

SUMMER VILLAGE OF BIRCH COVE AGENDA

Thursday, June 19th, 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, June 19 th , 2025 Regular Council Meeting <i>(that Council approve as is or as amended)</i>
3.	<u>Minutes:</u> Pages 1-5	a)	Thursday, April 17 th , 2025 Regular Council Meeting <i>(approve as presented or with amendments)</i>
4.	<u>Public Hearings:</u> Pages 6-8 Bylaw 165-2025 Draft Land Use Bylaw (1 st Reading Version April 17 th , 2025)		<p><i>(Motion: that the Regular Meeting be recessed to move into a Public Hearing regarding Land Use Bylaw 165-2025 at 4:05 p.m. which will resume upon adjournment of the Public Hearing)</i></p> <p>4:05 p.m. – Land Use Bylaw 165-2025 – a Bylaw to establish regulations for how land can be developed within the Summer Village of Birch Cove. First reading to this bylaw was given at the April 17th, 2025 Regular Council meeting. The Public Hearing package is attached which includes the Notice of Public Hearing that was mailed out on May 19th, 2025 and any written submissions received prior to the deadline of June 12th, 2025. Any late submissions received will be distributed to Council at meeting time.</p> <p>Refer to the attached Public Hearing Agenda.</p> <p>The Regular meeting resumed at: _____</p> <p>Bylaw 165-2025, Draft Land Use Bylaw (1st Reading Version April 17th, 2025) – subsequent to the Public Hearing, it is now in order for Council to discuss matters and for Council to:</p> <p><i>(take action on the matter (consider any amending motions to the Bylaw and to give consideration to second and third readings of the Bylaw); schedule the matter for later Council deliberation, postpone the matter for additional staff work or other reasons, or some other direction as given by Council at meeting time)</i></p>

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5.	<u>Delegations/ Appointments:</u>		
6.	<u>Business Arising:</u>	a)	
7.	<u>Bylaws & Policies</u> <i>Bylaw 166-2025 CAO and Designated Officers Bylaw Pages 9-21</i>	a)	<p>Bylaw 166-2025, Chief Administrative Officer and Designated Officer Bylaw – Section 205 of the <i>Municipal Government Act</i> (MGA) requires that municipalities establish by Bylaw a position of Chief Administrative Officer (CAO) and Section 201 of the MGA allows Council to establish by Bylaw one or more positions to carry out the powers, duties and functions of a designated officer. The Summer Village of Birch Cove currently has a CAO Bylaw and a number of other Bylaws that establish designated officer positions. Many of these Bylaws name specific people in the various roles, so each time the person changes, the Bylaw must be repealed and replaced. Based on current best practices, a new Bylaw has been drafted to create the positions of the CAO and designated officers. The Bylaw also creates three new designated officer positions - Administrative Assistant, Finance Officer and Safety Codes Officer. This new Bylaw repeals the previous CAO Bylaw, as well as all the other designated officer bylaws. Both the draft Bylaw and the Bylaws that would be repealed are included in the agenda package. Council may pass one, two or all three readings today. However, administration is recommending all three readings.</p> <p><i>(that Bylaw 166-2025, being a Bylaw to establish the positions of Chief Administrative Officer and Designated Officers, be given first reading as presented)</i></p> <p><i>(that Bylaw 166-2025, CAO and Designated Officers Bylaw be given second reading as presented)</i></p> <p><i>(that unanimous consent be given to proceed to third reading of Bylaw 166-2025 in one sitting)</i></p> <p><i>(that Bylaw 166-2025, CAO and Designated Officers Bylaw be given third and final reading as presented)</i></p> <p>Or</p> <p><i>(that draft Bylaw 166-2025 be accepted for information)</i></p> <p>Or</p>

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			(some other direction as provided by Council at meeting time)
8.	<u>New Business:</u> Pages 22-26	a)	<p>Association of Summer Villages of Alberta – (ASVA) 2025 Annual Conference & AGM. Registration is now open for the ASVA 2025 Annual conference happening October 16-17, 2025 at the Wyndham Edmonton Hotel & Conference Center. We have booked a block of hotel rooms to ensure that we have them for any Councillors and Administration who are attending the Conference. There are no cancellation fees for any rooms we do not use.</p> <p>The Conference registration is \$349 and there is a \$50 cancellation fee. Registration is open until September 30th, 2025. Last year the conference filled up and there were Councillors in nearby communities that were unable to attend because of this. The ASVA has changed venues this year and we are hopeful that there will be room for everyone who wants to attend. We are able to register Councillors for the conference and then confirm their names after the election. In past, only one wished to attend this Conference so we did budget an amount for one to attend, however if more than one Council member wishes to attend, we will absorb the cost within the 2025 budget.</p> <p><i>(that one Council member be approved to attend the Association of Summer Villages of Alberta (ASVA) 2025 Annual Conference and AGM on October 16-17, 2025 and further that if more than one Council member wishes to attend, costs will be absorbed in the 2025 budget)</i></p> <p>Or</p> <p><i>(that the information on the Association of Summer Villages of Alberta (ASVA) 2025 Annual Conference and AGM on October 16-17, 2025 be accepted for information)</i></p> <p>Or</p> <p><i>(some other direction as provided by Council at meeting time)</i></p>
	Pages 27-38	b)	<p>Municipal Accountability Program (MAP) Report – Summer Village of Birch Cove – the Municipal Accountability Program, the purpose of which is to strengthen municipal accountability and transparency, particularly in relation to legislative compliance and best practices. All municipalities with a population of 2,500 or less must participate in the program and undergo a review every 5 years. The Summer Village of Birch Cove's MAP review</p>

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		<p>was done in 2024. As you will see in the report, the review is very thorough. Eight legislative gaps were noted for Birch Cove:</p> <ol style="list-style-type: none"> 1. Signing of Municipal Documents – the Administrative Assistant was not identified as a designated officer with signing authority (page 9 of the report) 2. The Bylaw appointing the CAO – the report referenced Bylaw 110-13, which was repealed in November of 2024 by Bylaw 164-24 (page 21 of the report) 3. This gap referenced the consolidation of the Municipal Development Plan and Land Use Bylaw; upon discussion with municipal affairs, this should not have been identified as a gap as these two documents are not consolidated (page 25 of the report) 4. The Summer Village did not have a capital budget adopted prior to January 1st (page 31 of the report) 5. Three Year Operating and Five Year Capital Plans – are mandatory annually (page 32 of the report) 6. Council must designate one member of the Assessment Review Board as chairperson (page 40 of the report) 7. Land Use Bylaw – the LUB from 2010 required some revisions to bring the LUB up to date (page 61 of the report) 8. The Municipal Planning Commissions Bylaw must include meeting procedures to be followed by the committee (page 64 of the report) <p>Administration has prepared and submitted to Municipal Affairs our response to the report. Due to its size, Council has been sent the report separately, and administration's response has been included in the meeting package, along with Municipal Affairs acknowledgement. Once Council has accepted the report and responses for information, they will be posted to the Summer Village website.</p> <p><i>(that the Municipal Accountability Program (MAP) Report and Administration's response be accepted for information for the Summer Village of Birch Cove)</i></p>
Page 39	c)	<p>Family and Community Support Services (FCSS) – the amount available for FCSS funding this year for Birch Cove is \$1,122.73. Of this allocation, \$625.30 is the cost of the All-Net system leaving a balance of \$497.43. In past Council has approved the balance to be paid to the Birch Cove Community League. Administration is asking for Council approval to allocate the FCSS funds for 2025 either in the same way or consider another organization.</p>

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		<p>recommending that a motion be made to appoint board members. Birch Cove currently has a contract with Milestone Municipal Services for the provision of an SDAB and they have provided a list of their current board members. As well, we need to appoint the SDAB Clerks.</p> <p>The following are available to be appointed to our SDAB; if there are any persons on the list that Council believes have a conflict of interest in their capacity as a Board member, it should be noted at meeting time and person taken off the list:</p> <ul style="list-style-type: none"> • Denis Meier • John Roznicki • Rainbow Williams • Chris Zaplotinsky • Tony Siegel • Jamie-Lee Kraley • Jason Shewchuk • John McIvor • Angela Duncan <p>The following are appointed Clerks of the SDAB:</p> <ul style="list-style-type: none"> • Emily House • Janet Zaplotinsky • Cathy McCartney <p><i>(that Denis Meier, John Roznicki, Rainbow Williams, Chris Zaplotinsky, Tony Siegel, Jamie-Lee Kraley, Jason Shewchuk, John McIvor, and Angela Duncan be appointed to the Summer Village of Birch Cove Subdivision and Development Appeal Board and further that the Subdivision and Development Appeal Board Clerks as designated officers be confirmed as Emily House, Janet Zaplotinsky and Cathy McCartney</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
Pages 40-41	f)	<p>Road Repair and Crack Sealing Project – Border Paving Ltd. has provided a quote for the required road repair areas in the Summer Village and crack sealing where required. The estimate for the road repair is \$28,060.14 and the crack sealing is \$5,383.08 for a total of \$33,443.22. Council has given the go ahead for this work and we need a motion to ratify and utilize grant funding for the project(s).</p>

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			<p><i>(that Council approve the road repair project and crack sealing for the Summer Village of Birch Cove in the amount of \$33,443.22 in the quote provided by Border Paving Ltd. and that the road repair/crack sealing project be funded through available grant funding)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
Page 42	g)	<p>Waste Token Phase Out Discussion – Administration has received notification from Lac Ste. Anne County that the waste token disposal system for the Summer Village of Birch Cove will be discontinued at the end of 2025. Some options on how to navigate this moving forward are:</p> <ul style="list-style-type: none">- Curbside Pickup – although this is common in some summer villages, it is a relatively high cost, especially in seasonal communities- Community Collection – some municipalities hire staff (PW) to collect garbage on a regular cycle and deliver tonnage to the regional landfill; this option requires year round staff, and additional administrative work, although may be cheaper than curbside pickup- Community Bins – a few other villages use this option, mid range cost for set up, low cost to operate but the issue with this is managing “unauthorized material” ending up in the bins- Individual Service – residents can either get their own bin, or plan to take their own garbage to the regional landfill (closer to Gunn rather than Rich Valley Transfer Station)- Request purchase of County Transfer Station Cards – for 2025 the cost is approximately \$204/household (for 2 cards). We have not approached the County with this option, however certainly could have a discussion with them- Approach County of Barrhead to negotiate some sort of agreement to utilize the Dunstable Transfer Station <p>Although this does not take affect until the end of 2025, Administration would like some direction from Council so we can plan moving forward sooner rather than later.</p> <p><i>(direction as given by Council at meeting time)</i></p>	
Pages 43-52	h)	<p>Occupational Health & Safety (OH&S) – Summer Villages (unless an incident has occurred) have not had OH&S inspections in the past, however in the past several years there has apparently been a tragic spike</p>	

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			<p>in the number of incidents province wide for workplace related injuries and incidents. Unknown to Administration, OH&S began routine inspections to verify compliance with smaller municipalities. On June 4th, 2025, we were contacted by our local OH&S Officer, Adetokunbo Taliwo to review compliance regarding the Summer Village. Our park maintenance workers are employed by the Summer Village consequently fall under the direction of the Summer Village. The OH&S officer met with Administration on June 1st, 2025 and then met with Mr. McKendry on June 4th, 2025 to review the requirements to be met for compliance. A Hazard Assessment for the work that Mr. McKendry does in this position is required for compliance by the due date of June 18th, 2025. Mr. McKendry completed this deficiency on June 5th, 2025 and submitted it to OH&S. Administration has received confirmation that this deficiency has now been met. We appreciate the attention to this matter from Mr. McKendry.</p> <p><i>(that the Contact Report provided by Occupational Health & Safety (OH&S) on June 4th, 2025, the Hazard Assessment & Control Report and Re-inspection Contact Report of June 9th, 2025 be accepted for information)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
		i)	<p>Next Meeting – meetings for the Summer Village are normally scheduled for the third Thursday of the month, every second month. Nomination Day is scheduled for Saturday, June 21st with the election (if required) scheduled for July 19th, 2025. If Council wishes, we could set the next meeting for Thursday, July 24th, 2025 at which time we could have the Organizational Meeting along with the Regular meeting as well as possibly schedule the required Part 1 of the Councillor Orientation (we are currently having the Alberta Summer Village Association (ASVA) provide the training, if they are available at the beginning of the meeting). They are providing this training via zoom and anticipate that it takes approximately 25 minutes, depending on whether Council members have questions or not. We then could skip the August 21st, 2025 meeting if Council so wishes.</p> <p><i>(that the Organizational Meeting and Regular Council meeting be scheduled for Thursday, July 24th, 2025 at 4:00 p.m. and further that the August 21st, 2025 meeting be cancelled)</i></p> <p><i>(that the Regular Council meeting proceed July 17th, 2025 and that an Organizational Meeting be scheduled for Thursday, August 21st, 2025)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>

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		j)	
		k)	
		l)	
9.	<u>Financial</u>	a)	Income and Expense Statement – May 31 st , 2025 <i>(that the May 31st, 2025 Income and Expense Statement, included in the Draft Budget be accepted as presented)</i>
10.	<u>Correspondence</u> Page 53	a)	May 12 th , 2025 letter from Ric McIver, Minister of Municipal Affairs confirming the 2025 Local Government Fiscal Framework (LGFF) allocations of \$68,127 Capital and \$9,230 Operating.
	Pages 54-60	b)	Yellowhead Regional Library 2024 Annual Report
	Pages 61-65	c)	Bill 50, Municipal Affairs Statutes Amendment Act, 2025 received royal assent and was proclaimed on June 1 st . There were sweeping changes of legislation regarding this Bill including, but not limited to the repeal of the Councillor Codes of Conduct, Collaborative Frameworks, Governance Procedures, CAO Accountability, Election Administration and more. Administration will be staying informed and proactive to ensure the changes are implemented for the Summer Village of Birch Cove.
	Pages 66-73	d)	Alberta Municipalities - Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official – prepare for Municipal Affairs survey on the recall of a municipal elected official.
		e)	
		f)	
		g)	<i>(that the correspondence items be accepted for information)</i>
11.	<u>Council Reports</u>	a)	Mayor
		b)	Deputy Mayor

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		c)	Councillor <i>(that the Council Reports be accepted for information)</i>
12.	<u>Chief Administrative Officer Report</u>	a) b) c) d) e) f)	To Do List – April 17 th , 2025 Website - Discussion <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: October 16th and 17th, 2025 ASVA Convention (location TBA)
November 12th – 14th, 2025 ABMunis Convention & Trade Show (Calgary TELUS Convention Centre)

Saturday, June 21st, 2025 – Nomination Day 10:00 a.m. – 12:00 p.m. Community Shelter

Monday, July 14th, 2025 – Advance Vote (if required) 4:00 p.m. – 7:00 p.m. Community Shelter

Saturday, July 19th, 2025 – Election Day (if required) 10:00 a.m. – 7:00 p.m. Community Shelter

SUMMER VILLAGE OF BIRCH COVE
REGULAR COUNCIL MEETING MINUTES
THURSDAY, APRIL 17TH, 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 – via zoom</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Diane Wannamaker, Administrative Assistant Development Officer, Tony Sonnleitner (via zoom)</p> <p>Attendees: Laura Marcato, CPA, CA, Managing Partner, Seniuk & Marcato, Chartered Professional Accountants (via zoom)</p> <p>Public at Large: 0 Public on Zoom: 0</p>
1.	CALL TO ORDER	Mayor Preston called the meeting to order at 4:00 p.m.
2.	AGENDA 22-25	<p>MOVED by Councillor Tymafichuk that the April 17th, 2025 Regular Council Meeting agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES 23-25	<p>MOVED by Councillor Tymafichuk that the minutes of the February 20th, 2025 Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	PUBLIC HEARING(S)	N/A
5.	DELEGATIONS(S) <i>Laura Marcato, Seniuk & Marcato</i> 24-25	<p>4:05 p.m. Laura Marato, Seniuk & Marcato arrived for the meeting to present the Draft 2024 Financial Statements</p> <p>MOVED by Mayor Preston that the 2024 Draft Financial Statements for the Summer Village of Birch Cove as presented by Laura Marcato of Seniuk & Marcato, Chartered Professional Accountants, be approved as presented.</p> <p style="text-align: right;">CARRIED</p> <p>Ms. Marcato left the meeting at 4:32 p.m.</p>

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	<i>Development Officer – Tony Sonneleitner</i>	Development Officer, Tony Sonneleitner arrived for the meeting at 4:35 p.m. to discuss the Order to Remedy Dangers & Unsightly Property on Plan 2684MC, Block 2, Lot 18, 41 Spruce Street and Land Use Bylaw amendments for short term rentals.
6.	BUSINESS ARISING 25-25	<p>MOVED by Deputy Mayor Sample 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.</p> <p style="text-align: right;">CARRIED</p>
7.	BYLAWS/POLICIES 26-25 <i>Bylaw 165-2025, Land Use Bylaw</i>	<p>MOVED by Mayor Preston that Council gives first reading to Bylaw 165-2025, being a Land Use Bylaw that on final passage repeals and replaces Land Use Bylaw 96-10, with the following amendments:</p> <ol style="list-style-type: none"> 1. “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: <ol style="list-style-type: none"> 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; <p style="margin-left: 40px;"><i>that (30 days or less) be amended to (60 days or less)</i></p> 2. “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; <p style="margin-left: 40px;"><i>that “rear” be removed from the definition</i></p> 3. that the following clause be added to Section 25, Suspension or Cancellation of Development Permits: <p style="margin-left: 40px;"><i>“d) the conditions of the Development Permit Approval are not being complied with to the satisfaction of the Development Authority;</i></p>

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AND VIA ZOOM

		<p><i>the Development Authority may suspend or cancel the notice of decision or the Development Permit by notice in writing to the holder of it."</i></p> <p style="text-align: right;">CARRIED</p>
	27-25	<p>MOVED by Councillor Tymafichuk that Council, having now given first reading to Bylaw 165-2025, sets the date of the required Public Hearing for this Land Use Bylaw to be on June 19th, 2025 at 4:00 p.m. at the administration office located at 2317 – Twp Rd 545, Lac Ste. Anne County and that Administration be directed to notify all property owners by direct mailout.</p> <p style="text-align: right;">CARRIED</p>
	Tony Sonnleitner	<p>Development Officer Tony Sonnleitner left the meeting at 4:52 p.m.</p>
	28-25 <i>Bylaw 167-2025, Council Procedural Bylaw</i>	<p>MOVED by Mayor Preston that Bylaw 167-2025, being a Bylaw to regulate the procedure and conduct of Council and Council Committee meetings, be given first reading as presented.</p> <p style="text-align: right;">CARRIED</p>
	29-25	<p>MOVED by Councillor Tymafichuk that Bylaw 167-2025, Council Procedural Bylaw be given second reading as presented.</p> <p style="text-align: right;">CARRIED</p>
	30-25	<p>MOVED by Deputy Mayor Sample that unanimous consent be given to consider third reading of Bylaw 167-2025, Council Procedural Bylaw, in one sitting.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>
	31-25	<p>MOVED by Deputy Mayor Sample that Bylaw 167-2025, Council Procedural Bylaw be given third and final reading.</p> <p style="text-align: right;">CARRIED</p>
8.	NEW BUSINESS	
	32-25	<p>MOVED by Mayor Preston that the 2025 Operating and Capital Budget for the Summer Village of Birch Cove be approved as presented and further that the minimum tax for 2025 be set at \$1,150.</p> <p style="text-align: right;">CARRIED</p>
	33-25 <i>Bylaw 168-2025 Tax Rate Bylaw</i>	<p>MOVED by Councillor Tymafichuk that Bylaw 168-2025, being a Bylaw to authorize the rates of taxation imposed for all purposes for the 2025 year for the Summer Village of Birch Cove be given 1st reading, as presented.</p> <p style="text-align: right;">CARRIED</p>

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	34-25	MOVED by Mayor Preston that Bylaw 168-2025, Tax Rate Bylaw be given second reading as presented. CARRIED
	35-25	MOVED by Deputy Mayor Sample that unanimous consent be given to consider third reading of Bylaw 168-2025, Tax Rate Bylaw, in one sitting. CARRIED UNANIMOUSLY
	36-25	MOVED by Deputy Mayor Sample that Bylaw 168-2025, Tax Rate Bylaw be given third and final reading as presented. CARRIED
	37-25	MOVED by Mayor Preston that the Summer Village of Birch Cove host the next Summer Villages of Lac Ste. Anne County East meeting scheduled for Saturday, June 21 st , 2025 at 9:00 a.m. at the Alberta Beach Senior Center and arrange for refreshments/snacks. CARRIED
9.	FINANCIALS 38-25	MOVED by Councillor Tymafichuk that the March 31 st , 2025 Income and Expense Statement, as included in the Draft Budget be accepted for information. CARRIED
10.	CORRESPONDENCE 39-25	MOVED by Mayor Preston that the following correspondence be accepted for information: <ul style="list-style-type: none"> ➤ Climate Resilience Capacity Building Program Collaborative Learning Stream ➤ February 27th, 2025 letter from Alberta Public Safety & Emergency Services: 2025 Provincial Police Funding Rate ➤ March 12th, 2025 letter from Municipal Affairs Minister McIver: clarification regarding Elector Assistance Terminals ➤ March 14th, 2025 letter from municipal Affairs Minister McIver: Budget 2025 education property tax fact sheet and comparison report ➤ March 17th, 2025 letter from Alberta Policy Governance: Summary of Questions from Alberta Policing Legislation Information Sessions ➤ March 31st, 2025 letter advising of our revised policing costs from \$4,091 to \$4,131 ➤ April 3rd, 2025 letter from Land & Property Rights Tribunal: new fee structure for certification training courses

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		➤ Occupational Health & Safety Proactive Inspection Program – outline of changes for employers CARRIED
11.	COUNCILLOR REPORTS 40-25	MOVED by Mayor Preston that the Councillor reports be accepted for information as presented. CARRIED
12.	ADMINISTRATION REPORTS 41-25	MOVED by Deputy Mayor Sample that the Administration report be accepted for information as presented. CARRIED
13.	CONFIDENTIAL MATTERS	N/A
15.	ADJOURNMENT	The meeting adjourned at 5:22 p.m.

Mayor, Dean Preston

Chief Administrative Officer, Wendy Wildman

PUBLIC HEARING AGENDA
SUMMER VILLAGE OF BIRCH COVE
JUNE 19th, 2025, 2317 TWP RD 545, LAC STE. ANNE COUNTY 4:00 P.M.
WILDWILLOW ADMINISTRATION OFFICE, 2317 – TWP RD 545,
LAC STE ANNE COUNTY

DATE: June 19th, 2025

TIME: 4:05 p.m.

PLACE: Wildwillow Administration Office
(Located at 2317 – Twp Rd 545, Lac Ste. Anne County)

1. Call to Order and Opening Remarks
2. Adoption of Agenda
3. Introductions
4. Public Hearing

The purpose of this Public Hearing is for the Council of the Summer Village of Birch Cove to hear testimony and take action relating to the proposed Bylaw 165-2025 which is a Bylaw to include new sections on use specific standards for Short-Term Rental (tourist homes).

5. Presentations
 - a) Tony Sonnleitner - Development Officer
6. Public Testimony & Comment
 - a) Written Submissions
 - i)
 - b) Written Request to make Oral Presentation
 - i)
 - c) Oral Presentations/Comments from those persons signed up on the sign-in sheet
 - d) Oral Presentations/Comments from any other person(s)
7. Questions & Answers (for Council Members Only)
8. Council Discussion
9. Adjournment of Public Hearing



Summer Village of Birch Cove

Box 8, Alberta Beach, AB T0E 0A0

PH: (780)967-0271 FAX: (780)967-0431

Email: cao@birchcove.ca

NOTICE OF PUBLIC HEARING SUMMER VILLAGE OF BIRCH COVE LAND USE BYLAW 165-2025

May 19th, 2025

Pursuant to the *Municipal Government Act, R.S.A. 2000, Chapter M26*, the Council of the Summer Village of Birch Cove hereby gives notice that the Summer Village is considering the adoption of a new Land Use Bylaw 165-2025. Council gave first reading to this Bylaw at their regular meeting April 17th, 2025.

The current Bylaw dates back to 2010. Besides a general clean up and reconfiguration of Sections, there is an important change proposed for this document and we value your input. The proposed amendment includes, but is not limited to:

- New sections on use specific standards for:
Short-term Rentals (tourist homes)

As part of the public review process, a formal hearing is to be held as follows:

Date: Thursday, June 19th, 2025

Time: 4:05 p.m.

Place: Administration Office, Wildwillow Enterprises Inc., 2317 – Twp. Rd 545, Lac Ste. Anne County

The Public Hearing is your opportunity to provide final input for the Land Use Bylaw prior to second, and final readings. A copy of the new proposed Land Use Bylaw is available at the Summer Village Office located at 2317 – Township Road 545, Lac Ste. Anne County, Alberta between the hours of 8:30 a.m. and 4:00 p.m. Monday through Thursday, or by accessing the municipal website at www.birchcove.ca.

Hearing Procedure

This is a formal Public Hearing and Council will hear verbal and written presentations from those who wish to speak to the proposed Bylaw. Written submissions will be received up until June 12th, 2025 via email to cao@birchcove.ca. Those written submissions which have been received before the designated time will be discussed at the Public Hearing before verbal presentations will be received or written submissions received after the designated time.

You may contact Tony Sonnleitner, Development Officer, for further information at pcml@telusplanet.net or (780)718-5479.

(7)



Summer Village of Birch Cove

Box 8, Alberta Beach, AB T0E 0A0

PH: (780)967-0271 FAX: (780)967-0431

Email: cao@birchcove.ca

Public Hearing Information

This public hearing is for Council to hear testimony related to the matter at hand.

All those wishing to be heard at the public hearing will be asked to sign in (in person or virtually).

Those who do not sign in will be given the opportunity to speak only after all those who signed in have given their testimony.

Presentation Guidelines

The following rules of conduct will be followed during the public hearing as everyone present will be given an opportunity to be heard.

- Presentations are to be brief and to the point.
- Only one person may speak at a time. Each person will be allowed 5 minutes maximum to present to allow time for everyone to be heard. This is the time for presentation of testimony. No debate is allowed.
- Applause, cheering, clapping or associated noises after speakers have spoken must be kept to yourself as this is a time for Council to hear and carefully consider all testimony given. All members of the public are to feel safe in expressing their thoughts.

Hearing Ground Rules & Order of Presentations

- a) Entry of written submissions into the record,
- b) Late written submissions will be read into the record,
- c) Comments/presentation from Development Officer, Tony Sonnleitner
- d) Those who have signed in will be given the opportunity to speak in the order they have signed in,
- e) Any other person deemed to be affected by the Bylaw will be given the opportunity to speak,
- f) Anyone else who did not sign in will be given the opportunity to speak,
- g) The Development Officer, Tony Sonnleitner will be given the opportunity to present closing remarks or address any of the issues presented,
- h) Councillors will be given the opportunity to ask questions,
- i) Council will then end the Hearing and retire to consider the information received at the public hearing,
- j) Council will only consider matters raised at the Hearing
- k) Only Councillors may ask questions of speakers during the Hearing. If any persons wish to ask questions of a speaker, they must ask Council to ask the question on their behalf during the presentation and Council will only ask the question if it feels it wishes to have an answer in order to undertake its consideration.

TO BE REPEALED

BY LAW NO. 161-2024
PROVINCE OF ALBERTA
SUMMER VILLAGE OF BIRCH COVE

**A BYLAW OF THE MUNICIPALITY OF BIRCH COVE, IN THE PROVINCE
OF ALBERTA, TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

WHEREAS, pursuant to the provisions of section 210 of the Municipal Government Act, Chapter M-26, R.S.A. 2000, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

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

1. That the position of Assessor be established to carry out the duties and responsibilities of an assessor as designated in the Municipal Government Act.
2. That as the Summer Village has entered into an agreement with Municipal Assessment Services Group for the provision of assessment services within the Summer Village, Travis Horne be appointed Assessor for the Summer Village of Birch Cove.
3. That this bylaw is effective upon the date of its third and final reading and upon signing thereof.

Read a First time this 21st day of November, 2024.

Read a Second time this 21st day of November, 2024.

Unanimous Consent for Third Reading this 21st day of November, 2024.

Read a Third time and duly passed this 21st day of November, 2024.

Mayor, Dean Preston

Chief Administrative Officer, Wendy Wildman

TO BE REPEALED

BYLAW NO. 112-13

This is a Bylaw of the Summer Village of Birch Cove, in the Province of Alberta, to establish a Development Authority for the Municipality.

WHEREAS Section 624 of the Municipal Government Act, RSA 2000, requires each municipality to provide for a Development Authority to exercise development powers and duties on behalf of the municipality.

WHEREAS the Summer Village of Birch Cove considers it beneficial to establish a Development Authority for the municipality.

THEREFORE the Council of the Summer Village of Birch Cove in the Province of Alberta, duly assembled, hereby enacts as follows;

1. **THAT** Erwin Tony Sonnleitner act as the Development Authority on behalf of the Summer Village of Birch Cove.
2. **THAT** the Development Authority shall be carried out in accordance with the Summer Village of Birch Cove Land Use Bylaw and amendments hereto.
3. **THAT** the Development Authority shall carry out the duties and responsibilities of a Development Officer, and includes any person to whom those duties and responsibilities are delegated to by this person.

This Bylaw shall come into full force and effect upon third reading.
This Bylaw repeals Bylaw 76.

READ A FIRST TIME IN COUNCIL THIS 13TH DAY OF SEPTEMBER 2013

READ A SECOND TIME IN COUNCIL THIS 13TH DAY OF SEPTEMBER 2013

READ A THIRD TIME IN COUNCIL
AND DULY PASSED THIS 13TH DAY OF SEPTEMBER 2013

Signed this 13th day of September 2013.

Mayor Eugene Dugan

Municipal Administrator – Dennis Evans

Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456, Appoint Assessment Review Board Clerk

**A BYLAW OF THE MUNICIPALITY OF BIRCH COVE, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

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

AND WHEREAS, pursuant to section 456 of the *Municipal Government Act*, the Council of a Municipality must appoint a Designated Officer to act as the Clerk of the Assessment Review Boards having jurisdiction in the Municipality.

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

1. The Assessment Review Board Clerk is hereby established as a Designated Officer.
2. The Assessment Review Board Clerk is the Designated Officer for the purpose of the following sections of the *Municipal Government Act*:
 - i) section 456(1) – Duties of the Clerk of the Assessment Review Board
 - ii) section 461 & 462 – Assessment Complaints
 - iii) section 469(1) – Notice of Decision of the Assessment Review Board
 - iv) section 483 – Decision Admissible on Appeal
3. That as the Summer Village has entered into an agreement with Capital Region Assessment Services Commission for the provision of Assessment Review Board services within the Summer Village, Geryl Amarin be appointed Assessment Review Board Clerk for the Summer Village of Birch Cove.
4. THAT this Bylaw is effective on the date of the third and final reading.

Read a first time on this 19th day of October, 2023.

Read a second time on this 19th day of October, 2023.

Unanimous Consent to proceed to third reading on this 19th day of October, 2023.

Read a third and final time on this 19th day of October, 2023.

**Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456, Appoint Assessment Review Board Clerk**

Signed this 19th day of October, 2022.

Mayor, Steven Tymafichuk

Chief Administrative Officer, Wendy Wildman

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**A BYLAW OF THE MUNICIPALITY OF BIRCH COVE, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

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

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

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

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

627.1(1) A council that establishes a subdivision and development appeal board must appoint, and a council that authorizes the establishment of a subdivision and development appeal board must authorize the appointment of, one or more clerks of the subdivision and development appeal board.
2. That as the Summer Village has entered into an agreement with Milestone Municipal Services for the provision of Subdivision and Development Appeal Board services within the Summer Village, Emily House and Cathy McCartney be appointed Subdivision and Development Appeal Board Clerks for the Summer Village of Birch Cove.
3. THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 19th day of October, 2023.

Read a second time on this 19th day of October, 2023.

Unanimous Consent to proceed to third reading on this 19th day of October, 2023.

Read a third and final time on this 19th day of October, 2023.

Signed this 19th day of October, 2023.

Mayor, Steven Tymafichuk

Chief Administrative Officer, Wendy Wildman

TO BE REPEALED

BYLAW NO. 156-23
PROVINCE OF ALBERTA
SUMMER VILLAGE OF BIRCH COVE

**A Bylaw of the Summer Village of Birch Cove, in the Province of Alberta, to establish a
Planning & Subdivision Authority for the Municipality.**

WHEREAS Section 623 of the Municipal Government Act, Chapter M-26, RSA 2000, requires each municipality to provide for a Planning & Subdivision Authority to exercise planning & subdivision powers and duties on behalf of the municipality.

WHEREAS the Summer Village of Birch Cove considers it beneficial to establish a Planning & Subdivision Authority for the municipality.

THEREFORE the Council of the Summer Village of Birch Cove in the Province of Alberta, duly assembled, hereby enacts as follows;

1. **THAT** MPS (Municipal Planning Services Ltd.) act as the Planning & Subdivision Authority on behalf of the Summer Village of Birch Cove.
2. **THAT** the Planning & Subdivision Authority shall be carried out in accordance with the Summer Village of Birch Cove Land Use Bylaw and amendments hereto.
3. **THAT** the Planning & Subdivision Authority shall carry out the duties and responsibilities of a Planning & Subdivision Authority, and includes any person to whom those duties and responsibilities are delegated to by this firm.

This Bylaw shall come into full force and effect upon third reading.

READ A FIRST TIME IN COUNCIL THIS 19th DAY OF OCTOBER, 2023

READ A SECOND TIME IN COUNCIL THIS 19th DAY OF OCTOBER, 2023

READ A THIRD TIME IN COUNCIL AND DULY PASSED THIS 19th DAY OF OCTOBER, 2023

Mayor, Steven Tymafichuk

Chief Administrative Officer, Wendy Wildman

TO BE REPEALED

Summer Village of Birch Cove

Bylaw No. 164-2024

BEING A BYLAW OF THE SUMMER VILLAGE OF BIRCH COVE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS Section 205 of the Municipal Government act, being Chapter M-26 of RSA 2000 and any amendments thereto, directs that a municipality shall establish the position of Chief Administrative Officer;

NOW THEREFORE, the Council of the Summer Village of Birch Cove in the Province of Alberta, duly assembled, hereby enacts as follows:

1. There shall be in and for the Summer Village of Birch Cove a Chief Administrative Officer.
2. The Chief Administrative Officer shall be appointed by resolution and may be engaged by an Employment Contract.
3. All aspects of employment not addressed by the Employment Contract shall be addressed by the Personnel Policy.
4. The Council may, by resolution, appoint an acting Chief Administrative Officer and prescribe his/her duties, who shall act during illness, absence or other incapacity that may prevent the Chief Administrative Officer from performing the duties of his/her office.

That bylaw 110-13: the appointment of Chief Administrative Officer to be rescinded.

Read a First time this 21st day of November, 2024.

Read a Second time this 21st day of November, 2024.

Unanimously Consented for Third Read this 21st day of November, 2024.

Read a Third and Final time this 21st day of November, 2024.

Mayor, Dean Preston

Chief Administrative Officer, Wendy Wildman

**A BYLAW OF THE SUMMER VILLAGE OF BIRCH COVE, IN THE
PROVINCE OF ALBERTA TO ESTABLISH THE POSITIONS OF CHIEF
ADMINISTRATIVE OFFICER AND DESIGNATED OFFICERS.**

WHEREAS Section 205 of the *Municipal Government Act* provides that a council must establish by bylaw a position of chief administrative officer;

AND WHEREAS Section 210 of the *Municipal Government Act* provides that a council may by bylaw establish one or more positions to carry out the powers, duties or functions of a designated officer;

AND WHEREAS Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the positions of chief administrative officer and designated officers;

NOW THEREFORE the Municipal Council of the Summer Village of Birch Cove, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

- 1.1. This Bylaw may be cited as the "CAO and Designated Officers Bylaw".

2. INTERPRETATION

- 2.1. In this Bylaw, the following terms shall have the following meanings:

- a) "Bylaw" means this CAO and Designated Officer Bylaw;
- b) "CAO" means the chief administrative officer for the Summer Village appointed pursuant to this Bylaw and as defined in the *Municipal Government Act*;
- c) "Council" means the municipal council of the Summer Village;
- d) "Designated Officer" has the same meaning as defined in the *Municipal Government Act*;
- e) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25 and the regulations thereunder;
- f) "*Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder; and
- g) "Summer Village" means the municipal corporation of the Summer Village of Birch Cove.

- 2.2. Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.

- 2.3. Whenever a singular or masculine form of a word is used in this Bylaw, it shall include the plural, feminine or neutral form of the word as the context requires.

- 2.4. The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

3. CHIEF ADMINISTRATIVE OFFICER

- 3.1. The position of the CAO is hereby established.
- 3.2. The CAO shall be given the title "Chief Administrative Officer".
- 3.3. The CAO shall be appointed by resolution of Council and may be engaged by an employment or other contract. If applicable, all aspects of employment not addressed in the employment contract shall be addressed by the Summer Village personnel policies.
- 3.4. The CAO shall have all the powers, duties and functions of a chief administrative officer as set out in the *Municipal Government Act*.
- 3.5. Without limiting the generality of section 3.4 of this Bylaw, the CAO is the head of the Summer Village within the meaning of *FOIP*.
- 3.6. Unless a Designated Officer is expressly appointed in this Bylaw or another Bylaw of the Summer Village, the CAO has all the powers, duties and functions given to a Designated Officer under the Municipal Government Act or any other statute or enactment.
- 3.7. The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Summer Village employee.

4. DELEGATION BY CAO

- 4.1. The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the *Municipal Government Act* and under this or any other bylaw to a Designated Officer or an employee or agent of, or contractor for, the Summer Village.
- 4.2. Without limiting the generality of section 4.1 of this Bylaw, the CAO is authorized to appoint an **Administrative Assistant** and delegate the CAO's powers, duties and functions to that Administrative Assistant and to authorize that Administrative Assistant to act as the CAO during absences of the CAO. The Administrative Assistant shall be a designated officer.
- 4.3. Without limiting the generality of section 4.1 of this bylaw, the following designated officer positions are established:
 - a) Administrative Assistant
 - b) Finance Officer
 - b) Bylaw Enforcement Officer(s)
 - c) Development Authority
 - d) Subdivision Authority
 - e) Assessment Review Board Clerk
 - f) Municipal Assessor(s)
 - g) Subdivision and Development Appeal Board Clerk
 - h) Safety Codes Officer

- 4.4. Without limiting the generality of section 4.1 of this bylaw, the CAO is authorized to appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.

5. APPLICATION

- 5.1. The delegation of **Finance Officer** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 309(1.d)-MGA	Contents of assessment notices
Section 334(1.e)-MGA	Contents of tax notices
Section 336(1)-MGA	Certifying date of sending tax notices
Section 343(2)-MGA	Application of the tax payments
Section 350-MGA	Issuing Tax Certificates
Section 612-MGA	Certified Copies

- 5.2. The delegation of **Bylaw Enforcement Officer(s)** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 420(2)-MGA	Obtaining possessions of lands
Section 436.11-MGA	Obtaining possession of manufactured homes
Section 439(2)-MGA	Preparing and issuing distress warrants and seizing goods
Section 542-MGA	Municipal inspections and enforcement
Section 543-MGA	Court authorized inspections and enforcement
Section 544-MGA	Inspecting Meters
Section 545-MGA	Issuing orders to cease contravention of any bylaw
Section 546-MGA	Orders to remedy dangerous and unsightly properties

- 5.3. The delegation of **Development Authority** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 623-MGA	Development Authority
Section 542-MGA	Municipal inspections and enforcement
Section 543-MGA	Court authorized inspections and enforcement
Section 545-MGA	Issuing orders to cease contravention of any bylaw
Section 546-MGA	Orders to remedy dangerous and unsightly properties
Section 645-MGA	Stop Orders

- 5.4. The delegation of **Subdivision Authority** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 623-MGA Subdivision Authority

The authority of the Subdivision Authority is restricted in that the decision to grant approval, with or without conditions, or to refuse subdivision approval shall be retained by the Village and shall be delegated expressly to Council.

- 5.5. The delegation of **Assessment Review Board Clerk** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 456(1)-MGA	Duties of the clerk of Assessment Review Board
Section 461 & 462-MGA	Assessment Complaints
Section 469(1)-MGA	Notice of decision of Assessment Review Board
Section 483-MGA	Decision admissible on appeal

- 5.6. The delegation of **Municipal Assessor(s)** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 284.2-MGA	Carry out duties and responsibilities of an assessor
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- 5.7. The delegation of **Subdivision and Development Appeal Board Clerk** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 627.1-MGA	Duties of the clerk of the Subdivision and Development Appeal Board
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- 5.8. The delegation of **Safety Codes Officer** as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 542-MGA	Municipal inspections and enforcement
Section 543-MGA	Court authorized inspections and enforcement

6. GENERAL

- 6.1. Each provision of this Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 6.2. This Bylaw rescinds Bylaw 161-2024 Designated Officer – Assessor Bylaw, Bylaw 112-2013, Designated Officer – Development Authority, Bylaw 157-2023 Designated Officer – Assessment Review Board Clerk, Bylaw 155-2023 Designated Officer – Subdivision and Development Appeal Board Clerk, Bylaw 156-2023 Subdivision and Planning Authority Bylaw, and Bylaw 164-2024 Chief Administrative Officer Bylaw.

7. COMING INTO FORCE

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

READ a first time this 19th day of June, 2025.

READ a second time this 19th day of June, 2025.

UNANIMOUS CONSENT to proceed to third reading this 19th day of June, 2025.

READ a third and final time this 19th day of June, 2025.

SIGNED this 19th day of June, 2025.

Original Signed

Mayor, Dean Preston

Original Signed

Chief Administrative Officer, Wendy Wildman



Association of
SUMMER VILLAGES
OF ALBERTA

May 01, 2025

"Facing the Future"

RE: ASVA's 67th Annual Conference and AGM – October 16 & 17, 2025 - Online Registration is Open

Good morning, Summer Village Mayors and CAO's;

ASVA is happy to inform you that Online Registration is open for the upcoming ASVA Conference. This year's Conference will be held on **October 16 & 17th, 2025, at the Wyndham Edmonton Hotel & Conference Center, 4440 Gateway Blvd. Edmonton, AB.**

Being an Election year, ASVA seeks your Summer Village's valued support by registering for this year's Conference, and hope that you will be able to join us, as it will give you the opportunity to meet newly Elected Officials from 51 Summer Villages and adjacent Counties, listen to presentations, visit the trade show, and enjoy the evening banquet with lots of PR, awards ceremony, silent auction and entertainment, fun to be had by all.

Please click on the link below to register. Once the Program is tentatively confirmed, it will be posted on the ASVA website www.asva.ca Please check back for further updates starting July.

<https://www.eventbrite.ca/e/facing-the-future-asvas-2025-annual-conference-agm-tickets-1255975218689?aff=oddtcreator>

ASVA is also requesting your consideration for the following:

- a cash sponsorship and/or
- an item for the silent auction.

The publicity you will receive from your cash sponsorship or silent auction item donation consists of the following exposure of your Municipality to:

- the Mayors, Deputy Mayors and Councilors from 51 Summer Villages in Alberta;
- Reeves and County Managers/CAO's within the Region;
- Ministers, and MLAs from various areas and departments within the Government Alberta

If you choose to become a Sponsor or provide a Silent Auction item, please contact ASVA's Executive Director Kathy Krawchuk at execdirector@asva.ca, and identify the level of Sponsorship, or the value of your silent auction item, who it is from, along with an email address and contact name.

If you choose become a Sponsor, below is how you will be recognized, when payment is received before **August 1st, 2025**. There is great value in being a Sponsor at the Conference.

2 – 51109 RR271 Spruce Grove, AB T7Y 1G7
Phone 780.236.5456
www.asva.ca

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Association of
SUMMER VILLAGES
OF ALBERTA

Sponsorship Level	Sponsorship Amount	Tradeshow Display Table Included	# of Breakfast, Snacks, Lunch & Banquet Tickets Provided with Sponsorship	# of Breakfast, Snacks, & Lunch Tickets Provided with Sponsorship	Recognized as a Sponsor in the Agenda Pkg.	Recognized on Power Point	Self-Introduction of the Company to the Delegates & Intro of Guest Speaker	Sponsor Name Sign at Meal Stations and or Coffee Station	Sponsor LOGO in ASVA Annual Report	Sponsor Logo displayed on ASVA Website
TITLE	\$4,000+	YES	6	0	YES	YES	YES	YES	YES	YES
PLATINUM	\$2,000+	YES	4	0	YES	YES	NO	YES	YES	YES
GOLD	\$1,000+	YES	2	0	YES	YES	NO	YES	YES	YES
SILVER	\$500+	YES	0	1	YES	YES	NO	NO	YES	YES
BRONZE	\$300+	NO	0	0	YES	YES	NO	NO	YES	NO
COFFEE/HEALTH BREAK	\$250+	NO	0	0	YES	YES	NO	YES	YES	NO

Thank you in advance for your consideration. As always, we appreciate your support. Hope to see everyone there.

Sincerely,

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA

President, ASVA

**The ASVA is nonprofit organization but is not registered as a charitable organization, so taxable receipts are not available.

2 - 51109 RR271 Spruce Grove, AB T7Y 1G7
Phone 780.236.5456
www.asva.ca

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"FACING THE FUTURE"



REGISTRATION IS OPEN FOR

ASVA's 67th Annual Conference
& AGM

October 16 & 17, 2025

**Conference
Registration Fee:**
\$349 (Including Banquet
Ticket)

Cancellations must be in writing via email to execdirector@asva.ca before September 16, 2025, for a full refund, less \$50 administration fee. No refunds will be given after September 16, 2025.

VENUE

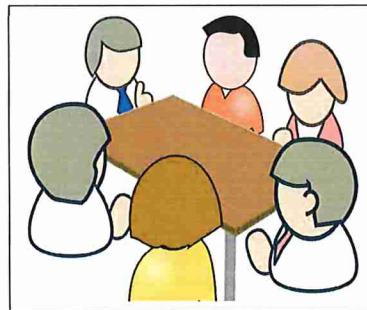
WYNDHAM
EDMONTON HOTEL &
CONFERENCE CENTRE

4440 GATEWAY BLVD
EDMONTON, AB
T6H 5C2

CONFERENCE AGENDA

A Draft Conference Agenda will be Emailed to the Membership Once the Speakers & Presentation Topics are Confirmed. It will also be Posted on the ASVA Website at the End of August. (Speakers are subject to Change Without Notice).

Registration Closes September 30th, 2025
at 10:00am



Click on the Link to Register for ASVA's 67th Annual Conference & AGM (\$349) and Or to Purchase Additional Banquet Tickets (\$80):

<https://www.eventbrite.ca/e/where-collaboration-meets-creation-asvas-2025-annual-conference-agm-tickets-1255975218689?aff=oddtcreator>

ASVA is excited to be hosting the 2025 Annual Conference & AGM at the Wyndham Edmonton Hotel & Conference Centre, where there will be more than enough space for our entire Event, including having the Trade Show & Silent Auction all in one BIG Ballroom. This in person event will feature engaging sessions, networking opportunities, and so much more. Don't miss out on this chance to learn, connect, and grow with fellow peers. You don't want to miss this opportunity. Hope to See You There!

OCTOBER 16TH BANQUET VENUE

- ❖ 6:00pm - Cocktails (Cash Bar)
- ❖ 6:30pm - Hot Dinner Buffet
- ❖ 7:15pm - Speeches & Award Presentations
- ❖ 8:15pm - Entertainment
- ❖ 9:15pm - Silent Auction Closes

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"FACING THE FUTURE"

HOTEL RESERVATIONS:

Tel: 780.437.6010

Toll Free: 1.877.999.3223

Or Use Booking Link:

<https://www.wyndhamhotels.com/wyndham/edmonton-alberta/wyndham-edmonton-hotel-and-conference-centre/overview?checkInDate=10/15/2025&checkOutDate=10/17/2025&groupCode=101525ASV>

Group Name: Association of Summer Villages of Alberta

Booking Code: 101525ASV

Guestroom Rates Only, Does Not Include Taxes:

Room Type: Single: \$139. Double: \$139, Triple: \$149, Quad: \$159

Individual Reservations can be cancelled without penalty up to 24 hours prior arrival. Early Booking is recommended.

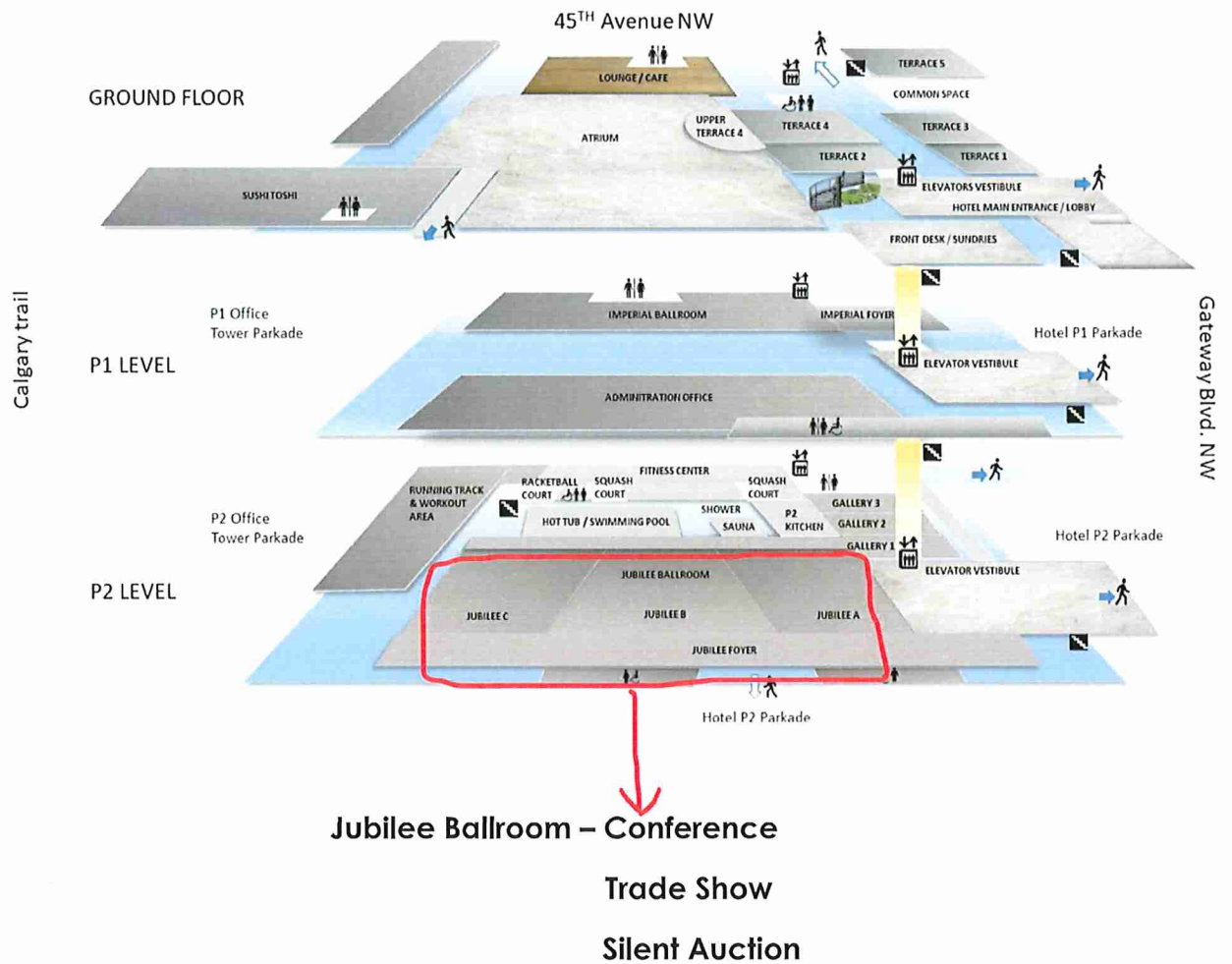


Please contact ASVA's executive Director Kathy Krawchuk should you have any questions at execdirector@asva.ca

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"FACING THE FUTURE"

HOTEL MAP



AR117757

January 29, 2025

Ms. Wendy Wildman
Chief Administrative Officer
Summer Village of Birch Cove
Box 8
Alberta Beach AB T0E 0A0
cao@birchcove.ca

Dear Ms. Wildman:

Your participation and cooperation during the Municipal Accountability Program (MAP) review conducted in September 2024 for the Summer Village of Birch Cove is greatly appreciated. On behalf of the Minister, I have accepted the Summer Village of Birch Cove's MAP report as prepared by the department staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the summer village.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring the summer village's attention. Recommendations and resources are also offered to assist the summer village in remedying any legislative gaps. To ensure these gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to address them and submit it to my office eight weeks after you receive this letter. The response plan must include a timeline for completion, which is not to exceed one year.

Development of the response plan ensures that you have read the report and the recommendations and have considered the time and resources required to address each item. The plan need not be complex – a simple checklist with anticipated completion dates would suffice. In addition, having a plan lets the advisor provide timely support as needed.

.../2

You may email your response plan to MAP@gov.ab.ca, or send it by mail to:

Municipal Affairs – Municipal Services Division
Attention: Nnamdi Njoku
17th floor, Commerce Place
10155 – 102 Street
Edmonton AB T5J 4L4

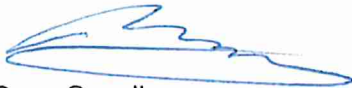
As department staff discussed with you during the review, it is expected the MAP report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with summer village residents.

Advisor support during plan implementation is an important part of the program. As you proceed with addressing the gaps, please submit records of resolutions passed, any new or updated bylaws, and any other documents which were changed. Staff will use this information to confirm the satisfactory completion of the legislative gaps identified in the report.

Municipal Affairs is committed to maintaining a collaborative working relationship with you as the chief administrative officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

For further information, please contact Nnamdi Njoku, Municipal Accountability Advisor, toll-free at 310-0000, then 780-422-5811 or at nnamdi.njoku@gov.ab.ca.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

Attachment: Summer Village of Birch Cove Municipal Accountability Review Report

cc: Honourable Ric McIver, Minister of Municipal Affairs
Brandy Cox, Deputy Minister, Municipal Affairs
Nnamdi Njoku, Municipal Accountability Advisor, Municipal Affairs



Summer Village of Birch Cove

Box 8, Alberta Beach, AB T0E 0A0

PH: (780)967-0271 FAX: (780)967-0431

Email: cao@birchcove.ca

May 8th, 2025

ATTENTION: Nnamdi Njoku

Municipal Affairs – Municipal Services Division

17th Floor, Commerce Place

10155 – 102nd Street

Edmonton, AB T5J 4L4

Email: MAP@gov.ab.ca; Nnamdi.njoku@gov.ab.ca

Dear Mr. Njoku,

**RE: SUMMER VILLAGE OF BIRCH COVE, MUNICIPAL ACCOUNTABILITY
PROGRAM 2024 REVIEW AND MUNICIPAL RESPONSE**

On behalf of the Summer Village of Birch Cove, please allow me to again thank you for the transparent and engaging approach used in completing our Municipal Accountability Program (MAP) Review 2024. Our team found the experience overall very rewarding and we look forward to addressing the areas of concern noted in your assessment.

To that end, the purpose of this letter is to provide response and detail the Response Plan. I have enclosed the provided MAP review responses complete with Administration's comments. We look forward to working with you to address the noted compliance gaps. If you have any concerns with the proposed plan or require additional clarification on the responses, please contact our office at (780)967-0271 or by email at cao@birchcove.ca.

Sincerely,

Diane Wannamaker

Administrative Assistant

Summer Village of Birch Cove

c.c. Council, Summer Village of Birch Cove
CAO, Wendy Wildman

Attachments: SV Birch Cove MAP Review (2024) Report compliance Response Plan
Bylaw 166-2025, Position of CAO and Designated Officers

Section 3: Municipal Accountability Review Findings

3.1 General Requirements

1. Signing of Municipal Documents (Mandatory)

Legislative requirements: MGA 210, 213

1. Are minutes of council meetings, and minutes of council committee meetings dealing with a power, duty, or function delegated by council to the council committee signed by:
 - a. the person presiding at the meetings; and
 - b. a designated officer?
2. Are the bylaws of the municipality signed by:
 - a. the chief elected official; and
 - b. a designated officer?
3. Are agreements, cheques, and other negotiable instruments signed by:
 - a. the chief elected official or by another person authorized by council to sign them, and a designated officer; or
 - b. a designated officer acting alone if so authorized by council?
4. Are signatures reproduced by any method to sign municipal documents?
 - a. If so, has the reproduction of signatures been so authorized by council?

Comments/Observations: The Summer Village of Birch Cove council meeting minutes are signed by the person presiding and the CAO. Council resolution 84-24 at the Summer Village of Birch Cove organizational meeting of August 22, 2024, approved that the banking signing authority be two signatures. These must be any member of council and a member of administration, namely the CAO or the administrative assistant. The administrative assistant authorized to sign cheques is not established as a designated officer as required by Section 213(4)(b) of the MGA.

Documents reviewed such as bylaws, agreements, and other negotiable instruments are signed by the mayor and CAO.

Meets Legislative Requirements: No

Recommendations/Action Items: All administrative signing authorities must be established as designated officers by bylaw to meet legislative requirements.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Bylaw 166-2025, CAO and Designated Officers Bylaw is drafted and will be presented to Council at the June 19th, 2025 Council meeting establishing the Administrative Assistant as a designated officer for the Summer Village.

2. Establishment of the Chief Administrative Officer Position (Mandatory)

Legislative requirements: MGA 205

1. Is there a bylaw establishing the position of CAO?
2. Is there a council resolution that appoints the current CAO?
3. If more than one person is appointed, has council by bylaw determined how the powers, duties, and functions of the position of CAO are to be carried out?

Comments/Observations: Bylaw 110-13 approved on September 13, 2013, established the CAO position, and includes the appointment of a previous CAO. Council resolution 86-24 approved the appointment of the current CAO on August 22, 2024, during the organizational meeting.

Meets Legislative Requirements: No

Recommendations/Action Items: The bylaw must be amended or repealed and replaced to remove references to the previous CAO.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Bylaw 166-2025, CAO and Designated Officers Bylaw is drafted and will be presented to Council at the June 19th, 2025 Council meeting to address this gap. Bylaw 110-13 was repealed on November 21st, 2024 by Bylaw 164-2024. CAO Bylaw 164-2024 will be rescinded upon passing of Bylaw 166-2025 at the June 19th, 2025 Council meeting.

3. Consolidation of Bylaws (Discretionary)

Legislative requirements: MGA 69(1)

1. Has council, by bylaw, authorized a designated officer to consolidate one or more of the bylaws of the municipality?
2. In consolidating a bylaw, has the designated officer:
 - a. incorporated all amendments to it into one bylaw; and
 - b. omitted any provision that have been repealed or which have expired?

Comments/Observations: The Summer Village of Birch Cove does not have a bylaw authorizing a designated officer to consolidate bylaws. The municipality has consolidated the Municipal Development Plan and Land Use Bylaws.

Meets Legislative Requirements: No

Recommendations/Action Items: The municipality requires a bylaw authorizing a designated officer to consolidate bylaws.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

The Summer Village of Birch Cove does not have a consolidated Municipal Development Plan and Land Use Bylaw. Upon speaking with Nnamdi, this gap is considered closed.

2. Capital Budget (Mandatory)

Legislative requirements: MGA 245, 246

1. Has a capital budget been adopted prior to January 1 the calendar year?
2. Does the capital budget include the estimated amount for the following:
 - a. the amount needed to acquire, construct, remove, or improve capital property;
 - b. the anticipated sources and amounts of money to pay the costs to acquire, construct, remove, or improve capital property; and
 - c. the amount to be transferred from the operating budget?

Comments/Observations: The Summer Village of Birch Cove combines the operating and capital budget each year. Council resolution 48-24 approved the 2024 capital budget on April 18, 2024, after the January 1 deadline pursuant to Section 245 of the MGA. The capital budget includes the information listed above.

Meets Legislative Requirements: No

Recommendations/Action Items: Going forward, the municipality must adopt a capital budget annually prior to January 1 the calendar year.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

As of the 2026 Budget year, the Summer Village of Birch Cove will ensure that a capital budget is approved by Council prior to January 1st.

3. Three-Year Operating and Five-Year Capital Plans (Mandatory)

Legislative requirements: MGA 283.1, [Municipal Corporate Planning Regulation 192/2017](#)

1. Has the municipality prepared a written plan respecting its anticipated financial operations over a period of at least the next three financial years and does it include the following:
 - a. major categories of expenditures and revenues;
 - b. annual surplus/deficit; and
 - c. accumulated surplus/deficit?
2. Has the municipality prepared a written plan respecting its anticipated capital property additions over a period of at least the next five financial years and does it include;
 - a. anticipated expenditures; and
 - b. anticipated sources of revenue?
3. Does the three-year operating plan or the five-year capital plan include the current financial year in which the financial plan or capital plan is prepared?
4. Has council reviewed and updated its financial plan and capital plan annually?

Comments/Observations: The Summer Village of Birch Cove's approved three-year operating plan and five-year capital plan for 2024 were not made available for review.

Meets Legislative Requirements: No

Recommendations/Action Items: Three-year operating plan and five-year capital plan must be approved annually.

Resources: Municipal Affairs has created a guide to assist municipalities getting started with multi-year financial planning: [New Legislative Requirements for Municipal Financial & Capital Plans](#).

Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

The three-year operating and five-year capital plan for 2025 will be completed and submitted prior to the end of Q3, 2025.

3. Assessment Review Boards (Mandatory)

Legislative requirements: MGA 454-456, [Matters Relating to Assessment Complaints Regulation 201/2017](#)

1. Has the municipality, by bylaw, established a local assessment review board?
 - a. Are at least three members appointed to this board?
 - b. Is the term of office for each member appointed established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any, and expenses?
 - e. Have the appointed members received the mandatory training?
2. Has the municipality, by bylaw, established a composite assessment review board?
 - a. Are at least two members appointed to this board?
 - b. Is the term of the appointment established?
 - c. Has council prescribed the remuneration and expenses, if any, payable to each member?
 - d. Has council designated one of the members appointed as chair and prescribed the chair's term of office, remuneration, if any and expenses?
 - e. Have the appointed members received the mandatory training?
3. Has council appointed a person who has received the mandatory training as the clerk of the boards?
4. If the municipality has jointly established the local assessment review board, composite assessment review board, or both with one or more other municipalities:
 - a. Have the member councils jointly designated one of the board members as chair?
 - b. Have the member councils jointly prescribed the chair's term of office and the remuneration and expenses, if any, payable to the chair?
 - c. Have the member councils jointly appointed the clerk of the assessment review boards?

Comments/Observations: Bylaw 140-19 passed on September 21, 2019, establishing a local assessment review board and a composite review board. The bylaw requires the appointment of at least eight members for a three-year term. The bylaw designates the chief administrative officer as the clerk of the boards, authorizes the annual appointment of a chair by council, and prescribes the remuneration and expenses payable to board members.

Council resolutions 90-24 and 98-24 at the August 22, 2024, organizational meeting appointed an assessment review board and clerk; however, a resolution designating one member as chairperson of the boards was not located.

Meets Legislative Requirements: No

Recommendations/Action Items: Council must designate one member as chairperson.

Resources: Municipal Affairs has developed a website to assist municipalities with respect to [Assessment Review Boards](#). In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

Municipal Response: the Resolution to designate one member of the Assessment Review Board as Chair, Panelists and Clerk and a composite review board will be made at the June 19th, 2025 Council meeting. Bylaw 140-19 will be rescinded.



2. Land Use Bylaw (Mandatory)

Legislative requirements: MGA 606, 640, 642(1), 692(4), [Matters Related to Subdivision and Development Regulation 84/2022](#)

1. Is there a land-use bylaw?
2. Does the land-use bylaw:
 - a. divide the municipality into districts (zones);
 - b. establish a method of making decisions on development permit applications, including provisions for:
 - i. the types of development permits that may be issued;
 - ii. processing an application for, or issuing, canceling, suspending, or refusing to issue development permits;
 - iii. the conditions (contained in the land-use bylaw) that development permits may be subject to;
 - iv. how long development permits remain in effect (if applicable);
 - v. the discretion the development authority may exercise with respect to development permits; and
 - vi. provide for how and to whom notice of the issuance of development permits is to be given?
 - c. establish the number of dwelling units permitted on a parcel of land; and
 - d. identify permitted and discretionary uses?
3. When an application to amend or change the land-use bylaw is submitted, did the notice of the amendment include:
 - a. the municipal address/legal address of the parcel of land;
 - b. a map showing the location of the parcel of land;
 - c. written notice to the assessed owner of that parcel of land;
 - d. written notice to the assessed owner of the adjacent parcel of land;
 - e. the purpose of the bylaw amendment or change and public hearing;
 - f. the address where the proposed bylaw, and any documents can be inspected; and
 - g. the date, time, and place of the public hearing?

Comments/Observations: The Summer Village of Birch Cove passed bylaw 96-10 as the new land-use bylaw (LUB) on March 20, 2010, after a public hearing, before second and third readings. A signed copy of the bylaw was not available for review.

Section 7 of the bylaw states the effective date is as of third reading. This is contrary to Section 189 of the MGA which requires that a bylaw is passed when it receives third reading and is signed.

Section 10 of the bylaw establishes council as the subdivision authority. This is contradicted by bylaw 156-23, adopted on October 19, 2023, which establishes Municipal Planning Services as the subdivision authority.

Section 31 (4) (a) of the bylaw requires that a person making an application to amend the LUB shall pay an application fee as set by resolution of council. Section 8(1)(c)(i) of the MGA requires council to set fees for permits and approvals by way of bylaw.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 96-10 must be amended, or repealed and replaced, to address the bylaw's conflict with other bylaws and remove provisions allowing fees to be set by resolution.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Land use Bylaw 96-10 will be repealed once the new LUB is passed which addresses the issues identified, as well as outlining the issue of Short Term Rentals in the Summer Village. The Draft new LUB received 1st reading on April 17th, 2025 at the regular Council meeting and the public hearing is scheduled for June 19th, 2025. We anticipate this gap will be closed as of that date, or at the next Council meeting.

3. Subdivision and Development Appeal Board (Mandatory)

Summer Village of Birch Cove 2024-2025 Municipal Accountability Program Report | September 10, 2024

5. Municipal Planning Commissions (Discretionary)

Legislative requirements: MGA 625

1. Has the municipality established a municipal planning commission by bylaw?
2. Has the municipality entered into an agreement with one or more municipalities to establish an intermunicipal planning commission or an intermunicipal service agency by bylaw?
3. Does the bylaw establishing the municipal planning commission or the agreement establishing an intermunicipal planning commission:
 - a. provide for the applicable matters described in Section 145(3) of the *MGA*;
 - b. prescribe the functions and duties of the commission, including but not limited to subdivision and development powers and duties, and
 - c. in the case of an intermunicipal planning commission, provide for its dissolution?
4. Does the bylaw delegate, by agreement, any of its subdivision authority or development authority powers, duties, or functions to:
 - a. municipal planning commission,
 - b. a regional services commission, or
 - c. an intermunicipal service agency?

Comments/Observations: Bylaw 156-23 was passed on October 19, 2023, establishing a municipal planning commission and subdivision authority in the Summer Village of Birch Cove. The bylaw provides for the functions and duties of the committee. Meeting procedures for the committee are not included in the bylaw, which is contrary to Section 145(3) of the *MGA*. The bylaw does not delegate powers by agreement.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 156-23 must be amended, or repealed and replaced, to include meeting procedures to be followed by the committee.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status, or action to be taken including key milestones and deadlines.

Bylaw 156-23 will be repealed and replaced with Bylaw 166-2025, CAO and Designated Officers Bylaw which will be presented at the June 19th, 2025 Council meeting.

May 26, 2025

MAY 28 2025

AR117757

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

Dear Ms. Wildman:

Thank you for the email of May 8, 2025, from administrative assistant Diane Wannamaker, and the accompanying action plan, in response to the 2024 Municipal Accountability Program (MAP) report for the Summer Village of Birch Cove.

I have reviewed the plan, and I am satisfied with the actions and timelines proposed. Please provide a report by May 8, 2026, which includes copies of resolutions passed, any new or updated bylaws, and any other documents which were changed. This information will be used to confirm the satisfactory completion of the legislative gaps identified in the report. Your MAP review is not concluded until this report has been received and the gaps are confirmed to have been completed satisfactorily.

To ensure the MAP continues to be effective and of value to Alberta municipalities, the ministry will request your feedback about the program soon. In the meantime, should you have any questions related to the MAP, please contact Nnamdi Njoku, Municipal Accountability Advisor, toll-free at 310-0000, then 780-422-5811 or nnamdi.njoku@gov.ab.ca.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

cc: Jonah Mozeson, Deputy Minister, Municipal Affairs
Nnamdi Njoku, Municipal Accountability Advisor, Municipal Affairs

SUMMER VILLAGE OF BIRCH COVE FCSS FUNDING

EVENT	FUNDING 2025	FUNDING 2024	FUNDING 2023	FUNDING 2022	CHEQUE MADE OUT TO
RICH VALLEY LIBRARY				\$ 500.90	RICH VALLEY LIBRARY
RICH VALLEY SCHOOL				\$ 514.00	RICH VALLEY SCHOOL
BC COMMUNITY LEAGUE	\$ 497.43	\$ 600.00	\$ 781.90		emailed bccfinance1989@gmail.com
EAST END BUS			\$ 233.00		
PHOTOCOPYING			\$ 33.32		
ALL NET/MAIL OUT	\$ 625.30	\$ 460.36			
TOTAL	\$ 1,122.73	\$ 1,060.36	\$ 1,048.22	\$ 1,014.90	
FCSS FUNDING	\$ 1,122.73	\$ 1,060.36	\$ 1,048.22	\$ 1,014.90	
LEFT TO SPEND	\$ -	-\$ 0.00	\$ -	\$ -	

GOVERNMENT FUNDING	\$ 997.98
MUNICIPAL PORTION	\$ 249.50
TOTAL	\$ 1,247.48
ADMINISTRATION FEE	\$ 124.75

1-888-HOT MIX
 1-888-846-8649
 Asphalt@borderpaving.com
 Quality - Service - Value



6711 Golden West Ave
 Red Deer, Alberta
 T4P 1A7

Branches in:
 Stony Plain
 Camrose
 Hinton

To:	S.V. OF BIRCH COVE	Contact:	Diane Wannamaker
Address:	BOX 8 ALBERTA, BEACH	Phone:	(780) 967-0431
		Fax:	
Project Name:	S.V. of Birch Cove Crack Sealing/Patching	Bid Number:	25-2126
Project Location:	S.V. of Birch Cove, Birch Cove, AB	Bid Date:	5/7/2025
Addendum #:	0		

We are pleased to provide the following prices for your consideration.

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization	1.00	LS	\$3,490.04	\$3,490.04
2	Patching -Asphalt Removal -Excavate 400Mm Of Unsuitable Material -Supply And Install Combi Grid -Supply, Place, And Compact 300mm Of Gravel -Supply, Place, And Compact 100mm Of Hot Mix Asphalt	170.00	m2	\$144.53	\$24,570.10


Total Bid Price: **\$28,060.14**

Additional

3	Crack Sealing	1.00	LS	\$5,383.08	\$5,383.08
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Notes:

- The pricing is firm until October 15, 2025 if confirmed in writing within 30 days of tender submission and do not include for G.S.T. Any work carried past this date will be repriced and accepted prior to mobilization.
- All work will be at unit rates based on final measure jointly agreed upon by Border Paving Ltd. and the General Contractor/Owner.
- All line locations, including utility and pipeline-crossing agreements, other than those supplied by Utility Safety Partners, will be a responsibility of the General Contractor. All hydrovacating, if required, to locate shallow utilities including primary gas, primary power and Fiber Optic cable will be charged back at cost plus 10%.
- Should we encounter any unsuitable subgrade or should the moisture content of the existing subgrade exceed its optimum moisture content by more than 3%, it will be considered extra for labour, equipment and materials to make the repairs or to dry or stabilize the material.
- Cracks that normally occur in asphalt pavement with time should be sealed on a regular basis as part of a scheduled road maintenance program. A regular scheduled maintenance program will extend the life of the asphalt pavement. Asphalt pavements should be inspected on an annual basis and any cracks sealed to prevent water from infiltrating the base and subgrade.
- The delivery of material is based on 100% payload (No Road Bans).
- We will gladly price any work and materials not described in this quotation or the work can be completed as an extra done on a time and materials basis at our current force account rates.
- Should you have any questions with regards to this quotation or any other concerns, please contact the undersigned.
- Thank you for the opportunity to quote on this work.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Border Paving Ltd.  Authorized Signature: Estimator: Kaden Meier 587-335-9636 kadenm@borderpaving.com
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Birch Cove Repairs



5/28/25, 2:10 PM

Roundcube Webmail :: Discontinuing Coin Based Solid Waste Disposal

Subject **Discontinuing Coin Based Solid Waste Disposal**
From Brian Hartman <bhartman@lsac.ca>
To Wendy Wildman Birch Cove <cao@birchcove.ca>
Cc Mike Primeau <mprimeau@lsac.ca>
Date 2025-03-04 08:52



5/28/25, 2:10 PM

Roundcube Webmail :: Discontinuing Coin Based Solid Waste Disposal

Hello Wendy,

I hope this email finds you well.

I am reaching out to inform you that Lac Ste. Anne County will be discontinuing the coin-operated solid waste disposal system for the Summer Village of Birch Cove at the end of 2025. As a result, our Council is requesting that your Council explore potential transition solutions for waste disposal beyond this timeframe.

We recognize that this change will require careful planning, and we are committed to working collaboratively to ensure a smooth transition. We would appreciate any insights or proposals your Council may have regarding alternative arrangements that will best serve your residents.

Please let us know how we can support this process, and if a meeting or discussion would be beneficial, we would be happy to arrange one at your convenience.

We look forward to hearing your thoughts and working together on a practical solution.

Please reach out at any time.

Regards,
Brian Hartman

Brian Hartman, CET

GM of Infrastructure, Lac Ste. Anne County

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

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

Extension: 3759

The Lac Ste. Anne County Administration Office has resumed its regular business hours of Monday to Friday, from 8:30am to 4:30pm (including lunch hour). Reception staff are managing all telephone inquiries at this time and representatives from each County department will be on hand to address a variety of ratepayer requests. Thank you for your patience as we implement our re-entry strategy.

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

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Contact Report

Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

Legal Name:

SUMMER VILLAGE OF BIRCH COVE operating as
SUMMER VILLAGE OF BIRCH COVE

Employer Representative/Title:

Alex Mckendry / Community Worker

Work Site Party Name Provided:

Community Pump House/Maintenance Shop

Phone Number:

(780) 674-1654

Work Site Address:

MUNICIPAL RESERVE LOT R2 PLAN 2684 MC,
BIRCH COVE, ALBERTA

Email Address:

Mckendry@telusplanet.net

Site Name / Description:

Community Pump House/Maintenance Shed

Completed By:

Adetokunbo Taiwo

Contact Activities

Item	Details	Date
Publications Delivered	Publication delivered by email. Catalogue Number TMP001-2 Document Title Site-Specific Hazard Assessment (Template)	June 04, 2025
Inspection	On Wednesday June 4th, 2025 OHS officer conducted an inspection at the Summer Village of Birch Cove's community pump house/maintenance shop as an ongoing inspection with the "Summer Village". Inspection was conducted with a community worker employed by the Summer Village He disclosed the below about their work activities and functions: - Community workers are employed during the summer months from Mid April to Early October; - Main job function is grass cutting and trimming of the common areas owned by the Summer Village and tree pruning/removal as needed; - Summer village has only 2 workers for the above purpose; - Workers work only on Thursday and Friday for a total of 15-20 hours between both workers weekly; - Cell phone and 2 way radio provided as a work alone system; - First aid kits provided; - No control products used by the 2 workers; - One motorised zero-turn mower, one hand held trimmer, one bag back blower, one chain saw and one bush saw provided for the job by the Summer Village; - Major servicing or fixing of equipment is done by a 3rd party company in Barrhead, AB; - Pump house is well lit, in clean condition and tools neatly arranged; Hazard assessment order discussed to follow.	June 04, 2025

Order Issued

ORDERS ARE ISSUED UNDER THE AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT AND TAKE EFFECT IMMEDIATELY ON ISSUANCE.

Item**Details****Date**

Order Open 01	<p>OBSERVATION(S)/FINDING(S): OHS Officer observed the employer failed to develop a Hazard Assessment document (which identifies existing and potential hazards) for job done at the work site which is an employer legislative obligation within the Alberta OHS Legislation.</p> <p>REQUIREMENT: The employer must assess a work site and identify existing and potential hazards before work begins at the work site as stated in Part 2 Section 7 (1) of the Alberta OHS Code.</p> <p>APPLICABLE OHS LEGISLATION: Hazard Assessment, Elimination and Control-Hazard Assessment 7 7(1) An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site. (2) An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified. (3) An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it. (4) An employer must ensure that the hazard assessment is repeated (a) at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions, (b) when a new work process is introduced, (c) when a work process or operation changes, or (d) before the construction of significant additions or alterations to a work site. (5) Repealed</p>	<p>Compliance Date June 18, 2025</p>
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This Contact Report was delivered electronically to: Alex Mckendry and Wendy Wildman on June 04, 2025

Issued by Occupational Health and Safety

The Alberta Occupational Health and Safety Act requires that orders issued be brought to the attention of all affected workers at the work site as soon as the orders have been received, and posted for so long as the orders remain in effect.

Section 45 of the Occupational Health and Safety Act allows for orders and some decisions to be appealed. Visit [Occupational Health and Safety](#) or call 1-866-415-8690 for more information. The initiation of an appeal does not suspend the order or decision unless a stay is granted. Requests for an appeal must be initiated within 30 days of the initial date of service.

Government of Alberta is committed to ensuring that the OHS Code is regularly reviewed and updated to address health and safety in modern workplaces. For more information on the OHS Code updates, visit alberta.ca/ohs-code-review.aspx or email sfhwimploffice@gov.ab.ca.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: www.alberta.ca/alberta-kings-printer.aspx

Internal responsibility system questionnaire

The questions below will help you assess how well the internal responsibility system is working in your organization. This questionnaire is a starting point and does not address all legislated work site party obligations.

To get the best picture,

- Ask a variety of people in a variety of roles at your work site – managers, supervisors, workers or other work site parties if present – to complete the questionnaire.
- Make sure the questions can be answered and returned anonymously.

YES	NO	N/A	COMMITMENT, PARTICIPATION, ROLES AND RESPONSIBILITIES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you understand the main concepts of the internal responsibility system?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you understand your rights under OHS legislation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you understand your OHS roles and responsibilities as they apply to your work?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you familiar with your organization's health and safety policies, practices and procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there an established OHS program for your workplace?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do workers have meaningful participation in health and safety activities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does everyone hold themselves accountable for their health and safety responsibilities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is your health and safety committee or representative active and engaged?
YES	NO	N/A	REPORTING AND RECORDS MANAGEMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are workers given the opportunity to report health and safety concerns?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do workers feel comfortable expressing their concerns?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does management respond promptly to OHS issues raised by workers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are procedures in place to address work refusal of dangerous work, reporting of unsafe equipment or practices and complaint resolution?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are records kept as required by OHS legislation?

YES	NO	N/A	HAZARD ASSESSMENT AND CONTROLS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all jobs and tasks assessed for hazards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the individual(s) conducting hazard assessments trained and competent?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are workers involved in assessing hazards at the workplace and implementing control measures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a system to track identified hazards, unsafe conditions/issues and the corrective action taken?
YES	NO	N/A	TRAINING AND INFORMATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is instruction and training sufficient for the level of responsibility of each work site party?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there access to health and safety information and resources, including current OHS legislation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do work site parties demonstrate skills and knowledge necessary to perform their job in a healthy and safe manner?
YES	NO	N/A	MONITOR, EVALUATE, AND IMPROVE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the OHS program reviewed regularly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are work site inspections conducted at regular intervals?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a system in place to ensure follow-up action for deficiencies identified from work site inspections?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are workplace incidents investigated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the incident investigation procedures include measures to implement corrective actions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the effectiveness of your organization's health and safety performance monitored to support continue improvement?

Occupational health and safety and the internal responsibility system

OHS information for all Alberta work site parties

This bulletin gives basic information about the internal responsibility system that is the basis of Alberta's *Occupational Health and Safety (OHS) Act*, Regulation and Code.

KEY INFORMATION

- Everyone in the workplace shares responsibility for health and safety.
- As authority and control increase, so do health and safety responsibilities.

What is an internal responsibility system?

An internal responsibility system is a way of sharing responsibility for health and safety between everyone in the workplace. Responsibility is shared according to each person's legal obligations, which are often based upon that person's authority and control at the work site.

Because control and authority may not be shared equally at workplaces, responsibilities for health and safety may not be shared equally.

In an internal responsibility system, employers are usually seen as having the most responsibilities, but all work site parties, including workers, have responsibilities.

Internal responsibility systems and legislation

In Canada, OHS legislation relies on the foundation of the internal responsibility system.

In some jurisdictions, such as Nova Scotia and Ontario, the internal responsibility system is written into or directly referenced in OHS legislation.

In other jurisdictions, including Alberta, the internal responsibility system is not included explicitly in legislation, but is a defining concept – especially in regards to legislated roles and responsibilities for work site parties.

Internal responsibility systems are also evident in Canadian legislation through requirements for worker participation in

workplace health and safety, such as joint health and safety committees and health and safety representatives. These legislated functions serve as an internal observer of OHS issues and a forum for shared problem solving.

The *OHS Act* defines roles and responsibilities of work site parties (including employers, supervisors, workers, suppliers, service providers, contracting employers, owners, prime contractors and temporary staffing agencies).



For more information on legislated health and safety roles and responsibilities in Alberta, review the bulletins: *Guide to OHS: [employers](#)*, *[supervisors](#)* and *[workers](#)*.



The internal responsibility system in action

An internal responsibility system is working if everyone participates in work site health and safety, health and safety is integrated into all work site activities, and these efforts are effective in identifying ways to prevent injury and illness and promote worker health.

The internal responsibility system also needs to be responsive in order to be effective. When a problem is identified, there has to be a timely response within the organization. This promotes self-reliance – that is, the internal system can identify and address its own issues.

Here are some examples of the internal responsibility system in action.

- A worker wiping up someone else's spill.
- A supervisor checking, in routine daily activities, whether workers are wearing appropriate personal protective equipment – and making sure they do so, if they were not.
- An employer keeping records of worker certifications and training, and checking regularly to make sure they are current.

- A supplier arriving at a new site following any posted signage, parking safely in a designated area, and checking in with the site office or front desk – where they receive an orientation and run through of site safety rules.

The questionnaire attached at the end of this bulletin can help evaluate your internal responsibility system, and identify strengths and areas for improvement.

The questionnaire addresses:

- commitment, participation, roles and responsibilities
- reporting and records management
- hazard assessment and controls
- training and information
- monitoring and evaluation

Internal responsibility systems are also the basis of well-built health and safety programs, or health and safety management systems. In Alberta, employers with 20 or more workers must have a health and safety program. Alberta employers can also register for a voluntary Certificate of Recognition (COR) if they have a health and safety management system that meets standards developed by the Government of Alberta and Certifying Partners.

For more on health and safety program requirements or the voluntary COR, read the bulletins [Health and safety programs](#) and [Certificate of Recognition 2019](#).



For more information

Certificate of Recognition 2019 (PIR002)
ohs-pubstore.labour.alberta.ca/pir002

Guide to OHS: Employers (LI009)
ohs-pubstore.labour.alberta.ca/li009

Guide to OHS: Supervisors (LI010)
ohs-pubstore.labour.alberta.ca/li010

Guide to OHS: Workers (LI008)
ohs-pubstore.labour.alberta.ca/li008

Health and safety programs (LI042)
ohs-pubstore.labour.alberta.ca/li042

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

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Occupational health and safety and the internal responsibility system

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Hazard assessment and control report (template)

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This is one example of a hazard assessment and control form. If you choose to use this template, make sure you customize it to your work and work site.

Job/position/work type: Birchcove summer Grass Cutter				Date of assessment: June 5 th 2025
Assessment performed by: (Alex McKendry)				Reviewed/revised:
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented	
Grass Cutting	Weather Condition Moving Equipment Ground Condition	Elimination: Beware of obstacles (Hidden Hazards) Engineering: Walk around (inspect mower) Administrative: Qualified Operator PPE: Gloves, Safety Glasses, Hearing Protection, Safety Vest, Work Boots	June 5 th 2025	
Operating Trimmer/Back Pack Blower	Weather Conditions Slip/Trip and Falls Uneven Ground	Elimination: Be aware of obstacles Engineering: N/A Administrative: Qualified Operator PPE: Gloves, Safety Glasses, Hearing Protection, Safety Vest, Work Boots	June 5 th 2025	
Changing Out Mower Blades	Debris in eyes Cuts	Elimination: N/A Engineering: N/A Administrative: Mower secured on Jack PPE: Gloves, Safety Glasses and Hearing Protection	June 5 th 2025	
Check Oil and Fuel in Equipment	Spills	Elimination: N/A Engineering: N/A Administrative: Ensuring all supplies are ready before starting Process PPE: Gloves and Safety Glasses	June 5 th 2025	

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. Neither the Crown, its agents, employees or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.

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Job/position/work type: Birchcove summer Grass Cutter			Date of assessment: June 5 th 2025
Assessment performed by: (Alex McKendry)			Reviewed/revised:
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented
Using Chain Saw	Cuts Debris in eyes Falling Debris	Elimination: N/A Engineering: N/A Administrative: Qualified Operator PPE: Gloves, Safety Glasses	June 5 th 2025
Pump House Housekeeping	Dust Debris in eyes	Elimination: N/A Engineering: N/A Administrative: Worker PPE: Gloves, Safety Glasses, Dust Mask	June 5 th 2025
Service and Maintain Equipment	Spills Chemical Exposure Pinch Points	Elimination: Place lids back on all containers and put away in not in use Engineering: Use funnels, have spill kit available, proper tools used to reduce injury Administrative: N/A PPE: Gloves	June 5 th 2025

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Contact Report

Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

Legal Name:

SUMMER VILLAGE OF BIRCH COVE operating as
SUMMER VILLAGE OF BIRCH COVE

Employer Representative/Title:

Alex Mckendry / Community Worker

Work Site Party Name Provided:

Community Pump House/Maintenance Shop

Phone Number:

(780) 674-1654

Work Site Address:

MUNICIPAL RESERVE LOT R2 PLAN 2684 MC,
BIRCH COVE, ALBERTA

Email Address:

Mckendry@telusplanet.net

Site Name / Description:

Community Pump House/Maintenance Shed

Completed By:

Adetokunbo Taiwo

Contact Activities

Item	Details	Date
Re-inspection	On Saturday June 7, 2025 OHS officer received email copies of hazard assessment developed for work duties performed by Summer Village of Birch Cove maintenance shop via email from the community worker.	June 09, 2025

Order Issued

ORDERS ARE ISSUED UNDER THE AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT AND TAKE EFFECT IMMEDIATELY ON ISSUANCE.

Item	Details	Date
Order Compliance 01	REASON FOR DEACTIVATION: Hazard assessment developed for the Summer Village of Birch Cove maintenance shop received by OHS officer. OBSERVATION(S)/FINDING(S): OHS Officer observed the employer failed to develop a Hazard Assessment document (which identifies existing and potential hazards) for job done at the work site which is an employer legislative obligation within the Alberta OHS Legislation. REQUIREMENT: The employer must assess a work site and identify existing and potential hazards before work begins at the work site as stated in Part 2 Section 7 (1) of the Alberta OHS Code. APPLICABLE OHS LEGISLATION: Hazard Assessment, Elimination and Control-Hazard Assessment 7	Compliance Achieved Date June 07, 2025 Compliance Date June 18, 2025

This Contact Report was delivered electronically to: Alex Mckendry and Wendy Wildman on June 09, 2025

Issued by Occupational Health and Safety

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118837

May 12, 2025

His Worship Dean Preston
Mayor
Summer Village of Birch Cove
Box 8
Alberta Beach AB T0E 0A0

Dear Mayor Preston:

I am pleased to provide correspondence for your record confirming the 2025 Local Government Fiscal Framework (LGFF) allocations for your community.

For the Summer Village of Birch Cove:

- The 2025 LGFF Capital allocation is \$68,127.
- The 2025 LGFF Operating allocation is \$9,230.

LGFF Capital is a legislated program aimed at providing local governments with substantial notice of their future infrastructure funding. As indicated on the program website, in 2026, your community will be eligible for \$70,273. Information on 2027 LGFF Capital allocations will be shared with local governments this fall, after growth in provincial revenues between 2023/24 and 2024/25 has been confirmed and used to calculate 2027 program funding.

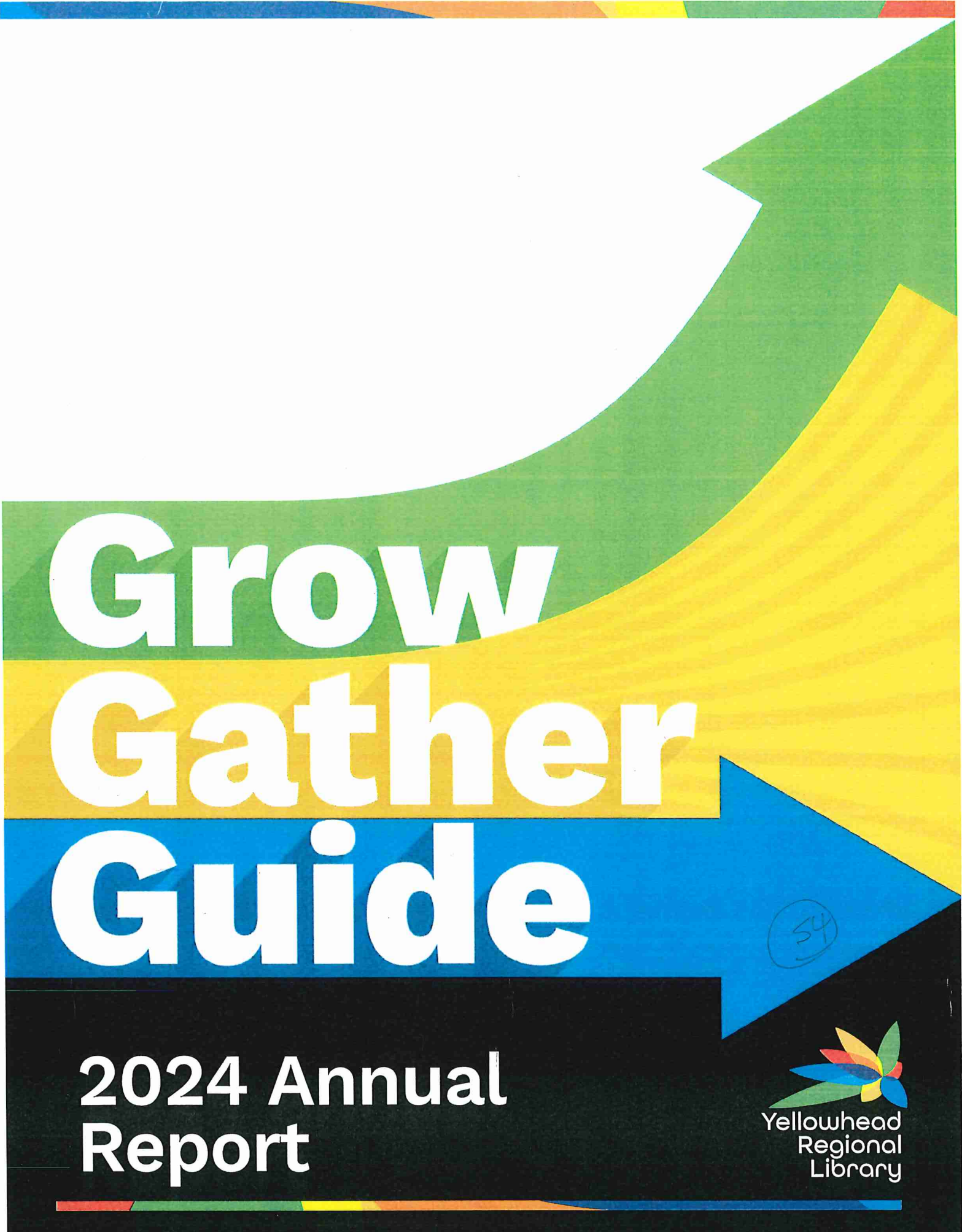
Information on LGFF funding for all local governments is available on the LGFF website at www.alberta.ca/LGFF.

We look forward to our continued partnership through the LGFF program to build strong and prosperous communities across our province.

Sincerely,

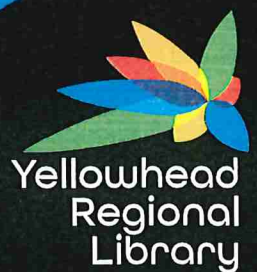
Ric McIver
Minister

cc: Wendy Wildman, Chief Administrative Officer, Summer Village of Birch Cove



Grow Gather Guide

2024 Annual
Report



Introduction

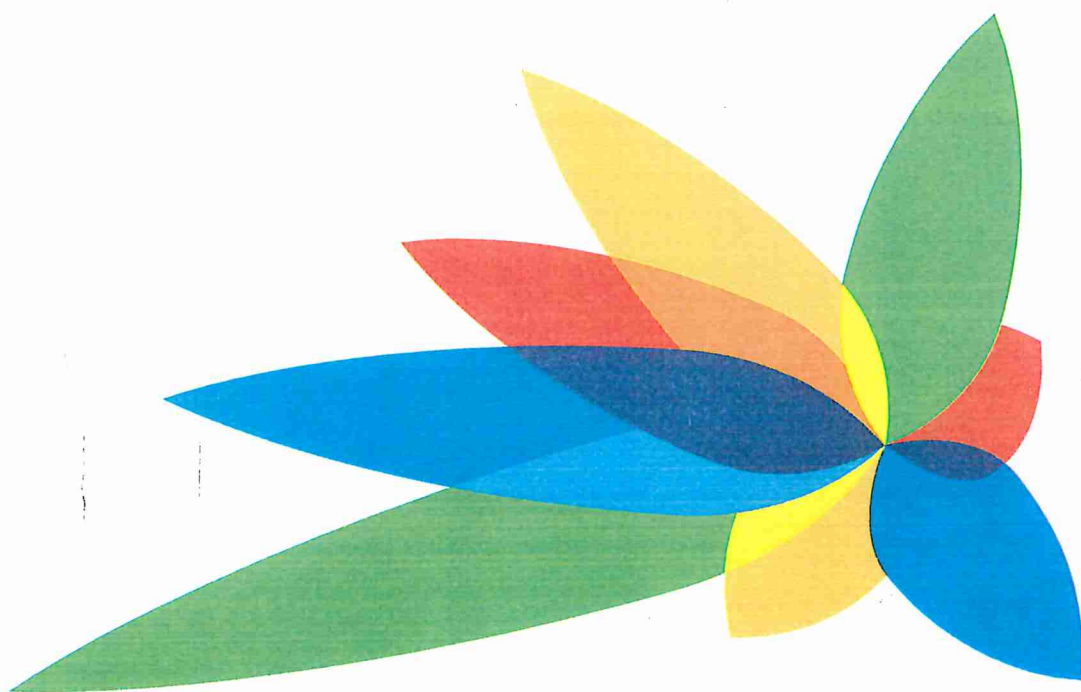
2024 was a year for Yellowhead Regional Library to **Grow, Gather** and **Guide**.

These three words form the theme of this year's annual report and reflect YRL's 2023-2025 Strategic Plan direction: **YRL is a Verb**. They capture how we support member libraries by growing resources and skills, gathering insights and collaboration, and guiding effective service and growth.

Behind the scenes, YRL staff enhanced day-to-day member library operations through advice, support, technology, and policy guidance. This helped local library staff build skills and deliver efficient, responsive service grounded in best practices and community needs.

Strategic direction from the YRL Board continued to shape our work. In 2024, the Board approved several new policies that strengthened governance and long-term sustainability. These actions reinforce our commitment to intellectual freedom, equity and access, advocating for professional and independent public library service across Alberta.

Together, these efforts reflect a deep commitment to strong public and school libraries and the communities they serve. As we look ahead, YRL remains a reliable, responsive partner, living the spirit of **Grow. Gather. Guide**. every step of the way.





Grow

In 2024, YRL supported member libraries in growing access to collections and resources and growing community impact, key priorities outlined in our 2023–2025 Strategic Plan. We invested in cataloguing improvements, delivered focused training, and supported programming that reflected local needs. These efforts helped libraries grow where it counts: in their services, staff, and relationships with the people they serve.

Growing Access to Collections and Resources

- ➔ Transitioned our larger member public libraries to OCLC WorldShare, improving cataloguing speed and helping libraries circulate timely, community-relevant materials to patrons faster.
- ➔ Established team item sorting procedures at headquarters, improving delivery times between libraries and ensuring patrons received their holds quickly.
- ➔ Introduced new cataloguing standards to support the growth of Library of Things collections, allowing member libraries to expand core collections and give patrons access to more creative, non-traditional items.
- ➔ Launched two new databases, ComicsPlus and The Athletic, helping public libraries meet community demand for diverse, accessible online resources.

Growing Community Impact

- ➔ Improved the delivery of monthly usage statistics, giving public libraries clearer insights into local needs and helping them adapt services to better support their communities.
- ➔ Launched seven new kits, enabling public and school libraries to deliver creative, cost-effective programs that reflect community interests and expand access to informal learning opportunities.

Gather

In 2024, YRL focused on gathering and sharing knowledge, relationships and support, and gathering tools to stay connected, priorities that align with our 2023–2025 Strategic Plan. We responded to thousands of staff inquiries, on-boarded new managers, and shared tools, resources and ideas to help libraries solve problems, stay connected and deliver high-quality service. These efforts helped libraries gather the knowledge, connections and tools they need to collaborate, adapt and deliver consistent, high-quality services to their communities.

Gathering and Sharing Knowledge, Relationships and Support

- ✦ Shared over 190 intranet resources, including 17 new public library documents and a new 11-page school library hub, giving staff access to up-to-date tools that support efficient, community-focused service.
- ✦ Fulfilled 23 curriculum support requests and 37 material selection projects for school libraries, sourcing 169 borrowed items and hundreds of new acquisitions at reduced cost.
- ✦ Strengthened our commitment to diversity, equity and inclusion by welcoming an Indigenous Initiatives Librarian to help build respectful relationships with First Nations in our region, including Alexis Nakota Sioux Nation and Paul First Nation.
- ✦ On-boarded eight new managers across five public libraries, supported by updated orientation resources to promote confident leadership transitions.

Gathering Tools to Stay Connected

- ✦ Installed 60 new wireless access points at member public libraries, to improve service continuity, internet reliability, and patron access to online resources.
- ✦ Improved meeting and training spaces at YRL headquarters with new, comprehensive audiovisual equipment to support virtual board meetings, staff development and planning, making it easier for library staff and trustees to connect, learn and collaborate.

Guide

In 2024, YRL supported member libraries in guiding technology and systems improvements, and guiding library governance, both of which are core priorities in our 2023–2025 Strategic Plan. YRL also worked on internal policies and procedures to guide organizational strength and culture. Through targeted consulting, infrastructure improvements and policy development, we helped libraries operate with greater stability, transparency and strategic focus.

Guiding Technology and Systems Improvements

- ➔ Implemented a reboot-to-restore software solution to protect public access computers and user privacy.
- ➔ Introduced cybersecurity awareness training to member public libraries, allowing library staff to mitigate cyber risks and protect patron data.

Guiding Library Governance

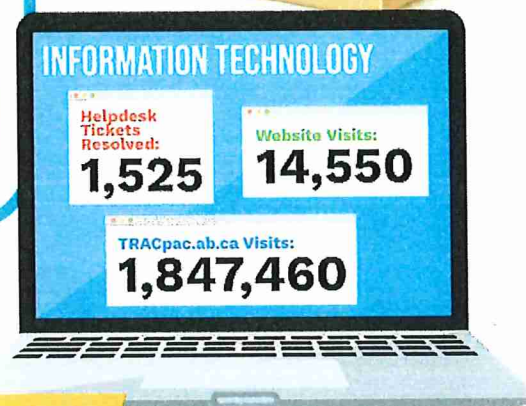
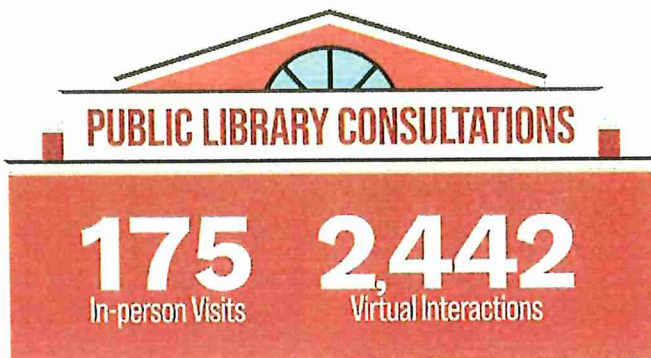
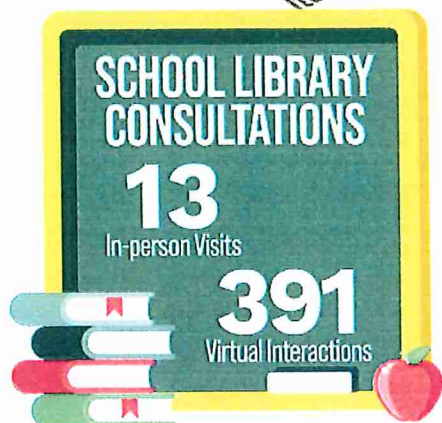
- ➔ Conducted 26 outreach visits and/or presentations to municipal councils and library boards, and school division boards to strengthen partnerships and share information on YRL services.
- ➔ Participated in and distributed the provincial 2023-24 System Salary Wages and Compensation Report to provide public libraries with accurate data for decision-making.

Guiding Organizational Strength and Culture

- ➔ Introduced new human resources policies to support our commitment to a healthy work environment, including a Disconnect from Work policy and a Reduced Scent policy.
- ➔ Introduced new policies on Information Technology, Use of Artificial Intelligence, and Video Camera Surveillance, and a new bylaw on Public Attendance and Presentation at Board Meetings to support transparency, security, and alignment with governance best practices.
- ➔ Updated the Collection Development Policy to reinforce YRL's commitment to intellectual freedom and guide collection development support that helps libraries build relevant, balanced collections that serve diverse community needs.

A Year in Review

By the Numbers



Conclusion

As libraries continue to evolve, YRL remains committed to responsive, forward-thinking support that helps member libraries thrive. Grounded in our 2023–2025 Strategic Plan and guided by the belief that YRL is a Verb, we will continue to grow capacity, gather insight, and guide sustainable service. With this plan now in its final year, we’ve already begun shaping our next strategic direction—ensuring that our work continues to meet the needs of libraries and the communities they serve, now and into the future.

Yellowhead Regional Library

Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

Building Location

433 King Street, Spruce Grove, AB T7X 2C6

Phone

780-962-2003

Toll-free

1-877-962-2003

yrl.ab.ca

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Be sure to check out our resources! View previously recorded webinars on a variety of topics. x



The NEWS



Sign Up for T

Apr 23 • Written By Zack Ziolkowski

Big Changes Ahead: What Bill 50 Means for your Municipality

The Alberta government's Bill 50, the *Municipal Affairs Statutes Amendment Act*, introduces a sweeping series of legislative changes that will impact how municipalities collaborate, govern, administer, and engage in local elections. While some changes are administrative, others will significantly affect day-to-day operations for councils and CAOs across the province. Here's what you need to know.

1. Reworking Intermunicipal Collaboration Frameworks (ICFs)

Municipalities have had ICFs in place since 2020, but Bill 50 sharpens their scope and the rules around them. Most notably, **arbitration will now be limited to only mandatory services**—like water, wastewater, solid waste, emergency services, and roads.

New rules also aim to promote transparency and fairness in capital projects shared by municipalities. Going forward, **capital costs must be agreed to in advance**, and all participating municipalities must be given an opportunity to contribute to the design and decision-making process before any build begins. This change responds to longstanding concerns from smaller municipalities about being left out of costly decisions.

Additionally, **cost-sharing data must be exchanged between municipalities**, and once an arbitrator renders a decision on a mandatory service, that ruling must be implemented in the ICF. If municipalities fail to adopt the decision, the Minister can step in and impose it.

Perhaps most notably for rural municipalities: **any two rural neighbours that share a border can mutually agree to opt out of an ICF entirely**—but only after reviewing their existing agreements. This offers flexibility for those who feel that existing relationships are already serving them well.

2. Councillor Conduct and Council Meeting Procedures

One of the most controversial elements of Bill 50 is the **repeal of the mandatory councillor code of conduct**. While councils may still choose to adopt their own codes, the province is stepping away from



requiring them and from overseeing complaints and sanctions. Any ongoing matters that have not made it to the courts will now be dropped.

In its place, the government will **establish standardized meeting procedures** for council and committee meetings. These procedures are expected to be consistent across the province and could streamline meeting governance, especially in communities where interpretation of procedural rules has been inconsistent or problematic.

3. New Requirements for Chief Administrative Officers (CAOs)

CAOs will face increased obligations to council under Bill 50. The changes are designed to promote transparency and clarity in the CAO-council relationship.

Under the new rules, a CAO must:

- **Provide information to councillors upon request**—unless legally restricted.
- **Distribute any information shared with one councillor to all others within 72 hours.**
- **Report in writing to council within 72 hours of using natural person powers** (e.g., signing contracts or purchasing land).

The legislation also **limits municipalities to a single CAO** and clarifies that appointment, suspension, or removal of a CAO requires only a simple majority vote of council—not a two-thirds vote, as some councils previously used.

These changes may require municipalities to revisit internal policies or governance handbooks to ensure compliance and clarity.

4. Expanded Role for Official Administrators

Bill 50 gives **Official Administrators (OAs)** broader authority and access during periods of municipal instability or intervention.

OAs will now:

- **Receive notice of all council meetings** and be allowed to attend **closed sessions**, except those protected by legal privilege.
- **Have the right to demand any municipal records**, again excluding legally privileged material.
- **Be required to co-sign major financial instruments**, offering oversight on significant spending decisions.

While this change will not affect most municipalities on a day-to-day basis, it signals a more proactive stance by the province when it does intervene.

5. Broad New Regulation-Making Powers

The Bill also gives the **Lieutenant Governor in Council** the authority to define what constitutes the “public interest” and “government policy” under the Municipal Government Act.

This could have implications for future decisions about municipal conduct, planning, or even oversight. While “public interest” will be defined later, “government policy” is clarified to include **formal government instruments** such as legislation, regulations, and orders-in-council.

This provision may become important in interpreting or challenging provincial decisions that affect municipal autonomy.

6. Election Administration Modernization

Several technical but meaningful changes are made to the *Local Authorities Election Act* (LAEA).

Key updates include:

- A **special residency rule** for the Municipality of Jasper, whose residents were displaced due to wildfires during census day.
- A **clear separation between recount provisions** and general election rules, aiming to make recount procedures more transparent and less ambiguous.
- Candidates may now **withdraw within 24 hours after nomination day**, providing a buffer for reconsideration.
- **School boards** can now request the **use of the permanent electors register**, which may streamline voting logistics.
- Definitions of **“campaign expense”** and **“contribution”** have been expanded to ensure greater clarity and accountability.

7. Campaign Fund Transfers Now Allowed

Political parties and candidates can now move money more freely. Bill 50 permits **unlimited financial transfers between local political parties and the candidates they endorse**. These transfers must be declared in annual financial disclosures, ensuring transparency.

This change may raise concerns about campaign equity but reflects the province’s continued shift toward formalizing the role of local political parties.

8. Support for Voters with Disabilities

Bill 50 explicitly enables municipalities to provide **elector assistance terminals**—secure, standalone voting machines for individuals with disabilities.

These terminals must:

- Be **offline**, with **no internet connectivity**.

- **Print a paper ballot** that can be counted manually.
- Be approved through a **municipal bylaw passed before June 30** in the year of a general election.

This is a welcome move for many councils seeking to improve accessibility and remove barriers for voters.

9. Home Warranty and Building Regulation Changes

Finally, Bill 50 makes a number of adjustments to the *New Home Buyer Protection Act* and *Safety Codes Act*, with a focus on **owner-builders and financial hardship exemptions**.

Highlights include:

- A **simplified process** for owner-builder authorization.
- Authority for the **Registrar to register a caveat** if an unwarranted home is being sold.
- A **requirement to disclose warranty coverage** to prospective buyers when selling a recently built home.
- An expanded list of circumstances under which warranty exemptions can be granted, including undue financial hardship.
- Reinstated **appeal mechanisms** for owner-builders and others affected by Registrar decisions.
- The ability for the Minister to seek advice directly from the **Safety Codes Council**.

These reforms aim to balance consumer protection with flexibility for builders and homeowners.

What's Next?

While Bill 50 does not represent as sweeping a shift as last year's Bill 20, it nonetheless introduces a broad range of targeted amendments that will require attention from municipal leaders and administrators. The changes span collaborative frameworks, governance procedures, CAO accountability, election administration, and more.

Some of these reforms—like the repeal of the councillor code of conduct or the allowance for campaign fund transfers—will reshape how councils operate politically. Others—such as new requirements for CAOs and options for accessibility voting terminals—will have operational impacts that may require updates to bylaws, policies, and internal protocols.

Municipal councils and administrations should consider the following actions:

- **Review and update ICFs** to reflect new limitations on arbitration and capital project agreements.
- **Reassess local conduct policies**, as provincial oversight for councillor conduct is being removed.
- **Ensure governance and reporting processes are aligned** with the new expectations placed on CAOs.

- **Plan for election-related changes** well in advance of the 2025 general municipal elections.
- **Monitor for upcoming regulations** that will define “public interest” and “government policy,” as these could influence how provincial decisions interact with local autonomy.

As always, staying proactive and informed will be essential. We'll continue monitoring developments and provide updates and interpretations as regulations and guidelines are released. If you need help interpreting these changes or implementing them locally, our team is ready to assist.

Zack Ziolkowski

<https://www.albertacounsel.com/zack>

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Subject **Prepare for Municipal Affairs' survey on recall rules**
From Tyler Gandam <president@abmunis.ca>
To Wendy Wildman <cao@birchcove.ca>
Date 2025-06-10 16:11



- ABmunis Preliminary Recommendations on Recall of a Municipal Elected Official 20250609.pdf (~370 KB)

Dear Mayors, Councillors, and CAOs:

Alberta Municipal Affairs has begun to engage Alberta Municipalities and other municipal associations on potential changes to the rules for recall of a municipal elected official. We understand that Municipal Affairs may send an online survey to municipalities in the near future. Fortunately, we are ready for this engagement. In fall 2024, we met with administrators from municipalities that managed a recall petition in the last two years and in early 2025, we workshopped the issue through our Municipal Governance Committee and Small Communities Committee. This enabled our Board to approve a series of preliminary recommendations.

ABmunis' Preliminary Recommendations on Recall

Attached is a report of our recommendations which we encourage you to review prior to completing the province's online survey when it comes out.

Alberta Municipalities is still reviewing specific aspects of recall and intends to make a written submission to Municipal Affairs later this month. This is one of the reasons that recall is one of our featured topics at our Summer Municipal Leaders' Caucus this month so that we can collect more input from members.

We hope the attached report will help inform your understanding of recall rules so you feel prepared to participate in the province's upcoming survey.

Clarity on what legislation applies

Please note that the rules for recall of a municipal elected official are prescribed in Part 7.1 of the Municipal Government Act. Alberta has a Recall Act, but that legislation only applies to Members of the Legislative Assembly (MLAs).

If you have questions about our position on recall rules, please email our Policy and Advocacy Team at advocacy@abmunis.ca.

Tyler Gandam | President

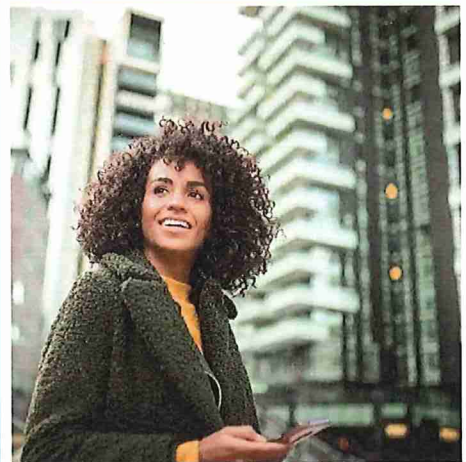
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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of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

Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official



June 9, 2025

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Background

Through amendments to the *Municipal Government Act*, in April 2023, Albertans gained the ability to launch a petition to recall a municipal elected official from office. Based on concerns with how recall petitions were being used in some communities, Alberta Municipalities (ABmunis) sent a letter to Alberta Municipal Affairs in March 2024 recommending that the Government of Alberta create a regulation to prescribe further rules for recall petitions. At the time, our concerns focused on the:

- Lack of rules to prevent petition organizers from offering financial incentives to sign a petition,
- Lack of rules on fundraising for a recall petition, and
- No requirement for the petition organizer to submit the petition whether successful or not.

The Government of Alberta has not yet created a regulation but in spring 2024 it made one improvement to recall rules through Bill 20, the *Municipal Affairs Statements Amendment Act, 2024*. Bill 20 changed the rules so that the CAO is no longer responsible for validating a recall petition and the Minister is now responsible for that process.

ABmunis' Review of Recall Rules

Between October 2024 and February 2025, ABmunis conducted a broader review of all rules related to recall petitions and collected input from municipal representatives to explore opportunities for improvement. Input was collected from:

- Administrators from most of the nine municipalities that managed a recall petition(s) in 2023 or 2024.
- ABmunis' Municipal Governance Committee and Small Communities Committee.

Our review focused on four themes of issues:

1. Criteria to launch a recall petition
2. Eligible period to launch a recall petition
3. Activities during a recall petition
4. Number of signatures required to recall a municipal elected official

This review led to the development of the following recommendations that were approved by ABmunis' Board of Directors in February 2025.

Municipal Affairs' Upcoming Engagement on Recall

It is our understanding that Alberta Municipal Affairs plans to survey municipalities in the near future to collect input on possible improvements to recall rules. ABmunis is sharing this report with our members to help inform your participation in that survey.

Recall rules will also be a featured topic at our [Summer Municipal Leaders' Caucus](#) in June 2025. The input we collect will inform our final submission to Municipal Affairs' consultation.

Note

The rules for recalling a municipal elected official are prescribed in the *Municipal Government Act*. Alberta has a *Recall Act*, but that legislation only applies to Members of the Legislative Assembly (MLAs).

Criteria to Launch a Recall Petition

1. Should there be criteria to determine whether a recall petition may be launched?

Yes, there should be guardrails that prevent a resident from launching a recall petition for unjustified or spurious reasons. Examples of unjustified recall petitions may include:

- Decisions of a previous council.
- Decisions of the current council, but the petition only targets the mayor or a minority group of the current council members.
- Differing political views.
- Personal grudge towards a member(s) of council.

The MGA should define the criteria for which a recall petition may be launched. Suggestions include:

- Found to be in contravention of the *Municipal Government Act* or *Local Authorities Election Act*.
- Found guilty of fraud, assault, or other criminal offence that is unjust of the office.
- Ethical misconduct as determined by an independent ethics commissioner or panel.

2. Should there be an independent body appointed to review and determine if there is reasonable justification for a recall petition to proceed?

Yes, an independent ethics commissioner should be responsible to vet the rationale for each petition application and rule on whether the recall petition can proceed. This process would enable an opportunity for education with the organizer to overcome any potential confusion or misinformation on a matter before the organizer launches a petition. It would also provide an opportunity for an independent body to manage an informal resolution process for frivolous matters.

Recall petitions are costly to the municipality in terms of a drain on municipal administrative resources, the possible need to hire support for communications, legal support, and people to verify signatures on the petition. Recall petitions can also take councils off their focus on the larger community priorities. Therefore, having an independent body to verify that there is merit to the issue before the petition is authorized will save municipal governments time and costs.

Eligible Period to Launch a Petition

3. What should be the minimum time that passes after an election before a recall petition may be launched?

The waiting period after an election should be reduced from the current 18 months to 12 months. This would align with the rules for recall of MLAs and finds a balance where the elected official has sufficient time to perform on the job before being subject to a recall petition and also recognizing that 18 months is a long period in which an unethical councillor could cause damage for the municipal organization and community.

4. Should residents have the ability to launch a recall petition in the year of an election?

System without an Ethics Commissioner to oversee recall petitions

If the province maintains the current system where a recall petition may be launched for any reason, then recall petitions should not be allowed in an election year.

System with an Ethics Commissioner to oversee recall petitions

If the province creates a system with guardrails that define eligible criteria for a recall petition, then there may be some merit to allow recall petitions to proceed in an election year as the commissioner would ensure there is sufficient merit for the recall petition. However, if municipal staff continue to be responsible to

Preliminary Recommendations to Improve Rules for Recall of a Municipal Elected Official

manage recall petitions (instead of an ethics commissioner), then it could present significant capacity challenges for legislative staff to prepare for the general election while managing the signature verification of a recall petition and related petition activities.

Activities During a Recall Petition

5. What requirements should be placed on the petition organizer?

- Require the petition organizer to clearly state in writing the reasons for why the elected official should be recalled. The reasons should be stated on the petition application and visible on the petition forms that every signatory signs.
- The petition organizer must confirm that each person is an eligible voter in the municipality before allowing them to sign the petition.
- Require the petition organizer to submit the final list of signatures even if there is an insufficient number of signatures. This improves transparency for the community and may help repair a councillor's reputation if there is a low number of signatures.
- Requirement to abide by all municipal bylaws (e.g. use of lawn signs).
- The MGA should define that the petition organizer must remove a person's signature if requested by the signatory. Currently, the MGA only prescribes how a signatory can request removal from a petition after the petition has been submitted.

6. What activities should be banned during a recall petition?

- The ability to offer financial incentives to residents to sign a petition.
- The ability to change the reasons for the recall petition after signatures have been collected.
- Attempts to keep a copy of the petition and/or distributing/selling the personal contact information on the petition.
- Public comments by other members of the council (whether in favour of or opposed to the petition).
- Public statements by employees of the municipality.
- Collection of signatures through electronic means.
- Collection of signatures by groups unless they have been authorized by the petition organizer.

The MGA should define the penalty if any of the banned activities take place (e.g. the petition is deemed null and void).

7. How many days should a petition organizer have to collect the required number of signatures?

- Maintain the current period of 60 days.

8. Other matters related to activities of a recall petition

- To avoid the risk of a completed petition being declared invalid due to errors in the petition form, the Government of Alberta should create a template form that must be used by every petition organizer to collect signatures.
- Municipalities need more clarity on what is considered a verified signature.
- Review if the current 45-day period is a reasonable amount of time for a municipality to count and verify signatures if the signature threshold is in the hundreds of thousands.

Number of Signatures Required

9. What metric should be used for calculating the minimum number of signatures required to recall a municipal elected official (except for summer villages)?

ABmunis' has reviewed three different metrics that could be used as the threshold for the number of signatures required for a successful recall petition (excluding summer villages).

1. Percentage of eligible voters (**ABmunis' recommendation**)
2. Percentage of population (*current system*)
3. Percentage of people that voted in the last general election (*same as MLA recall*)

ABmunis' is recommending option 1, percentage of eligible voters because it is the option with the least complications and challenges.

Problems with percentage of population (current system)

- Unfair threshold to meet if the community has a high number of ineligible voters (e.g. children and immigrants without citizenship).

Problems with percentage of people that voted in the last general election (same as MLA recall)

- If council was acclaimed, there is no voting data available. This is common as shown over the last three general elections dating back to 2013, between 26 per cent and 37 per cent of candidates were acclaimed.
- Referring to voter turnout numbers from previous elections may be problematic if the council or the elected official has been acclaimed for several elections and the population of the municipality has changed since then.
- Voter turnout can be lower when there is no contest for the mayor's seat.

10. What metric should be used for calculating the minimum number of signatures required to recall a municipal elected official in a summer village?

The current criteria to recall an elected official of a summer village is to collect signatures equivalent to at least 50 per cent of the number of residences in the summer village.

Municipal Affairs has not yet indicated whether the rules for summer villages will be in scope for their current review. ABmunis notes unique challenges with the signature threshold for summer villages:

- Summer villages are not required to maintain a list of eligible voters.
- Population counts for a summer village only represents the number of permanent residents.
- Voter data is limited since almost half of summer village councils were acclaimed in the last general election.

If the threshold for summer villages is included in Municipal Affairs' current review, ABmunis will collaborate with the Association of Summer Villages of Alberta to provide input to the province.



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