wishes the Council to proceed with the amendment as submitted by the person, or an alternative amendment proposed by the Council; or
- (b) he or she wishes to withdraw his application for an amendment.

(7) Decision by Council:

As soon as reasonably convenient the Development Officer shall submit the proposed amendment as originally applied for, or as alternatively chosen by the applicant, as the case may be, to the Council, accompanied by the report of the Development Officer and other relevant material, if any, and the Council shall then consider the proposed amendment.

(8) Council May Direct Repayment:

If it appears that the proposed amendment is one which is applicable to and for the benefit of the Summer Village of Birch Cove at large, or most of the persons affected in one area, or to the entire district, then the Council may direct that the application fee be returned to the applicant and that the Summer Village of Birch Cove pay the expense which the applicant has agreed to pay pursuant to the provisions of Section 31.

(9) Amendments Proposed in Council:

Council may, at any time, initiate an amendment to this Bylaw, but prior to first reading of any proposed amendment the proposal shall be referred to the Development Officer for reports and recommendations.

(10) Limit on Frequency of Applications:

Notwithstanding anything in this Section or this PART, a proposed amendment which has been rejected by Council within the previous twelve (12) months may not be reconsidered unless Council otherwise directs.

(11) Proposed amendments to this Bylaw are subject to those requirements and procedures set out in the Act regarding enactment of Bylaws, Section 692 specifically.

- (12) Prior to third reading of a proposed amendment, Council may require the applicant to apply for a development permit and negotiate a development agreement for the proposal which initiated said proposed amendment.

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PART 6: CONTRAVENTION, PENALTIES AND FINES

Section 32 Contravention

- (1) Contravention of the provisions of this Land Use Bylaw must conform to Section 645 of the Act.
- (2) Where a notice is issued under Section 645 of the Act, the notice shall state the following and any other information considered necessary by the Development Officer:
 - (a) An explanation of the contravention, and a statement indicating under which provisions of this Bylaw or the Act the order is being carried out;
 - (b) The alternatives and processes which the person responsible for the contravention may pursue in order to correct the contravention;
 - (c) A time frame in which the contravention must be corrected prior to the Summer Village of Birch Cove pursuing action; and
 - (d) Advise the person of his right to appeal the notice to the Subdivision and Development Appeal Board.

Section 33 Offenses and Penalties

This Bylaw may be enforced, and the contravention of any provisions contained herein restrained, by the Alberta Court of Appeal upon action brought by Council, whether or not any penalty has been imposed for the contravention.

- (1) A person who:
 - (a) contravenes any provision of the Act or the regulations under the Act,
 - (b) contravenes this Bylaw,
 - (c) contravenes an order under Section 32 of this Bylaw and/or Section 645 of the Act,
 - (d) contravenes a development permit or subdivision approval or a condition attached thereto, and/or
 - (e) obstructs or hinders any person in the exercise or performance of his powers or duties under this Act, the regulations under the Act or this Bylaw
 - (f) is guilty of an offense and is liable to a fine prescribed in Section 566 of the Municipal Government Act.
- (2) If a person is found guilty of an offense under Section 33 of this Bylaw (Section 557 of the Municipal Government Act), the court may, in addition to any other penalty imposed, order the person to comply with:
 - (a) the Act and the regulations under the Act,

- (b) this Bylaw,
 - (c) an order under Section 32 of this Bylaw and/or Section 645 of the Act, and/or
 - (d) a development permit or subdivision approval or a condition attached to a development permit or subdivision approval.
- (3) Any written notice, or order, or decision that is required under any provision of this Bylaw to be provided to any person shall be deemed to have been so provided if it is:
- (a) delivered personally to the person or their agent it is directed to; or
 - (b) mailed by certified mail to the last known address of the person it is directed to; or
 - (c) left with any agent or employee or resident at the last known address of the person to whom it is directed.

PART 7: GENERAL REGULATIONS

Section 34 On-Parcel and Off-Parcel Services and Improvements

Where any on-parcel services or improvements, or any off-parcel local improvements are required to service a proposed development, a person shall not begin the excavation for the foundation nor commence the development until the Development Officer is satisfied that such services or improvements will be undertaken.

Section 35 Utility Easements

Subject also to the conditions of a utility easement, no permanent structure other than a fence shall be constructed or placed on that utility easement unless:

- (1) in the opinion of the Development Officer, the said structure does not restrict access to the utility easement for the purposes of installation or land maintenance of the utility, and
- (2) written consent has been obtained from the person for whose use the easement has been granted.

Section 36 Parcel Grading

In all cases, parcel grades shall be established with regard to preventing drainage from one parcel to the next except where drainage conforms to an acceptable local or subdivision drainage plan which has been approved by the Council.

Section 37 Building Appearance and Building Exteriors

- (1) The design, construction and architectural appearance of any building or structure shall be to the satisfaction of the Development Officer.
- (2) The exterior finish on all buildings shall be of a permanent material satisfactory to the Development Officer.

Section 38 Mobile Homes

Mobile homes of any kind are not allowed to be placed on any lot within the corporate boundaries of the Summer Village of Birch Cove.

Section 39 Corner and Double Fronting Sides

In residential areas, a parcel abutting onto two streets or more shall have a front yard on each street in accordance with the front yard requirements of this Bylaw.

In all cases the location of buildings on corner parcels shall be subject to approval by Council who shall take into account the location of existing adjacent buildings or the permitted setback on adjacent parcels where a building does not exist.

On any corner site in a residential district, no person shall erect, place or maintain within the site triangle a wall, fence, shrub, trees, hedge or any object over 0.9 m (3 ft) in height above the lowest street grade adjacent to the intersection.

Section 40 Dwelling Units on a Parcel

No person shall construct or locate or cause to be constructed or located more than one principal dwelling unit on a parcel.

Section 41 Building Attached to Principal Buildings

Where a building is attached to the principal building by an open or enclosed roofed structure, it is to be considered a part of the principal building and not an accessory building.

Section 42 Relocation of Existing Buildings Within the Boundaries of the Summer Village of Birch Cove

- (1) No person shall:
 - (a) place on a parcel a building which has previously been erected or placed on a different parcel, or
 - (b) alter the location of a building which has already been constructed on that parcel, unless the Development Officer approved the placement or alteration.
- (2) Approval shall not be granted under Subsection (1) unless the Development Officer is satisfied that:
 - (a) the placement or location of the building would meet the requirements of this Bylaw, and
 - (b) the building and the parcel meet the requirements of this Bylaw and the Land Use District in which it is proposed to be located.
- (3) The Development Authority shall require any applicant for a relocated building to submit recent photographs of the building which demonstrate the condition and appearance of the proposed building to the satisfaction of the Development Authority.

Section 43 Garages and Accessory Buildings

- (1) In residential districts, unless otherwise provided, garages and accessory buildings shall be built and located based on the following:

- (a) All required yards and setbacks are maintained.
 - (b) The total floor area for all buildings shall not exceed 40% of the area of the parcel.
 - (c) The Development Officer will require that there be adequate clearance between all buildings.
 - (d) In the case of lakefront parcels, all accessory buildings except boathouses shall be located in the rear yard and the rear half of the parcel.
 - (e) In the case of non-lakefront parcels, all accessory buildings shall be located in the rear yard and in the rear half of the parcel.
 - (f) A boathouse on a lakefront parcel will be located to the satisfaction of the Development Officer.
 - (g) All accessory buildings shall be fixed to the ground, or on a foundation.
 - (h) Where a garage door faces the roadway, the garage shall be set back 6.1 m (20.0 ft).
 - (i) Garages will be limited to a maximum of 1 1/2 storeys in height and shall not exceed 6.7 m (22.0 ft) in height.
 - (j) A guest house shall contain rooms for sleeping accommodation and bathroom facilities only and if additional rooms or facilities are contained therein, it shall be considered and evaluated as the dwelling unit.
 - (k) No eave of an accessory building shall be closer than 0.3 m (1 ft) to any property line, with the structure of any accessory building being no closer than 0.9 m (3 ft) from any property line.
 - (l) Accessory buildings shall not be erected unless the principal building has been erected, or the principal building will be erected simultaneously.
- (2) On lakefront parcels a residence, guest house, boathouse, and garage are allowed as long as the development adheres to all of the requirements of this Bylaw.
- (3) Private Swimming Pools and Hot Tubs:
- (a) Every private swimming pool or hot tub shall be secured against entry by the public other than owners, tenants or their guests.
 - (b) No privately owned outdoor swimming pool or hot tub shall be constructed unless fenced; except that a wall of a building may be considered to provide adequate protection for its length when substituted for any portion of the fence.
 - (c) Every fence enclosing an outdoor swimming pool or hot tub shall be at least 1.5 m (5.0 ft) in height above the level of the grade outside the enclosure and shall be of approved design such that it will deter children from climbing over or crawling through or under it to gain access. Gates in the fence shall provide protection

equivalent to the fence and shall be equipped with a self-latching device located on the inside of the gate.

- (d) Notwithstanding the foregoing in Section 43 (3), a hot tub or outdoor swimming pool may alternatively be secured against entry by means of a locking cover suitable to the Development Authority.

Section 44 Accessory Uses

(1) Lakeshore Accessory Use:

- (a) Prior to the issuance of a development permit for a lakeshore accessory use, the Development Officer shall require a parcel plan giving information as to exact location in relation to property lines, architectural appearance, construction, materials, standards and access.
- (b) Any lakeshore accessory use which lies only partially within the Summer Village and therefore extends beyond the corporate boundaries of the Summer Village, shall require a development permit for that portion within said corporate boundary.

Section 45 Home Occupations

- (1) Home occupations shall be limited to those areas which do not interfere with the rights of other residents to quiet enjoyment of a residential neighbourhood. Home occupations shall not be a primary use of the residential building or garage and shall not:
 - (a) involve the storage of goods in the public view, a change in appearance of the residence or its accessory buildings, unless approved by the Development Officer;
 - (b) require alterations to the building unless the alterations are approved by the Development Officer; and
 - (c) shall not employ any employees who do not reside on-site.
- (2) Development approval for home occupations business signage shall be as described under Section 60.
- (3) Bed and Breakfast Operations

In addition to all other requirements of this Section, the following additional requirements shall apply to home occupations in the form of bed and breakfast operations, as defined in Section 10 of this Bylaw:

- (a) A bed and breakfast shall be limited to one meal provided on a daily basis to registered guests only with such meal being prepared in one common kitchen and served in one common room.
- (b) A bed and breakfast operation shall be limited to residential land use districts and shall be contained entirely within the principal building.

- (c) In addition to off-street parking requirements contained within Section 53 of this Bylaw, one (1) off-street parking space per rented guest room shall be required for a bed and breakfast operation.
- (d) A bed and breakfast shall be required to hold any permits or authorizations required by the local or Provincial Health Authority, as well as be in compliance with the Safety Codes Act.
- (e) A bed and breakfast shall contain a maximum of two guest suites.
- (4) Development approval for home occupations business signage shall be at the discretion of the Development Officer, and despite Section 61 of this bylaw, no sign shall be greater than (0.2 m²) 2.2 ft² and shall not be illuminated.
- (5) All permits for home occupations that are valid for one year may apply for renewal and shall be subject to the condition that they may be reviewed, and possibly revoked at any time, if, in the opinion of the Development Officer, the use is or has become detrimental or otherwise incompatible with the amenities of the neighborhood.
- (6) At all times, the privacy of the adjacent dwellings shall be preserved and shall not unduly offend the surrounding residents by way of excessive lighting, noise, traffic, congestion, late visitations by clients, etc.

Section 46 Short-Term Rentals

- (1) An owner of the lands where the Short-Term Rental is to be operated shall be upon the property for the term of the Short-Term Rental. Where the owner(s) is an incorporated company, a representative of the incorporated company shall be upon the property for the term of the Short-Term Rental.
- (2) The development of a Short-Term Rental in the Summer Village of Birch Cove shall require a Development Permit.
- (3) No development permit for a Short-Term Rental may be issued for a lot that does not conform with all other provisions of this Land Use Bylaw.
- (4) The development of a Short-Term Rental in the Summer Village of Birch Cove shall require a Development Permit annually. A development permit for a Short-Term Rental shall only be issued for a temporary period up to but not exceeding 12 months.
- (5) An application for a development permit for a Short-Term Rental shall include (in addition to the requirements of Section 5.4): a. the applicable fee as established in the Summer Village's Fees and Charges Bylaw; b. signatures of all property owners listed on the title; c. identification of what portion of the dwelling or suites are to be utilized as a Short-Term Rental, and total number of bedrooms; d. a home safety and evacuation floor plan of the premises; e. a parking plan that identifies the total area of the lot to be used for parking; f. information on where (or on what website) the Short-Term Rental will be listed for rental.
- (6) A maximum of one Short-Term Rental may be developed on a lot. A Short-Term Rental may be developed within:
 - a. an entire principal dwelling for which a development permit has previously been

- issued;
 - b. a portion of a principal dwelling for which a development permit has previously been issued;
 - c. a guest house suite for which a development permit has been previously issued.
- (7) A maximum of one rental booking may be scheduled at a time within an approved Short-Term Rental.
- (8) A Short-Term Rental with an approved development permit shall visibly display in the main entrance of the Short-Term Rental: a. a copy of the development permit outlining the maximum occupancy of the Short-Term Rental and the primary contact telephone number and email of the owners; and b. a home safety and evacuation floor plan of the premises.
- (9) A Short-Term Rental shall not be developed within:
- a. a recreational vehicle;
 - b. a tent or tented structure; or
 - c. an accessory building without cooking or bathroom facilities.
- (10) The maximum occupancy of a Short-Term Rental shall be:
- a. the total number of bedrooms times two (2) adults, to a maximum of 8 adults.
 - b. Children under the age of 12 do not calculate into the maximum occupancy of a Short-Term Rental.
- (11) A minimum of one (1) parking space per bedroom in the Short-Term Rental, plus one (1) extra shall be provided for on a lot. The parking space shall be included in the calculation of lot coverage. No offsite parking (i.e., parking within the adjacent road right of way, on municipal land, or on adjacent private land) shall be allowed.
- (12) The owner(s) may be required to facilitate periodic inspections within a 72-hour notice of the Short-Term Rental as requested by the Development Authority to ensure compliance with the regulations of this land use bylaw.
- (13) The owner(s) shall be required to cooperate with the Development Authority, emergency services providers, and Alberta Health Services during an investigation of any complaint associated with the Short-Term Rental.
- (14) No signs advertising the rental of the Short-Term Rental shall be permitted onsite.
- (15) The owner(s) must ensure that the Short-Term Rental complies with the Summer Village's Fire Bylaw.
- (16) The owner(s) must provide each guest with a copy of the Short-Term Rental – Information for Guests Guidebook as produced by the Summer Village.

Section 47 Development on Lands Containing a High-Water Table

Residential development or any development generating sewage effluent shall not occur on lands containing a high water table unless and until satisfactory arrangements are made to provide adequate fill or trenching so as to lower the water table to a suitable level. In this respect the Development Officer may require testing to confirm that the water table has been suitably lowered.

The Development Officer may refer to Alberta Environmental Protection for their comments prior to issuing a development permit for filling or trenching for assistance in assessing any water table results.

Section 48 Flood Prone Lands

- (1) Development on land which may be subject to flooding shall be discouraged, especially on lands which are within the 1:100 year flood plain (723.8 m ASL), or as determined by Alberta Environment and the Summer Village of Birch Cove.
- (2) New development within a 1:100 flood risk area shall be subject to the following requirements:
 - (a) New development shall not be allowed unless it complies with Canada Mortgage and Housing Corporation standards for flood-proofing of buildings;
 - (b) The first floor and all mechanical and electrical installations within any structures or buildings shall be a minimum of 0.5 m (1.6 ft) above the 1:100 flood elevation level; and
 - (c) Buildings shall have no finished floor space below the 1:100 year flood elevation.
- (3) In floodway areas, new development shall not be permitted unless the proposed development is directly related to a recreational or lake use, such as picnic tables, boat docks, launch ramps, etc.
- (4) Development in areas with a potential to be flooded may have, at the discretion of the Development Officer, a restrictive covenant related to the approved development registered against the certificate of title for the subject property.
- (5) Development on lands which have a gross slope in excess of 15% shall be accompanied by a site plan designed and approved by a professional engineer.

Section 49 Environmentally Sensitive Lands

- (1) Development on lands which are designated or deemed by the Development Officer to be environmentally sensitive shall be discouraged.
- (2) When reviewing an application for development on environmentally sensitive lands, the Development Officer shall consider the following:
 - (a) The impact of the proposed development on the subject and surrounding area;
 - (b) The soil types and conditions of the area surrounding the subject property;
 - (c) Any information on the past history of the subject property and surrounding area from a geo-technical perspective; and
 - (d) Comments and recommendations from Alberta Environment.
- (3) As part of the development permit application, the Development Officer may require a Geo-technical study, prepared by a qualified geo-technical engineer, addressing the proposed development. The geo-technical study will establish building setbacks from

property lines based upon land characteristic of the subject property.

- (4) The Development Officer may require the following as a condition of approval for a development permit application on land which is considered environmentally sensitive:
- (a) That measures be taken to ensure that infiltration into area slopes, the subject property, and adjacent lands are minimized, and
 - (b) The registration of a restrictive covenant against the certificate of title for the subject property related to the approved development.

Section 50 **Sewage Disposal**

A development permit shall be required for construction of an on-parcel sewage collection system consisting of a CSA approved sealed impermeable holding tank. All dwellings must have an approved sewage disposal system.

Section 51 **Water Supply**

All wells and potable water cisterns shall require a development permit and shall be excavated in conformance with the Alberta Building Code and all such other regulations which may apply to their construction.

Section 52 Development of Hazardous Lands

- (1) It is the responsibility of the developer to provide adequate protection against flooding, subsidence and slumping and he shall engage such professional assistance as is determined necessary to protect his development.
- (2) Development on lands with a gross slope of greater than 15% shall be accompanied by a parcel plan designed and stamped by a professional engineer.
- (3) The Development Authority may consult with Alberta Environment to assist in determining high-water marks, floodplain area, banks and the like of the lake or its tributaries.

Section 53 Building Demolition

- (1) The demolition of a building shall require a Development Permit. Such a Permit shall not be approved without a statement indicating:
 - (a) how the demolition will be carried out; and
 - (b) how the parcel will be reclaimed and/or redeveloped.
 - (c) demolition must be completed within a six month time period.

Section 54 Off-Street Parking Development Regulations

- (1) Parking stalls and loading spaces shall be clearly marked and regularly maintained in the parking facility to the satisfaction of the Development Officer or Municipal Council.
- (2) Except in the case of residential land use districts where the off-street parking area for an individual residential dwelling unit is accessed directly from the public street, and unless otherwise specified in this Bylaw, all off-street parking areas/facilities shall be separated from public streets by a landscaped area at least 1.0 m (3.28 ft) in width as measured from the outside edge of the parked vehicle to the edge of the public street right-of-way.
- (3) Except in the case of one and two family dwellings, including modular homes, off-street parking facilities shall be designed such that no vehicle is required to back out directly onto a public street, including laneways.
- (4) All off-street parking facilities shall be constructed according to the following standards:
 - (a) Necessary curb cuts shall be located and designed to the satisfaction of the Development Officer.
 - (b) In all land use districts where the requirement for off-street parking spaces exceeds two, except where more than one off-street parking spaces are required for a bed and breakfast operation in accordance with Section 54 of this Bylaw, every off-street parking space provided, and the access thereto, shall be hard-surfaced if the access is from a street or lane which is hard-surfaced, using the same or similar material for the off-street parking space as is found in the hard-surfaced street or lane giving access.

- (c) Parking facilities used at night shall have adequate lighting for the entire parking facility. Such lighting shall be directed away from adjacent residential parcel and other parcel where in the opinion of the Development Officer or Municipal Council it would have adverse effects.
- (d) Grades and drainage shall dispose of surface water to the satisfaction of the Development Officer or Municipal Council. In no case shall grades be established that would permit surface drainage to cross any sidewalk or parcel boundary without the approval of the Development Officer or Municipal Council.
- (e) Parking for the physically handicapped shall be provided as provincial regulations require, be considered as part of the number of stalls required for the project and be clearly identified for use by the physically handicapped.

Section 55 Number of Off-Street Parking Stalls Required

- (1) A building or use shall not be enlarged or added to, nor shall the use be altered unless provision is made in accordance with this Bylaw to increase the number of parking stalls or loading spaces required on the total parcel for which the addition or change in use is proposed.
- (2) The minimum number of off-street parking stalls required for each use of building or development shall be as follows:
 - (a) Residential Dwelling 2 spaces per dwelling.
 - (b) Bed and Breakfast 1 space per sleeping unit.
 - (c) Boat Launches As required in Subsection (3)
- (3) Boat launches shall require a minimum of five parking spaces or such greater number as required by the Development Officer based on the size and frequency of use of the launch. Further, boat launch parking areas shall require curbs, markings and landscaping to the satisfaction of the Development Officer.
- (4) Where, in the opinion of the Development Officer, municipal parking facilities have previously been provided to specifically serve a proposed project, the number of parking stalls required on a parcel pursuant to Subsection (2) may be reduced accordingly.
- (5) The number of parking stalls required may be reduced where, in the opinion of the Development Officer, the parking required by various users on a parcel will vary according to time so that all needs as defined in this Bylaw can be met at any given time by a reduced number of stalls.
- (6) In the case of a use not specified in Subsection (2), the number of stalls provided shall be the same as for a similar use as determined by the Development Officer.
- (7) Where a development on a parcel falls within more than one use of a building or development, the required number of spaces shall be the sum of the requirements for each of the uses as specified under Subsection (2).
- (8) Where there are a fractional number of parking spaces required by this Bylaw, the next highest number of stalls shall be provided.
- (9) No development shall be permitted unless all parking needs are accommodated on-site.

Section 56 Fences and Screening

- (1) In any district, a person shall not construct a fence, wall or permit a hedge to grow higher than 1.8 m (6.0 ft) unless a development permit has been provided.
- (2) Siting of a fence, wall or hedge over 1.8 m (6.0 ft) shall be determined by the Development Officer, taking into consideration the fences which exist on the parcels abutting the parcel in question.
- (3) Electrified or barbed wire fences will be permitted in a district at the discretion of the Development Officer but shall not be permitted under any circumstances in a residential district.
- (4) In front yards, no fence shall be higher than 0.9 m (3.0 ft), except in the case of double fronting sites, where fence height shall be at the Development Officer's discretion, but must be consistent with neighbouring properties. Front yard fences may be up to 1.5 m (5.0 ft) when the fence is constructed with open chain links.

Section 57 Non Conforming Uses

In accordance with the Municipal Government Act, the following shall apply to non-conforming uses and structures:

- (1) If a development permit has been issued on or before the day on which a land use bylaw or a land use bylaw amendment bylaw comes into force in the Summer Village and the bylaw would make the development in respect of which the permit was issued a non-conforming use or non-conforming building, the development permit continues in effect in spite of the coming into force of the bylaw.
- (2) A non-conforming use of land or a building may be continued but if that use is discontinued for a period of 6 consecutive months or more, any future use of the land or building must conform with the land use bylaw in effect.
- (3) A non-conforming use of part of a building may be extended throughout the building, but the building, whether or not it is a non-conforming building, may not be enlarged or added to and no structural alterations may be made to or in it.
- (4) A non-conforming use of part of a lot may not be extended or transferred in whole or in part to any other part of the lot and no additional buildings may be constructed on the lot while the non-conforming use continues.
- (5) A non-conforming building may continue to be used but the building may not be enlarged, added to, rebuilt or structurally altered except:
 - (a) to make it a conforming building,
 - (b) for routine maintenance of the building, if the development authority considers it necessary, or
 - (c) in accordance with this Bylaw where the Development Authority may approve minor variances which include, but are not necessarily limited to: foundation repairs, addition of open porches or decks, or replacement of roofing and siding on a building.

- (6) If a non-conforming building is damaged or destroyed to the extent of more than 75% of the value of the building above its foundation, the building may not be repaired or rebuilt except where allowed under this Bylaw.
- (7) The land use or the use of the building is not affected by a change in ownership or tenancy of the land or building.

Section 58 Prohibited Structures

For the purposes of this bylaw, the following shall apply as prohibited structures:

- (1) Pit toilets
- (2) Mobile homes, trailers, and recreational vehicles on a vacant lot
- (3) The placing of refuse or waste material on any land,
- (4) The more frequent or intensive use of land for the parking of trailers, bunkhouses, portable dwellings, skid shacks or any other type of portable building whatsoever whether or not the same has been placed or affixed to the land in any way.

Section 59 Temporary Living Accommodation

- (1) No recreational vehicle shall be parked on any undeveloped lot within the Village, except that any person in possession of a valid building permit can be granted a development permit to park and use a holiday / vacation trailer for a temporary residence during the construction of the permanent residence.
- (2) The development permit for (1) above shall be restricted to a period of six months, but on request to Council may be extended for an additional six months.
- (3) A recreational vehicle, holiday trailer, motor home, camper or tent trailer shall not be used as a permanent or seasonal dwelling unit. Two (2) of these units can be used as guest accommodation on a developed lot provided a permanent dwelling exists on the property.

Section 60 Landscaping

- (1) In all land use districts, no person shall commence or continue the removal of topsoil, without first obtaining an approved development permit.
- (2) Development permit applications shall be accompanied by a general site grading plan, drainage plan and indicate any existing or proposed retaining wall construction.
- (3) There shall be provided upon occupancy of the development, a minimum topsoil coverage of 7.5 cm (0.25 ft.) and the affected area shall be landscaped to the satisfaction of the Development Authority.
- (4) In any commercial, all areas of a parcel not covered by buildings, parking or vehicular maneuvering areas shall be landscaped to the satisfaction of the Development Officer.

Section 61 Signs

- (1) No signs or advertising structures of a commercial, direction, or informative nature shall be erected on land or affixed to any exterior surface of any building or structure unless an

application for this purpose has been approved and a development permit has been issued.

- (2) No signs or advertising structures or signboards shall be erected on or affixed to public property without the prior consent of the municipality.
- (3) Notwithstanding the generality of the above or the above provisions, the following signs may be erected on land or affixed to the exterior of a building or structure without application for a development permit, provided that no such signs are illuminated;
 - (a) signs for the purpose of identification, direction, and warning;
 - (b) signs relating to a person, partnership or company carrying on a profession, business or trade;
- (4) signs related to an institution of a religious, education, cultural, recreational, or similar character; provided that the sign does not exceed a maximum of 1.1 m² (12 ft²) and is limited to one such sign per lot; and
 - (a) advertisements in relation to the function of public or quasi-public bodies.
- (5) No sign or advertisement shall resemble or conflict with a traffic sign.

PART 8: ESTABLISHMENT OF DISTRICTS AND DISTRICT REGULATIONS

Section 62 Land Use Districts

The municipality is hereby divided into the following districts:

Short Form	District Designation
R	Residential District
P	Park District

Section 63 Land Use District Map

- (1) Land use districts specified under Section 61 are described in the short form on the LAND USE DISTRICT MAP
- (2) The district boundaries are delineated on the LAND USE DISTRICT MAP. Where uncertainty arises as to the precise location of the boundary of any district, the following rules shall apply:
 - (a) Where district boundaries are shown to approximate the following, they shall be deemed to be:
 - (i) the parcel boundaries, or
 - (ii) the municipal boundaries.
 - (b) District boundaries not referenced specifically to items indicated in clause (a) shall be determined on the basis of the scale of the map.
 - (c) Where land use districts have been established in accord with a proposed subdivision of land, the districts shall be understood to conform to the Certificate of Title or the plan of survey when registered in a Land Titles Office. Prior to the registration, the district boundary shall be determined on the basis of the scale of the map.
- (3) The district regulations of this Bylaw do not apply to roads, lanes or other public thoroughfares.

Section 64 R – Residential District

- (1) General Purpose of District

To provide an area for low density residential development in the form of single detached dwellings and compatible uses in a lakeshore setting.

(2) Permitted Uses

- Single detached dwelling
- Sewage collection system

Discretionary Uses

- Accessory buildings
- Home occupation
- Guest House/ Bed & Breakfast
- Modular Homes
- Public park
- Public utility building and operations
- Temporary Living Accommodation
- Well
- **Short-Term Rental**

(3) Site Requirements:

- (a) Coverage of all buildings shall not exceed 40% of the total area.
- (b) Minimum floor area per dwelling unit (not including attached garage or deck) 75.0 m² (800 ft²).
- (c) Minimum area of lot 557 m² (6000 ft²).
- (d) No principal building shall be less than 6.0m (20.0 ft.) in width, not including decks, porches or any other attachment.
- (e) Two recreational vehicles only shall be allowed on a lot with a principal dwelling. One recreational vehicle is permitted during the construction of a principal dwelling provided a Development Permit is obtained.
- (f) Maximum Height:
 - (i) (Primary Building): Maximum of 9.4 m (31 ft) measured from grade to the highest point.
 - (ii) (Accessory Buildings): Maximum of 6.7 m (22 ft) and may exceed the height of the primary dwelling measured from grade to the highest point. Guest homes over garages are subject to accessory building maximum height regulations.
- (g) Minimum Front Yard Setback:
 - (i) In the case of a lake front lot, the street facing yard shall be regarded as a rear yard.
 - (ii) Lakefront - at the discretion of the Development Officer but not less than 8.0 m (26.2 ft).
 - (iii) Street Front - 6.1 m (20.0 ft).
- (h) Minimum Side Yard Setback:
 - (i) (Principal Building) Minimum of 1.5m (5.0 ft.).
 - (ii) (Accessory Building) Minimum of 1.0m (3.0 ft.).

- (i) Minimum Rear Yard Setback:
 - (i) (Principal Building) Minimum of 1.5m (5.0 ft).
 - (ii) (Accessory Building) Minimum of 1.0m (3.0 ft.)
- (4) Accessory Buildings
 - (a) A garage, storage shed or guesthouse may be built on a lot provided that:
 - (i) all required yard setbacks are maintained; and
 - (ii) the total floor area of all buildings does not exceed 40% of the area of the lot.
 - (iii) a permanent dwelling exists on the property
 - (b) The Development Officer may require that there be adequate clearance between all buildings.
 - (c) Basements will not be allowed where high water tables would in all likelihood cause flooding to occur.
- (5) Parking

Parking shall be provided in accordance with the provisions of this Bylaw.
- (6) Sewage Collection Systems

Every dwelling must provide an on-parcel approved sewage collection system. A proposed sewage collection system shall:

 - (a) require a development permit prior to commencement of construction; and
 - (b) meet the requirements of the Alberta Safety Codes Act.
- (7) The Development Officer may decide on such other requirements as are necessary having due regard to the nature of a proposed development and the purpose of this district.

Section 65 P – Park and Recreation District

- (1) Purpose

The General Purpose of this District is to provide land for active or passive recreational and leisure pursuits.
- (2) Permitted Uses Discretionary Uses
 - Accessory building or use
 - Recreational building or use
 - Public use
 - Sewage collection system
 - Well
 - Short-Term Rental
- (3) Development Regulations

All regulations shall be at the discretion of the Development Officer. The design, siting, landscaping, screening and buffering shall minimize and compensate for any objectionable aspects or potential incompatibilities with development in abutting districts.

(4) Parking and Loading

The provision for parking and loading shall be at the discretion of the Development Officer except as otherwise specified within this Bylaw.

DRAFT

Schedule A

Land Use Bylaw Map

Summer Village of Birch Cove



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

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

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

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

Citation

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

Definitions

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

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

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

Applicable

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

Severability

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

General

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

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

Meetings

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

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

Conduct of Meetings

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

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

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until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.

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

Delegations

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

Provision for Attendance and Participation by Electronic Means

45. In accordance with the provisions of Section 199 of the *Municipal Government Act*, Council herein provides that meetings of Council, including

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committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council.

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

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

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minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.

- f) When a Council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to **verbally confirm to the Chief Administrative Officer or designate** that they are attending the Closed Session alone and ~~shall be required to submit a statutory declaration or sworn affidavit regarding same sworn before the Chief Administrative Officer, a designated Municipal Clerk, or Commissioner for Oaths, prior to the next Council meeting.~~

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

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

Rules of Order

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

Agenda and Order of Business

50. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 pm on a business day at least five (5) business days before the meeting.
51. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. two (2) days before the meeting.
52. Where the deadlines in section 50 and 51 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
53. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
 1. Call to Order
 2. Adoption of agenda
 3. Adoption of the previous minutes
 4. Public Hearings
 5. Delegations/Appointments
 6. Business arising out of the minutes
 7. Bylaws and Policies
 8. New Business
 9. Financial
 10. Correspondence
 11. Councillor Reports
 12. Chief Administrative Officer Report
 13. Confidential Items
 14. Adjournment
54. The order of business established in section 53 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
55. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

Recording of the Minutes

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

Bylaws

59. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
60. Every bylaw shall have three separate and distinct readings.
61. After a member has made the motion for the second reading of the bylaw Council may:
 - a. debate the substance of the bylaw; and
 - b. propose and consider amendments to the bylaw.
62. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
63. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
64. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.

65. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:
- a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
 - b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

Website

66. The regular Council Meeting agenda and links to joining the meeting via Electronic Means, as applicable, will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
67. Special Council Meeting agendas will be posted on the Summer Village website prior to the Special Council Meeting after it is prepared and distributed to Council.
68. Unapproved meeting minutes are to be posted on the Summer Village website within seven (7) business days of the meeting, or as soon as reasonably practicable.
69. Approved minutes are to be posted on the Summer Village website within seven (7) business days of the meeting, or as soon as reasonably practicable.
70. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw 152-22 158-2024 and comes into full force and effect upon third and final reading.

READ a first time this 17th day of April, 2025

READ a second time this 17th day of April, 2025

READ a third time and duly passed this 17th day of April, 2025

Signed this 17th day of April, 2025

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Mayor Dean Preston

Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF BIRCH COVE
APPENDIX A

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

General duties of Councillors
153

Councillors have the following duties:

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

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

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SUMMER VILLAGE OF BIRCH COVE
APPENDIX B

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

General duties of Chief Elected Official
154

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

SUMMER VILLAGE OF BIRCH COVE
APPENDIX CPublic Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

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

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

Public Hearing Principles:

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

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

Public Hearing Procedures

Definitions

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

SUMMER VILLAGE OF BIRCH COVE PUBLIC HEARING

Date Time

Bylaw #

INTRODUCTIONS AND PROCEDURES

1. (Chair) "The following Public Hearing is held pursuant to the Municipal Government Act"
2. (Chair) "The following rules of conduct will be followed during the Public Hearing:
Presentation should be brief and to the point
The order of presentation shall be
 - o Entry of written submissions
 - o Comments from the *****
 - o Those supporting the bylaw
 - o Those opposing the bylaw
 - o Any other person deemed to be affected by the Bylaw

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

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

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

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

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

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

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

"Comments from the ** Department"

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

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

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

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

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

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

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

Citation

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

Definitions

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

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

Applicable

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

Severability

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

General

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

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

Meetings

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

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

Conduct of Meetings

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

27. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
28. Where an issue has been brought before Council, the same issue cannot be tabled more than three times.
29. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information being presented about the issue or matter.
30. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
31. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
32. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
33. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
34. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
 - a) a motion to refer the main question to some other person or group for consideration
 - b) a motion to amend the main question
 - c) a motion to table the main question
 - d) a motion to postpone the main question to some future time
 - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.

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35. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
36. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
37. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer. Where applicable, such as in an electronic meeting, verbal confirmation of Member votes shall be offered at the prompt of the Chair; in such cases votes in-favour shall be called out as "aye" and votes in opposition to the motion shall be called out as "nay."
38. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed.
39. A formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the *Freedom of Information and Privacy Act*. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a Council or Council committee held in public. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a Council or Council committee closes all or part of a meeting to the public, the Council or Council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons in attendance and the reasons for allowing their attendance.

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Delegations

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

Provision for Attendance and Participation by Electronic Means

45. In accordance with the provisions of Section 199 of the *Municipal Government Act*, Council herein provides that meetings of Council, including

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

committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council.

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

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

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

minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.

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

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

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

Rules of Order

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

Agenda and Order of Business

- 50. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation,

intended to be submitted to the Council, shall be received by the CAO not later than 1:00 pm on a business day at least five (5) business days before the meeting.

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

Recording of the Minutes

56. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.



57. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
58. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

Bylaws

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

meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

Website

66. The regular Council Meeting agenda and links to joining the meeting via Electronic Means, as applicable, will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
67. Special Council Meeting agendas will be posted on the Summer Village website prior to the Special Council Meeting after it is prepared and distributed to Council.
68. Unapproved meeting minutes are to be posted on the Summer Village website within seven (7) business days of the meeting, or as soon as reasonably practicable.
69. Approved minutes are to be posted on the Summer Village website within seven (7) business days of the meeting, or as soon as reasonably practicable.
70. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw 158-2024 and comes into full force and effect upon third and final reading.

READ a first time this 17th day of April, 2025

READ a second time this 17th day of April, 2025

READ a third time and duly passed this 17th day of April, 2025

Signed this 17th day of April, 2025

Mayor Dean Preston

Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF BIRCH COVE
APPENDIX A

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

General duties of Councillors

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Councillors have the following duties:

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

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

SUMMER VILLAGE OF BIRCH COVE
APPENDIX B

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

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

SUMMER VILLAGE OF BIRCH COVE
APPENDIX C

Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

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

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

Public Hearing Principles:

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

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

Public Hearing Procedures

Definitions

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

SUMMER VILLAGE OF BIRCH COVE PUBLIC HEARING

Date Time

Bylaw #

INTRODUCTIONS AND PROCEDURES

1. (Chair) "The following Public Hearing is held pursuant to the Municipal Government Act"
2. (Chair) "The following rules of conduct will be followed during the Public Hearing:
Presentation should be brief and to the point
The order of presentation shall be
 - o Entry of written submissions
 - o Comments from the ****-
 - o Those supporting the bylaw
 - o Those opposing the bylaw
 - o Any other person deemed to be affected by the Bylaw

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

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

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

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

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

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

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

"Comments from the ** Department"

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

“Is there anyone who opposes the Bylaw and wishes to speak?”

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

UNAPPROVED

SUMMER VILLAGE OF BIRCH COVE
2025 DRAFT OPERATING AND CAPITAL BUDGET

Actuals as of March 31, 2025

Budget to be brought to the April 17, 2025 Council Meeting

REVENUE:	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
PROPERTY TAXES (Min Tax \$1150.00 in 2025)(Min Tax \$1,100.00 in 2024)	\$ 85,082.50	\$ 85,082.54	\$ 89,155.50	
SCHOOL TAXES	\$ 36,518.00	\$ 36,518.03	\$ 42,166.70	
A.S.F.F.	-\$ 36,518.00	-\$ 36,517.55	-\$ 42,166.70	
LAC STE ANNE FOUNDATION	\$ 3,580.19	\$ 3,580.20	\$ 3,730.93	\$ 3,730.93
REQUISITION LSA FOUNDATION	-\$ 3,580.19	-\$ 3,580.19	-\$ 3,730.93	-\$ 3,730.93
DESIGNATED INDUSTRIAL TAX	\$ 4.39	\$ 4.38	\$ 4.26	
DESIGNATED INDUSTRIAL TAX	-\$ 4.39	\$ -	-\$ 4.26	
GRANTS (MSI-0 2023-\$9230)LGFF	\$ 9,230.00	\$ 9,230.00	\$ 9,230.00	
GRANT FCSS (2024-997.98)*	\$ 997.98	\$ 997.98	\$ 997.98	\$ 249.51
BANK & INVESTMENT INTEREST	\$ 7,500.00	\$ 16,286.04	\$ 10,500.00	\$ 2,761.03
DEVELOPMENT & PLANNING	\$ 200.00	\$ 101.78	\$ 100.00	\$ 54.32
SALES: TAX CERT., MAPS, ETC.	\$ 100.00	\$ 75.00	\$ 75.00	\$ 25.00
FINES, PENALTIES/TAX RECOVERY COST	\$ 4,220.00	\$ 8,676.90	\$ 4,220.00	\$ 1,694.11
OTHER INCOME & DONATIONS (PIER FUND \$2600)	\$ 300.00	\$ 3,167.00	\$ 300.00	
TRANSFER BACK FROM ACCUMULATED SURPLUS				
GRANT FUNDING - CAPITAL	\$ 40,000.00			
TRANSFER BACK FROM RESERVE FUND				
RESERVES - LAND USE BYLAW			\$ 1,500.00	
RESERVES - ELECTIONS \$2000/\$4000 FROM OTHER RE.			\$ 5,000.00	
TOTAL REVENUE:	\$ 147,630.48	\$ 123,622.11	\$ 121,078.48	\$ 4,783.97

EXPENSES:	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
COUNCIL				
COUNCIL REMUNERATION	\$ -			
COUNCIL MILEAGE & SUBSISTANCE	\$ -	\$ 415.10	\$ 500.00	
SUBTOTAL COUNCIL	\$ -	\$ 415.10	\$ 500.00	\$ -
ADMINISTRATION				
AMORTIZATION	\$ -			
ADMINISTRATOR FEE	\$ 31,065.00	\$ 31,065.00	\$ 32,000.00	\$ 8,000.01
ADVERTISING/PROMO, MISC.	\$ 400.00	\$ -	\$ 100.00	
MUNICIPAL MEMBERSHIPS	\$ 1,650.00	\$ 1,323.08	\$ 1,700.00	\$ 2,460.15
PROFESSIONAL FEES (Auditor/Legal)	\$ 5,000.00	\$ 4,995.00	\$ 6,000.00	\$ 300.00
INSURANCE/WCB	\$ 4,000.00	\$ 3,072.00	\$ 4,000.00	\$ 3,707.04
OFFICE EXPENSES & MISC EXPENSES (MAP REVIEW)	\$ 2,400.00	\$ 4,217.67	\$ 4,000.00	\$ 542.77
MUNICIPAL MEMBERSHIPS				
POSTAGE*	\$ 300.00	\$ 179.90	\$ 250.00	
WEBSITE/COMPUTER SOFTWARE*	\$ 1,452.00	\$ 1,517.43	\$ 1,500.00	\$ 321.12
COMMUNICATION/OFFICE/STORAGE*	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	\$ 700.00
BANK CHARGES	\$ 250.00	\$ 239.17	\$ 250.00	\$ 23.25
ELECTION			\$ 5,000.00	\$ 523.30
ELECTIONS (RESERVES started 2023 - \$2000 USED IN 2025)	\$ 1,000.00	\$ -	\$ 1,250.00	
TAX RECOVERY COSTS	\$ 720.00	\$ 718.00	\$ 720.00	
SUBTOTAL ADMINISTRATION	\$ 52,437.00	\$ 51,527.25	\$ 60,970.00	\$ 16,577.64
ROADS, WALKWAYS & LIGHTING				
EQUIPMENT REPAIRS & SUPPLIES	\$ 1,300.00	\$ 201.98	\$ 500.00	\$ 98.63
ROAD REPAVING/REPAIRS	\$ 3,500.00		\$ 1,500.00	
SNOW REMOVAL & ROAD CLEANING	\$ 6,000.00	\$ 7,086.50	\$ 6,000.00	\$ 1,482.00
UTILITIES (SANG/AMSC)	\$ 6,500.00	\$ 6,324.49	\$ 6,500.00	\$ 1,714.60
SUBTOTAL ROADS, WALKWAYS & LIGHTING	\$ 17,300.00	\$ 13,612.97	\$ 14,500.00	\$ 3,295.23

PARKS/REC FACILITIES & PROGRAMS	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 ACTUAL
CONTRACT - PARKS/REC (SUMMER STAFF)	\$ 9,000.00	\$ 10,223.68	\$ 12,000.00	
CONTRACT - PORTA POTTIES/WOOD*	\$ 3,000.00	\$ 2,000.00	\$ 2,100.00	
EQUIPMENT REPAIRS & SUPPLIES	\$ 4,000.00	\$ 3,830.79	\$ 2,000.00	\$ 150.40
PARK IMPROVEMENTS & EQUIPMENT	\$ -			
PROJECT - PARK/PLAY (CCBF) 36,500	\$ -			
PROJECT - TENNIS (MSI) 70,000	\$ -	\$ 55,707.28		
PROJECT - COMM. GATHER (MSI) 3,860	\$ -			
PROJECT - RET. WALL (MSI) 115,000	\$ -			
PROJECT - DRAINAGE (MSI) 160,741	\$ -	\$ 18,000.00		
PROJECT - CAPITAL	\$ 40,000.00			
TREE REMOVAL/PLAYGROUND IMPROVEMENTS	\$ 1,000.00		\$ 1,000.00	
WEED CONTROL	\$ 350.00	\$ 313.00	\$ 350.00	
RECREATION PROGRAMS/FCSS (\$1194)	\$ -			
FCSS EXPENSES*	\$ 1,247.48	\$ 1,247.48	\$ 1,247.48	
EAST END BUS*	\$ 350.00	\$ 375.00	\$ 375.00	\$ 375.00
BIRCH COVE COMMUNITY LEAGUE (\$1900)*	\$ 1,900.00	\$ 2,120.07	\$ 1,900.00	
SUBTOTAL PARKS/REC FACILITIES & PROGRAMS	\$ 60,847.48	\$ 93,817.30	\$ 20,972.48	\$ 525.40
MUNICIPAL DEVELOPMENT & ASSESSMENT				
MUNICIPAL ASSESSMENT SERVICES/ARB	\$ 3,000.00	\$ 4,009.39	\$ 3,625.00	\$ 1,682.46
DEVELOPMENT SERVICES/SDAB/LUB	\$ 4,800.00	\$ 5,222.60	\$ 6,000.00	\$ 2,664.78
SUBTOTAL DEVELOPMENT & ASSESSMENT	\$ 7,800.00	\$ 9,231.99	\$ 9,625.00	\$ 4,347.24
CONTRACTED SERVICES				
EMERGENCY MANAGEMENT	\$ 4,000.00	\$ 3,900.00	\$ 3,900.00	
DEM/ODEM - TRAINING	\$ 100.00	\$ -	\$ 1,200.00	
MUNICIPAL SERVICES - PROVINCIAL POLICE	\$ 3,346.00	\$ 3,339.00	\$ 4,091.00	\$ 4,141.00
MUNICIPAL SERVICES - FIRE/MEDICAL*	\$ 1,500.00	\$ 3,554.90	\$ 4,000.00	
YELLOWHEAD & REGIONAL LIBRARY	\$ 300.00	\$ 212.40	\$ 320.00	\$ 159.13
RESERVES - POLICING (NEW)			\$ 1,000.00	
SUBTOTAL CONTRACTED SERVICES	\$ 9,246.00	\$ 11,006.30	\$ 14,511.00	\$ 4,300.13
GAIN/LOSS ON SALE OF ASSETS				
TOTAL EXPENSES:	\$ 147,630.48	\$ 179,610.91	\$ 121,078.48	\$ 29,045.64
SURPLUS / DEFICIT:	\$ -	\$ 55,988.80	\$ -	\$ 24,261.67

INCREASE

4.80%

120

BYLAW NO. 168-25

SUMMER VILLAGE OF BIRCH COVE

A BYLAW OF THE SUMMER VILLAGE OF BIRCH COVE, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF BIRCH COVE FOR THE 2025 TAXATION YEAR.

WHEREAS, the Summer Village of Birch Cove has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on April 17, 2025; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Summer Village of Birch Cove for 2025 total \$121,078.48; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation are estimated at \$31,922.98 and the balance of \$89,155.50 is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF):	
Residential	\$ 41,937.18
Non-Residential	\$ 229.52
Lac Ste. Anne Foundation	\$ 3,730.93
Designated Industrial Property	<u>\$ 4.26</u>
Total	\$ 45,901.89

WHEREAS, the Council of the Summer Village of Birch Cove is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, RSA 2000; and

WHEREAS, the assessed value of all property in the Summer Village of Birch Cove as shown on the assessment roll is:

Residential	\$ 17,776,490
Non-Residential	\$ 60,770
Exempt (Municipal)	<u>\$ 1,031,530</u>
Total	\$ 18,868,790

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Summer Village of Birch Cove, in the Province of Alberta, enacts as follows:

BYLAW NO. 168-25

SUMMER VILLAGE OF BIRCH COVE

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of Birch Cove:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
General Municipal	60,121.13	17,837,260	3.3705360
Minimum Municipal Tax	<u>29,034.37</u>		
Total General Municipal	89,155.50		
ASFF – Residential	41,937.18	17,776,490	2.3591373
ASFF – Non-Residential	<u>229.52</u>	<u>60,770</u>	3.7768636
Total ASFF	42,166.70	17,837,260	
Lac Ste. Anne Foundation	3,730.93	17,837,260	0.2091650
Designated Industrial Property	4.26	60,770	0.0701

That the minimum amount payable as property tax on residential property for general municipal purposes shall be one thousand, one hundred and fifty dollars (\$1,150.00).

2. That a penalty of eighteen percent (18%) shall be added on all current (2025) unpaid taxes remaining unpaid after June 30th, 2025.
3. That a penalty of eighteen percent (18%) shall be added on to all outstanding taxes and related costs that remain unpaid after December 31st, 2025, and shall be added on January 1st, annually.

THAT, this bylaw shall come into force and effect upon the third reading and passing thereof.

READ A FIRST TIME IN COUNCIL

THIS 17TH DAY OF APRIL 2025

READ A SECOND TIME IN COUNCIL

THIS 17TH DAY OF APRIL 2025

UNANIMOUS CONSENT TO PROCEED TO THIRD READING THIS 17th DAY OF APRIL 2025

READ A THIRD TIME IN COUNCIL AND DULY PASSED THIS 17TH DAY OF APRIL 2025

Signed this 17th day of April 2025

Mayor, Dean Preston

Chief Administrative Officer, Wendy Wildman

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Changes to the *Municipal Government Act (MGA)* 2024

Planning and Development Public Hearings

Relevant *MGA* sections

- *MGA* s. 199
- *MGA* s. 216.1
- *MGA* s. 216.4

Previous *MGA* requirements

For planning and development matters, the *MGA* requires public hearings prior to council decisions for certain land use planning matters.

- S. 692 requires a public hearing to be held prior to second reading of a bylaw that adopts or amends a statutory plan or land use bylaw.
- S. 674 and 676 require a public hearing prior to the sale, lease, or disposal of municipal reserve, community services reserve, and school reserves as well as prior to disposal or lease of a conservation or environmental reserve.

Prior to the changes, municipalities were not required to provide electronic options for public hearings and municipalities could hold additional public hearings on planning and development matters beyond legislated requirements.

What has changed

To enable greater public participation in public hearings, changes to the *MGA* in Bill 20 require municipalities to offer electronic options for public hearings on planning and development matters. This may include using a telephone, or online options.

Electronic options for public hearings will ensure more residents are aware and informed of, and may participate in, local planning and development matters.

Municipalities must, by bylaw, provide for electronic means of public hearings to be established within six months from the coming into force of the amendments.

Municipalities will now be restricted from offering any additional public hearings addressing council consideration of residential or mixed-use planning developments if those hearings are not already mandated by legislation (in the *MGA* or other legislation).

Limiting municipalities to only holding public hearings for planning and development matters that are required in legislation will ensure that development follows legislated timelines without undue delays. The public will still be able to engage through the required public hearings without municipalities holding additional public hearings.

What municipalities need to know

A bylaw providing for electronic means of public hearings must be established by April 30, 2025 (within six months from the coming into force of the amendments).

Effective date

These changes took effect upon proclamation of Bill 20 on October 31, 2024.

Resources

To learn more, please refer to:

- Strengthening local elections and councils:
<https://www.alberta.ca/strengthening-local-elections-and-councils>
- Bill 20:
https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf
- Amendment summary for Bill 20:
<https://www.alberta.ca/system/files/ma-municipal-affairs-statutes-amendment-act-fact-sheet.pdf>

Contact us

Phone: 780-427-2225
Toll-free in Alberta: 310-0000
Email: ma.advisory@gov.ab.ca

February 27, 2025

Ms. Wendy Wildman
Chief Administrative Officer
BIRCH COVE
Box 8, Alberta Beach, AB T0E0A0

Dear Ms. Wildman:

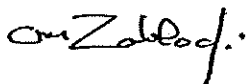
This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 30 per cent cost recovery for the fiscal year 2024-25. Total revenue generated is estimated to be \$67,189,720 and will be reinvested in Alberta policing initiatives. For fiscal year 2025-26 and beyond, further increases to the cost recovery percentage or revenue base estimate are not planned at this time. Any changes to the PFM will not be made until consultation with municipalities has occurred, and adequate notice has been provided.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Ann Chen at ann.chen@gov.ab.ca. Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at lisa.gagnier@gov.ab.ca.

Sincerely,



C.M. (Curtis) Zablocki, O.O.M.
Assistant Deputy Minister
Director of Law Enforcement
Public Security Division

Cost Breakdown

The provincial payment generating \$67,189,720 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

Provincial Data

Revenue Generated 2024-25 after modifiers	Total Municipal Affairs Population (2023)	Total Equalized Assessment (2025)	Total Revenue Base Estimate
\$67,189,720	834,259	359,176,224,029	\$69,800,000

Municipal Data

BIRCH COVE	Data/Cost Breakdown
2023 Population	67
2025 Equalized Assessment	\$15,475,462
Equalized Assessment per capita	\$230,977
Population % of total for PFM	0.01%
Equalized Assessment % of total for PFM	0.00%
Amount based on 50% Population (A)	\$2,802
Amount based on 50% Equalized Assessment (B)	\$1,504
Total share policing cost C = (A + B)	\$4,307
Less modifiers:	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$0
Subsidy from Shadow Population (variable) (Note 2)	\$0
5% for No Detachment Subsidy (Note 3)	\$215
Total share with modifiers D = C - note 1 - note 2 - note 3	\$4,091

Notes

Population estimate is based on 2023 Municipal Affairs Population List.

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

Note 1: CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

Note 2: Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality's services but do not contribute to its tax base. Subsidy is up to 5% of total share.

Note 3: No detachment subsidy provided if town/municipality does not have access to a detachment.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118376

March 12, 2025

Dear Chief Elected Officials:

As you are aware, changes to the *Local Authorities Election Act (LAEA)* in *Bill 20, the Municipal Affairs Statutes Amendments Act, 2024*, came into force on October 31, 2024. One of these changes prohibits the use of tabulators, voting machines, vote recorders, and automated voting systems in local elections.

This change inadvertently created a lack of clarity regarding whether Elector Assistance Terminals (EATs) would be permitted in upcoming local elections. As you may know, an EAT is an assistive voting machine that enables electors with visual or physical disabilities to vote independently and privately. EATs are not connected to the Internet or another network and create a paper ballot that records the vote cast by the elector. EATs were offered in some local jurisdictions in the 2021 general elections and to electors in the 2023 provincial general election.

Our government is planning to bring forward *LAEA* amendments in spring 2025 to clarify that local authorities may, by bylaw, offer EATs to electors. In order to offer EATs in the 2025 general local elections, a local authority will be required to pass a bylaw by June 30, 2025.

If you have any questions regarding this upcoming change, please reach out to Municipal Affairs staff by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000) or via email at ma.advisory@gov.ab.ca.

Sincerely,

Ric McIver
Minister

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118482

March 14, 2025

Dear Chief Elected Officials:

As you know, my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, tabled *Budget 2025* in the Alberta Legislature on February 27. I am writing to share further information regarding *Budget 2025* as related to education property tax (EPT).

Budget 2025 takes an important step toward stabilizing operational funding for education systems across Alberta. Historically, approximately one-third of operational funding for Alberta Education came from the EPT municipalities collect from their rate payers on behalf of the province. In recent years, the proportion that EPT contributes to funding the operations of Alberta Education has decreased to less than 30 per cent. Through *Budget 2025*, the Government of Alberta is increasing the proportion of Alberta Education's operating budget covered by EPT to 31.6 per cent in 2025/2026 and back to 33 per cent in 2026/2027.

To provide Alberta's public education system with a stable and sustainable source of funding and meet the demands of increased student enrollment, EPT revenue will increase by 14 per cent from last year, to a total of \$3.1 billion. This increase will be reflected on the property tax bills that municipalities send to property owners in 2025.

The Ministry of Municipal Affairs sent EPT requisitions to all municipal administrations, informing them of their share of the provincial EPT. For more information on EPT, including a fact sheet (Attachment 1) and the EPT Requisition Comparison Report (Attachment 2), please visit www.alberta.ca/property-tax and click on "Education property tax."

Municipalities across Alberta can inform residents that a portion of their property taxes goes directly to the provincial government to help pay for the operations of Alberta's education system. Many municipalities do this by adding a note to their property tax bills sent through the mail.

.../2

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Budget 2025 is meeting the challenge of the cost of living by helping families keep more money in their pockets with lower personal income taxes and continuing investments in education and health care. I look forward to working together over the next year as we build strong and vibrant communities that make Alberta the best place in Canada to live, work, and raise a family.

Sincerely,

Ric McIver

Ric McIver
Minister

Attachments:

1. Education Property Tax Fact Sheet (2025)
2. Education Property Tax Comparison Report (2025)

Education Property Tax

Fact Sheet

Highlights of the 2025-26 provincial education property tax

Budget 2025 will see an increase to the education property tax rates after being frozen in 2024-25. The higher rates, along with rising property values and increased development, are expected to raise the education property tax requisition from \$2.7 billion in 2024-25 to \$3.1 billion in 2025-26.

The share of education operating costs funded by the education property tax will increase to 31.6 per cent in 2025-26, following historic lows of about 28 per cent in 2023-24 and 29.5 per cent in 2024-25. This will enhance Alberta's ability to fund school operations, leading to better educational outcomes as student enrolment continues to grow.

Education property taxes provide a stable source of revenue and equitable funding that supports K-12 education, including teachers' salaries, textbooks and classroom resources. They are not used to fund government operations, school capital costs or teachers' pensions.

Under the provincial funding model, all education property taxes are pooled by Alberta Education through the Alberta School Foundation Fund and distributed to public and separate school boards on an equal per-student basis.

How education property tax is calculated for municipalities

All municipalities collect an equitable share of the provincial education property tax in proportion to their total taxable property assessments, which are equalized across the province. The equalization process ensures owners of properties of similar value and type across the province pay similar amounts of education property taxes. For more details on this process, refer to the [Guide to Equalized Assessment](https://www.municipalaffairs.alberta.ca/documents/as/guide_to_equalized_assessment.pdf) (www.municipalaffairs.alberta.ca/documents/as/guide_to_equalized_assessment.pdf) on the Alberta website.

The provincial equalized assessment base used to determine education property taxes this year reflects 2023 property values.

In 2025, the education property tax will be calculated at a rate of \$2.72 per \$1,000 of the total residential/farmland equalized assessment value. The non-residential rate will be set at \$4.00 per \$1,000 of equalized assessment value. Most property owners will see a change to their education tax bill due to increasing mill rates and assessment values. Individual properties are taxed based on the local education property tax rate set by the municipality.

How much Calgary and Edmonton contribute to education property tax

Based on this formula, Calgary taxpayers will contribute \$1.037 billion in education property tax in 2025. Edmonton taxpayers will contribute \$575 million in education property tax in 2025. Funding for Calgary and Edmonton school boards will be based on the published profiles expected to be released by the end of March 2025.

Declaration of faith

The Canadian Constitution guarantees Roman Catholic citizens' minority rights to a separate education system. In communities with separate school jurisdictions, property owners can declare they are of the Roman Catholic faith, so their education property tax dollars can be directed to those separate school jurisdictions.

Education system benefits everyone

Alberta's education system plays a crucial role in shaping a skilled workforce, driving economic growth and fostering the social well-being of individuals and the province as a whole. It serves as a cornerstone for personal and collective prosperity, benefiting all Albertans—regardless of age, marital status or parental responsibilities.

Questions about financial assistance for seniors or the Seniors Property Tax Deferral program can be directed to the Alberta Supports Contact Centre at 1-877-644-9992 (in Edmonton - 780-644-9992).

2025 Education Property Tax Requisition Comparison Report

Municipality City	Residential / Farm Land Requisition		Non-Residential Requisition		Total Education Requisition	
	2024	% Change	2024	% Change	2024	% Change
City of Airdrie	\$32,676,721		\$7,511,823		\$40,188,545	
City of Beaumont	\$8,754,927	25%	\$941,561	19%	\$9,696,488	24%
City of Brooks	\$2,922,626	17%	\$1,245,129	14%	\$4,167,755	17%
City of Calgary	\$662,592,617	9%	\$218,956,754	7%	\$881,549,371	9%
City of Camrose	\$5,706,740	19%	\$2,395,051	13%	\$8,101,791	18%
City of Chestermere	\$12,471,769	12%	\$898,257	9%	\$13,370,026	11%
City of Cold Lake	\$4,333,490	30%	\$2,250,679	23%	\$6,584,170	29%
City of Edmonton	\$376,410,720	15%	\$152,709,073	11%	\$529,119,793	13%
City of Fort Saskatchewan	\$10,595,208	9%	\$4,936,892	7%	\$15,532,100	9%
City of Grande Prairie	\$18,324,596	13%	\$11,818,731	12%	\$30,143,327	13%
City of Lacombe	\$4,114,518	10%	\$1,315,723	7%	\$5,430,241	9%
City of Leduc	\$12,014,226	14%	\$8,093,219	18%	\$20,107,445	15%
City of Lethbridge	\$32,216,642	16%	\$11,640,476	18%	\$43,857,118	17%
City of Lloydminster	\$5,541,443	13%	\$4,042,364	15%	\$9,583,808	14%
City of Medicine Hat	\$20,260,317	10%	\$6,535,656	10%	\$26,795,973	10%
City of Red Deer	\$30,998,165	11%	\$14,008,329	14%	\$45,006,494	12%
City of Spruce Grove	\$14,515,474	12%	\$4,551,525	9%	\$19,066,999	11%
City of St. Albert	\$30,468,863	14%	\$7,729,758	14%	\$38,198,621	14%
City of Wetaskiwin	\$2,649,107	11%	\$1,333,280	11%	\$3,982,386	11%
		10%		8%		10%
Specialized Municipality						
Lac La Biche County	\$3,402,910		\$6,876,399		\$10,279,309	
Mackenzie County	\$3,268,046	10%	\$3,460,652	11%	\$6,728,698	10%
Municipality of Crowsnest Pass	\$2,845,014	14%	\$652,417	9%	\$3,497,431	11%
Municipality of Jasper	\$2,897,656	20%	\$2,870,879	12%	\$5,768,534	18%
Regional Municipality of Wood Buffalo	\$25,588,211	12%	\$44,973,467	20%	\$70,561,678	16%
Strathcona County	\$49,559,018	5%	\$23,807,109	9%	\$73,366,127	7%
		12%		16%		13%
Municipal District						
Athabasca County	\$2,968,750		\$2,935,244		\$5,903,993	
Beaver County	\$2,127,932	12%	\$1,707,543	7%	\$3,835,475	9%
Big Lakes County	\$1,588,207	11%	\$3,445,321	8%	\$5,033,528	10%
Birch Hills County	\$297,581	15%	\$478,049	12%	\$775,630	13%
Brazeau County	\$2,737,950	10%	\$7,336,337	0%	\$10,074,287	4%
Camrose County	\$3,797,777	13%	\$2,090,341	12%	\$5,888,118	12%
Cardston County	\$1,685,667	12%	\$341,693	9%	\$2,027,360	11%
Clear Hills County	\$546,825	25%	\$2,559,575	13%	\$3,106,401	23%
Clearwater County	\$5,085,847	15%	\$2,559,575	8%	\$7,645,422	10%
County of Barrhead No. 11	\$2,124,431	16%	\$637,472	12%	\$2,761,903	14%
County of Forty Mile No. 8	\$1,326,654	10%	\$879,141	22%	\$2,205,795	13%
County of Grande Prairie No. 1	\$11,607,927	8%	\$14,419,704	1%	\$26,027,632	5%
County of Minburn No. 27	\$1,056,824	11%	\$1,367,655	10%	\$2,424,478	10%
County of Newell	\$2,636,382	11%	\$9,258,318	10%	\$11,894,699	11%
		14%		9%		10%

Requisitions are actuals, subject to revision
Classification: Public

2025 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
County of Northern Lights	\$1,163,594	\$1,318,339	13%	\$2,357,154	\$2,465,897	5%	\$3,520,748	\$3,784,236	7%
County of Paintearth No. 18	\$607,198	\$674,528	11%	\$1,518,731	\$1,640,601	8%	\$2,125,929	\$2,315,129	9%
County of St. Paul No. 19	\$2,716,097	\$3,023,206	11%	\$1,675,231	\$1,820,102	9%	\$4,391,327	\$4,843,307	10%
County of Stettler No. 6	\$2,178,165	\$2,506,532	15%	\$1,969,009	\$2,155,166	9%	\$4,147,174	\$4,661,699	12%
County of Two Hills No. 21	\$1,128,962	\$1,267,303	12%	\$538,400	\$567,641	5%	\$1,667,352	\$1,834,944	10%
County of Vermilion River	\$3,105,239	\$3,504,031	13%	\$3,607,692	\$3,922,259	9%	\$6,712,931	\$7,426,290	11%
County of Warner No. 5	\$1,377,310	\$1,576,481	14%	\$763,665	\$831,683	9%	\$2,140,976	\$2,408,164	12%
County of Wetaskiwin No. 10	\$5,534,040	\$6,361,900	15%	\$2,571,375	\$2,697,651	5%	\$8,105,416	\$9,059,550	12%
Cypress County	\$4,164,065	\$4,756,597	14%	\$9,165,422	\$9,980,926	9%	\$13,329,487	\$14,737,523	11%
Flagstaff County	\$1,385,419	\$1,524,706	10%	\$2,296,911	\$2,465,257	7%	\$3,682,330	\$3,989,962	8%
Foothills County	\$20,718,315	\$24,817,686	20%	\$4,016,897	\$4,479,153	12%	\$24,735,212	\$29,296,839	18%
Kneehill County	\$1,919,588	\$2,234,421	16%	\$3,653,309	\$4,034,251	10%	\$5,572,896	\$6,268,673	12%
Lac Ste. Anne County	\$4,767,410	\$5,334,125	12%	\$1,299,875	\$1,435,830	10%	\$6,067,284	\$6,769,955	12%
Lacombe County	\$5,610,186	\$6,213,691	11%	\$7,250,909	\$7,833,466	8%	\$12,861,095	\$14,047,157	9%
Lamont County	\$1,559,287	\$1,727,462	11%	\$1,763,676	\$1,958,153	11%	\$3,322,963	\$3,685,614	11%
Leduc County	\$8,159,017	\$9,442,769	16%	\$20,320,932	\$23,628,449	16%	\$28,479,949	\$33,071,219	16%
Lethbridge County	\$3,698,818	\$4,187,551	13%	\$2,643,677	\$2,963,143	12%	\$6,342,496	\$7,150,694	13%
Mountain View County	\$7,735,673	\$9,098,245	18%	\$6,284,415	\$6,923,038	10%	\$14,020,087	\$16,021,283	14%
Municipal District of Acadia No. 34	\$184,219	\$198,106	8%	\$38,429	\$47,746	24%	\$222,648	\$245,852	10%
Municipal District of Bighorn No. 8	\$1,805,415	\$2,140,349	19%	\$1,755,884	\$2,030,637	16%	\$3,561,299	\$4,170,986	17%
Municipal District of Bonnyville No. 87	\$5,005,435	\$5,676,433	13%	\$12,176,155	\$13,366,783	10%	\$17,181,590	\$19,043,216	11%
Municipal District of Fairview No. 136	\$515,720	\$547,243	6%	\$453,223	\$504,090	11%	\$968,943	\$1,051,332	9%
Municipal District of Greenview No. 16	\$2,854,277	\$3,296,919	16%	\$29,122,178	\$32,658,178	12%	\$31,976,455	\$35,955,097	12%
Municipal District of Lesser Slave River No. 124	\$1,442,011	\$1,582,612	10%	\$2,611,656	\$3,016,477	16%	\$4,053,667	\$4,599,089	13%
Municipal District of Opportunity No. 17	\$682,373	\$734,631	8%	\$8,299,570	\$9,291,988	12%	\$8,981,943	\$10,026,599	12%
Municipal District of Peace No. 135	\$487,302	\$551,075	13%	\$436,111	\$493,013	13%	\$923,413	\$990,088	7%
Municipal District of Pincher Creek No. 9	\$1,935,495	\$2,306,550	19%	\$1,234,671	\$1,355,159	10%	\$3,170,165	\$3,661,708	16%
Municipal District of Provost No. 52	\$774,826	\$846,255	9%	\$4,135,144	\$4,529,243	10%	\$4,909,970	\$5,375,497	9%
Municipal District of Ranchland No. 66	\$69,910	\$79,213	13%	\$562,190	\$607,009	8%	\$632,100	\$686,222	9%
Municipal District of Smoky River No. 130	\$627,528	\$708,827	13%	\$820,142	\$925,736	13%	\$1,447,670	\$1,634,563	13%
Municipal District of Spirit River No. 133	\$218,076	\$247,068	13%	\$436,310	\$556,133	27%	\$654,387	\$803,201	23%
Municipal District of Taber	\$2,461,834	\$2,939,243	19%	\$2,977,866	\$3,271,695	10%	\$5,439,700	\$6,210,938	14%
Municipal District of Wainwright No. 61	\$1,870,314	\$2,036,211	9%	\$4,439,583	\$4,992,764	12%	\$6,309,897	\$7,028,975	11%
Municipal District of Willow Creek No. 26	\$2,481,124	\$3,018,965	22%	\$1,658,119	\$1,866,288	13%	\$4,139,243	\$4,885,234	18%
Northern Sunrise County	\$626,390	\$681,246	9%	\$4,598,306	\$4,984,628	8%	\$5,224,696	\$5,665,873	8%
Parkland County	\$18,079,142	\$20,338,767	12%	\$12,638,309	\$13,866,868	10%	\$30,717,451	\$34,205,635	11%
Ponoka County	\$4,744,959	\$5,612,733	18%	\$3,680,077	\$4,109,553	12%	\$8,425,035	\$9,722,286	15%
Red Deer County	\$10,558,882	\$12,203,080	16%	\$8,991,886	\$9,829,912	9%	\$19,550,768	\$22,032,992	13%
Rocky View County	\$38,920,613	\$47,862,361	23%	\$23,236,941	\$29,811,930	28%	\$62,157,553	\$77,674,291	25%
Saddle Hills County	\$513,541	\$657,511	28%	\$6,672,392	\$7,558,362	13%	\$7,185,933	\$8,215,873	14%
Smoky Lake County	\$1,043,840	\$1,209,203	16%	\$1,048,058	\$1,180,297	13%	\$2,091,898	\$2,389,500	14%
Starland County	\$616,057	\$713,053	16%	\$1,341,942	\$1,468,496	9%	\$1,957,998	\$2,181,548	11%
Sturgeon County	\$10,951,968	\$12,344,569	13%	\$9,175,271	\$10,047,558	10%	\$20,127,239	\$22,392,127	11%

Requisitions are actuals, subject to revision
Classification: Public

2025 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Thorhild County	\$1,143,781	\$1,245,132	9%	\$1,296,708	\$1,416,297	9%	\$2,440,489	\$2,661,429	9%
Vulcan County	\$2,024,349	\$2,444,881	21%	\$1,564,558	\$1,747,180	12%	\$3,588,907	\$4,192,061	17%
Westlock County	\$2,255,121	\$2,557,655	13%	\$564,510	\$633,448	12%	\$2,819,632	\$3,191,102	13%
Wheatland County	\$4,122,594	\$4,828,880	17%	\$6,645,007	\$7,303,042	10%	\$10,767,601	\$12,131,922	13%
Woodlands County	\$2,041,854	\$2,309,541	13%	\$3,290,161	\$3,692,933	12%	\$5,332,015	\$6,002,475	13%
Yellowhead County	\$4,577,378	\$4,859,162	6%	\$22,438,768	\$25,332,759	13%	\$27,016,146	\$30,191,921	12%
Town									
Town of Athabasca	\$673,705	\$737,486	9%	\$407,866	\$427,792	5%	\$1,081,571	\$1,165,279	8%
Town of Banff	\$5,452,073	\$6,139,710	13%	\$4,891,651	\$7,239,681	48%	\$10,343,724	\$13,379,391	29%
Town of Barrhead	\$974,653	\$1,089,113	12%	\$450,923	\$495,890	10%	\$1,425,576	\$1,585,002	11%
Town of Bashaw	\$156,921	\$181,407	16%	\$67,935	\$80,469	18%	\$224,856	\$261,876	16%
Town of Bassano	\$233,950	\$263,839	13%	\$113,893	\$138,615	22%	\$347,843	\$402,454	16%
Town of Beaverlodge	\$566,683	\$648,163	9%	\$244,276	\$272,598	12%	\$840,959	\$920,760	9%
Town of Bentley	\$250,394	\$276,434	10%	\$57,414	\$59,363	3%	\$307,809	\$335,797	9%
Town of Blackfalds	\$3,261,920	\$3,712,428	14%	\$611,935	\$706,756	15%	\$3,873,855	\$4,419,184	14%
Town of Bon Accord	\$385,872	\$408,266	6%	\$28,429	\$32,741	15%	\$414,300	\$441,007	6%
Town of Bonnyville	\$1,519,070	\$1,574,566	4%	\$1,317,668	\$1,376,282	4%	\$2,836,738	\$2,950,828	4%
Town of Bow Island	\$373,506	\$404,338	8%	\$183,991	\$206,498	12%	\$557,497	\$610,836	10%
Town of Bowden	\$271,677	\$305,287	12%	\$58,369	\$64,180	10%	\$330,046	\$369,467	12%
Town of Bruderheim	\$363,604	\$398,261	10%	\$70,745	\$78,521	11%	\$434,349	\$476,782	10%
Town of Calmar	\$618,465	\$672,762	9%	\$187,788	\$214,536	14%	\$806,253	\$887,298	10%
Town of Canmore	\$23,913,325	\$27,778,702	16%	\$6,438,454	\$7,999,686	24%	\$30,351,778	\$35,778,387	18%
Town of Cardston	\$898,811	\$997,958	11%	\$180,488	\$214,989	19%	\$1,079,299	\$1,212,947	12%
Town of Carstairs	\$1,910,780	\$2,235,333	17%	\$255,532	\$284,693	11%	\$2,166,312	\$2,520,025	16%
Town of Castor	\$162,370	\$181,011	11%	\$53,449	\$60,928	14%	\$215,819	\$241,939	12%
Town of Claresholm	\$1,069,376	\$1,246,100	17%	\$381,473	\$423,148	11%	\$1,450,849	\$1,669,249	15%
Town of Coaldale	\$2,761,332	\$3,260,084	18%	\$673,399	\$837,833	24%	\$3,434,732	\$4,097,917	19%
Town of Coalhurst	\$797,268	\$914,316	15%	\$55,482	\$61,675	11%	\$852,750	\$975,991	14%
Town of Cochrane	\$16,990,384	\$21,325,962	26%	\$2,577,223	\$2,880,699	12%	\$19,567,606	\$24,206,661	24%
Town of Coronation	\$142,829	\$158,116	11%	\$83,519	\$92,592	11%	\$226,348	\$250,708	11%
Town of Crossfield	\$1,389,235	\$1,697,192	22%	\$717,281	\$834,122	16%	\$2,106,516	\$2,531,315	20%
Town of Daysland	\$194,940	\$216,695	11%	\$28,246	\$29,904	6%	\$223,185	\$246,599	10%
Town of Devon	\$2,127,248	\$2,380,509	12%	\$492,293	\$524,496	7%	\$2,619,541	\$2,905,006	11%
Town of Diamond Valley	\$2,208,310	\$2,764,092	25%	\$316,360	\$364,689	15%	\$2,524,671	\$3,128,780	24%
Town of Didsbury	\$1,521,057	\$1,737,458	14%	\$307,636	\$356,979	16%	\$1,828,694	\$2,094,437	15%
Town of Drayton Valley	\$1,775,121	\$2,025,777	14%	\$1,714,259	\$1,921,015	12%	\$3,489,381	\$3,946,792	13%
Town of Drumheller	\$1,814,112	\$2,062,736	14%	\$877,638	\$995,066	13%	\$2,691,750	\$3,057,802	14%
Town of Eckville	\$247,955	\$267,636	8%	\$80,853	\$92,285	14%	\$328,809	\$359,921	9%
Town of Edson	\$2,243,943	\$2,441,048	9%	\$1,512,476	\$1,669,593	10%	\$3,756,419	\$4,110,641	9%
Town of Elk Point	\$269,770	\$281,227	4%	\$159,710	\$170,692	7%	\$429,480	\$451,919	5%
Town of Fairview	\$571,989	\$604,192	6%	\$250,629	\$275,678	10%	\$822,618	\$879,870	7%
Town of Father	\$145,054	\$157,251	8%	\$100,790	\$111,257	10%	\$245,844	\$268,508	9%
Town of Fort Macleod	\$869,224	\$1,017,081	17%	\$526,464	\$608,171	16%	\$1,395,688	\$1,625,252	16%

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Classification: Public

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2025 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Town of Fox Creek	\$504,733	\$503,588	0%	\$576,444	\$575,761	0%	\$1,081,177	\$1,079,349	0%
Town of Gibbons	\$901,128	\$996,373	11%	\$118,711	\$146,924	24%	\$1,019,840	\$1,143,297	12%
Town of Grimshaw	\$538,354	\$569,588	6%	\$188,597	\$181,690	-4%	\$726,951	\$751,279	3%
Town of Hanna	\$429,952	\$492,715	15%	\$235,065	\$252,372	7%	\$665,017	\$745,087	12%
Town of Hardisty	\$174,968	\$189,827	8%	\$112,379	\$117,531	5%	\$287,348	\$307,358	7%
Town of High Level	\$647,561	\$745,421	15%	\$775,817	\$869,788	12%	\$1,423,378	\$1,615,209	13%
Town of High Prairie	\$463,008	\$507,551	10%	\$416,569	\$452,358	9%	\$879,577	\$959,909	9%
Town of High River	\$5,185,679	\$6,262,867	21%	\$1,258,625	\$1,425,533	13%	\$6,444,304	\$7,688,400	19%
Town of Hinton	\$2,903,719	\$3,248,988	12%	\$1,730,494	\$1,897,036	10%	\$4,634,213	\$5,145,024	11%
Town of Innisfail	\$2,163,212	\$2,454,357	13%	\$973,022	\$1,061,323	9%	\$3,136,234	\$3,515,680	12%
Town of Irricana	\$335,782	\$400,812	19%	\$31,470	\$33,800	7%	\$367,252	\$434,612	18%
Town of Killam	\$184,519	\$201,804	9%	\$87,769	\$90,729	3%	\$272,289	\$292,534	7%
Town of Lamont	\$348,707	\$392,648	13%	\$104,466	\$109,447	5%	\$453,173	\$502,095	11%
Town of Legal	\$316,271	\$333,739	6%	\$32,996	\$36,812	12%	\$349,267	\$370,551	6%
Town of Magrath	\$638,897	\$744,423	17%	\$62,836	\$73,655	17%	\$701,733	\$818,079	17%
Town of Manning	\$227,713	\$245,891	8%	\$104,782	\$117,904	13%	\$332,495	\$363,795	9%
Town of Mayerthorpe	\$198,045	\$211,689	7%	\$102,394	\$105,880	3%	\$300,440	\$317,569	6%
Town of McLennan	\$79,379	\$86,129	9%	\$36,440	\$43,818	20%	\$115,819	\$129,947	12%
Town of Milk River	\$163,614	\$199,252	22%	\$42,209	\$48,759	16%	\$205,823	\$248,011	20%
Town of Millet	\$515,036	\$568,429	10%	\$129,356	\$168,955	31%	\$644,392	\$737,384	14%
Town of Morinville	\$3,097,155	\$3,500,557	13%	\$694,330	\$753,169	8%	\$3,791,484	\$4,253,725	12%
Town of Mundare	\$217,819	\$239,213	10%	\$52,965	\$56,443	7%	\$270,784	\$295,655	9%
Town of Nanton	\$691,299	\$847,683	23%	\$227,315	\$273,998	21%	\$918,614	\$1,121,681	22%
Town of Nobleford	\$346,672	\$414,409	20%	\$146,866	\$178,593	22%	\$493,538	\$593,002	20%
Town of Okotoks	\$13,779,201	\$17,010,168	23%	\$2,967,871	\$3,560,904	20%	\$16,747,072	\$20,571,072	23%
Town of Olds	\$3,184,858	\$3,750,666	18%	\$1,465,506	\$1,468,898	0%	\$4,650,364	\$5,219,563	12%
Town of Onoway	\$216,104	\$239,271	11%	\$140,242	\$134,295	-4%	\$356,346	\$373,566	5%
Town of Oyen	\$180,943	\$199,680	10%	\$81,592	\$101,503	24%	\$262,536	\$301,184	15%
Town of Peace River	\$1,662,202	\$1,750,544	5%	\$1,006,007	\$1,040,072	3%	\$2,668,209	\$2,790,616	5%
Town of Penhold	\$1,021,712	\$1,143,774	12%	\$152,701	\$180,175	18%	\$1,174,413	\$1,323,950	13%
Town of Picture Butte	\$472,143	\$557,869	18%	\$151,248	\$177,088	17%	\$623,390	\$734,957	18%
Town of Pincher Creek	\$973,274	\$1,189,883	22%	\$469,681	\$561,301	20%	\$1,442,955	\$1,751,185	21%
Town of Ponoka	\$1,776,801	\$1,986,442	12%	\$725,492	\$786,222	8%	\$2,502,293	\$2,772,664	11%
Town of Provost	\$364,151	\$391,494	8%	\$246,407	\$269,682	9%	\$610,558	\$661,176	8%
Town of Rainbow Lake	\$40,982	\$44,887	10%	\$49,354	\$52,583	7%	\$90,336	\$97,471	8%
Town of Raymond	\$992,896	\$1,174,077	18%	\$107,995	\$121,051	12%	\$1,100,891	\$1,295,127	18%
Town of Redcliff	\$1,554,017	\$1,733,801	12%	\$787,411	\$868,553	10%	\$2,341,428	\$2,603,354	11%
Town of Redwater	\$534,777	\$576,910	8%	\$338,658	\$353,488	4%	\$873,435	\$930,397	7%
Town of Rimbey	\$613,977	\$679,488	11%	\$309,420	\$355,264	15%	\$923,397	\$1,034,751	12%
Town of Rocky Mountain House	\$1,808,759	\$2,047,210	13%	\$1,064,113	\$1,167,426	10%	\$2,872,872	\$3,214,636	12%
Town of Sedgewick	\$183,204	\$198,272	8%	\$69,687	\$75,688	9%	\$252,891	\$273,960	8%
Town of Sexsmith	\$681,162	\$748,870	10%	\$192,410	\$203,172	6%	\$873,572	\$952,043	9%
Town of Slave Lake	\$1,629,791	\$1,796,707	10%	\$949,735	\$1,018,839	7%	\$2,579,526	\$2,815,547	9%
Town of Smoky Lake	\$197,093	\$223,157	13%	\$74,691	\$84,708	13%	\$271,784	\$307,865	13%

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Classification: Public

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2025 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Town of Spirit River	\$166,509	\$176,441	6%	\$75,363	\$81,040	8%	\$241,873	\$257,481	6%
Town of St. Paul	\$1,260,430	\$1,341,698	6%	\$627,699	\$694,064	11%	\$1,888,129	\$2,035,762	8%
Town of Stavelly	\$141,229	\$168,982	20%	\$44,882	\$41,993	-6%	\$186,111	\$210,974	13%
Town of Stettler	\$1,456,021	\$1,633,399	12%	\$903,555	\$1,034,464	14%	\$2,359,576	\$2,667,863	13%
Town of Stony Plain	\$6,375,406	\$7,276,531	14%	\$1,940,532	\$2,210,709	14%	\$8,315,938	\$9,487,240	14%
Town of Strathmore	\$4,757,855	\$5,848,969	23%	\$1,195,802	\$1,403,028	17%	\$5,953,657	\$7,251,997	22%
Town of Sundre	\$837,834	\$949,140	13%	\$370,402	\$384,838	4%	\$1,208,236	\$1,333,977	10%
Town of Swan Hills	\$122,536	\$137,620	12%	\$111,045	\$104,896	-6%	\$233,581	\$242,516	4%
Town of Sylvan Lake	\$6,166,325	\$6,809,225	10%	\$1,282,671	\$1,431,680	12%	\$7,448,997	\$8,240,905	11%
Town of Taber	\$2,179,692	\$2,467,407	13%	\$1,012,489	\$1,188,322	17%	\$3,192,181	\$3,655,730	15%
Town of Thorsby	\$207,956	\$223,229	7%	\$80,840	\$81,266	1%	\$288,796	\$304,495	5%
Town of Three Hills	\$714,532	\$807,504	13%	\$232,148	\$278,749	20%	\$946,680	\$1,086,252	15%
Town of Tofield	\$505,708	\$546,545	8%	\$201,851	\$220,732	9%	\$707,560	\$767,277	8%
Town of Trochu	\$187,250	\$219,112	17%	\$63,669	\$74,608	17%	\$250,919	\$293,719	17%
Town of Two Hills	\$159,745	\$173,598	9%	\$52,490	\$56,602	8%	\$212,235	\$230,200	8%
Town of Valleyview	\$348,413	\$396,108	14%	\$293,412	\$342,250	17%	\$641,826	\$738,359	15%
Town of Vauxhall	\$204,637	\$242,223	18%	\$66,674	\$80,528	21%	\$271,311	\$322,750	19%
Town of Vegreville	\$1,270,223	\$1,398,415	10%	\$714,209	\$784,479	10%	\$1,984,432	\$2,182,894	10%
Town of Vermilion	\$1,048,118	\$1,148,399	10%	\$657,967	\$722,215	10%	\$1,706,085	\$1,870,614	10%
Town of Viking	\$181,712	\$199,249	10%	\$82,710	\$87,407	6%	\$264,422	\$286,656	8%
Town of Vulcan	\$506,701	\$581,657	15%	\$155,929	\$176,348	13%	\$662,630	\$758,004	14%
Town of Wainwright	\$1,647,086	\$1,773,328	8%	\$952,095	\$1,028,317	8%	\$2,599,181	\$2,801,645	8%
Town of Wembley	\$366,635	\$404,951	10%	\$140,603	\$160,702	14%	\$507,238	\$565,653	12%
Town of Westlock	\$1,062,898	\$1,175,208	11%	\$681,121	\$727,190	7%	\$1,744,019	\$1,902,398	9%
Town of Whitecourt	\$2,736,404	\$2,959,682	8%	\$2,275,620	\$2,535,055	11%	\$5,012,024	\$5,494,737	10%

Village	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Alberta Beach	\$460,851	\$493,842	7%	\$42,315	\$50,665	20%	\$503,166	\$544,506	8%
Village of Acme	\$137,589	\$166,973	21%	\$41,136	\$48,261	17%	\$178,726	\$215,235	20%
Village of Alix	\$157,002	\$184,519	18%	\$59,747	\$69,550	16%	\$216,748	\$254,068	17%
Village of Alliance	\$17,468	\$18,792	8%	\$10,788	\$11,391	6%	\$28,256	\$30,183	7%
Village of Amisk	\$29,421	\$30,500	4%	\$5,498	\$6,820	24%	\$34,919	\$37,319	7%
Village of Andrew	\$67,963	\$69,512	2%	\$20,820	\$23,248	12%	\$88,783	\$92,760	4%
Village of Arrowwood	\$34,108	\$42,675	25%	\$11,414	\$14,358	26%	\$45,523	\$57,032	25%
Village of Barnwell	\$263,431	\$293,199	11%	\$17,378	\$19,299	11%	\$280,809	\$312,499	11%
Village of Barons	\$47,345	\$65,841	39%	\$9,814	\$13,829	41%	\$57,159	\$79,670	39%
Village of Bawlf	\$84,230	\$92,378	10%	\$6,686	\$7,387	10%	\$90,916	\$99,765	10%
Village of Beiseker	\$204,158	\$245,284	20%	\$109,271	\$118,304	8%	\$313,430	\$363,588	16%
Village of Berwyn	\$73,925	\$75,735	2%	\$12,354	\$13,080	6%	\$86,279	\$88,815	3%
Village of Big Valley	\$57,540	\$64,384	12%	\$19,214	\$22,565	17%	\$76,754	\$86,948	13%
Village of Bittern Lake	\$57,647	\$62,677	9%	\$8,552	\$9,357	9%	\$66,199	\$72,035	9%
Village of Boyle	\$156,074	\$168,100	8%	\$96,197	\$105,289	9%	\$252,271	\$273,389	8%
Village of Breton	\$106,294	\$121,299	14%	\$41,573	\$44,422	7%	\$147,867	\$165,721	12%
Village of Carbon	\$102,293	\$117,893	15%	\$11,484	\$12,220	6%	\$113,778	\$130,113	14%

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2025 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Village of Carmangay	\$48,404	\$58,953	22%	\$9,539	\$11,983	26%	\$57,943	\$70,936	22%
Village of Champion	\$59,751	\$87,219	46%	\$13,866	\$17,077	23%	\$73,617	\$104,296	42%
Village of Chauvin	\$40,059	\$42,816	7%	\$21,383	\$24,237	13%	\$61,443	\$67,053	9%
Village of Chipman	\$47,300	\$51,912	10%	\$16,261	\$17,871	10%	\$63,561	\$69,783	10%
Village of Clive	\$194,459	\$214,050	10%	\$12,322	\$13,636	11%	\$206,781	\$227,686	10%
Village of Clyde	\$77,161	\$86,993	13%	\$9,832	\$9,822	0%	\$86,993	\$96,815	11%
Village of Consort	\$105,248	\$116,274	10%	\$62,836	\$70,117	12%	\$168,084	\$186,390	11%
Village of Coult's	\$37,085	\$42,040	13%	\$35,530	\$42,011	18%	\$72,615	\$84,051	16%
Village of Cowley	\$43,135	\$54,146	26%	\$15,417	\$17,089	11%	\$58,553	\$71,236	22%
Village of Cremona	\$111,326	\$122,020	10%	\$26,963	\$29,397	9%	\$138,289	\$151,416	9%
Village of Czar	\$25,085	\$28,713	14%	\$7,748	\$10,967	42%	\$32,833	\$39,680	21%
Village of Delburne	\$206,633	\$220,020	6%	\$43,829	\$42,883	-2%	\$250,463	\$262,903	5%
Village of Delia	\$34,212	\$39,445	15%	\$12,863	\$13,637	6%	\$47,075	\$53,082	13%
Village of Donalda	\$31,630	\$35,086	11%	\$5,958	\$6,579	10%	\$37,588	\$41,665	11%
Village of Donnelly	\$49,360	\$54,966	11%	\$8,044	\$8,796	9%	\$57,403	\$63,763	11%
Village of Duchess	\$250,760	\$270,911	8%	\$35,705	\$40,972	15%	\$286,465	\$311,883	9%
Village of Edberg	\$20,445	\$23,160	13%	\$1,265	\$1,514	20%	\$21,711	\$24,674	14%
Village of Edgerton	\$63,662	\$67,381	6%	\$14,104	\$15,890	13%	\$77,766	\$83,271	7%
Village of Elnora	\$50,896	\$60,071	18%	\$10,459	\$10,647	2%	\$61,356	\$70,718	15%
Village of Empress	\$18,516	\$19,581	6%	\$6,651	\$6,571	-1%	\$25,167	\$26,152	4%
Village of Foremost	\$110,123	\$132,442	20%	\$43,240	\$50,545	17%	\$153,362	\$182,987	19%
Village of Forestburg	\$148,651	\$162,777	10%	\$37,102	\$38,679	4%	\$185,753	\$201,456	8%
Village of Girouxville	\$33,288	\$36,433	9%	\$10,115	\$10,327	2%	\$43,402	\$46,761	8%
Village of Glendon	\$92,993	\$99,084	7%	\$17,999	\$19,290	7%	\$110,993	\$118,375	7%
Village of Glenwood	\$75,308	\$90,453	20%	\$9,190	\$9,732	6%	\$84,497	\$100,185	19%
Village of Halkirk	\$14,885			\$6,513			\$21,398		
Village of Hay Lakes	\$123,952	\$139,060	12%	\$7,320	\$9,248	26%	\$131,272	\$148,308	13%
Village of Heister	\$17,266	\$19,492	13%	\$5,182	\$5,825	12%	\$22,448	\$25,316	13%
Village of Hill Spring	\$54,414	\$60,440	11%	\$4,211	\$4,750	13%	\$58,625	\$65,190	11%
Village of Hines Creek	\$34,209	\$35,332	3%	\$20,015	\$21,640	8%	\$54,224	\$56,972	5%
Village of Holden	\$44,248	\$50,417	14%	\$32,543	\$34,896	7%	\$76,791	\$85,313	11%
Village of Hughenden	\$26,637	\$28,084	5%	\$5,880	\$6,641	13%	\$32,517	\$34,725	7%
Village of Hussar	\$30,710	\$35,112	14%	\$10,012	\$11,784	18%	\$40,723	\$46,896	15%
Village of Innisfree	\$24,567	\$28,117	14%	\$11,944	\$13,608	14%	\$36,510	\$41,725	14%
Village of Irma	\$94,487	\$103,158	9%	\$28,797	\$30,672	7%	\$123,284	\$133,830	9%
Village of Kitscoty	\$211,072	\$223,850	6%	\$26,720	\$29,034	9%	\$237,792	\$252,884	6%
Village of Linden	\$168,416	\$200,029	19%	\$65,604	\$71,363	9%	\$234,019	\$271,392	16%
Village of Lomond	\$26,897	\$31,081	16%	\$8,775	\$9,843	12%	\$35,672	\$40,924	15%
Village of Longview	\$133,296	\$157,316	18%	\$48,454	\$52,257	8%	\$181,750	\$209,574	15%
Village of Loughheed	\$32,223	\$34,916	8%	\$18,238	\$19,609	8%	\$50,461	\$54,525	8%
Village of Mannville	\$107,608	\$117,702	9%	\$32,971	\$35,179	7%	\$140,579	\$152,881	9%
Village of Marwayne	\$92,007	\$103,214	12%	\$16,706	\$19,408	16%	\$108,714	\$122,622	13%
Village of Milo	\$23,853	\$29,740	25%	\$12,798	\$14,627	14%	\$36,651	\$44,367	21%

Requisitions are actuals, subject to revision
 Classification: Public

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2025 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Village of Morrin	\$34,991	\$39,171	12%	\$4,515	\$5,360	19%	\$39,506	\$44,531	13%
Village of Munson	\$43,099	\$48,199	12%	\$4,950	\$5,534	12%	\$48,050	\$53,733	12%
Village of Mymam	\$36,939	\$39,970	8%	\$5,457	\$6,587	21%	\$42,396	\$46,558	10%
Village of Nampa	\$57,385	\$59,957	4%	\$67,853	\$71,282	5%	\$125,238	\$131,239	5%
Village of Paradise Valley	\$21,596	\$23,767	10%	\$5,095	\$5,744	13%	\$26,691	\$29,511	11%
Village of Rockyford	\$84,255	\$72,280	12%	\$23,645	\$26,088	10%	\$87,900	\$98,368	12%
Village of Rosalind	\$31,128	\$35,286	13%	\$9,256	\$10,292	11%	\$40,384	\$45,578	13%
Village of Rosemary	\$73,179	\$77,918	6%	\$8,384	\$10,011	19%	\$81,563	\$87,929	8%
Village of Rycroft	\$88,634	\$91,295	3%	\$94,487	\$99,226	5%	\$183,121	\$190,520	4%
Village of Ryley	\$65,801	\$71,484	9%	\$43,682	\$48,904	12%	\$109,483	\$120,388	10%
Village of Spring Lake	\$373,548	\$424,975	14%	\$11,986	\$13,638	14%	\$385,534	\$438,613	14%
Village of Standard	\$80,933	\$93,175	15%	\$52,180	\$55,237	6%	\$133,113	\$148,411	11%
Village of Stirling	\$294,781	\$346,258	17%	\$14,241	\$16,389	15%	\$309,022	\$362,647	17%
Village of Veteran	\$23,395	\$26,027	11%	\$9,571	\$10,370	8%	\$32,966	\$36,397	10%
Village of Vilna	\$28,541	\$30,806	8%	\$7,727	\$8,895	15%	\$36,268	\$39,701	9%
Village of Warburg	\$122,242	\$135,895	11%	\$41,969	\$44,792	7%	\$164,211	\$180,687	10%
Village of Warner	\$65,587	\$80,346	23%	\$16,418	\$20,411	24%	\$82,005	\$100,757	23%
Village of Waskatenau	\$40,856	\$43,870	7%	\$6,749	\$7,746	15%	\$47,605	\$51,617	8%
Village of Youngstown	\$22,650	\$24,802	10%	\$7,765	\$8,701	12%	\$30,415	\$33,503	10%

Summer Village									
Summer Village of Argentia Beach	\$233,387	\$266,905	14%	\$1,180	\$1,326	12%	\$234,567	\$268,232	14%
Summer Village of Betula Beach	\$80,456	\$96,947	20%	\$215	\$239	11%	\$80,671	\$97,187	20%
Summer Village of Birch Cove	\$36,311	\$41,937	15%	\$207	\$230	11%	\$36,518	\$42,167	15%
Summer Village of Birchcliff	\$509,079	\$572,211	12%	\$7,128	\$7,674	8%	\$516,207	\$579,885	12%
Summer Village of Bondiss	\$170,894	\$194,473	14%	\$2,877	\$3,402	18%	\$173,770	\$197,875	14%
Summer Village of Bonnyville Beach	\$68,232	\$72,907	7%	\$667	\$733	10%	\$68,899	\$73,641	7%
Summer Village of Burnstick Lake	\$53,970	\$76,288	41%	\$131	\$150	14%	\$54,101	\$76,437	41%
Summer Village of Castle Island	\$35,579	\$37,112	4%	\$62	\$70	13%	\$35,641	\$37,182	4%
Summer Village of Crystal Springs	\$238,164	\$267,321	12%	\$1,208	\$1,341	11%	\$239,372	\$268,662	12%
Summer Village of Ghost Lake	\$126,210	\$156,277	24%	\$263	\$282	7%	\$126,472	\$156,559	24%
Summer Village of Golden Days	\$367,537	\$419,422	14%	\$3,258	\$3,258	0%	\$370,795	\$422,680	14%
Summer Village of Grandview	\$287,308	\$322,822	12%	\$1,076	\$1,222	14%	\$288,384	\$324,045	12%
Summer Village of Gull Lake	\$269,295	\$314,039	17%	\$4,504	\$5,412	20%	\$273,799	\$319,450	17%
Summer Village of Half Moon Bay	\$121,653	\$130,500	7%	\$157	\$180	14%	\$121,810	\$130,680	7%
Summer Village of Horseshoe Bay	\$42,270	\$45,515	8%	\$727	\$808	11%	\$42,997	\$46,323	8%
Summer Village of Island Lake	\$300,691	\$349,645	16%	\$2,611	\$3,237	24%	\$303,302	\$352,882	16%
Summer Village of Island Lake South	\$82,853	\$91,599	11%	\$408	\$456	12%	\$83,262	\$92,055	11%
Summer Village of Itaska Beach	\$124,501	\$137,429	10%	\$583	\$642	10%	\$125,084	\$138,070	10%
Summer Village of Jarvis Bay	\$490,062	\$575,535	17%	\$1,387	\$1,558	12%	\$491,449	\$577,092	17%
Summer Village of Kapasiwin	\$87,853	\$94,742	8%	\$317	\$347	9%	\$88,170	\$95,089	8%
Summer Village of Lakeview	\$46,084	\$55,272	20%	\$256	\$292	14%	\$46,340	\$55,564	20%
Summer Village of Larkspur	\$88,448	\$98,107	11%	\$220	\$240	9%	\$88,668	\$98,346	11%
Summer Village of Ma-Me-O Beach	\$272,676	\$287,565	5%	\$7,797	\$8,247	6%	\$280,473	\$295,811	5%

Requisitions are actuals, subject to revision
Classification: Public

2025 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2024	2025	% Change	2024	2025	% Change	2024	2025	% Change
Summer Village of Mewatha Beach	\$153,698	\$176,305	15%	\$916	\$1,152	26%	\$154,614	\$177,457	15%
Summer Village of Nakamun Park	\$110,355	\$125,086	13%	\$568	\$637	12%	\$110,923	\$125,723	13%
Summer Village of Norglenwold	\$600,456	\$702,346	17%	\$2,192	\$2,485	13%	\$602,648	\$704,831	17%
Summer Village of Norris Beach	\$97,746	\$106,415	9%	\$661	\$722	9%	\$98,407	\$107,137	9%
Summer Village of Parkland Beach	\$203,204	\$228,849	13%	\$9,298	\$10,332	11%	\$212,502	\$239,182	13%
Summer Village of Pelican Narrows	\$138,468	\$154,043	11%	\$1,162	\$1,279	10%	\$139,630	\$155,322	11%
Summer Village of Point Allison	\$65,116	\$69,073	6%	\$289	\$321	11%	\$65,405	\$69,394	6%
Summer Village of Poplar Bay	\$266,865	\$286,011	7%	\$1,487	\$1,644	11%	\$268,352	\$287,655	7%
Summer Village of Rochon Sands	\$162,437	\$176,078	8%	\$1,677	\$1,847	10%	\$164,113	\$177,926	8%
Summer Village of Ross Haven	\$163,226	\$181,804	11%	\$835	\$935	12%	\$164,061	\$182,739	11%
Summer Village of Sandy Beach	\$123,810	\$139,589	13%	\$2,364	\$2,708	15%	\$126,174	\$142,296	13%
Summer Village of Seba Beach	\$480,197	\$557,449	16%	\$13,885	\$15,546	12%	\$494,083	\$572,995	16%
Summer Village of Silver Beach	\$247,016	\$265,357	7%	\$755	\$839	11%	\$247,772	\$266,197	7%
Summer Village of Silver Sands	\$163,468	\$190,537	17%	\$4,717	\$5,376	14%	\$168,185	\$195,913	16%
Summer Village of South View	\$54,415	\$62,931	16%	\$2,889	\$3,115	8%	\$57,304	\$66,046	15%
Summer Village of South Baptist	\$50,810	\$55,997	10%	\$498	\$552	11%	\$51,309	\$56,550	10%
Summer Village of Sunbreaker Cove	\$386,984	\$435,456	13%	\$613	\$681	11%	\$387,597	\$436,137	13%
Summer Village of Sundance Beach	\$169,430	\$187,637	11%	\$327	\$367	12%	\$169,757	\$188,004	11%
Summer Village of Sunrise Beach	\$75,973	\$85,126	12%	\$547	\$612	12%	\$76,520	\$85,738	12%
Summer Village of Sunset Beach	\$94,310	\$104,457	11%	\$575	\$646	12%	\$94,885	\$105,104	11%
Summer Village of Sunset Point	\$190,911	\$202,280	6%	\$727	\$811	12%	\$191,637	\$203,091	6%
Summer Village of Val Quentin	\$129,824	\$148,205	14%	\$1,098	\$1,223	11%	\$130,922	\$149,428	14%
Summer Village of Waiparous	\$97,209	\$125,505	29%	\$183	\$204	12%	\$97,391	\$125,708	29%
Summer Village of West Baptist	\$98,465	\$116,564	18%	\$504	\$562	11%	\$98,969	\$117,126	18%
Summer Village of West Cove	\$152,266	\$163,052	7%	\$793	\$886	12%	\$153,059	\$163,939	7%
Summer Village of Whispering Hills	\$126,676	\$154,680	22%	\$1,096	\$1,890	72%	\$127,772	\$156,570	23%
Summer Village of White Sands	\$309,431	\$345,232	12%	\$2,257	\$2,512	11%	\$311,688	\$347,744	12%
Summer Village of Yellowstone	\$97,654	\$110,447	13%	\$629	\$707	12%	\$98,283	\$111,154	13%
Improvement District									
Improvement District No. 04 (Waterton)	\$486,959	\$557,367	14%	\$267,914	\$300,923	12%	\$754,873	\$858,290	14%
Improvement District No. 09 (Banff)	\$311,788	\$379,499	22%	\$2,732,751	\$3,522,788	29%	\$3,044,539	\$3,902,287	28%
Improvement District No. 12 (Jasper National Park)	\$15,812	\$18,047	14%	\$215,094	\$231,275	8%	\$230,906	\$249,323	8%
Improvement District No. 13 (Elk Island)	\$956	\$1,018	6%	\$22,334	\$23,454	5%	\$23,291	\$24,472	5%
Improvement District No. 24 (Wood Buffalo)	\$6,267	\$6,636	6%	\$3,913	\$4,363	11%	\$10,180	\$11,000	8%
Kananaskis Improvement District	\$179,885	\$208,069	16%	\$441,342	\$532,210	21%	\$621,228	\$740,278	19%
Special Area									
Special Areas Board	\$1,589,002	\$1,838,695	16%	\$8,984,038	\$9,707,515	8%	\$10,573,040	\$11,546,210	9%
Townsite									
Townsite of Redwood Meadows Administration Society	\$583,080	\$679,043	16%	\$0	\$0	0%	\$583,080	\$679,043	16%

Requisitions are actuals, subject to revision
Classification: Public

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Subject **Summary of Questions from Alberta Policing Legislation Information Sessions**
From Alberta Police Governance <AlbertaPoliceGovernance@gov.ab.ca>
To cao@birchcove.ca <cao@birchcove.ca>
Date 2025-03-17 11:25



- Information sessions QA Comms and CPPO FINAL.pdf (~261 KB)

Good Afternoon,

The Government of Alberta hosted three virtual information sessions in December 2024 regarding recent changes to policing legislation, which came into effect on March 1, 2025. As communicated during these sessions, we have compiled a comprehensive summary of all questions raised, including responses to those addressed during the events, as well as answers to additional questions for which time did not permit discussion.

This document is being distributed to all municipalities across Alberta—not only those that attended the sessions—in the hope that the information proves valuable. It includes details relevant to municipalities policed under the Provincial Police Service Agreement, as well as those with populations exceeding 5,000 that operate under Municipal Police Service Agreements. Given the evolving complexities of establishing policing committees, we have also updated certain responses to reflect the most current information available.

We appreciate your ongoing dedication to fostering safe and secure communities across Alberta and your commitment to excellence in civilian governance. I look forward to continuing our strong collaborative relationship.

Should you have any further questions, please do not hesitate to contact us at albertapolicegovernance@gov.ab.ca.

Governance Team

Classification: Protected A

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Commonly Asked Questions

The Government of Alberta is enhancing civilian governance of RCMP-policed communities to ensure they have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

This document provides answers to questions that were asked during the information sessions, which were held Dec. 17 and 18, 2024. Where appropriate, we have included updated information to reflect the current state and provide an accurate response.

Information Session 1: Municipal Population over 15,000

Will there be any further regulation change or direction on structure/operations of the committees forthcoming?

The act and the regulations came into force March 1, 2025. Further amendments or new regulations are not anticipated in the short term.

Is there an expectation as to when the committees need to be operational?

Due to the development of a new enhanced security check process for police governance bodies, most committees will experience delays in their appointment process. However, the expectation is that municipalities are taking all necessary steps to establish their bylaws and recruit/appoint members, as quickly as possible.

Municipal elections are happening in the fall. Could we delay appointing committee members until after the election?

As above, the legislation and accompanying regulations are in force. The expectation is that municipalities take all necessary steps to establish their committees, or appoint members, as soon as possible.

Why was the timeline for implementation so tight?

We recognize some communities may need more time to determine the best approach and to develop and pass a bylaw. We will remain connected with individual communities to gauge their progress towards implementing the bylaw and appointing committee members.

Our policing committee has a committee member code of conduct that has been established in the bylaw. Can that stay or does it have to be removed?

The legislation sets out a minimum standard. Municipalities may wish to ensure they have a suite of policies governing their policing committee and a code of conduct is highly recommended.

Does the act require that the committee be established through bylaw?

The committee would be established through the municipality's usual bylaw channels. Training materials are available through the Government of Alberta's Police Governance E-Learning Training Program. Bylaw templates and other useful resources are available on the Alberta Association of Police Governance's website: aapg.ca.

We recognize that passing bylaws can take time and may require community consultation.

Can you elaborate on the process of a ministerial appointment to the committees? What will be the process? What will be the criteria for selection? Does a municipality have any input on this?

Ministerial appointments to committees follow the appointment process for agencies, boards and commissions coordinated by the Government of Alberta. There are a few methods for provincial appointments to municipal governance bodies. The Minister may choose to appoint members either directly or through an open competition or a combination of these two methods.

Provincial appointments will proceed in a manner that ensures the best representation on the governance bodies.

The Government of Alberta recognizes the critical importance of local oversight and input to policing. It is important to ensure community and municipality-specific concerns and trends are not overlooked, particularly for areas that have diverse and geographically dispersed populations and demographics.

The new model, consisting of a mixture of municipal and provincial appointments, ensures sufficient representation from both local and provincial government while allowing the municipalities to hold the majority of representation. This brings Alberta into alignment with other jurisdictions in Canada that facilitate provincial appointments to governance bodies.

Will the provincial appointments be limited to residents of the municipality for which the policing committee is set up?

Currently, municipal and provincial appointments are not restricted to residents of the municipality establishing the municipal policing committee.

Is it counter-intuitive to have the creation of municipal policing committees to enhance community input and involvement, while allowing for the GOA ministerial appointment of committee members?

Provincial appointees are subject to the individual bylaws of the police governance body to which they are appointed. The Minister of Public Safety and Emergency Services is responsible for ensuring that adequate and effective police services are provided across the province, and the decision to mandate provincial appointees on police governance bodies is a logical extension of the minister's mandate.

It is common practice to have provincial appointees on police boards and commissions across Canada, including B.C., Ontario, Manitoba, New Brunswick and Nova Scotia.

Our municipality has a policing committee that consists of nine members, do we need to reduce that number down to seven to align with this new regulation?

The Police Governance (Ministerial) Regulation states that a municipal policing committee shall consist of not fewer than three members and not more than seven members appointed by the municipality's council. To align with the regulation, the municipality would have to reduce the size of the municipal policing committee to seven. The minister may also make appointments to the committee.

The regulation states that if a municipal policing committee consists of:
(a) three members, the Minister may appoint one member to the committee,
(b) four to six members, the Minister may appoint up to two members to the committee, or,
(c) seven members, the Minister may appoint one member for each group of three members appointed to the committee, including any remaining group that is fewer than three members.

Why are chief elected officials not allowed to chair the committee?

This provision has been in the *Police Act* since the inception of governance bodies in the legislation. Further, the legislation also states that elected officials, mayors, and vice mayors cannot be elected as a vice chair, demonstrating the committee or commission is operating outside the normal course of political influence.

Is it a correct reading of the regulations to state that a committee could, potentially, consist of only council members?

While the legislation in its current form does not explicitly require community representation on all committees – and this may allow for some committees to be composed solely of council members - the intended purpose of these requirements to ensure community representation on every committee.

The Ministry is currently reviewing this aspect of the regulation to ensure consistency across police governance bodies and to support strong community and civilian involvement in policing oversight.

For municipal policing committees, the municipality typically conducts a recruitment process to engage interested community members. Regional policing committees may also follow a similar approach or may choose to appoint a council member as their representative, based on what they determine best represents their interests at the regional level.

Public access was indicated during municipal police committee meetings - is creating public access a requirement?

Public access is a feature of police governance that creates transparency and builds the public trust. There is latitude for a municipality to decide what an appropriate level of public involvement should be. By being present and observing / participating members of the community can better understand the purpose and scope of the municipal policing committee, thereby increasing engagement, public interest and input. Typically, the structure of meetings of police governance bodies involves a public portion and a private or "in-camera" portion of meetings. In-camera portions of meetings typically are set aside for official matters having to do with personnel or detachment issues that may be sensitive or confidential in nature.

Are committee members compensated for attending meetings? Are the provincially appointed members going to be compensated?

Municipal policing committees are formed under municipal bylaw and remain a municipal responsibility, meaning that municipalities are responsible for the costs of establishing, administering, and sustaining membership of municipal and regional policing committees. This also applies to provincially appointed members who are expected to participate at the same level.

Municipalities do have the option of using a portion of their annual Police Support Grant, which allows funds to be used for governance and local police oversight.

Communities with populations between 5,000 and 15,000 may also take the opportunity to share costs related to RCMP governance by becoming part of a regional policing committee.

Can you explain the expectations and standards surrounding the new required community safety plans?

The act creates a requirement for police governance bodies to create, maintain and submit community safety plans to the Ministry of Public Safety and Emergency Services. In the coming months, more information, tools, training and templates will be made available to support committees with this responsibility.

Will there be a standardized template for municipal police committee annual reporting?

Wherever possible and as deemed useful to municipalities and governance bodies, the Ministry will work with municipalities and the Alberta Association of Police Governance to provide templates for those plans that are submitted to the Ministry in order to provide for consistency.

Were municipalities directly consulted in the creation of the committee requirement and what feedback did they give?

Albertans shared their thoughts on policing and their experiences with the police through an online survey from Dec. 3, 2020 to Jan. 4, 2021. In late 2020 and early 2021, government officials met with stakeholders, including police associations, First Nations, community leaders, municipalities, and culturally and ethnically diverse communities.

Following the proclamation of the *Police Amendment Act, 2022* a series of amendments were set to come into force over the next three years. The ministry engaged with municipalities, municipal associations and the RCMP about RCMP governance bodies, their composition, roles, and functions during January and February of 2024. The feedback helped to inform the Police Governance Regulation and the Police Governance (Ministerial) Regulation that were enabled by the *Police Amendment Act 2022*.

Information Session 2: Regional Policing Committees

What is the composition of a regional policing committee?

Regional policing committees will consist of at least one member appointed by each municipality (with an MPSA) for a period of two to three years. They can also include additional members appointed by municipalities with the agreement of all the municipalities in the region where the municipality is located.

The four regions are: Central Alberta; Southern Alberta; Eastern Alberta and Western Alberta and utilize the regional boundaries of the Alberta RCMP in Alberta.

If we currently have a policing committee, do we have to still get ministerial approval to maintain this?

If a municipality between 5,000 and 15,000 population, with a Municipal Police Service Agreement (MPSA), currently has a policing committee and wishes to continue with that committee, they may elect to opt out of the regional policing committee.

To opt out of the regional policing committee, a municipality must seek ministerial approval by writing to the Minister to request permission to continue operating their municipal policing committee and confirming the municipal policing committee bylaw will align with the Police Governance Regulation and the Police Governance (Ministerial) Regulation.

Is there a notification or application process opt out of the regional committee. Are there certain requirements or criteria that a municipality has to meet in order to be considered?

To initiate the process of obtaining ministerial approval, a municipality should make a motion in council to opt out of the regional committee and write to the Minister requesting approval to establish their own municipal policing committee.

There is no requirement or criteria; a municipality must simply identify its intentions and the benefits to the community and confirm that the municipal policing committee bylaw will align with regulations.

In terms of regional committees, will the province designate the regions or are they leaving it up to the municipalities to decide on the size of the committee or region?

As identified above, the regions are aligned with the current RCMP Districts (east, west, central and south). We recommend that municipalities within a region connect with each another, so they are actively and collectively aware of which communities intend to opt out and which ones want to remain in the regional committee.

Can MPSA municipalities and Provincial Police Service Agreement (PPSA) municipalities form a regional committee?

Communities policed by the PPS do not have a requirement to form a police governance body. All PPSA communities fall under the purview of the Provincial Police Advisory Board.

Informal police advisory committees or regional police advisory committees continue to exist and collaboration amongst neighboring communities is recognized as being valuable. Although these advisory groups are not recognized in legislation an MPSA community along with neighboring PPSA communities may collaborate to form an informal police advisory committee. There is more information on this topic in section 3.

What is the reasoning for requiring an enhanced security clearance as opposed to reliability status?

A modern, robust security clearance framework will help ensure the integrity of appointees, as well as information, infrastructure and reputation of the committees.

All appointees should be properly vetted to ensure public trust in government institutions and processes, which in turn would improve public safety. Security incidents within Canada's public service community, including law enforcement, have demonstrated the importance of strong vetting practices reflected in the enhanced security clearance process.

Have there been discussions on the anticipated impacts on detachment commanders to be able to support the number of committees they may have to support?

The Ministry of Public Safety and Emergency Services engages in regular meetings with Alberta RCMP K Division and remains in close contact with the division during the implementation of these governance bodies. There will be impacts, as there are with most shifts in policy at a provincial level, but the RCMP have pledged to work collaboratively with all partners to ensure the transition to this new governance framework is successful. RCMP detachments have always worked together with municipalities; the shift to this governance model is just a more formalized way of doing this. The ministry welcomes feedback from the RCMP and municipalities with respect to the new governance structures.

The same detachments will be required to align with municipal, regional, and the provincial police oversight bodies. How will conflicting priorities among these groups be handled and who ultimately directs the detachment priorities?

Alberta RCMP leadership and the RCMP Districts will determine the best way to address their participation in municipal and regional policing committees. Any issues encountered will be managed through regular meetings between the ministry and Alberta RCMP K Division.

Information Session 3: Provincial Police Advisory Board (PPAB)

Do we have to pass a bylaw if we fall under the PPAB?

PPSA communities who fall under the purview of the Provincial Police Advisory Board are not required to form a governance body and are not required to establish any formal bylaws at the community/municipal level. Small and rural communities with populations under 5,000 including municipal districts and counties who are policed by the RCMP will be represented by the Provincial Police Advisory Board (PPAB). The PPAB is established by the Government of Alberta.

How will representatives be selected within the four divisions?

The Minister will appoint 15 representatives following the existing appointment process to agencies, boards and commissions coordinated by the Government of Alberta. The Minister can appoint in three ways: via a direct appointment, an open competition or a combination of these methods. The act and regulations are prescriptive about the composition of the PPAB, so these requirements must be met. For the First Nations and Metis Settlements' representations, these nominations will come from the communities themselves.

As provided for in the *Police Act* and Police Governance Regulations, the PPAB will include:

- First Nations representation: The *Police Act* prescribes at least one member from a First Nation, nominated by the First Nation, and the regulation includes two additional First Nations representatives. The regulations make allowance for additional First Nations members.
- At least one member from a Metis Settlement or community, nominated by the Metis Settlement or community.
- Two Rural Municipalities of Alberta representatives.
- Two Alberta Municipalities representatives.
- Four representatives, one from each RCMP district, who are members of the community (not RCMP members).
- Three other representatives with consideration given to geographic representation, expertise and other desirable attributes that will contribute to the PPAB's ability to serve the 280+ small and rural communities it represents.

Why just three Indigenous representatives when there are four RCMP divisions?

The three Indigenous representatives are not bound by geographic districts. These representatives would serve in the broader interest of the board and may be nominated by their Nation to act in respect of the interests of all indigenous communities.

The First Nations communities policed by the RCMP are not considered municipalities and are not among the PPSA communities that fall under the *Police Act*. Instead, these communities are part of a framework agreement with the Government of Canada. Existing Community Consultative Groups apply in some of the RCMP-policed First Nations communities.

For municipal representation, does the legislation specify that PPAB membership be elected officials, or can they be community members at large?

The PPAB will be a blend of elected officials and residents from communities across Alberta.

How can PPSA communities ensure their local priorities and concerns are heard?

Communities should establish strong communication networks and channels with the PPAB to ensure their interests are represented to the ministry and Alberta RCMP. In addition, communities should expect that the PPAB will, in turn, represent information to them from the Ministry and Alberta RCMP.

The PPAB will help advance the interests of small and rural RCMP-policed communities by:

- Advising and supporting collaboration between the RCMP, communities and community agencies on integrated community safety planning.
- Representing the interests of communities served by the RCMP under a provincial police service agreement.
- Reporting annually on progress related to provincial police service priorities, provincial police service resourcing, and related initiatives.
- Working with the RCMP and the Ministry of Public Safety and Emergency Services to communicate with municipalities about provincial priorities, resourcing, and community specific challenges.

What is the mandate of the Provincial Police Advisory Board?

As per the roles and functions mentioned above, the PPAB will help foster effective communication and collaboration between the RCMP and the Ministry of Public Safety and Emergency Services with communities on matters of public safety or issues affecting their Alberta's small and rural communities.

What if the policing priorities identified by these existing regional advisory committees clash with those identified by the new PPAB?

The PPAB will represent the collective interests of small and rural communities across Alberta. Given the diverse needs of different regions, some variation in priorities is natural. The board will work to foster collaboration and ensure local concerns are heard, bringing key issues to the attention of the Government of Alberta and the RCMP.

How many meetings does the detachment commander have to go to?

Detachment commanders do not attend meetings of the PPAB. The PPAB will establish a regular meeting cycle with senior leadership at Alberta RCMP, including the commanding officer and representatives from the Ministry of Public Safety and Emergency Services. The PPAB may convene meetings on its own for its membership in deliverance of its mandate. Police members are not appointed to the PPAB.

If we have an enhanced agreement for a Community Peace Officer - does that have any impact?

The PPAB operates at a provincial level. Community Peace Officer programs are managed locally by municipalities and do not fall under the purview of the PPAB.

How is the PPAB envisioned to work with communities that have RCMP detachments that are under an MPSA for the urban portion and a portion of PPSA for the smaller rural component?

Currently, the structure for RCMP governance bodies in legislation is based upon the type of agreement via which a municipality receives policing services. PPSA communities are not required to have police governance bodies. MPSA communities do have governance obligations in administering their agreement and a responsibility to the communities they serve.

PPSA communities may form informal police advisory groups with neighbouring PPSA communities to develop a regional police advisory approach to priority setting and community safety planning. Detachments do participate in local advisory committees with the communities represented. This local advisory approach is outside the scope of legislation but has seen success over the years in Alberta communities.

Do we have to stop having our own meetings with the RCMP (where they report to council on stats, and allow council to ask questions)? What is the status of local police advisory committees?

It is recommended that municipalities' with locally established advisory groups (advisory committees) for informal regional collaborations continue current practices, as these advisory groups add value and facilitate communication within and across communities.

Many of these local and regional advisory groups have been successfully operating in the province for years. For example, Red Deer County operates a Regional Police Advisory Committee for PPSA neighbouring communities, often including other municipal representation. This configuration has proven effective in this jurisdiction as it offers excellent information sharing and engagement opportunities with the local communities and the police. It is recommended that these informal configurations continue.

Given the intent of the legislation is to promote community engagement with the RCMP, could you explain the rationale that municipalities under a PPSA cannot join a joint municipal police committee with a municipality under a MPSA.

While geographically adjacent communities served by the same RCMP detachment may benefit from collaboration, formal governance structures differ based on the type of policing agreement. The legislation does not intend to disrupt effective informal arrangements between communities. If your municipality has established informal collaboration mechanisms that are working well, we recommend maintaining these practices to continue meeting your communities' needs. The formal distinction between governance bodies exists primarily for administrative purposes but should not prevent practical cooperation that serves citizens effectively.

Municipalities under an MPSA have statutory authority over policing, including setting priorities and monitoring performance, while PPSA municipalities provide input through advisory groups without formal oversight powers. This distinction requires separate governance structures but does not prevent informal collaboration. Municipalities are encouraged to maintain any existing cooperative arrangements that effectively support local policing needs.

Can an MPSA municipality fall under the PPAB or does it have to be represented under a regional committee?

Communities with populations over 5,000 that have MPSAs must join a regional committee or have their own municipal policing committee. The PPAB is limited to only serving the needs of those policed by the PPS in an advisory capacity.

Will those interested in participating in the PPAB apply through the GOA's agencies, boards and commissions process? Will opportunities be posted publicly?

Any municipality with an interest in serving as a member on the PPAB should express their interest in writing to the Minister or through their preferred association – Rural Municipalities of Alberta or Alberta Municipalities.

Can municipalities recommend members to the PPAB for ministerial approval?

Municipalities may recommend or nominate an individual to be considered for appointment to the PPAB by writing to the Ministry to advocate on behalf of a person. Communities may also make representation through Rural Municipalities of Alberta and Alberta Municipalities on behalf of someone they feel is an excellent candidate.

Will there be a change in the legislation to recognize the configuration of MPSA and PPSA?

As with any policy change, the ministry will work with municipalities over time to assess what is working well and where adjustments may be needed. Feedback on the new RCMP governance bodies is welcome and can be shared directly with the Minister, through the PPAB, or via albertapolicegovernance@gov.ab.ca.

Were the Alberta Summer Villages Association (ASVA) engaged to provide input into the process?

An invite to the stakeholder sessions would likely have been provided by the Rural Municipalities of Alberta. They should liaise with the RMA in connection with both this matter and future engagements.

Who is responsible for costs associated with the PPAB?

All the costs related to the Provincial Police Advisory Board are borne by the province. There will be no cost to municipalities in terms of the establishment or ongoing operations of this advisory board.

Who can municipalities contact with questions about the new civilian governance bodies?

Municipalities can contact the Ministry of Public Safety and Emergency Services at AlbertaPoliceGovernance@gov.ab.ca with questions and/or support in setting up these new governance bodies.

More information on RCMP civilian governance bodies can be found in the [Police Act](#), [Police Amendment Act](#) and in the [Police Governance Regulation](#) and [Police Governance \(Ministerial\) Regulation](#), found at Alberta King's Printer.

March 31, 2025

Ms. Wendy Wildman
Chief Administrative Officer
Summer Village of Birch Cove
Box 8, Alberta Beach, AB T0E0A0

REVISED

Dear Ms. Wildman:

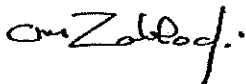
This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 30 per cent cost recovery for the fiscal year 2024-25. Total revenue generated is estimated to be \$67,144,010 and will be reinvested in Alberta policing initiatives. For fiscal year 2025-26 and beyond, further increases to the cost recovery percentage or revenue base estimate are not planned at this time. Any changes to the PFM will not be made until consultation with municipalities has occurred, and adequate notice has been provided.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Ann Chen at ann.chen@gov.ab.ca. Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at lisa.gagnier@gov.ab.ca.

Sincerely,



C.M. (Curtis) Zablocki, O.O.M.
Assistant Deputy Minister
Public Security Division

Cost Breakdown

The provincial payment generating \$67,144,010 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

Provincial Data

Revenue Generated 2024-25 after modifiers	Total Municipal Affairs Population (2023)	Total Equalized Assessment (2025)	Total Revenue Base Estimate
\$67,144,010	834,259	347,369,936,418	\$69,800,000

Municipal Data

Summer Village of Birch Cove	Data/Cost Breakdown
2023 Population	67
2025 Equalized Assessment	\$15,475,462
Equalized Assessment per capita	\$230,977
Population % of total for PFM	0.00803%
Equalized Assessment % of total for PFM	0.00446%
Amount based on 50% Population (A)	\$2,802
Amount based on 50% Equalized Assessment (B)	\$1,557
Total share policing cost C = (A + B)	\$4,359
Less modifiers:	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$0
Subsidy from Shadow Population (variable) (Note 2)	
5% for No Detachment Subsidy (Note 3)	\$218
Total share with modifiers D= C-note 1- note 2 -note 3	\$4,141

Notes

Population estimate is based on 2023 Municipal Affairs Population List.

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

Note 1: CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

Note 2: Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality's services but do not contribute to its tax base. Subsidy is up to 5% of total share.

Note 3: No detachment subsidy provided if town/municipality does not have access to a detachment.

March 31, 2025

Ms. Wendy Wildman
Chief Administrative Officer
Summer Village of Birch Cove
Box 8, Alberta Beach, AB T0E0A0

Dear Ms. Wildman:

This letter is to inform you that an error was discovered in the total equalized assessment used to calculate the 2024-25 Police Funding Model share of front-line policing costs.

Equalized Assessment *Previous* Total: \$359,176,224,029

Equalized Assessment *Revised* Total: \$347,369,936,418

Reconciliation of the **Summer Village of Birch Cove** 2024-25 amount:

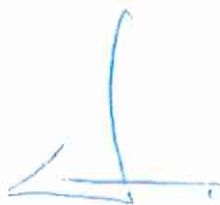
Original amount (sent):	\$4,091	
Add: adjustment to original amount:	\$50	System generated invoice to follow
Total revised amount:	\$4,141	See attached

You will note that for this year (2024-25) your share of front-line policing costs is **\$4,141**. This is **\$802** more than the **\$3,339** share of costs invoiced for 2023-24.

Please remit the amount due within 45-days from the date of the invoice, made payable to the Government of Alberta at the address shown on the invoice.

We sincerely apologize for any inconvenience this may have caused. For questions related to the financial details of the invoice, please contact Ann Chen at ann.chen@gov.ab.ca. Other background and contextual inquiries regarding the Police Funding Model may be directed to Lisa Gagnier at lisa.gagnier@gov.ab.ca.

Yours truly,





Land and Property Rights Tribunal
1229 91 St. SW
Edmonton, Alberta T6X 1E9
Telephone 780-427-2444

From: Susan McRory
Chair, Land and Property Rights Tribunal

Our File Reference: AR118230

To: All Chief Administrative Officers

Date: April 3, 2025

Subject: New Fee Structure for Certification Training Courses

The Land and Property Rights Tribunal (LPRT) supports municipalities by providing certification training to members and clerks belonging to municipal assessment review boards (ARBs) and subdivision and development appeal boards (SDABs).

Prior to commencing duties with these boards, members and clerks are required to complete a training program required by the Matters Relating to Assessment Complaints Regulation and the Matters Related to Subdivision and Development Regulation. While the LPRT is the sole provider of training programs for ARB members and clerks, SDAB members and clerks can choose a training program offered by the LPRT or from other outside private providers. Following completion of a training program, members and clerks are required to complete refresher training every three years.

In 2024/25 and previous years the, LPRT provided this training at no charge. To recover costs associated with providing these services, under *Budget 2025*, the LPRT will begin charging fees of \$300.00 per course participant commencing September 1, 2025, as set out in Ministerial Order MA:001/25 (attached).

Should you have any questions or require information about certification training courses provided by the LPRT, please contact us at 780-427-2444 (toll-free by first dialing 310-0000), or at LPRT.Training@gov.ab.ca.

Sincerely,

Susan McRory
Chair

Attachment: Ministerial Order MA:001/25

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MA:001/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 579 of the *Municipal Government Act*, make the following order:

1. That a fee of \$300 be established for services provided through the Land and Property Rights Tribunal (LPRT), to provide training required under:
 - a) Part 5 of the Matters Relating to Assessment Complaints Regulation (AR 201/2017) for Assessment Review Board Members and Clerks, and
 - b) Part 1 of the Matters Related to Subdivision and Development Regulation (AR 84/2022) for Subdivision and Development Appeal Board Members and Clerks.
2. An invoice of the fees must be paid by the Municipality to the Government of Alberta within 30 days of the invoice date.
3. Despite section 1 and section 2 of this order, no fee shall be payable in respect of training:
 - a) provided by the LPRT to any person before September 1, 2025; or
 - b) provided by the LPRT at any time to members of the LPRT or to employees of the Government of Alberta, with permission of the Chair of the LPRT.
4. This order shall take effect on September 1, 2025.

Dated at Edmonton, Alberta, this 24 day of March, 2025.

Ric McIver
Minister of Municipal Affairs

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

**Together, Let's Build
a Safer Alberta for Everyone**



Effective April 1st, 2025, the [OHS Proactive Inspection Program](#) has been expanded to **Municipal Districts (95102)**, **Towns (95101)**, and **Villages (95100)**.

Reason for Expansion

An analysis of internal and external Government of Alberta OHS data revealed an upward trend in injury/illness rates, reportable incidents, concerns reported to OHS, and enforcement tools used for these industry codes. From 2018-2023, cities, towns, and villages industry groups had some of the highest WCB psychosocial hazard claims.

What You Can Expect

INSPECTION OVERVIEW

AMHSA has been told by the GoA that the approach will be similar to the 2023/2024 Cities Inspection Program with OHS Officer education and enforcement, and is anticipated to include:

1. **Initial meetings with the CAO** or equivalent to discuss the purpose of the initiative.
2. **Meetings with department heads** and Health and Safety Committee (HSC) members.
3. **Initial inspections** and re-inspections will occur based on the size and operating structure.

OHS Officers have been directed to conduct inspections across all departments.

Compliance tools used for non-compliance will be selected based on history and hazard risk.

PROGRAM START DATE

OHS Officers received assignments on April 9, 2025. They will reach out to CAOs/equivalents to discuss and schedule inspections.

INSPECTION FOCUS AREAS

Work tasks associated with caught, contact or struck with objects, tools, equipment was seen as a factor in Alberta industry codes, according to a review of 2019-2024 Reportable Incidents.

Industry areas selected to be part of the OHS Proactive Inspection Program will have Line of Fire hazards as a focus area.

The two other focus areas are: psychosocial hazards and legislation relevant to the internal responsibility system (IRS).

NUMBER OF INSPECTIONS

Although not set, using a baseline of 4 inspections across 308 assignments could result in estimated 1,000 inspections, which factors in that smaller municipalities may not require all inspections.

How to Prepare

KEY RESOURCES FROM THE GOA

- [What to Expect for Workers](#)
- [What to Expect for Employers](#)

Hear from the GoA

AMHSA is finalizing the details for an event where you can receive more information and participate in a Q&A. [Join our newsletter](#) to stay informed about registration.

What to expect in an OHS inspection

Information for employers

This bulletin explains what you – as an employer – can expect when Alberta Occupational Health and Safety (OHS) carries out an inspection at your work site.

A [companion bulletin](#) gives similar information with a worker focus. The [Role and duties of Alberta OHS officers](#) bulletin gives more information about the legal inspection authority of OHS.

KEY INFORMATION

- The Alberta OHS Act gives OHS officers authority to inspect work sites to determine compliance with OHS laws.
- OHS inspections are not the same as the work site inspections you and your workers carry out.
- As an employer, you must cooperate with officers carrying out OHS inspections.

OHS inspections

Why and when

OHS officers may carry out inspections, to determine compliance with OHS laws. Common reasons for an inspection include:

- Someone has contacted OHS with a concern.
- An officer is following up on non-compliance.
- There was a work site incident.
- There's a [proactive inspection program](#) that relates to the type of work you do.

OHS work site inspections must be conducted during normal business hours. They are often unannounced. (The officer won't book them in advance.)

Officers don't need a warrant to inspect a work site. If the work site is in a private dwelling, officers are required to obtain consent from the owner or occupant before entering. If consent is not given, a judge can issue a warrant.

No person shall interfere with or in any manner hinder an officer or a police officer who is exercising powers or performing duties or functions under this Act.



-OHS Act, s. 37

The OHS Act gives OHS officers specific powers. These are also called authorities. Many of an officer's inspection authorities are found in sections 34 and 35 of the OHS Act.

Arriving on site

When an officer arrives on site, they will identify themselves and explain the reason for the inspection. OHS officer identification includes their government-issued ID and business cards.

Before they start a site walk-through, officers gather information. This helps make the inspection safe and effective. As standard practice, an officer:

- Determines the legal identity of work site parties. To do this, the officer can require corporate, business or individual identification. The officer determines what they need.
- Asks questions to help understand the workplace, such as:
 - What type of work do you do?
 - How many workers and/or shifts are there?
 - What are the work site hazards?
 - What are your health and safety procedures?
- Arranges for an employer representative to accompany them on the inspection. The employer representative is the person in control of the site.

OHS officers may also ask a joint health and safety committee (HSC) member, their designate or a health and safety (HS) representative to accompany them on the inspection. They have authority to do this under section 15 of the OHS Act.

If there is no HSC or HS representative, the officer can ask another worker to join the inspection.

Site walk-through

During the site walk-through, officers use their legal authorities to check for compliance. Some examples of the authorities OHS officers use in an inspection include:

- Talking with workers or other work site parties.
- Taking photos, measurements or recordings.

- Inspecting equipment, taking samples of materials or conducting tests.
- Bringing in or consulting with technical experts.
- Requiring assistance (including to access computers or to inspect equipment) or a demonstration (for example, of machinery or equipment).
- Reviewing training records, policies, procedures or other documents (printed copy or electronic).
- Obtaining statements from workers or other work site parties.

Officers make notes during their inspections. If applicable, they will discuss observed non-compliances and achievable compliance dates with the employer representative.

Compliance actions

OHS officers can take a range of actions to enforce compliance with OHS laws. These include issuing orders, writing tickets, issuing administrative penalties, or making referrals to prosecution.

Officers use a considered approach in choosing the appropriate action. This includes taking into account the nature and severity of the non-compliance.

For more on compliance actions – including penalty amounts and appeals processes – read the [Guide to OHS: Employers](#) or visit the [OHS compliance and enforcement web page](#).

After the inspection

After finishing the walk-through, officers create and deliver a contact report.

CONTACT REPORTS

OHS officers document their interactions, observations and findings in a contact report. Contact reports include:

- Any orders the officer is issuing.
- What non-compliance they are related to.
- What has to be done to achieve compliance, and by what date.

Contact reports can also include notices to produce, which require the production of health and safety related documents.

The contact report form also gives direction about when and how to post orders (if applicable).

Typically, the officer:

- Delivers the contact report in person and on the same day as the inspection.
- Reviews the contact report with work site representatives.

The officer review is a key opportunity for employer and worker representatives to ask questions about the inspection findings or contact report requirements.

As well, if work site representatives have concerns with an officer's actions, they can ask the officer to call a compliance manager to discuss the matter further, while the officer is still on site.

OHS encourages these on-site discussions because they allow for effective issues resolution.

Verifying compliance

Officers have options to verify that you have achieved compliance. These include re-inspecting your work site, reviewing documents or requiring a report on compliance from you. The officer decides what actions are appropriate in each case.

Read [Report on compliance](#) to learn more about this requirement.

Workers are protected from disciplinary action

Disciplinary action is any action or threat of action that can negatively affect a worker's employment. You cannot take disciplinary action against a worker because they have cooperated with an OHS officer during an OHS inspection.

No person shall take any disciplinary action against a worker by reason of that worker acting in compliance with this Act, the regulations, the OHS Code or an order issued under this Act.



-OHS Act, s. 18

For more information, read [Disciplinary action complaints](#).

OHS professional standards

The roles and responsibilities of OHS officers are set out in Alberta's OHS laws. In the course of carrying out their duties, OHS officers are expected to act according to their published professional standards, [Professionalism in the Workplace: Integrity in Enforcement](#).

For more information on your rights as an employer, see the Alberta OHS bulletin on [Employers' rights](#).

If you have concerns about your OHS inspection, call the OHS Contact Centre at 1-866-415-8690 (see final page for more contact information).

What to expect in an OHS inspection: Information for employers

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Classification: Public

Contact us

OHS Contact Centre

Anywhere in Alberta

- 1-866-415-8690

Edmonton and surrounding area

- 780-415-8690

Deaf or hard of hearing (TTY)

- 1-800-232-7215 (Alberta)
- 780-427-9999 (Edmonton)

Notify OHS of health and safety concerns

alberta.ca/file-complaint-online.aspx

Call the OHS Contact Centre if you have concerns that involve immediate danger to a person on a work site.

Report a workplace incident to OHS

alberta.ca/ohs-complaints-incidents.aspx

Website

alberta.ca/ohs

Get copies of the OHS Act, Regulation and Code

Alberta Queen's Printer

qp.gov.ab.ca

OHS

alberta.ca/ohs-act-regulation-code.aspx

For more information

Disciplinary action complaints (LI061)

ohs-pubstore.labour.alberta.ca/li061

Guide to OHS: Employers (LI009)

ohs-pubstore.labour.alberta.ca/li009

Employers' rights (LI062)

ohs-pubstore.labour.alberta.ca/li062

OHS compliance and enforcement

alberta.ca/ohs-compliance-enforcement.aspx

OHS proactive inspection program

alberta.ca/ohs-proactive-inspection-program.aspx

Professionalism in the Workplace: Integrity in Enforcement (BP034)

ohs-pubstore.labour.alberta.ca/BP034

Report on compliance (LI052)

ohs-pubstore.labour.alberta.ca/li052

Role and duties on an Alberta OHS officer (LI046)

ohs-pubstore.labour.alberta.ca/li046

What to expect in an OHS inspection: Information for workers (CI006)

ohs-pubstore.labour.alberta.ca/CI006

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What to expect in an OHS inspection: Information for employers

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