

**SUMMER VILLAGE OF WHITE SANDS
COUNCIL MEETING AGENDA
December 20, 2023
@ 9:30
At Municipal Office
Location: #10, 19447 HWY 12, Stettler County and Zoom**

	Page #
1. <u>Call to Order</u>	
2. <u>Approval/Additions to Agenda</u>	
3. <u>Public Hearing</u>	
4. <u>Minutes</u>	
4.1. Regular Council Meeting Minutes of November 15, 2023	2
4.2. Special Council Meeting Minutes of November 22, 2023	6
5. <u>Delegation/ Presentation</u>	
5.1. S/Sgt. Cam Russell, Stettler RCMP Detachment Commander, Q2 Community Report	8
6. <u>Business from Previous Council Agendas</u>	
6.1. Procedural Bylaw 171-19	18
6.2. Policy VI Employee Hiring and Employee Process Amendment	43
7. <u>Financial Reports</u>	
7.1. Council Rev Exp Statement as of November 30, 2023	55
7.2. Capital Rev Exp Statement as of November 30, 2023	56
7.3. Council Cheque Listing as of November 30, 2023	57
7.4. November Bank Reconciliation as of November 30, 2023	59
7.5. 2024 Interim Operating Budget	60
7.6. 2023 Capital Expense Summary	69
8. <u>Council and CAO Reports</u>	
8.1. Council Reports	
8.2. CAO Report and Action List	71
9. <u>Business</u>	
9.1. Review Policy X Snow Removal	73
10. <u>Correspondence</u>	
10.1. Take It and Leave It Shed	76
10.2. PRLS Board Meeting Minutes, November 16, 2023	81
10.3. Kent Family Thank You Card	91
10.4. PRLS Board Talk, November 16, 2023	92
10.5. FCM Membership	94
10.6. QMP Fire Update	95
10.7. Request For Building a Small Curling Rink at Beach Close Cul-De-Sac	127
11. <u>In-Camera Session</u>	
11.1. Personnel as per section 24, FOIP	
12. <u>Adjournment</u>	

Public Welcome to attend in person or by Zoom
Next Regular Council Meeting Dates: January 17, 2024

**MINUTES OF THE REGULAR MEETING
SUMMER VILLAGE OF WHITE SANDS
COUNCIL**

**held on November 15, 2023
Municipal Office #10, 19447 Hwy 12,
County of Stettler and electronically
through Zoom.**

Present: Mayor Lorne Thurston
Councillor Bob Huff (Zoom)
CAO, Melissa Beebe
Administrative Assistant, Erin Weinzierl

Absent: Councillor Ed Waugh

Public: (4)

1. Call to Order:

Mayor Thurston calls the Council Meeting to order at 9:30 AM

2. Agenda Additions/Approval

Motion 23:11:01 Moved by Councillor Huff to approve the agenda as presented.

MOTION CARRIED

3. Public Hearing: None

4. Minutes:

- 4.1. Regular Council Meeting Minutes of October 18, 2023**
- Change Deputy Mayor to Bob Huff
 - Change Ed Waugh to councillor

Motion 23:11:02 Moved by Councillor Huff to approve the minutes from the Regular Council Meeting of October 18, 2023, as amended.

MOTION CARRIED

5. Delegation/Presentation - None

6. Business from Previous Council Agenda:

6.1. Civic Addressing Signage Bylaw 197-23

Motion 23:11:03 Moved by Councillor Huff to approve second reading of Civic Addressing Signage Bylaw 197-23.

MOTION CARRIED

Motion 23:11:04 Moved by Mayor Thurston to approve third and final reading of Civic Addressing Signage Bylaw 197-23.

MOTION CARRIED

6.2. Use of Public Lands Bylaw 198-23

Motion 23:11:05 Moved by Councillor Huff to approve second reading of Use of Public

Lands Bylaw 198-23.

MOTION CARRIED

Motion 23:11:06 Moved by Mayor Thurston to approve third and final reading of Use of Public Lands Bylaw 198-23.

MOTION CARRIED

6.3. Bylaw Enforcement Officer Bylaw 199-23

Motion 23:11:07 Moved by Councillor Huff to approve the third and final reading of the Bylaw Enforcement Officer Bylaw 199-23.

MOTION CARRIED

6.4. Procedural Bylaw 200-23

Motion 23:11:08 Moved by Councillor Huff to approve first reading of the Procedural Bylaw 200-23.

MOTION CARRIED

7. Financial Reports:

- 7.1 Financials - Council Rev Exp Statement, October 31, 2023**
- 7.2 Financials - Capital Exp Statement, October 31, 2023**
- 7.3 Financials - Cheque Listing to October 31, 2023**
- 7.4 Financials – September Bank Reconciliation as of September 30, 2023**
- 7.5 Financials – October Bank Reconciliation as of October 31, 2023**

Motion 23:11:09 Moved by Councillor Huff to accept the financial reports as presented.

MOTION CARRIED

8. Council and CAO Reports:

- 8.1** Councilor Reports
 - Councillor Huff
 - Nothing to report.
 - Councillor Waugh
 - Absent from the meeting.
 - Mayor Thurston
 - Mindful of next year's budget
 - Strategic planning ideas
 - § Widening front street
 - § Re-reviewing Land Use Bylaw
 - Pickleball courts on private properties and the land use bylaw
 - Look at future developments on larger lots for that include a larger accessory building and smaller living quarters.
 - Possible re-reviewing of the Land Use Bylaw
 - McDougall Tree Removal was out but did not complete yet.
- 8.2** CAO Report and Action List
 - Town of Stettler and County of Stettler will ratify their Fire Agreement.
 - In discussion with the County of Stettler in regards to dust abatement.
 - Looking for clarification from the County of Stettler about snow removal for Township Road 40-4.
- 8.3** Erin's Report from MAATI Course from Oct

Motion 23:11:10 Moved by Councillor Huff to direct administration to approve

temporary relocation of the piano for a three-month period to the old public works shop by the hall society, but request the hall society to decide future long-term plans for the piano.

MOTION CARRIED

Motion 23:11:11 Moved by Mayor Thurston to accept the Council, CAO, and Erin's reports as presented.

MOTION CARRIED

9 Business:

9.1 Subdivision Application #2023-150: Lot 85 Subdivision Application

Motion 23:11:12 Moved by Councillor Huff to table the Subdivision Application #2023-150: Lot 85 to a Special Meeting scheduled for November 23, 2023, at 2 pm for all of council to be present and request the development officer to be in attendance to deal with this item.

MOTION CARRIED

9.2 Amended Human Resource Policy VII

Motion 23:11:13 Moved by Councillor Huff to table and provide the changes to the amended Policy VII Employee Hiring and Employee Processes to the December regular council meeting.

MOTION CARRIED

9.3 Repeal Subdivision Development Appeal Board Policy V

Motion 23:11:14 Moved by Councillor Huff to repeal the Subdivision Development Appeal Board Policy V.

MOTION CARRIED

9.4 RTM Municipal Office Design and Quotes

Motion 23:11:15 Moved by Mayor Thurston to table item RTM Municipal Office Design and Quotes to the Special Meeting on November 23, 2023, at 2pm for all council to attend and discuss.

MOTION CARRIED

10. Correspondence

- 10.1. Letter to CAO's re: Important EPR Information**
- 10.2. Re: Unspent Municipal Sustainability Initiative Capital Funding**
- 10.3. Stettler Traffic Court Date Support Letter**
- 10.4. Public Surveys Now Open – Local Authorities Election Act and Municipal Government Act**
- 10.5. Notification Letter: Buffalo Lake Inter-Municipal Development Steering Committee**
- 10.6. PRL Annual Municipality and Board Member Information Form**
- 10.7. Official 2024 Equalized Assessment Information**

Motion 23:11:16 Motion by Mayor Thurston to do a support letter to the RCMP regarding adding the need for a Stettler Traffic Court Date.

MOTION CARRIED

Motion 23:11:17 Motion Moved by Councillor Bob to accept the correspondence as information.

MOTION CARRIED

11. In-Camera Session: - Personnel – Land – Legal – Other

12. Adjournment

Motion 23:11:18 Moved by Mayor Thurston adjourns the meeting at 11:29 pm.

MOTION CARRIED

Next Regular Council Meeting Date: December 20, 2023.

Public welcome to attend

Mayor

Chief Administrative Officer

**MINUTES OF THE SPECIAL COUNCIL MEETING
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL**

held on November 23, 2023

Location: Municipal Office, #10, 19447 HWY 12, Stettler County and via Zoom

Present: Mayor Lorne Thurston
Councillor Bob Huff
Councillor Ed Waugh
Melissa Beebe, Chief Administrative Officer
Erin Weinzierl, Administrative Assistant
Leann Graham, Gra-Core Planning Agency

Absent: 0

Public: 1

1. **Call to Order:** Mayor called the special council meeting to order at 2:02 pm
2. **Waiver of Notice:** Members of Council signed agenda Waiver Notice
3. **Nature of Business:**

3.1 **Subdivision Application #2023-150: Lot 85**

Motion 23:11:23:01 Moved by Mayor Thurston to request for a recorded vote.

Motion 23:11:23:02 Moved by Councillor to approve the recommendation from Gra-Core the subdivision application #2023-150: Lot 85 with the following conditions:

1. Subdivision to be affected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.
2. All outstanding Property Taxes to be paid to the Summer Village of White Sands as per Section 654 (1) (d) of the Municipal Government Act.
3. Easements for servicing and drainage shall be obtained by the Summer Village of White Sands upon subdivision.

MOTION CARRIED

2 for – Councillor Waugh and
Councillor Huff

1 against – Mayor Thurston

Ms. Graham from Gra-Core withdraws from the meeting at 2:35 pm.

3.2 **RTM Municipal Office Design and Quotes**

Motion 23:11:23:03 Moved by Mayor Thurston to approve and enter into a contract with Nelson Homes to proceed with the development and deposit for the building of a RTM office.

MOTION CARRIED

4. **Adjournment**

Motion 23:11:23:04 Moved by Mayor Thurston that the Summer Village of White Sands Special Meeting of November 23, 2023 be adjourned at 2:51 pm.

MOTION CARRIED

MAYOR

CHIEF ADMINISTRATIVE OFFICER



November 13, 2023

Staff Sergeant Cam Russell
Detachment Commander
Stettler, Alberta

Dear Mayor's, Reeve, Council and CAO's,

Please find the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Stettler.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

S/Sgt. Cam Russell
Detachment Commander
Stettler RCMP



RCMP Provincial Policing Report

Detachment	Stettler
Detachment Commander	S/Sgt. Cam Russell
Quarter	Q2
Date of Report	November 13, 2023

Community Consultations

Date	September 13, 2023
Meeting Type	Meeting with Elected Officials ▼
Topics Discussed	Introduction of new Commander, community engagement and partnerships
Notes/Comments	None identified

	Delete Current Consultation
Insert Consultation Before this One and Go to it	Insert Consultation After this One and Go to it

Date	September 19, 2023
Meeting Type	Meeting with Elected Officials ▼
Topics Discussed	Introduction of new Commander, community engagement and partnerships
Notes/Comments	None Identified

	Delete Current Consultation
Insert Consultation Before this One and Go to it	Insert Consultation After this One and Go to it



Date	September 22, 2023
Meeting Type	Meeting with Stakeholder(s) <input type="button" value="v"/>
Topics Discussed	Intro new Commander, School Resource Officer Position
Notes/Comments	Clarified all expectations of stakeholders for the SRO position

<input type="button" value="Insert Consultation Before this One and Go to it"/>	<input type="button" value="Delete Current Consultation"/>
<input type="button" value="Insert Consultation After this One and Go to it"/>	



Community Priorities

<p>Priority 1</p>	<p>Crime Reduction</p>
<p>Current Status & Results</p>	<p>New commander in place, appears stats are in good shape, more thorough background will be obtained in Q3 with target initiatives once commander has time to be in the position for some time.</p>
<p>Priority 2</p>	<p>Enhanced Public Confidence and Community Engagement</p>
<p>Current Status & Results</p>	<p>New commander in place, since arriving commander has met with County Council, Town Council, Rural Crime Watch and the SRO Steering Committee, intensions shared with all groups to advise of commander being aware that community engagement is key for a successful relationship. At this time no issues brought up by any groups not being happy with efforts to engage. Further efforts and initiatives will be made in Q3.</p>

Delete Last Priority
Add and go to Priority



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	65	71	9%	270	227	-16%
<i>Persons Crime</i>	16	12	-25%	45	68	51%
<i>Property Crime</i>	37	37	0%	182	132	-27%
<i>Other Criminal Code</i>	12	22	83%	43	27	-37%
Traffic Offences						
<i>Criminal Code Traffic</i>	9	7	-22%	24	28	17%
<i>Provincial Code Traffic</i>	75	284	279%	639	306	-52%
<i>Other Traffic</i>	0	0	N/A	2	1	-50%
CDSA Offences	0	2	N/A	7	2	-71%
Other Federal Acts	1	3	200%	9	4	-56%
Other Provincial Acts	19	19	0%	80	63	-21%
Municipal By-Laws	1	2	100%	7	2	-71%
Motor Vehicle Collisions	56	55	-2%	259	255	-2%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	4	5	0	0
Detachment Support	1	1	0	0

² Data extracted on September 30, 2023 and is subject to change.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the four established positions, five officers are currently working with none on special leave. There is one position with two officers assigned to it. There are no hard vacancies at this time.

Detachment Support: Of the one established position, one resource is currently working. There are no hard vacancies at this time.

Quarterly Financial Drivers

--



Stettler Municipal Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	2	0	0	0	N/A	N/A	-0.2
Sexual Assaults		2	3	2	0	1	-50%	N/A	-0.5
Other Sexual Offences		4	1	0	0	0	-100%	N/A	-0.9
Assault		21	25	24	25	13	-38%	-48%	-1.6
Kidnapping/Hostage/Abduction		0	2	1	0	1	N/A	N/A	0.0
Extortion		0	0	1	1	0	N/A	-100%	0.1
Criminal Harassment		9	6	8	11	7	-22%	-36%	0.1
Uttering Threats		6	14	11	15	10	67%	-33%	0.9
TOTAL PERSONS		42	53	47	52	32	-24%	-38%	-2.1
Break & Enter		18	16	14	9	11	-39%	22%	-2.1
Theft of Motor Vehicle		8	22	10	13	3	-63%	-77%	-1.9
Theft Over \$5,000		0	3	1	0	6	N/A	N/A	0.9
Theft Under \$5,000		28	46	26	35	14	-50%	-60%	-3.9
Possn Stn Goods		10	7	9	7	3	-70%	-57%	-1.4
Fraud		14	13	16	19	10	-29%	-47%	-0.2
Arson		2	4	1	1	0	-100%	-100%	-0.7
Mischief - Damage To Property		24	30	16	13	23	-4%	77%	-1.9
Mischief - Other		3	13	10	16	11	267%	-31%	1.9
TOTAL PROPERTY		107	154	103	113	81	-24%	-28%	-9.3
Offensive Weapons		2	7	3	5	2	0%	-60%	-0.2
Disturbing the peace		23	15	12	18	22	-4%	22%	0.1
Fail to Comply & Breaches		32	16	25	13	15	-53%	15%	-3.7
OTHER CRIMINAL CODE		16	11	7	9	5	-69%	-44%	-2.4
TOTAL OTHER CRIMINAL CODE		73	49	47	45	44	-40%	-2%	-6.2
TOTAL CRIMINAL CODE		222	256	197	210	157	-29%	-25%	-17.6



Stettler Municipal Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	4	7	3	0	-100%	-100%	-0.3
Drug Enforcement - Trafficking		0	2	3	5	6	N/A	20%	1.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		1	6	10	8	6	500%	-25%	1.2
Cannabis Enforcement		0	1	0	0	0	N/A	N/A	-0.1
Federal - General		3	1	6	6	0	-100%	-100%	-0.1
TOTAL FEDERAL		4	8	16	14	6	50%	-57%	1.0
Liquor Act		1	3	4	3	4	300%	33%	0.6
Cannabis Act		0	1	1	2	0	N/A	-100%	0.1
Mental Health Act		17	20	22	23	18	6%	-22%	0.5
Other Provincial Stats		25	25	28	21	31	24%	48%	0.8
Total Provincial Stats		43	49	55	49	53	23%	8%	2.0
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		13	13	2	3	1	-92%	-67%	-3.4
Total Municipal		14	13	2	3	1	-93%	-67%	-3.6
Fatals		0	1	0	1	0	N/A	-100%	0.0
Injury MVC		4	1	1	1	1	-75%	0%	-0.6
Property Damage MVC (Reportable)		42	27	26	38	28	-33%	-26%	-1.7
Property Damage MVC (Non Reportable)		2	2	1	4	5	150%	25%	0.8
TOTAL MVC		48	31	28	44	34	-29%	-23%	-1.5
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	4	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		163	123	159	127	209	28%	65%	9.6
Other Traffic		0	1	2	0	0	N/A	N/A	-0.1
Criminal Code Traffic		13	13	12	15	10	-23%	-33%	-0.4
Common Police Activities									
False Alarms		28	16	20	14	13	-54%	-7%	-3.2
False/Abandoned 911 Call and 911 Act		0	8	10	12	3	N/A	-75%	1.0
Suspicious Person/Vehicle/Property		50	114	47	38	29	-42%	-24%	-11.8
Persons Reported Missing		5	6	2	2	1	-80%	-50%	-1.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		45	32	15	13	15	-67%	15%	-7.9
Form 10 (MHA) (Reported)		0	1	0	0	0	N/A	N/A	-0.1



Stettler Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	2	0	0	0	N/A	N/A	-0.2
Sexual Assaults		0	0	2	1	0	N/A	-100%	0.1
Other Sexual Offences		3	0	0	0	1	-67%	N/A	-0.4
Assault		15	20	8	10	4	-73%	-60%	-3.2
Kidnapping/Hostage/Abduction		1	0	0	0	0	-100%	N/A	-0.2
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	3	2	0	3	N/A	N/A	0.3
Uttering Threats		4	4	0	5	4	0%	-20%	0.1
TOTAL PERSONS		23	29	12	16	12	-48%	-25%	-3.5
Break & Enter		9	10	7	7	4	-56%	-43%	-1.3
Theft of Motor Vehicle		15	15	5	3	3	-80%	0%	-3.6
Theft Over \$5,000		0	3	2	0	2	N/A	N/A	0.1
Theft Under \$5,000		10	15	6	7	10	0%	43%	-0.8
Possn Stn Goods		11	7	6	8	3	-73%	-63%	-1.5
Fraud		3	2	1	5	3	0%	-40%	0.3
Arson		0	2	0	0	1	N/A	N/A	0.0
Mischief - Damage To Property		7	14	4	4	6	-14%	50%	-1.2
Mischief - Other		6	2	4	3	5	-17%	67%	-0.1
TOTAL PROPERTY		61	70	35	37	37	-39%	0%	-8.1
Offensive Weapons		4	2	2	0	3	-25%	N/A	-0.4
Disturbing the peace		3	6	2	2	11	267%	450%	1.2
Fail to Comply & Breaches		5	8	3	7	4	-20%	-43%	-0.3
OTHER CRIMINAL CODE		6	3	3	3	4	-33%	33%	-0.4
TOTAL OTHER CRIMINAL CODE		18	19	10	12	22	22%	83%	0.1
TOTAL CRIMINAL CODE		102	118	57	65	71	-30%	9%	-11.5



Stettler Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	3	2	0	1	0%	N/A	-0.3
Drug Enforcement - Trafficking		1	1	0	0	1	0%	N/A	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		2	4	2	0	2	0%	N/A	-0.4
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		2	1	1	1	1	-50%	0%	-0.2
TOTAL FEDERAL		4	5	4	1	3	-25%	200%	-0.6
Liquor Act		1	2	2	3	1	0%	-67%	0.1
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		8	8	3	3	6	-25%	100%	-0.9
Other Provincial Stats		10	16	11	13	12	20%	-8%	0.1
Total Provincial Stats		19	26	16	19	19	0%	0%	-0.7
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		1	4	2	1	2	100%	100%	-0.1
Total Municipal		1	4	2	1	2	100%	100%	-0.1
Fatals		0	0	2	2	0	N/A	-100%	0.2
Injury MVC		5	12	5	3	9	80%	200%	-0.1
Property Damage MVC (Reportable)		46	53	56	48	43	-7%	-10%	-1.1
Property Damage MVC (Non Reportable)		1	2	3	3	3	200%	0%	0.5
TOTAL MVC		52	67	66	56	55	6%	-2%	-0.5
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	4	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		244	255	139	75	284	16%	279%	-10.0
Other Traffic		1	4	0	0	0	-100%	N/A	-0.6
Criminal Code Traffic		9	15	5	9	7	-22%	-22%	-1.0
Common Police Activities									
False Alarms		7	5	3	3	4	-43%	33%	-0.8
False/Abandoned 911 Call and 911 Act		2	15	8	5	5	150%	0%	-0.4
Suspicious Person/Vehicle/Property		32	63	38	23	15	-53%	-35%	-7.4
Persons Reported Missing		2	2	0	2	3	50%	50%	0.2
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		17	10	6	4	6	-65%	50%	-2.8
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0

Issue:

Procedural Bylaw 200-23

General:

A procedural bylaw is a tool that a municipality uses to govern how business is conducted at council and council committee meetings. The Procedural Bylaw should be a functional working document that creates a consistent structure that meets the needs of the council, administration and even the general public. The bylaw is a rulebook for council chambers to have municipal business dealt with and conducted in a professional, expedient manner. and an integral part of the Municipal Government Act legislation.

Review:

It is recommended to review a municipality’s procedural bylaw on a regular basis. A procedural bylaw may include anything that a council believes is necessary to governing its proceedings and the conduct of its members but cannot be in contradiction to the MGA.

October 18, Regular Meeting, Council instructed administration review the existing Procedural Bylaw 171-19 and make recommendations to tighten up the bylaw. After further review, Administration has made the following changes:

- Section 3 Definitions redone
- Section 5 Agenda redone
- Section 6 Added Organizational
- Section 7 Committees Redone
- Section 8 meetings of Council redone
- Section 9 Added meetings through Electronic Communications
- Section 10 redone order of Business Meetings
- All other sections consistent with limited changes

Recommendation

Administration recommends second reading of Procedural Bylaw 200-23.

Alternatives:

1. Council may approve second and third reading
2. Council may approve second and motion to defeat the bylaw on third reading
3. Council may table to next meeting for further review

Author:

Melissa Beebe, CAO

**SUMMER VILLAGE OF WHITE SANDS
PROCEDURAL BYLAW 200-23**

A BYLAW TO REGULATE THE PROCEEDINGS OF COUNCIL OF THE SUMMER VILLAGE OF WHITE SANDS AND TO DEFINE CERTAIN DUTIES OF THE COUNCIL.

Whereas, Section 145 of the *Municipal Government Act*, being Chapter M26 of the Revised Statutes of Alberta, 2000 as amended, provides that Council may make rules and regulations for called meetings, governing its proceedings and the conduct of its members;

Whereas, the Council of the Summer Village of White Sands, in the Province of Alberta, consider it desirable to adopt a procedural bylaw;

NOW THEREFORE the Council of the Summer Village of White Sands hereby enacts as follows:

Section 1 – Title

This bylaw may be cited as “Procedural Bylaw”

Section 2 – Purpose

The purpose of this bylaw is to set the structure of Council meetings and provide direction to Council when the need arises to address matters where issues arise and need to be addressed using a formal process.

Section 3 – Definitions

In this bylaw, unless the context otherwise requires:

- (a) “Act” refers to the *Municipal Government Act* being Chapter M26 of the Revised Statutes of Alberta, 2000 as amended, or repealed and replaced;
- (b) “FOIP” refers to the *Freedom of Information and Protection of Privacy Act, chapter F-25, Division 2 of Part 1, section 16 to 29*, as amended or legislation substituted, therefore;
- (c) “Deputy Mayor” means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;
- (d) “Agenda” means the agenda for a Regular or Special Council Meeting;
- (e) “CAO” means the Chief Administrative Officer of the Summer Village;
- (f) “Chairperson or Chair” means the person who presides at a meeting, and , when in attendance ast a Council Meeting, shall mean the Mayor, Deputy Mayor and/or Councillor;
- (g) “Closed Session (Closed)” means a portion of a Council or Committee meeting is closed to the public, pursuant to the provisions of the *Municipal Government Act*, also referred to as “in camera”;
- (h) “Council” means the Mayor, Deputy Mayor and Councillors of the Summer Village
- (i) “Committee” means a committee, board, commission, authority, or any other public body established by Council pursuant to this bylaw;
- (j) “Electronic or other Communication Facilities” shall mean the members of Council may attend a council or committee meeting through electronic communications. This can include using a telephone with the use of the speaker, via personal computer, or other means of technology advances;

- (k) “Electronic Meeting” is a meeting held in two or more places with the participants using electronic means of communication; telephone with speaker capability, personal computer, Ipad, or other means of technology where all meeting’s participants and public can watch or hear each other;
- (l) “Mayor” means the Member of Council duly elected to Council and appointed as Mayor by the Council at large at the annual Organizational Meeting;
- (m) “Member” means a member of Council, duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council;
- (n) “Quorum” means the number of Members required for the legal conduct of the business of Council or a Committee;
- (o) “Recorded Vote” means that prior to a vote on the motion a member has called for the Minutes to record the members present at the meeting and the Minutes to show which members voted for or against the motion or abstained;
- (p) “Summer Village” means the corporation of the Summer Village of White Sands, in the Province of Alberta and, where the context so requires, means the area included within the boundaries of the Summer Village and its property;
- (q) “Public Hearing” is a meeting of council which is convened to hear matters pursuant to the *Municipal Government Act*;
- (r) “Special Meeting” is a meeting called by the Mayor or CAO pursuant to the *Municipal Government Act*;
- (s) “Terms of Reference” means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw;

Section 4 – Application

- (a) This Bylaw applies to all meetings of Council and all meetings of Boards and Committees.
- (b) The precedence of the rules governing the procedure of Council is:
 - (i) Municipal Government Act
 - (ii) Other Provincial Legislation; and
 - (iii) This bylaw

Section 5 – Agenda

- (a) The agenda shall list the items and order of business to be conducted at the meeting.
- (b) The CAO shall ensure copies of the Agenda are:
 - (i) Available for Councillors not less than three days before the commencement of the meetings for which they are prepared; and
 - (ii) provided with all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) and available on the municipal website to the media and public, but only after they have been provided to the Council Members.
- (c) All submissions for the agenda of all Public Hearings and Regular Meetings of Council shall be received by the CAO no later than 4:00 pm on the fifth business day on which the meeting is held.

- (d) Subject to subsection 5(e) of this Bylaw, only material which has been received in accordance with Subsection 5(c) of the Bylaw shall be considered at the meeting for which the Agenda is prepared.
- (e) Once the Council Agenda has been published, requests to add an item to the Agenda must be approved by the Council.
- (f) If an emergent matter needs to be brought before Council at any meeting the item shall:
 - (i) Be accompanied by a brief explanation from the CAO/Councillor indicating the reasons for and the degree of urgency of the item; and
 - (ii) Be considered as an addendum to the agenda.

Section 6 – Organizational Meetings

- (a) An organizational meeting of Council shall be held annually, prior to the 31st of August, according to Section 192 of the Municipal Government Act.
- (b) The CAO shall do the following: set the time and place for the Organizational Meeting, business of the meeting shall be limited to:
 - (i) Call the meeting to order;
 - (ii) Ensure that the official oath as prescribed by the Oaths of Office Act has been administered to every member of council, should the meeting follow the general municipal election or by-election; and
 - (iii) Preside over the meeting until the Mayor has been appointed;
 - (iv) Appointment of Mayor and Deputy Mayor for the following year;
 - (v) The appointments of Members to Committees to which Council is entitled to make.
- (c) Appointments of Council members to Committees shall be for a term of one year, unless otherwise specified.
- (d) Review of the Code of conduct for Elected Officials
- (e) Review of Remuneration Policy
- (f) Council at its organizational meeting shall appoint members of the various other Commissions, Committees, boards and other bodies which are within Council's jurisdiction.

Section 7 – Committees

- (a) Council may establish Committees as are necessary or advisable by bylaw for the orderly and efficient handling of the affairs of the Village and may set terms of reference for Committees.
- (b) When set, "The Terms of References for Committees" may be amended by bylaw of Council from time to time, as required.
- (c) When establishing a Committee, Council may adopt a Terms of Reference for the Committee that:
 - (i) names it:
 - (ii) establishes membership, purpose and authority:
 - (iii) sets the term and/or directs that the committee exists on an on-going basis at the pleasure of Council; and

- (iv) allocates any necessary budget or other resources.
- (d) The Council may appoint, by motion, Councilors, employees, Public-at-Large, or other members to Committees in accordance with the approved Terms of Reference within the Committee Bylaw.
- (e) At its first meeting each year, a Committee shall elect a Chairperson and a Vice Chairperson from among the Members, unless Council designates:
 - (i) The Chairperson of a committee; or
 - (ii) The manner in which the Chairperson shall be selected and the term.
- (f) A Chairperson of a Committee may be removed from office by a vote of a majority of the members of the Committee. No motion to remove the Chairperson shall be in order unless a Notice of Motion has been given in writing at a regular meeting of the Committee held at least five business days prior to the meeting at which the motion is considered.
- (g) The Chairperson shall preside at every meeting and shall vote on all questions; in the absence of the Chairperson the Vice-Chairperson shall preside and exercise the same powers, duties and responsibilities that Chair would be entitled to exercise if present.
- (h) In the absence or inability of both the Chairperson and Vice-Chairperson to preside over a meeting, the members present, if they constitute a quorum, shall elect one of the members present to preside over that meeting.
- (i) A Committee shall conduct its meetings in public in accordance with the provisions of the MGA and under section 11 "*Control and Conduct of Council Meetings*" of this bylaw.
- (j) Committees shall adhere to the following minimum meeting requirements:
 - (i) Committees shall establish, on an annual basis, a schedule of regular meetings;
 - (ii) a regular meeting schedule established under this section must be filed with the CAO a minimum of three (3) clear days prior to the first meeting in the schedule.
 - (iii) the Chairperson may call a meeting of the Committee at any time and must do so if a majority of Committee members request in writing, including a statement of purpose of the meeting. A Special Meeting requested by Committee members must be held within 14 days after the request is received; and
 - (iv) notice of Committee meetings not approved in the established annual schedule, or cancellation of a previously called meeting, must comply with requirements for Public Notice as set out in this Bylaw and be filed with the CAO a minimum of 24 hours prior to the meeting.
- (k) Minutes shall be prepared for all Committee meetings and must:
 - (i) include all decisions and other proceedings;
 - (ii) include the names of Committee members present at and absent from the meeting;
 - (iii) include any abstentions made under the Municipal Government Act by any member and the reason for abstention;
 - (iv) include the signatures of the Chair and the Recording Secretary; and

- (v) be retained in a safe manner and be available upon request. A final copy of the minutes must be provided to the CAO within a minimum of three working days after being confirmed by the Committee.
- (l) When a Committee established by Council is of the opinion that a meeting should be closed to the public, the motion passed to authorize the closed meeting shall include the stated reason and the section of FOIP that applies for holding the closed meeting, and the closed meeting may only be held in accordance with Section 197 of the Act.
- (m) Meetings of Committees shall be open to members of Council, but only those members specifically named or appointed ex-officio to the Committee shall be entitled to take part in any discussion or debate and vote on any matter before the Committee.
- (n) No Committee or any member of a Committee has:
 - (i) power to pledge the credit or course of action of the Summer Village or enter into any agreement on behalf of the Committee or Summer Village;
 - (ii) power to authorize any expenditure to be charged against the Summer Village without prior approval by Council; or
 - (iii) authority to act except as established in the Terms of Reference for the Committee.
- (o) Councillors appointed to a Committee by the Council shall be responsible to keep Council informed as to Committee activities through monthly Councillor Reports
- (p) A Committee shall provide the Council with an annual summation of Committee activities.
- (q) The business of Committees shall be conducted in accordance with the rules governing the procedures of Council except for the following:
 - (i) There shall be no limit to the number of times a member may speak to a question;
 - (ii) The Committee's decision shall be that of the majority of the members voting.
- (r) The Recording Secretary shall not record the names of the members voting; however, an individual member may ask that the minutes record their opposition.

Section 8 – Meetings of Council

- (a) Regular Meetings and Special Meetings of Council shall be conducted in public and held in the Municipal Office,
- (b) Regular Meetings and Special Meetings of Council will endeavor to be streamed as live video, recorded video will be available on the municipal webpage within 72 hours or as reasonably possible, excluding closed meeting or a portion thereof.
- (c) Regular meetings shall be scheduled according to the decision made at the annual organizational meeting and may be amended by resolution of council and advertised via the internet on the municipal website and municipal Facebook pages.
- (d) Every regular meeting of Council shall commence at the specified time advertised and no earlier than when the meeting is called to order.
- (e) Council may cancel or postpone any meeting by resolution in a meeting held in public with a quorum of Council present.
- (f) Special Council meetings may be called in accordance with Section 194 of the *Act*.

- (g) Attendance is required at all Council meetings. Council members may attend and be counted present via electronic means in instances where they are unable to be physically present.

Section 9 – Meetings Through Electronic Communications

- a) Pursuant to the *Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
 - i. notice is given to the public of the meeting, including the way in which it is to be conducted;
 - ii. the facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and a designated officer is in attendance at that place; and
 - iii. the facilities enable all the meetings' participants to watch and/or hear each other.
- b) Councillors participating in a meeting held by an electronic or other communication facility are deemed to be present at the meeting.
- c) A Council member may attend Regular or Special Council meetings by means of electronic communication unlimited times per calendar year, unless otherwise approved by Council.
- d) A Member of Council may participate in a Council or Committee meeting through electronic or other communication facility if:
 - i. The member is in a location outside of the Summer Village for any reason;
 - ii. The member is in a location within the Summer Village but is unable to attend a meeting for medical reasons for themselves, or an immediate family member;
 - iii. There is quorum of other Members of Council situated in the actual meeting place to ensure the meeting could continue if the communication facility failed or should the meeting go into closed session;
 - iv. The CAO (or designate) is present at the Council meeting;
 - v. If that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively; and
 - vi. The location is secure, appropriate for Council interaction and public viewing, and free from outside distractions.
- e) When a Council member attends a Closed session, they will be required to confirm that they have attended the Closed Session alone in keeping with the definition in this Bylaw of a Closed session, by making a Statement declaring that they are alone.
- f) The meeting Chairperson must be physically present at the meeting, but may Chair the meeting through electronic or other communication facility only in extreme cases (i.e. working away or travelling, snow storm, vehicle or personal issues).
- g) The Chair shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic or other communication facility.
- h) The Chair has the sole authority to deny the use of the electronic meeting location if in his/her opinion the location is disruptive to

the Council meeting, is in his/her opinion not secure, and is in his/her opinion located in any place deemed inappropriate.

- i) Any public person who wants to utilize electronic means or communication facilities to attend the meeting is posted on the municipal website with the communication facility information and code to access.
- j) Any Delegation or Council member who wants to utilize electronic means or communication facilities to attend meeting must:
 - i. Notify the Mayor and CAO (or designate), that he or she intends to participate in the meeting through electronic means or communication facility;
 - ii. Provide to the Mayor or CAO the reason that they cannot attend the meeting at the scheduled location;
 - iii. Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting; and
 - iv. Contact the Administration office a half (1/2) hour before the start of the meeting to receive the electronic or other communication facility meeting codes.

Section 10 – Order of Business at Meetings

- (a) Subject to the other provisions of this Section, the order of business for a meeting shall be the order of the items contained in the Agenda.
- (b) The normal order of business for the Regular Meeting of Council shall be as follows:
 - (1) Call to order
 - (2) Adoption of Agenda
 - (3) Adoption of Previous Minutes
 - (4) Public Hearings
 - (5) Delegations
 - (6) Bylaws and Policies
 - (7) Business
 - (8) Council Reports
 - (9) CAO Reports
 - (10) Financial
 - (11) Correspondence
 - (12) In-Camera (as required)
 - (13) Adjournment
- (c) When the Council alters or changes the order of business, it shall be done by adoption of the amended agenda or resolution by two-thirds (2/3) vote
- (d) A member who has a pecuniary interest in a matter before Council, Council Committee or any other body to which the Councillor is appointed as a representative of the Council in accordance with Section 172 of the Act, the Councillor must, if present:
 - (i) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
 - (ii) abstain from voting on any question relating to the matter,
 - (iii) abstain from any discussion of the matter, depending on the related pecuniary interest and definitions under Section 172 of the Act and be noted in the minutes of the pecuniary interest as it relates to the Act.

Section 11 – Start of a Council Meeting

- (a) When there are sufficient members present to form a quorum at the time set for the start of the meeting or as soon thereafter as a quorum is present, the Mayor shall take the chair and call the meeting to order.
- (b) If there are not sufficient members assembled at any meeting to constitute a quorum within thirty (30) minutes from the time set for the start of the meeting the chair shall consider the meeting cancelled and it will be rescheduled by the CAO.
- (c) When Council is unable to meet for want of a quorum, the agenda delivered for that meeting shall be considered at the next Regular Meeting prior to the consideration of the agenda for the subsequent meeting or it shall be the agenda for a special meeting called for that purpose.

Section 12 – Control and Conduct of Council Meetings

- (a) Council shall hold its meeting openly and no person shall be excluded except for improper conduct.
- (b) Council may, by resolution, go in-camera (Closed Session), which:
 - (i) May be held in private, subject to Section 197 of the *Municipal Government Act*; and
 - (ii) May exclude any persons.
- (c) Subject to being overruled by a majority vote of members, which vote shall be taken without debate, the Mayor:
 - (i) Shall maintain order and preserve decorum and may, if necessary, call a member to order
 - (ii) Shall decide points of order without debate or comment other than to state the relevant section of the Bylaw
 - (iii) Shall determine which member has a right to speak
 - (iv) Shall ensure that all members who wish to speak on a motion have spoken and that the members are ready to vote and shall call the vote; and
 - (v) Shall rule when a motion is out of order.
- (d) The Mayor shall have the same rights and be subject to the same restrictions as to participation in debate as all other members.
- (e) The members of the public during a Council meeting:
 - (i) Shall not address Council without permission;
 - (ii) Shall maintain order and quiet; and
 - (iii) Shall not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council.
- (f) The Mayor may at any meeting expel and exclude any person who creates any disturbance or acts improperly.
- (g) No member shall, subject to the provisions of Section 172 of the *Municipal Government Act*, leave the Council chamber after a question is put to a vote until the vote is taken.

Section 13 – Minutes of Council

- (a) The CAO or designate shall prepare the minutes of each council meeting and shall distribute a copy to each member of council for the next meeting.

- (b) The CAO or designate shall present the minutes to Council for adoption.
- (c) Any member of Council may make a motion requesting that the minutes be amended to correct any inaccuracy or omissions.

Section 14 – Tabling or Postponing Motions

- (a) A matter which has been postponed indefinitely or to a particular date shall not be considered by Council before the date set except on a majority vote by the members present.

Section 15 – Motions out of Order

- (a) It is the duty of the Mayor to determine what motions or amendments are in order, and decline to put any motion before Council which he deems to be clearly out of order or contrary to law.
- (b) When the Mayor decides a motion is out of order he shall advise Council and shall cite the applicable rule or authority.

Section 16 – Voting on Motions

- (a) When this Bylaw requires that a motion be made, a bylaw be passed or any other action be taken by a vote of:
 - (i) A simple majority of Council, or
 - (ii) All members, the requirements shall be interpreted as meaning such majority, fraction or total of the members who are present on the matter, provided the *Municipal Government Act*, or some other relevant statute does not specify differently.
- (b) A question or motion shall be declared defeated when it:
 - (i) Does not receive the required number of votes; or
 - (ii) Receives an equal division of votes.
- (c) Each member present shall vote on every division of every motion as outlined in Section 183 of the *Municipal Government Act*, unless that Act, or any other Provincial or Federal enactment, requires or permits the member to abstain, in which case the member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
- (d) A member shall not vote on a matter if they are absent from the Council Chamber when the vote is called and the decision is made to take a recorded vote.
- (e) Any member may ask for a recorded vote.
- (f) A motion does not need to be seconded.
- (g) Where a question under consideration contains distinct recommendations or propositions, the vote upon each recommendation or proposition shall be taken separately when any member so requests or when the Mayor or other presiding officer so directs.

Section 17 – Reconsidering and Rescinding a Motion

- (a) When a member wishes Council to reconsider, alter or rescind any motion already passed or action taken at a previous meeting, and when the matter does not appear in the Agenda, he shall bring the matter before Council by a Notice of Motion which shall:
 - (i) Be given at a Regular Meeting preceding the meeting at which they wish Council to reconsider the matter;

- (ii) Specify the meeting at which he proposes to bring the matter to Council; and
 - (iii) Indicate in the substantive portion of the motion the action which he proposes that Council take on the matter.
- (b) If notice of motion was not given, Council may, on a majority vote waive the requirement for notice contained in this section.
- (c) Notwithstanding the other provisions of this Section, no motion made or action taken by Council shall be reconsidered unless:
- (i) It is a motion made or an action taken at the same meeting; or
 - (ii) It is a motion made or an action taken at a meeting held six (6) months or more before its reconsideration; or
 - (iii) Council by not less than a vote of majority approves reconsideration of a motion made or an action taken less than six (6) months before its reconsideration.
- (d) A member may move to reconsider a matter considered at the same meeting and if a majority of the members vote for reconsideration, the matter may again be dealt with at the same meeting.

Section 18 – Presiding Officer Rules

- (a) In all cases not provided for in the proceedings of Council or in Committee, the decision of the Mayor or other presiding officer shall be final and accepted without debate.

Section 19 – Motion to Move In-Camera

- (a) Council may upon the passing of a motion, move in-camera to discuss any matter.
- (b) The rules of order for the conduct of a meeting of Council shall apply to a meeting in-camera
- (c) When Council is of the opinion that a meeting of Council is to be held in-camera, the motion which is passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera, and the meeting may only be held in-camera in accordance with Section 197(2) of the *Municipal Government Act*.

Section 20 – Motions in Council

- (a) The Recording Secretary shall read the motions as presented.
- (b) Motions are debatable by Council.
- (c) Unless Council by a majority vote extends the time, no member shall speak longer than five (5) minutes on any original motion.
- (d) When a motion has been made and is being considered, no member may make any other motion except to:
- (i) Amend the motion; or
 - (ii) Table or postpone the motion.
- (e) When a member feels he has been misquoted or misunderstood, he may, after receiving permission from the Mayor, explain a material part of his speech but he may not introduce any new matter and there shall be no debate on the explanation;
- (f) When the motion has been declared put, no member shall debate further on the motion or speak, except to request that the motion be read aloud.

Section 21 – Bylaws

- (a) Every bylaw shall have three readings.
- (b) Every proposed bylaw should be introduced on a motion specifying in general terms its intent. When a proposed bylaw is read in Council, the CAO shall certify the reading and the date of the reading on the face thereof.
- (c) A bylaw appearing upon a Council Agenda when listed as ready for first reading shall be introduced by a member “that Bylaw no. (quoting the bylaw number) be read over a first time.” After first reading, the bylaw may be debated, referred or laid over. If a bylaw fails to receive first reading, then it may be struck from the Agenda.
- (d) A bylaw shall receive second reading by a member making a motion “that Bylaw No. (quoting the bylaw number) now be read a second time.” The bylaw shall then be open to debate and amendment before it is ordered for a third reading.
- (e) Every bylaw shall be read a third time before it is signed by the Mayor or Deputy Mayor.
- (f) Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
- (g) If council unanimously agrees that a bylaw may be presented for a third reading at a meeting at which it has received two readings, the third reading requires no greater a majority of affirmative votes to pass the bylaw than if it has received a third reading at a subsequent meeting.
- (h) Every bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties; other bylaws shall be recorded and filed as well as amendments thereto, and the CAO shall retain the original of every bylaw on file and properly record any amendments thereto, and the CAO shall retain them when a bylaw has been read a third time and finally passed.
- (i) Every bylaw which has passed Council shall immediately after being sealed with the seal of the Corporation, signed by the Mayor and CAO, be securely held by the CAO.

Section 22 – Persons Wishing to Address Council as a Delegation

- (a) A member of the public or a group of people may request to be included on an agenda as a delegation. The request must be:
 - (i) In writing;
 - (ii) Clearly indicate the topic;
 - (iii) Include a summary of information that will be presented to Council;
 - (iv) Not exceed five pages;
 - (v) Complete name of the presenter(s) and contact information (mailing address, email, telephone) and the organization they are representing (if applicable);
 - (vi) Be submitted to the CAO no later than 4:00 pm on the fifth business day before the date of the scheduled meeting is being held, with the CAO having discretion to bring forward items submitted late that may be of an emergent nature.
- (b) Delegations are scheduled at the discretion of the CAO (or designate), subject to:
 - (i) The volume of material on any given Agenda;
 - (ii) The number of requests for specific meeting date and urgency of request; and
 - (iii) Subject matter.

- (c) No person representing an individual shall address the Council for more than (10) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by resolution of Council.
- (d) Delegations consisting of more than one individual will appoint a spokesperson that will be responsible for presenting the points of view or position for the group and shall address the council for more than (10) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by resolution of Council.
- (e) Information presented by the Delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda, Any materials provided will be made available to the public in the agenda package subject to the provisions of FOIP.
- (f) Delegations requesting a reappearance on a matter concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.
- (g) Council shall refer to Administration for review, report and recommendation to Council at a future meeting date but may at their discretion debate concerning matters raised on any requests made by delegations of an emergent nature.

Section 23 – Severability

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

Section 24 – Coming into Force

This Bylaw shall come into force and effect upon final passing thereof and upon coming into effect Bylaw 171-19 is repealed.

Read a first time this 15 day of November 2023.

Read a second time this day of , 2023.

Read a third time and passed this day of , 2023.

Summer Village of White Sands

Mayor

Chief Administrative Officer

**SUMMER VILLAGE OF WHITE SANDS
PROCEDURAL BYLAW 200-23**

A BYLAW TO REGULATE THE PROCEEDINGS OF COUNCIL OF THE SUMMER VILLAGE OF WHITE SANDS AND TO DEFINE CERTAIN DUTIES OF THE COUNCIL.

Whereas, Section 145 of the *Municipal Government Act*, being Chapter M26 of the Revised Statutes of Alberta, 2000 as amended, provides that Council may make rules and regulations for called meetings, governing its proceedings and the conduct of its members;

Whereas, the Council of the Summer Village of White Sands, in the Province of Alberta, consider it desirable to adopt a procedural bylaw;

NOW THEREFORE the Council of the Summer Village of White Sands hereby enacts as follows:

Section 1 – Title

This bylaw may be cited as “Procedural Bylaw”

Section 2 – Purpose

The purpose of this bylaw is to set the structure of Council meetings and provide direction to Council when the need arises to address matters where issues arise and need to be addressed using a formal process.

Section 3 – Definitions

In this bylaw, unless the context otherwise requires:

- (a) “Act” refers to the *Municipal Government Act* being Chapter M26 of the Revised Statutes of Alberta, 2000 as amended, or repealed and replaced;
- (b) “FOIP” refers to the *Freedom of Information and Protection of Privacy Act, chapter F-25, Division 2 of Part 1, section 16 to 29*, as amended or legislation substituted, therefore;
- (c) “Deputy Mayor” means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;
- (d) “Agenda” means the agenda for a Regular or Special Council Meeting;
- (e) “CAO” means the Chief Administrative Officer of the Summer Village;
- (f) “Chairperson or Chair” means the person who presides at a meeting, and , when in attendance ast a Council Meeting, shall mean the Mayor, Deputy Mayor and/or Councillor;
- (g) “Closed Session (Closed)” means a portion of a Council or Committee meeting is closed to the public, pursuant to the provisions of the *Municipal Government Act*, also referred to as “in camera”;
- (h) “Council” means the Mayor, Deputy Mayor and Councillors of the Summer Village
- (i) “Committee” means a committee, board, commission, authority, or any other public body established by Council pursuant to this bylaw;
- (j) “Electronic or other Communication Facilities” shall mean the members of Council may attend a council or committee meeting through electronic communications. This can include using a telephone with the use of the speaker, via personal computer, or other means of technology advances;

- (k) “Electronic Meeting” is a meeting held in two or more places with the participants using electronic means of communication; telephone with speaker capability, personal computer, Ipad, or other means of technology where all meeting’s participants and public can watch or hear each other;
- (l) “Mayor” means the Member of Council duly elected to Council and appointed as Mayor by the Council at large at the annual Organizational Meeting;
- (m) “Member” means a member of Council, duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council;
- (n) “Quorum” means the number of Members required for the legal conduct of the business of Council or a Committee;
- (o) “Recorded Vote” means that prior to a vote on the motion a member has called for the Minutes to record the members present at the meeting and the Minutes to show which members voted for or against the motion or abstained;
- (p) “Summer Village” means the corporation of the Summer Village of White Sands, in the Province of Alberta and, where the context so requires, means the area included within the boundaries of the Summer Village and its property;
- (q) “Public Hearing” is a meeting of council which is convened to hear matters pursuant to the *Municipal Government Act*;
- (r) “Special Meeting” is a meeting called by the Mayor or CAO pursuant to the *Municipal Government Act*;
- (s) “Terms of Reference” means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw;

Section 4 – Application

- (a) This Bylaw applies to all meetings of Council and all meetings of Boards and Committees.
- (b) The precedence of the rules governing the procedure of Council is:
 - (i) Municipal Government Act
 - (ii) Other Provincial Legislation; and
 - (iii) This bylaw

Section 5 – Agenda

- (a) The agenda shall list the items and order of business to be conducted at the meeting.
- (b) The CAO shall ensure copies of the Agenda are:
 - (i) Available for Councillors not less than three days before the commencement of the meetings for which they are prepared; and
 - (ii) provided with all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) and available on the municipal website to the media and public, but only after they have been provided to the Council Members.
- (c) All submissions for the agenda of all Public Hearings and Regular Meetings of Council shall be received by the CAO no later than 4:00 pm on the fifth business day on which the meeting is held.

- (d) Subject to subsection 5(e) of this Bylaw, only material which has been received in accordance with Subsection 5(c) of the Bylaw shall be considered at the meeting for which the Agenda is prepared.
- (e) Once the Council Agenda has been published, requests to add an item to the Agenda must be approved by the Council.
- (f) If an emergent matter needs to be brought before Council at any meeting the item shall:
 - (i) Be accompanied by a brief explanation from the CAO/Councillor indicating the reasons for and the degree of urgency of the item; and
 - (ii) Be considered as an addendum to the agenda.

Section 6 – Organizational Meetings

- (a) An organizational meeting of Council shall be held annually, prior to the 31st of August, according to Section 192 of the Municipal Government Act.
- (b) The CAO shall do the following: set the time and place for the Organizational Meeting, business of the meeting shall be limited to:
 - (i) Call the meeting to order;
 - (ii) Ensure that the official oath as prescribed by the Oaths of Office Act has been administered to every member of council, should the meeting follow the general municipal election or by-election; and
 - (iii) Preside over the meeting until the Mayor has been appointed;
 - (iv) Appointment of Mayor and Deputy Mayor for the following year;
 - (v) The appointments of Members to Committees to which Council is entitled to make.
- (c) Appointments of Council members to Committees shall be for a term of one year, unless otherwise specified.
- (d) Review of the Code of conduct for Elected Officials
- (e) Review of Remuneration Policy
- (f) Council at its organizational meeting shall appoint members of the various other Commissions, Committees, boards and other bodies which are within Council's jurisdiction.

Section 7 – Committees

- (a) Council may establish Committees as are necessary or advisable by bylaw for the orderly and efficient handling of the affairs of the Village and may set terms of reference for Committees.
- (b) When set, "The Terms of References for Committees" may be amended by bylaw of Council from time to time, as required.
- (c) When establishing a Committee, Council may adopt a Terms of Reference for the Committee that:
 - (i) names it:
 - (ii) establishes membership, purpose and authority:
 - (iii) sets the term and/or directs that the committee exists on an on-going basis at the pleasure of Council; and

- (iv) allocates any necessary budget or other resources.
- (d) The Council may appoint, by motion, Councilors, employees, Public-at-Large, or other members to Committees in accordance with the approved Terms of Reference within the Committee Bylaw.
- (e) At its first meeting each year, a Committee shall elect a Chairperson and a Vice Chairperson from among the Members, unless Council designates:
 - (i) The Chairperson of a committee; or
 - (ii) The manner in which the Chairperson shall be selected and the term.
- (f) A Chairperson of a Committee may be removed from office by a vote of a majority of the members of the Committee. No motion to remove the Chairperson shall be in order unless a Notice of Motion has been given in writing at a regular meeting of the Committee held at least five business days prior to the meeting at which the motion is considered.
- (g) The Chairperson shall preside at every meeting and shall vote on all questions; in the absence of the Chairperson the Vice-Chairperson shall preside and exercise the same powers, duties and responsibilities that Chair would be entitled to exercise if present.
- (h) In the absence or inability of both the Chairperson and Vice-Chairperson to preside over a meeting, the members present, if they constitute a quorum, shall elect one of the members present to preside over that meeting.
- (i) A Committee shall conduct its meetings in public in accordance with the provisions of the MGA and under section 11 “*Control and Conduct of Council Meetings*” of this bylaw.
- (j) Committees shall adhere to the following minimum meeting requirements:
 - (i) Committees shall establish, on an annual basis, a schedule of regular meetings;
 - (ii) a regular meeting schedule established under this section must be filed with the CAO a minimum of three (3) clear days prior to the first meeting in the schedule.
 - (iii) the Chairperson may call a meeting of the Committee at any time and must do so if a majority of Committee members request in writing, including a statement of purpose of the meeting. A Special Meeting requested by Committee members must be held within 14 days after the request is received; and
 - (iv) notice of Committee meetings not approved in the established annual schedule, or cancellation of a previously called meeting, must comply with requirements for Public Notice as set out in this Bylaw and be filed with the CAO a minimum of 24 hours prior to the meeting.
- (k) Minutes shall be prepared for all Committee meetings and must:
 - (i) include all decisions and other proceedings;
 - (ii) include the names of Committee members present at and absent from the meeting;
 - (iii) include any abstentions made under the Municipal Government Act by any member and the reason for abstention;
 - (iv) include the signatures of the Chair and the Recording Secretary; and

- (v) be retained in a safe manner and be available upon request. A final copy of the minutes must be provided to the CAO within a minimum of three working days after being confirmed by the Committee.
- (l) When a Committee established by Council is of the opinion that a meeting should be closed to the public, the motion passed to authorize the closed meeting shall include the stated reason and the section of FOIP that applies for holding the closed meeting, and the closed meeting may only be held in accordance with Section 197 of the Act.
- (m) Meetings of Committees shall be open to members of Council, but only those members specifically named or appointed ex-officio to the Committee shall be entitled to take part in any discussion or debate and vote on any matter before the Committee.
- (n) No Committee or any member of a Committee has:
 - (i) power to pledge the credit or course of action of the Summer Village or enter into any agreement on behalf of the Committee or Summer Village;
 - (ii) power to authorize any expenditure to be charged against the Summer Village without prior approval by Council; or
 - (iii) authority to act except as established in the Terms of Reference for the Committee.
- (o) Councilors appointed to a Committee by the Council shall be responsible to keep Council informed as to Committee activities through monthly Councillor Reports
- (p) A Committee shall provide the Council with an annual summation of Committee activities.
- (q) The business of Committees shall be conducted in accordance with the rules governing the procedures of Council except for the following:
 - (i) There shall be no limit to the number of times a member may speak to a question;
 - (ii) The Committee's decision shall be that of the majority of the members voting.
- (r) The Recording Secretary shall not record the names of the members voting; however, an individual member may ask that the minutes record their opposition.

Section 8 – Meetings of Council

- (a) Regular Meetings and Special Meetings of Council shall be conducted in public and held in the Municipal Office,
- (b) Regular Meetings and Special Meetings of Council will endeavor to be streamed as live video, recorded video will be available on the municipal webpage within 72 hours or as reasonably possible, excluding closed meeting or a portion thereof.
- (c) Regular meetings shall be scheduled according to the decision made at the annual organizational meeting and may be amended by resolution of council and advertised via the internet on the municipal website and municipal Facebook pages.
- (d) Every regular meeting of Council shall commence at the specified time advertised and no earlier than when the meeting is called to order.
- (e) Council may cancel or postpone any meeting by resolution in a meeting held in public with a quorum of Council present.
- (f) Special Council meetings may be called in accordance with Section 194 of the *Act*.

- (g) Attendance is required at all Council meetings. Council members may attend and be counted present via electronic means in instances where they are unable to be physically present.

Section 9 – Meetings Through Electronic Communications

- a) Pursuant to the *Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
 - i. notice is given to the public of the meeting, including the way in which it is to be conducted;
 - ii. the facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and a designated officer is in attendance at that place; and
 - iii. the facilities enable all the meetings' participants to watch and/or hear each other.
- b) Councillors participating in a meeting held by an electronic or other communication facility are deemed to be present at the meeting.
- c) A Council member may attend Regular or Special Council meetings by means of electronic communication unlimited times per calendar year, unless otherwise approved by Council.
- d) A Member of Council may participate in a Council or Committee meeting through electronic or other communication facility if:
 - i. The member is in a location outside of the Summer Village for any reason;
 - ii. The member is in a location within the Summer Village but is unable to attend a meeting for medical reasons for themselves, or an immediate family member;
 - iii. There is quorum of other Members of Council situated in the actual meeting place to ensure the meeting could continue if the communication facility failed or should the meeting go into closed session;
 - iv. The CAO (or designate) is present at the Council meeting;
 - v. If that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively; and
 - vi. The location is secure, appropriate for Council interaction and public viewing, and free from outside distractions.
- e) When a Council member attends a Closed session, they will be required to confirm that they have attended the Closed Session alone in keeping with the definition in this Bylaw of a Closed session, by making a Statement declaring that they are alone.
- f) The meeting Chairperson must be physically present at the meeting, but may Chair the meeting through electronic or other communication facility only in extreme cases (i.e. working away or travelling, snow storm, vehicle or personal issues).
- g) The Chair shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic or other communication facility.
- h) The Chair has the sole authority to deny the use of the electronic meeting location if in his/her opinion the location is disruptive to

the Council meeting, is in his/her opinion not secure, and is in his/her opinion located in any place deemed inappropriate.

- i) Any public person who wants to utilize electronic means or communication facilities to attend the meeting is posted on the municipal website with the communication facility information and code to access.
- j) Any Delegation or Council member who wants to utilize electronic means or communication facilities to attend meeting must:
 - i. Notify the Mayor and CAO (or designate), that he or she intends to participate in the meeting through electronic means or communication facility;
 - ii. Provide to the Mayor or CAO the reason that they cannot attend the meeting at the scheduled location;
 - iii. Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting; and
 - iv. Contact the Administration office a half (1/2) hour before the start of the meeting to receive the electronic or other communication facility meeting codes.

Section 10 – Order of Business at Meetings

- (a) Subject to the other provisions of this Section, the order of business for a meeting shall be the order of the items contained in the Agenda.
- (b) The normal order of business for the Regular Meeting of Council shall be as follows:
 - (1) Call to order
 - (2) Adoption of Agenda
 - (3) Adoption of Previous Minutes
 - (4) Public Hearings
 - (5) Delegations
 - (6) Bylaws and Policies
 - (7) Business
 - (8) Council Reports
 - (9) CAO Reports
 - (10) Financial
 - (11) Correspondence
 - (12) In-Camera (as required)
 - (13) Adjournment
- (c) When the Council alters or changes the order of business, it shall be done by adoption of the amended agenda or resolution by two-thirds (2/3) vote
- (d) A member who has a pecuniary interest in a matter before Council, Council Committee or any other body to which the Councillor is appointed as a representative of the Council in accordance with Section 172 of the Act, the Councillor must, if present:
 - (i) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
 - (ii) abstain from voting on any question relating to the matter,
 - (iii) abstain from any discussion of the matter, depending on the related pecuniary interest and definitions under Section 172 of the Act and be noted in the minutes of the pecuniary interest as it relates to the Act.

Section 11 – Start of a Council Meeting

- (a) When there are sufficient members present to form a quorum at the time set for the start of the meeting or as soon thereafter as a quorum is present, the Mayor shall take the chair and call the meeting to order.
- (b) If there are not sufficient members assembled at any meeting to constitute a quorum within thirty (30) minutes from the time set for the start of the meeting the chair shall consider the meeting cancelled and it will be rescheduled by the CAO.
- (c) When Council is unable to meet for want of a quorum, the agenda delivered for that meeting shall be considered at the next Regular Meeting prior to the consideration of the agenda for the subsequent meeting or it shall be the agenda for a special meeting called for that purpose.

Section 12 – Control and Conduct of Council Meetings

- (a) Council shall hold its meeting openly and no person shall be excluded except for improper conduct.
- (b) Council may, by resolution, go in-camera (Closed Session), which:
 - (i) May be held in private, subject to Section 197 of the *Municipal Government Act*; and
 - (ii) May exclude any persons.
- (c) Subject to being overruled by a majority vote of members, which vote shall be taken without debate, the Mayor:
 - (i) Shall maintain order and preserve decorum and may, if necessary, call a member to order
 - (ii) Shall decide points of order without debate or comment other than to state the relevant section of the Bylaw
 - (iii) Shall determine which member has a right to speak
 - (iv) Shall ensure that all members who wish to speak on a motion have spoken and that the members are ready to vote and shall call the vote; and
 - (v) Shall rule when a motion is out of order.
- (d) The Mayor shall have the same rights and be subject to the same restrictions as to participation in debate as all other members.
- (e) The members of the public during a Council meeting:
 - (i) Shall not address Council without permission;
 - (ii) Shall maintain order and quiet; and
 - (iii) Shall not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council.
- (f) The Mayor may at any meeting expel and exclude any person who creates any disturbance or acts improperly.
- (g) No member shall, subject to the provisions of Section 172 of the *Municipal Government Act*, leave the Council chamber after a question is put to a vote until the vote is taken.

Section 13 – Minutes of Council

- (a) The CAO or designate shall prepare the minutes of each council meeting and shall distribute a copy to each member of council for the next meeting.

- (b) The CAO or designate shall present the minutes to Council for adoption.
- (c) Any member of Council may make a motion requesting that the minutes be amended to correct any inaccuracy or omissions.

Section 14 – Tabling or Postponing Motions

- (a) A matter which has been postponed indefinitely or to a particular date shall not be considered by Council before the date set except on a majority vote by the members present.

Section 15 – Motions out of Order

- (a) It is the duty of the Mayor to determine what motions or amendments are in order, and decline to put any motion before Council which he deems to be clearly out of order or contrary to law.
- (b) When the Mayor decides a motion is out of order he shall advise Council and shall cite the applicable rule or authority.

Section 16 – Voting on Motions

- (a) When this Bylaw requires that a motion be made, a bylaw be passed or any other action be taken by a vote of:
 - (i) A simple majority of Council, or
 - (ii) All members, the requirements shall be interpreted as meaning such majority, fraction or total of the members who are present on the matter, provided the *Municipal Government Act*, or some other relevant statute does not specify differently.
- (b) A question or motion shall be declared defeated when it:
 - (i) Does not receive the required number of votes; or
 - (ii) Receives an equal division of votes.
- (c) Each member present shall vote on every division of every motion as outlined in Section 183 of the *Municipal Government Act*, unless that Act, or any other Provincial or Federal enactment, requires or permits the member to abstain, in which case the member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
- (d) A member shall not vote on a matter if they are absent from the Council Chamber when the vote is called and the decision is made to take a recorded vote.
- (e) Any member may ask for a recorded vote.
- (f) A motion does not need to be seconded.
- (g) Where a question under consideration contains distinct recommendations or propositions, the vote upon each recommendation or proposition shall be taken separately when any member so requests or when the Mayor or other presiding officer so directs.

Section 17 – Reconsidering and Rescinding a Motion

- (a) When a member wishes Council to reconsider, alter or rescind any motion already passed or action taken at a previous meeting, and when the matter does not appear in the Agenda, he shall bring the matter before Council by a Notice of Motion which shall:
 - (i) Be given at a Regular Meeting preceding the meeting at which they wish Council to reconsider the matter;

- (ii) Specify the meeting at which he proposes to bring the matter to Council; and
 - (iii) Indicate in the substantive portion of the motion the action which he proposes that Council take on the matter.
- (b) If notice of motion was not given, Council may, on a majority vote waive the requirement for notice contained in this section.
- (c) Notwithstanding the other provisions of this Section, no motion made or action taken by Council shall be reconsidered unless:
- (i) It is a motion made or an action taken at the same meeting; or
 - (ii) It is a motion made or an action taken at a meeting held six (6) months or more before its reconsideration; or
 - (iii) Council by not less than a vote of majority approves reconsideration of a motion made or an action taken less than six (6) months before its reconsideration.
- (d) A member may move to reconsider a matter considered at the same meeting and if a majority of the members vote for reconsideration, the matter may again be dealt with at the same meeting.

Section 18 – Presiding Officer Rules

- (a) In all cases not provided for in the proceedings of Council or in Committee, the decision of the Mayor or other presiding officer shall be final and accepted without debate.

Section 19 – Motion to Move In-Camera

- (a) Council may upon the passing of a motion, move in-camera to discuss any matter.
- (b) The rules of order for the conduct of a meeting of Council shall apply to a meeting in-camera
- (c) When Council is of the opinion that a meeting of Council is to be held in-camera, the motion which is passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera, and the meeting may only be held in-camera in accordance with Section 197(2) of the *Municipal Government Act*.

Section 20 – Motions in Council

- (a) The Recording Secretary shall read the motions as presented.
- (b) Motions are debatable by Council.
- (c) Unless Council by a majority vote extends the time, no member shall speak longer than five (5) minutes on any original motion.
- (d) When a motion has been made and is being considered, no member may make any other motion except to:
 - (i) Amend the motion; or
 - (ii) Table or postpone the motion.
- (e) When a member feels he has been misquoted or misunderstood, he may, after receiving permission from the Mayor, explain a material part of his speech but he may not introduce any new matter and there shall be no debate on the explanation;
- (f) When the motion has been declared put, no member shall debate further on the motion or speak, except to request that the motion be read aloud.

Section 21 – Bylaws

- (a) Every bylaw shall have three readings.
- (b) Every proposed bylaw should be introduced on a motion specifying in general terms its intent. When a proposed bylaw is read in Council, the CAO shall certify the reading and the date of the reading on the face thereof.
- (c) A bylaw appearing upon a Council Agenda when listed as ready for first reading shall be introduced by a member “that Bylaw no. (quoting the bylaw number) be read over a first time.” After first reading, the bylaw may be debated, referred or laid over. If a bylaw fails to receive first reading, then it may be struck from the Agenda.
- (d) A bylaw shall receive second reading by a member making a motion “that Bylaw No. (quoting the bylaw number) now be read a second time.” The bylaw shall then be open to debate and amendment before it is ordered for a third reading.
- (e) Every bylaw shall be read a third time before it is signed by the Mayor or Deputy Mayor.
- (f) Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
- (g) If council unanimously agrees that a bylaw may be presented for a third reading at a meeting at which it has received two readings, the third reading requires no greater a majority of affirmative votes to pass the bylaw than if it has received a third reading at a subsequent meeting.
- (h) Every bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties; other bylaws shall be recorded and filed as well as amendments thereto, and the CAO shall retain the original of every bylaw on file and properly record any amendments thereto, and the CAO shall retain them when a bylaw has been read a third time and finally passed.
- (i) Every bylaw which has passed Council shall immediately after being sealed with the seal of the Corporation, signed by the Mayor and CAO, be securely held by the CAO.

Section 22 – Persons Wishing to Address Council as a Delegation

- (a) A member of the public or a group of people may request to be included on an agenda as a delegation. The request must be:
 - (i) In writing;
 - (ii) Clearly indicate the topic;
 - (iii) Include a summary of information that will be presented to Council;
 - (iv) Not exceed five pages;
 - (v) Complete name of the presenter(s) and contact information (mailing address, email, telephone) and the organization they are representing (if applicable);
 - (vi) Be submitted to the CAO no later than 4:00 pm on the fifth business day before the date of the scheduled meeting is being held, with the CAO having discretion to bring forward items submitted late that may be of an emergent nature.
- (b) Delegations are scheduled at the discretion of the CAO (or designate), subject to:
 - (i) The volume of material on any given Agenda;
 - (ii) The number of requests for specific meeting date and urgency of request; and
 - (iii) Subject matter.

- (c) No person representing an individual shall address the Council for more than (10) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by resolution of Council.
- (d) Delegations consisting of more than one individual will appoint a spokesperson that will be responsible for presenting the points of view or position for the group and shall address the council for more than (10) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by resolution of Council.
- (e) Information presented by the Delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda, Any materials provided will be made available to the public in the agenda package subject to the provisions of FOIP.
- (f) Delegations requesting a reappearance on a matter concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.
- (g) Council shall refer to Administration for review, report and recommendation to Council at a future meeting date but may at their discretion debate concerning matters raised on any requests made by delegations of an emergent nature.

Section 23 – Severability

- (a) Should any section or part of this bylaw be found to have been properly enacted, then such section or part shall be regarded as being severable from the rest of this bylaw and the bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted has not been enacted as part of this bylaw.

Section 24 – Coming into Force

This Bylaw shall come into force and effect upon final passing thereof and upon coming into effect Bylaw 171-19 is repealed.

Read a first time this day of , 2023.

Read a second time this day of , 2023.

Read a third time and passed this day of , 2023.

Summer Village of White Sands

Mayor

Chief Administrative Officer

Issue:

Policy VI Employee Hiring and Employee Processes

General:

Policy VI was established in 2020 and amended in 2022 for hiring, terminating, and establish practices, procedures, and conditions relevant to the selection and employment of personnel of the Summer Village of White Sands.

Review:

Since reviewing this policy, the policy is outdated and had many liability issues that needs to be changed. This amended policy fixes those areas that were needed to be updated and better establishes the practices, procedures, and conditions relative to the selection and employment of personnel of the Summer Village of White Sands.

Some changes are:

- The municipality leaves itself liable when firing an employee when an employee loses their driver’s license.
- Created more definitive definitions, especially for time frames and hours for types of employees
- Recognizing specific holidays in the year
- More details such as probation, discipline, employee benefits, hours of work, etc.

The original policy is attached to the package to be viewed and compared to the amended policy.

Recommendation

Administration recommends council approve Policy VI Employee Hiring and Employee Processes revised policy.

Alternatives:

1. Council does not approve the revised policy VI.
2. Council may table Policy VI until the next regular council meeting.

Author:

Melissa Beebe, CAO

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration Number: VI
Adopted by: White Sands Council Date: 2020 04 17

Title: **Employee Hiring and Employment Process**

Purpose: To establish practices, procedures, and conditions relevant to the selection and employment of personnel for the Summer Village of White Sands.

Definitions: Permanent Full-time: an employee who has been hired for an ongoing position, working full-time hours where there is no defined end date of employment.

Casual: an employee who has been hired for a pre-determined period of time not exceeding twelve (12) months, working full-time hours.

Seasonal: an employee who has been hired as a non-permanent seasonal nature for between five (5) and eleven (11) months, working full-time hours.

Part-time: an employee who has been hired for an ongoing position, working less than thirty (<30) hours/week.

Full-time Hours: a position requiring regularly scheduled hours of work at eight hours (8) hours/day forty (40) hours/week.

Responsibilities: Summer Village of White Sands Council shall approve and authorize any newly established permanent positions.

Hiring of employees is management’s responsibility. Only the most qualified applicants available will be selected.

Hiring Responsibility:

<u>Position</u>	<u>Hiring Responsibility</u>
(CAO)	White Sands Council
All other staff	CAO (unless delegated) Sands Council

New employees are to be carefully selected with respect to skills, attitude, education, experience, ability to meet the position requirements, previous service, and overall fit within the organization.

Job Postings: All job applicants (including former employees) must submit a resume.

When a vacancy occurs or a new position is created, notice of the position will be posted to ensure all interested applicants are advised and the hiring process can be completed in a timely manner.

Interviews: Applications are to be screened using the position qualifications. Applicants who are assessed as suitable will be selected for interviews. Interviews shall be scheduled and conducted by the applicable Supervisor utilizing consistent questions for all candidates. References must be contacted; qualifications shall be validated, and any other hiring considerations checks which are part of the selection process should be conducted. A summary of evaluations with results will be reviewed by the CAO.

Offer Letter: An employment offer letter outlining start date, wages, probationary period, benefits, vacation, termination, confidentiality and acceptance will be approved by the CAO prior to presentation to applicant.

Orientation: Upon acceptance, orientation will be provided to review: workplace policies; health and safety policies; rules and regulations; other job specific information; payroll and benefit forms; facility tours; and staff introductions.

Probationary: All employees shall initially serve a probationary period of three (3) months. The probationary period may be extended for a second three (3) month period at the discretion of the CAO. The employment relationship may be ended at any time during the probationary period (without notice for both periods).

Discipline: When deemed necessary to warn an employee in a manner indicating that suspension or dismissal may follow, the employer shall give such warning in writing to the employee. The employee shall acknowledge receipt of the warning as a matter of record before it is placed in the personnel file. In consultation with the CAO and depending on the severity of the violation, the discipline process may start at Step 2, 3 or 4. A legal opinion may be necessary to determine with or without cause. Past written or other disciplinary notices shall be removed from the employee's personnel file after a period of twenty-four (24) months.

Discipline process:

- Step 1 - Verbal Warning – 1st time
- Step 2 - Written Warning – 2nd time
- Step 3 - Two-day Suspension – 3rd time
- Step 4 - Dismissal – 4th time

Annual Review: All permanent full-time employees are entitled to an annual review. This may occur at the request of the employer or employee.

Family Members: An employee is not affected if a family member is elected to Council after the employee has commenced employment with the Summer Village.

No members of the same family may work for the same department without the prior consideration and authorization from the CAO. For this purpose, same family, shall be defined as father, mother, son, daughter, brother, sister, husband/wife, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, niece, nephew, and any common-law relationship.

Hours of Work: The regular hours of work for full-time employees shall be based on eight (8) hours per day/forty (40) hours per week. There shall be an unpaid lunch break up to one-half (½) hour per day.

Normal hours of work shall be between 6:00 a.m. and 6:00 p.m. daily, Monday through Friday and shall be scheduled to the needs of the Village. An employee's work day shall begin at the time the employee reports for work at the Village Shop.

All time worked beyond the normal work day, on an employee's day off or on a Statutory Holiday shall be considered as overtime. All overtime must be pre-authorized by the employer. All time authorized by the employer and worked by the employee beyond their normal work day or normal work week shall be at time and one-half (1 ½).

Other Interests: Employees may be required to undergo a medical examination with a physician or appropriate practitioner selected by the Village to ensure suitability within the job description. The examination would be at the employer's expense.

Employees who are required to maintain a valid Operator's License for the purpose of their work with the Employer may be terminated from their employment in the event of the loss of the Operator's License for a period of more than six (6) months.

The Village shall provide hard hats, Hi-Vis and gloves as required for work to be carried out by the employees. The employer shall pay up to two hundred and fifty dollars (\$250.00) per year towards the purchase of CSA approved safety boots, payable upon the submission of receipts.

A fifty (\$50) dollar per month allowance shall be paid to the Maintenance Operator who shall supply their own phone.

Employees must conduct themselves, both on and off the job, in such a manner and act in such a way that there will be no adverse reflection upon the Village and ensure that they are ready, willing, and able to perform all job functions. Loyalty and full commitment towards employment with the Summer Village of White Sands is expected from all employees.

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration **Number:** VII
Title: EMPLOYEE HIRING AND EMPLOYMENT PROCESS, HUMAN RESOURCES
Date Approved: 2020-04-17 **Date Amended:** 2022-04-13
Date Amended: 2023-11-15 **Resolution:**

Title: Employee Hiring and Employment Process, Human Resources

Definitions:

1. **Permanent Full-time:** an employee who has been hired for an ongoing position, working full-time hours where there is no defined end date of employment.
2. **Casual:** an employee who has been hired for a pre-determined period not exceeding twelve (12) months, working full-time hours.
3. **Seasonal:** an employee who has been hired as a non-permanent Seasonal nature for between three (3) and eleven (11) months, working full-time hours.
4. **Permanent Part-time:** an employee who has been hired for an ongoing position, working less than thirty (<30) hours/week.
5. **Full-time Hours:** a position requiring regularly scheduled hours of work at 30 to 40 hours per week, depending on the position.

Statement: To create, provide and maintain an equitable, positive, safe, and rewarding work environment for all employees.

Purpose:

1. To promote and maintain a harmonious and co-operative relationship between the Summer Village and Employees.
2. To document personnel practices and policies of the Summer Village.
To ensure there is a clear understanding of the terms, conditions, and requirements governing employment with the Summer Village.
3. To provide for the safety and welfare of the Employees, the economy of operation,

- protection of the property, and welfare of the public and the Summer Village.
- 4. To provide a fair and effective system of personnel administration.
- 5. To assist the Summer Village in providing quality service to the ratepayers and residents of the Summer Village.

Principles:

1. Employee/Contractor Hiring:

- 1.1. Council shall manage and conduct the hiring process for the position of Chief Administrative Officer (CAO).
- 1.2. The CAO is responsible for recruitment and hiring of all Employees and contractors that report to the CAO and termination of all employees and contractors.
- 1.3. Department Managers are responsible for recruitment and hiring of their department Employees with the CAO endorsement.
- 1.4. Equal opportunity for employment will be provided to all qualified candidates.
- 1.5. Job offers shall be contingent on the applicant's agreement to the offer, acknowledgment of the Summer Village policies, successful reference, and background checks, and any other conditions applicable to the position that are required of the Employee. (i.e. criminal record check, driver's abstract). Relatives of Employees or Council may be considered for employment with the Summer Village provided they:
 - 1.5.1. have made application for employment through the regular process;
 - 1.5.2. have been considered in accordance with established employment policies and procedures;
 - 1.5.3. possess the necessary qualifications;
 - 1.5.4. are considered to be the most suitable candidate;
 - 1.5.5. are not supervised by, or work directly with, their immediate family member (spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother-in-law and father in law, brothers in law and sisters in law,

daughters in law and sons in law, adopted, half, and step members).

1.5.6. All documentation required for a new Employee must be completed and submitted prior to the Employee beginning employment.

1.5.7. Offer letters will include any terms and conditions of employment.

2. Orientation:

2.1. Employee orientation will be provided, and will include a review of Summer Village policies, safety gear required and provided, rules and regulations, and other job-specific information designed to assist the Employee in their duties.

2.2. Adolescent and young workers (18 and under) will be provided with further orientation if required as per *Alberta Employment Standards Code*.

2.3. Employees are responsible to have and wear their own CSA approved safety footwear, as required for any hired labour position.

3. Hours of Work:

3.1 Normal hours of work shall be scheduled to the needs of the Summer Village by the CAO as follows:

3.1.1 Administration Office – Four-day work week, normal hours of work shall be scheduled between 8:30 am to 4:30 pm, Monday to Thursday (specific hours and days determined by the CAO).

3.1.2 Public Works Maintenance – Five-day work week, based on eight (8) hours a day with normal hours of work shall be between 6:00 am to 6:00 pm, Monday to Friday, (specific hours determined by the CAO).

3.1.3 All employee's normal workday shall begin at the time the employee reports for work at the municipal office and/or municipal shop or as determined by CAO.

4. Probation Period:

4.1. A new Employee once hired will be on a period of probation of three (3) months. This period and any extensions will be referred to as the "Probationary Period".

4.2. The Summer Village, without notice or payment in lieu of notice, may terminate employment during the Probationary Period.

4.3. An Employee who is promoted or is selected for

employment via an internal transfer may serve a three (3) month Probationary Period before appointment is made permanent at the discretion of the CAO. In the event, the Employee is not successful in the new position after the Probationary Period, and their old position has been filled, the Employee may be terminated by way of reasonable notice or payment in lieu thereof as required by law.

4.4. The CAO may extend the Probationary Period an additional three (3) months if warranted or required.

5. Performance Management:

5.1. The Summer Village is committed to continuous Employee performance management and development.

5.2. All Employees and Department Managers may be subject to annual performance reviews at the discretion of the CAO.

5.3. Ongoing Employee performance reviews are based on a calendar year of January 1 to December 31.

6. Ending Employment:

6.1. Termination of employment may take place upon the initiation of either the Summer Village or the Employee.

6.2. Termination by the Summer Village of Employee will be consistent with the Alberta Employment Standards Code.

7. Personnel Record Documentation:

7.1. Individual personnel files shall be established on all Employees and kept up to date and maintained by the CAO or designate as part of the payroll records. Personnel files shall be reviewed every year to ensure up-to-date information and records are on file (i.e. certification, tax forms, etc.).

7.2. An Employee's file shall be established at the date of employment and permanently retained by the Summer Village as per the Summer Village retention policy. Each Employee's individual personnel file shall contain all pertinent documents relating to the Employee's status and job performance.

7.3. Employees have access to their own personnel files, except for confidential reference letters. It

is the responsibility of the Summer Village to ensure that personnel records contain all current Employee development information.

- 7.4. No Employee other than the CAO or Department Manager of the Employee shall be permitted to examine any personnel file other than their own.
- 7.5. Any release of information will be provided only with the expressed written consent of the Employee and in compliance with the Alberta Freedom of Information and Privacy Act.

8. Discipline:

- 8.1. When deemed necessary to warn an employee in a manner indicating that suspension or dismissal may follow, the employer shall give such warning in writing to the employee. The employee shall acknowledge receipt of the warning as a matter of record before it is placed in the personnel file. In consultation with the CAO and depending on the severity of the violation, the discipline process may start at Step 2, 3 or 4. A legal opinion may be necessary to determine with or without cause. Past written or other disciplinary notices shall be removed from the employee's personnel file after a period of twenty-four (24) months.

Discipline process:

- Step 1 - Verbal Warning – 1st time
- Step 2 - Written Warning – 2nd time
- Step 3 - Two-day Suspension – 3rd time
- Step 4 - Dismissal – 4th time

9. General Holidays:

- 9.1. Council recognizes the following as paid Statutory Days Off for qualifying employees:
 - 9.1.1. New Year's Day
 - 9.1.2. Family Day
 - 9.1.3. Good Friday
 - 9.1.4. Easter Monday
 - 9.1.5. Victoria Day
 - 9.1.6. Canada Day
 - 9.1.7. August Civic Holiday
 - 9.1.8. Labour Day
 - 9.1.9. Thanksgiving Day

- 9.1.10. Remembrance Day
- 9.1.11. Christmas Day
- 9.1.12. Boxing Day
- 9.1.13. Christmas Floater Day (designed for consecutive days off at Christmas through to New Years)
- 9.2. Holidays Falling on Saturday or Sundays
 - 9.2.1. When a paid holiday falls on a Saturday or Sunday, the following Monday shall be observed in lieu of the paid holiday.
 - 9.2.2. When paid holidays fall on a Saturday and a Sunday the following Monday and Tuesday shall be observed in lieu of these paid holidays.
 - 9.2.3. The above may be changed by mutual agreement between the employees and the Employer.
- 9.3. Christmas Floater Days Defined
 - 9.3.1. Annually for the Christmas holidays the Municipal Office will be CLOSED from Noon Christmas Eve through to New Years Day. There are three paid stat holiday days within the break and two to three days not covered by statutory holiday pay, depending on Office and Shop hours. Council agrees that the additional Christmas Floater days would be paid days off as a Christmas staff appreciation for the year.
 - 9.3.2. Public Works Road maintenance will be on call and weather dependent during the Christmas floater days.

10. Employee Benefits:

- 10.1. Sick Days
 - 10.1.1. Ten (10) paid Sick Days annually will pertain to employees that are at Permanent Full-Time, Full-Time Hours, and Permanent Part-Time. Sick days can not be accrued or carried forward to the next year.
 - 10.1.2. A doctor's note would be required if longer than three (3) days.
- 10.2. Vacation
 - 10.2.1. Vacation entitlements will follow current employment standards, Section 34, that after one year of employment, most employees are entitled to at least two weeks of vacation with pay regardless of

their employment status (full-time, part-time, casual) or as determined by a written signed agreement by the employer that is comparable to the employment standards.

10.2.2. Employment standards states that Employers are not required to provide vacation to employees who have been employed for less than one year, but may choose to do so based on 4% of wages (if employment ends less than 1 year)

10.3. **Medical Benefits**

10.3.1. Blue Cross Medical Benefits package for permanent employees once probation period ends is available at a minimum of 50/50 cost share or as determined by written agreement.

11. Other Interests:

11.1. Employee Conduct

11.1.1. Employees must conduct themselves, both on and off the job, in such a manner and act in such a way that there will be no adverse reflection upon the village.

11.1.2. Employees must ensure that they are ready, willing, and able to perform all job functions.

11.1.3. Employees will keep all information confidential of which they are made aware, through the course of fulfilling municipal duties, and shall not release, publish or disclose any information acquired thereunder, regardless of the form in which the information is acquired relating to the municipality, its clients, ratepayers, employees, elected officials, business or affairs, except as may be necessary in order to fulfill any statutory or job related duties placed upon them in their role. Any disclosure shall only be made with the express prior written consent of the municipality through one of its designated officers.



SUMMER VILLAGE OF WHITE SANDS

For the Period Ending November 30, 2023

For the month of

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
*	General Administration	(5,500.00)	(78,502.76)	1,427.32
*	Protective Services	(1,900.00)	0.00	0.00
*	Transportation	(300.00)	0.00	0.00
*	Water	0.00	0.00	0.00
*	Planning & Development	(35,000.00)	(28,062.60)	80.18
*	Recreation & Parks	(6,100.00)	(6,300.00)	103.28
*	Taxes & Penalties	(850,470.56)	(827,450.79)	97.29
*	Other Revenue	(300.00)	0.00	0.00
**	TOTAL REVENUE	(899,570.56)	(940,316.15)	104.53
*	Council & Legislative	17,695.00	16,264.52	91.92
*	General Administration	167,995.00	166,399.90	99.05
*	Policing	12,245.00	5,570.00	45.49
*	Fire Fighting & Preventive	43,330.00	49,027.46	113.15
*	Disaster Services	8,900.00	0.00	0.00
*	Bylaw Enforcement	2,000.00	356.70	17.84
*	Transportation	146,700.00	67,909.58	46.29
*	Water Department	3,700.00	5,299.85	143.24
*	Landfill & Recycling	31,643.72	13,060.00	41.27
*	Planning & Development	30,500.00	25,940.91	85.05
*	Park & Recreation	71,200.00	62,827.70	88.24
*	Culture	10,200.00	23,056.03	226.04
*	Contingency	0.00	0.00	0.00
*	Requistitions	353,674.00	278,746.35	78.81
**	TOTAL EXPENSES	899,782.72	714,459.00	79.40
***	(SURPLUS)/DEFICIT-Before Amort	212.16	(225,857.15)	(106,456.05)

*** End of Report ***



SUMMER VILLAGE OF WHITE SANDS

For the Period Ending November 30, 2023

For the Month of

General Ledger	Description	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
Capital Revenue				
5-32-00-00-00-840	Trans - Provincial Grant	(192,500.00)	0.00	(192,500.00)
5-37-00-00-01-840	Drainage - Provincial Grant	(18,333.37)	0.00	(18,333.37)
5-72-00-00-00-830	Parks & Rec - Federal Grant	(18,333.37)	0.00	(18,333.37)
5-72-00-00-00-840	Parks & Rec - Provincial Grant	(45,833.37)	0.00	(45,833.37)
*	TOTAL CAPITAL REVENUE	(275,000.11)	0.00	(275,000.11)
Capital Expenditure				
6-12-00-00-20-620	Admin - Office Project	0.00	5,000.00	(5,000.00)
6-12-00-00-30-630	Computer - System	0.00	33,863.18	(33,863.18)
6-31-00-00-10-610	Common Services - Shop Multiplex	45,833.37	5,400.00	40,433.37
6-31-00-00-31-630	Common Services - Tractor/Mower	29,791.63	33,016.00	(3,224.37)
6-32-00-00-10-610	Trans - Boat Launch	100,833.37	7,156.29	93,677.08
6-32-00-00-13-610	Trans - Road Widening	91,666.63	0.00	91,666.63
6-37-00-00-10-610	Drainage - Project 1	18,333.37	5,738.22	12,595.15
6-72-00-00-20-620	Parks & Rec - Playground Equipment	0.00	4,832.80	(4,832.80)
6-72-00-00-22-620	Parks & Rec - Tennis Court	18,333.37	20,668.00	(2,334.63)
6-72-00-00-23-620	Parks & Rec - Parking Areas/Trails	45,833.37	0.00	45,833.37
6-72-00-00-27-660	Parks & Rec - Memorial Park	0.00	2,600.00	(2,600.00)
6-74-00-00-20-620	Culture - Community Hall	91,666.63	0.00	91,666.63
*	TOTAL CAPITAL EXPENDITURE	442,291.74	118,274.49	324,017.25
**	SURPLUS/(DEFICIT)	167,291.63	118,274.49	49,017.14

*** End of Report ***

SUMMER VILLAGE OF WHITE SANDS



Cheque Listing For Council

2023-Dec-4
10:43:41AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370303	2023-11-15	WEINZIERL, ERIN L				
202370304	2023-11-14	ALBERTA ANIMAL SERVICES	11238	PAYMENT TICKET ISSUED FOR DOG VIOLATIO	374.54	374.54
202370305	2023-11-14	APTUS ENGINEERING LTD.	13157	PAYMENT DRAINAGE PLAN	4,722.73	4,722.73
202370306	2023-11-14	ASPEN FORD SALES LTD	SO#240981	PAYMENT REPAIR BUMBER SENSORS AND MA	1,054.48	1,054.48
202370307	2023-11-14	BALTIMORE IROWORKS 2016 LTD	689207	PAYMENT REPAIR TIREMOUNT ON TRAILER	340.83	340.83
202370308	2023-11-14	BOUNTY ONSITE INC	001-147572	PAYMENT COUPLERS	91.67	91.67
202370309	2023-11-14	CASSIDY, BO-JOHN	1	PAYMENT 50% RETURN OF SECURITY DEP. FC	8,272.00	8,272.00
202370310	2023-11-14	FIVE STAR VENTURES LTD.	32879 32890 32943 33062	PAYMENT CARDBOARD CARDBOARD CARDBOARD CARDBOARD	63.00 63.00 63.00 63.00	252.00
202370311	2023-11-14	LONGHURST CONSULTING	7180	PAYMENT NOV	670.44	670.44
202370312	2023-11-14	PAUL'S ROAD MAINTENANCE LTD., Darren LaRose	8276	PAYMENT GRADING ROADS	1,222.20	1,222.20
202370313	2023-11-14	RIP N SHRED	231030	PAYMENT OCT	21.00	21.00
202370314	2023-11-14	RMA INSURANCE LTD.	INS00058145 INS00058448 INS00059078 INS00059689 INS00060947 INS00063293 INS00063535 INS00064551 INS00067420	PAYMENT ACCIDENT - COUNCIL AND OFFICIAL MISC PROPERTY BOND & CRIME BOILER AND MACHINERY AUTOMOBILE LIABILITY, TERRORISM UMBRELLA LIABILITY RMA MEMBERSHIP HEAVY EQUIP, PROPERTY, TERROR	404.79 418.18 864.17 64.89 670.53 3,170.34 1,405.95 204.75 2,212.44	9,416.04
202370315	2023-11-14	STETTLER BUILDING SUPPLIES LTD.	AL1857	PAYMENT SEALANT	10.49	10.49
202370316	2023-11-14	TOWN OF STETTLER	IVC042722	PAYMENT SEPT	272.70	272.70
202370317	2023-11-14	UPTOWN OFFICE SUPPLY LTD.	7522B	PAYMENT CLIPS, LEGAL PAPER	21.89	21.89
202370318	2023-11-14	WALLACE, GREG & PATTY	2	PAYMENT FINAL RETURN OF SECURITY DEP.	7,056.00	7,056.00
202370319	2023-11-14	ACCESS GAS SERVICES	202310-3683	PAYMENT OCT	139.09	139.09
202370320	2023-11-14	PITNEY BOWES LEASING	65944127	PAYMENT POSTAGE	230.17	230.17
202370321	2023-11-14	TD CANADA TRUST., (8793)	149 150 151 152 153 154	PAYMENT CELL CELL CANVA 1 YR SUB SUPPLIES INTERNET LAND TITLE	36.75 42.00 149.99 36.73 114.45 10.00	389.92

SUMMER VILLAGE OF WHITE SANDS



Cheque Listing For Council

2023-Dec-4
10:43:41AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370322	2023-11-30	HOOGHE, AARON M				
202370323	2023-11-30	WEINZIERL, ERIN L				
202370324	2023-11-30	BEEBE, MELISSA				
202370325	2023-11-28	BOUNTY ONSITE INC	001-148464	PAYMENT ICE MELT	48.42	48.42
202370326	2023-11-28	CANADIAN REVENUE AGENCY	53	PAYMENT M202311	5,029.13	5,029.13
202370327	2023-11-28	HUFF, ROBERT	14	PAYMENT WASTE, SPECIAL, EMERGENCY MEI	225.00	225.00
202370328	2023-11-28	LONGHURST CONSULTING	6029-1 6522-1 7260 7299	PAYMENT APRIL PRINTER JULY PRINTER POLYCOM TO VOIP POLYCOM TO VOIP	478.80 720.32 131.25 1,050.00	2,380.37
202370329	2023-11-28	MUNICIPAL PROPERTY CONSULTANTS (2009) LTD.	3668	PAYMENT JULY TO DEC	6,156.15	6,156.15
202370330	2023-11-28	NELSON LUMBER COMPANY LTD.	LL	PAYMENT DEPOSIT FOR OFFICE	5,250.00	5,250.00
202370331	2023-11-28	WEINZIERL, ERIN	5	PAYMENT TAKE AARON BACK TO WS AND MOI	49.23	49.23
202370332	2023-11-29	MARYLOU&MURRAY MANSON, CANADIAN ENVIRO TL	6	PAYMENT DECEMBER RENT	1,680.00	1,680.00
202370333	2023-11-30	PITNEY BOWES LEASING	3202280382	PAYMENT POSTAGE METER LEASE	288.79	288.79
202370334	2023-11-30	TD CANADA TRUST., (3763)	155 156 157 158 159 160 161 162	PAYMENT NOV SYBAN ALTALIS MEMBERSHIP MEAL MAATI HOTEL FOR MAATI SHOVEL, ICE MELT, GARBAGE BAGS OFFICE CELL PW CELL FLOWERS FOR DALE KENT'S FUNEF	114.45 55.13 26.67 138.94 79.76 42.00 36.75 81.25	574.95
202370335	2023-11-30	TELUS	2	PAYMENT NOV	252.95	252.95

Total 67,280.47

*** End of Report ***

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
for the period of November 30, 2023**

Net Balance at End of Previous Month	\$	971,189.68
ADD: General Receipts		57,099.62
Interest Earned		0.00
Investments Matured		<u>0.00</u>
SUBTOTAL		1,028,289.30
LESS: General Disbursements		67,280.47
Investments		0.00
Returned Cheques		0.00
Bank and Credit Card Fees		<u>116.32</u>
SUBTOTAL		<u>67,396.79</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>960,892.51</u>
Balance at End of Month - Bank		987,799.13
ADD: Outstanding Deposits		25.00
LESS: Outstanding Cheques		<u>26,931.62</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>960,892.51</u>
INVESTMENTS:		
TD Canada Trust Investment GIC Maturing May 24, 2024 @ 3.9%		300,000.00
TD Canada Trust Investment GIC Maturing March 1, 2024 @ 4.8%		<u>300,000.00</u>
SUBTOTAL		<u>600,000.00</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$	1,560,892.51
RESTRICTED GRANT FUNDS:		
Unearned MSI Grants		670,099.59
Unearned CCBC Grants		<u>82,381.95</u>
SUBTOTAL		<u>752,481.54</u>
TOTAL OPERATING FUNDS	\$	808,410.97

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Issue:

2024 Interim Operating Budget

General:

Section 242 of the *Municipal Government Act (MGA)* requires Council to adopt an operating budget for each calendar year. Section 242 further states that a Council may adopt an interim operating budget for part of a calendar year.

Since the Summer Village's 2024 Operating Budget will not be adopted until Spring 2024, an Interim Operating Budget is required to provide legal expenditure authority per Section 248 of the *MGA*.

Expenditure of money

248(1) A municipality may only make an expenditure that is

- (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council,
- (b) for an emergency, or
- (c) legally required to be paid.

(2) Each council must establish procedures to authorize and verify expenditures that are not included in a budget.

(3) If the Minister establishes a budget for a municipality under section 244, the municipality may not make an expenditure that is not included in the budget unless the expenditure is

- (a) authorized by the Minister,
- (b) for an emergency, or
- (c) legally required to be paid.

Review:

The Interim Operating Budget is not used to set property tax rates; rather its purpose is to be used as the authority to provide services, programs and overall corporate continuity. The interim operating budget only allows the municipality to continue to pay current and ongoing bills to maintain current operations, until the council passes the 2024 budget that sets the tax rate to be collected for that year.

An Interim Operating Budget ceases to have any effect when the Operating Budget and Tax (Mill) Rate Bylaw is finally adopted in 2024.

Recommendation

That the Summer Village of White Sands Council adopt, per Sections 242(2) and 248 of the *Municipal Government Act*, the 2023 Operating Budget of \$899,782.72 as the 2024 Interim Operating Budget until final budgets are approved.

Alternatives:

Author:

Melissa Beebe, CAO



SUMMER VILLAGE OF WHITE SANDS

2024 Interim Budget based on 2023,
For 2024 Interim Budget Planning and Calculation

General Ledger	Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual
Administration Rev					
1-12-01-00-00-300	Admin - Sales to Other Governments	0.00	0.00	0.00	0.00
1-12-01-00-00-520	Admin - Lot Sale Fees	(100.00)	0.00	(100.00)	0.00
1-12-01-00-00-590	Admin - Other Revenue	(400.00)	(224.94)	(500.00)	(6,540.00)
1-12-01-00-01-490	Admin - Tax Information/Certificates	(500.00)	(1,090.00)	(1,100.00)	(825.00)
1-12-01-00-01-520	Admin - Dock Permits	0.00	(4,650.00)	(3,500.00)	(3,400.00)
1-12-01-00-01-590	Admin - Interest	0.00	(3.71)	(300.00)	(9.76)
1-12-99-91-00-920	Admin - Drawn from Op Reserve	0.00	0.00	0.00	0.00
1-12-02-00-00-840	Office - Prov Grant (Project)	0.00	(21,156.00)	0.00	0.00
* TOTAL Administration Rev		(1,000.00)	(27,124.65)	(5,500.00)	(10,774.76)
Protective Services Rev					
1-23-99-91-00-920	Fire - Drawn fr. Op Reserve	0.00	0.00	0.00	0.00
1-25-00-00-00-560	Ambulance - Other Revenue	(824.00)	(824.00)	(900.00)	0.00
1-25-00-00-00-840	Ambulance - Provincial Grant	0.00	0.00	0.00	0.00
1-25-99-92-00-940	Ambulance - Drawn from Capital	0.00	0.00	0.00	0.00
1-26-00-00-00-530	Bylaw - Fines	0.00	0.00	(1,000.00)	0.00
1-23-00-00-00-590	Fire - Other Revenue	0.00	(5,850.00)	0.00	0.00
* TOTAL Protective Services Rev		(824.00)	(6,674.00)	(1,900.00)	0.00
Common Services Rev					
1-31-99-91-00-920	Common Services - Drawn from Op. Reserve	0.00	0.00	0.00	0.00
1-32-00-00-00-550	Trans - Returns on Investments	0.00	0.00	(300.00)	0.00
1-32-00-00-00-840	Trans - Provincial Grants	0.00	(20,744.85)	0.00	0.00
1-32-00-00-01-840	Trans - Road Grants	0.00	0.00	0.00	0.00
1-32-99-91-00-920	Trans - Drawn from Operating Reserve	0.00	(7,871.81)	0.00	0.00
1-32-99-92-00-940	Trans - Drawn from Capital	0.00	0.00	0.00	0.00
1-32-99-94-00-990	Trans - Contributed from Surplus	0.00	0.00	0.00	0.00
1-41-00-00-00-840	Water - Provincial Grant	0.00	0.00	0.00	0.00
* TOTAL Common Services Rev		0.00	(28,616.66)	(300.00)	0.00



SUMMER VILLAGE OF WHITE SANDS

2024 Interim Budget based on 2023,
For 2024 Interim Budget Planning and Calculation

General Ledger	Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual
Planning&Development Rev					
1-61-00-00-520	Planning & Dev - Planning Permits	(2,420.00)	(2,300.00)	(2,300.00)	(1,750.00)
1-61-00-00-530	Inactive - Planning & Dev - Deposit	0.00	0.00	0.00	0.00
1-61-00-00-840	Planning & Dev - Provincial Grant	0.00	0.00	0.00	0.00
1-61-00-00-01-520	Planning & Dev - Building Permits	(2,500.00)	(8,799.73)	(6,000.00)	(3,212.60)
1-61-00-00-02-520	Planning & Dev - RV Permit	(18,900.00)	(21,600.00)	(20,000.00)	(18,000.00)
1-61-00-00-03-520	Planning & Dev - Subdivision Application	0.00	(1,000.00)	(2,000.00)	0.00
1-61-00-00-05-520	Planning & Dev - PGE Permits	(6,937.68)	(4,690.00)	(4,700.00)	(4,715.00)
1-61-99-91-00-920	Planning & Dev - Drawn from Op Reserve	0.00	(12,000.00)	0.00	0.00
		<u>0.00</u>	<u>(12,000.00)</u>	<u>0.00</u>	<u>0.00</u>
* TOTAL Planning&Development Rev		(30,757.68)	(50,389.73)	(35,000.00)	(27,677.60)
Parks & Recreation Rev					
1-72-00-00-590	Recreation - Recycling Revenue	0.00	0.00	(100.00)	0.00
1-72-00-00-840	Parks - Provincial Grant	0.00	(16,236.20)	0.00	0.00
1-72-99-91-00-920	Recreation - Drawn from Operating Reserv	0.00	0.00	0.00	0.00
1-72-99-92-00-940	Parks & Rec - Drawn fr. Capital	0.00	0.00	0.00	0.00
1-72-00-00-830	Parks - Federal Grant	(6,000.00)	(6,300.00)	(6,000.00)	(5.00)
		<u>(6,000.00)</u>	<u>(6,300.00)</u>	<u>(6,000.00)</u>	<u>(5.00)</u>
* TOTAL Parks & Recreation Rev		(6,000.00)	(22,536.20)	(6,100.00)	(5.00)
Excess Collection of Req Rev					
1-97-00-00-990	Excess Collection of Requisitions	0.00	(63.59)	(200.00)	0.00
1-97-00-00-01-990	Under Collection of Requisitions	0.00	(29.97)	(100.00)	0.00
		<u>0.00</u>	<u>(93.56)</u>	<u>(300.00)</u>	<u>0.00</u>
* TOTAL Excess Collection of Req		0.00	(93.56)	(300.00)	0.00
Taxes Rev					
1-99-01-00-01-111	Taxes - Municipal	(378,964.00)	(407,385.91)	(426,962.00)	(426,094.28)
1-99-01-00-01-120	Taxes - Municipal - Road Cost Sharing Ag	0.00	0.00	(40,000.00)	(39,977.60)
1-99-01-00-02-111	Taxes - School - Residential	(297,886.00)	(297,776.09)	(299,711.14)	(299,418.48)
1-99-01-00-03-111	Taxes - School - Non-Residential	(1,824.00)	(1,824.50)	(2,289.64)	(2,244.93)
1-99-01-00-05-111	Taxes - Senior Housing	(53,134.00)	(53,114.35)	(53,963.00)	(54,334.92)
1-99-01-00-06-111	Taxes - DIP	(36.63)	(36.64)	(44.78)	(45.98)
		<u>(378,964.00)</u>	<u>(407,385.91)</u>	<u>(426,962.00)</u>	<u>(426,094.28)</u>
* TOTAL Taxes Rev		(731,844.63)	(760,137.49)	(822,970.56)	(822,116.19)



SUMMER VILLAGE OF WHITE SANDS

2024 Interim Budget based on 2023,
For 2024 Interim Budget Planning and Calculation

General Ledger	Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual
Other Revenue					
1-99-02-00-01-510	Penalties & Cost on Taxes	(4,500.00)	(4,523.66)	(2,500.00)	(4,949.95)
1-99-02-00-02-550	Return on Investments	(300.00)	0.00	(22,000.00)	(384.65)
1-99-02-00-04-740	Unconditional Provincial Grant	0.00	0.00	(3,000.00)	0.00
* TOTAL Other Revenue		(4,800.00)	(4,523.66)	(27,500.00)	(5,334.60)
**P TOTAL REVENUE		(775,226.31)	(900,095.95)	(899,570.56)	(865,908.15)
Council&Legislative Exp					
2-11-00-00-00-151	Council - Honoraria	11,000.00	10,375.00	14,000.00	11,150.00
2-11-00-00-00-152	Council - Advertising	0.00	0.00	0.00	0.00
2-11-00-00-00-210	Council - Training	500.00	(345.00)	1,000.00	682.38
2-11-00-00-00-211	Council - Travel & Subsistence	1,400.00	1,144.25	2,000.00	3,092.45
2-11-00-00-00-274	Council - Insurance	100.00	404.79	400.00	337.33
2-11-00-00-00-510	Council - Other Goods	175.00	0.00	175.00	434.96
2-11-00-00-01-211	Council - Council Meeting	100.00	120.00	120.00	265.02
* TOTAL Council&Legislative Exp		13,275.00	11,699.04	17,695.00	15,962.14
Administrative Services					
2-12-00-00-00-131	Inactive - WCB	0.00	0.00	0.00	0.00
2-12-00-00-00-200	Admin - Contracted Services	15,000.00	8,019.25	10,000.00	2,818.73
2-12-01-00-00-111	Admin - Salary	50,000.00	55,827.83	57,000.00	54,644.64
2-12-01-00-00-210	Admin - Training	1,000.00	85.00	2,000.00	284.76
2-12-01-00-00-211	Admin - Travel & Subsistence	1,300.00	2,568.85	2,500.00	1,295.76
2-12-01-00-00-214	Admin - Association Memberships	3,700.00	2,025.70	1,500.00	2,355.59
2-12-01-00-00-225	Admin - Land Titles	50.00	0.00	50.00	30.00
2-12-01-00-00-227	Admin - Web Site Maintenance	500.00	48.54	500.00	2,273.88
2-12-01-00-00-231	Admin - Accounting & Audit	9,500.00	13,108.27	13,000.00	2,836.26
2-12-01-00-00-232	Admin - Legal Fees	5,000.00	5,525.85	10,000.00	17,865.65
2-12-01-00-00-239	Admin - Computer Maintenance	2,000.00	3,827.30	4,000.00	717.71
2-12-01-00-00-260	Admin - Rentals	2,500.00	3,131.38	4,000.00	7,767.19
2-12-01-00-00-274	Admin - Insurance & Bond	4,000.00	5,325.45	5,325.00	5,002.02
2-12-01-00-00-511	Admin - IT Support	1,500.00	2,619.59	2,500.00	2,816.31
2-12-01-00-00-518	Admin - Promo	1,000.00	130.39	500.00	745.42
2-12-01-00-00-521	Admin - Power	0.00	0.00	1,320.00	(66.05)

0.00 Regular Council Meeting



SUMMER VILLAGE OF WHITE SANDS

2024 Interim Budget based on 2023, For 2024 Interim Budget Planning and Calculation

General Ledger	Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual
2-12-01-00-00-731	Admin - Contr. to Other Government	0.00	0.00	0.00	0.00
2-12-01-00-00-810	Admin - Bank Charges & Interest	400.00	677.96	600.00	563.17
2-12-01-00-00-920	Admin - Uncollectable Accounts	0.00	0.00	0.00	0.00
2-12-01-00-00-991	Admin - Cash Over/Short	0.00	(0.59)	0.00	74.02
2-12-01-00-00-112	Admin - Wages	20,000.00	20,121.32	25,000.00	15,638.03
2-12-01-00-00-130	Admin - Benefits	0.00	668.66	6,000.00	2,997.21
2-12-01-00-00-581	Admin - Natural Gas	0.00	676.25	0.00	(33.81)
2-12-01-00-01-520	Admin - Dock Permits Supplies	0.00	135.00	300.00	0.00
*	TOTAL Administrative Services	117,450.00	125,843.03	146,095.00	120,626.49
Common Office Exp					
2-12-02-00-00-221	Office - Advertising	600.00	1,159.25	600.00	147.31
2-12-02-00-00-222	Office - Telephone	1,500.00	1,012.96	1,000.00	1,167.62
2-12-02-00-00-223	Office - Postage	1,400.00	824.98	1,000.00	963.62
2-12-02-00-00-273	Office - Internet	1,600.00	438.93	1,000.00	925.30
2-12-02-00-00-510	Office - Goods & Services	6,500.00	3,616.87	4,000.00	4,099.97
*	TOTAL Common Office Exp	11,600.00	7,052.99	7,600.00	7,303.82
Assessor Exp					
2-12-11-00-00-239	Assessor	12,300.00	12,262.50	12,300.00	6,425.50
2-12-11-00-02-239	Regional ARB	1,500.00	935.30	1,000.00	1,358.48
*	TOTAL Assessor Exp	13,800.00	13,197.80	13,300.00	7,783.98
Municipal Election Exp					
2-12-12-00-00-227	Municipal Election	3,000.00	4,215.92	1,000.00	0.00
*	TOTAL Municipal Election Exp	3,000.00	4,215.92	1,000.00	0.00
Municipal Protective Exp					
2-21-00-00-00-200	RCMP - Enhanced Policing	8,900.00	8,807.75	12,245.00	5,570.00
2-23-00-00-00-200	Fire - Fire Agreement	44,000.00	42,290.60	42,300.00	49,023.70
2-23-00-00-00-264	Fire - Access Road Agreement	750.00	3.77	30.00	3.76
2-23-00-00-00-350	Fire - Fire Fighting	1,000.00	5,850.00	1,000.00	0.00
2-24-00-00-00-158	Disaster Services - Coordinator	5,000.00	8,915.91	8,900.00	0.00
2-26-00-00-00-200	Bylaw - Enforcement	2,000.00	0.00	2,000.00	0.00



SUMMER VILLAGE OF WHITE SANDS

2024 Interim Budget based on 2023, For 2024 Interim Budget Planning and Calculation

General Ledger	Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual
* TOTAL Municipal Protective Exp		61,650.00	65,868.03	66,475.00	54,597.46
Transportation Exp					
2-32-00-00-00-222	Trans - Telephone	650.00	804.56	650.00	946.50
2-32-00-00-00-252	Trans - Building Pumpout	1,000.00	0.00	1,000.00	130.00
2-32-00-00-00-254	Trans - Purchase Equip Repair	4,500.00	5,798.48	5,500.00	5,606.15
2-32-00-00-00-274	Trans - Insurance	1,000.00	2,267.44	2,200.00	2,302.90
2-32-00-00-00-510	Trans - Goods & Services	15,300.00	3,806.22	5,000.00	4,826.93
2-32-00-00-00-521	Trans - Fuel	6,000.00	7,345.05	7,500.00	4,390.55
2-32-00-00-00-529	Trans - Equip Repair Parts	2,500.00	5,212.45	5,000.00	635.54
2-32-00-00-00-540	Trans - Street Lights	0.00	0.00	0.00	0.00
2-32-00-00-00-552	Inactive Trans - Bldg - Power	0.00	0.00	0.00	0.00
2-32-00-00-00-581	Trans - Bldg - Gas	1,000.00	1,440.94	1,500.00	765.01
2-32-00-00-00-582	Trans - Bldg - Power	800.00	1,074.73	1,100.00	680.90
2-32-00-00-00-583	Trans - Bldg - Water	100.00	239.21	250.00	118.18
2-32-00-00-01-237	Trans - Bldg - Janitor	0.00	0.00	0.00	0.00
2-32-15-00-00-263	Trans - Project 1 - Hired Equipment	2,000.00	0.00	2,000.00	0.00
2-32-15-00-00-532	Trans - Project 1 - Gravel	6,000.00	6,149.07	6,000.00	744.48
2-32-15-00-00-554	Trans - Project 1 - Materials	0.00	0.00	0.00	0.00
2-32-99-91-00-764	Trans - Transfer to Reserve	0.00	0.00	0.00	0.00
2-32-99-92-00-762	Trans - Contributed to Capital	0.00	0.00	0.00	0.00
2-32-00-00-00-112	Trans - Wages	60,000.00	53,723.95	59,000.00	37,011.16
2-32-00-00-00-132	Trans - Wage Benefits	0.00	1,277.69	0.00	0.00
2-32-00-00-00-158	Trans - Regional Employee Safety	0.00	0.00	0.00	0.00
2-32-00-00-00-200	Trans - Contracted Services	5,000.00	3,441.82	10,000.00	2,773.02
2-32-00-00-00-731	Trans - County Cost Sharing	40,000.00	40,000.00	40,000.00	0.00
* TOTAL Transportation Exp		145,850.00	132,581.61	146,700.00	60,931.32
Water Supply Exp					
2-41-00-00-00-214	Water - SMRWSC Membership	0.00	0.00	0.00	2,780.24
2-41-00-00-00-274	Water - Insurance	0.00	0.00	0.00	0.00
2-41-00-00-00-510	Water - General Goods & Services	900.00	368.68	900.00	0.00
2-41-00-00-00-582	Water - Power	2,300.00	1,082.54	1,500.00	938.76
2-41-99-92-00-762	Water - Contributed to Capital	0.00	0.00	0.00	0.00
2-41-00-00-00-200	Water - SMRWSC Debt Interest	4,500.00	1,259.64	1,300.00	1,580.85
* TOTAL Water Supply Exp		7,700.00	2,710.86	3,700.00	5,299.85

12/12/2023



SUMMER VILLAGE OF WHITE SANDS

2024 Interim Budget based on 2023,
For 2024 Interim Budget Planning and Calculation

General Ledger	Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual
Landfill & Recycling Exp					
2-43-00-00-00-112	Landfill - Wages	0.00	0.00	1,000.00	0.00
2-43-00-00-00-200	Landfill - Contracted Services	2,500.00	1,940.00	2,500.00	2,800.00
2-43-00-00-00-239	Landfill - Requisition	16,500.00	16,796.00	28,143.72	10,260.00
2-43-99-91-00-764	Landfill - Transfer to Reserve	0.00	0.00	0.00	0.00
* TOTAL Landfill & Recycling Exp		19,000.00	18,736.00	31,643.72	13,060.00
Subdivision & Development Exp					
2-61-00-00-00-158	Planning & Dev - DAB Fees	0.00	0.00	0.00	0.00
2-61-00-00-00-200	Planning & Dev - Dev. Officer Contract	15,500.00	46,597.50	16,000.00	13,818.09
2-61-00-00-00-211	Planning & Dev - Travel & Subs.	0.00	0.00	0.00	0.00
2-61-00-00-00-214	Planning & Dev - Membership	0.00	480.00	0.00	0.00
2-61-00-00-00-221	Planning & Dev - Advertising	500.00	0.00	500.00	0.00
2-61-00-00-00-232	Planning & Dev - Buffalo Lake Plan	2,500.00	0.00	1,000.00	3,916.06
2-61-00-00-00-239	Planning & Dev - Misc Engineering	8,000.00	4,773.78	5,000.00	2,780.78
2-61-00-00-00-519	Planning & Dev - Other Supplies	1,500.00	0.00	1,000.00	137.16
2-61-00-00-01-158	Planning & Dev - Honorarium	0.00	0.00	0.00	0.00
2-61-00-00-01-232	Planning & Dev - Mediation	0.00	586.67	1,000.00	0.00
2-61-00-00-01-519	Planning & Dev - Safety Code Inspect	6,000.00	8,768.33	6,000.00	5,250.44
* TOTAL Subd & Dev Exp		34,000.00	61,206.28	30,500.00	25,902.53
Parks & Recreation Exp					
2-72-00-00-00-112	Parks & Rec - Wages	48,000.00	53,693.87	50,000.00	38,801.61
2-72-00-00-00-200	Parks & Rec - Contracted Services	2,500.00	16,367.53	10,000.00	17,016.77
2-72-00-00-00-210	Parks & Rec - Gazebo Hill	0.00	0.00	0.00	0.00
2-72-00-00-00-211	Parks & Rec - Memorial	0.00	0.00	0.00	0.00
2-72-00-00-00-252	Parks & Rec - Outhouse Pumpout	1,000.00	750.00	1,000.00	750.00
2-72-00-00-00-272	Parks & Rec - Damage Claims	0.00	0.00	0.00	0.00
2-72-00-00-00-274	Parks & Rec - Insurance	2,300.00	664.96	800.00	921.02
2-72-00-00-00-510	Parks & Rec - General Goods & Services	5,000.00	8,139.20	5,000.00	8,779.49
2-72-00-00-00-518	Parks & Rec - Other Contribution	0.00	0.00	0.00	0.00
2-72-00-00-00-582	Parks & Rec - Power	0.00	0.00	0.00	0.00
2-72-15-00-00-263	Parks & Rec - Beach Improvements	1,200.00	3,170.67	1,200.00	1,032.11
2-72-25-00-00-263	Parks & Rec - Trail Maintenance	2,000.00	146.99	3,000.00	0.00
2-72-40-00-00-510	Parks & Rec - Jack's Pond - Supplies	75.00	83.98	200.00	0.00



SUMMER VILLAGE OF WHITE SANDS

2024 Interim Budget based on 2023,
For 2024 Interim Budget Planning and Calculation

General Ledger	Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual
2-72-99-91-00-764	Parks & Rec - Transfer to Reserve	0.00	16,236.20	0.00	0.00
2-72-99-92-00-762	Parks & Rec - Contributed to Capital	0.00	0.00	0.00	0.00
* TOTAL Parks & Recreation Exp		62,075.00	99,253.40	71,200.00	67,301.00
Culture Exp					
2-74-11-00-00-214	Library - Parkland Membership	1,100.00	1,012.85	1,100.00	1,454.69
2-74-14-00-00-237	Multipurpose - Janitor	700.00	727.50	700.00	0.00
2-74-14-00-00-252	Multipurpose - Building Pumpout	500.00	380.00	500.00	130.00
2-74-14-00-00-273	Multipurpose - Wifi	2,500.00	1,400.08	1,500.00	981.00
2-74-14-00-00-275	Multipurpose - Security System	0.00	557.50	500.00	0.00
2-74-14-00-00-519	Multipurpose - Supplies	2,500.00	2,334.78	2,500.00	581.19
2-74-14-00-00-581	Multipurpose - Gas	1,700.00	1,440.94	1,700.00	1,264.03
2-74-14-00-00-582	Multipurpose - Power	2,500.00	1,074.73	1,500.00	868.80
2-74-14-00-00-583	Multipurpose - Water	0.00	166.44	200.00	166.30
* TOTAL Culture Exp		11,500.00	9,094.82	10,200.00	5,446.01
Contingency Exp					
2-99-99-91-00-764	Contingency - Transfer to Reserve	0.00	0.00	0.00	0.00
* TOTAL Contingency Exp		0.00	0.00	0.00	0.00
Non-Municipal Req Exp					
2-99-01-00-00-743	Requisitions - Alberta School Foundation	299,711.00	299,711.14	299,711.00	224,783.35
2-99-01-00-00-746	Requisitions - Senior Housing	53,134.00	53,134.00	53,963.00	53,963.00
*P TOTAL Non-Municipal Req Exp		352,845.00	352,845.14	353,674.00	278,746.35
**P TOTAL EXPENSE		853,745.00	904,304.92	899,782.72	662,960.95
***P TOTAL DEFICIT (SURPLUS)		78,518.69	4,208.97	212.16	(202,947.20)
Amortization Exp					
2-98-99-12-00-900	Admin - Amortization Expense	0.00	5,026.05	0.00	0.00
2-98-99-31-00-900	Common Services - Amortization Expense	0.00	26,675.97	0.00	0.00
2-98-99-32-00-900	Transportation - Amortization Expense	0.00	24,202.44	0.00	0.00
2-98-99-37-00-900	Drainage - Amortization Expense	0.00	9,278.39	0.00	0.00



SUMMER VILLAGE OF WHITE SANDS

2024 Interim Budget based on 2023,
For 2024 Interim Budget Planning and Calculation

General Ledger	Description	2022 Budget	2022 Actual	2023 Budget	2023 Actual
2-98-99-41-00-900	Water - Amortization Expense	0.00	2,165.64	0.00	0.00
2-98-99-43-00-900	Landfill - Amortization Expense	0.00	1,287.14	0.00	0.00
2-98-99-72-00-900	Parks & Rec - Amortization Expense	0.00	8,076.06	0.00	0.00
* TOTAL Amortization Exp		0.00	76,711.69	0.00	0.00

*** End of Report ***



SUMMER VILLAGE OF WHITE SANDS

2023-Dec-5

CAPITAL REVENUE AND EXPENDITURES

General Ledger	Description	2023 Capital Budget	Additions by Council Motion	2023 YTD Actual	2023 Committed	2023 Total Estimate	Grant Funding Approved MSI	Grant Funding Approved CCBF/FGT
Capital Revenue								
5-12-00-00-00-840	Admin - Provincial Grant	0.00	(423,675.00)	0.00				
5-31-00-00-00-840	Common Services - Provincial Grant	(82,500.00)	0.00	0.00				
5-32-00-00-00-840	Trans - Provincial Grant	(210,000.00)	0.00	0.00				
5-37-00-00-01-840	Drainage - Provincial Grant	(20,000.00)	(45,835.00)	0.00				
5-72-00-00-00-830	Parks & Rec - Federal Grant	(20,000.00)	0.00	0.00				
5-72-00-00-00-840	Parks & Rec - Provincial Grant	(50,000.00)	(6,000.00)	0.00				
5-74-00-00-00-840	Culture - Provincial Grant	(100,000.00)	0.00	0.00				
*	TOTAL CAPITAL REVENUE	(482,500.00)	(475,510.00)	0.00				
Capital Expenditure								
6-12-00-00-20-620	Admin - Office Project	0.00	399,000.00	5,000.00	17,590.00	22,590.00	456,000.00	0.00
6-12-00-00-30-630	Computer - System	0.00	24,675.00	33,863.18	(18,740.00)	15,123.18	0.00	0.00
6-31-00-00-10-610	Common Services - Shop Multiplex	50,000.00	0.00	5,400.00	0.00	5,400.00	20,000.00	0.00
6-31-00-00-31-630	Common Services - Tractor/Mower	32,500.00	0.00	33,016.00	0.00	33,016.00	36,000.00	0.00
6-32-00-00-10-610	Trans - Boat Launch	110,000.00	0.00	7,156.29	0.00	7,156.29	50,000.00	60,000.00
6-32-00-00-13-610	Trans - Road Widening	100,000.00	0.00	0.00	0.00	0.00	40,000.00	60,000.00
6-37-00-00-10-610	Drainage - Project 1	20,000.00	45,835.00	5,738.22	59,769.00	65,507.22	20,000.00	0.00
6-42-00-00-10-610	Wastewater - Project 1	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
6-72-00-00-20-620	Parks & Rec - Basketball System	0.00	6,000.00	4,832.80	0.00	4,832.80	0.00	7,500.00
6-72-00-00-22-620	Parks & Rec - Tennis Court	20,000.00	0.00	20,668.00	0.00	20,668.00	35,000.00	0.00
6-72-00-00-23-620	Parks & Rec - Parking Areas/Trails	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00
6-72-00-00-27-660	Parks & Rec - Memorial Park	0.00	0.00	2,600.00	0.00	2,600.00	0.00	0.00
6-72-00-00-28-660	Parks & Rec - Community Garden	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
6-74-00-00-20-620	Culture - Community Hall	100,000.00	0.00	0.00	0.00	0.00	94,575.00	0.00
*	TOTAL CAPITAL EXPENDITURE	482,500.00	475,510.00	118,274.49	58,619.00	176,893.49	766,575.00	177,500.00
			958,010.00					
					MSI Op	18,740.00		944,075.00
					MSI Capital	169,460.69		
					CCBF	4,832.80		
					Reserve	2,600.00		
					MSI requirement	259,120.00		
					Must expense by Dec 31/23	89,659.31		

\$100 000 municipal cheque to Nelson Homes for RTM Office

CAO Report

November 9 to December 15, 2023

- Canada Summer Jobs application submitted December 7, 2023, for 2024 employment of 3 Summer Students
- Canada Day grant submitted November 16, 2023 for 2024 Canada Day
- First actual snow fall arrived on December 7, public works was out plowing the roads as received approximately 5 cm of wet snow. After plowing was completed then public works was going to go out and put gravel out on the hills to reduce the ice buildup when freezes.
- Southshore Traffic Study meeting attended on December 6, 2023
- Administration attended the following MAATI Courses through late November beginning of December: Recall Legislation; viability warning lights; Conflict Styles; Bylaws, Policies and Procedures; Electronic Council Meetings and Revenue Streams.
- December 4, met with Chamber Insurance to get a quote for providing a municipal benefits program for staff and comparing with Alberta Blue Cross coverage.
- December 13 attended the SREMA Tabletop Exercise.
- December 7 received first snow fall accumulation of not quite 2 inches. Application of the snow removal policy X has brought some things to attention and will need to be considered in possible amendments to the policy for consideration such as: Priority level clarification means clearing the snow and sanding per level. The municipality road network including cul-da-sacs is approximately 10 kms of roadway (6.26 miles) to clear and maintain per snow event with one municipal public works employee to ploy and sand each priority level with two pieces of equipment. The Truck with Blade and a Tractor with a ploy and bucket. The council needs to consider all this when reviewing the snow removal policy and the expectations of residents.
- Reviewing the current fees and service bylaw 256-21 and attached for council review and consideration is a revised fees and service bylaw.
- The truck back up sensor was not working so taken to garage where it was repaired, as it is a safety requirement to reduce any hazards while plowing with the truck and backing up.
- Reviewed MSI Grant funding and money to spend to meet with the requirements to maintain the MSI Spending Plan. 2023 Capital Expense Summary is attached, and cheques will be signed off to cover the MSI Spending Plan prior to end of December.
- Brownlee LLP Emerging Trends in Municipal Law sessions are being offered in person and virtually in 2024, for information visit www.brownleelaw.com if any members of council are interested in attending please advise me no later than January 17, 2024.

Motion #	Motion	Status	Completed Date	Notes
23:09:14	Moved by Mayor Thurston to have administration provide a request letter to County of Stettler for an ICC meeting to discuss the Red Willow Lagoon funding options involving Summer Village participating in repair, maintenance, and upkeep in the lagoon to allow White Sands Access for Sewage Dumping from the municipality.	Pending		
23:10:21	Moved by Mayor Thurston to instruct administration to review and make recommendations to tighten the Procedural Bylaw 171-23 such as delegations and timelines.	Done	December 6, 2023	In the December agenda
23:11:10	Moved by Councillor Huff to direct administration to approve temporary relocation of the piano for a three-month period to the old public works shop by the hall society, but request the hall society to decide future long-term plans for the piano.	Done	November 16, 2023	Sent a letter to Hall Society and Ms. Dawson of the decision
23:11:13	Moved by Councillor Huff to table and provide the changes to the amended Policy VII Employee Hiring and Employee Processes to the December regular council meeting.	Done	December 6, 2023	In the December Agenda

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration **Number:** X
Adopted by: White Sands Council **Date:** 2019 09 06
Amended: December 8, 2021 **Resolution#** 21:12:217
Amended: February 9, 2022 **Resolution#** 22:01:034

Title: **Snow Removal for Property Access**

Purpose: To provide guidelines to outline the levels of service that the Summer Village of White Sands may provide regarding roadway snow removal.

Policy Statement: Plowing of public roads is done as needed to ensure access for emergency vehicles and safe passage for other vehicles. The municipality maintains municipal snow plowing for smaller snow events but will be dependent on contracting out plowing services during large snow events.

The municipality does not have a guaranteed removal time but do provide the following levels of service as required:

Priority Level 1: Main roads: Buffalo Road, Jennifer Drive and Municipal Road
Priority Level 2: Transfer Site, Hall, Front Street and School Bus Routes
Priority Level 3: Lake View Avenue, 1st to 4th Street, Aimee Avenue, Destini Drive and Mackenzie Way.
Priority Level 4 all other roads and cul-de-sacs including boat launch road loop.
Priority Level 5 Boat launch Parking area and emergency lake access opening, Lake View Avenue Parking areas and windrow removal of Beach accesses.
Priority Level 6 Jacks Pond Parking area and Gazebo Hill Parking area.

Please refrain from pushing snow from driveway across the municipal roadways once the roads have been plowed as any large snow deposits on the roadway can create hazards.

Plowing services do not include:

- Clearing driveways (including natural caused drifting snow drifts), sidewalks, walkways, paths or beach accesses
- Guaranteeing plowing by a particular time.
- A guarantee of complete ridge removal. (Staff will endeavor to not create a ridge during road clearing on all residential driveways that are no higher than six inches (6"), but they are given discretion as to whether

any hazards are present, what the equipment can handle, and the priority level given to this service.

- Non-Permanent residents need to provide 72 hours' notice to the Municipal Office, during regular municipal operating hours for municipal plowed windrow or ridge removal for access to property.

The Summer Village of
White Sands
 Snow Removal Priority Levels
 see Policy X



CAO

From: Tamara Dawson <dawsont@wclc.com>
Sent: November 21, 2023 7:15 PM
To: CAO; Bob
Subject: FW: RE: Take it or Leave It Shed

Follow Up Flag: FollowUp
Flag Status: Flagged

Hi Melissa,

I hope you are doing well.

Andrea shared your email from earlier today. I am also including Bob Huff in this email exchange as he is our Hall Society Liaison and I am hoping between the three of us, we can come up with a solution for this situation.

It sounds like this is becoming a concern from a couple different angles and with everything in my heart, I wish our residents would be more respectful of the Shed.

Here are some of our challenges:

- Our Take It or Leave it Volunteers are two women who are over 70 years of age so asking them to do this is not an option.
- Our Board is also primarily women who some are not full time residents and some of us have physical challenges with lifting items and not all of us have trucks so this is a hard problem for us to solve.

Alternate Solutions:

- Pay for a service to remove items – we are wondering if this can be organized through the Village and paid for by the Village and included in the waste management budget? We could appoint someone on our team to be the conduit between the removal company and the Take it or Leave it Shed. This may help alleviate some of the back and forth on this – I am really open to anything we can come up with that doesn't have our current team carrying this load.
- Close the Take it or Leave It Shed – certainly hesitant to move this way as we feel people will just start using our garbage bins for this type of disposal. Plus – I know there are so many people and kids that love the treasures they find when the Take It or Leave It Shed is used properly.

Some commitments we can make:

- More posts and emails reminding our Village of proper use of the Take it or Leave it Shed.
- We could also start doing more shaming posts when we see items that should not be left at the Shed – or the garbage. I am not sure how I feel about this so certainly open to feedback.

I am open to discussing other options/solutions as these are the options that came to my mind.

Thanks,

Tamara

From: andrea <andrea@mobilesounds.ca>
Sent: Tuesday, November 21, 2023 10:41 AM
To: Tamara Dawson <dawsont@wclc.com>
Subject: FW: RE: Take it or Leave It Shed

Sent from my Galaxy

----- Original message -----

From: CAO <cao@whitesandsab.ca>
Date: 2023-11-21 10:32 a.m. (GMT-07:00)
To: andrea <andrea@mobilesounds.ca>
Cc: Erin <erin@whitesandsab.ca>
Subject: RE: Take it or Leave It Shed

Good Morning Andrea:

These are items that you are requesting our staff member to remove. As this is the Hall Society's Initiative this is becoming a concern as just a couple of weeks ago we were requested to haul away two large TV Stands, there had been a washer and dryer that somebody put out there, patio furniture, umbrella, refrigerator draw, etc.

As we only have one staff member this is becoming cumbersome and since the society has volunteers that are moving the items is it possible to haul away at the same time? I understand the concept of the give and take but it seems we are duplicating an initiative that is all ready in operation at the Stettler Transfer Site and the Regional Landfill Site, and there is also an opportunity for local people to put things on the Facebook Marketplace to give away items that can be reused. Attached is a copy of some information that was provided to us that maybe useful and recycle information from the waste management site as follows: <https://www.stettlercounty.ca/259/Where-to-Recycle>

At this time, I am going to deny that we will continue to pick up items that can be dealt with through other means.

If you wish to discuss further, please contact the undersigned.





From: andrea <andrea@mobilesounds.ca>
Sent: Tuesday, November 21, 2023 9:58 AM
To: CAO <cao@whitesandsab.ca>
Subject: Take it or Leave It Shed

Good morning Melissa & Erin,

Our volunteers have cleaned out the take it or leave it shed and have removed some heavy items. I am wondering if it would be ok if I asked Aaron to do a dump run with them? I am going to go over today to see what's there and can get some help lifting the items if they are heavy.

Let me know if that's OK please.

Thanks,

Andrea

Sent from my Galaxy

The Information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

DO NOT LEAVE
- Broken furniture
- Appliances
- TV's, Computer screens or printers
- Lawn mowers or BBQ's
- Mattresses
- Clothes, Shoes, Fabrics
Leaving these items outside poses health, fire and safety hazards. Please take items to the Standard Transfer Station, as we don't have to!

TAKE IT OR LEAVE IT
LEAVE IT
- Items in working and/or gently used condition
TAKE IT
- Want it? Take it.
 **REDUCE REUSE RECYCLE**





PRLS Board Meeting Minutes

November 16, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday November 16, 2023 in the Combined Board Room, Lacombe.

Present: Barb Gilliat (Vice-Chair), Twyla Hale, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Amanda Derksen, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Nancy Hartford, (alt. for Bryce Liddle) Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Shawn Peach, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

With Regrets: Alison Barker-Jevne

Absent: Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill Rock, Sandy Shipton, Patricia Young

Visitors: Jocelyn Baxter, Diane Elliott

Staff: Hailey Halberg, Kara Hamilton, Emma McPherson, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:05 a.m. by Barb Gilliat.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Teresa Cunningham to excuse Alison Barker-Jevne from attendance at the board meeting on November 16, 2023 and remain a member of the Parkland Board in good standing.

CARRIED
PRLS 55/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda. There were none.

Motion by Len Phillips to accept the agenda as presented.

CARRIED
PRLS 56/2023

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the September 14, 2023 minutes. There were none.

Motion by Joy-Anne Murphy to approve the minutes of the September 14, 2023 meeting as presented.

CARRIED
PRLS 57/2023

1.3. Business arising from the minutes of the September 14, 2023 meeting

Gilliat asked if there was any business arising from the minutes. There was none.

2. Business Arising from the Consent Agenda

Gilliat asked if there was any business arising from the consent agenda. Joy-Anne Murphy asked to put the Budget Update on the active agenda as she had some questions. It was put on the agenda as *Agenda Item 2.4. - Business Arising from the Consent Agenda*.

Murphy sought and received some clarification regarding some lines found under the *"Support materials and Services Directly to Libraries"* section of the Budget Update.

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED
PRLS 58/2023

3.1. Election of Board Chair

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Gilliat turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Stephen Levy nominated Barb Gilliat, who allowed her name to stand. Shannon Wilcox nominated Bill Windsor, who also allowed his name to stand. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Ray Reckseidler to cease nominations.

CARRIED
PRLS 59/2023

A Zoom poll was presented and the results were: Barb Gilliat 34/40, and Bill Windsor, 6/40.

Barb Gilliat accepted the position of Board Chair. Sheppard turned the meeting back to Barb Gilliat.

3.2 Election of Executive Committee

Sheppard reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Jordon Northcott entered the meeting at 10:29 a.m.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

- Board Chair - Barb Gilliat
- Seat 2 - Carlene Wetthuhn
- Seat 3 - Deb Coombes
- Seat 4 - Len Phillips
- Seat 5 - Jamie Coston
- Seat 6 - Sarah Fahey
- Seat 7 - Dana Kreil
- Seat 8 - Debra Smith
- Seat 9 - Shannon Wilcox
- Seat 10 - Janice Wing

Motion by Gord Lawlor to accept the Executive Committee as appointed.

CARRIED
PRLS 60/2023

3.3. Marketing and Advocacy Report

Gilliat turned the meeting over to Gord Lawlor, who gave a verbal report regarding Advocacy efforts since the last board meeting.

While Parkland continues to move ahead with its advocacy activities in conjunction with Yellowhead Regional Library (YRL), efforts to maintain advocacy momentum with the other library systems has proven more difficult.

Since Parkland and Yellowhead were the primary forces behind the Systems Advocacy Committee, Yellowhead Board Chair Hank Smit sent an email to the Chairs of the other five library systems to see if they still believed collective advocacy was desired or needed. Smit received no responses to his email.

One important note, at Parkland's September board meeting where the 2021 budget was approved by the board, the following motion was made:

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

After much discussion, the following collective actions were decided to be taken by PRLS and YRL at their Advocacy Committee meeting:

- YRL will book a table for the RMA and Alberta Municipalities trade shows
- YRL and PRLS will advocate the GOA for improved SuperNet. Parkland (or YRL) should send out a notice in January for a meeting in February 2024 to see if the other systems want to lobby the provincial government for increased SuperNet bandwidth
- PRLS' Director and Chair need to visit Parkland's MLAs
- The PRL/YRL Advocacy Committee will invoice the other systems for material provided in the future
- The committee will pursue ongoing COLA for library grants. The committee will send any letters produced to other systems to sign in support
- Parkland Staff need to find and evaluate the trade show banners used by the systems to see if they need replacing
- For RMA in March 2024, Gord Lawlor and Stephen Levy will volunteer to work a systems booth at the trade show – other volunteers are needed from the board

The Advocacy Committee also discussed strategies to engage Parkland board members to be effective advocates for the system in particular, and libraries in general.

Hailey Halberg then gave the Marketing Report. Parkland's October marketing initiatives were very successful Staff reported the following results:

- **3rd annual Golden Ticket Contest** – There were 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- **Library Card Sign-Up and Renewal Contest** – The library card sign-up and renewal contest had 1,071 entries. There were 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
- **Internal Membership Drive** – There were over 1,700 new cardholders for October 2023 – a new record! The last highest was in September of 2019 with 1,497 new cardholders. Alix Public Library won with 146 new members and renewals – Over 10% of their population!

In 2023 Parkland sent out 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services in a professional and appealing manner.

This last summer, Parkland staff visited Olds, Rimbey, Hughenden, and Sylvan Lake libraries with a professional photographer and videographer to take photos and videos for libraries to use in their marketing materials. Halberg then showed the finished video to the board.

3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023/2024 are:

- Jul Bissell – Village of Elnora
- Teresa Cunningham – Town of Penhold
- Todd Dalke – Town of Sundre
- Elaine Fossen – Village of Forestburg
- Gord Lawlor – Town of Stetter
- Stephen Levy – Village of Sedgewick
- Jordon Northcott – Clearwater County
- Ray Reckseidler – Village of Delburne
- Deb Smith – Village of Loughheed
- Harvey Walsh – Town of Olds

Motion by Twyla Hale to appoint Jul Bissell, Teresa Cunningham, Todd Dalke, Elaine Fossen, Gord Lawlor, Stephen Levy, Jordon Northcott, Ray Reckseidler, Deb Smith, and Harvey Walsh to the Advocacy Committee.

CARRIED
PRLS 61/2023

3.5. Board Signing Authorities

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign.

Gilliat and Twyla Hale volunteered.

Motion by Len Phillips to accept Barb Gilliat and Twyla Hale as PRLS' board signing authorities for 2023/2024.

CARRIED
PRLS 62/2023

3.6. Compensation Policy Working Group Report

Twyla Hale, who was on the Compensation Policy Working Group, gave a PowerPoint presentation to the board regarding the work of the committee and their recommendations for Parkland's new salary grid and Compensation Policy. As a result of the review, and over a year's worth of work, the board decided to implement a new nine step salary grid. Before this could be done, it was necessary to rescind a previous motion which called for the reduction of the grid to seven steps.

Motion by Ray Reckseidler to rescind motion *PRLS 35/2022*.

CARRIED
PRLS 63/2023

Motion by Janice Wing to approve the 9-step salary grid for Parkland as well as the grids' corresponding compensation policy both to take effect January 1, 2025.

CARRIED

PRLS 64/2023

Twyla Hale left the meeting at 11:37 a.m.

Comfort break from 11:37 to 11:45 a.m.

3.7. Population Figures used by Parkland to Invoice Municipalities

Gilliat reviewed. In September, the following motion was passed by the board:

Motion by Joy-Anne Murphy for the Executive Committee to explore the implications of aligning the population figures used by Parkland for invoicing the municipalities with those used by the Government of Alberta for issuing public library operating grants.

After discussing the matter at length, Joy-Anne Murphy asked that this matter be brought back to the board in November to solicit input and assistance from board members to compile and present documents supporting amending the membership agreement. The idea would be to create a package to be presented to the board in February, which would allow the board to hear the pros and cons for opening the membership agreement. This request was supported by Smith who made the following motion which was passed by the Executive Committee:

Motion by Deb Smith to bring the issue of population figures for invoicing municipalities to the board for decision in February.

Deb Smith and Stephen Levy agreed to prepare documentation for supporting not opening the Parkland agreement for amendment. Shannon Wilcox, Carlene Wetthuhn, Todd Dalke, Bill Windsor, and Joy-Anne Murphy volunteered to present for opening the Parkland agreement for amendment.

Staff will assist all parties in document preparation, and will contact the volunteers so that presentations can be made to the board in February.

Joy-Anne Murphy left the meeting at 11:56 a.m.

3.8. Dates for 2024 Meetings

The board reviewed the dates for PRLS' 2024 board meetings.

February 22, 2024	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 16, 2024	10:00 a.m. – 12:00 p.m. (2023 Financial Statements presented)
September 12, 2024	10:00 a.m. – 12:00 p.m. (Budget presentation)
November 14, 2024	10:00 a.m. – 12:00 p.m. (Organizational meeting)

The Executive Committee will select their 2024 meeting dates at their December meeting following the November organizational board meeting.

Janice Wing suggested that in the future, the proposed Board meeting dates be brought to the board at their September 2025 meeting, to make it easier for board members to plan.

Motion by Deb Smith to receive for information.

CARRIED
PRLS 65/ 2023

Cal David left the meeting at 12:06 p.m.

3.9. Board Meetings – Virtual or in-Person?

Sheppard reviewed. For 2023, the Parkland Board chose to hold two virtual meetings (February and November) and two in-person meetings (May and September).

At their October 19th meeting, the Parkland's Executive Committee made the following motion recommending that for 2024 the board hold two virtual and two in-person meetings as in 2023.

Motion by Jamie Coston to recommend to the board that board meetings for 2024 remain with the May and September meetings being in-person and the February and November meetings being virtual.

CARRIED

There are advantages and disadvantages to both in-person and virtual board meetings. In addition, from a desire to enhance the transparency of board discussions and decisions, the Executive Committee made the following motion requiring that all board meetings be recorded.

Motion by Janice Wing to recommend to the board that all board meetings be recorded and posted publicly.

CARRIED

If the board chooses to hold in-person meetings, there would be an extra cost to recording the meetings, as staff would have to purchase equipment to do so. If meetings are entirely virtual, then there would be no additional cost since Zoom meeting are recorded already.

Since library board meetings are public meetings there is no expectation of privacy.

Parkland's board meetings could be posted on our website just as many municipal councils do. Having Parkland's meetings online would be an excellent way to counter misinformation.

Jas Payne left the meeting at 12:10 p.m.

Motion by Stephen Levy to hold two virtual and two in-person board meetings in 2024.

WITHDRAWN

Motion by Bill Windsor to hold all meetings in 2024 virtually.

CARRIED
PRLS 66/2023

3.10. Budget Approval Update

As of the date of the meeting, Parkland's budget was approved by 68% of the municipalities representing 77% of the population. The Parkland budget for 2024 has been passed.

Also included in the package was a letter of request from the Mayor of the Town of Didsbury requesting that the Parkland Board amend the PRLS 2024 budget. The board took no action to this request.

Motion by Dana Kreil to receive the budget update for information.

CARRIED
PRLS 67/2023

Jamie Coston and Edna Coulter left the meeting at 12:13 p.m.

3.11.1. Director's Report

3.11.2. I.T. Report

3.11.3. Library Services Report

3.11.4. Finance & Operations Report

Gilliat asked if there were any questions regarding the Director's Report, I.T. Report, Library Services Report, or the Finance & Operations Report. There were none.

Motion by Stephen Levy to receive the Director's Report, I.T. Report, Library Services Report, and Finance & Operations Report for information.

CARRIED
PRLS 68/2023

3.12. Parkland Community Update

Stettler Public Library loaned 80,000 units in 2023. The Stettler friends of the library are also holding their annual wine survivor fundraiser in December.

Penhold and District Library is holding a Community Christmas on November 24th and are holding a book dedication and signing for a local resident, who has set the world record for blood donations (208) and has an entry in the Guinness Book of World records.

Janice Wing left at 12:15 p.m.

Jul Bissell left the meeting at 12:16 p.m.

The Sedgewick and District Municipal Library is holding two fundraisers; a pre-Christmas seafood sale, and a quilt fundraiser selling \$5 tickets until December 12th. The quilt has an estimated value of \$500.

Jordon Northcott, the board representative from Clearwater County, asked about amalgamations and dissolutions of municipalities, particularly Caroline Municipal Library, and what the options were going forward for the municipality. Sheppard offered to meet with the Clearwater County council at a future date.

Carstairs Public Library is hosted their first ever ComicCon, which was so popular that they will be holding it again next year with other partners.

Castor Municipal Library has a table at the local farmer's market and are partnering with the Elks on a raffle fundraiser. They have also been able to hire a summer student this past year, and hope to next summer as well.

Sundre Public Library is holding a Silent Auction from November 14 – 24th.

Elaine Fossen and Bill Windsor left the meeting at 12:21 p.m.

4. Adjournment

Motion by Gord Lawlor to adjourn the meeting at 12:23 p.m.

CARRIED
PRLS 69/2023

Chair

Whitesands
Council

*During a time
like this
we realize how much
our friends and relatives really mean
to us.....*

*Your expression
of sympathy will always
be remembered*

*Thankyou for the
beautiful flowers
Melody Kent & family*



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting NOVEMBER 16, 2023

Organizational Meeting

Parkland's board has approximately 15 new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Barb Gilliat!

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

- Deb Coombes** – Town of Bowden
- Jamie Coston** – Town of Rimbey
- Sarah Fahey** Village of Clive
- Barb Gilliat** – Village of Alix (Committee Chair)
- Dana Kreil** – Lacombe County
- Len Phillips** – Town of Rocky Mtn. House
- Debra Smith** – Village of Lougheed
- Carlene Wetthuhn** – Camrose County
- Shannon Wilcox** – Town of Carstairs
- Janice Wing** – Town of Innisfail

Parkland 2024 Budget

The Parkland budget has been approved by 68% of the municipalities representing 77% of the population, with four municipalities declining.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2024 are:

- Jul Bissell** – Village of Elnora
- Teresa Cunningham** – Town of Penhold
- Todd Dalke** – Town of Sundre

- Elaine Fossen** – Village of Forestburg
- Barb Gilliat** – Village of Alix (ex-officio)
- Gord Lawlor** -Town of Stettler
- Stephen Levy** – Village of Sedgewick
- Jordon Northcott** – Clearwater County
- Ray Reckseidler** – Village of Delburne
- Debra Smith** – Village of Lougheed
- Harvey Walsh** – Town of Olds

Board Meeting Dates for 2024

Parkland will be holding board meetings virtually in 2024. Board meeting dates are subject to change, but are set as follows:

- **February 22** - Annual Report, Year in Review
- **May 16** - 2023 Financial Statements presented
- **September 12** - Budget presentation for 2025
- **November 14** - Organizational Meeting

Compensation Policy Working Group

The Compensation Policy Working Group presented the results of their hard work to the board. Working group member Twyla Hale gave a short PowerPoint presentation regarding their recommendations for Parkland's new 9-step salary grid and Compensation Policy.

Website Refresh Project

Parkland's new websites have launched! Check it out at [Parkland Regional Library System \(prl.ab.ca\)](http://prl.ab.ca)

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Advocacy Report

While Parkland continues to move ahead with its advocacy activities in conjunction with Yellowhead Regional Library (YRL), efforts to maintain advocacy momentum with the other library systems has proven more difficult.

One important note, at Parkland's September board meeting where the 2021 budget was approved by the board, the following motion was made:

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

After much discussion, the following collective actions were decided to be taken by PRLS and YRL at their Advocacy Committee meeting:

- YRL will book a table for the RMA and Alberta Municipalities trade shows. Parkland will be looking for board members to volunteer.
- YRL and PRLS will advocate the GOA for improved SuperNet. Parkland (or YRL) should send out a notice in January for a meeting in February 2024 to see if the other systems want to lobby the provincial government for increased SuperNet bandwidth
- PRLS' Director and Chair need to visit Parkland's MLAs
- The committee will pursue ongoing inflationary adjustments for library grants. The committee will send any letters produced to other systems to sign in support.

Marketing Report

Parkland's October marketing initiatives were very successful. Staff reported the following results:

- **3rd annual Golden Ticket Contest** – There were 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- **Library Card Sign-Up and Renewal Contest** – The library card sign-up and renewal contest had 1,071 entries. There were 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
- **Internal Membership Drive** – There were over 1,700 new cardholders for October 2023 – a new record! The last highest was in September of 2019 with 1,497 new cardholders. Alix Public Library won with 146 new members and renewals – Over 10% of their population!

In 2023 Parkland sent out 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services in a professional and appealing manner.

This last summer, Parkland staff visited Olds, Rimbey, Hughenden, and Sylvan Lake libraries with a professional photographer and videographer to take photos and videos for libraries to use in their marketing materials.

<https://www.youtube.com/watch?v=3AD6Wqu5HGY&list=PLNh8ewjLSG3JhONRtyUo612NKABgvcbEu>

Committee News from Trustees

Stettler Public Library loaned 80,000 units in 2023. The Stettler friends of the library are also holding their annual wine survivor fundraiser in December.

Penhold and District Library is holding a Community Christmas on November 24th and are holding a book dedication and signing for a local resident, who has set the world record for blood donations (208) and has an entry in the *Guinness Book of World Records*.

The **Sedgewick and District Municipal Library** is holding two fundraisers; a pre-Christmas seafood sale, and a quilt fundraiser selling \$5 tickets until December 12th. The quilt has an estimated value of \$500.

Carstairs Public Library is hosted their first ever ComicCon, which was so popular that they will be holding it again next year with other partners.

Castor Municipal Library has a table at the local farmer's market and are partnering with the Elks on a raffle fundraiser. They have also been able to hire a summer student this past year, and hope to next summer as well.

Sundre Public Library is holding a Silent Auction from November 14 – 24th.

Board Members Present

Barb Gilliat (Vice-Chair), Twyla Hale, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Amanda Derksen, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Nancy Hartford, (alt. for Bryce Liddle) Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Shawn Peach, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing **(Visitors)** Jocelyn Baxter, Diane Elliott

Regrets Alison Barker-Jevne

Absent Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill Rock, Sandy Shipton, Patricia Young

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

**Membership Invoice
2024-2025
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221

Dean Pickering
Summer Village of White Sands
PO Box 119
Stettler, AB, T0C 2L0
Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-38721-C3J0M8
DATE: 11/14/2023
ACCOUNT / COMPTE: 66073
DUE DATE / DATE LIMITE: 03/31/2024

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population / Taux de base selon votre population	1	\$90.00	\$90.00	\$4.50	\$94.50
Per capita dues calculated per your population / Frais de cotisation calculés selon votre population	174	\$0.2186	\$38.04	\$1.90	\$39.94
TOTAL			\$128.04	\$6.40	\$134.44

PAID AMOUNT / MONTANT PAYÉ: \$0.00
BALANCE DUE / MONTANT DÛ: \$134.44

PAYMENT / PAIEMENT

Cheque payable to / Chèque à l'ordre de

Federation of Canadian Municipalities
Fédération canadienne des municipalités

Electronic Funds Transfer / Transfert électronique de fonds

Royal Bank of Canada (RBC)/Banque Royale du Canada
Institution Number/Numéro de l'institution: 003
Transit Number/Numéro de transit: 00006
Account Number / Numéro de compte: **1113307**

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Your FCM membership empowers local leaders to
strengthen their communities and shape a brighter future
for all Canadians.**
Learn more at <https://fcm.ca/membership>.

November 9, 2023

Leann Graham
Chief Administrative Officer
Stettler No. 6 // Stettler/Big Valley / Donalda / Rochon Sands / White Sands
P.O. Box 280
Stettler, T0C 2L0

Dear Leann Graham:

**RE: Update Application – Quality Management Plan
Stettler No. 6 // Stettler/Big Valley / Donalda / Rochon Sands / White Sands
Accreditation No: J000106**

The revised and updated Quality Management Plan (QMP) as submitted by the Stettler No. 6 // Stettler/Big Valley / Donalda / Rochon Sands / White Sands has been approved. Enclosed is a copy for your records.

This QMP outlines the terms and conditions that the Stettler No. 6 // Stettler/Big Valley / Donalda / Rochon Sands / White Sands has agreed to meet in the administration of the *Safety Codes Act* in the fire discipline. Please make a copy of the QMP available to your staff and any contracted accredited agencies. When the Safety Codes Council (Council) audits this accreditation, it will be looking to find assurance that the organization is meeting the requirements in its QMP.

Also enclosed with this letter is the revised order of accreditation for the fire discipline.

Should the QMP need to be revised or updated in the future, the Stettler No. 6 // Stettler/Big Valley / Donalda / Rochon Sands / White Sands must submit another application in Council Connect that seeks the approval of the Administrator of Accreditation. The QMP cannot be altered and implemented without this approval.

I would also ask that the Stettler No. 6 // Stettler/Big Valley / Donalda / Rochon Sands / White Sands keep current in Council Connect its list of designated safety codes officers (SCOs), and those individuals given the responsibility to administer the accreditation as a QMP manager or secondary contact. As a best practice, the organization should review and update the names and contact information for these individuals every 6 months.



As a final point, if the Stettler No. 6 // Stettler/Big Valley / Donalda / Rochon Sands / White Sands's SCOs, or SCOs of its contracted agency issue an order or variance, it must be registered with the Administrator of Accreditation at the Council within ten (10) days of issuance. A portable document format (pdf) of the order and variance can be sent to the email listed below.

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

Best Regards,

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

Peter Burrows
Administrator of Accreditation

Enclosure: Signed Quality Management Plan and order of accreditation for the fire discipline.

JV



**Safety
Codes
Council**

Joint Municipal Accreditation

Pursuant to Section 26 of the *Safety Codes Act*
it is hereby ordered that

**County of Stettler No. 6
Village of Big Valley
Summer Village of Rochon Sands**

**Town of Stettler
Village of Donalda
Summer Village of White Sands**

Accredited No: J000106
Order of Accreditation No. 0262

Having satisfied the terms and conditions
of the Safety Codes Council
is authorized to provide services under the
Safety Codes Act
including applicable Alberta amendments and regulations
for

Fire

Consisting of all parts of the National Fire Code – 2019 Alberta Edition, as amended from
time to time, **except** for those requirements pertaining to the installation, alteration,
and removal of the storage tank systems for flammable and combustible liquids,
and
Fire Investigation (cause and circumstance)

Accredited Date: September 25, 1995

Issued Date: November 9, 2023



PJBurrows

Peter Burrows
Administrator of Accreditation

**County of Stettler No. 6, Town of Stettler,
Big Valley, Donalda, Rochon Sands, White
Sands**

Quality Management Plan

QMP Version: September 2022 v1.1

County of Stettler No. 6, Stettler, Big Valley, Donalda, Rochon Sands, White Sands

Quality Management Plan

This Quality Management Plan has been accepted
by the Administrator of Accreditation

PJ Burrows

Peter Burrows
Administrator of Accreditation

Nov 9, 2023

Date



Table of Contents

	Schedule A - Scope and Administration	4
1.0	Scope of Accreditation	5
1.1	Fire	5
2.0	Quality Management Plan Administration	6
2.1	Overall Administration	6
	2.1.1 Delivery of Safety Codes Services	6
	2.1.2 Contracted Accredited Agency	6
	2.1.3 Monitoring and Oversight	6
2.2	Personnel	7
	2.2.1 Appointment of a QMP Manager	7
	2.2.2 SCO Authority	7
	2.2.3 Declaration of Status	7
	2.2.4 Registry of SCO and Permit Issuers	8
	2.2.5 Training and Professional Development	8
2.3	QMP Access	9
2.4	Training on the Contents of this QMP	9
2.5	Freedom of Information and Confidentiality	9
2.6	Records	9
2.7	Council Levy	10
2.8	Permit Information and Permissions	10
2.9	QMP Amendments and Revisions	10
2.10	Annual Internal Review	10
2.11	Cancellation of Accreditation	11
2.12	Organizational Chart	12
2.13	Municipal Agreement – Update	13
2.14	QMP Manager Information	13
2.15	Notices	13
	Schedule B - Operational Requirements	14
3.0	Operational Requirements	15
3.1	Definitions	15
	3.1.1 Deficiency	15
	3.1.2 Unsafe Condition	15
	3.1.3 Final Inspection	15
	3.1.4 Imminent Serious Danger	15
3.2	Scope of Services	15
3.3	Interdisciplinary Technical Coordination	16
3.4	Orders	16
3.5	Emergency Situations	17
3.6	Alternative Solution Proposals and Variances	17
3.7	Permit Administration	18
	3.7.1 Permit Applications	18

County of Stettler No. 6, Town of Stettler, Big Valley, Donalda, Rochon Sands, White Sands	
3.7.2 Permit Information.....	19
3.7.3 Terms and Conditions of Permit	19
3.7.4 Annual Permits.....	19
3.7.5 Permit Expiry.....	19
3.7.6 Permit Extension	20
3.7.7 Permit Services Report	20
3.7.8 Permit Refusal, Suspension, or Cancellation.....	20
3.8 Site Inspections.....	21
3.9 Site Inspection Reports	21
3.10 No-Entry Policy.....	22
3.11 Verification of Compliance (VOC)	22
3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire	22
Schedule C - Technical Discipline Service Delivery Standards	24
4.0 Technical Discipline Service Delivery Standards	25
4.1 Fire.....	25
4.1.1 Fire Permits and Permissions.....	25
4.1.2 Fire Inspections.....	25
4.1.3 Inspection Frequency Definitions.....	27
4.1.4 Construction Fire Safety Plans (including demolition)	27
4.1.5 Fire Investigations	27
4.1.6 Fire Prevention Programs.....	28

Schedule A - Scope and Administration

1.0 Scope of Accreditation

The County of *Stettler No. 6, Town of Stettler, Village of Big Valley, Village of Donalda, Summer Village of Rochon Sands, Summer Village of White Sands*, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Fire

- All parts of the:
 - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- Fire Prevention Programs (optional).
- Public education.

2.0 Quality Management Plan Administration

County of Stettler No 6, Town of Stettler, Big Valley, Donalda, Rochon Sands, White Sands

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

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

2.1.2 Contracted Accredited Agency

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

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited

organization according to Council policy and procedures. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

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

2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

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

2.2.3 Declaration of Status

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

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

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

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

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

2.6 Records

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

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

County of Stettler No. 6, Town of Stettler, Big Valley, Donalda, Rochon Sands, White Sands

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

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

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

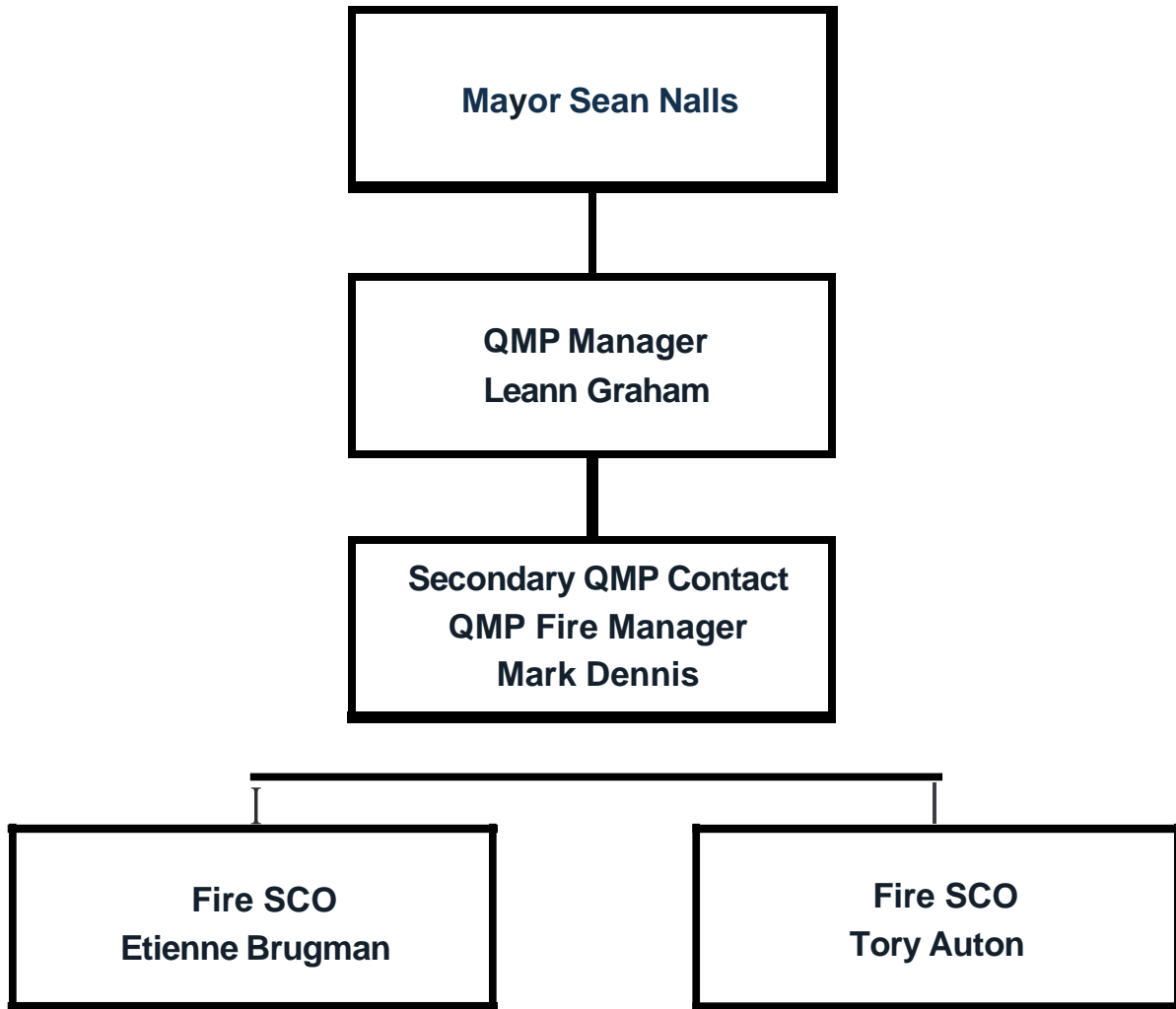
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 Organizational Chart



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

2.13 Municipal Agreement- Update

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

d

ocl-so/

Signature of Municipal Employee Duly Authorized
to Enter Into this Agreement

Date

L:co.f\(: rv--

Name

CAo

Job Title

qo3 -747) :620

Phone Number

b. -,e,sh -1---+kr. n.e+

Email Address

2.14 QMP Manager Information

Le&irvi k---

QMP Manager Name

c-1Ao

Job Title

&x-2f1a '5le-tt-kr. A:6 u L.O

Mailing Address

40 -?-!?- .-ce,,:0-S-

Phone Number

(q """"- @sk-U-ler."-e J---

Email Address

2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

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

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

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

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

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R. 16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R. 16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

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

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

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

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

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

- owner;
- contractor, if applicable;
- the Council; and

County of Stettler No. 6, Town of Stettler, Big Valley, Donalda, Rochon Sands, White Sands

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

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

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

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

3.7.3 Terms and Conditions of Permit

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

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

3.7.4 Annual Permits

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

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

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

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and
- maintain the permit file according to its records management system.

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

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

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C–Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- . be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- . determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- . address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- . name, signature, and designation number of the SCO conducting the inspection;
- . permit number, and the Municipality file number if applicable;
- . construction discipline associated with the work being inspected;
- . name of the Municipality;
- . owner name, address, phone number, and email if applicable;
- . contractor name, address, phone number and email if applicable;
- . address of the site inspected;
- . date of the inspection;
- . the stage(s) of work being inspected;
- . a description of the applicable work in place at the time of inspection;
- . all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- . all outstanding deficiencies from all previous inspection reports, and plan reviews;
- . all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- . documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- . all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

County of Stettler No. 6, Town of Stettler, Big Valley, Donalda, Rochon Sands, White Sands

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

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

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

County of Stettler No. 6, Town of Stettler, Big Valley, Donalda, Rochon Sands, White Sands

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

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

Schedule C - Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Fire

4.1.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

4.1.2 Fire Inspections

Method 2

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> ○ one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. ○ one (1) post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> ○ Once per event
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> ○ On request or complaint
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> ○ On request or complaint
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> ○ On request or complaint
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> ○ On request or complaint
	Group B, Division 1 Detention	<ul style="list-style-type: none"> ○ On request or complaint

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group B, Division 2 Treatment	○ On request or complaint
	Group B, Division 3 Care	○ On request or complaint
	Group C Residential – 1 to 5 family	○ On request or complaint
	Group C Residential – 5 to 12 family	○ On request or complaint
	Group C Residential – 12 to 25 family	○ On request or complaint
	Group C Residential – 25 and more family	○ On request or complaint
	Group D	○ On request or complaint
	Group E	○ On request or complaint
	Group F, Division 1	○ On request or complaint
	Group F, Division 2	○ On request or complaint

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group F, Division 3	○ On request or complaint

*Note: May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

4.1.3 Inspection Frequency Definitions:

1. **On request or complaint** - the process as defined by municipal operational policy.

4.1.4 Construction Fire Safety Plans (including demolition)

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

4.1.5 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R. 16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner’s Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner’s Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- . dispatch or run sheets;
- . fire incident field notes;
- . casualty field notes (if applicable);
- . wildfire notes (if applicable);
- . evidence form;
- . vehicle fire field notes (if applicable);
- . photographs and a photograph log;
- . structure fire notes;
- . firefighter statements;
- . witness statements; and
- . consent to search (if applicable)

Fire Investigations will include the following information:

- . file number;
- . location of fire;
- . date of fire;
- . date of investigation;
- . building/property use;
- . cause of fire;
- . origin of fire;
- . value of loss;
- . name and designation number of SCO conducting the investigation;
- . comments; and
- . date of completion/sign off.

4.1.6 Fire Prevention Programs

Fire Prevention Programs will include, but are not limited to public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- . school curriculum;
- . seniors programs;
- . community education; and
- . other programs such as, but not limited to:
 - Risk Watch (an injury prevention program);
 - Getting to Know Fire (fire educator lesson plans);
 - Seniors Fire Safety Programs;
 - Juvenile Firesetter Intervention Program;
 - Fire Smart; and
 - Shelter-in-Place.

Sent:
To:
Subject:

From: Dan Zembal
Date: December 10, 2023 at 12:14:09 PM MST
To: Lorne Thurston
Subject: RE: Map

Lorne

Do we have permission to build a small curling rink (rough Dimensions 14' x 90') in the cul-de-sac at Beach Close? I have attached a rough drawing and also outlined the proposed area in Orange spray paint at the proposed location. Do you have time to go and take a quick look?

Please advise at your earliest convenience

Dan Zembal

