

**SUMMER VILLAGE OF WHITE SANDS
COUNCIL MEETING AGENDA
October 18, 2023
@ 9:30
At Municipal Office
Location: #10, 19447 HWY 12, Stettler County and Zoom**

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12. <u>Adjournment</u>	

**Minutes of Organizational Meeting of
Council of the Summer Village of White Sands
held at the Municipal Office #10, 19447 Hwy 12, County of Stettler
September 20, 2023, @ 9:30AM**

Present: Councillor Lorne Thurston
Councillor Bob Huff (Zoom)
Councillor Ed Waugh
Chief Administrative Officer Melissa Beebe
Admin Assistant Erin Weinzierl

Public: None

1. Call to order:

Meeting was called to order at 9:00 am by CAO Melissa Beebe

2. Appointment of Chief Elected Officer (Mayor) - for Summer Village of White Sands

- 2.1. CAO called for nominations for the appointed position of Chief Elected Officer (Mayor).
- 2.2. Councillor Huff to nominate Councillor Thurston. Councillor Waugh agrees.
- 2.3. Councillor Thurston accepts the nomination as Chief Elected Officer (Mayor).
- 2.4. Councillor Thurston is hereby nominated to the position Chief Elected Officer (Mayor).

Carried

3. Appointment of Deputy Chief Elected Official of Summer Village of White Sands CAO called for

- 3.1. Mayor Thurston calls for nominations for the position of Deputy Chief Elected Officer (Deputy-Mayor)
- 3.2. Councillor Waugh nominates Councillor Huff to the position of Deputy Chief Elected Officer (Deputy -Mayor).
- 3.3. Mayor Thurston agrees.
- 3.4. Councillor Huff accepts the nomination.
- 3.5. Councillor Huff is hereby nominated to the position of Deputy Chief Elected Officer (Deputy Mayor).

Carried

4. Appointment of Signing Officers

- 4.1. Designated Summer Village of White Sands Signing Officers and Signing Authorities for the Summer Village of White Sands.

Res 23:09:20:02

Motion by Mayor Thurston to appoint the following as Signing Authorities for the Summer Village of White Sands:

- Lorne Thurston, Mayor
- Bob Huff, Deputy Mayor
- Ed Waugh, Councillor
- Melissa Beebe, Chief Administrative Officer (CAO)

Carried

5. Committee and Board Appointments

Committees and Boards	Primary	Alternate
18.1. Buffalo Lake Intermunicipal Development Committee	Bob Huff	Lorne Thurston
18.2. Buffalo Lake Intermunicipal Development South shore Plan Committee	Bob Huff	Lorne Thurston
18.3. Buffalo Lake Management Team	Lorne Thurston	Ed Waugh
18.4. County of Stettler Housing Authority 2 nd or 3 rd Thursday of the Month, County Office	Ed Waugh	Lorne Thurston

18.5. Stettler Regional Fire Advisory Committee - Stettler Fire Hall	Lorne Thurston	Ed Waugh
18.6. Stettler And District Ambulance Authority - County Office	Bob Huff	Ed Waugh
18.7. Regional Waste Management Authority - County Office	Bob Huff	Lorne Thurston
18.8. Shirley McClellan Regional Water Services Commission (SMRWSC) County Office	Lorne Thurston	Ed Waugh
18.9. White Sands Emergency Management Committee (WSEMC)	ALL COUNCIL	
18.10. Stettler Regional Emergency Management Agency (SREMA) (Annual Dec)	ALL COUNCIL	
18.11. White Sands Municipal Planning Commission (MPC)	ALL COUNCIL	
18.12. Parkland Community Planning Services (PCPS) Annual	ALL COUNCIL	
18.13. Intermunicipal Collaboration Committee (ICC) (usually Mayor)	Lorne Thurston	Bob Huff

Res 23:09:20:03 Motion by Mayor Thurston to accept all committee appointments as decided on by the Summer Village of White Sands Councillors.

Carried

6. Designated Officers

6.1. Terry Willoughby of Municipal Property Consultants (2009) Ltd. for Assessor.

Res 23:09:20:04 Motion by Mayor Thurston to appoint Municipal Property Consultants (2009) Ltd., Terry Willoughby, AMMA, as the Summer Village of White Sands Assessor.

Carried

6.2. Leann Graham of Gra-Core for Development Officer.

Res 23:09:20:05 Motion by Mayor Thurston to appoint Gra-Core Consulting, Leann Graham, Planner, as the Summer Village of White Sands Development Officer as per Bylaw 186-22, The Summer Village of White Lands Law Use Bylaw.

Carried

6.3. Establishment of Council Meeting Dates and Times

Res 23:09:20:06 Motion by Councillor Huff to have the Summer Village of White Sands Regular Council meetings be held at the Municipal Office #10, 19447 Hwy 12, County of Stettler, and on Zoom, on the 3rd Wednesday of the Month starting at 9:30 AM.

Carried

6.4. Council Remuneration

Res 23:09:20:07 Motion by Councillor Waugh to maintain the current remuneration will stay as is as per Council Remuneration policy XI that was amended February 2023.

6.5. Appointment of Property Assessor for the Summer Village of White Sands

Res 23:09:20:07 Mayor Thurston motions to appoint Terry Willoughby of Municipal Property Assessment Consultants (2009) Ltd., as the Assessor for the Summer Village of White Sands for 2023 , with current contract expiring in 2028.

Carried

6.6. Appointment of Financial Auditor for the Summer Village of White Sands

Res 23:09:20:08 Motion by Councillor Huff to appoint Gitzel & Company as the Summer Village of White Sands Municipal Auditor.

Carried

6.7. Appointment of Safety Codes Inspection Services

Res 23:09:20:09 Motion by Councillor Waugh to appoint IJD Inspections as Safety Codes Inspectors for the Summer Village of White Sands.

Carried

6.8. Appointment of Banking Institution

Res 23:09:20:10 Motion by Councillor Huff to stay with **Toronto Dominion (Stettler Branch)** as the banking institution for the Summer Village of White Sands.

Carried

6.9. Appointments of Regional Subdivision Development Appeal Board and Clerk Overseen with PCPS

Res 23:09:20:11 Motion by Mayor Thurston to the Regional Subdivision and Development Appeal Board (SDAB) as the Appeal Board and Clerk Services for the Summer Village of White Sands.

Carried

6.10. Appointment of Regional Assessment Review Board

Res 23:09:20:12 Motion by Mayor Thurston to appoint the Capital Regional Assessment Services Commission (CRASC) members as listed below as the Assessment Review and Appeal Board and Clerk services for the Summer Village of White Sands for 2023, as follows:

ARB Chairman:	Raymond Ralph
Certified ARB Clerk:	Gerryl Amarin
Certified Panelists:	Darlene Chartrand
	Tina Groszko
	Stewart Hennig
	Richard Knowles
	Raymond Ralph

Carried

6.11. Appointment of Subdivision and Development Officer

Res 23:09:20:13 Motion by Councillor Huff to appoint Gra-Core Consulting and Investments Ltd., as the Subdivision and Development Officer for the Summer Village of White Sands.

Carried

6.12. Appointment Regional Emergency Management Director

Res 23:09:20:14 Motion by Councillor Huff to appoint Clinton Sime, of County of Stettler, as Director of Stettler Regional Emergency Management Agency for the Summer Village of White Sands.

Carried

6.13. Appointment of Deputy Directors of SREMA

Res 23:09:20:15 Motion by Councillor Huff to appoint Kyle Benna and Aislinn Reule as Deputy Directors of the Stettler Regional Emergency Management Agency for the Summer Village of White Sands.

Carried

7. Adjournment

Res 23:09:20:15 Motion by Councillor Huff to adjourn at 9:25 am.

Carried

Chief Elected Official

Chief Administrative Officer

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

**held on September 20, 2023
Municipal Office #10, 19447 Hwy 12,
County of Stettler and electronically
through Zoom.**

Present: Mayor Lorne Thurston
Deputy Mayor Ed Waugh
Councillor Bob Huff
CAO, Melissa Beebe
Administrative Assistant, Erin Weinzierl
Walter Cornelssen (Delegation)
Jon Thompson (Delegation)
Shirley Turner (Delegation)

Public: (4)

1. Call to Order:

Mayor Thurston calls the Council Meeting to order at 9:33 AM

2. Agenda Additions/Approval

**5.2 Shirley Turner & Jon Thompson – Land Use Bylaw RV Concerns
9.2 Planning and Development Contract**

Motion 23:09:01 Moved by Mayor Thurston to approve the agenda as amended.

MOTION CARRIED

3. Public Hearing: None

4. Minutes:

- 4.1. Regular Council Meeting Draft Minutes, August 16, 2023**
- 4.2. Special Council Meeting Draft Minutes, September 12, 2023**

Motion 23:09:02 Moved by Councillor Huff to approve the minutes Aug 16 and Sept 12 as presented.

MOTION CARRIED

5. Delegation/Presentation

5.1. Walt Cornelssen

- Subdivision application 2022-147 on Earl's Way is looking for a signed subdivision agreement that states what is needed to complete the project.

Motion 23:09:03 Moved by Mayor Thurston to extend the subdivision application 2022-147 deadline from August 23, 2022, to the end of August 22, 2024.

MOTION CARRIED

Motion 23:09:04 Moved by Councillor Waugh to direct administration to investigate and provide what is required for completion of the development agreement by September 30, 2023.

MOTION CARRIED

Withdrew from meeting at 10:10 am.

5.2. Shirley Turner & Jon Thompson – Land Use Bylaw RV Concerns

- Resident of 15 and 17 of Horse Shoe Lane
- Issue with Land Use Bylaw 186-22
 - 15 Horse Shoe Lane is allowed one RV permit
 - 17 Hore Shoe Lane is “grandfathered” to allow two RV permits
 - Would like to change Land Use Bylaw 186-22 15 Horse Shoe Lane to allow 2 RV permits
 - Easy change to the bylaw and request that Council seek legal advice on the process.

Withdrew at 10:42 am

Motion 23:09:05 Moved by Councillor Waugh to direct administration seek a legal opinion in regard to Land Use Bylaw 186-22 review and change in regard to notification of land owners when amending the Land Use Bylaw regarding the “Subject to receiving an annual Development Permit for 2 Permanent Recreational Vehicles” (pg. 47 of the Land Use By-Law 186-22) and have planning agency attend next council meeting with the pertinent information.

MOTION CARRIED

6. Business from Previous Council Agenda:

7. Financial Reports:

- 7.1 **Financials - Council Rev Exp Statement to August 31, 2023**
- 7.2 **Financials - Capital Exp Statement, August 31, 2023**
- 7.3 **Financials - Cheque Listing to August 31, 2023**
- 7.4 **Financials – Taxes in Arrears**

Motion 23:09:07 Moved by Mayor Thurston to have Administration to bring back the breakdown of Culture Expenses to the next Regular Council Meeting and report back what has been accepted by MSI Grants.

MOTION CARRIED

Motion 23:09:08 Moved by Councillor Huff accepts the financial reports as presented.

MOTION CARRIED

8. Council and CAO Reports:

8.1 Councilor Reports

Councillor Huff

- Ambulance meeting: two new ambulances are coming in the fall
- Waste Management Meeting: they agreed to reverse the decision made in March about how summer villages were calculated. This change has about \$8000 savings for the Summer Village of White Sands. They went back to the original formula.

Councillor Waugh

- Nothing to report

Mayor Thurston

- Letter was sent out about fireworks, especially at Horse Shoe Lane., but will add fireworks into the coming newsletter and how they are not allowed in the SV.
- New office:
 - Matt at Nelson homes said same pricing as last year’s.
 - Start a committee to help with design. CAO will be involved and some public at large, and 1 or all council members.
 - 22 Irma’s Way has been sold so will resort to 1 RV Permit as per Land-Use Bylaw 186-22

- Lorne and Melissa will attend the ASVA conference
- Road allowance for truck-fill station. A bylaw was passed back in 2020 and has not progressed.
- Keep the dump trailer outside or in the shed because residents have been filling it up. Trailer to be put in cold storage and add to newsletter about yard clean-up must be sent to the landfill by the resident.
- Ask Hall Society to see if they want to take on providing water for events or not.
- Dumpsters' relocation
- Maintenance to mow grass before the snow comes one more time

Motion 23:09:09

Moved by Councillor Huff to approve Mayor and CAO to attend ASVA Conference, October 19-20, 2023, and purchase one spouse ticket for the banquet.

MOTION CARRIED

8.2 CAO Report August, Verbal

- We are finished moved and everything is here. We are up and running.
- Tomko came with short notice last week to resurface the tennis courts. Asked them to install the new basketball hoop structures if they have time while they are here. Waiting on word.
- Contacted CPP Environment Consulting.
- Joe McCollough from County of Stettler is providing answers for the process of fixing the boat launch to Environment.
- Newsletter is going out on Thursday
- Development:
 - Site works
 - Possible MPC meetings
 - Discussions with Gra-Core to tighten up on permit to make sure any work does not disrupt drainage, neighbouring properties, etc.
- Reviewing information such as relocation of dumpsters, Traffic Study, boat launch repairs, etc.
- Tree cutting will be done by McDougal's Tree Cutting for any dead trees on MR Land and administration will follow the professional advice from the tree removal of the prescribed map
- Stan Holliday provided a quote from Echoglenn

Motion 23:09:10

Moved by Mayor Thurston to accept the Council and CAO reports as presented.

MOTION CARRIED

9 **Business:**

9.1 **Community Standards Bylaw 196-23**

Motion 23:09:11

Moved by Mayor Thurston to approve first reading the Community Standards Bylaw 196-23 as presented.

MOTION CARRIED

Motion 23:09:12

Moved by Councillor Huff to approve second read of the Community Standards Bylaw 196-23 as presented and post on the website, newsletter, and Facebook.

MOTION CARRIED

9.2 **Planning and Development Contract**

Motion 23:09:13

Moved by Mayor Thurston to accept Planning and Development Contract as information.

MOTION CARRIED

10. **Correspondence**

- 10.1. **County of Stettler Response SVWS Questions About Bar W Referral**
- 10.2. **2023 Summer Villages Association (ASVA) Conference**
- 10.3. **Hall Society Events**
- 10.4. **Permission Request to Store Dock and Boat Lift on Municipal and Environmental Reserve**

Motion 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.

MOTION CARRIED

Motion 23:09:15 Moved by Councillor Huff to accept the correspondence as information.

MOTION CARRIED

Mayor Thurston called a recess at 12:45 pm.

Mayor Thurston reconvened meeting at 12:47 pm.

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

- 11.1. HR – Personnel, FOIP Section 18 & 19

Motion 23:09:16 Moved by Mayor Thurston to move in-camera at 12:47 pm.

MOTION CARRIED

Motion 23:09:16 Moved by Mayor Thurston to move out of camera at 1:30 pm.

MOTION CARRIED

12. **Adjournment**

Moved by Mayor Thurston adjourns the meeting at 1:30 pm.

Next Regular Council Meeting Date: October 18, 2023.

Public welcome to attend

Mayor

Chief Administrative Officer

Technical Memo

To: Melissa Beebe
Chief Administrative Officer
Summer Village of White Sands
#10, 19447 Hwy 12
County of Stettler, AB
TOC 2L1

From: Brandon Wetmore, P.Eng.
Project Manager
Aptus Engineering Ltd.
202, 4708 50th Avenue
Red Deer, AB
T4N 4A1

File: 5488-2 Date: October 2, 2023

Reference: 5488-2 – Summer Village of White Sands – Community Master Drainage Plan

The Summer Village of White Sands engaged Aptus Engineering Ltd. [Aptus] to create a Master Drainage Plan. The Master Drainage Plan [MDP] is to be a comprehensive and strategic document that shall outline the community's approach to managing stormwater and drainage systems. The plan shall address issues related to stormwater management and flooding prevention. The primary goal of a Master Drainage Plan is to provide a framework for sustainable and effective stormwater management for existing and future development. The goal of this document is to evaluate the current available information and determine what is required to develop the Master Drainage Plan.

The Village also requested that the pond at the end of 3rd Street in Lot 12 (Known as the 3rd Street Pond) be evaluated for a potential outlet.

Background Information

The Summer Village of White Sands [the Village] consists of approximately 157.8 Ha (390 acres) of land on the southeast side of Buffalo Lake in Stettler County. The Village consists of primarily rural residential lots, a village hall and transfer station, and green/natural areas. No formal stormwater management plan was used in the development of the Village. The Village consists of ditch drainage and culverts that convey storm runoff generally towards Buffalo Lake, with some trapped lows and existing ponds/wetlands.

Elevations for this evaluation were based on LiDAR information for the area, which was obtained from Airborne Imaging, by the Village and provided to Aptus. The LiDAR information was captured in April 2015 at a rate of 2 pts/sq.m. The LiDAR data supplied is structured in 1-meter elevation intervals, and it is primarily intended to offer a broad overview of the terrain, rather than serving as a substitute for on-site surveys.

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Storm Water Master Drainage Plan

The master drainage plan level for stormwater management is part of an integrated approach to stormwater management planning. The objectives of a master drainage plan are to:

- Identify specific local resource of regional significance to be protected.
- Specify the size, type, location, and performance characteristics of regional stormwater facilities.
- Identify the requirements for and performance characteristics of local plans based on uses to be maintained. Specific design targets (that is, infiltration, peak runoff, retention time, temperature) should be set.
- Specific objectives for identified SWMPs (bacteria control, water quality, etc).
- Identify requirements for regional and/or local systems and online or offline systems.

The scope of the master drainage plan shall cover a portion of the area served by the watershed drainage plan such as one or more sub-basins. Ideally, it complements a "neighbourhood structure plan".

Evaluation

Evaluation of the LiDAR found that the Village consisted of 61 drainage basins over 208.7 Ha (515.7 Acres) shown on Figure F01. These areas were separated from each other either through high elevations or roadways. Trapped Low (or pond/wetland areas) and overflow locations were identified for each basin, based on the LiDAR data. These overflow locations show the direction water would flow in the event that the trapped low elevations were exceeded. Due to the potential inaccuracies in the LiDAR data, it is recommended that the elevations be confirmed in the field. These are shown on Figure F02.

No ditch elevation or culvert information has been provided at this time. Without this information it is difficult to determine the exact path of flow for the stormwater. More detailed survey should be used for future development to determine pre-development runoff volumes as well as trapped low and outlet locations.

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Next Steps

To proceed with the Master Drainage plan, the following information should be provided to Aptus or determined:

- Registered Legal Linework Information for the entire Village
- Obtain Storm Sewer/Culvert Information
- Trapped Low/Pond Elevation Information
- Area Structure Plans
- Geotechnical Information (If Available)

Future Development

Future Development should release into Buffalo Lake (which is within the Red Deer River Watershed) at a rate of 1 L/s/ha in the 1:100 - 24 hr storm event (as per the ESRD Preliminary 1:100 Year, Pre-Development Stormwater Runoff Rate Iso-Chart Unit in l/s/ha). The City of Red Deer Intensity, Duration and Frequency Curves (IDF Curves) shall be used for the analysis of post development runoff rates (City of Red Deer Engineering Services Design Guidelines, 2023 Edition).

Frequency Interpolated Intensity (mm/hour)

2 years **15.2/t^{0.675}**

5 years **21.4/t^{0.697}**

10 years **25.5/t^{0.706}**

25 years **30.6/t^{0.714}**

50 years **34.5/t^{0.718}**

100 years **38.2/t^{0.722}**

t = storm duration in hours

Future development will be required to store excess water volumes and ensure water quality in an approved stormwater management facility. Stormwater Management facilities shall be designed in accordance with the *Stormwater Management Guidelines for the Province of Alberta* (Jan 1999) and *Alberta Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems*. Further modelling requirements shall be provided in the Drainage Master Plan.

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3rd Street Pond

The 3rd Street Pond currently exists between the end of 3rd Street and the northwest side of Buffalo Road. The pond is in the is the trapped low for Basin 32 (see Figure F01) with no current overflow outlet. Based on the LiDAR Data, the pond overflow point would be along 3rd Street to the northwest. As overflow of this pond poses a threat to the properties along 3rd Street, the Village is proposing to evaluate a possible outlet into Buffalo Lake. It should be noted that this trapped low has been identified as a wetland, and as such, any modifications or additions of an outlet must adhere to the Water Act and Alberta Wetland Policy. The next steps in this process would be:

- Determine legal linework of the pond, road, and surrounding lots
- Identify possible outlet locations
- Detailed Survey of the Pond, Road, and Outlet Location
- Modelling of the Pond and Outlet to determine the pond capacity and outlet flow rate
- Determine impact of an outlet to the Wetland in regard to the Wetland Policy and Alberta Environment and Protected Areas

Earl's Way Proposed 3 Lot Development

- A development consisting of 3 Lots has been proposed on Earl's Way. In order to proceed with the development, the Developer is required to submit a stormwater management plan for approval.
- The requirements for this stormwater management plan shall be outlined in the master drainage plan, but will be based on the guidelines and standards previously identified in the "Future Development" section of this document.
- The MDP may be utilized to determine the overall patterns of runoff in the areas, and catchment area for Earl's Way.

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Conclusion

Aptus has begun the process of creating a Drainage Master Plan for the Summer Village of White Sands. When the plan is complete, future developments shall be able to use the plan to help create their stormwater management plans. More information is required to create an accurate plan.

The 3rd Street Pond requires an outlet to reduce the risk of flooding to the residents on 3rd Street. Further information and survey will be needed to proceed with the design of this outlet. At this time, we recommend a meeting with the Summer Village, to delineate and prioritize the next steps moving forward.

Prepared by,



Brandon Wetmore, P.Eng.
Project Manager
Aptus Engineering Ltd.

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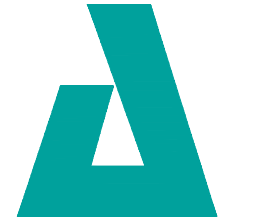
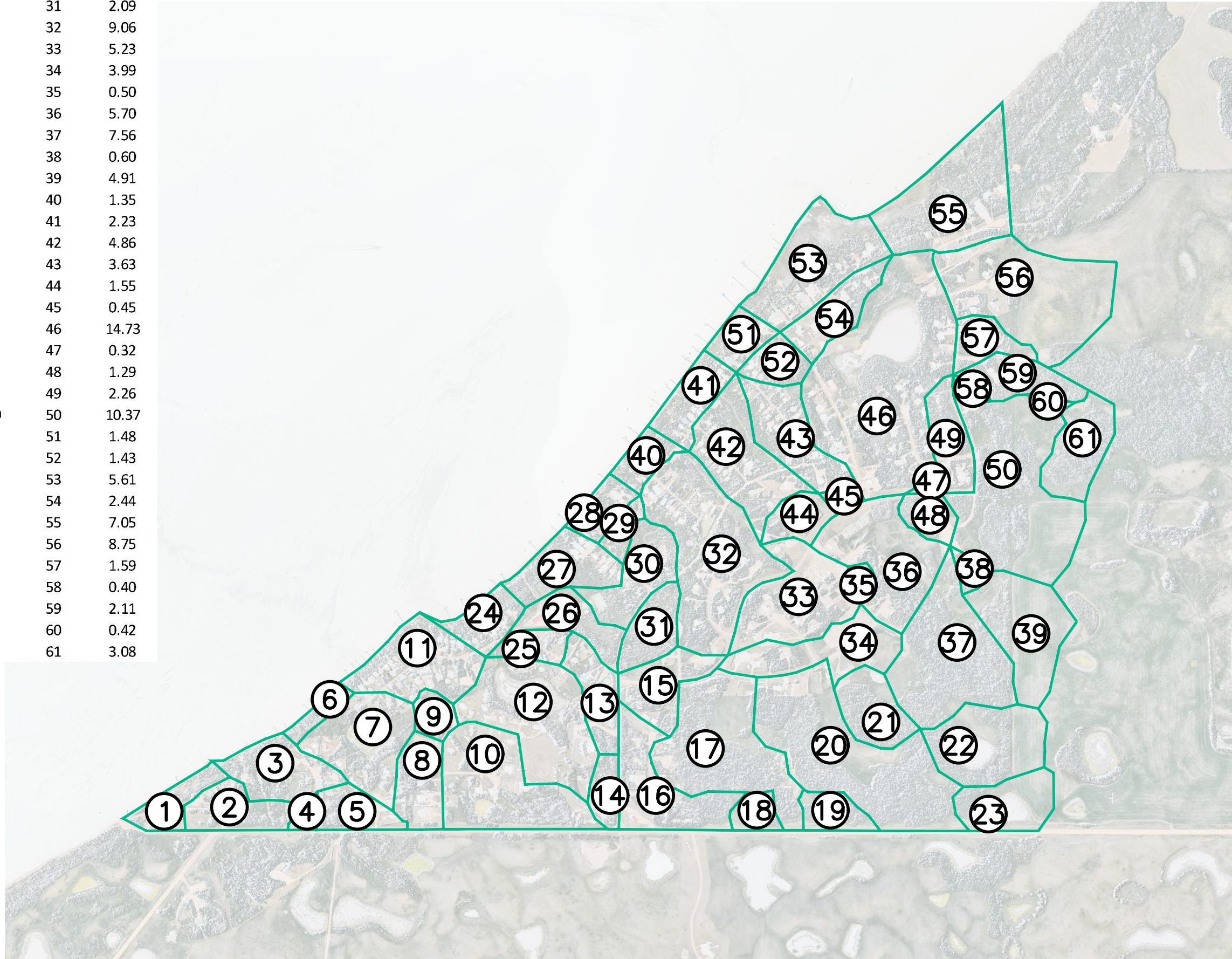
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Basin	Area (Ha)	Basin	Area (Ha)
1	1.62	31	2.09
2	2.43	32	9.06
3	3.19	33	5.23
4	0.40	34	3.99
5	1.79	35	0.50
6	0.78	36	5.70
7	4.74	37	7.56
8	2.46	38	0.60
9	0.99	39	4.91
10	6.57	40	1.35
11	4.43	41	2.23
12	7.19	42	4.86
13	2.31	43	3.63
14	1.15	44	1.55
15	2.77	45	0.45
16	4.41	46	14.73
17	7.71	47	0.32
18	0.96	48	1.29
19	1.40	49	2.26
20	10.49	50	10.37
21	2.60	51	1.48
22	4.76	52	1.43
23	2.87	53	5.61
24	1.83	54	2.44
25	1.20	55	7.05
26	2.27	56	8.75
27	3.02	57	1.59
28	1.42	58	0.40
29	0.78	59	2.11
30	3.12	60	0.42
		61	3.08



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**SUMMER VILLAGE OF
WHITE SANDS**

**COMMUNITY MASTER
DRAINAGE PLAN**

CATCHMENT BASINS

AREAS

WHITE SANDS
208.7 Ha

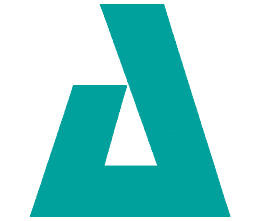
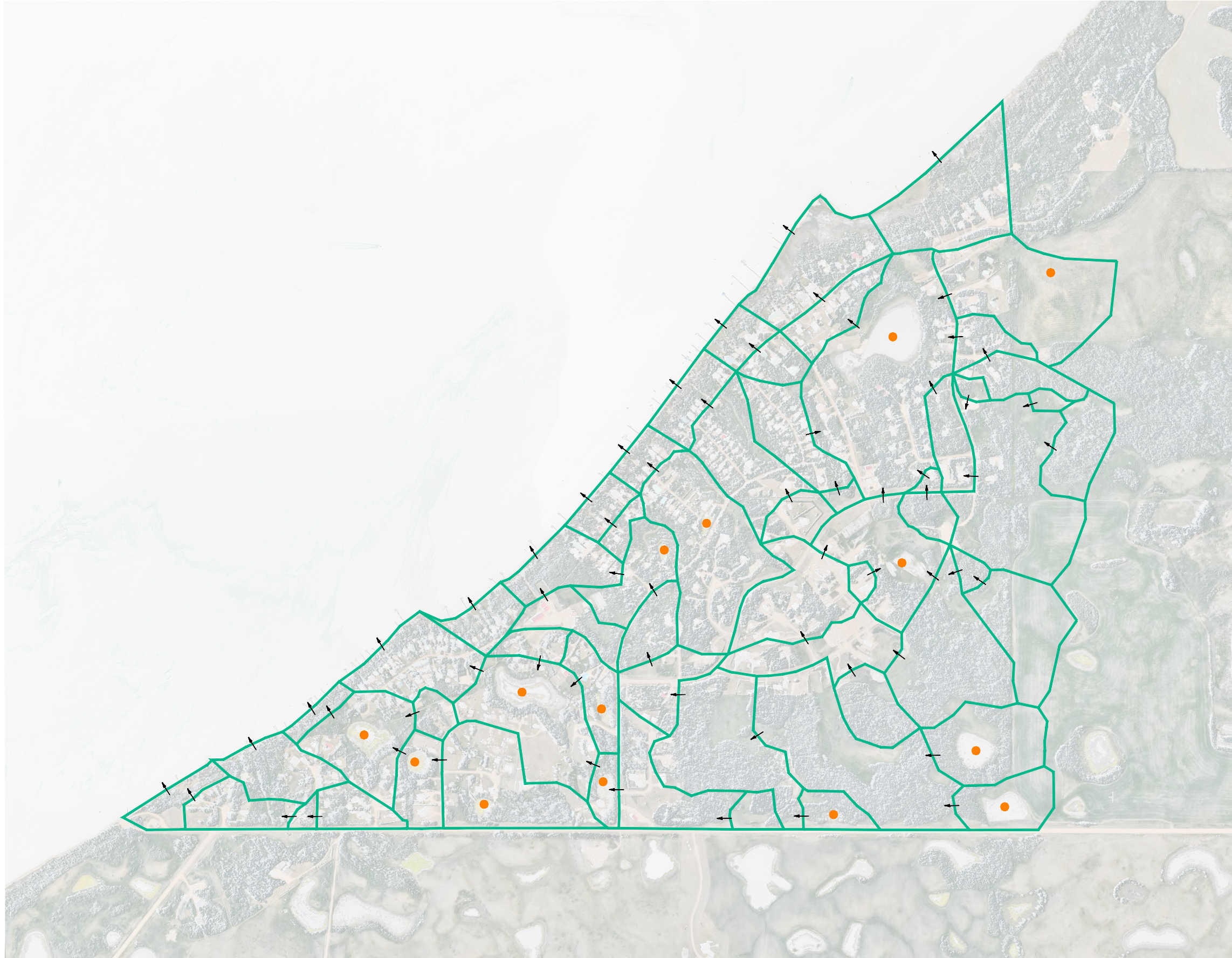
CLIENT: VILLAGE OF WHITE SANDS

PROJECT NO.: 5488-2

SHEET No.: 1/2

DWG No.:

F01



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**SUMMER VILLAGE OF
WHITE SANDS**

**COMMUNITY MASTER
DRAINAGE PLAN**

CATCHMENT BASINS

TRAPPED LOW & OVERFLOW
LOCATIONS

LEGEND:

- TRAPPED LOW
- ← OVERFLOW LOCATION

WHITE SANDS
208.7 Ha

CLIENT: VILLAGE OF WHITE SANDS

PROJECT NO.: 5488-2

SHEET No.: 2/2

DWG No.:

F02

Issue:

Shirley Turner & Jon Thompson Land Use Bylaw RV Concerns Sept 20/23 Delegation
Resolution 23:09:05

General:

At the Regular Council Meeting of September 20, 2023, the above noted residents presented to council requesting a change to the land use bylaw 186-22 in regards to Residential District: Large Lot (R2) section as follows:

Subject to receiving an annual Development Permit for 2 Permanent Recreational Vehicles:

Parcels that paid for and received a 2021 Development Permit for 2 Permanent Recreational Vehicles and have not applied for and received a Development Permit to change the parcel by way of a dwelling unit may continue to occupy the property with 2 Permanent Recreational Vehicles until such time that there is a change to the parcel by way of a development permit, subdivision or by an ownership change at Alberta land titles. At which time compliance with all provisions within this Bylaw will come into full force and effect including but not limited to Recreational Vehicle Parking and Use.

Municipal addresses that received a 2021 Development Permit for 2 Permanent Recreational Vehicles are listed below (14):

- 22 - Earl's Way 24 - Earl's Way 26 - Earl's Way 35 - Earl's Way
- 15 - Municipal Road 14 - Irma's Way
- 22 - Irma's Way
- 10 - Jennifer Drive 5 - Ranch Road
- 13 - Ranch Road 21 - Ranch Road 16 - Craig's Cove
- 10 - Horseshoe Lane
- 17 - Horseshoe Lane
- 18 - Horseshoe Lane 21 - Horseshoe Lane 19 - Aimee Avenue
- 13 - Nicole Way

The concerns brought forward to council are as follows:

- Own two properties and want both on the prescribed list for two RVs allowed annually in the land use bylaw.
- How did the council come up with the information to create the list?
- The Land Use Bylaw did not provide proper consultation by notifying every property owner that does live full time at the lake.
- Electronic Notification of Land Use bylaw such as Facebook, municipal website, newsletter email list or posting on bulletin boards in the community is not adequate notification.

- The information collected is not accurately being reflected by the contractor doing the RV Inspections
- Would like council to fix bylaw to reflect both their properties to be two permanent RVs not just the one, is an easy clerical change.
- Council needs to seek legal as they want it changed or they will seek legal.
- Provided emails to council showing inaccuracies.

Council made the following resolution:

Motion 23:09:05

Moved by Councillor Waugh to direct administration seek a legal opinion in regard to Land Use Bylaw 186-22 review and change in regard to notification of landowners when amending the Land Use Bylaw regarding the “Subject to receiving an annual Development Permit for 2 Permanent Recreational Vehicles” (pg. 47 of the Land Use By-Law 186-22) and have planning agency attend next council meeting with the pertinent information.

MOTION CARRIED

Review:

- The Land Use Bylaw #182-22 went through a 9-month community consultation process, that included members of public on the committee. The Land Use Bylaw was passed in June 2022, after public hearings and 3 readings of Council at 2 separate Council meetings.
- The suggestion that the designation list in the Land Use Bylaw was designated in error, an oversight, or as a mistake, does not change the fact the only way to change the lot 2 RV designation is to amend the current Land Use Bylaw.
- This will take at least two meetings of Council, Public Notice, and Public Input. If Council decides the 2 RV designation on parcels with no dwelling units under the current Land Use Bylaw was made in error, then council would instruct the amendments to be completed, then bring to a council meeting for 1st reading of the Land Use Bylaw amendment.
- Council will then need to advertise, based on MGA or Municipal bylaw for Advertising and notifications for two consecutive full weeks to allow for public input. Then hold a Public Hearing and/or public engagement, on the matter could also done. Once that is completed then Council could do 2nd reading, with a 3rd and Final reading. Council may want to consider other amendments to Land Use Bylaw at the same time. This process could take up to two months or longer depending on the council’s decision.
- The current Land Use Bylaw Recreational Vehicle List was reviewed with the 2021 RV inspection list data and with some of 2022 RV Inspection data to create the list as outlined by the Development Officer after consultation with the public in 2022 and presented to council. The Municipality could not rely on fees collected for

recreational vehicles as there were times during the pandemic that council tracked the data but waived the fees for those years.

- The Land Use Bylaw 186-22 was completed to bring the municipality into compliance with the new MGA requirements of statutory documents hierarchy of intermunicipal bylaws for the region.
- Contracted Development Officer, Angela Stormoen was part of the administrative team that worked on the bylaw and is present to answer any questions relating to the above information as instructed by the council in motion 23:09:03.

Recommendation

- **Administration recommends not amending the Land Use Bylaw 186-22, to change the 2 permanent recreational vehicles for parcels with no dwelling unit list or wording and not proceed with Legal review of the bylaw and the process of the Land Use bylaw Review completed in 2022.**

Alternatives:

1. Council can reconsider, alter, or rescind motion 23:09:03 based on the procedural bylaw with a majority vote waive the requirement of notice of motion under section 16(c)
2. The council can motion to amend the Land Use Bylaw 186-22, specific to the 2 permanent recreational vehicles for parcels with no dwelling unit list.
3. Council may accept as information and have administration proceed with current motion 23:09:03 and seek legal review of land Use bylaw 186-22 review and process.

Author:

Melissa Beebe, CAO

September 01, 2023

Dear Mayor Lorne Thurston, Deputy Mayor Ed Waugh, Councillor Robert (Bob) Huff and CAO Melissa Beebs:

My name is Shirley Turner. I live in Stettler, Alberta and I am a retired Bylaw Enforcement Officer from the City of Fernie, BC. I co-own lot #15 Horseshoe Lane at the Summer Village of White Sands with my son Jon Thompson.

Jon Thompson lives in Red Deer, is a firefighter for the City of Calgary and owns two lots at the Summer Village of White Sands.

We have two issues that need to be addressed;

1. Land Use Bylaw 186-22, and
2. Permits for use of RV's on our lots

#1 Land Use Bylaw 186-22

We are requesting the Village of White Sands change the status of Lot #15 Horseshoe Lane from one (1) to two (2) recreational vehicles as was the original designation. I would suggest that Council and staff look at this closely and comprehend how it makes sense that one property has a two (2) recreational vehicle designation and one property (bought in the same time frame) has a one (1) recreational vehicle designation.

We prefer not to seek legal council to resolve this issue. This is a simple oversight in the initial determination of one (1) RV or two (2) RV's per lot and can easily be rectified by Council.

Having further discussions with previous councillors and owners of grandfathered properties, it is our contention the staff erred last year when the lots were being assessed at White Sands for their designation of allowing one (1) or two (2) recreational vehicles.

In particular, lots #15 and #17 Horseshoe Lane are side-by-side 1/2 acre lots developed at the same time in the Craig's Cove development project. Current Deputy Mayor Ed Waugh can attest to these facts as he was the acting representative for the developer at that time.

- 1) The lots in this new sub-division were purchased under a certain set of assumptions, one being that each 1/2 acre lot was allowed to have up to two (2) recreational vehicles.
- 2) Jon purchased Lot #17 Horseshoe Lane in February 2020.
- 3) Lot #15 Horseshoe Lane was purchased at about the same time by Warren Taylor. Warren has confirmed that Lot #15 was allowed two (2) recreational vehicles and is prepared to testify to that fact. Shirley Turner and Jon Thompson purchased this adjoining lot from Warren in June of 2021, before the land use bylaw was finalized.
- 4) In June of 2022 Land-Use Bylaw 186-22 was approved by Council and announced changes to property owners, which now changes the RV allotment rules and stated that Lot #15 is only allowed one (1) recreational vehicle yet Lot #17 is allowed two (2) as originally specified.
- 5) Jon spoke on the phone with the previous CAO Melissa Beebs at the Rochan Sands office on the advice of Councillor Ed Waugh after Jon saw a list of grandfathered

properties posted at Ed's store and Lot #15 was not on it.

He spoke with Ms. Beebs on the phone and she agreed that Lot #15 should be looked into about being grandfathered. However, it was at the end of her employment and she suggested because of this that he speak to the new CAO Dean Pickering.

When Jon spoke with CAO Dean Pickering about the grandfathering of Lot #15, Dean said that Lot #15 has never had more than one (1) RV permit issued. He was correct as there was never a second RV on the property. He just assumed that if only one (1) RV was there it was only a one (1) RV property. They made that decision on who paid permits.

However this argument makes no sense as Lot #17 has never had paid permits (until the new bylaw) and was grandfathered for two (2) RV's. Why wasn't #15 grandfathered at the same time for two (2) RV's? Both properties were sold as two (2) RV properties.

#2 Permits for use of RV's

Page 1 - May 26, 2023 - email from Jon Thompson to Leann about new RV permits.

Page 2 - June 01, 2023 - email from Leann to Angela.

Page 3 - June 09, 2023 - email from Angela explaining new rules and regulations.

Page 4 - June 09, 2023 - email from Jon Thompson to Angela requesting permits.

Page 5 - June 20, 2023 - email from Angela confirming permits.

Page 6 - June 20, 2023 - email from Angela confirming permits.

Page 7 - August 02, 2023 - email from Jon Thompson for removal and new permits.

Page 8 - August 20, 2023 - email from Jon Thompson requesting permits for family reunion.

August 25th - Jon called the office to speak to Angela, she was unavailable so was connected to Leann (he was NOT told she was out of town) and left a message.

Page 9 - August 28th - email from Jon to Angela and Leann of canceling the reunion.

Page 10 - August 29th - email from Angela to Jon and Leann saying she received no email.

OUR family reunion was CANCELLED due to having no permits. (unavailable due to either over worked staff, unorganized staff or staff on holidays, or simply being ignored by staff). We had to cancel an important family event. We are trying to be in compliance with your rules to avoid fines, yet we are not being given the same respect in return.

Something is wrong here? The turn around time for permits should be one to two days. Jon and I use our lake property for two - three months of the year and do not want this STRESS ever again for wanting to use the properties we own!

The Village of White Sands has made these new rules and should have the resources and standard procedures to handle it.

Shirley Turner and Jon Thompson

Invoice Date Invoice Description Type Amount Balance Post Date Trans Date Batch Source Typ Send Email

2023-01-01	0 OPENING BALANCE	Y	\$0.00	\$0.00	2023-01-01	2023-01-01	0	YE	
2023-04-21	202350015 2023 RV Permit Credit	I	(\$300.00)	(\$300.00)	2023-04-25	2023-04-25	1076	AR	
2023-06-05	202350040 2023 RV Permit - 15 Horse Shoe Lane	I	\$300.00	\$0.00	2023-06-05	2023-06-05	1080	AR	
2023-06-05	202350041 2023 RV Permit - 17 Horse Shoe Lane	I	\$600.00	\$600.00	2023-06-05	2023-06-05	1080	AR	
2023-07-28	2023B0362 CASH RECEIPT APPLIED	C	(\$600.00)	\$0.00	2023-07-31	2023-07-31	1128	CR	Send Email

Year	Invoice	Description	Type	Amount	Balance	Post Date	Trans Date	Batch	Source Typ	Send Email
2023	Horseshoe lane									
		15								
		17								

2022-01-01	0 OPENING BALANCE	Y	\$0.00	\$0.00	2022-01-01	2022-01-01	0	YE	
2022-05-26	202250096 2022 RV Permit	I	\$600.00	\$600.00	2022-09-26	2022-09-26	869	AR	
2022-05-26	202250098 2022 RV Permit	I	\$900.00	\$1,500.00	2022-09-26	2022-09-26	869	AR	
2022-10-13	202250140 Reverse 1 RV permit 202250096	I	(\$300.00)	\$1,200.00	2022-10-13	2022-10-13	889	AR	
2022-11-29	202250162 paid on Oct 6 CR2022B0460-61	I	(\$1,200.00)	\$0.00	2022-11-29	2022-11-29	928	AR	

Year	Invoice	Description	Type	Amount	Balance	Post Date	Trans Date	Batch	Source Typ	Send Email
2022	Horseshoe lane									
		15								
		17								
2021	Horseshoe lane									
		15								
		17								

2020 Development Permit #643 Lot 17- Lot 15 Development Permit different Owner - site work and services
 2019 Undeveloped
 2018 Undeveloped
 2017 Undeveloped
 2016 Undeveloped

Summer Village of White Sands

Request For Decision

Agenda Item: 6.2

Issue:

Aptus Various 2023 Project Quotes for SV White Sands June 21/23 Resolution 23:06:04

General:

June 21, 2023 Regular Council Meeting, council was presented the above noted Engineering Services revised proposal as part of 2023 Capital Infrastructure projects for approval as attached.

Resolutions made were as follows:

6.3. APTUS Various Project Quotes for SV of White Sands

Motion 23:06:03 Moved by Councillor Huff to approve APTUS' quotes for White Sands Municipal SWMP for the sum of \$39, 190.00.

MOTION CARRIED

Motion 23:06:04 Moved by Councillor Waugh to approve APTUS' quotes for Lot 12/3rd Street Pond Area Wetland study and the White Sands Community Wetland Study for the sum of \$26,645.

MOTION CARRIED

Review:

After further review with the Engineers and the actual proposal that was provided to council, resolution motion 23:06:04 does not match what was proposed by the engineers.

Council needs to review the resolution as this is not accurate to what the engineers have completed as part of the proposal presented on June 21, 2023, which was approved to complete a municipal storm water management plan (SWMP) of existing drainage and stormwater at the cost of \$39,190 (did not include Lidar) and an additional in depth management plan of existing drainage and stormwater management of Lot 12/3rd Street pond area at the cost of \$26,645 (Includes \$16,940 of provisional survey and environmental). (Attached Proposal that was presented on June 21, 2023)

As the resolution reads that council wanted a complete wetland study done for the community and specific for Lot 12/3rd Street Pond Area at a cost of \$26,645.00. Based on Procedural Bylaw 171-19, section 16, council can consider in the discussion the following:

Section 16 – 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.

Recommendation

Administration recommends council unanimously agree to rescind the resolution motion number 23:06:04 and make a new resolution as follows:

Motion to approve APTUS engineering project proposal of June 7, 2023, Storm Water Management Plan (SWMP) additional engineering to review the existing drainage and stormwater management of Lot 12/3rd Street Pond Area (includes \$16,940 of provisional survey and environmental) as an additional cost of \$26,645.

Alternatives:

If this resolution is correct, then will need the following resolutions:

Motion by council to approve APTUS Engineering provide an engineering proposal and cost estimate to complete a White Sands Community Wetland Study and an additional Wetland Study for the pond area located adjacent to Lot 12/3rd Street as per resolution 23:06:04 from June 21, 2023, regular council meeting.

Motion to approve APTUS engineering project proposal of June 7, 2023, Storm Water Management Plan (SWMP) additional engineering to review the existing drainage and

stormwater management of Lot 12/3rd Street Pond Area (includes \$16,940 of provisional survey and environmental) as an additional cost of \$26,645.

Author:

Melissa Beebe,

2023-06-07

Aptus-File: 5488-10

Summer Village of White Sands
sent via email: cao@whitesandsab.ca

**Attn: Dean Pickering,
Chief Administrative Officer**

**Re: Various 2023 Projects
Proposal for Engineering Services - Revised**

We are pleased to have the opportunity to submit a proposal for additional civil engineering work for the Summer Village of White Sands pertaining to various 2023 projects. The following are high level engineering budget estimates, which have been based on the information provided, as shown below in Section 1.0.

Aptus Engineering Ltd. [Aptus], formerly AL-Terra Engineering (Red Deer) Ltd., has been asked to provide engineering estimates for the following proposed projects:

- 1) Existing Drainage and Stormwater Management Review:
 - a. White Sands Municipal Stormwater Management Plan
 - b. End of 3rd Street and Buffalo Drive (Lot 12 Pond Area)
 - c. End of Earls Way (subdivision expansion)
- 2) Boat Launch Repair and Future Expansion
 - a. Regulatory Approvals for Repair Work
 - b. Functional Planning and Investigation for Future Expansion
- ~~3) New Community Hall - REMOVED~~
 - ~~a. Concept Site Plan for location within 'Village Square'.~~
 - ~~b. Geotechnical Investigation of site location once selected.~~
- 4) Front Street Widening
 - a. Engineering Services (Design through Construction)

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1.0 Information Provided:

The following information has been provided by either phone or email discussion with White Sands. Aptus has based our pricing on this data and our understanding of the proposed scope(s):

1) Existing Drainage and Stormwater Management Review

- a. *White Sands is looking for a SWM/Master Drainage Plan for the full Municipality/development.*
 - i. ~390 acres
 - ii. Aptus has previously inquired whether the Buffalo Lake Estates stormwater management report is available. We would like to expand this request to and other stormwater management reports or plans that may have been created during other phases of development within the Village of White Sands.
- b. *Main area of concern is Lot 12, 3rd Street Pond and culvert areas adjacent to pond area.*
 - i. Aptus completed a preliminary/desktop review of the area with EXP Services in February 2022.
 - ii. Wet Area/Pond is ~0.16 ha in size and would be classified as a semi-permanent shallow open water wetland.
 - iii. Wetland is not crown-claimed: Public Lands approval not required.
 - iv. Water Act approval required for any proposed activity within wetland.
 - v. Depending on the nature and scope of the proposed activity, the application for approval under the Water Act will need to be supplemented by a Wetland Assessment and Impact Form (WAIF; typically for temporary impacts to wetlands) or Wetland Assessment and Impact Report (WAIR; typically for permanent impacts to wetlands). Financial compensation for loss of wetland area may be required, depending on the final proposed scope of work within the wetland.
 - vi. Field Assessment recommended to confirm wetland boundary, classification, and to complete the required functional assessment should impacts be proposed.
 - vii. Note: There is an existing diversion licence which is set to expire April 11, 2024.

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c. End Of Earl's Way – Subdivision Expansion

- i. Developers are typically responsible for their own stormwater management or drainage plans.
- ii. Aptus has not provided price to complete a drainage assessment of the Earl's Way future development. However, it is our understanding that the Developer's concerns with the SWM requirements were due to the lack of a Master Drainage/SWM Plan for the area.
- iii. Once Aptus completes the Master Drainage/SWM Plan for White Sands, the Developer should be set to complete their own SWM Plan for submission to White Sands.

2) Boat Launch Repair and Expansion

a. Repair

- i. There is an existing Public Lands Disposition [DLO] for this boat launch. Based on the information provided by White Sands, a Temporary Field Authorization ([TFA] is required to complete repair works.
- ii. The Summer Village wishes to complete the repairs as soon as the Restricted Activity Period for Buffalo Lake ends (June 30th).
- iii. There was a Water Act Approval for the Boat Launch in 2010 that was valid for 1 year. A new application/approval is likely required. Aptus to discuss with Alberta Environment and Protected Areas [AEPA] and complete application if required.
- iv. Application/Notification has been made to Department of Fisheries and Oceans [DFO] by Stettler County. Aptus to confirm with Stettler County that nothing more is needed.

b. Expansion

- i. Based on previous discussions, it is understood that the intent of Council is to upgrade the boat launch for improved accessibility and use. The current launch has 2 pads with a gap in the middle, located in a very rocky area. Being open to direct winds, the water can get very wavy, and White Sands has had multiple complaints in regard to the large rocks around the launch.
- ii. White Sands is in discussions with Stettler County regarding upgrades.
- iii. White Sands would like to investigate constructing an Inland Marina.

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~~3) New Community Hall~~

- ~~a. The Village of White Sands would like to construct a new community hall.~~
- ~~b. Not much detail has been provided at this time, other than the proposed site location should be within the 'Village Square'.~~

4) Front Street Widening

- a. To encompass approximately 125m of existing road to be widened (Lot 30 – Lot 22).
- b. No existing survey data.
- c. Existing Concerns: Steep slopes on the south side of the roadway. Will require cut into embankment to accommodate.
- d. The Summer Village would like to look into placing a 'Lego' Block style retaining wall at this embankment.

2.0 Services Provided:

Based on the information noted above, the services to be provided include:

1) Existing Drainage and Stormwater Management Review

Aptus has divided this item into 2 projects/phases first, we would proceed to a review of the full White Sands development drainage and stormwater management, and secondly, the review of drainage in the Lot 12/3rd Street area around the pond.

Both projects should be discussed at the initial project start up meeting to determine if our understanding of the scope is sufficient for the Summer Village's intended use.

a. White Sands Municipal Stormwater Management Plan

- i. This is a *budgetary and high-level estimate*, as the purpose for the stormwater management review will need to be discussed with White Sands at the project start up meeting to determine the direction of the review and what the Municipality is looking to obtain from the review. Once this has occurred, Aptus will re-assess the scope to determine if any changes need to be made from the assumptions this estimate has been based on. Should a change in scope be necessary, Aptus will submit the proposed change in fees to White Sands for approval prior to commencing work.
- ii. Initial Site investigation
- iii. Obtain LiDAR data of existing topography. Create linework and CAD plan for full 390-acre development. Integrate Lidar into CAD.

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- iv. Review of LiDAR by Engineer in order to determine drainage patterns.
- v. Second site visit to confirm findings from Lidar.
- vi. Determine drainage basins (from Lidar and field findings) and calculate the estimated run-off for these areas.
- vii. Discussion with Alberta Environment and Parks regarding discharge rates.
- viii. Technical Memorandum of existing drainage and stormwater management. Includes 4 Figures and recommendations for potential next steps for the Summer Village.
- ix. Desktop Wetland Assessment may be prudent to complete at this time.

b. Lot 12/3rd Street Pond

- i. Project Start-up meeting (in-person)
- ii. Site Visit – this project should be started late Spring/early Summer so that drainage courses and patterns can be observed.
- iii. Topographical Survey (2 days) of review area (see attached Map) – should be complete in late Spring/early Summer.
- iv. Create legal linework in CAD, compile survey data, and begin setting up drawing(s).
- v. Engineering review of existing conditions, determination of drainage routes, and final site visit to confirm findings.
- vi. Review of adequate outlet options
- vii. Discussion with Alberta Environment and Parks will be necessary if the Summer Village plans to provide an outlet or complete modifications to the pond.
- viii. Technical memorandum of existing drainage and stormwater management in the Lot 12/3rd Street area, includes 2 Figures.
- ix. As per previous discussions with White Sands, a field assessment should be complete if work is proposed to the retaining wall.
- x. Proposed works within the wetland will require Water Act Approval.
- xi. Establish design and construction scope (ie. is the Village looking to construct an adequate outlet for the wetland; retaining wall reconstruction).

2) Boat Launch Repair and Expansion

a. Repair Works

- i. Project Start-up meeting (in-person)

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- ii. Review of existing Public Lands Disposition for Boat Launch
- iii. Site Investigation/Existing Conditions
- iv. Contact Public Lands for Summer Village of White Sands' Client ID number.
- v. Discussions with AEPA and Public Lands
- vi. Follow up with Stettler County RE: DFO Application/Notification
- vii. Complete TFA Application
- viii. Complete Water Act Application

b. Expansion

- i. Preliminary Engineering/Functional Planning
 1. Further discussion regarding future plans
 2. Draft Concept Plans (est. 2 figure)
 3. Review and Discuss Concept Plans with White Sands (virtual meeting)
 4. Determine steps moving forward: Meeting to be held with Public Lands and Alberta Environment and Protected Areas to discuss what they will require based on the concept plans and any additional input they may have.
 5. One set of concept plan revisions has been included.
- ii. *Detailed Design and Construction* cannot be determined at this time, based on the information currently available and variability based on the preliminary planning.
- iii. Once further information is obtained from White Sands, and a concept plan developed for the improvements and repairs, Aptus will provide an updated cost estimate. Engineering and timelines are highly dependent on the type of work, extents, and what is already approved within the DLO. The extent of Public Lands requirements will be dependent upon the type of work and limits of proposed construction.

~~3) New Community Hall~~

- ~~a. Assist Village of White Sands in selecting site for new community hall within Village Square area.~~
- ~~b. Complete geotechnical assessment of existing ground within proposed site location.~~
- ~~c. Complete typical civil design drawings.~~

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4) Front Street Widening

a. Preliminary Engineering

- i.** Complete Topographic Survey of existing roadway and conditions.
- ii.** Site Investigation by Engineer – If the Summer Village wishes to have an in-person meeting, this can be arranged to coincide with Aptus’ site visit. The meeting would be complimentary in this scenario.
- iii.** Review of the topographic survey information, create legal linework in CAD, and begin set up for design and drawings.
- iv.** Preliminary Design and Figure to present to White Sands for discussion and feedback, prior to moving forward with Detailed Design.
- v.** Two project meetings with White Sands (1 in-person & 1 virtual) – project start up and post preliminary submission.

b. Detailed Design

- i.** Roadway Design and drawing set creation.
- ii.** Quantity Calculations and Construction Cost Estimate.

c. Procurement (Provisional)

- i.** Procurement document creation
- ii.** Procurement Issuance (ie. 3 quotes or low bid tender)
- iii.** Review and award

d. Construction Supervision and Contract Administration (Provisional)

- i.** Issue for Construction Drawings
- ii.** Pre-Construction Meeting
- iii.** Review Contractor submissions
- iv.** Survey Layout
- v.** Construction Supervision and Quantity Pick up (based on anticipated 8 days of construction with 8 hours per day of inspection – this level of inspection can be discussed with the Summer Village and reduced if a lesser level of supervision is preferred)
- vi.** Materials Testing (compaction testing)
- vii.** Progress Payments and Contract Administration
- viii.** Construction Completion Inspection
- ix.** Post-Construction Survey/Final Quantities

APTUS ENGINEERING LTD

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e. Warranty/Maintenance (Provisional)

i. Inspection (1 site visit)

3.0 Services Considered Outside of the Scope

Should engineering services beyond duties listed in the Project Understanding or work of the following nature be required, they would be considered outside of the scope of work provided for in this proposal. Additional work could be invoiced hourly using the hourly rate attached to the proposal or a change order to the original fees could be provided so as to maintain an upset limit of fees.

Any changes in the engineering design and plans which are requested by the Client, or made necessary by factors outside of the control of the Engineer and which is not a result of errors or omissions of the Engineer.

1) Existing Drainage and Stormwater Management Review

a. White Sands Municipal Stormwater Management Plan

- i.* One in-person Project Start-up meeting and 2 virtual meetings have been included, further meetings have not been included.
- ii.* No survey has been included. Due to the size of the review area, LiDAR will be utilized.
- iii.* LiDAR to be arranged and purchased by the Summer Village of White Sands.
- iv.* No environmental or geotechnical assessments, though it may be prudent to complete a desktop wetland assessment.
- v.* No environmental approvals have been included.
- vi.* Scope may change once the 'purpose' of the proposed review is discussed with the Summer Village in order to ensure the work planned will accomplish this.

b. Area of Concern (Lot 12/3rd Street Pond)

- i.* No environmental or geotechnical investigations outside of the provisional wetland field assessment have been included.
- ii.* No stormwater modeling has been included.
- iii.* It is assumed that the Summer Village will take care of approval/notification to residents for Aptus to complete the necessary topographical survey.

2) Boat Launch Repair and Expansion

a. Repair

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- i. No DFO or Navigable Waters applications/notifications. It is assumed based on information provided that Stettler County is handling these.
- ii. Environmental Investigations have not been included at this time.
- iii. No provisions for procurement, quantity take-offs, design drawings, or construction supervision have been included.

b. Expansion

- i. Legal Surveyor for work on a DLO sketch plan has not been included at this time. It is anticipated that a new DLO will be required.
- ii. No Detailed Design, Procurement, or Construction supervision/management have been included until further project details and scope are determined.
- iii. 2 virtual and 1 in-person meetings have been included in the estimate, further virtual or in-person meetings have not been included.

~~3) New Community Hall~~

- ~~a. No design or concept plans within the building footprint have been included.~~
- ~~b. Architectural or structural plans for the building. An architect and/or builder will be required for a building plan.~~
- ~~c. Land acquisition will be completed by others.~~

4) Front Street Widening

- a. No land acquisition or negotiations with landowners have been accounted for.
- b. Assume no underground deep utilities in the road right of way.
- c. There is no provision for scheduled meetings other than the 2 discussion meetings previously noted (1 in-person & 1 virtual).
- d. No environmental work/approvals have been accounted for.
- e. No legal land survey work or setup of permanent control markers. Aptus does not have a registered Alberta Land Surveyor on staff.
- f. No geotechnical investigation. Only compaction testing during construction has been included.
- g. Shallow Utility relocations have not been included, nor securing crossing agreements with affected shallow utility companies.
- h. Private locates have not been included.

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4.0 Fees:

Base Fees (GST Excluded)

The following fees are high level budgetary estimates for the four projects noted. Projects will be invoiced hourly to these upset limits, based on actual hours worked:

Task	Fees
Existing Drainage and Stormwater Management Review: <ul style="list-style-type: none">- White Sands Municipal SWMP <i>(does <u>not</u> include LiDAR purchase)</i>- Lot 12/ 3rd Street Pond Area <i>(includes \$16,940 of provisional survey & environmental)</i>	\$39,190 \$26,645
Boat Launch Expansion and Repair: (incl. preliminary and investigation)	\$5,425
Front Street Widening: <ul style="list-style-type: none">- <i>Preliminary and Detailed Design</i>- <i>Procurement (provisional)</i>- <i>Construction management and Warranty (provisional)</i>	\$15,595 \$3,820 \$21,985

1 Geotechnical Estimate to be confirmed with more refined scope.

Above fees are based on information provided to date. If additional work is anticipated and/or added, Aptus will submit a scope change request for client approval. Estimates are based on 2023 rates, should projects continue into future years, Aptus will invoice at our 'current hourly rates' for that year.

Aptus invoices will be due upon receipt. Invoices outstanding over 30 days will be charged 2.0% interest from date of issue.

Aptus's 2023 hourly rate sheet has also been included for potential extra work.

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Conclusion:

We are available to begin work on these projects within one to two weeks of being awarded the work. Please call at your convenience, should additional information or clarification be required on these matters. We are willing to discuss and potentially modify the scope of work and fees to better suit the Village of White Sands' needs, as required.

Once again, thank you for the opportunity to propose our services for these projects, and we look forward to continuing to work with you in the future.

Sincerely,



Sarah Kun, P.Eng.

Project Manager

Aptus Engineering Ltd.

formerly AL-Terra Engineering (Red Deer) Ltd.

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Aptus Engineering Ltd. Personnel	
Updated: May 1, 2023	Hourly Rates for 2023
Martin Broks, P. Eng., Senior Engineer	\$229.00/Hour
Steve Banack, P. Eng., Senior Engineer	\$229.00/Hour
Tyler Broks, R.E.T.	\$170.00/Hour
Dan Gilbertson, P. Eng.	\$170.00/Hour
Gordon Jickling, P. Eng.	\$170.00/Hour
Fahim Quamrul, P. Eng.	\$155.00/Hour
Corey Wilfort, P. Eng.	\$147.00/Hour
Sarah Kun, P. Eng.	\$137.00/Hour
Brandon Wetmore, P.Eng.	\$130.00/Hour
Jamie Hookey, E.I.T.	\$128.00/Hour
Cory Cochrane, C.E.T.	\$116.00/Hour
Joel Raatz, C.E.T.	\$115.00/Hour
Jason Moon, C.E.T.	\$114.00/Hour
Curtis Nikkel, C.E.T.	\$110.00/Hour
Tianna Wagner, C.E.T.	\$102.00/Hour
Emma Vink, E.I.T.	\$102.00/Hour
Kory Drake, E.I.T	\$98.00/Hour
Lousie van Zyl, T.T.	\$101.00/Hour
Tyler Hunt, T.T.	\$96.00/Hour
Kristine Acebedo, T.T.	\$96.00/Hour
Drafting Technician	\$96.00/Hour
Office Administrator	\$96.00/Hour
Co-op Students (6 month & 8 month)	\$86.00/Hour
Clerical	\$84.00/Hour
Labourer	\$58.00/Hour
1-Person Survey Crew – including all equipment & vehicle	\$182.00/Hour
2-Person Survey Crew – including all equipment & vehicle	\$269.00/Hour
2-Person Survey Crew – excluding all equipment	\$194.00/Hour
Vehicle - the greater of	\$1.05/km or
	\$19.00/Hour
Quad/Snowmobile/Boat	\$12.50/Hour plus Crew Rate
Total Station Survey Equipment - excluding survey crew	\$8.00/Hour plus Crew Rate
Robotic Total Station Equipment - excluding survey crew	\$50.00/Hour plus Crew Rate
G.P.S. Survey Equipment - excluding survey crew	\$50.00/Hour plus Crew Rate
SX-10 Survey Equipment – excluding survey crew	\$75.00/Hour plus Crew Rate
Traffic Counting Camera - excluding personnel time	\$250.00/Day plus Personnel
Arrow Board	\$50.00/Hour
Quadcopter UAV (Drone)	\$50.00/Hour
Disbursements:	
<ul style="list-style-type: none"> • Disbursements, including miscellaneous photocopying, blueprinting and plotting, survey supplies, faxes and telephone charges, are included as a charge of 8% of the total invoiced labour costs. • Any extraordinary printing requirements will be identified and priced in advance, ie: reports, plots and blueprinting and contract documents (5 or more copies). • All third party (sub consultants) disbursements will be passed on at cost plus 5% handling fee. • Invoices outstanding over 30 days will be charged 2.0% interest from date of issue. • G.S.T. not included in the above rates. 	



LEGEND

Desktop Wetland

REVISIONS

Date: 2022-02-08 Revised by: DG Checked by: AK

A - Issued for Review

Issued figure for review purposes.

Date: Revised by: Checked by:

Date: Revised by: Checked by:

PREPARED BY

EXP Services Inc.
 t: +1 (403) 509-3030
 48 Quarry Park Blvd SE, Suite 220
 Calgary, Alberta T2C5P2
 Canada
www.exp.com



SUMMER VILLAGE OF WHITE SANDS

Client:

**AL-Terra Engineering
(Red Deer) Ltd.**

Figure Title:

Summer Village of White Sands (Buffalo Lake)
 Desktop Wetland Assessment

Scale:
1 : 4,000
 1 cm equals 40 meters

Projection:
Projection
 GCS WGS 1984

Sheet:
1
 1 of 1

Drawing Number:
1003-03-001
 Revision A



Sarah Kun

From: Amy Krawczyk <Amy.Krawczyk@exp.com>
Sent: February 8, 2022 3:29 PM
To: Sarah Kun
Cc: Rachael Powell; Susan Patey LeDrew
Subject: Desktop Wetland Assessment - 5-27-40-20 W4M (CGY-22003105-00)
Attachments: RE: Previous Crown-Ownership Assessments - 5-27-4-20 W4M; 1003-03-001 Buffalo Lake Wetland.pdf

EXTERNAL E-MAIL: Use caution with attachments and links.

Hi Sarah,

EXP has completed a desktop assessment of the wetland (DW01) identified at the end of 3rd Street and north west of Buffalo Road in the Village of White Sands. A figure showing the location of desktop-delineated wetland boundaries is attached for your files.

Based on a review of imagery from 1951 to 2020, it is likely that DW01 is naturally occurring, is currently approximately 0.16 ha in size, and would be classified as a semi-permanent shallow open water wetland. Based on the review of aerial imagery and Google Earth, it appears that the wetland is located in a depressional area, and likely receives run off from 3rd Street and Buffalo Road, as well as from surrounding residential areas. There does not appear to be any culverts in the area along either Buffalo Road or 3rd Street, nor other obvious drainage paths into or out of DW01.

EXP reached out to the Water Boundaries group at AEP (email attached) regarding ownership of the wetland. In 2013, SW 27-40-20 W4M was assessed, and two waterbodies in 3-27-40-20 W4M met the criteria for Crown ownership under Section 3 of the *Public Lands Act*. The wetlands in the remainder of SW 27-40-20 W4M (including DW01) did not meet the criteria for Crown-ownership. Additional approvals under the *Public Lands Act* are not required for any proposed impacts to wetland DW01.

Approval under the *Water Act* will be required should any activity be proposed within DW01. Depending on the nature and scope of the proposed activity, the application for approval under the *Water Act* will need to be supplemented by a Wetland Assessment and Impact Form (WAIF; typically for temporary impacts to wetlands) or Wetland Assessment and Impact Report (WAIR; typically for permanent impacts to wetlands). Financial compensation for loss of wetland area may be required, depending on the final proposed scope of work within the wetland. Compensation values are based on the wetland size, area of impact, functional assessment score of the wetland*, and compensation rates based on the area of the province that the wetland is located. Based on the desktop-delineated size of the wetland (approximately 0.16 ha), best and worst case compensation values have been provided in Table 1 (assuming 100% of the wetland will be impacted, and assuming DW01 is an "A" or "D" value wetland). Actual compensation values may vary, based on the nature of the proposed work within the wetland, field-delineated wetland size, area of impact, and functional assessment* score.

Table 1 Estimated Compensation Range for Impacting 100% of Wetland DW01

Anticipated Wetland Compensation	Wetland ID	Wetland Classification	Area Impacted (ha)	ABWRET-A Score	Compensation Ratio (X:1)	Area to be Compensated (ha)	RWVAU	Com Rate
Worst Case	DW01	Semi-Permanent Shallow Open Water Wetland	0.16	A	8	1.28	16	\$18,

Best Case	DW01	Semi-Permanent Shallow Open Water Wetland	0.16	D	1	0.16	16	\$18,
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(ABWRET-A) is used to assess the function

of a wetland. ABWRET-A is completed based on an on-site assessment of a wetland. Wetlands are scored on an A-D scale. "A" value wetlands are high-functioning/high-value wetlands. "D" value wetlands are lower-functioning/lower-value wetlands. "B" and "C" value wetlands are moderate-functioning/moderate-value wetlands.

A field assessment is recommended (and may be required) to confirm the wetland boundary, classification, and to complete the required functional assessment (ABWRET-A) should impacts to DW01 be proposed.

Please let me know if you have any questions or need any additional information.

Thank you,



Amy Krawczyk, M.Sc., P.Biol., EP

EXP | Environmental Planner
 t : +1.587.323.8226 | e : amy.krawczyk@exp.com
 48 Quarry Park Boulevard S.E.
 Suite 220
 Calgary, AB T2C 5P2
 CANADA

exp.com | [legal disclaimer](#)
keep it green, read from the screen

The Summer Village of
White Sands
Visitor Map
 with Civic Addresses

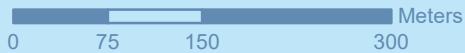
BUFFALO
 LAKE

Lot 12/3rd Street Pond - Existing
 Drainage & Stormwater
 Management Review Area

Front Street Widening



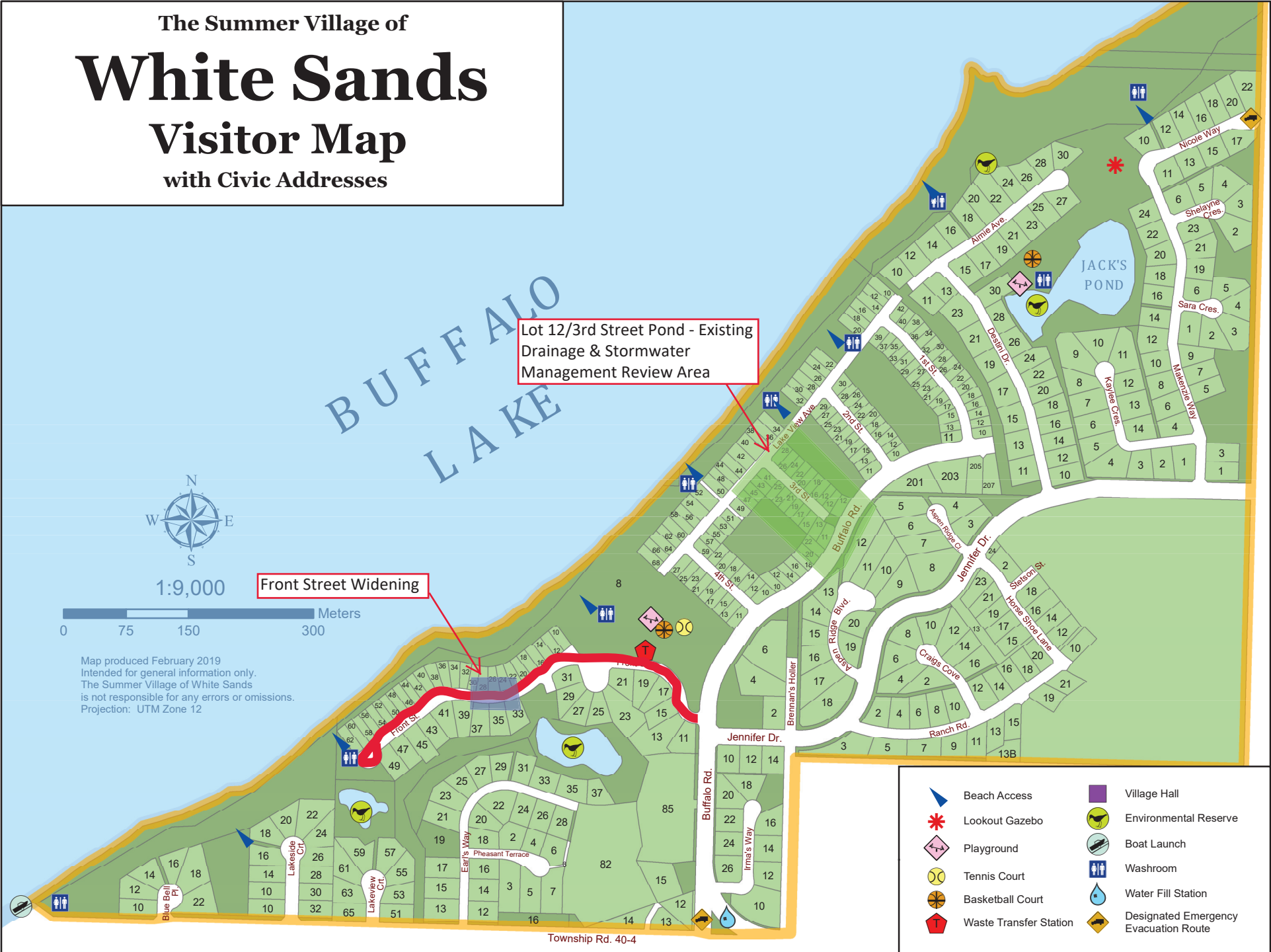
1:9,000



Map produced February 2019
 Intended for general information only.
 The Summer Village of White Sands
 is not responsible for any errors or omissions.
 Projection: UTM Zone 12

Township Rd. 40-4

- | | | | |
|--|------------------------|--|---------------------------------------|
| | Beach Access | | Village Hall |
| | Lookout Gazebo | | Environmental Reserve |
| | Playground | | Boat Launch |
| | Tennis Court | | Washroom |
| | Basketball Court | | Water Fill Station |
| | Waste Transfer Station | | Designated Emergency Evacuation Route |



WORK AUTHORIZATION AGREEMENT

This agreement made between the Client and APTUS Engineering Ltd. [APTUS].

Client Information for invoicing and contact purposes:

Company: _____

Address: _____

City & Province: _____

Postal Code: _____

Contact Person: _____

Contact Phone No.: _____

Contact Email: _____

APTUS Proposal No: _____ **Dated:** _____

Client Project No: _____

Project Budget: _____

Project Scope, Deliverables, and Applicable Fees and Charges: As described in Proposal No. _____ or as follows:



1. AUTHORITY

The Client requests and requires APTUS to perform the work specified in the Project Scope ("Work") in accordance with the terms and conditions of this Work Authorization Agreement.

2. TERM OF THIS AGREEMENT

The term of this agreement shall commence on the date the agreement is executed by the Client, and, subject to the terms of earlier termination provided for herein, expiring when services are completed, which the parties estimate to occur on or about _____.

3. STANDARD OF CARE

APTUS is entitled to choose the methods and means of providing the services without instructions or interference from the Client.

In the performance of professional services, APTUS will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession practicing in the same or similar localities. No other warranty expressed or implied is made or intended by this agreement.

4. CHANGES

Provided it is approved in writing by the Client and APTUS, the parties may order changes within the general scope of the services by altering, adding to, or deleting from the services to be performed. Work beyond the scope of services or re-doing any part of the project through no fault of APTUS, shall constitute extra work and shall be paid for on a time-and-disbursement basis, in addition to any other

payment provided for in this agreement. If, in APTUS's reasonable opinion, the conditions cause an increase or decrease in APTUS's cost of, or time required, for performance of any part of its services, the Client shall issue a Change Order with an equitable adjustment in APTUS's compensation, schedule, or both.

5. DELAYS AND INTERRUPTIONS

Should APTUS be delayed or interrupted by others in the performance of its services, or be required to perform additional services as a result of any delay or interruption caused by others, APTUS shall be equitably compensated by the Client, using APTUS's current posted time and disbursement rates, for all costs, charges, and expenses which it may incur resulting from such delay or interruption.

6. LIMITATION OF LIABILITY

To the fullest extent permitted by law, unless the result of gross negligence or wilful misconduct by APTUS, the total liability of APTUS, its officers, directors, employees, agents, and subcontractors to the Client and anyone claiming by, through or under the Client for any claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the Project and services provided by APTUS from any cause or causes, including negligence, professional errors and omissions, strict liability, breach of contract or breach of warranty, shall not exceed the total fees received by APTUS under this Agreement.

No claim may be brought against APTUS more than 1 year (or the minimum period required to be allowed by the applicable legislation) after the Work was last performed under this Agreement.

7. PROFESSIONAL LIABILITY INSURANCE

APTUS shall maintain, throughout the term of this Agreement, Professional Liability Insurance with per claim and annual aggregate limits as selected below to insure APTUS's professional liability resulting from the performance of the work.

- In the amount of: \$5,000,000.00
- As per the attached

AL-Terra shall provide the Client with proof of such insurance upon written request.

8. COMMERCIAL GENERAL LIABILITY INSURANCE

APTUS shall maintain, throughout the term of this Agreement, Commercial General Liability Insurance with per claim and annual aggregate limits of \$5,000,000.00. APTUS shall provide the Client with proof of such insurance upon written request.

9. FINANCIAL CONTRACTUAL TERMS

- i. APTUS will submit monthly invoices to the Client and a final bill upon completion of the work. Payment is due upon presentation of invoice and is past due thirty (30) days from the date on the invoice, unless other arrangements are made with APTUS in advance of APTUS proceeding with the work, as specified following this paragraph. (Insert other arrangements, if applicable):
- ii. No holdbacks will apply to the fees earned herein or to third party billings associated with APTUS's work, unless the Client reasonably objects to all, or any portion of an invoice, as further addressed in Article 8.v). The Client agrees to pay a finance charge of two percent (2%) per month, compounded monthly, on past due accounts. If payment remains past due forty-five (45) days from the date of the invoice, then APTUS shall have the right to suspend all work under this Agreement, without prejudice, and all reasonable demobilization and other suspension costs will be paid by the Client. The Client agrees that any collection fees, including consultant, agency, legal fees on a full indemnity basis, and court fees, incurred by APTUS shall be payable over and above the contract amount.
- iii. APTUS may, at its sole discretion, suspend the work, after giving the Client five (5) working days' written notice, until all overdue amounts have been paid in full.
- iv. At its sole discretion, APTUS may require an advance of fees prior to commencing the Work. This amount will be based on the estimated aggregate cost and the estimated duration of the Work. The requirements, if any, are set out following this paragraph.
- v. If the Client reasonably objects to all, or any portion of an invoice, the Client shall notify APTUS of that fact, in writing, within fourteen (14) days from the date on APTUS's invoice, give reasons for the objection, and pay that portion of the invoice not reasonably in dispute. Failure of the Client to provide such written notice within the allowed fourteen (14) day period shall be deemed to be a waiver of all objections to that invoice.

10. EXTENT OF AGREEMENT

This Agreement represents the entire Agreement between the Client and APTUS and supersedes any and all prior negotiations, representations, or agreements, either written or oral. Work beyond the scope of services or re-doing any part of the services through

no fault of APTUS, shall constitute extra work and shall be paid for by the Client on a “time and disbursements” basis in addition to any other payment provided for in this Agreement.

11. CONTROL OF WORK SITE AND JOBSITE SAFETY

APTUS is only responsible for the activities of its employees on the jobsite. The presence of APTUS personnel on the site shall not be construed in any way to relieve the Client, or any contractors on site from their responsibilities for site safety.

12. DISPUTES

Any dispute arising hereunder shall first be resolved by taking the following steps, where a successive step is taken, if the issue is not resolved at the preceding step: 1) by technical and contractual personnel for each party performing this project, 2) by executive management of each party, 3) by mediation, 4) by arbitration if both parties agree, or 5) through the court system of the jurisdiction of APTUS’s office that entered this Agreement.

13. TERMINATION

This Agreement may be terminated for convenience by either party on 15 days written notice, or if either party fails substantially to perform through no fault of the other, and does not commence correction of such non-performance with 5 days of written notice and diligently complete the correction thereafter. On termination, APTUS will be paid for all authorized work performed up to the termination date plus reasonable termination expenses.

Agreed on behalf of the Client:

Submitted by:
APTUS Engineering Ltd.

Signature

Signature

Name

Name

Date

Date

Issue:

Community Standards Bylaw 196-23 (Repeals Bylaw 147-15)

General:

The Community Standards Bylaw was revised to reflect some changes in Schedule "A" Schedule of Fine increases under the following areas:

- 3.29
- 3.30
- 3.32
- 3.33

These areas were changed to increase the first offence.

Review:

Administration reviewed the bylaw and made the above noted changes and brought Bylaw 196-23 to council at the September 20, 2023, meeting for review and first reading of the bylaw.

Recommendation

Administration recommends doing second reading

Alternatives:

Council may wish to do some more amendments prior to second reading or council may wish to do second and third reading of Bylaw 196-23

Author:

Melissa Beebe

SUMMER VILLAGE OF WHITE SANDS
BYLAW NO. 196-23

A BYLAW OF THE SUMMER VILLAGE OF WHITE SANDS IN THE PROVINCE OF ALBERTA, TO PROHIBIT CERTAIN ACTIVITIES IN ORDER TO PREVENT AND COMPEL THE ABATEMENT OF NOISE, NUISANCES, UNSIGHTLY PREMISES AND PUBLIC DISTURBANCES;

NOW THEREFORE, the Council of the Summer Village of White Sands, duly assembled, enacts as follows:

SECTION 1: TITLE AND DEFINITIONS

Bylaw Title

1. This Bylaw shall be called the “Community Standards Bylaw”.

Definitions

2. In this Bylaw, the following definitions shall apply:
 - a. **“Construction Equipment”** includes, but is not limited to trenching machines, concrete mixers, backhoes and similar equipment.
 - b. **“Designated Officer”** means a person appointed by the Summer Village whose authority includes inspections or enforcement of the Summer Village’s Bylaws and includes a Peace Officer, Development Officer and Chief Administrative Officer.
 - c. **“Dilapidated Vehicle”** means any vehicle that is subject to any two of the following items below:
 - (i) Not used on a regular basis;
 - (ii) Does not have a validated license plate attached to it;
 - (iii) Is lacking one or more major body parts (i.e. fenders, hoods, etc.); and
 - (iv) Is lacking one or more of its power train parts (i.e. motor, transmission, differential, etc.).
 - d. **“Graffiti”** means the defacement or disfigurement of any property or object, through the performance of any of the following acts:
 - (i) the application of any substance, including paint, ink, stain or whitewash to any surface; or

- (ii) the affixing of any substance, including paper, fabric or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or
 - (iii) the marking, scratching, etching or other alteration or disfigurement of any surface.
- e. **“Municipal Government Act”** means the Municipal Government Act of Alberta, R.S.A., 2000, Chapter M-26 as it is amended from time to time.
- f. **“Nuisance”** for the purpose of this Bylaw includes any use of or activity upon any property which is offensive to any person, or has or may have a detrimental impact upon any person or other property in the neighborhood, and without limiting the generality of the foregoing, includes the following:
- (i) the failure to cut grass to a height of 15 centimetres or less within the landscaped area;
 - (ii) the failure to maintain any tree, shrub, other type of vegetation or any structure: that interferes or could interfere with any public work or utility; that impairs the visibility required for safe traffic flow at any intersection adjacent to the property; or that becomes a nuisance by encroaching on a neighbouring property.
 - (iii) the failure to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds;
 - (iv) the accumulation of any material that creates unpleasant odors, any material that attracts pests or any animal remains, parts of animal remains or animal feces;
 - (v) the storage or accumulation of or failure to dispose of discarded or dilapidated furniture or appliances, loose garbage, rubbish, packaging material, scrap metals, scrap lumber, tires, parts of disassembled machinery, equipment or appliances and motor vehicle parts;
 - (vi) the causing of opaque or dense smoke and permitting such smoke to be emitted into the atmosphere for a period in excess of 6 minutes in any one hour, or at a point other than the opening to the atmosphere of the flue, stack or chimney, unless specifically authorized by Council;
 - (vii) the generation of excessive dust on a property and permitting such dust to escape from the property;
 - (viii) the use of any pesticide or herbicide which has significant detrimental or environmental effects on surrounding areas;
 - (ix) the failure to control or eliminate insect pests harmful to the growth and development of trees and shrubs or any vegetable or plant life;
 - (x) the storage or accumulation of dilapidated or derelict vehicles or the storage of unregistered vehicles in excess of two vehicles on any residential or commercial site except vehicles that are stored in an approved accessory or temporary building;

- (xi) the failure to maintain an accessory building, structure or fence such that it deteriorates, becomes unsightly or becomes a safety hazard;
 - (xii) the failure to fence or secure an excavation, drain, ditch or other depression so that it does not become a danger to public safety;
 - (xiii) the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any fence or wall on any property, where the same are accumulated and become in a dilapidated and unsightly condition;
 - (xiv) burning anything other than dry untreated clean wood in a residential wood fireplace.
- g. **“Off Highway Vehicle”** means any motorized mode of transportation built for cross-country travel on land, water, snow, ice, marsh or swamp lands, or on other natural terrain;
- h. **"Peace Officer"** means a Peace Officer appointed by the Summer Village, pursuant to the Municipal Government Act, for the purpose of enforcing the Summer Village’s Bylaws, and includes a member of the Royal Canadian Mounted Police and, when authorized, a Community Peace Officer. For the purpose of inspection and enforcement under this Bylaw, a Peace Officer is a Designated Officer.
- i. **“Power Tools”** include any tool powered by an engine, motor or compressed air.
- j. **“Public Beach”** means “Public Property”.
- k. **“Public Lands”** means “Public Property”.
- l. **“Public Place”** means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access;
- m. **“Private Property”** means all property within the Sumer Village other than property constituting Public Property.
- n. **“Public Property”** means property owned by or under the control and management of the Government of Canada, Government of Alberta, or the Summer Village, contained within the boundaries of the Summer Village.
- o. **"Recreational Vehicle"** means a portable structure designed and built to be carried on a vehicle or to be transported/motorized on its own wheels, and which is intended to provide temporary living accommodation for travel and recreational purposes and which does not need any special license or permit to travel on the public road systems other than a usual trailer or vehicle license and, without limiting the generality of the foregoing, includes such vehicles as a motorhome, a fifth-wheel, a camper, a travel trailer, a Recreational Vehicle that conforms to the CSA Z-240 Standard for Recreational Vehicles (i.e. a Recreational Vehicle – Park Model Trailer),

a tent trailer, but does not include any vehicle or over 2.6 m (8.5 ft.) in transit mode width, a RTM dwelling or a Recreational Vehicle – Park Model Recreational Unit.

- p. **“Spit”** means to eject phlegm, saliva, chewing tobacco juice or any other substance from the mouth.
- q. **“Summer Village”** means the Summer Village of White Sands in the Province of Alberta.
- r. **“Traffic Safety Act”** means the Traffic Safety Act of Alberta, R.S.A. 2000, Chapter T-6 as it is amended from time to time.
- s. **“Urinate”** means to discharge urine from the body.

SECTION 2: NOISE

- 3. No person shall cause or permit any noise that annoys or disturbs the peace of any other person.
- 4. No person shall permit property that they own or control to be used so that noise from the property annoys or disturbs the peace of any other person.
- 5. No person shall yell, scream, or swear in any public place.
- 6. In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:
 - a. type, volume and duration of the sound;
 - b. time of day and day of the week;
 - c. nature and use of the surrounding area.

Industrial/Construction Noise

- 7. Nothing in this Bylaw shall prevent the continual operation of construction equipment or a power tool where the activity is one which is needed to construct:
 - a. a permitted use; or
 - b. an approved discretionary use; or
 - c. a non-conforming, but not illegal, use as defined in the *Municipal Government Act*.

8. In the operation of construction equipment or a power tool, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.
9. With the exception of the activities referred to in section 7 herein, unless permission from the Administrator of the Summer Village is first obtained, no person shall use, operate or allow to be used or operated any tools, machinery or equipment so as to create a noise, or disturbance which may be heard in a residential building between the hours of ten o'clock in the evening and seven o'clock in the morning of any day.

Exceptions

10. These provisions do not apply to work carried on by the Summer Village, or by a contractor carrying out the instructions of the Summer Village.
11. These provisions do not apply to contractors carrying out snow removal.
12. In the case of snow removal the Administrator of the Summer Village may require noise abatement practices including one or both of the following conditions:
 - a. a requirement that snow not be removed between 12:00 a.m. and 6:00 a.m.
 - b. a requirement that snow be removed from a site in a sequence which is least disruptive to the peace and quiet of residents.

SECTION 3: PUBLIC BEHAVIOURS

Nuisance

13. No person being the owner, agent of the owner, lessee or occupier of any property within the Summer Village shall permit such property, or the activities upon such property to be or remain a nuisance or safety hazard.

Graffiti

14. No person shall place graffiti or cause it to be placed on any property.
15. Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from public view.

16. A property owner who breaches the provisions of Section 15 where, following the issuance of and failure to comply with an Order under section 545 of the Municipal Government Act, shall be liable to payment of a penalty as prescribed in Schedule “A”.
17. In prosecuting for an offence under this Part, the consent of the property owner of any premises to place graffiti shall not be a defense under this Bylaw.

Household Waste

18. Household waste consisting of such rubbish as bottles, cans, clothing, disposables, food packaging, food scraps, paper and cardboard that originates from private homes is accepted at the White Sands Waste Transfer Station. Household waste does not include such items as: yard waste; furniture and beds; appliances; lawn equipment; metal or wood; construction materials; and demolition scrap.

Construction Waste

19. Each construction site shall have an appropriate waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.
20. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.

Nuisance Enforcement

21. The Peace Officer or Designated Officer may, after giving reasonable notice to the owner or occupier of the premises, enter upon said premises and carry out an inspection.
22. Upon completion of the inspection, the Peace Officer or Designated Officer may direct the owner or occupant of the property to:
 - a. cease the activity which causes the nuisance;
 - b. change the way in which such person is carrying out any activity;
 - c. direct any person to take any action or measure necessary to compel the elimination or abatement of the nuisance, including:
 - (i) the removal of any thing or matter from the property, which constitutes the nuisance; and
 - (ii) the construction or installation of a garbage bin or enclosure or the repair of an existing garbage enclosure;
 - (iii) enter into a cleanliness agreement in a form to the satisfaction of the Peace Officer or Designated Officer.;

- (iv) specify the time within which such person must comply with the directions contained in the notice;
 - (v) notify the owner or occupant that, if compliance with the notice is not effected within a specified time, the Summer Village will take the actions or measures specified in the notice to abate the nuisance, at the expense of the owner or occupier; and
 - (vi) offer the owner or occupant of the property an opportunity to enter into any other voluntary agreement with the Summer Village to keep the premises clean, tidy and free of nuisances.
23. Any person who fails to comply with a direction made under Section 22 is guilty of an offence.
24. No person shall cause or permit or undertake any activity upon any Summer Village property which is a nuisance.

Littering

25. No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Summer Village property, including any street, lane, sidewalk, parking lot, park, public beach or other public place or water course:
- a. a cardboard or wooden box, carton, container, or receptacle of any kind;
 - b. a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionery;
 - c. paper of any kind, whether or not containing written or printed matter thereon;
 - d. cigarette butts;
 - e. any human, animal or vegetable matter or waste;
 - f. any glass, crockery, nails, tacks, barbed-wire or other breakable or sharp objects;
 - g. scrap metal, scrap lumber, tires, dismantled wrecked or dilapidated motor vehicles or parts therefrom;
 - h. any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, bi-way or other public place;
 - i. dirt, filth or rubbish of any kind whether similar or dissimilar to the foregoing.
26. A person who has placed, deposited or thrown or caused to be placed or thrown anything or any matter mentioned in section 26 above upon any street, lane, sidewalk,

parking lot, park, public beach or other public place or water course shall forthwith remove it.

Spitting/Urinating

27. No person shall urinate or deposit any human waste in any public place or in any place to which the public is allowed access, other than a public washroom.
28. No person shall spit at any person or on any public or private property that they do not own.

Camping, Tenting or Occupying Public Property

29. No person shall camp, tent, sleep, or set up any form of shelter on any Public Lands or Public Beaches without signed written consent from the Summer Village.
30. No person shall park, store, or otherwise abandon any Boat Lift, Dock, Recreational Vehicle, Trailer, or any other vehicle on any Public Lands or Public Beaches without signed written consent from the Summer Village.
31. The Village shall have the right to move all non-approved objects/materials/items off of Public Property.
 - a. The Village shall have the right to recover reasonable removal costs from the owner of the item that was removed. The Village shall not be responsible for any damages caused to a non-approved object during or after removal from public property.

Damage to Public Lands

32. No person shall cause or permit to be caused any damage to Public Lands or Public Beaches.
33. No person shall cut down or remove any tree or other vegetation from any Public Lands or Public Beaches without the written consent of the Summer Village.
34. Any person found guilty of a contravention of this Section of this Bylaw shall also be held liable for any costs incurred by the Summer Village to restore the Public Lands, Public Beaches, and/or trees and vegetation that were damaged.

Parking of Vehicles

35. Any vehicles parked on Public Property shall be fined under this Bylaw and removed (towed) with all costs to be paid by the owner of the vehicle.

36. Any vehicles parked in designated “no parking areas” shall be fined under this Bylaw and removed (towed) with all costs to be paid by the owner of the vehicle.
37. No person shall operate any vehicle upon any Public Lands or any Public Beach areas within the Summer Village;
38. No person shall operate any vehicle upon any Private Property unless they are the owner of such property or unless they have the express permission of the property owner.
39. The provisions of section 37 above do not apply in any area where there are signs indicating that vehicles are permitted or if the person has signed written consent to operate a vehicle on Public Property or Public Beaches from the Administrator of the Summer Village.

SECTION 4: OFF HIGHWAY VEHICLES

“The provisions and regulations of the Traffic Safety Act as amended are hereby incorporated into this Section”;

40. No person shall operate an Off Highway Vehicle upon any Public Lands or any Public Beach areas within the Summer Village.
41. No person shall operate an Off Highway Vehicle upon any Private Property unless they are the owner of such property or unless they have the express permission of the property owner.
42. The provisions of section 40 above do not apply in any area where there are signs indicating that Off Highway Vehicles are permitted or if the person has signed written consent to operate an Off Highway Vehicle on Public Property or Public Beaches from the Administrator of the Summer Village.
43. No person shall operate any Off Highway Vehicle in such a manner so that it annoys or disturbs the peace of any other resident of the Summer Village.
44. No person shall operate any Off Highway Vehicle in such a manner so that it causes dust, smoke, or exhaust that causes a nuisance to any other resident of the Summer Village.
45. Where a vehicle or Off Highway Vehicle is driven, used, parked or left in contravention of any provision of this Bylaw, the owner of the vehicle shall be deemed responsible for the contravention and liable to the penalty provided herein, unless he proves to the satisfaction of the Court trying the case that at the time of the contravention the vehicle

was not being driven, used, parked or left by him or any other person with his express or implied consent.

46. Any property owner who allows or permits a person living, staying, or visiting at their property to operate a vehicle or Off Highway Vehicle in contravention of this Bylaw shall be issued fines in accordance with this Bylaw if the owner or operator of the vehicle or Off Highway Vehicle cannot be determined.

SECTION 5: INSPECTION OF PROPERTIES

47. Council hereby authorizes any Peace Officer or Designated Officer to enter any lands, buildings or premises, not including a private dwelling, during daylight hours to inspect for any conditions that may constitute a nuisance or contravene or fail to comply with the provisions of this By-Law.

SECTION 6: PENALTIES

48. Any person who breaches any section of this Bylaw is guilty of an offence and liable to:

- a. payment of the penalty specified in Schedule "A" hereto; or
- b. for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more than \$10,000.00;

and in default of payment of any penalty, to imprisonment for up to one (1) year.

49. Notwithstanding Part V Section 47 of this Bylaw, any person who commits a second or subsequent offence under this Bylaw within twelve (12) months of committing a first offence under this Bylaw, may be liable to an increased fine as set out in Schedule "A".

50. A Peace Officer or Designated Officer is hereby authorized and empowered to issue a violation ticket pursuant to the Provincial Offences Procedure Act to any person who the Peace Officer or Designated Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

51. If a violation ticket is issued in respect of an offence, the violation ticket may:

- a. specify the fine amount established by this Bylaw for the offence; or
- b. require a person to appear in Court without the alternative of making a voluntary payment.

52. A person who commits an offence may:

- a. If a violation ticket is issued in respect of the offence; and
- b. If the violation ticket specifies the fine amount established by this Bylaw for the offence, make a voluntary payment equal to the specified fine by delivering the violation ticket and the specified fine to the Provincial Court Office specified on the violation ticket.

SECTION 7 GENERAL

53. This bylaw shall come into force on the date of final passing thereof and upon coming into effect Bylaw 147-15 is repealed.

54. Should a section or part of this bylaw be found to be improperly enacted or ultra vires, for any reasons, then such section or part shall be regarded as being severable from the bylaw and the bylaw remaining after such severance shall be effective and enforceable.

Read a first time this _20__ day of ___September_____, 2023.

Read a second time this _20__ day of ___September_____, 2023.

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

Mayor

Chief Administrative Officer

Schedule "A" Schedule of Fines

SECTIONS	OFFENSE	1ST OFFENCE	2ND OFFENCE	3RD & SUBSEQUENT OFFENCE
SECTION 2	NOISE			
2.3 – 2.12	All Offenses	\$250.00	\$500.00	\$1000.00
SECTION 3	PUBLIC BEHAVIOUR			
3.13	Permitting a nuisance on Private Property	\$250.00	\$500.00	\$1000.00
3.14	Placing Graffiti on any property	\$500.00	\$1000.00	\$2500.00
3.15	Failure to remove Graffiti	\$250.00	\$500.00	\$1000.00
3.18	Disposal of waste other than household waste at the Waste Transfer Station	\$250.00	\$500.00	\$1000.00
3.19	Failure to have a waste container at a construction site	\$250.00	\$500.00	\$1000.00
3.23	Fail to comply with an order of a Peace Officer	\$500.00	\$1000.00	\$2500.00
3.24	Causing a nuisance on Summer Village Property	\$500.00	\$1000.00	\$2500.00
3.25	Depositing litter on Summer Village Property	\$250.00	\$500.00	\$1000.00
3.26	Failing to remove litter	\$250.00	\$500.00	\$1000.00
3.27	Urinating or depositing human waste in a public place	\$500.00	\$1000.00	\$2500.00
3.28	Spitting in a public place or on private property or Spitting at a person	\$250.00	\$500.00	\$1000.00
3.29	Camping, tenting, sleeping, or setting up shelter on Public Lands or Public Beaches	\$500.00	\$1000.00	\$2500.00
3.30	Park, store, or abandon any RV, trailer, boat lift, dock, or vehicle on Public Lands or Public Beaches	\$500.00	\$1000.00	\$2500.00
3.32	Cause or permit to be caused damage to Public Lands or Public Beaches	\$500.00	\$1000.00	\$2500.00
3.33	Cut down or remove any tree or other vegetation from Public Lands or Public Beaches	\$500.00	\$1000.00	\$2500.00
3.35	Parking of vehicle on Public Property	\$250.00	\$500.00	\$1000.00
3.36	Parking of vehicle in a designated "no parking area"	\$500.00	\$1000.00	\$2500.00
3.37	Operate Vehicle on Public Property or Public Beach	\$250.00	\$500.00	\$1000.00
3.38	Operate Vehicle on Private Property	\$250.00	\$500.00	\$1000.00
SECTION 4	OFF HIGHWAY VEHICLES			
4.40	Operate Off Highway Vehicle on Public Property or Public Beach	\$250.00	\$500.00	\$1000.00
4.41	Operate Off Highway Vehicle on Private Property	\$250.00	\$500.00	\$1000.00
4.43	Operate an Off Highway Vehicle in a manner that disturbs the peace of any resident	\$250.00	\$500.00	\$1000.00
4.44	Operate an Off Highway Vehicle in a manner that causes a nuisance by way of dust, smoke, or exhaust	\$250.00	\$500.00	\$1000.00



SUMMER VILLAGE OF WHITE SANDS

For the Period Ending September 30, 2023

For the month of

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
*	General Administration	(5,500.00)	(52,790.76)	959.83
*	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)	(34,202.15)	97.72
*	Recreation & Parks	(6,100.00)	(5.00)	0.08
*	Taxes & Penalties	(850,470.56)	(828,070.25)	97.37
*	Other Revenue	(300.00)	0.00	0.00
**	TOTAL REVENUE	(899,570.56)	(915,068.16)	101.72
*	Council & Legislative	17,695.00	15,028.03	84.93
*	General Administration	167,995.00	121,009.96	72.03
*	Policing	12,245.00	5,570.00	45.49
*	Fire Fighting & Preventive	43,330.00	49,019.94	113.13
*	Disaster Services	8,900.00	0.00	0.00
*	Bylaw Enforcement	2,000.00	0.00	0.00
*	Transportation	146,700.00	51,302.79	34.97
*	Water Department	3,700.00	2,907.65	78.59
*	Landfill & Recycling	31,643.72	12,530.00	39.60
*	Planning & Development	30,500.00	19,906.85	65.27
*	Park & Recreation	71,200.00	64,168.86	90.12
*	Culture	10,200.00	22,382.61	219.44
*	Contingency	0.00	0.00	0.00
*	Requistitions	353,674.00	278,746.35	78.81
**	TOTAL EXPENSES	899,782.72	642,573.04	71.41
***	(SURPLUS)/DEFICIT-Before Amort	212.16	(272,495.12)	(128,438.50)

*** End of Report ***



SUMMER VILLAGE OF WHITE SANDS

For the Period Ending September 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	(157,500.00)	0.00	(157,500.00)
5-37-00-00-01-840	Drainage - Provincial Grant	(15,000.03)	0.00	(15,000.03)
5-72-00-00-00-830	Parks & Rec - Federal Grant	(15,000.03)	0.00	(15,000.03)
5-72-00-00-00-840	Parks & Rec - Provincial Grant	(37,500.03)	0.00	(37,500.03)
*	TOTAL CAPITAL REVENUE	(225,000.09)	0.00	(225,000.09)
Capital Expenditure				
6-12-00-00-30-630	Computer - System	0.00	4,795.01	(4,795.01)
6-31-00-00-10-610	Common Services - Shop Multiplex	37,500.03	5,400.00	32,100.03
6-31-00-00-31-630	Common Services - Tractor/Mower	24,374.97	33,016.00	(8,641.03)
6-31-00-00-35-630	Common Services - Attachments	0.00	3,289.00	(3,289.00)
6-32-00-00-10-610	Trans - Boat Launch	82,500.03	0.00	82,500.03
6-32-00-00-13-610	Trans - Road Widening	74,999.97	0.00	74,999.97
6-37-00-00-10-610	Drainage - Project 1	15,000.03	0.00	15,000.03
6-72-00-00-22-620	Parks & Rec - Tennis Court	15,000.03	600.00	14,400.03
6-72-00-00-23-620	Parks & Rec - Parking Areas/Trails	37,500.03	0.00	37,500.03
*	TOTAL CAPITAL EXPENDITURE	286,875.09	47,100.01	239,775.08
**	SURPLUS/(DEFICIT)	61,875.00	47,100.01	14,774.99

*** End of Report ***



SUMMER VILLAGE OF WHITE SANDS

Cheque Listing For Council

2023-Oct-3
10:37:27AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370223	2023-09-15	WEINZIERL, ERIN L				
202370224	2023-09-18	ACCESS GAS SERVICES	202306-3683	PAYMENT JUNE GAS	91.15	91.15
202370225	2023-09-18	APTUS ENGINEERING LTD.	5488	PAYMENT MEETING WITH CAO OVER PROPOS	1,610.85	1,610.85
202370226	2023-09-18	BALTIMORE IROWORKS 2016 LTD	689197	PAYMENT FIXED HINDGE POCKET ON GARBAC	220.50	220.50
202370227	2023-09-18	CHAPMAN RIEBEEK LLP	2309006	PAYMENT REVIEW LETTER RE: ATTACKS ON C	119.71	119.71
202370228	2023-09-18	ECHOGLLEN GARDENS	220000005750	PAYMENT REPLACE TREES AT HALL/SHOP	952.88	952.88
202370229	2023-09-18	FIVE STAR VENTURES LTD.	30832	PAYMENT CARDBOARD	63.00	1,228.50
			31005	CARDBOARD	52.50	
			31138	CARDBOARD	63.00	
			31198	CARDBOARD	63.00	
			31275	CARDBOARD	63.00	
			31278	CARDBOARD	63.00	
			31296	CARDBOARD	63.00	
			31304	CARDBOARD	63.00	
			31353	CARDBOARD	63.00	
			31380	CARDBOARD	63.00	
			31397	CARDBOARD	63.00	
			31722	CARDBOARD	52.50	
			31798	CARDBOARD	63.00	
			31843	CARDBOARD	63.00	
			31850	CARDBOARD	63.00	
			32082	CARDBOARD	52.50	
			32147	CARDBOARD	63.00	
			32189	CARDBOARD	63.00	
			32199	CARDBOARD	63.00	
			32204	CARDBOARD	63.00	
202370230	2023-09-18	GLOBAL SIGNS & GRAPHICS LTD.	1530	PAYMENT NO PARKING SIGNS	162.75	162.75
202370231	2023-09-18	GOVERNMENT OF ALBERTA, C/O MINISTRY OF PUBLI	14665	PAYMENT Q3	74,927.78	74,927.78
202370232	2023-09-18	KAL TIRE	647255217	PAYMENT REPAIR LAWN TRACTOR TIRE	31.50	31.50
202370233	2023-09-18	L-CON	689466	PAYMENT CONCRETE APRON FOR AROUND S	5,670.00	5,670.00
202370234	2023-09-18	LONGHURST CONSULTING	6755	PAYMENT BACKING UP SYSTEMS	262.50	1,129.59
			6841	50% PRINTER LEASE AND EMAILS	867.09	
202370235	2023-09-18	MARYLOU&MURRAY MANSON, CANADIAN ENVIRO TL	3	PAYMENT SEPTEMBER RENT	1,680.00	1,680.00
202370236	2023-09-18	MR T'S SEPTIC SERVICE	1650	PAYMENT PUMPOUT	136.50	136.50
202370237	2023-09-18	STETTLER HOME HARDWARE	133875	PAYMENT KEYS CUT	12.56	326.60
			133925	WEED KILLER	88.68	
			134060	GARBAGE BAGS	46.19	
			134091	FLAG POLE	12.06	
			134211	GRASS SEED AND PRUNER	52.47	
			134337	KEYS CUT	18.83	
			134368	WIPES AND SAW	60.19	
			134375	KEYS CUT	21.98	
			134439	GRASS SEED	13.64	

SUMMER VILLAGE OF WHITE SANDS



Cheque Listing For Council

2023-Oct-3
10:37:27AM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370238	2023-09-18	SUMMER VILLAGE OF ROCHON SANDS	202350016	PAYMENT COST SHARING EXPENSES	24,612.17	24,612.17
202370239	2023-09-18	TOWN OF STETTLER	IVC042572	PAYMENT JULY POWER	305.05	305.05
202370240	2023-09-18	UNITED FARMERS OF ALBERTA	114854341 114924805 SOINV4900100 SOINV4966474 SOINV5005937 SOINV5020264 SOINV5035136	PAYMENT JULY FUEL AUG FUEL SUPPLIES SUPPLIES GREASE WIRE AND REBAR FOR TREES AT H/ SUPPLIES	773.34 563.58 109.10 9.52 8.38 150.12 18.88	1,632.92
202370241	2023-09-18	UPTOWN OFFICE SUPPLY LTD.	07064 07065 07074 07094 07134 07139	PAYMENT STAMPS, HOLE PUNCHES, OFFICE S STAPPLERS PENS, POSTITS, FILE ORGANIZRS, E 4 HOLE PUNCH STAMPS. BUSINESS CARD HOLDER, NOTEBOOK	500.77 10.39 102.37 315.00 97.23 15.69	1,041.45
202370242	2023-09-18	WAUGH, ED	5 6 7	PAYMENT MEETING MILEAGE MEETINGS 2023 REMUNERATION	141.44 300.00 1,750.00	2,191.44
202370243	2023-09-21	TD CANADA TRUST., (8793)	124 125 126 127 128 129 130 131 132	PAYMENT INTEREST ALBERT STRONG MOVERS GRASS SEED OFFICE CELL PW CELL EXTERNAL DRIVE AND MOUSE WATER MOVING DEPOSIT REFUND ON NAMESPRO	5.15 886.98 403.14 42.00 36.75 178.46 12.34 100.00 (18.14)	1,646.68
202370244	2023-09-25	TD CANADA TRUST., (8793)	133 134 135	PAYMENT NAMESPRO EMAIL HOSTING SEPT EXTERNAL HARDDRIVE AND PHONE	18.14 114.45 262.47	395.06
202370245	2023-09-29	HOOGE, AARON M				
202370246	2023-09-29	WEINZIERL, ERIN L				
202370247	2023-09-29	BEEBE, MELISSA				
202370248	2023-09-28	641619 ALBERTA LTD.	19	PAYMENT AUGUST	1,043.44	1,043.44
202370249	2023-09-28	BEEBE, MELISSA	10	PAYMENT TRAVEL	333.20	333.20
202370250	2023-09-28	CANADIAN REVENUE AGENCY	51	PAYMENT M202309	5,230.44	5,230.44
202370251	2023-09-28	CHAPMAN RIEBEEK LLP	2308205	PAYMENT COUNCIL SAFETY LETTER	200.12	200.12
202370252	2023-09-28	COUNTY OF STETTLER HOUSING AUTHORITY	8	PAYMENT Q4	13,490.75	13,490.75
202370253	2023-09-28	ECHOGLLEN GARDENS	3054	PAYMENT TREES FOR VILLAGE	3,925.69	3,925.69
202370254	2023-09-28	HOOGE, AARON	4	PAYMENT USE OF AARON'S TRUCK AND ATV	197.60	197.60
202370255	2023-09-28	HUFF, ROBERT		PAYMENT		558.00

SUMMER VILLAGE OF WHITE SANDS



Cheque Listing For Council

2023-Oct-3
10:37:27AM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
202370255	2023-09-28	HUFF, ROBERT	13	TRAVEL AND MEETINGS	558.00	558.00
202370256	2023-09-28	KAL TIRE	647255519	PAYMENT TIRE REPAIRE	189.88	189.88
202370257	2023-09-28	KATHY'S PRINTING SERVICE INC	6493	PAYMENT SIGN AT ROAD	236.25	236.25
202370258	2023-09-28	MARYLOU&MURRAY MANSON, CANADIAN ENVIRO TL	4	PAYMENT OCTOBER RENT	1,680.00	1,680.00
202370259	2023-09-28	MIRROR FRESH WATER	310215	PAYMENT WATER FOR RESURFACING TENNIS	600.00	600.00
202370260	2023-09-28	MR T'S SEPTIC SERVICE	1657	PAYMENT OUTHOUSES	787.50	787.50
202370261	2023-09-28	PARKLAND REGIONAL LIBRARY	230228	PAYMENT Q4	305.48	305.48
202370262	2023-09-28	PITNEY BOWES LEASING	3202249811	PAYMENT LEASE	258.17	258.17
202370263	2023-09-28	STETTLER WASTE MANAGEMENT AUTHORITY	SWM0003986	PAYMENT Q3	3,224.07	3,224.07
202370264	2023-09-28	UPTOWN OFFICE SUPPLY LTD.	07171	PAYMENT LAMINATOR AND SUPPLIES	136.32	136.32
202370265	2023-09-28	WEINZIERL, ERIN	3	PAYMENT TRAVEL	6.80	6.80

Total 163,586.35

*** End of Report ***

SUMMER VILLAGE OF WHITE SANDS

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$16,914	\$16,914	\$0	100	Certified	\$0	\$0
2008	\$33,048	\$33,048	\$0	100	Certified	\$1,107	\$0
2009	\$27,577	\$27,577	\$0	100	Certified	\$173	\$57,789
2010	\$95,694	\$95,694	\$0	100	Certified	\$83	\$14,275
2011	\$98,585	\$98,585	\$0	100	Certified	\$91	\$22,774
2012	\$102,054	\$102,054	\$0	100	Certified	\$19	\$45,474
2013	\$100,666	\$100,666	\$0	100	Certified	\$255	\$0
2014	\$123,339	\$123,339	\$0	100	Certified	\$241	\$6,190
2015	\$123,066	\$123,066	\$0	100	Certified	\$912	\$14,216
2016	\$119,166	\$119,166	\$0	100	Certified	\$3,670	\$59,284
2017	\$115,739	\$115,739	\$0	100	Certified	\$6,203	\$72,356
2018	\$146,040	\$146,040	\$0	100	Certified	\$9,932	\$92,218
2019	\$90,741	\$90,741	\$0	100	Certified	\$10,973	\$265,929
2020	\$114,460	\$114,460	\$0	100	Certified	\$2,516	\$149,876
2021	\$136,264	\$136,264	\$0	100	Received	\$746	n/a
2022	\$55,258	n/a	n/a	0	Received	\$22	n/a
2023	\$55,258	n/a	n/a	0	n/a	n/a	n/a
Total	\$1,553,869	\$1,443,353	\$0			\$36,943	\$800,381

"Pending" Project Summary

		Requested Amount	
	Count	Total Project Costs	Requested MSI to be Applied
New Applications			
Draft	0	\$0	\$0
Submitted	7	\$981,000	\$255,575
Sub-total	7	\$981,000	\$255,575
Amendments *			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
TOTAL PENDING:		\$981,000	\$255,575

"Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
Count	5	21	26
Total Project Costs	\$576,550	\$808,381	\$1,384,931
Total MSI Funding to be Applied	\$536,550	\$1,154,490	\$1,691,040
Total MSI Funding Applied	\$0	\$800,381	\$800,381

* Amounts reflect the total increase or decrease to the original accepted amounts.


A municipality may commit future years' MSI capital funding to eligible project(s) prior to receiving its annual allocation, subject to a commitment limit.

Acceptance of a project on the basis of estimated future funding does not guarantee that future funding will be available.

SUMMER VILLAGE OF WHITE SANDS

Submitted/In Review

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Funding
CAP-16020	Community Hall Construction	Jun 11, 2023	Jun 14, 2023	n/a	\$700,000	\$94,575
CAP-16021	Front Street Road Widening	Jun 11, 2023	Jun 14, 2023	n/a	\$100,000	\$40,000
CAP-16022	Boat Launch and Parking Lot Expansion	Jun 11, 2023	Jun 14, 2023	n/a	\$110,000	\$50,000
CAP-16023	Storm Water Management Plan	Jun 11, 2023	Jun 14, 2023	n/a	\$20,000	\$20,000
CAP-16025	Equipment Purchase	Jun 11, 2023	Jun 14, 2023	n/a	\$36,000	\$36,000
CAP-16026	Community Garden	Jun 11, 2023	Jun 14, 2023	n/a	\$5,000	\$5,000
CAP-16027	Wastewater Management Plan	Jun 11, 2023	Jun 14, 2023	n/a	\$10,000	\$10,000
Number of Projects:	7			Total:	\$981,000	\$255,575


 Amendment requested on an accepted project.

Note:
- "Submitted/In Review" values reflect amounts on the financial grid in real-time as currently being reviewed.

SUMMER VILLAGE OF WHITE SANDS

Submitted/In Review

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Funding
CAP-16020	Community Hall Construction	Jun 11, 2023	Jun 14, 2023	n/a	\$700,000	\$94,575
CAP-16021	Front Street Road Widening	Jun 11, 2023	Jun 14, 2023	n/a	\$100,000	\$40,000
CAP-16022	Boat Launch and Parking Lot Expansion	Jun 11, 2023	Jun 14, 2023	n/a	\$110,000	\$50,000
CAP-16023	Storm Water Management Plan	Jun 11, 2023	Jun 14, 2023	n/a	\$20,000	\$20,000
CAP-16025	Equipment Purchase	Jun 11, 2023	Jun 14, 2023	n/a	\$36,000	\$36,000
CAP-16026	Community Garden	Jun 11, 2023	Jun 14, 2023	n/a	\$5,000	\$5,000
CAP-16027	Wastewater Management Plan	Jun 11, 2023	Jun 14, 2023	n/a	\$10,000	\$10,000
Number of Projects:	7			Total:	\$981,000	\$255,575

 Amendment requested on an accepted project.

Note:
- "Submitted/In Review" values reflect amounts on the financial grid in real-time as currently being reviewed.

Issue:

General Ledger Breakdown of Culture Expenses

General:

Council motioned at the September 20, 2023, meeting requesting a breakdown of the Culture expenses as it is over budget and was looking for clarity.

Review:

Administration reviewed the expenses and has highlighted the over budget amount is in relation to the replacement of lighting in the Old Public Works Shop and the Hall to LED lighting that was approved in January 2023 as follows:

9.8. Quote – Community Hall Lighting – Van Electric

Motion 22:12:21:05 Moved by Mayor Thurston to hire Van Electric to upgrade the White Sands Hall and old shop lighting as per the quotes the company submitted.

MOTION CARRIED

After further review of the video recording the basis of approval was in line with the announcement of the Green and Inclusive Community Building Program grant, which applications for the large retrofit and new build projects stream could be submitted until February 28, 2023.

The project eligibility for funding included retrofits, repairs, and upgrades to existing community buildings, and the construction of new community buildings.

The motion did not clearly identify the grant program but upon further investigation into the program, the Summer Village of White Sands did not receive any funding under this grant. The federal grant had a two-step process for completion and is closed for applications which was the end of February. I have attempted to contact the grant about the Summer Village application and have received no response.

This is the reason there is an overage of the budget for culture expenses and do not expect any grant funding to cover this cost.

Recommendation

Administration recommends accepting as information.

Alternatives:

Author:

Melissa Beebe, CAO

SUMMER VILLAGE OF WHITE SANDS

G/L Transaction Trial Balance

2023-01-01 To 2023-10-05 Fiscal Year 2023



<u>General Ledger</u>		<u>Account Type</u>		<u>General Ledger Description</u>		<u>Opening YTD</u>
274110000214		Expenses Operating		Library - Parkland Membership		0.00
Date	Reference	Batch #	Type	Name	Description	Amount
2023-03-27		1041	JE	Library Requisition	Reverse 2023 exp paid in 2022	\$290.94
2023-04-17	230226	1067	AP	PARKLAND REGIONAL LI	Q2	\$290.94
2023-06-09	230227	1132	AP	PARKLAND COMMUNITY P	3Q	\$290.94
2023-08-15	230227	1230	AP	PARKLAND REGIONAL LI	Q2	\$290.94
2023-09-28	230228	1281	AP	PARKLAND REGIONAL LI	Q4	\$290.93
Net Change						1,454.69
Closing YTD						1,454.69

<u>General Ledger</u>		<u>Account Type</u>		<u>General Ledger Description</u>		<u>Opening YTD</u>
274140000237		Expenses Operating		Multipurpose - Janitor		0.00
Date	Reference	Batch #	Type	Name	Description	Amount
						\$0.00
Net Change						0.00
Closing YTD						0.00

<u>General Ledger</u>		<u>Account Type</u>		<u>General Ledger Description</u>		<u>Opening YTD</u>
274140000252		Expenses Operating		Multipurpose - Building Pumpout		0.00
Date	Reference	Batch #	Type	Name	Description	Amount
2023-08-02	1541	1207	AP	MR T'S SEPTIC SERVIC	JULY	\$65.00
2023-09-14	1650	1261	AP	MR T'S SEPTIC SERVIC	PUMPOUT	\$65.00
Net Change						130.00
Closing YTD						130.00

<u>General Ledger</u>		<u>Account Type</u>		<u>General Ledger Description</u>		<u>Opening YTD</u>
274140000273		Expenses Operating		Multipurpose - Wifi		0.00
Date	Reference	Batch #	Type	Name	Description	Amount
2023-01-30	69	991	AP	TD CANADA TRUST., (8	OCT-DEC	\$327.00
2023-02-27	80	1017	AP	TD CANADA TRUST., (8	SYBAN	\$109.00
2023-03-27	82	1039	AP	TD CANADA TRUST., (8	MARCH	\$109.00
2023-03-27	JEYEA8 Revers	1041	JE		Reverse 2022 accrual JEYEA8	\$(327.00)
2023-04-25	86	1081	AP	TD CANADA TRUST., (8	APRIL WIFI	\$109.00
2023-05-19	97	1085	AP	TD CANADA TRUST., (8	WIFI AT THE HALL	\$109.00
2023-06-16	100	1139	AP	TD CANADA TRUST., (8	JUNE	\$109.00
2023-07-21	112	1181	AP	TD CANADA TRUST., (8	JUNE	\$109.00
2023-08-02	118	1207	AP	TD CANADA TRUST., (8	AUGUST	\$109.00
Net Change						763.00
Closing YTD						763.00

<u>General Ledger</u>		<u>Account Type</u>		<u>General Ledger Description</u>		<u>Opening YTD</u>
274140000275		Expenses Operating		Multipurpose - Security System		0.00
Date	Reference	Batch #	Type	Name	Description	Amount
						\$0.00
Net Change						0.00
Closing YTD						0.00

<u>General Ledger</u>		<u>Account Type</u>		<u>General Ledger Description</u>		<u>Opening YTD</u>
274140000519		Expenses Operating		Multipurpose - Supplies		0.00
Date	Reference	Batch #	Type	Name	Description	Amount
2023-02-13	001-136181	1010	AP	BOUNTY ONSITE INC	50% TP	\$50.51
2023-02-13	131901	1010	AP	STETTLER HOME	FRIDGE THERMOMETER	\$8.99
				HARDWA		
2023-04-20	JE Apr08	1057	JE	Thurston, Lorne	Correct expense form coding	\$99.65
2023-04-25	18	1081	AP	TD CANADA TRUST., (7	FURNACE FILTERS	\$44.98
2023-05-19	1	1085	AP	WHITE SANDS	HALL SUPPLIES	\$98.51
				COMMUNIT		
2023-08-15	48	1230	AP	THURSTON, LORNE	PARADE CANOPY	\$56.68
2023-08-28	612-834858	1213	AP	WOODY'S AUTO STETTLE	HALL SUPPLIES	\$221.87
Net Change						581.19
Closing YTD						581.19

SUMMER VILLAGE OF WHITE SANDS

G/L Transaction Trial Balance

2023-01-01 To 2023-10-05 Fiscal Year 2023



<u>General Ledger</u>		<u>Account Type</u>			<u>General Ledger Description</u>		<u>Opening YTD</u>
27414000581		Expenses Operating			Multipurpose - Gas		0.00
Date	Reference	Batch #	Type	Name	Description		Amount
2023-01-10	202212-3683	972	AP	ACCESS GAS SERVICES	DECEMBER		\$498.93
2023-02-13	202301-3683	1010	AP	ACCESS GAS SERVICES	50% JAN		\$269.34
2023-03-14	202302-3683	1034	AP	ACCESS GAS SERVICES	FEB		\$149.65
2023-03-27	JEYEA8	1041	JE		Reverse 2022 accrual JEYEA8		\$(249.46)
	Revers						
2023-04-17	202303-3683	1067	AP	ACCESS GAS SERVICES	50% GAS		\$215.58
2023-05-19	202304-3683	1085	AP	ACCESS GAS SERVICES	50% APRIL		\$136.90
2023-06-09	202305-3683	1132	AP	ACCESS GAS SERVICES	50% GAS		\$60.69
2023-09-14	202306-3683	1261	AP	ACCESS GAS SERVICES	JUNE GAS		\$43.41
						Net Change	1,125.04
						Closing YTD	1,125.04

<u>General Ledger</u>		<u>Account Type</u>			<u>General Ledger Description</u>		<u>Opening YTD</u>
27414000582		Expenses Operating			Multipurpose - Power		0.00
Date	Reference	Batch #	Type	Name	Description		Amount
2023-01-10	IVC040706	972	AP	TOWN OF STETTLER	NOV		\$187.88
2023-03-14	IVC041965	1034	AP	TOWN OF STETTLER	POWER		\$18.12
2023-03-27	JEYEA8	1041	JE		Reverse 2022 accrual JEYEA8		\$(187.88)
	Revers						
2023-04-17	IVC041876	1067	AP	TOWN OF STETTLER	FEB		\$108.65
2023-05-19	IVC042103	1085	AP	TOWN OF STETTLER	MARCH		\$62.90
2023-06-09	IVC042275	1132	AP	TOWN OF STETTLER	APRIL 1/3		\$88.22
2023-06-09	IVC042185	1132	AP	TOWN OF STETTLER	MARCH 1/3		\$145.10
2023-07-18	IVC042412	1172	AP	TOWN OF STETTLER	MAY		\$93.78
2023-08-15	IVC042470	1230	AP	TOWN OF STETTLER	JUNE		\$80.27
2023-08-15	Aug 5	1239	JE	Town of Stettler	Correct coding for 2023 Fire Cost Sharing Agreement		\$(49,023.70)
2023-08-15	IVC042472	1230	AP	TOWN OF STETTLER	2023 FIRE AGREEMENT		\$49,023.70
2023-09-14	IVC042572	1261	AP	TOWN OF STETTLER	JULY POWER		\$90.13
						Net Change	687.17
						Closing YTD	687.17

<u>General Ledger</u>		<u>Account Type</u>			<u>General Ledger Description</u>		<u>Opening YTD</u>
27414000583		Expenses Operating			Multipurpose - Water		0.00
Date	Reference	Batch #	Type	Name	Description		Amount
2023-01-30	SMRWSC-002 474	991	AP	SHIRLEY MCCLELLAN RE	OCT-DEC		\$166.44
2023-03-27	JEYEA10	1041	JE		Reverse 2022 accrual JEYEA10		\$(166.44)
	Revers						
2023-05-19	SMRWSC002 695	1085	AP	SHIRLEY MCCLELLAN RE	JAN-MARCH		\$48.12
2023-08-02	SMRWSC002 914	1207	AP	SHIRLEY MCCLELLAN RE	APRIL-JUNE WATER		\$92.38
						Net Change	140.50
						Closing YTD	140.50

<u>General Ledger</u>		<u>Account Type</u>			<u>General Ledger Description</u>		<u>Opening YTD</u>
274140001252		Expenses Operating			Multipurpose - Pur Bldg Repair		0.00
Date	Reference	Batch #	Type	Name	Description		Amount
2023-04-10	JE Apr04	1024	JE	Action Plumbing	Reallocate to new GL account		\$1,068.02
2023-04-10	JE Apr05	1024	JE	Van Electric	Reallocate to new GL account		\$14,800.00
2023-04-17	337	1067	AP	VAN ELECTRIC	HALL LIGHTS		\$1,633.00
						Net Change	17,501.02
						Closing YTD	17,501.02

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
for the period of August 31, 2023**

Net Balance at End of Previous Month	\$ 1,129,348.16
ADD: General Receipts	63,297.58
Interest Earned	0.00
Investments Matured	<u>0.00</u>
SUBTOTAL	1,192,645.74
LESS: General Disbursements	116,838.76
Investments	0.00
Returned Cheques	0.00
Bank and Credit Card Fees	<u>58.84</u>
SUBTOTAL	<u>116,897.60</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>\$ 1,075,748.14</u></u>
Balance at End of Month - Bank	1,097,818.46
ADD: Outstanding Deposits	0.00
LESS: Outstanding Cheques	<u>22,070.32</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>\$ 1,075,748.14</u></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	\$ 1,675,748.14
RESTRICTED GRANT FUNDS:	
Unearned MSI Grants	614,841.59
Unearned CCBC Grants	<u>25,128.54</u>
SUBTOTAL	<u>639,970.13</u>
TOTAL OPERATING FUNDS	\$ 1,035,778.01

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CAO Report

September 19 to October 12, 2023

- September 21, reviewed and sent out newsletter.
- Completed signing of MSI Amending Agreement that cleared up the 2016 Funding and now working on clearing up the rest of the outstanding at this time we have expended additional funding allocations and working on meeting the targets as laid out in the MSI.
- Updated organizational meeting committee appointments and sent out notifications to committees on list.
- Road grading was completed to reduce potholes within the community in preparation for winter. Resolved one issue with grading due to going outside the municipal boundary around by the boat launch. Discussed with public works and property owner and resolved the grading of there one dust control application.
- Worked with public works to clean up fire lanes, civic address signage, complete clean up and seeding of gazebo hill parking lot. Trees were received and installed in the first week of October. Boulevard grass cutting and clean up to be completed through the second week of October. Reviewed Municipal Address signs were reviewed and fixed ones that were required to be repaired. Buffalo Ranch Estates will need to be addressed in the 2024 Budget.
- Discussions with Municipal Engineers regarding Storm Water Management Plan. Sent an email on September 26 requesting engineering for a site plan for the installation of the Municipal Office and relocation of dumpsters in relation to elevations, etc. Awaiting engineered information on the best options within the 8 front street location for the Municipal Office placement and relocation of dumpsters.
- Contacted Nelson Homes, still waiting on two design options one on a foundation and one on pilings. Design specifics that would have a meeting room that would have a pocket door set up to be able to expand public seating into the foyer reception area of the building. A file room/copy room and minimum of two offices, small coffee/lunch area, washrooms. Discussed at the end of September and emailed on October 11 for update.
- Municipal affairs contacted me regarding some of the outstanding issues that were not completed from the 2021 MAP Review. One is attached to the agenda and the other two items will be addressed during the budget process; extension provided to June 2024. Also discussed procedural bylaw in regards to rescinding resolutions.
- Unsightly property complaint received regarding inappropriate fencing. After further review, there is no specific detail on what is allowed to be considered approved fencing material in the land use bylaw. The fencing is anchored down. They have attached a privacy screen to the

fencing. May not be ideal but there is nothing in the community standards bylaw that I can enforce at this time. Public Works will continue to monitor the situation weekly.

- Application received to Subdivide Lot 85, Block 5, Plan 9823323 (Makenzie Way) to create 3 separate parcels and then consolidate into three separate parcels Block 5, Plan 982 3323, lots:83, 84 (Sara Crescent), 85, 86 (Makenzie Way)
- Subdivision Application 2022-147 letter was completed and sent off on September 28, 2023, as instructed by Resolution 23:09:04 from September 20, 2023 meeting. Outlining the steps, also contacted the municipal engineers on the matter. The Developer has also contacted the municipal engineers and received the same information as was provided as follows:
 - *The process is laid out in the conditions and the municipality will require the developer to provide the municipality with the plans and cost estimates for all the work required under the subdivision approval conditions for the municipality to draft the agreement. The engineered documents you submit will be reviewed by our municipal engineers as part of drafting the agreement.*
- October 3, Municipal Insurance conversation that will be discussed on the agenda in camera.
- September 26, received approval from province of alberta water act to do the repairs on the boat launch. Provided information to Joe, Operations Manager, Stettler County to move this forward on the repairs. I gave approval to proceed with the work with an understanding that the repairs would be completed at a shared 50/50 cost. It needs to be made aware that this issue will not go away, and we will continue to deal with this issue in the spring. This needs to be addressed in a larger capacity repair as part of a Collaboration funding arrangement.
- Talked with Christine Bolton of Alberta Environment awaiting on some information regarding the issues for renewal approval of the leases and impacts required in a shoreline management plan on October 4, 2023
- Met with Resident in regards to Jacks Pond
- Met with resident in regards to tree planting concerns, public land issues.\
- South Shore Traffic Study Meeting, October 12
- October 12 met with Gra-Core regarding Development concerns

Issue:

Civic Address Signage Bylaw 197-23

General:

The municipality requires a civic address signage bylaw that lays out the standards within the municipality regarding address signage.

After further review of Summer Village Bylaws within the province, most have a bylaw laying civic address signage and responsibility.

Review:

The municipality over the years did not have a bylaw and has continually picked up the costs of the signage, maintenance, etc. As most of the signs are already in place, other than the one development area that is just completing their construction completion certification. This is the only development that does not have any civic address signage at this time and would require council to create a budget for the purchase of these signs once the subdivision construction completion has been signed off.

To do signage for Buffalo Road Phase 2 development administration would require a budget to complete approximately 21 properties of signage, posts, labour, in the amount of \$8,000 in the 2024 budget.

Moving forward administration recommends that all new development will be responsible for providing civic addressing signage as part of development agreements in line with the bylaw if passed by council.

This bylaw once approved will over time reduce costs on the municipality for the upkeep of the civic signage and put this back on to individual property owners. The Civic Address bylaw also helps to create a consistent standard for the municipality moving forward.

Some Summer Villages that have this type of bylaw in place already are as follows: Parkland Beach, Gull Lake, Sylvan Lake Summer Villages and Pigeon Lake. All other municipalities have some sort of bylaw creating standards of civic address signage which is done for emergency services and responses.

Recommendation

Administration recommends Council approve first reading of Bylaw 197-23.

Alternatives:

1. Council can do all three readings.
2. Council can table for review to next meeting date.
3. Council can do first reading and do second reading and defeat the bylaw.

Author:

Melissa Beebe

**SUMMER VILLAGE OF WHITE SANDS
BYLAW NO. 197-23**

A BYLAW OF THE SUMMER VILLAGE OF WHITE SANDS IN THE PROVINCE OF ALBERTA FOR
THE IMPLEMENTATION OF A STANDARDIZED CIVIC ADDRESSING SYSTEM.

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended or replaced from time to time, Council may pass a bylaw for municipal purposes respecting the safety, health and welfare of people and the protection of people and property and;

AND WHEREAS Council of the Summer Village of White Sands deems it necessary to put into effect a standardized addressing system which can be utilized by emergency service providers and for other purposes;

NOW THEREFORE, THE COUNCIL OF THE SUMMER VILLAGE OF WHITE SANDS, duly assembled, and pursuant to the authority conferred upon it by the *Municipal Government Act*, R.S.A. 2000, c.M-26, with amendments thereto, enacts as follows:

SECTION 1: TITLE, PURPOSE, AND DEFINITIONS

Bylaw Title

1. This Bylaw shall be cited as the "Civic Addressing Signage Bylaw.

Purpose

The purpose of this bylaw is to establish a civic addressing system, and to regulate the display of civic addresses in order to identify properties and to accommodate the delivery of municipal and emergency services.

Definitions

2. In this bylaw, unless the context otherwise requires:
 - a) "*Act*" means the Municipal Government Act, R.S.A 2000, Chapter M-26., as amended.
 - b) "*Address Number*" means the numeric portion of a Civic Address, which may include a combination of numbers and or letter;
 - c) "*Civic Address*" means an address assigned by the Summer Village of White Sands consisting of an Address Number and the name of the Road by which Primary Access is gained;
 - d) "*Council*" means the Council of the Summer Village of White Sands.
 - e) "*Development Authority*" means the person or persons identified as a Development Authority, which is the Summer Village of White Sands;
 - f) "*Enforcement Officer*" means a Bylaw Enforcement Officer appointed by the Summer Village pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26., as amended, to enforce the Summer Village Bylaws, and includes a member of the Royal Canadian Mounted Police, a Community Peace Officer and, when authorized, a Special Constable.

- g) "*Primary Access Road*" means the main driveway or road which gives access to the property;
- h) "*Property*" means a parcel of land within the Summer Village of White Sands;
- i) "*Property Owner*" means any person who is registered under the Land Titles Act as the owner of the land or who is recorded as the owner of the property on the assessment roll of the Summer Village or a person who has purchased or otherwise acquired the land directly from the owner or from another purchaser, and has not become the registered owner thereof;
- j) "*Recreational Property*" means properties or buildings not occupied or used on a permanent basis. Some examples being summer cottages, garages, land with recreation vehicles and land with no residence;
- k) "*Road*" means and includes all streets, avenues, crescents, drives, boulevards, lanes, place, close and any thoroughfare, street or highway, whether privately or publicly owned, that public is ordinarily permitted to use for the passage or parking of vehicles;
- l) "*Street name*" means the name assigned to the road or the Summer Village of White Sands;
- m) "*Structure*" means any building or structure intended for business use or occupancy by one or more persons;
- n) "*Summer Village*" means the Summer Village of White Sands.

SECTION 2: GENERAL

3. All properties whether identified as residential, commercial, recreational property or land without a residence with primary access onto a developed public road right of way will be assigned a civic address by the Summer Village and the address must be posted in the manner stated in this Bylaw.
4. The property owner shall maintain the Address Number in good condition and shall not cause or allow the visibility of the Address Number sign to be obscured from the road.
5. The Address Number shall be affixed as close to the primary access to the property as possible and must be erected in a location that is plainly visible from the road.
6. During construction, the Property Owner shall ensure that the Address Number is displayed in a manner in which it is plainly visible from the road from which the property is accessed.
7. The costs associated with placement of signage at the primary access to lands shall be the sole responsibility of the property owner and must be consistent with Civic Addressing Signage Bylaw.
8. It is the sole responsibility of the property owner to ensure Alberta-One-Call procedures are followed for safety prior to installation of the civic address sign.

SECTION 3: DESIGN, MAINTENANCE, AND PLACEMENT

9. The sign is to be white reflectorized letters placed on a medium blue background:

Mayor

Chief Administrative Officer

197-23 CIVIC ADDRESSING SIGNAGE BYLAW SCHEDULE "A"

SCHEDULE OF FINES

PENALTIES

1ST OFFENCE	2ND OFFENCE	3RD & SUBSEQUENT OFFENCE
\$100.00	\$150.00	\$200.00

Issue:

Use of Public Lands Bylaw 198-23

General:

The municipality has no consistent controls set up for public lands. This bylaw would lay out regulations for the use of public lands and provide enforcement opportunities for unauthorized use of public lands within the municipality.

Review:

As the municipality grows there needs to be some consistency rules created for what is considered and defined as public land, as follows:

- a) Public Utility Lots and Storm Water Management Facilities;
- b) Municipal Reserves and School Reserves;
- c) Environmental Reserves and Natural Areas; and
- d) Any land subject to the direction, management or control including but not limited to:
 - i. Land titled to the Summer Village of White Sands.
 - ii. Developed or undeveloped Road Right-of-Ways and Statutory Road Allowances.
 - iii. All easements in favors of the Summer Village of White Sands.
 - iv. All utility Right-of-Ways.

As the municipality continues to grow there needs to be consistent regulations of how public land is being environmentally treated and compatible with the normal activities of urban life while recognizing the recreational nature of the municipality and providing for penalties for the unauthorized use of public land.

This bylaw would allow for consistent application across the community when it comes to what uses are allowed or approved on public land. This also creates an enforcement mechanism that the municipality did not have before.

This bylaw is consistent with Summer Villages around Alberta Beach.

Recommendation

Administration recommends council approve first reading of bylaw 198-23

Alternatives:

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

Author:

Melissa Beebe, CAO

SUMMER VILLAGE OF WHITE SANDS
BYLAW NO. 198-23

WHEREAS under the Authority of the *Municipal Government Act* RSA 2000 Chapter M- 26, section 7 (a)(b) and (i), and 8 (a) authorizes the Council of a municipality to pass bylaws for municipal purposes respecting the safety, health and welfare of people, the protection of people and property and other matters including but not limited to regulating or prohibiting the use of public land:

AND WHEREAS the Summer Village of White Sands deems it advisable to pass a bylaw regulating the use of public lands to be compatible with the normal activities of urban life while recognizing the recreational nature of the municipality and providing for penalties for the unauthorized use of public lands;

NOW, THEREFORE, the Summer Village of White Sands in the Province of Alberta duly assembled, enacts as follows:.

SECTION 1: TITLE AND DEFINITIONS

Bylaw Title

1.1. This bylaw may be cited as "Use of Public Lands".

Definitions

- 1.2. "*Act*" or "*said Act*" shall mean the Municipal Government Act, being Chapter M- 26 of the Revised Statutes of Alberta, 2000, and amendments thereto;
- 1.3. Any word, expression or term used in this Bylaw shall have the same meaning as in the said Act;
- 1.4. "*Council*" means the Council of the Summer Village of White Sands;
- 1.5. "*Easement*" means a right-of-way intended for services access usually with a surface of grass and not hard topped or graveled, and not intended for the passage of vehicles;
- 1.6. "*Municipality*" means all lands within the Corporate Boundary limits of the in the Province of Alberta;
- 1.7. "*Municipal Tag*" means a ticket for any violation of this bylaw in the form of a numbered "Notice of Violation" and contains provisions for either a "warning", or a "voluntary payment" payable to the Summer Village of White Sands with or without discount provisions;

- 1.8. "*Peace Officer*" means a member of the Royal Canadian Mounted Police, a Peace Officer appointed pursuant to the Alberta Peace Officer Act, or a Municipal Bylaw Enforcement Officer appointed by the Summer Village of White Sands;
- 1.9. "*Pedestrian*" means any person on a highway on foot either standing or walking, or a person in or on a mobility aid;
- 1.10. "*Person*" includes any person, individual, owner, public body, body corporate, society, firm or partnership;
- 1.11. "*Public Land*" means:
- a) Public Utility Lots and Storm Water Management Facilities;
 - b) Municipal Reserves and School Reserves;
 - c) Environmental Reserves and Natural Areas; and
 - d) Any land subject to the direction, management or control including but not limited to:
 - i. Land titled to the Summer Village of White Sands;
 - ii. Developed or undeveloped Road Right-of-Ways and Statutory Road Allowances;
 - iii. All easements in favors of the Summer Village of White Sands;
 - iv. All utility Right-of-Ways.
- 1.12. "*Chief Administrative Officer (CAO)*" means a person appointed by Council under a bylaw by the Summer Village of White Sands in the Province of Alberta, or that person's designate acting lawfully as CAO in any absence;
- 1.13. "*Summer Village*" means the Summer Village of White Sands.
- 1.14. "*Unauthorized Use*" means a person accessing on or over Public Lands or constructing, storing, erecting or placing anything on/under or over Public Land for any purpose without written consent from the Summer Village of White Sands;
- 1.15. "*Vehicle*" means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid;
- 1.16. "*Violation Ticket*" means a provincial ticket as described in the Alberta Provincial Offences Procedures Act Chapter P-34, RSA 2000 and the Procedures Regulation and may be issued in the form either a part 2 Summons or a part 3 Offence Notice. Service and procedures of such violation tickets shall be as per POPA above and pursuant to Section 160(1) of the Traffic Safety Act where applicable.

SECTION 2: CONSENT TO USE

- 2.1 Any person wishing to make use of public land may apply to the Council of the Summer Village of White Sands in writing.
- 2.2 The Summer Village may consent to a proposed use subject to whatever terms the Summer Village considers appropriate.
 - a) Notwithstanding (c), Privately owned signs on Public Lands are prohibited, except as exempted by future amendments to this Bylaw on a case -by-case basis for signs for non-profit organizations under the Societies Act (Alberta) and /or the Board of Trade Act (Canada).
 - b) All privately owned signs and non-profit signs referred to in 4(a) must meet the requirements set out in Appendix "A"
 - c) Notwithstanding (a), Election Signs are prohibiting on Public Lands except as designated by The Summer Village in Accordance with Appendix "B"
 - d) Notwithstanding (a) A-Board signs are prohibited on Public Lands except in accordance with Appendix "C"

SECTION 3: PUBLIC PROPERTY REGULATION

- 3.1 No person shall make unauthorized use of public land.
- 3.2 No person shall use the public land for the parking or temporary storage of any vehicle, whether operable or inoperable, including but not limited to cars, trucks, vans, recreational vehicles, all-terrain vehicles, snowmobiles, boats, campers, and trailers.
- 3.3 No person shall develop on any municipal reserve, environmental reserve or other municipal owned land is prohibited.
- 3.4 Unauthorized uses on Public Land shall include but not limited to the following:
 - a) Constructing a driveway, parking pad or site, garage, stairway, walkway, pool, patio, deck,
 - b) Constructing and or maintaining a skating or hockey rink,
 - c) Placing or storage of personal property,
 - d) The removal of trees and/or shrubs, excavation, grading or

drainage alteration on any municipal reserve, environmental reserve, or other municipal owned land, without expressed written approval from the municipality, is prohibited.

- e) Installing irrigation or electrical systems,
- f) Constructing drainage facilities including, but not limited to, pipes, catch basins, sumps, swales, detention ponds and ancillary structures,
- g) Erecting staging, scaffolding or similar structures,
- h) Depositing or storing building materials/topsoil/clay/sand/gravel, storing or operating machinery, equipment or tools used or to be used in connection with the erection, alteration, demolition, repair or painting of any structure,
- i) Digging, cutting, excavating, filling, or dumping soil, refuse, garden or yard material, compost and other materials.
- j) The prohibition in subsection (c) does not apply to any uses listed in an applicable land use district and subject to expressed written approval from the municipality.
- k) No person shall erect or cause to be erected any fence on any property owned by the municipality without their expressed written approval.
- l) Operating any vehicle to access upon or across.
- m) No person shall park any vehicle upon any land owned by the Summer Village of White Sands which the said uses or permits to be used as a playground, recreation area, public park or for utility purposes except on such areas that the CAO or designated employee may designate by a Traffic Control Device for vehicle parking.
- n) No person shall place unauthorized signage/commercial advertising upon the Public Lands.

SECTION 4: THE CAO MAY, BY DIRECTION,

- 4.1. Require the person responsible for an unauthorized use of public land to cease such unauthorized use.
- 4.2. A direction given by the CAO or designate must:
 - a) Identify the unauthorized use,
 - b) Direct the person to take any action or measures necessary to remedy the unauthorized use including, but not limited to, the restoration of the public land to its state immediately before commencement of the unauthorized use, and

- c) State a time within which the person must comply with the direction.

4.3 A direction may be served:

- a) Personally, if directed to an individual or by delivery to a person apparently over the age of sixteen (16) years residing or employed at the address where the individual resides, carries on business or is employed.
- b) In accordance with the Business Corporations Act (Alberta) if directed to a business corporation.
- c) Sending by prepaid registered mail to its registered office or its place of business in the case of any other corporation.
- d) In the case of firm or partnership, by personal service on any person over the age of eighteen (18) years who is a member of the firm or partnership or apparently in the employ of the firm or partnership at an office of the firm or partnership, or
- e) In accordance with an Order of the Alberta Court of Queen's Bench.

4.4 No person shall fail to comply with a direction.

- a) If the Summer Village is unable to ascertain the name of the person responsible for any unauthorized use:
- b) The Summer Village will post a sign on the public land which is the subject of the unauthorized use stating that, if the unauthorized use is not stopped and all work done necessary to restore the public land to its condition immediately before commencement of the unauthorized use, by a date at least twenty-one (21) days after the sign is posted, the Summer Village will do such work.
- c) If the Summer Village does work pursuant to the preceding paragraph 4.3 (b), the cost of so doing will be a debt due to the Summer Village from the person responsible for the unauthorized use.
- d) The work referred to in paragraph 4.3 (b) includes, but is not limited to, the removal of materials and chattels of all kinds, excavating and removing improvements and carrying out landscaping.
- e) In the case of an emergency of any kind or a perceived threat to public safety, the period of twenty-one (21) days prescribed by paragraph 4.3 (b) may be shortened to whatever period the CAO or Designate considers appropriate.
- f) The Summer Village may sell any materials or chattels referred to

in paragraph 4.3 (c) and apply the proceeds towards payment of the debt due to the Summer Village from the person responsible for the unauthorized use.

SECTION 5: ENFORCEMENT

- 5.1. A person who contravenes section 3, section 4.4 or any other provision of this bylaw is guilty of an offence.
- 5.2. A person who is found guilty of an offence under this bylaw is liable to a maximum fine of \$10,000.00.
- 5.3. The minimum and specified penalty for a violation of any provision of this Bylaw is a fine in the amount of \$500.00
- 5.4. If a person violates the same provision of this bylaw twice or more within a one- year period, the minimum and specified penalty for the second and subsequent violation shall be a fine in the amount of \$1,000.00
- 5.5. If a fine imposed pursuant to section 5.3 or 5.4 is not paid, the Summer Village will proceed to collect it in the same manner as a civil judgement in favor of the Summer Village.
- 5.6. In addition to imposing a fine pursuant to section 5.3 or 5.4, the Court may:
 - a) Order the responsible person to cease the unauthorized use and take whatever steps are necessary to restore the public land which has been subject of the use to the condition it was in prior to commencement of the use; and
 - b) Direct that, if the responsible person fails to comply with an order pursuant to the preceding paragraph 5.6 (a) within a specified time, the Summer Village will be at liberty to do the work required and recover the costs of so doing from the responsible person. Such costs may be determined either concurrently with imposition of a fine or upon subsequent application to the court.

SECTION 6: VIOLATION TAGS, TICKETS, SEVERABILITY PROVISION

Violation Tags

- 6.1. A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Tag to any person who the Bylaw Enforcement officer has reasonable and probable grounds to believe has contravened any

provision of this Bylaw.

- a) A Violation Tag may be issued to such person either personally, or by mailing a copy to such Person at his or her last know post office address.
- b) The Violation tag shall be in a form approved by the CAO and shall state:
- c) the name of the person;
- d) the offence;
- e) the appropriate penalty for the offence being the minimum penalty prescribed by this Bylaw;
- f) that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag;
- g) any other information as may be required by the CAO.
- h) Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Bylaw Enforcement Officer, provided that no more than one Violation Tag shall be issued for each day that the contravention continues.
- i) Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued, may in lieu of being prosecuted for the offence, pay to the Summer Village the penalty specified in the Violation Tag.
- j) Nothing in this Bylaw shall prevent a Bylaw Enforcement officer from immediately issuing a Violation Ticket.

Violation Ticket

6.2. If the penalty specified on a Violation Tag is not paid within the prescribed time period, then a Bylaw Enforcement Officer, is hereby authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offenses Procedures Act.

6.3. A Peace Officer is hereby authorized and empowered to issue a violation ticket to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

- a) A violation ticket may be issued to such person either personally, or by mailing a copy to such Person at his or her last know post office address.
- b) The violation ticket shall be in a form approved by the CAO and shall state:

- i. the name of the person;
 - ii. the offence;
 - iii. the appropriate penalty for the offence being the minimum penalty prescribed by this Bylaw;
 - iv. that the penalty shall be paid within thirty (30) days of the issuance of the violation ticket;
 - v. any other information as may be required by the CAO.
 - c) Where a contravention of this Bylaw is of a continuing nature, further violation ticket may be issued by the Peace Officer, provided that no more than one violation ticket shall be issued for each day that the contravention continues.
 - d) Where a violation ticket is issued pursuant to this Bylaw, the Person to whom the violation ticket is issued, may in lieu of being prosecuted for the offence, pay to the Village the penalty specified in the Violation ticket.
 - e) Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.
- 6.4. A violation ticket in this bylaw is:
- a) The offences under this bylaw in respect of which a voluntary penalty may be made are set out in section 5 of this bylaw.
 - b) A violation ticket as distributed by the Province of Alberta and set out in the Provincial Offences Procedures Act and Regulation may be issued by a Peace Officer for any contravention of this bylaw.
 - c) A violation ticket is deemed sufficiently served if the processes under the Provincial Offences Procedures Act and Regulation have been followed.

Severability Provision

- 6.5. Should any provision of this bylaw become invalid, void, illegal, or otherwise not enforceable, it shall be considered separate and severable from the bylaw and the remainder shall remain in force and be binding as though such provisions had not been invalid.

SECTION 7: EXERCISED OF DISCRETION AND COMING INTO FORCE

Exercised of Discretion

7.1. The Summer Village has the discretion to enforce this bylaw and is not liable of any outcomes should a Peace Officer decide not to enforce this bylaw if acting in good faith.

Coming into Force

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

READ a first time this day of , 2023.

READ a second time this day of , 2023.

READ a third and final time this day of , 2023.

Mayor

Chief Administrative Officer

Summer Village of **White Sands**

Request For Decision

Agenda Item: 9.4

Issue:

Bylaw Enforcement Officer Bylaw 199-23

General:

As part of the Municipal Government Act municipalities must have a bylaw that shall establish a bylaw delineating the powers, duties and disciplinary procedures for such enforcement officers and an appeal process for any disciplinary actions brought forward against the Bylaw Enforcement Officer.

Review:

As part of the 2021 MAP Review by Alberta Municipal Affairs this is a required bylaw for all municipalities even if you have a contracted bylaw enforcement service.

The Summer Village has a contracted service with Alberta Animal Enforcement and bylaw enforcement out of Red Deer. This bylaw brings the municipality into compliance with the Municipal Government Act by laying out the procedures in case there is a legal complaint received by the municipality regarding a Bylaw Enforcement Officer that is contracted by the municipality.

Recommendation

Administration recommends first and second reading of Bylaw 199-23

Alternatives:

Author:

Melissa Beebe, CAO

SUMMER VILLAGE OF WHITE SANDS
BYLAW #198-23
BYLAW ENFORCEMENT OFFICER BYLAW

A BYLAW OF THE SUMMER VILLAGE OF WHITE SANDS, in the Province of Alberta, to establish the powers and duties and disciplinary procedures relating to Bylaw Enforcement Officers in their capacity as preservers and maintainers of the public peace.

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended provides that a Council may appoint Bylaw Enforcement Officers;

AND WHEREAS the *Municipal Government Act* provides that if a Council does appoint Bylaw Enforcement Officers, the Council shall establish a bylaw delineating the powers, duties and disciplinary procedures for such officers and an appeal process for any disciplinary actions brought forward against the Bylaw Enforcement Officer;

NOW THEREFORE THE COUNCIL OF THE SUMMER VILLAGE OF WHITE SANDS, in the province of Alberta, duly assembled enacts as follows:

1. This by-law shall be cited as the "**Bylaw Enforcement Officer By-law.**"
2. In this bylaw the following words have the following meanings:
 - a) "Bylaws" means the by-laws of the Municipality;
 - b) "Bylaw Enforcement Officer" means a person or agency appointed as such by the Village Council;
 - c) "Chief Administrative Officer" means the person appointed pursuant to By-law #231-18 Council" means the Council of the Summer Village of White Sands;
 - d) "Municipal Government Act" means Revised Statutes of Alberta, 2000, Ch. M-26 as amended time to time;
 - e) "Municipality" means the Summer Village of White Sands;
3. The Municipal Council of the Summer Village of White Sands is hereby authorized to appoint a Bylaw Enforcement Officer;
4. The powers and duties of the Bylaw Enforcement Officer are as follows:
 - a) To ensure that the bylaws of the Municipality are enforced;
 - b) To report to the Council and Chief Administrative Officer or his/her designate and carry out the directions of the Chief Administrative Officer;
 - c) To respond to and investigate complaints;
 - d) To issue warnings, tickets or tags for violations;
 - e) To assist in the prosecution of by-law contraventions including gathering of evidence, the attendance of witnesses and any appearances in court that may be required;
 - f) The Bylaw Enforcement Officer will be a designated officer for the purposes of *Section 555 and 556 the Municipal Government Act*;
 - g) The Bylaw Enforcement Officer may delegate any of the powers, duties or functions given to the Bylaw Enforcement Officer position by Bylaw, *the Municipal Government Act*, or any other enactment to any employee or agent of the Summer Village;
 - h) The Bylaw Enforcement Officer is responsible to ensure that any re-delegation of power, duty or function is properly exercised and carried out;
 - i) To take the official oath prescribed by the Oath of Office Act upon being appointed as Bylaw Enforcement Officer and to carry upon his person at all such times he/she is acting as chief Bylaw Enforcement Officer evidence in writing of his/her appointment as Chief Bylaw Enforcement Officer of the Municipality;
5. Council hereby establishes a Bylaw Enforcement Committee to be composed as the Chief Elected Official of Council of the Summer Village of White Sands;
6. The duties and responsibilities of the Bylaw Enforcement Committee are as follows:
 - a) To hear appeals from any decision of the Bylaw Enforcement Officer;

- b) To investigate any reports of a breach of duties committed by the Bylaw Enforcement Officer while carrying out his/her role as peace officer;

Where it is alleged that a Bylaw Enforcement Officer, in carrying out his/her duties as a peace officer has committed a breach of duties, the committee shall hold a hearing to determine if the Bylaw Enforcement Officer has committed a disciplinary default, as defined by this by-law, while carrying out his/her duties;

- 7. Where the Committee intends to carry out a hearing to determine whether a Bylaw Enforcement Officer has committed a disciplinary breach, the following procedures shall be followed:
 - a) Adequate notice (a minimum of 2 days) in writing shall be given to the Bylaw Enforcement Officer who is alleged to have committed a disciplinary breach and to such other parties the Committee considers to be affected by the alleged disciplinary breach;
 - b) At the hearing the Committee shall give the By-law Enforcement Officer a reasonable opportunity of furnishing relevant evidence;
 - c) The Committee shall give the By-law Enforcement Officer or his/her representative an adequate opportunity of making representations by way of argument to the Committee;
- 8. At the conclusion of a hearing to determine whether there has been a disciplinary breach, the Committee may, by a decision in writing with reasons, do the following:
 - i) Reprimand in writing the Bylaw Enforcement Officer, or
 - ii) Suspend the Bylaw Enforcement Officer from acting as By-law Enforcement Officer for the Municipality, but such a period shall not exceed six (6) months; or
 - iii) Terminate the appointment of the Bylaw Enforcement Officer.
- 9. For purposes of this Bylaw, the following shall be disciplinary defaults:
 - 9.1. **Discreditable conduct** where the Bylaw Enforcement Officer:
 - i) acts in a disorderly or inappropriate manner, or in a manner prejudicial to discipline or likely to bring discredit upon the reputation of Bylaw Enforcement Officers;
 - ii) is guilty of an indictable offence under a federal statute or an offence punishable upon summary conviction under the Criminal Code of Canada
 - iii) abets, connives or is knowingly an accessory to a general default described in this by-law
 - 9.2. **Insubordination**, where the Bylaw Enforcement Officer by word or action and without lawful excuse, disobeys omits or neglects to carry out any lawful order
 - 9.3. **Deceit** – where the Bylaw Officer:
 - i) knowingly makes or signs false statements in an official document or book
 - ii) without lawful excuse destroys, mutilates or conceals an official document or record or alters or erases therein
 - 9.4. **Breach of Confidence** – where the Bylaw Officer:
 - i) divulges any matter which is it his/her duty to keep confidential
 - ii) without proper authorization from the Municipal Council, communicates to the news media or to any unauthorized person any law enforcement matter which could be injurious to any person or investigation
 - 9.5. **Corrupt Practice** – where the Bylaw Officer:
 - i) fails to account for or make a prompt, true return of money or property received in an official capacity
 - ii) directly or indirectly solicits or receives a gratuity, present, pass, subscription or testimonial without the consent of the Committee
 - iii) place him/herself under a pecuniary or other obligation to a person in respect of whose conduct or business operation or employment, the Bylaw Enforcement Officer may likely have to report or give evidence or
 - iv) improperly uses his/her position as a Bylaw Enforcement Officer for private advantage

- 9.6. **Unlawful or unnecessary exercise or authority**, where the Bylaw Enforcement Officer is unnecessarily discourteous or uncivil to a member of the public
- 10. The Summer Village will create a Bylaw Enforcement Committee Appeal Board for any disciplinary brought forward by the Bylaw Enforcement Committee.
- 11. The Bylaw Enforcement Committee Appeal Board shall consist of all members of Council of the Summer Village of White Sands to hear any appeal from the Bylaw Enforcement Committee disciplinary action.
- 12. The Bylaw Enforcement Appeal Board has the power to change, confirm or remove any disciplinary action brought forward by the Bylaw Enforcement Committee under the same hearing procedures the disciplinary action was taken;

EFFECTIVE DATE - This Bylaw shall come into force and effect upon the date of final passing thereof.

Read a **first reading** day of , 2023.

Read a **second reading** day of , 2023.

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

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Summer Village of **White Sands**

Request For Decision

Agenda Item: 9.5

Issue:

Procedural Bylaw 171-19

General:

The purpose of this bylaw is to identify procedures for Council and Board and Committee Meetings, conduct, and decision-making. This bylaw also provides a means for individuals to address Council.

Review:

This bylaw has been in place since 2019 and is provided as information to council on whether there are any questions or review that council would like to consider.

Administrative review of the bylaw has found that the agenda items list is not currently correct and will need to make adjustments to bring in line with the bylaw, but most of the bylaw is clearly laid out on the procedures for meetings.

Recommendation

Administration recommends council accept as information.

Alternatives:

1. Council can table to next meeting for review
2. Council can request specific information or changes on certain sections to be brought back to next meeting in a new procedural bylaw.

Author:

Melissa Beebe, CAO

Issue:

Jacks Pond Drought Condition issues for 2023 Curling and Ice-Skating Rink

General:

Every year some community members get together for the winter season to donate their time at Jacks Pond to convert the pond into a curling rink and also an ice rink. The municipality council has been in support of this project by covering the costs of the following:

- Water source for additional flooding to be able to make the pond smooth and maintain through the winter months. The municipality has provided approximately 200.00 dollars of bulk water costs for the maintenance of the ice annually.
- The municipality also created a large fire pit that was constructed above ground level with a spark arrester mesh top to allow for fires at the pond for warming up. This was done to protect the ground environment from nails that are in the pellet wood that is being burned there. As pellet wood is made from wood from all over the world this also was considered for any other insect and pest risks that could be embedded within the wood that is being burned.

Overall the community has been utilizing the area for many years for winter recreational needs.

Review:

Administration has met with Jerry Linkert to discuss that as we are going into the second year of very dry conditions the pond has dried up again this year. Due to the weather conditions again this year, it will take a lot of manpower, water and time to build if there is no early snow to pack and lay down a base to be able to flood the dry pond to build the ice.

The members are requesting council consider allowing them to place used bail or silage vinyl wrap down on base of the dry pond to make a vinyl base to be able to flood the vinyl to build the base for rink.

As this is a natural wetland, does council approve doing this vinyl plastic base and accept the liability and risks to the environment, animals, wetland, etc. if this is not removed prior to spring run-off? If Alberta Environment receives a complaint does council accept full liability and possible fines under Alberta Environment Laws in regard to Wetlands.

Recommendation

Administration recommends denying the use of bale or silage vinyl wrap or any plastics as a liner on a dry wetland for the winter season.

Alternatives:

Administration presented the option of using the parking lot at gazebo hill as an alternative spot to build the curling rink. As that is not a wetland and has been cleaned up and seeded down to grass, using bale or silage wrap would be allowed and then would be easier to clean up in the spring. The ice rink idea was presented to maybe build it below the hall on the lake but was advised it is too windy. It would require more snow clearing but could be a feasible option depending on the winter conditions.

1. Council may approve the use of bale or silage vinyl wrap or any plastics as a liner on a dry wetland for the winter season and accept all Environmental liability and risks for the volunteer members that do the ice building on the pond.
2. Council may approve the use of bale or silage vinyl wrap or any plastics as a liner on a dry wetland for the winter season if the volunteer members doing the placement of the vinyl wrap and ice maintenance sign an agreement with the municipality accepting all Environmental liability and risks.

There is a risk with wetland ponds depending on dry year weather events that this may continue to be an issue in the future.

Author:

Melissa Beebe



**MINUTES OF THE REGULAR STETTLE WASTE MANAGEMENT AUTHORITY MEETING
HELD ON FRIDAY, SEPTEMBER 15, 2023 AT 10:01 A.M., IN THE COUNCIL CHAMBERS OF
THE COUNTY OF STETTLE NO. 6 ADMINISTRATION BUILDING, STETTLE, ALBERTA
AND VIA TELECONFERENCE.**

PRESENT: Cheryl Barros, Town of Stettler (Chairperson)
Paul McKay, County of Stettler Councillor (Vice Chairperson)
Clark German, Village of Big Valley
Rick Nelson, Village of Donalda
Bob Huff, Summer Village of White Sands
Dan Hiller, Summer Village of Rochon Sands
Grace Fix, Recycling Member at Large
Ernie Gendre, County of Stettler Councillor
Kurt Baker, Town of Stettler Councillor
Mark Fox, Member at Large

Other: Rene Doucette, Manager of SWMA
Leanne Graham, Town of Stettler CAO,
Sean Nolls, Town of Stettler Mayor
Larry Clarke, County of Stettler Reeve
Yvette Cassidy, County of Stettler CAO (SWMA CAO)
Andrew Brysiuk, Director of Municipal Services
Michelle Hoover, Legislative Assistant
Christa Cornelssen, Director of Corporate Services

CALL TO ORDER

The meeting was called to order at 10:01 am, Friday, September 15, 2023 by Chairperson Cheryl Barros.

AGENDA ADDITIONS AND APPROVAL

39.09.15.23 Moved by Paul McKay

“that the September 15, 2023 agenda for the Stettler Waste Management Authority Meeting be approved as amended with the following:

- 8.2 Requestions
- 8.3 Resident Bins.”

Carried Unanimously

MINUTE APPROVAL

40.09.15.23 Moved by Clark German

“that the June 9, 2023 Stettler Waste Management Authority Meeting minutes be approved as presented.”

Carried Unanimously

DELEGATIONS

No delegations are scheduled for this meeting.

MANAGER’S REPORT

- Will be working on the budget in upcoming weeks. Proposed budget will be sent to the Committee via email before the December meeting.
- Fall hours will commence after Thanksgiving.
- Updated and added security cameras and signage.
- New hire; he is scheduled 4 days a week transfer site, 1 day at the landfill.
- Meeting with Engineering next Friday to discuss future projects.

- 41.09.15.23 Moved by Kurt Baker**
“that the Stettler Waste Management Manager’s Report dated September 15, 2023 be received for information.”
Carried Unanimously

FINANCIALS

Payment Register, Bank Reconciliation and Year to Date Budget

Reports:

- 42.09.15.23 Moved by Rick Nelson**
“that the Stettler Waste Management Authority’s Payments Register for the payments posted between June 1, 2023 and August 31, 2023, attached and forming part of these minutes be approved as presented.”
Carried Unanimously

- 43.09.15.23 Moved by Dan Hiller**
“that the Stettler Waste Management Authority’s Bank Reconciliations and Reserves for the periods ending May 31, June 30, and July 31, 2023, attached and forming part of these minutes, and the Stettler Waste Management Authority’s Reserves ending July 31, 2023, attached and forming part of these minutes be approved as presented.”
Carried Unanimously

- 44.09.15.23 Moved by Grace Fix**
“that the Stettler Waste Management Authority’s Year to Date Budget for the month ending July 31, 2023, attached and forming part of these minutes, be approved as presented.”
Carried Unanimously

BUSINESS ARISING FROM THE MINUTES

None

NEW BUSINESS

REQUEST FOR DECISION: RECYCLING ANALYSIS

Requested Administration take a comprehensive look at cardboard and household recycling within the Member Municipalities. Current approximate contributions towards cardboard and household recycling are \$16.43 per capita. SWMA Authority discussed different cost options and their difference to current values.

- 45.09.15.23 Moved by Paul McKay**
“that the Memo on Member Recycling Fee Analysis be received for information
and
that the Member Recycling program be added to the next Stettler Waste Management Authority Meeting agenda.”
Carried Unanimously

REQUEST FOR DECISION: REQUISITIONS

Administration brought back the discussed the revised requisition funding formula from the March 2023 meeting. An additional motion must be made to clarify the 2023 Requisition.

- 46.09.15.23 Moved by Bob Huff**
“that the Stettler Waste Management Authority rescind Stettler Waste Management Authority Motion 18.03.24.23 from the March 24, 2023 Regular Meeting.”
Carried Unanimously

47.09.15.23 **Moved by Dan Hiller**
“that the Stettler Waste Management Authority Board approve a \$72.00 per capita Operating Requisition based on Statistics Canada 2022 Population numbers, effective January 1, 2023
Carried Unanimously

48.09.15.23 **Moved by Dan Hiller**
that the Stettler Waste Management Authority directs Administration to research and bring back more options on Summer Village-adjacent funding formulas to be presented as part of the 2024 Budget.”
Carried Unanimously

RESIDENT BINS

Question from a County ratepayer, who had residential garbage picked up by a third-party commercial hauler pick up their waste, was confused on the tipping fees. Liability and responsibility transfers to the hauler. Residents who choose to contract a third-party are taking on the additional costs.

IN-CAMERA SESSION

None

REPORTS

TEXTILE RECYCLING DIVERSION REPORT QUARTER 2 2023

49.09.15.23 **Moved by Clark German**
“that the Stettler Waste Management Textile Recycling Report for the second quarter of 2023 be received for information.”
Carried Unanimously

RECYCLING REPORT - VERBAL

- Received comments from ratepayers concerned that the recycling wasn't being recycled. Concerns with connection to Transfer Site Employees.
- Wants information of recycling to be in newsletters or Municipal correspondence. Education for staff and residents.
- Grace Fix will create and send out information to Member Municipalities to share with their residents.

50.09.15.23 **Moved by Grace Fix**
“that the Recycling Report dated September 15, 2023, be received for information
and
that Grace Fix will create an recycling information sheet to be shared with Member Municipalities.”
Carried Unanimously

NEXT MEETING

The next SWMA meeting will be on Friday, November 17, 2023 at 10 am.

ADJOURNMENT

51.09.15.23

Moved by Grace Fix

“that the Stettler Waste Management Authority Meeting be adjourned at 10:32 am.”

Carried Unanimously

Chairperson

SWMA Chief Administrative Officer

DRAFT

MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, SEPTEMBER 18, 2023, COMMENCING AT 10:03 A.M. IN THE COUNCIL CHAMBERS OF THE COUNTY OF STETTLER NO. 6 ADMINISTRATION BUILDING, STETTLER, ALBERTA AND VIA TELECONFERENCE.

PRESENT: Gord Lawlor, Town of Stettler Councillor (Chairperson)
Dave Grover, County of Stettler Councillor (Vice Chairperson)
Sean Nolls, Town of Stettler Councillor
Justin Stevens, County of Stettler Councillor
Blaine Brinson, Summer Village of Rochon Sands
Bob Huff, Village of White Sands
Doug Brooker, Village of Donaldald
David Guba, Member-At-Large (Patient and Family Advocate)

Other: Linda Borg, Shift Supervisor
Andrew Brysiuk, Director of Municipal Services
Michelle Hoover, Legislative Assistant
Janet Chaney, Rural Acute Care Manager for Stettler Hospital and Care Centre

ABSENT: Clark German, Village of Big Valley

CALL TO ORDER

The meeting was called to order at 10:03 am on Monday, September 18, 2023, by Chairperson Gord Lawlor.

AGENDA ADDITIONS AND APPROVAL

31.09.18.23

Moved by Blaine Brinson

“that the September 18, 2023 Stettler District Ambulance Association Meeting agenda be approved as presented.”

Carried Unanimously

MINUTE APPROVAL

32.09.18.23

Moved by Sean Nolls

“that the June 19, 2023 Stettler District Ambulance Association Meeting Minutes be approved as presented.”

Carried Unanimously

Introductions were completed.

DELEGATION

None

BUSINESS ARISING FROM THE MINUTES

SDAA Bursary Update

There have been no applications to date. Spoke with Pat Hansen, Clearview Public School, about interested local students. RhPAP will be hosting a Health Professions Day on October 4, and Linda and Janet will mention the SDAA Bursary during that day.

Justin Stevens joined the meeting at 10:07 am.

NEW BUSINESS

Request for Decision: Policy 3.5 – Controlled Medication Inventory Controls

33.09.18.23

Moved by Doug Booker

“that the Stettler District Ambulance Association Board approve SDAA Policy 3.5 – Controlled Medication Inventory Controls as presented.”

Carried Unanimously

REPORTS

Payment Register, Bank Reconciliation and Year to Date Budget Reports:

34.09.18.23

Moved by Justin Stevens

“that the Stettler District Ambulance Association’s Payments Register for the payments posted between June 1, 2023 and August 31, 2023, and the Bank Reconciliation for the periods ending May 31, June 30, and July 31, 2023, attached and forming part of these minutes be approved as presented.”

Carried Unanimously

35.09.18.23

Moved by Dave Grover

“that the Stettler District Ambulance Association’s Year to Date Budget for the month ending August 31, 2023, attached and forming part of these minutes, be approved as presented.”

Carried Unanimously

Manager's Report and Newsletter:

- Have had to work around plenty of scheduling issues.
- 31 current employees. One casual employee has resigned. Three casual PCP employees have obtained their ACP status.
- Strategic planning is almost finished, will be to the Board in December.
- Currently have 1,045 followers on Facebook.
- Have members will be receiving their 20-year award during the EMS Exemplary Service on October 16.
- In negotiations with the HSAA; union contract for SDAA paramedics. The first round of negotiations, for non-monetary items, was completed earlier in September.
- Accredited with Accreditation Canada through October 31, 2024.

36.09.18.23

Moved by Blaine Brinson

“that the Stettler District Ambulance Association Manager's Report dated September 18, 2023, the Stettler District Ambulance Newsletter be received for information.”

Carried Unanimously

CONSENT AGENDA ITEMS

None

IN-CAMERA SESSION

None

NEXT MEETING

The next meeting is scheduled for Monday, December 11, 2023, at 10:00 am.

ADJOURNMENT

37.09.18.23

Moved by Dave Grover

“that the Stettler District Ambulance Association Meeting be adjourned at 10:38 am.”

Carried Unanimously

Chairperson

Administrator

**MINUTES OF THE SHIRLEY MCCLELLAN REGIONAL WATER SERVICES COMMISSION (SMRWSC)
COMMITTEE MEETING HELD ON SEPTEMBER 15, 2023 COMMENCING AT 12:08 P.M. BY
TELECONFERENCE**

PRESENT: Larry Clarke, County of Stettler
Mark Stannard, Town of Coronation
Terry Vockeroth, County of Paintearth
Lorne Thurston, Summer Village of White Sands
Dan Hiller, Summer Village of Rochon Sands
Cecil Yates, Town of Castor
Laurie Ference, Special Areas
Mario Caron, Village of Consort
Doug Booker, Village of Donalda

OTHER: Yvette Cassidy, Manager SMRWSC
Andrew Brysiuk, Assistant Manager SMRWSC
Marcel Michaels, Consort CAO
Shaune Kovitch, Special Areas Director of Municipal Services

ABSENT: James McTavish, Village of Rosalind
Dale Kent, Village of Halkirk
Dan Houle, Village of Big Valley
Mario Guillemette, Village of Bawlf
Jerry Wipf, Village of Veteran

CALL TO ORDER

Larry Clarke called the meeting to order at 12:08 P.M.

ADOPTION OF AGENDA

28.09.15.23 Moved by Mario Caron

“that the agenda for the September 15, 2023 Shirley McClellan Regional Water Services Commission Committee be approved

5.1 Rochon Sands Status Update

5.2 Compeer Status Update”

Carried Unanimously

ADOPTION OF MINUTES

29.09.15.23 Moved by Dan Hiller

“that the March 23, 2023 and May 31, 2023 Shirley McClellan Regional Water Services Commission Committee minutes be approved as presented.”

Carried Unanimously

Unfinished Business

Rochon Sands Status Update

Administration presented the construction and financial progress of the project. The bucket fill site work is complete, with the Flowpoint unit to arrive around October 10 for installation, plumbing, and electrical to finish off the project.

30.09.15.23 Moved by Dan Hiller

“That the Shirley McClellan Regional Water Services Commission receive the update on Rochon Sands for information.”

Carried Unanimously

Compeer Status Update

Administration reported that the preliminary design report for Compeer had been completed and received from Stantec and that Administration would start applying for grants in November.

31.09.15.23 Moved by Laurie Ference

“That the Shirley McClellan Regional Water Services Commission receive the update on Compeer for information.”

Carried Unanimously

New Business

Phase 7 Engineering

32.09.15.23 Moved by Mark Stannard

“That the Shirley McClellan Regional Water Services Commission award the Phase 7 Engineering to Stantec Engineering for a total price of \$385,000.00.”

Carried Unanimously

Reports

Financial

33.09.15.23 Moved by Terry Vockeroth

“That the following financial reports be received for information: the Payment Register for the period of March 1, 2023 to August 31, 2023; the Year to Date Budget Report for the period Ending July 31, 2023; and the Bank Reconciliations for the periods ending March 31, 2023, April 30, 2023, May 31, 2023, June 30, 2023, and July 31, 2023”

Carried Unanimously

NEXT MEETING DATE

34.09.15.23 Moved by Laurie Ference

“that the next meeting of the Shirley McClellan Regional Water Services Commission Board be held November 16, 2023 at the County of Stettler Office with dinner to commence at 6:00pm and the meeting to follow immediately thereafter.”

ADJOURNMENT

35.09.15.23 Moved by Lorne Thurston

“that the Shirley McClellan Regional Water Services Commission Committee Meeting be adjourned at 12:40 pm”

Carried Unanimously

Chairperson (Larry Clarke)

Manager (Yvette Cassidy)



PRLS Board Meeting Minutes

September 14, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:02 a.m. on Thursday September 14, 2023 in the Combined Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

With Regrets: Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent: Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

Staff: Hailey Halberg, Kara Hamilton, Andrea Newland, Ron Sheppard, Donna Williams

Call to Order

Meeting called to order at 10:02 a.m. by Teresa Rilling.

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

Motion by Pam Hansen to excuse Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, and Pat Toone from attendance at the board meeting on September 14, 2023 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 38/2023

Shannon Wilcox entered the meeting at 10:06 a.m.

1.1 Agenda

1.1.2 Adoption of the Agenda

Rilling 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 39/2023

Rick Manning entered the meeting at 10:13 a.m.

1.2. Approval of Minutes

Rilling asked if there were any amendments to the May 18, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the May 18, 2023 meeting as presented.

CARRIED
PRLS 40/2023

1.3. Business arising from the minutes of the February 23, 2023 meeting

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

2. Business Arising from the Consent Agenda

Rilling asked if there was any business arising from the consent agenda. There was none.

Motion by Barb Gilliat to approve the consent agenda as presented.

CARRIED
PRLS 41/2023

3.1. Parkland 2024 Budget

Sheppard reviewed Parkland's 2024 proposed budget. For 2024, there is a 43-cent increase to the municipal per capita requisition to \$9.18. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Provincial grants amount to approximately 43.3% of PRLS' total income.

Parkland held the municipal requisition at \$8.55 per capita for three consecutive years with an increase in 2023 to \$8.75 per capita to deal with inflationary pressures.

For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.75 per capita and based on 2019 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.60 per capita and based on 2019 population statistics.

Most expense lines of the budget remain stable, with increases reflecting inflationary costs.



Some board members indicated concern over increasing cost and believe Parkland should advocate that the Government of Alberta adjust library grants annually to address inflation.

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.

CARRIED
PRLS 42/2023

Motion by Bill Rock to approve the Parkland Regional Library System 2024 budget as presented.

CARRIED
PRLS 43/2023 (3 opposed)

Which population figures Parkland uses for invoicing municipalities was brought up again. Board members agreed to discuss and decide at their November meeting whether Parkland shall change their member agreement.

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.

CARRIED
PRLS 44/2023 (4 opposed)

3.2 Reserve Transfers

Donna Williams reviewed. At their June 15th meeting, the Executive Committee re-allocated 2022's surplus to replenish three of Parkland's reserves so they align with minimum levels required by board policy. Those reserves were the Vehicle, Building, and Technology reserves. In June, following the approval of Parkland's 2022 audit, the Unrestricted Reserve, where Parkland's surpluses are recorded, was valued at \$425,314.91.

The Vehicle Reserve received a \$100,000 top-up, the Building Reserve, \$25,000, and the Technology Reserve \$200,000.

Parkland only replenishes its reserves through budget surpluses.

Motion by Edna Coulter to receive for information.

CARRIED
PRLS 45/2023

3.3. Compensation Policy Working Group

Sheppard reviewed. The Compensation Policy Working Group held their first meeting on August 29th.



Recommendations made by the group include:

- a) Parkland should use a blended 5-year COLA
- b) New hires should receive step increases on their hire anniversary date, with existing staff grandfathered – keeping January as their anniversary for step increases.
- c) Part time employees will reach their next step based on hours worked, using 75% of the annual hours of a full-time employee.
- d) Steps should be considered guaranteed, while COLA increases should be offered if the budget allows.
- e) If COLA becomes optional, there is an increased chance of the salary grid no longer reflecting the labour market. For this reason, Parkland's Compensation Policy should require an external examination of the grid every three, rather than every five, years.
- f) If COLA becomes optional, staff retention could be affected since it will be long serving staff who are the most likely to see a diminution of their salary once they reach the end of the grid.
- g) Also discussed was an option if Parkland is having trouble hiring: add a "market modifier" to the new hire's salary. The market modifier is a temporary salary modifier used in exceptional situations when it is demonstrated that a higher salary, beyond the maximum of the assigned classification, is critical to attract or retain employees. Application of a market modifier is to address a considerable market gap with compensation for comparable position. The market modifier could be left in place until the salary grid is reviewed.

For the next meeting, staff will prepare a series of excel spreadsheets with the 2024 grid, including the number of staff members on each step, to allow the working group to experiment with different scenarios for reducing the grid.

The committee is planning to meet again at the beginning of October for a full day.

Motion by Ray Reckseidler to receive for information.

CARRIED
PRLS 46/2023

3.4. IT Report

A written report was submitted. Of note, the website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. Over the summer months they experienced some challenges that have delayed the launch of Parkland's new websites throughout the region. The launch is now expected to be near the end of October or early November. That said, the team is very pleased with how the project is proceeding.

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



Motion by Deb Coombes to receive the IT Report for information.

CARRIED

PRLS 47/2023

3.5. Community Services Recovery Fund

Ron Sheppard explained the history of Parkland's application for \$200,000 in funding from the Community Service Recovery Fund to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery.

Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Motion by Shannon Wilcox to receive for information.

CARRIED

PRL 48/2023

3.6. Nordegg Library Move

Andrea Newland reviewed the Nordegg Library move. The hamlet of Nordegg has been gaining popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place and new shelving was designed and built locally. Library volunteers weeded, packed and moved all the materials during the summer months. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library raffled off prizes to community members of all ages. It was a spectacular weekend.

Many of the library volunteers were on hand to welcome the community back into the library. The library was unofficially re-named the Rolf & Cheri Adolph Library to recognize the many years of contributions from Rolf Adolph and his wife Cheri.

Motion by Michelle Swanson to receive for information.

CARRIED

PRL 49/2023

3.7. Indigenous Services

Andrea Newland reviewed. Parkland has been working hard to build relationships and increase services to Indigenous communities over the past few years. With the OROS (On Reserve, On Settlement) grant provided by the Government of Alberta, Parkland has been able to accomplish numerous initiatives.



PRLS now has two women from the community of Maskwacis employed at the library. Staff took photos of intricate beading designed and created bookmarks for the library.

Staff will be commissioning a local Indigenous artist this fall to paint murals on the walls of the library.

For the first time since the library officially opened in 2019, the library will now be open to the public Monday through Friday.

Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

There are plans to purchase more shelving for Maskwacis and increase the size of the collection. Additionally, the staff in Maskwacis will also be attending the Stronger Together conference in November in Edmonton where they will be able to network with other Library Managers.

PRLS selected this library to be featured in a TAL (The Alberta Library) sponsored project highlighting rural libraries in partnership with the CBC. The date of the CBC interview is yet to be determined.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

Motion by Joy-Anne Murphy to receive for information.

CARRIED

PRL 50/2023

3.8. Marketing and Advocacy Committee Report

Ron Sheppard spoke to the Advocacy Report. Parkland's Advocacy Committee has met once since the May board meeting.

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. The only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.



As the committee moves into its post-election advocacy phase, they discussed and set what their advocacy priorities should be in the immediate future.

Hailey Halberg spoke to the Marketing Report. Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. The training was used to promote Parkland's services of assisting libraries with creating their own brand guidelines and social media strategies. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Parkland conducted a survey to find out which initiatives libraries would like staff to organize promotions for, and the majority wanted both library card sign-up activities and Canadian Library Month activities combined into one month.

In 2024, Parkland is celebrating its 65th anniversary. To celebrate this milestone, Parkland is planning several activities. To kick things off, Parkland is hosting a design contest in November. Patrons will be encouraged to submit designs relating to libraries. The winning design will win a \$100 visa gift card and have their design featured on tote bags and other promotional materials.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Motion by Diane Roth to receive for information.

CARRIED
PRLS 51/ 2023

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. Anniversary Celebration in Amisk

Rilling asked if there were any questions regarding the Director's Report, Library Services Report, or the Library Celebration in Amis Report. There were none.

Motion by Barb Gilliat to receive the Director's Report, Library Services Report, and Anniversary Celebration in Amisk Report for information.

CARRIED
PRLS 52/2023



3.10. **Parkland Community Update**

The **Innisfail Public Library** has a new manager. They gave a shoutout to Jessica Dinan, Parkland Consultant, who was a huge help and resource.

The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

The **Penhold & District Public Library** has had our "Create it Crew" comprised of local students run several programs with introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children. Having our young teen students mentor the youth in our community through work experience has had such an impact beyond the doors of our library, and it has been a pleasure watching them grow and gain self-confidence.

Our summer reading program was a success again this year. Young readers were issued beads for tracking their reading minutes. Over the Summer 1,525 beads were issued which resulted in an impressive 30,500 minutes of reading!

The **Camrose Public Library** had assistance from the city to add rooms to the library for greater efficiency.

The **Stettler Public Library** is one of several other Stettler organizations that hosted Alberta Culture Days in Stettler from September 1-30. Friends of the Stettler Library group have been successful in accessing grant funding the past few years to help fund the event.

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to the Stettler they often find the library helpful for supports and skills. One Filipino mother and her son were frequent visitors to the library and she recently accepted a position on the Stettler Library Board.

Motion by Les Stulberg receive the Parkland Community Update for information.

CARRIED
PRLS 53/2023

4. **Adjournment**

Motion by Deb Coombes to adjourn the meeting at 11:50 a.m.

CARRIED
PRLS 54/2023

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting SEPTEMBER 14, 2023

Parkland 2024 Budget

The board passed a motion to approve Parkland's 2024 budget with a 43-cent increase to the requisition level based on the most current population figures. This increase was mandated by the Parkland Executive Committee at their March 16th meeting.

Board members also want to revisit which population numbers Parkland uses for invoicing municipalities at the November board meeting. Lastly, the board wants Parkland to continue their advocacy with the provincial government to obtain regular increases to the library operating grants to help deal with inflationary pressure.

In 2022, 43% of Parkland libraries had deficit budgets.

Compensation Policy Working Group

The Compensation Policy Working Group held their first meeting on August 29th.

It was a productive first meeting with several recommendations being made. The next meeting of the committee will be a full day in the beginning of October.

Website Refresh Project

The website team continues to work diligently with Parkland's website developer Fishtank Consulting Corp. The launch of Parkland's new websites will occur near the end of October or early November.

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

Community Services Recovery Fund

Parkland applied for a \$200,000 grant to offset costs for PRLS' website refresher project. The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery. Unfortunately, Parkland was unsuccessful in obtaining the grant. No particular reason was given.

Nordegg Library Move

The hamlet of Nordegg has been gaining in popularity over the past few years. The library, in turn, has also noticed an increase in usage and interest from the community. It was quickly recognized that they were outgrowing their existing space and needed to move.

Clearwater County provided the Nordegg Library with the opportunity to move into the same building as the local museum. Extensive renovations took place. On September 2nd, in conjunction with Nordegg Days, the library officially re-opened to the public. Over the two-day celebration of Nordegg Days, 200+ people toured the new library space. The library was unofficially re-named the *Rolf & Cheri Adolph Library* to recognize the many years of contributions from Rolf Adolph and his wife Cheri. The library in Nordegg is run entirely by volunteers.

Indigenous Services

PRLS now has two women from the community of Maskwacis employed at the library. As a result, the decision was made to open the library five days per week, Monday through Friday. Colette Poitras (Indigenous Public Library Services Advisor) and Keri Anderson from the Public Library Services Branch visited the library on September 13th. They were extremely impressed with the little library.

In addition, the First Nations community of O'Chiese recently received a cheque from Parkland for \$20,000 to assist in developing a library in their community. Their vision is to offer literacy programming such as Elders story readings to the youth in the health centre tipi, book clubs, early years story time, and educational sessions.

These services are paid for through the On Reserve, On Settlement grant provided by the Public Library Services Branch.

Advocacy Report

For over a year now, the primary efforts of the Advocacy Committee were to achieve an increase in provincial operating funding for public libraries. This was achieved prior to the recent election. Three million dollars in new funding has been provided for operating grants. This has resulted in a five-cent increase in the per capita rates for operating grants for municipal and system boards and an adjustment so 2019 population figures are now being used to issue grants instead of 2016 population figures. A base grant of \$9,000 has also been added to all library board grants. These changes especially benefit library boards serving small populations. They only current advocacy effort not achieved was obtaining at least a philosophical commitment from the provincial government to consider an annual grant adjustment to account for inflation.

As the committee moves into its post-election advocacy phase, they set their advocacy priorities for the next few months. They want the system board and municipal boards to continue building relationships with their local MLAs.

Marketing Report

Parkland prepared and delivered a webinar in July to help library staff navigate important marketing-related topics. The presentation covered what to consider and how to create brand guidelines for libraries, how to identify potential copyright issues on social media, and best practices for the ever-changing social media landscape. Several libraries have requested these services since.

As part of the website re-design, logos were needed for all libraries. Staff collected logos from libraries that had them already and created 18 logos for our member libraries that did not have one.

Sue Heuman from Yellowhead Regional Library, along with Hailey Halberg are working on an advocacy workshop to be presented to library boards for advocating to their councils. It will be available by the end of October.

Committee News from Trustees

The **Innisfail Public Library** has a new library manager.

The **Amisk Public Library** has been involved with Indigenous partnerships along with the Edmonton and Calgary libraries.

The **Penhold & District Public Library** has involved local students to run several programs introducing kids to 3D printing, Lego creations, Maker space and Art classes. These local students held 25 separate classes engaging 161 children.

Their summer reading program was a success again this year. Young readers were issued beads for tracking their reading minutes. Over the Summer 1,525 beads were issued which represented an impressive 30,500 minutes of reading!

The **Camrose Public Library** had assistance from the city to add rooms to the library for greater efficiency of the building.

The **Stettler Public Library** is one of several other Stettler organizations that hosted Alberta Culture Days from September 1-30. Friends of the Stettler Library group have been successful in accessing grant funding the past few years for the event.

This year's focus was on the Asian culture, particularly the Filipino culture. When new Canadians come to Stettler they often find the library helpful with supports and skills. One Filipino mother and her son were frequent visitors to the library and she recently accepted a position on the Stettler Library Board.

Board Members Present

Teresa Rilling (Board Chair), Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barb Gilliat, Pam Hansen, Connie Hueslman, Rick Manning (undeclared alternate for Jeff Eckstrand), Joy-Anne Murphy, Jackie Northey, Leonard Phillips, Ray Reckseidler, Bill Rock, Diane Roth, Deb Smith, Les Stulberg, Michelle Swanson, Delaney Thoreson, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Bill Windsor, Janice Wing, Patricia Young

Regrets Alison Barker-Jevne, Amanda Derksen, Barbara Gibson, Twyla Hale, Kathy Hall, Cody Hillmer, Dana Kreil, Gord Lawlor, Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Shawn Peach, Norma Penney, Pat Toone

Absent Jul Bissell, Jeff Eckstrand, Michael Hildebrandt, Stephen Levy, Sandy Shipton

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



2nd Floor, Summerside Business Centre
1229 – 91 ST SW
Edmonton, AB T6X 1E9

Tel (780) 427-2444
Email lpri.appeals@gov.ab.ca
Website www.lprt.alberta.ca

NOTICE OF HEARING

Our File(s): D23/STET/CO-046 and D23/STET/CO-047

October 4, 2023

Appellant(s): K. Vertz
Rochon Sands Heights Community Association

Respondent: County of Stettler No. 6, Development Authority

Applicant: 2066052 Alberta Ltd.

**Re: Appeal respecting a decision from the development authority for
County of Stettler No. 6, with respect to Legal Description
NE 20-40-20-4, County of Stettler No. 6 Development Authority File No.: DP 23077**

The above appeal will be held by Webex **videoconference** on

DATE: October 26, 2023
TIME: 9:00AM

If you plan to attend, please register beforehand by emailing Case Manager Kellie Lau at kellie.lau@gov.ab.ca.

Filing and Reviewing Documents

All documents you wish the LPRT to consider must be submitted electronically to the Case Manager by **12 noon on October 19, 2023**. Please email the Case Manager if you have questions about how to file submissions or for directions about how to review material that has been filed.

Please be aware that any submissions you provide are being collected for the purpose of a public LPRT hearing. By making a submission, you are consenting that all the information it contains – including any addresses, personal or other sensitive information – to be forwarded to the parties (e.g. municipality, appellant, applicant), the panel, and any other person who requests to see materials filed with the LPRT.

Postponements

Postponements may have serious repercussions for other participants and are not granted automatically. If you need a postponement, email your request to the Case Manager with supporting reasons. All parties should be prepared to proceed on the date scheduled unless otherwise directed by the Case Manager or LPRT panel.

.../2

Survey

The LPRT uses email contacts provided at registration to conduct an annual survey of hearing participants. The survey is designed to get feedback about LPRT processes and improve them where possible. Please email the Case Manager if you do not consent to the LPRT using your contact information for its survey.

Recordings

The Tribunal may record the hearing but will not make copies of the recording available except in limited circumstances, such as requirements under s. 688 of the *Municipal Government Act*.

Please Note: More information on Hearing Recordings can be found on the LPRT website in our [Recording of Hearings SD-1-2021 Bulletin](#)

S. Mugabi

Land and Property Rights Tribunal

cc:

Affected Persons
Referral Agencies
C. Teal, County of Stettler No. 6



Telephone: 780-427-2444
 Fax: 780-427-0986
 Email: LPRT.appeals@gov.ab.ca

INTERNAL USE ONLY

SUBDIVISION/ DEVELOPMENT AUTHORITY APPEAL FORM

Land and Property Rights Tribunal
 1229-91 Street SW
 Edmonton AB T6X 1E9

A notice of appeal for a subdivision matter must be filed within 14 days after receipt of the subdivision authority's written decision.
 A notice of appeal for a development matter must be filed within 21 days of the development authority's written decision is given.

This is an appeal of a: Subdivision Authority Decision Development Authority Decision

Part 1- Contact Information

PROPERTY UNDER APPEAL

Name of Municipality County of Stettler NO 06	Subdivision/Development Authority (if applicable)	Subdivision/Development Authority File or Permit Number DP
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Does the land that is subject of the appeal contain, or is it adjacent to, or near, any of the following? (Check ALL that apply)

For Subdivision Appeals:

- Highway (# _____) Body of Water (Name: Buffalo Lake) Landfill
 Green Area Wastewater Treatment Facility Waste Management Facility Historical Site/Resource
 Alberta Environment and Parks AUC NRCB AER ERCB AEUB

Licence/Permit/Approval or Other Authorization Number: _____

For Development Appeals:

- Alberta Environment and Parks AUC NRCB AER ERCB AEUB

Licence/Permit/Approval or Other Authorization Number: County of Stettler DP 23077

Land Description	Section	Township	Range	Meridian	Municipal Address or Lot Block Plan
NE 20-40-20-4					40332 Range Road 20-4

APPELLANT (e.g. Landowner, Applicant, Affected Person or Government Department filing the Appeal)

Name(Organization) Vertz Ken	(Last)	(First)	Telephone Number [REDACTED]
Address (Street, PO Box, RR) [REDACTED]	(Suite, Apartment)	(Municipality)	(Province) (Postal Code)
E-mail address (By providing an e-mail address I consent to receive documents by e-mail): [REDACTED]			

LANDOWNER INFORMATION (If different from Appellant)

Name 2066052 Alberta Ltd., o/a Bar W Resort (Keith Wilson)	(Last)	(First)	Telephone Number
Address (Street, PO Box, RR) [REDACTED]	(Suite, Apartment)	(Municipality)	(Province) (Postal Code)
E-mail address (By providing an e-mail address I consent to receive documents by e-mail): Unavailable			

REPRESENTATIVE INFORMATION AND AUTHORIZATION (if Appellant is Represented by an Agent)

Name of Organization			Telephone Number	
Address (Street, PO Box, RR)	(Suite, Apartment)	(Municipality)	(Province)	(Postal Code)
E-mail address (By providing an e-mail address I consent to receive documents by e-mail):				
I (We) hereby authorize _____ to act on my (our) behalf to this application.				
_____ Signature of Applicant(s)		_____ Date	_____ Signature of Applicant(s)	
			_____ Date	

Part 2- Decision of the Subdivision/Development AuthorityDate of Decision: Copy of Subdivision/Development Authority Decision included? Yes No**Part 3- Reasons for Appeal**

All appeals must contain reasons. Attach additional pages if required.

- Approval - Why do you oppose the approval or what conditions of approval do you disagree with and why?
- Refusal - Why do you think the application should be approved?

Issue 1 - non compliance with Buffalo Lake Intermunicipal Development Plan (BLIDP) (Policy 3.3 and Section 4.6) and the County of Stettler South Shore Area Structure Plan (SSASP) (policy 4.4) with respect to adequate and safe boat launch facilities for the size of the development being proposed.

Issue 2 - non compliance with the BLIDP (policy 3.2.10 (c)) and SSASP (Policy 4.1.4) with respect to low visual impact on the north boundary of the property

A copy of the development permit 23077 issued Sept 08 2023 will be forwarded in a separate email

Note: was unable to attach a signature to this form below

Ken Vertz

Sept 28 2023

Signature of Appellant OR Person Authorized to Act on
Behalf of Appellant

Date

The personal information collected is for the purpose of setting up application/appeal proceedings which will be provided to those who may be affected by your application/appeal and will be considered a public record. Your contact information will be used to send a follow up survey designed to measure satisfaction with the tribunal proceedings. This personal information collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of personal information, you may contact the Land and Property Rights Tribunal, 1229-91 Street, SW, Edmonton, Alberta T6X 1E9, (780) 427-2444 (Outside of Edmonton call 310-0000 to be connected toll free) or by email to LPRT@gov.ab.ca.

Submit by E-mail

Print Form

Save

Reset Form



COUNTY OF STETTLER NO. 6 Development Permit No. DP 23077

THIS DEVELOPMENT PERMIT IS HEREBY ISSUED TO:

Applicant: 2066052 Alberta Ltd., o/a Bar W Resort
Address: [REDACTED]
Owner: 2066052 Alberta Ltd., o/a Bar W Resort

In respect of development involving: Recreational Vehicle Park and Rural Convenience Store

Legal description of land to be developed: NE 20-40-20-4

Roll Number: 581400

Rural Address: 40332 Range Road 20-4

Zoning District: Recreational Facility

Pursuant to Land Use Bylaw No. 1443-10, as amended, and as described by the Applicant in Development Permit Application No. DP 23077 and the following documents submitted with the application:

1. Development Permit Application Form
2. Memo – Narrative Description dated July 7, 2023
3. Site Plans – Drawing C.20 and Drawings C2.1 through C2.7 dated July 7, 2023 (the “Site Plans”)
4. Existing Buildings – Details for Buildings 1 through 3
5. Proposed Office, Store and Maintenance Building Plans dated April 2022

you are hereby granted **CONDITIONAL APPROVAL** to proceed with the Recreational Vehicle Park and Rural Convenience Store development on the NE 20-40-20-4.

The following variances have been granted as part of this approval:

1. A variance to allow landscaping to be within 75ft (22.9m) of the property line abutting Bayview Street and the property line abutting Range Road 20-4.
2. A variance to allow the east emergency access to be located in the sight triangle at the intersection of Bayview Street and Range Road 20-4.
3. A variance to allow gravel parking stalls.
4. A variance to allow the water slide to have a height up to 22ft (6.7m).
5. A variance to allow a 16.4ft (5m) setback from the top of slope along the north facing escarpment and an 8.2ft (2.5m) setback from the top of slope along the northeast and east facing slopes using a Factor of Safety of 1.3.

This approval is subject to compliance with the following conditions:

Area Approved for Development

1. Unless otherwise specifically identified in a condition of this approval, the development of the property shall be limited to the portion of the property that is shown within the “construction boundary” on the “Site Plans.”
2. Unless expressly needed to satisfy a condition of this approval, and authorized by the Development Officer, the portion of the property that is shown outside the “construction boundary” on the “Site Plans” shall remain in its natural or current state with only the following activities and improvements being allowed:
 - a. Informal pathways and trails that do not have a gravel base or paved base for use by leaseholders and their guests.
 - b. Use of the beach area by leaseholders and their guests provided no structures are installed and the existing building at the beach location is used for storage purposes only.
 - c. A 20ft (6m) wide gravel lake access road leading to the beach area that is able to be used by emergency response vehicles, has a suitable gravel turnaround at the or near the beach area that is satisfactory to the Development Officer, and is physically barricaded to restrict use to maintenance and emergency response purposes.

Modifications to “Site Plans”

3. The “Site Plans” shall be modified to address each of the points listed below and the development shall be carried out in accordance with the modified “Site Plans” that are approved by the Development Officer:
 - a. All plantings shown within the 350ft (106m) sight triangle at the intersection of Bayview Street and Range Road 20-4 must be removed and moved to a location that is satisfactory to the Development Officer.
 - b. One or more areas must be identified and constructed as common storage for boat and other recreational vehicle trailers that may not be able to be stored on the individual recreational vehicle sites. The size, location and design of each area may be approved by the Development Officer and may be located in the area east of the proposed maintenance building beyond the “construction boundary.”
 - c. The main entrance into the property must be widened to a width of 33ft (10m).
 - d. The location and design of the onsite control gate must be submitted to, reviewed and approved by the Development Officer. The location must ensure adequate stacking space for a vehicle with trailer to stop in front of the gate without interfering with vehicle movements in the main entrance off Bayview Street. If necessary, the Development Officer may approve changes to the “Site Plans” near the proposed gate location to ensure efficient onsite vehicle movement.
 - e. The outer perimeter road following the northwest, northeast and east facing slopes must be increased in width to provide a 20ft (6m) wide all-weather travel surface to allow emergency response and evacuation/clearance of the area.

- f. A Security/Operator Dwelling Unit may be added in the area east of the Maintenance Building. The dwelling unit must meet the requirements of Section 83 of the Land Use Bylaw and the location must be acceptable to the Development Officer.
 - g. Any further changes that may be needed to satisfy any other condition that is attached to this approval.
4. The modified "Site Plans" must be submitted to, reviewed and approved by the Development Officer before any construction begins or the approved uses of the property commence.

Development and Use of Individual Recreational Vehicle Sites

5. Each approved individual recreational vehicle site may be further developed over the life of the recreational vehicle park without requiring further development permit approval provided the following parameters are followed:
 - a. Only one recreational vehicle may be placed on the site and its height must not exceed 18ft (5.5m);
 - b. In addition to the gravel pad for the recreational vehicle and tow vehicle, one additional gravel vehicle parking stall at least 9ft (2.7m) wide and 18ft (5.5m) deep must be provided on site;
 - c. Only one small storage shed with a height less than 10ft (3m) and floor area less than 100ft² (9.3m²) may be placed on the site;
 - d. A fire pit with a maximum diameter of 3ft (0.9m) and a 10ft (3m) buffer between the fire pit and any combustible building, structure or vehicle;
 - e. The planting and maintenance of at least one tree or shrub as shown on the approved "Site Plans";
 - f. One deck or gazebo with the height of any gazebo limited to 16ft (4.88m);
 - g. No use of permanent foundations, pilings or basements; and
 - h. The portion of the site covered by the recreational vehicle pad, parking stall, deck, storage shed and any other accessory building must not exceed 40% of the site area.
6. In addition to the requirements of Condition 5, the size of recreational vehicle that may be placed on recreational vehicle sites 173 to and including 178 shown on the "Site Plans" shall be limited to a length of 30ft (9.1m) due to these sites not having the recommended stall size and depth of the Land Use Bylaw.
7. No recreational vehicle site may be used for overnight accommodation between October 16 and April 30 of any calendar year. The Development Officer may allow up to five (5) recreational vehicle sites to be used between October 16 and April 30 for resort staff involved in the start-up and shut down of each operating season.
8. No occupancy or use of a recreation vehicle site shall be allowed prior to May 1, 2024. The Development Officer may approve use of up to five (5) of the sites prior to May 1, 2024 for construction staff.

Development Near Slopes

9. With the exception of a gravel pathway/trail, no development shall take place within 16.4ft (5m) of the top of slope along the northwest-facing slope or within 8.4ft (2.5m) of the top of slope along the northeast-facing and east-facing slopes identified in the Updated Geotechnical (Slope Stability) Assessment prepared, signed and sealed by professional engineers from Geo-Slope Stability Services.
10. To facilitate identification of each top of slope, the existing fence shown on the "Site Plans" and following the top of slope shall be repaired as needed and shall be maintained in a good state of repair throughout the life of the recreational vehicle park.
11. The resort operator shall conduct regular inspections along the top of each slope, especially following periods of heavy rainfall and, should any signs of instability be identified, the resort operator must notify the Development Officer and contact a qualified geotechnical engineer to assess the situation and provide recommendations.
12. No unauthorized fill shall be placed on any of the slopes and no cuts shall be made on, or at the toe of any of the slopes, without the prior review and approval of a qualified geotechnical engineer.
13. No surface runoff shall be discharged down any of the slopes except where purposefully designed as part of the approved storm water management plan with appropriate erosion control measures in place.

Staircase Removal

14. The Applicant shall apply for a demolition permit for the removal of the staircase on the north facing slope by January 31, 2024. The demolition and removal of debris must be complete by April 30, 2024. Until such time as the staircase has been removed, the Applicant shall barricade the top and bottom of the staircase to prevent their use and put up warning signs that are satisfactory to the Development Officer.

Existing Retaining Walls

15. The existing retaining walls along the north facing slope must be reviewed by an individual or corporate entity licensed to practice engineering in Alberta to determine if the existing walls are sufficiently stable and/or if any modifications are needed to make them stable. The written assessment, signed and sealed by the author/reviewer, must be provided to the Development Officer by November 30, 2023. In the event that the assessment requires modifications to be made to any of the retaining walls a separate development approval shall be made.
16. A copy of the approval issued by the Safety Codes Council or other accredited agency for the retaining walls, which must address the need for any safety railings at the top of each retaining wall, shall be provided to the Development Officer prior to use and occupancy of any recreational vehicle site.

Development of Amenity Sites and Facilities

17. Prior to the use and occupancy of any recreational vehicle site or building, a copy of the Building Permit issued by the Safety Codes Council or other accredited agency for the store/office building, maintenance building, security/operator dwelling unit and buildings at each of the amenity sites shall be submitted to the Development Officer.
18. Building 3 shown on the "Site Plans" shall not be used for any purpose or activity involving indoor public assembly unless suitable emergency response access has been provided and approved by the Regional Fire Chief.
19. The maintenance materials, supplies, sea cans, miscellaneous items and stockpiles in the part of the property east of the proposed location of the maintenance building shall be relocated to an area that is less visible from Bayview Street and Range Road 20-4 and suitable visual screening shall be provided. The location and screening provisions must be reviewed and approved by the Development Officer. The location may include some of the area outside the "construction boundary" marked on the "Site Plans." This condition must be satisfied no later than October 15, 2024.
20. Solid waste collection bins shall be located and screened from view to the satisfaction of the Development Officer. The Development Officer may defer this condition until the second season of operation to allow the resort owner opportunity to determine the most suitable number of bins and locations.
21. Any signage remaining from previous activity that is no relevant to the approved use shall be removed.

Emergency Response

22. The gates installed at the two emergency accesses and the main entrance must not open outwards or towards the vehicle trying to gain access to the site through the gate. Arrangements for key access for each gate for the use of emergency responders must be made that are satisfactory to the Regional Fire Chief.
23. Direction of travel signage shall be installed along all roads intended for one-way travel to the satisfaction of the Development Officer prior to occupancy of any recreational vehicle site.
24. Signage communicating parking restrictions on internal roads shall be installed to the satisfaction of the Development Officer prior to occupancy of any recreational vehicle site.
25. Each occupied recreational vehicle site shall have the recreational vehicle site number posted on the recreational vehicle so that it is highly visible from the access road when a recreational vehicle is onsite.
26. A directory map shall be installed and maintained at the entrance to the recreational vehicle site area that displays the individual site identification number for information for visitors and emergency responders and provides key emergency contact numbers. The size, content and location of the directory map must be reviewed and approved by the Development Officer. The directory map must be in place prior to occupancy of any recreational vehicle site.

27. Prior to occupancy of any recreational vehicle site, an emergency response plan that is acceptable to the Regional Fire Chief must be filed with the Stettler Regional Fire Department and available to resort staff onsite. The emergency response plan must be updated from time to time to remain current.

Water, Wastewater and Storm Water Management

28. Prior to occupancy of any recreational vehicle site, a copy of the permit issued by the Safety Codes Council or other accredited agency for the onsite communal water system shall be submitted to the Development Officer.
29. Prior to occupancy of any recreational vehicle site, the Applicant shall enter into and fully implement a development agreement that is satisfactory to the County of Stettler in relation to the connection to municipal water services and infrastructure to service the development.
30. Prior to occupancy of any recreational vehicle site, a copy of the Alberta Environment and Protected Areas approval of the onsite communal wastewater system shall be submitted to the Development Officer.
31. All hauling of wastewater effluent from the development area shall require a Road Use Agreement to be in place with the County of Stettler prior to the haul commencing. The resort operator shall enter into, and comply with the terms and conditions of a Road Use Agreement satisfactory to the County.
32. Prior to occupancy of any recreational vehicle site, a copy of the Alberta Environment and Protected Areas approval of the storm water management plan shall be submitted to the Development Officer and the required storm water management facilities must be substantially constructed to the point of managing water inflow, storage and outflow. Final landscaping of each storm pond may be deferred but must be complete by October 15, 2024.

Landscaping

33. Prior to occupancy of any recreational vehicle site, a revised landscape design shall be provided for the area along the west side of the property. The revised design must account for the elevation differences between the street in Island View Close and the recreational vehicle sites being screened. The base of the screening materials or the ground elevation at the base of the plantings used must be at least 4 ft higher than the street in Island View Close. A screen fence must be included and must remain in place until such time as the landscaping has matured as determined by the Development Officer. The revised design must be reviewed and approved by the Development Officer. The design approved by the Development Officer must be implemented by October 15, 2024.
34. The revised design approved under Condition 33 shall be implemented and extended into the area north of the west pond up to the top of slope of the north facing slope.
35. Fencing along west property boundary shall be installed from the southwest corner of the property up to the top of the slope to the satisfaction of the Development Officer.

36. Once all conditions involving revisions to landscaping have reached the point of having an approved, revised design, the Applicant shall provide the Development Officer with an estimate for the supply and installation of the required landscaping that is to be located along the west, south and east perimeters of the property. This estimate shall be used to determine the amount of security that the Applicant must provide to the County before occupancy of any recreational vehicle site. The security shall take the form of an irrevocable letter of credit in an amount equal to 100% of the estimated cost to supply and install the required landscaping.

Access and Traffic Impacts

37. Prior to construction of the new approaches onto Bayview Street, one or more approach applications must be submitted to and approved by the County. Each approach shall be constructed in accordance with County standards.
38. Prior to the opening of the recreational vehicle park, the Applicant shall enter into, and comply with the terms and conditions of a Road Use Agreement satisfactory to the County. The Road Use Agreement shall address dust, increased wear and tear, and any other matter related to managing the impacts on the road infrastructure and properties along the route, on those roads used by traffic to and from the development. The Road Use Agreement may be updated and revised from time to time but a Road Use Agreement must be in place prior to the start of every operating season of the recreational vehicle park.
39. Prior to occupancy of any recreational vehicle site, the Applicant shall enter into a deferred services agreement that is satisfactory to the County of Stettler in relation to:
 - a. Contribution to the costs of future road network improvements that will benefit the development once the South Shore Traffic Study is complete and road improvements have been identified by the County; and
 - b. Contribution to the costs and connection to a regional wastewater collection system when such as system becomes available to serve the development.
40. Subject to Alberta Transportation and Economic Corridors' approval, the Applicant shall install directional signage along Highways leading to and from the development to direct traffic to use Township Road 40-2 as the access to and from the development. Directional signage shall be installed along Township Road 40-2 west of Highway 835, and at any other location identified by the County, to direct traffic to use Township Road 40-2.
41. The resort operator shall create and maintain an information tool that is satisfactory to the Development Officer to direct traffic to and from the resort to use the preferred route of Township Road 40-2 and Range Road 20-4.

Vehicular Public Access/Boat Launch

42. Prior to occupancy of any recreational vehicle site, the Applicant shall enter into an agreement that is satisfactory to the County of Stettler in relation to:
 - a. contribution to the intended improvements at the White Sands boat launch; or
 - b. construction of a publicly accessible boat launch on the NE 20-40-20-4.

Off-Site Impacts

43. The operation shall not create a public nuisance beyond the property boundary by way of dust or noise that exceeds a threshold that could be reasonably expected, at the County's discretion, from this type of operation.
44. Dust control on the roads internal to the development shall be implemented as deemed necessary by the County. This shall include, but is not limited to, watering or application of dust control products within the development area, at no cost to the County.

Date of Decision: September 8, 2023



Craig Teal, RPP MCIP
Development Officer

Attachments:

Site Plans – Drawing C.20 and Drawings C2.1 through C2.7 dated July 7, 2023

APPEAL PROVISIONS

The Applicant for this development permit may appeal this decision by giving notice in writing to the Land and Property Rights Tribunal, 2nd Floor, 1229 – 91 Street SW, Edmonton, AB, T6X 1E9 not later than 21 days from the date that this decision was provided to the Applicant.

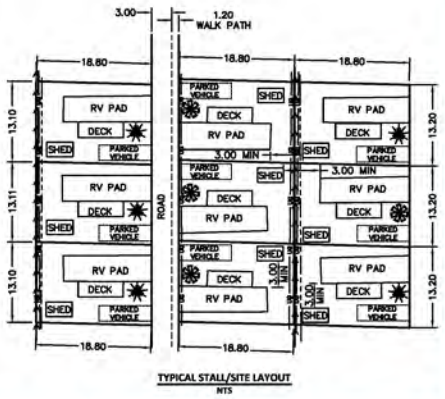
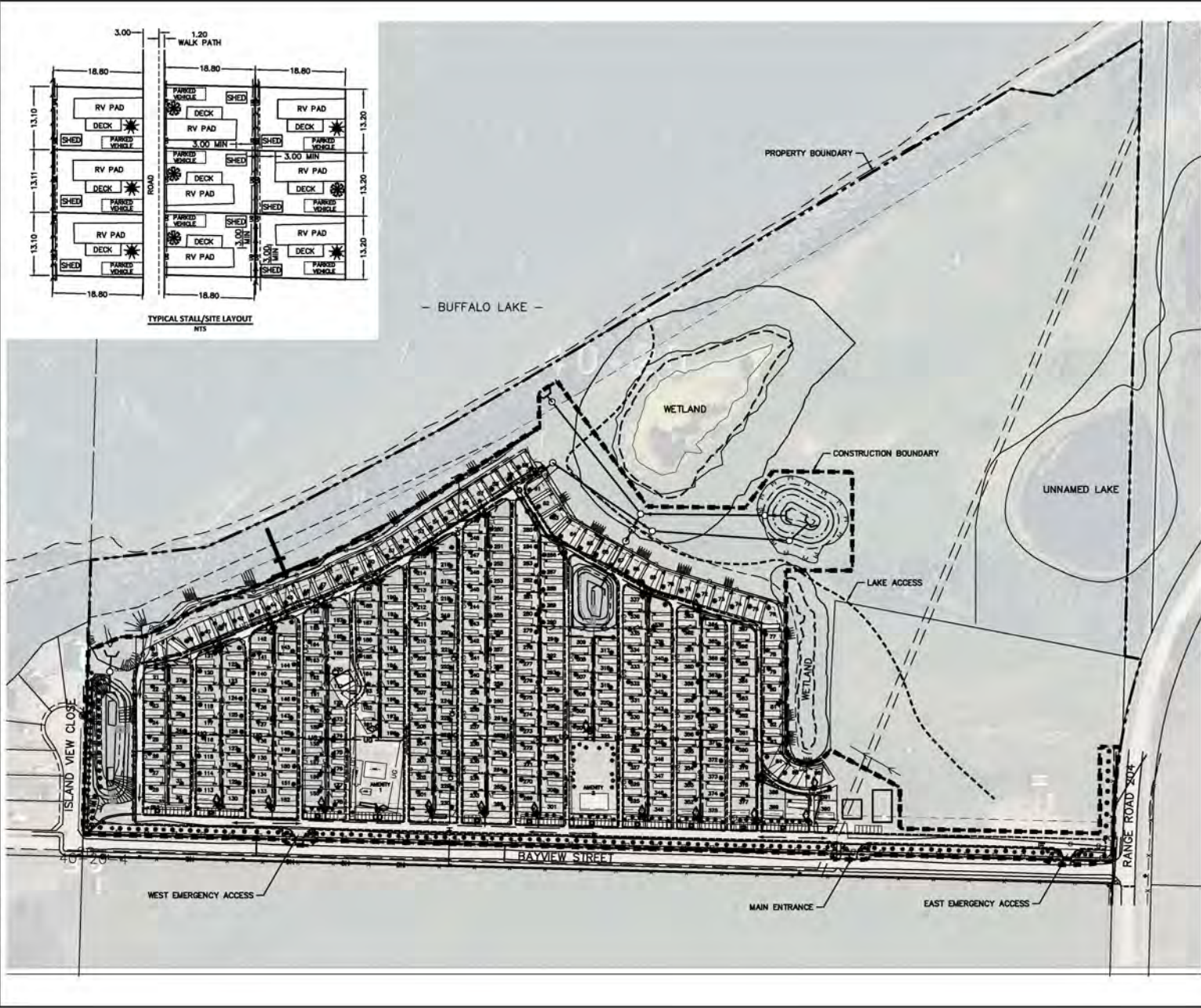
Notes for Information and Follow-up by Applicant:

- a. The issuance of a Development Permit indicates only that the development to which the Development Permit relates is authorized in accordance with the provisions of the County of Stettler No. 6 Land Use Bylaw and does in no way relieve or excuse the Development Permit holder from obtaining any other permit (including safety codes permits e.g. building, electrical, gas, plumbing, etc.), license, or other authorization required by any Federal or Provincial Act or regulation, or under any Bylaw of the County, or complying with the conditions of any easement, covenant, agreement, or other instrument affecting the building or land. It remains the developer's or applicant's responsibility to ensure compliance with these matters. Further, the issuance of this development permit specifically does not absolve the applicant or the landowner from their responsibility to comply with the *Environmental Protection and Enhancement Act*, the *Water Act* or the *Public Lands Act*, for example, relative to impacting a wetland on the subject property, but not excluding other provisions. It is the applicant or landowner's responsibility to undertake a wetland assessment of the subject property by a Qualified Wetland Science Practitioner to determine if any of the activities permitted under this development permit may impact a wetland.
- b. Please note that the County is accredited under the Alberta Fire Code and as a result all commercial, industrial and institutional building must be inspected from time to time and on an ongoing basis for code compliance. Therefore, it is in the best interest of the landowner/applicant to consult with the Stettler Regional Fire Chief at the time of making an application for a building permit under the Alberta Safety Codes Act, and definitely prior to construction start, so that fire code compliance can be addressed at that time, in order to avoid costly building modifications later on.
- c. The Land Use Bylaw contains development standards and regulations that apply to but cannot be listed in this development permit due to limited space. These regulations address matters relating to many aspects of the approved development or use, such as access points, lines of sight, public safety setbacks, to mention a few. It is the applicant's or developer's responsibility to ensure that they are fully aware of all the applicable development standards and regulations in the Land Use Bylaw that may apply to the proposed development or use by contacting the County's Planning and Development department.
- d. The applicant/property owner is responsible for:
 - i. determining the legal property boundaries and any applicable easements through a survey by an Alberta Land Surveyor;
 - ii. ensuring that any structures approved under this development permit are constructed such that they are correctly set back from the property boundaries in compliance with the front, rear and side yard setbacks approved in this development permit;
 - iii. ensuring that the development approved under this development permit shall not disturb, affect or alter conditions of all utilities and appurtenances, drainage rights-of-way, utility rights-of-way, access rights-of-way and any easements as they may exist, over, under, or through the Lands;
 - iv. ensuring that the construction activity approved under this Development Permit is undertaken in a manner that does not cause a disturbance or damage to adjacent properties;
 - v. making suitable arrangements with utility companies for provision of all services and/or necessary easements for utility rights-of-way;
 - vi. notifying Alberta 1st Call at 1-800-242-3447 to arrange for field locating prior to construction, should any excavations be required near utility lines;

- vii. ensuring that permanent structures are located outside the 1:100-year flood plain of any body of water;
- viii. ensuring that foundation and drainage systems are constructed under the supervision of a qualified geo-technical engineer on any slope exceeding 15% to protect the bank from erosion and to ensure slope stability;
- ix. ensuring that a 2-meter separation is provided between the water table and footings for the buildings;
- x. ensuring that the property is graded in such a manner that the rate and volume of surface runoff from storm water drainage do not exceed that which existed prior to the issuance of this Development Permit. Where an approved storm water management plan exists, the property must be graded in accordance with the storm water management plan.

DIGITAL DRAWINGS BEST VIEWED IN CADSEE ACROBAT READER

THIS DRAWING MAY HAVE BEEN MODIFIED FROM ITS ORIGINAL SIZE. ALL SCALE NOTATIONS INDICATED ARE BASED ON 11"x17" FORMAT DRAWINGS



- LEGEND**
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2	23-07-07	AS PER COUNTY COMMENTS
1	22-07-29	FOR APPROVAL
ISSUE	YY-MM-DD	REVISION

MON DD, YYYY



BAR W RESORT

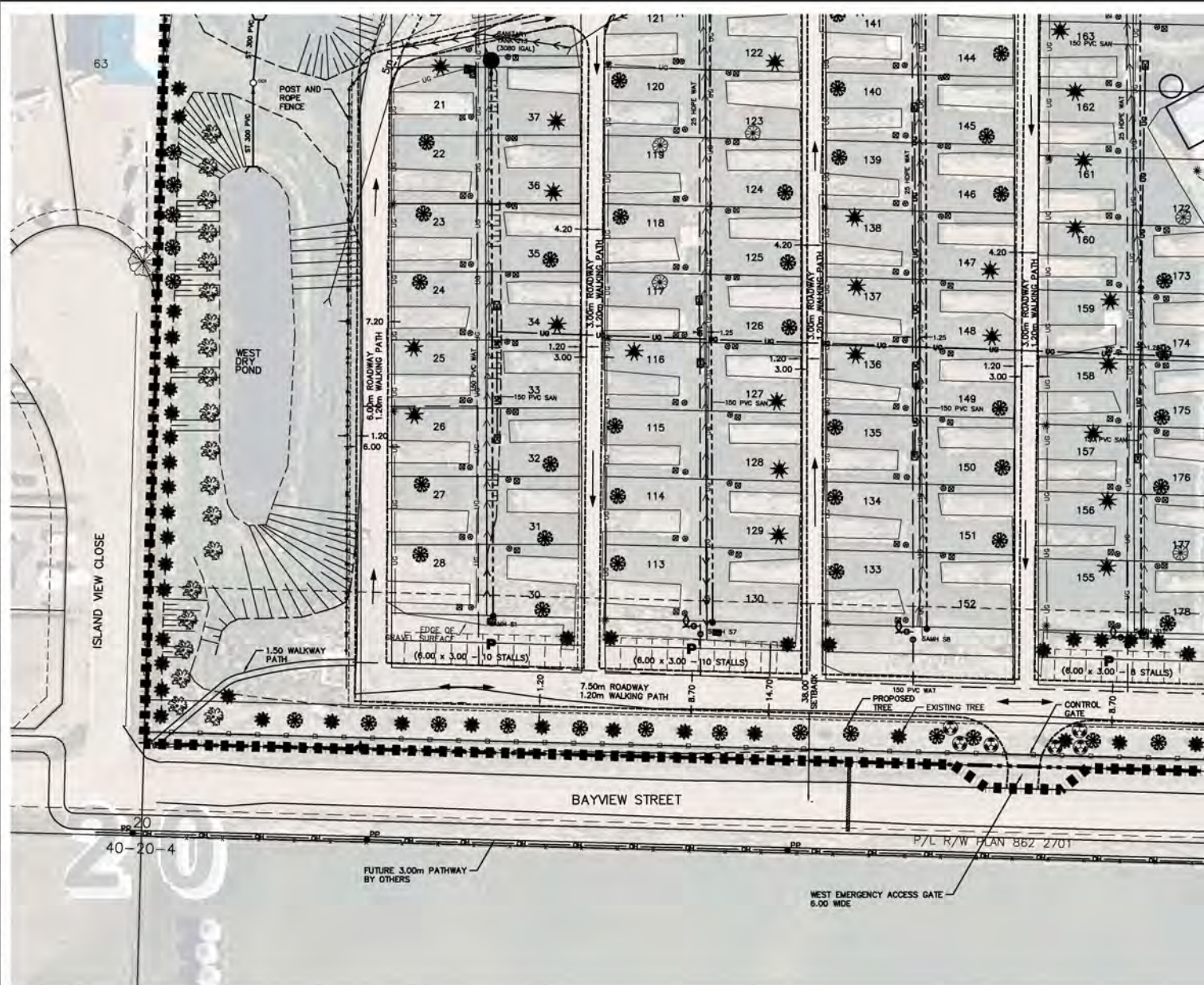
BAR W RESORT CIVIL OVERALL SITE PLAN

DESIGNED	G.J.S.	JOB	4753-001-00
DRAWN	J.S.	SCALE	1:3000
DATE	JUNE 2022	DRAWING	C2.0

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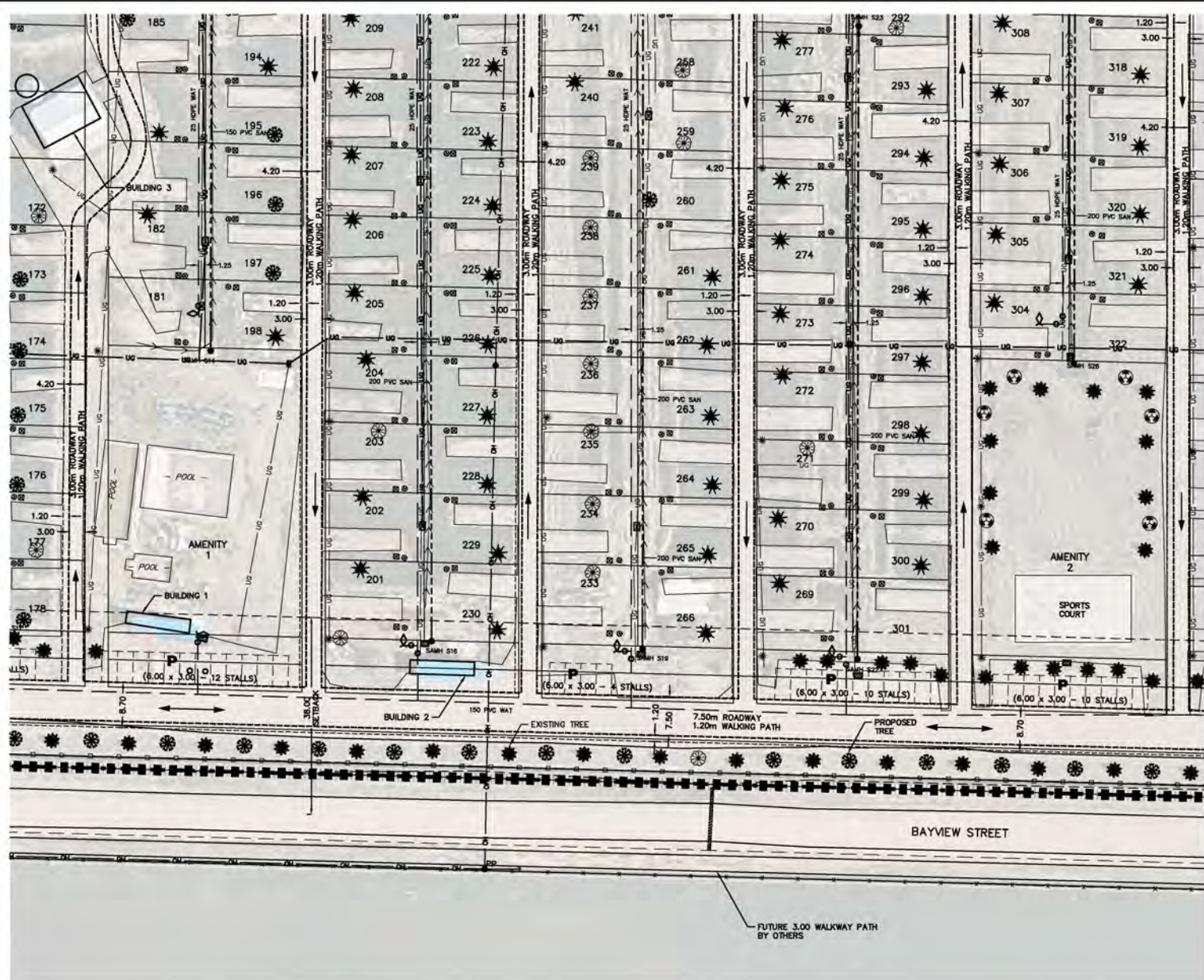
BAR W RESORT

BAR W RESORT CIVIL SITE PLAN 1 OF 7

DESIGNED	G.J.S.	JOB	4753-001-00
DRAWN	J.S.	SCALE	1:750
DATE	JUNE 2022	DRAWING	C2.1

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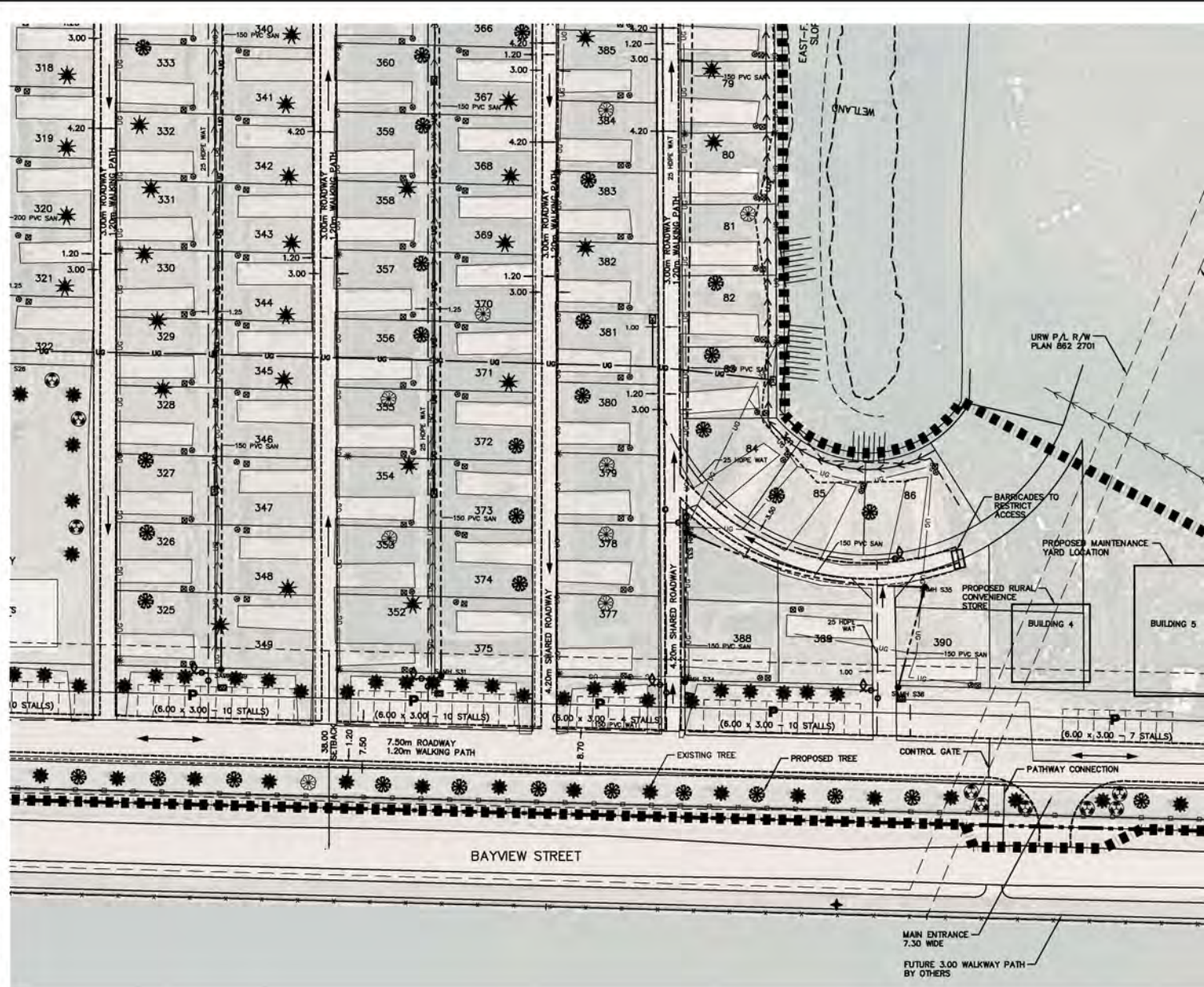
BAR W RESORT

BAR W RESORT CIVIL SITE PLAN 2 OF 7

DESIGNED	G.J.S.	JOB	4753-001-00
DRAWN	J.S.	SCALE	1:750
DATE	JUNE 2022	DRAWING	C2.2

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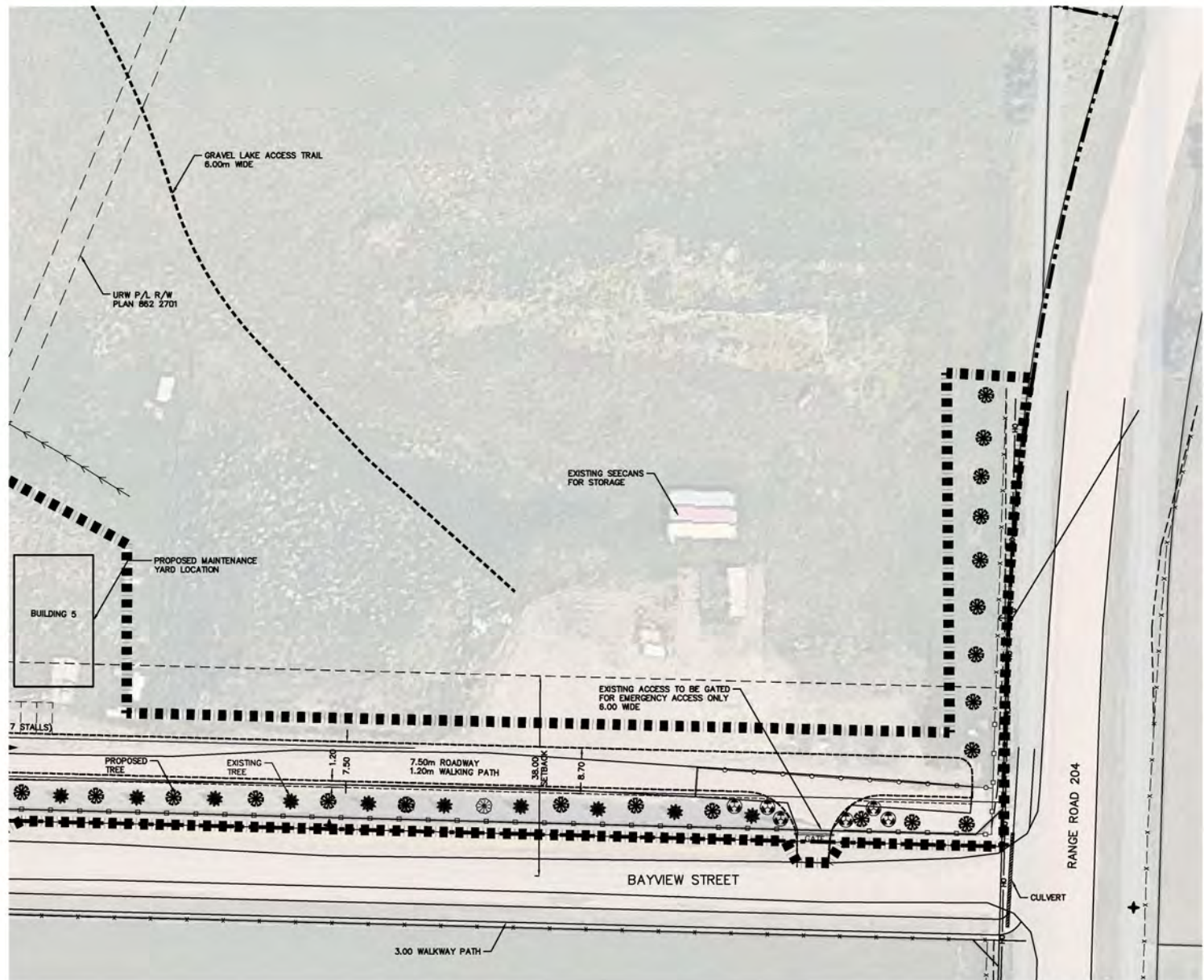
BAR W RESORT

BAR W RESORT CIVIL SITE PLAN 3 OF 7

DESIGNED	G.J.S.	JOB	4753-001-00
DRAWN	J.S.	SCALE	1:750
DATE	JUNE 2022	DRAWING	C2.3

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BAR W RESORT

**BAR W RESORT
CIVIL
SITE PLAN 4 OF 7**

DESIGNED	G.J.S.	JOB	4753-001-00
DRAWN	J.S.	SCALE	1:750
DATE	JUNE 2022	DRAWING	C2.4



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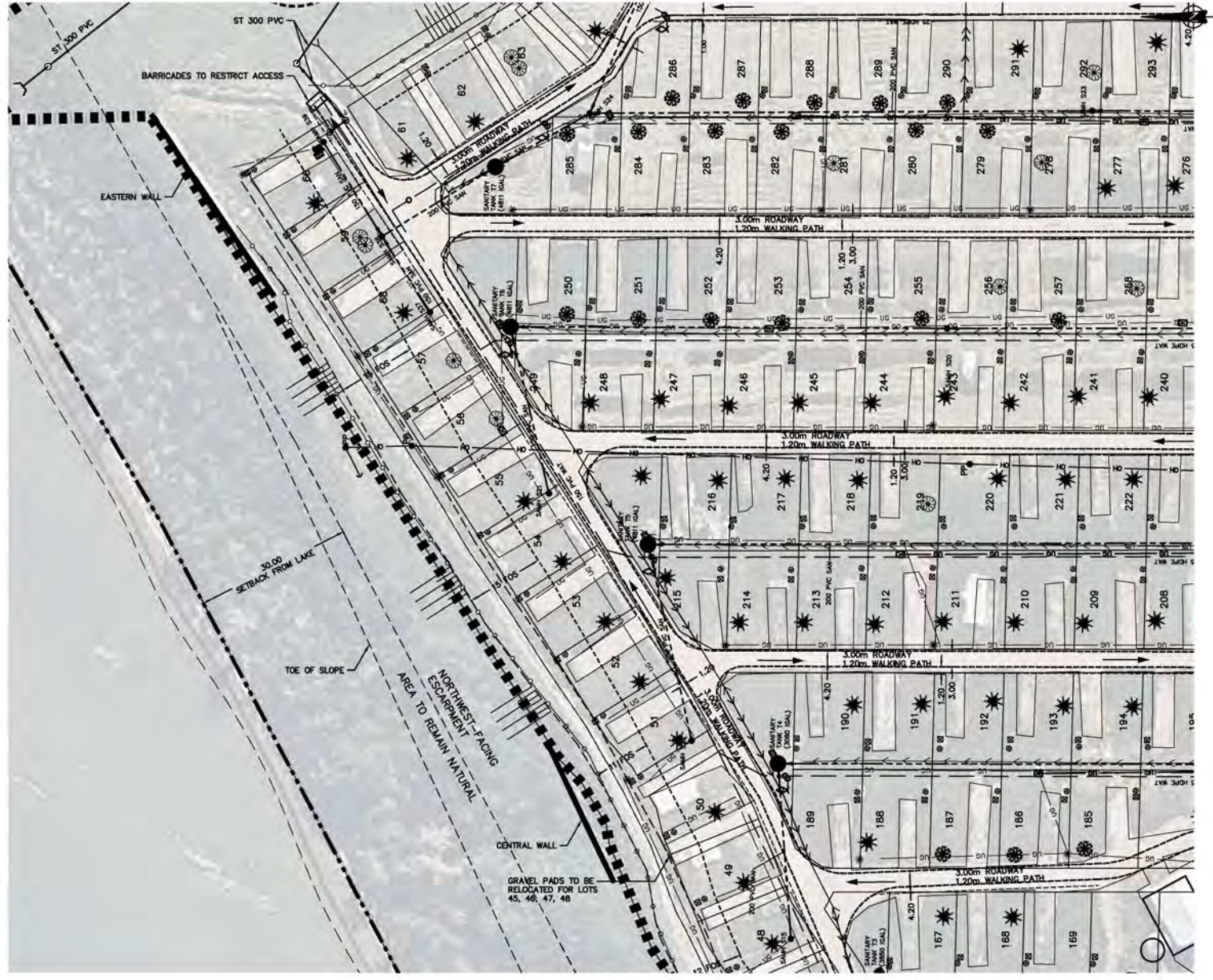
BAR W RESORT

**BAR W RESORT
CIVIL
SITE PLAN 5 OF 7**

DESIGNED	G.J.S.	JOB	4753-001-00
DRAWN	J.S.	SCALE	1:750
DATE	JUNE 2022	DRAWING	C2.5

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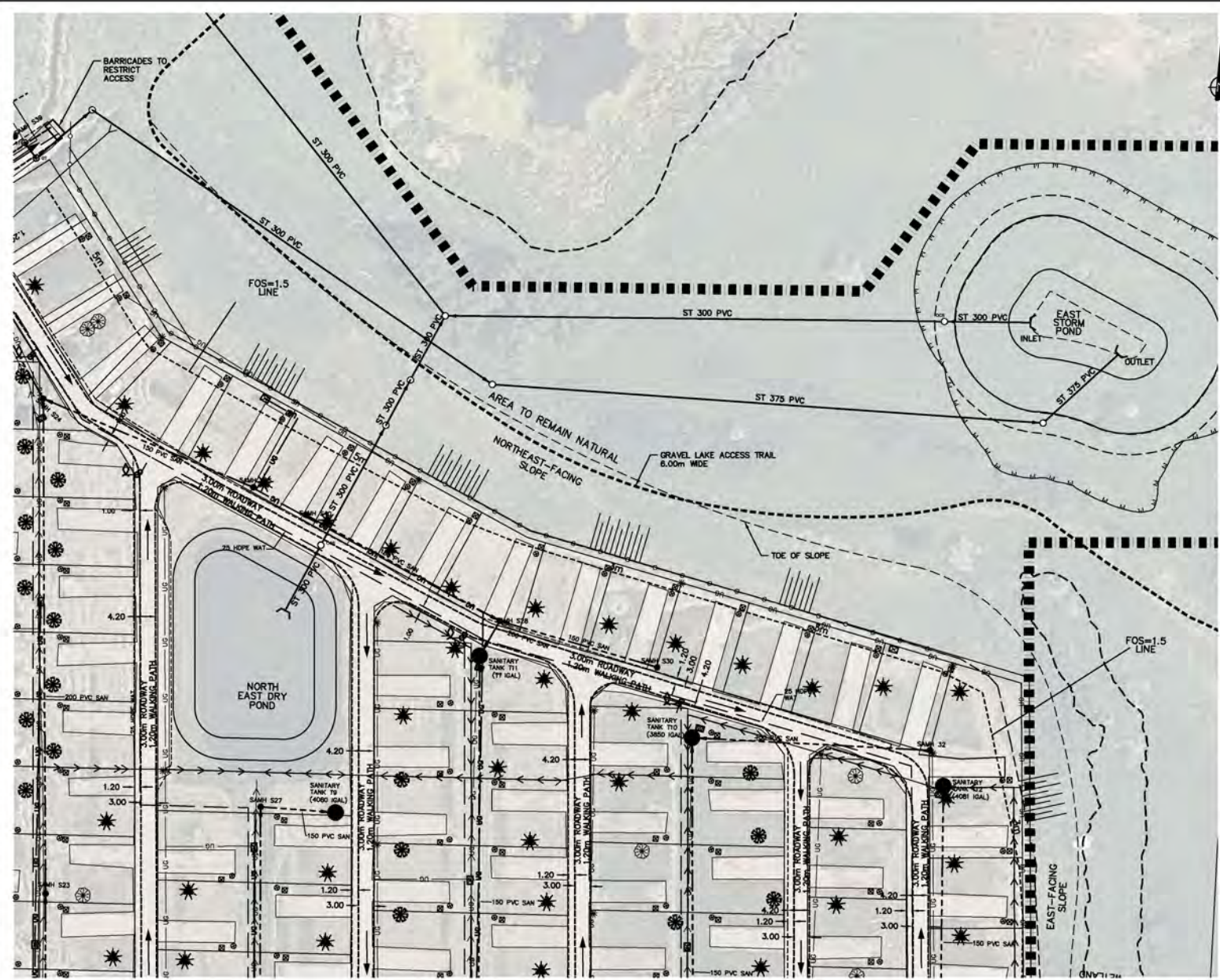
BAR W RESORT

BAR W RESORT CIVIL SITE PLAN 6 OF 7

DESIGNED	G.J.S.	JOB	4753-001-00
DRAWN	J.S.	SCALE	1:750
DATE	JUNE 2022	DRAWING	C2.6

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BAR W RESORT

**BAR W RESORT
CIVIL
SITE PLAN 7 OF 7**

DESIGNED	G.J.S.	JOB	4753-001-00
DRAWN	J.S.	SCALE	1:750
DATE	JUNE 2022	DRAWING	C2.7



Telephone: 780-427-2444
 Fax: 780-427-0986
 Email: LPRT.appeals@gov.ab.ca

INTERNAL USE ONLY

SUBDIVISION/ DEVELOPMENT AUTHORITY APPEAL FORM

Land and Property Rights Tribunal
 1229-91 Street SW
 Edmonton AB T6X 1E9

A notice of appeal for a subdivision matter must be filed within 14 days after receipt of the subdivision authority's written decision. A notice of appeal for a development matter must be filed within 21 days of the development authority's written decision is given.

This is an appeal of a: Subdivision Authority Decision Development Authority Decision

Part 1- Contact Information

PROPERTY UNDER APPEAL

Name of Municipality County of Stettler No. 6	Subdivision/Development Authority (if applicable)	Subdivision/Development Authority File or Permit Number DP23077
--	---	--

Does the land that is subject of the appeal contain, or is it adjacent to, or near, any of the following? (Check ALL that apply)

For Subdivision Appeals:

Highway (#835) Body of Water (Name: Buffalo Lake) Landfill

Green Area Wastewater Treatment Facility Waste Management Facility Historical Site/Resource

Alberta Environment and Parks AUC NRCB AER ERCB AEUB

Licence/Permit/Approval or Other Authorization Number: _____

For Development Appeals:

Alberta Environment and Parks AUC NRCB AER ERCB AEUB

Licence/Permit/Approval or Other Authorization Number: _____

Land Description	Section	Township	Range	Meridian	Municipal Address or Lot Block Plan
NE - 20 - 40 - 20 - 4					40332 Range Road 20-4

APPELLANT (e.g. Landowner, Applicant, Affected Person or Government Department filing the Appeal)

Name(Organization) [Rochon Sands Heights Community Association] c/o Delwo, Jason	(Last)	(First)	Telephone Number [REDACTED]
Address (Street, PO Box, RR)	(Suite, Apartment)	(Municipality)	(Province) (Postal Code)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
E-mail address (By providing an e-mail address I consent to receive documents by e-mail): [REDACTED]			

LANDOWNER INFORMATION (If different from Appellant)

Name Bruggencate, Kyle (co-Appellant)	(Last)	(First)	Telephone Number [REDACTED]
Address (Street, PO Box, RR)	(Suite, Apartment)	(Municipality)	(Province) (Postal Code)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
E-mail address (By providing an e-mail address I consent to receive documents by e-mail): [REDACTED]			

REPRESENTATIVE INFORMATION AND AUTHORIZATION (if Appellant is Represented by an Agent)

Name of Organization Rochon Sands Heights Community Association				Telephone Number [REDACTED]	
Address (Street, PO Box, RR) PO BOX 345 ERSKINE, ALBERTA T0C1G0		(Suite, Apartment)	(Municipality)	(Province)	(Postal Code)
E-mail address (By providing an e-mail address I consent to receive documents by e-mail): rsheightsca@gmail.com					
I (We) hereby authorize Jason Delwo and Kyle Bruggencate to act on my (our) behalf to this application.					
[REDACTED] Signature of Applicant(s)		28-Sep-23 Date	[REDACTED] Signature of Applicant(s)		Sept 28/23 Date

Part 2- Decision of the Subdivision/Development Authority

Date of Decision:

Copy of Subdivision/Development Authority Decision included? Yes No

Part 3- Reasons for Appeal

All appeals must contain reasons. Attach additional pages if required.

- Approval - Why do you oppose the approval or what conditions of approval do you disagree with and why?
- Refusal - Why do you think the application should be approved?

Kyle Bruggencate and myself, Jason Delwo, are representing the members of Rochon Sands Heights Community Association in appealing the conditions of DP23077 issued by the County of Stettler on September 8th, 2023. Please see the attached document with the reasons for our appeal.

[REDACTED]
Signature of Appellant OR Person Authorized to Act on Behalf of Appellant

28-Sep-23
Date

The personal information collected is for the purpose of setting up application/appeal proceedings which will be provided to those who may be affected by your application/appeal and will be considered a public record. Your contact information will be used to send a follow up survey designed to measure satisfaction with the tribunal proceedings. This personal information collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of personal information, you may contact the Land and Property Rights Tribunal, 1229-91 Street, SW, Edmonton, Alberta T6X 1E9, (780) 427-2444 (Outside of Edmonton call 310-0000 to be connected toll free) or by email to L.PRT@gov.ab.ca.

Introduction

The Rochon Sands Heights Community is the next-door neighbour to the west of the proposed development and will be impacted by the addition of 318 additional development units and the aesthetics, noise, and traffic on area roads.

This appeal is in accordance with Section 33 of the Land Use Bylaw since the proposed development is a discretionary use in the Resort Facility zoning district and our community is affected. Also, various County bylaws have been relaxed or violated in approving the Development Permit.

Main Reasons for Appeal:

1. Lack of traffic control on Bayview St. west of the development to prevent it from exceeding its safe design capacity.
2. The additional access points to Bayview St. from this individual property.
3. Upgrades to area road infrastructure

Lack of traffic control on Bayview St.

Increased traffic on Bayview St. continues to be the primary concern of our community. Bayview St. most closely matches the design specification of a Local Road. Local Roads are only designed to service 100 properties and currently our community already has 106, not including the Summer Village of Rochon Sands. Therefore, Bayview St. does not have any capacity for Bar W traffic to travel west. The Development Permit No. DP 23077 dated September 8, 2023 does adequately address this issue.

The County of Stettler's Development Officer put forth a recommendation that included a gate on Bayview St. to direct traffic onto existing road infrastructure better able to handle the proposed increase in traffic. It is the opinion of the Community and its members that had the gate option been included in DP23077, even as a temporary measure until existing infrastructure is upgraded, the significant concern of traffic would have been largely and sufficiently mitigated.

Additional access points to Bayview St.

According to Policy 4.5.14(i) of the County's South Shore Area Structure Plan, only 1 access per parcel of land is allowed onto Bay View St., however this development is planned for 3 accesses. This policy violation is overlooked by the Development Permit.

Upgrades to area Road Infrastructure

The proposed development will increase the number of dwelling units in Allocation Area C, as defined by the South Shore Area Structure Plan, from approximately 120 to 440 yet there are no defined infrastructure upgrades required in the Development Permit. There are many road upgrades that have been identified over the years and they are described in the South Shore Area Structure Plan, the 2014 Stantec Engineering Rural Road Study Update, Alberta Transportation correspondence, etc. However the only Development Permit condition is for the Developer to come to an agreement with the County in the

future. This is too open ended and leaves County taxpayers at risk of covering excessive future infrastructure costs.

WHAT TO EXPECT AT A DEVELOPMENT APPEAL HEARING

DEVELOPMENT APPEAL BULLETIN NO. DEV-2-2021

DISCLAIMER – This bulletin provides general guidance and is not legal or land planning advice. The details in this bulletin may not apply to particular cases, or to future decisions of the Board.

INTRODUCTION

This Bulletin describes what to expect at a typical LPRT¹ development appeal hearing for those preparing to speak at a hearing, or those observing. To prepare for a hearing, review the Rules of Procedure for Subdivision and Development Appeals. Contact a LPRT case manager for more information.

SIGNING IN TO A VIDEO CONFERENCE HEARING

The hearing notice will include instructions on how to register for the hearing and the case manager will send out additional information prior to hearing. The video hearing conference usually opens 30 minutes before the scheduled start time to allow time for the participants to join and test their video and audio connections. The LPRT uses the platform Webex.

Things to remember:

- Sign in at least 15 minutes before the hearing is scheduled to begin.
- Hearings often last 1 – 2 hours before a recess. Please prepare accordingly.
- Mute your microphone when not speaking.
- It is best to have a fast and reliable internet connection (hard-wired if possible).
- Written material you wish to refer to during the hearing should be submitted ahead of time. Speak to the case manager to confirm submission timelines.

¹ *Land and Property Rights Tribunal Act*, SA 2020, c-L2.3 amalgamated the Municipal Government Board with the Surface Rights Board, Land Compensation Board, and New Home Buyer Protection Board to form the Land and Property Rights Tribunal, effective June 02 2021.

THE HEARING PROCESS – PART I: HEARING PARTICIPANTS

Parties in attendance may include

- Appellant – the person who filed the appeal. This may be the Applicant or an Affected Party
- Applicant/landowner – the person who made the development application
- Development Authority (DA) representative
- Affected Parties – often nearby landowners
- Government departments (e.g. Alberta Transportation or Alberta Environment and Parks) representative
- Other observers – LPRT hearings are open to the public

Also in attendance on behalf of the Tribunal will be

- The Panel – usually three members, one of whom is the Presiding Officer for the hearing
- The case manager or another member of the Tribunal Administration

The case manager introduces the appeal and records the hearing if required, keeps track of evidence and supports the panel as needed. The case manager supports and facilitates the appeal process, but does not make the decision.

The Presiding Officer is often called the Panel Chair. He or she will give instructions to keep the hearing moving fairly and efficiently and let participants know when to speak. Any panel members may ask questions throughout the hearing. All LPRT members are appointed by the Lieutenant Governor in Council and their biographies are available on the LPRT website.

Things to remember:

- Let the case manager know beforehand if you need to make any special arrangements.
- If you need to communicate with the LPRT either before or after the hearing, do so through the case manager.
- Address the Presiding Officer as “Mister Chair” or “Madam Chair” as the case may be.
- Panel members may be addressed as “Sir” or “Mr. __,” and “Madam” or “Ms. __.”
- Hearings are open to the public.
- Any documents submitted to LPRT may be viewed by other hearing participants or members of the public.

THE HEARING PROCESS – PART II: GETTING STARTED

Introductions and the Oath

At the outset of the hearing, the case manager or Presiding Officer will ask everyone to introduce themselves and indicate whom they represent (if anyone). The panel may also request all those who intend to give evidence during the hearing to swear or affirm that they will tell the truth.

Preliminary Issues

A preliminary issue is any matter that needs to be dealt with before the LPRT hears the merits of an appeal. Examples include:

- Postponement and rescheduling requests
- Whether an appeal was filed on time
- Whether the LPRT has jurisdiction to hear an appeal
- Objections to a panel member
- Whether a person at the hearing has standing to make a presentation

Let the case manager know well before the hearing if you intend to raise a preliminary issue at the hearing. Normally the panel will ask if there are any preliminary issues before the hearing begins; however, if they do not, be sure to advise them of the preliminary issue(s) before the presentations begin.

Marking the Exhibits

The Appellant, the DA, Applicant and affected government departments are usually sent an information package, including the DA's file, before the hearing. This information package is usually marked as exhibit #1. Other exhibits are usually marked as they are received.

Things to remember:

- If you know ahead of time that a preliminary issue is likely to arise, let the case manager know as soon as possible so that arrangements can be made to avoid unnecessary surprises or delays.
- Certain preliminary issues, such as asking for the postponement of a hearing, should be made to the LPRT in writing before the hearing.
- To avoid unnecessary delays, make sure any written material you wish to have considered is provided to the LPRT before the hearing to share with other parties.
- Number the pages of any submissions you wish to enter as exhibits.

THE HEARING PROCESS – PART III: PRESENTATIONS & QUESTIONS

Presenting the Merits of a Development Appeal

Parties generally make their presentations in the order below. However, a panel may decide on a different order of presentation if it will be more efficient in a given set of circumstances.

1. Development Authority (DA):
 - The DA provides the background information of the application;
 - The DA discusses its decision and the evidence and legislation in support of that decision and how it affects the public interest;
 - The Appellant(s) and other parties have the opportunity to ask the DA questions, through the Presiding Officer;
 - The panel has the opportunity to ask questions.
2. Appellant(s):
 - The Appellant(s) presents information and evidence as to why the MGB should change the DA's decision;
 - The DA and other parties have the opportunity to ask the Appellant(s) questions, through the Presiding Officer;
 - The panel has the opportunity to ask questions.
3. Affected parties supporting the appeal:
 - Parties supporting the appeal explain their position.
 - The Appellant(s), the DA, and other parties have the opportunity to ask questions, through the Presiding Officer;
 - The panel has the opportunity to ask questions.
4. Applicant (when the Appellant is not the Applicant):
 - The Applicant presents information and evidence as to why the application should be approved.
 - The Appellant(s), the DA, and other parties have the opportunity to ask questions, through the Presiding Officer;
 - The panel has the opportunity to ask questions.
5. Affected parties opposing the appeal:
 - Parties opposing the appeal explain their position.
 - The Appellant(s), the DA, and other parties have the opportunity to ask questions, through the Presiding Officer;
 - The panel has the opportunity to ask questions.
6. Appellant(s):
 - After all parties have made their submissions, the Appellant(s) have the opportunity to respond to the submissions.
7. The DA, Applicant and Appellant will then give their final summations in this order with the Appellant having the last word.

Things to remember:

- Prepare an outline of your presentation to avoid forgetting important points.

- Bring a note pad to write down ideas that come to mind during the hearing, such as other parties' points to speak to, or questions to ask.
- If you need an unscheduled break you can raise your hand and wait for the Presiding Officer to ask what is needed.
- If you have any technical difficulties during a video hearing contact the case manager who will assist you.

THE HEARING PROCESS – PART IV: CLOSING THE HEARING

After the parties have completed their final summations, the panel will adjourn the hearing and allow the parties to leave. Generally the LPRT will not consider material filed after it has adjourned a hearing. In some cases, the panel may decide it needs more information after adjournment. If this happens, the case manager will contact the parties and give instructions to provide further information. If the panel determines it does not need any further information, it will close the hearing and notify the parties in writing. The LPRT will then issue its decision, in writing, within 15 days of closing the hearing.

RECORDING OF HEARINGS

SUBDIVISION AND DEVELOPMENT APPEAL BULLETIN NO. SD-1-2021

DISCLAIMER – This bulletin provides general guidance only and is not offered as legal or land planning advice. Each appeal is unique. The details in this bulletin may not apply to every case, or to future decisions of the Tribunal.

INTRODUCTION

Any person who wishes to make recordings or transcripts of LPRT proceedings must request permission from the panel. Digital recordings made by the LPRT of its own proceedings are not generally available.

PROCEDURES FOR TRANSCRIPTS AND RECORDINGS

The LPRT does not produce transcripts of its hearings. However, parties to an appeal may request the LPRT to allow a court reporter to attend the hearing. Where the LPRT grants such a request, it will generally do so on the condition that the LPRT and all parties receive copies of the transcript at the cost of the initiating party. The LPRT may also set further terms on the recording of hearings pursuant to its procedural rules¹.

Where the parties do not arrange for a court reporter's attendance, the LPRT may make an audio and/or video recording of subdivision and development appeals. Such recordings are not generally made available to the public, but will be provided to parties if requested for the purpose of seeking leave to appeal.²

Recordings made by the LPRT are records of a public body pursuant to the *Freedom of Information and Protection of Privacy Act*³ (FOIP). Recordings are subject to requests under Part I of FOIP. Any such requests should be directed to the FOIP Coordinator (780-643-6713 (Telephone), 780-422-3204 (Fax) or sa.foip-centralintake@gov.ab.ca (email)).

IDENTIFICATION OF PARTICIPANTS FOR THE RECORD

¹ LPRT Subdivision and Development Appeal Procedure Rules

² Section 688(2.1) of the *Municipal Government Act, RSA 2000, c M-26* states parties may request copies of materials held by the board for the purposes of seeking leave to appeal.

³ *Freedom of Information and Protection of Privacy Act, RSA 2000, c F-25*.

When hearings are recorded, participants are asked to introduce themselves at the beginning of the hearing. This procedure helps future users of the recording to identify each participant as he or she speaks.

LEGISLATION

Section 688 of the *Municipal Government Act* reads in part:

Law, jurisdiction appeals

688(1) An appeal lies to the Court of Appeal on a question of law or jurisdiction with respect to

- (a) a decision of the subdivision and development appeal board, and
- (b) a decision made by the Land and Property Rights Tribunal
 - (i) under section 619 respecting whether a proposed statutory plan or land use bylaw amendment is consistent with a licence, permit, approval or other authorization granted under that section,
 - (ii) under section 648.1 respecting the imposition of an off-site levy or the amount of the levy,
 - (iii) under section 678(2)(a) respecting a decision of a subdivision authority,
 - (iii.1) under section 685(2.1)(a) respecting a decision of a development authority, or
 - (iv) under section 690 respecting an intermunicipal dispute.

...

(2.1) If an applicant makes a written request for materials to the Land and Property Rights Tribunal or the subdivision and development appeal board, as the case may be, for the purposes of the application for permission to appeal ... the Land and Property Rights Tribunal or the subdivision and development appeal board, as the case may be, must provide the materials requested within 14 days from the date on which the written request is served.

(2.2) An applicant's written request under subsection (2.1) must not include a request for a transcript of the hearing, but if a transcript is available and the Court of Appeal is satisfied that the transcript is necessary for the purpose of determining the application, the Court may, on application or on its own motion, direct that the Land and Property Rights Tribunal or the subdivision and development appeal board provide the transcript within the time provided by the Court.