

**SUMMER VILLAGE OF WHITE SANDS
COUNCIL MEETING AGENDA
April 9, 2025 @ 9:30
Location: Municipal Office
#8 Front Street, White Sands
and streamed onto YouTube**

	Pages
1. Call to Order	
2. Adoption of Agenda	
3. Adoption of Previous Minutes	
3.1. 03 12 2025 Regular Council Meeting Minutes	2
4. Public Hearings:	
4.1. Public Hearing for Bylaw 215-25: Road Closure for Road Plan 4117 MC	
4.2. Public Hearing for Bylaw 214-25: Public Notification	
5. Delegation (None)	
6. Bylaws & Policies	
6.1. RFD – Rescind Policy II: Tax Recovery Administrative Fees	6
6.2. RFD – Current Policy Names and Proposed Name Changes, Numbering, and Categories	9
6.3. RFD – ADM 1.8 Social Media Policy	11
6.4. Bylaw 214-25: Public Notification	15
6.5. RFD – P&R 4.4: Beach Gate Access Policy	19
7. Business	
7.1. RFD – Mail Services in the Summer Village of White Sands	23
7.2. Request for a Special Meeting for 2025 Budgets and Financial Statements	
8. Council Reports	
8.1. Mayor Thurston (Verbal)	
8.2. Councillor Zembal (Verbal)	
8.3. Councillor Ashford (Written)	24
9. CAO Report	
9.1. Written Report	25
10. Financials	
10.1. Council Revenue and Expenditures as of December 31, 2024	27
10.2. Capital Revenue and Expenditures as of December 31, 2024	28
11. Correspondence	
11.1. Alberta Policing Legislation Information Session	29
11.2. Come for a Byte at White Sands with the Stettler Public Library	38
11.3. Request for Support Letter for Minister’s Award for Municipal Excellence: SMRWSC	39
11.4. County and Town of Stettler Invitation to Participate in Doctor Recruitment Funding Initiative	45
11.5. SDAA - Minutes from March 10, 2025	48
11.6. ASVA - Promoting Upcoming Webinars for Summer Village Election Candidates	51
11.7. LAEA Bill 20 – Minister of Municipal Affairs, Ric McIver	52
11.8. Hall Society Budget Request – Deep Cleaning	53
12. Closed Meeting of Council (None)	
13. Adjournment	

**Public Welcome to observe the meeting in person or view on our YouTube Channel
If you wish to speak to council as a delegation, contact the Village Office at 403-740-1572**

Next Regular Council Meeting will May 14, 2025

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

**held on March 12, 2025
White Sands Municipal Office
#8 Front Street, White Sands, AB and
electronically streamed to YouTube.**

Present: Lorne Thurston, Mayor via Zoom
Dan Zembal, Councillor
Paul Ashford, Councillor via Zoom
Melissa Beebe, CAO
Erin Weinzierl, Administrative Assistant

Absent:

Public: (0)

1. Call to Order:

Mayor Thurston calls the Council Meeting to order at 9:29 AM

2. Adoption of Agenda

Motion 25:03:01 Moved by Councillor Ashford to approve the agenda as amended:

- 12.1 Human Resources – Council Staff - FOIP Section 18, 19

MOTION CARRIED

3. Adoption of Previous Minutes:

3.1. Regular Council Meeting Minutes of February 12, 2025

Motion 25:03:02 Moved by Mayor Thurston to adopt the minutes from the Regular Council Meeting of February 12, 2025, as presented.

MOTION CARRIED

3.2. Special Meeting Minutes of February 24, 2025

Motion 25:03:03 Moved by Councillor Zembal to adopt the minutes from the Special Council Meeting of February 24, 2025, as presented.

MOTION CARRIED

4. Public Hearing: None

5. Delegation/Presentation: None

6. Bylaws & Policies:

6.1. Bylaw 212-25: Traffic Bylaw

Motion 25:03:04 Moved by Councillor Zembal to approve second reading of Bylaw 212-25: Traffic Bylaw as amended:

- 4 (f) change to 4.2 (and rest of numbers change to the next number in section 4) "As per 4.1, any other vehicles under this bylaw cannot block or hinder from allowing any emergency access."

- 5.3 change to “, as per the Traffic Safety Act and provincial legislation.”

MOTION CARRIED

Motion 25:03:05 Moved by Councillor Ashford to approve third and final reading of Bylaw 212-25: Traffic Bylaw.

MOTION CARRIED

6.2. Bylaw 214-25: Public Notification

Motion 25:03:06 Moved by Mayor Thurston to approve first reading of Bylaw 214-25: Public Notification as presented and set a public hearing date on April 9, 2025, at 9:30 AM or as soon after as possible.

MOTION CARRIED

6.3. Bylaw 215-25: Road Closure Bylaw

Motion 25:03:07 Moved by Moved by Councillor Zembal to approve first reading of Bylaw 215-25: Road Closure Bylaw as presented and set a public hearing date on April 9, 2025, at 9:30 AM or soon after as possible.

MOTION CARRIED

6.4. Bylaw 200-23: Procedural Bylaw Review

Motion 25:03:08 Moved by Mayor Thurston to accept the Bylaw 20-23: Procedural Bylaw as information.

MOTION CARRIED

7. Business

7.1. RFD – Appointments of MRPAC Members

Motion 25:03:09 Moved by Councillor Zembal to amend the Terms of Reference under section “Membership” and change the number of members from 3 to 5, including the four members at large and one Councillor.

MOTION CARRIED

Motion 25:03:10 Moved by Councillor Ashford to appoint the following members to MRPAC.

- Councillor Zembal
- Member at large: Christine Adams
- Member at large: George Trotter
- Member at large: Heather Zyerfeld
- Member at large: Jeannie Kezama

MOTION CARRIED

7.2. RFD – Notice of Nomination Day and General Election for the SV of White Sands

Motion 25:03:11 Moved by Councillor Ashford to approve nomination will be accepted

from June 1, 2025, during regular office hours and up to Nomination Day of July 5, 2025, at the municipal office from 10 am to noon.

MOTION CARRIED

Motion 25:03:12 Moved by Councillor Zembal to approve having an Advance poll for the Summer Village of White Sands on July 26, 2025, at the municipal office from 10:00 AM to 1:00 PM.

MOTION CARRIED

Motion 25:03:13 Moved by Mayor Thurston to approve the General Election for the Summer Village of White Sands on August 2, 2025, at the municipal office from 10:00 AM to 8:00 PM, as per the Local Authorities Elections Act

MOTION CARRIED

8. Council Reports:

8.1. Mayor Thurston (Written Report)

8.2. Councillor Zembal (Verbal Report)

- Nothing to report

8.3. Councillor Ashford (Written Report)

- Water Study will not open, but will troubleshoot with administration.
- Apex Utilities states a White Sands Franchise Fee but did not pass a franchise fee. He is calling to ask why. We will put in this issue in the coming newsletter for residents to check and then call their providers.

Motion 25:03:14 Moved by Mayor Thurston to accept the Councillor Reports as presented.

MOTION CARRIED

9. CAO Reports

9.1. Written Report

- Meeting with IT and waiting on a proposal for \$0 cost, video conference, hall internet, and cameras.

9.2. CAO Action List

Motion 25:02:15 Moved by Councillor Zembal to accept the CAO reports 9.1 to 9.2 as presented.

MOTION CARRIED

10. Financial Reports:

10.1. Council Revenue and Expenditures as December 31, 2024

10.2. Capital Revenue and Expenditures as of December 31, 2024

10.3. Bank Reconciliation Statement as of February 28, 2025

10.3.1 Notes on the Financial Statement and Reserves and information 10.3

Motion 25:03:16 Moved by Councillor Zembal to approve items 10.1 to 10.3 of Financial Reports as presented.

MOTION CARRIED

11. Correspondence

- 11.1. JUPA Between Municipalities and School – Minister of Affairs, Ric McIver
- 11.2. Alberta School Tax Requisition Report 2025
- 11.3. Changes to the Local Authorities Election Act (LAEA)
- 11.4. Municipal Affairs 2025 Budget
- 11.5. Provincial Priorities Act – Minister of Municipal Affairs – Ric McIver
- 11.6. Alberta Munis Preliminary Analysis on Alberta’s 2025 Budget

Motion 25:03:17 Moved by Councillor Ashford to accept items 11.1 to 11.6 of Correspondence as presented.

MOTION CARRIED

Mayor Thurston called for a 10-minute recess at 11:45 AM
 Mayor Thurston calls meeting back in session at 11:51 AM

12. Closed Meeting Session: None

- 12.1. **Human Resources – Council Staff - FOIP Section 18, 19**

Motion 25:03:18 Moved by Mayor Thurston to move into closed meeting session for **Human Resources – Council Staff - FOIP Section 18, 19** at 11:52 AM.

MOTION CARRIED

Motion 25:03:19 Moved by Councillor Zembal to move out of closed meeting session for **Human Resources – Council Staff - FOIP Section 18, 19** at 12:18 PM.

MOTION CARRIED

13. Adjournment

Motion 25:03:20 Moved by Mayor Thurston to adjourn the meeting at 12:20 PM.

MOTION CARRIED

Next Regular Council Meeting will be April 9, 2025. Public Welcome.

Mayor

Chief Administrative Officer



Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 9, 2025
Originated By:	Erin Weinzierl, Administrative Assistant
Title:	Rescind Policy II: Tax Recovery Administrative Fees
Agenda Item Number:	6.1

BACKGROUND/PROPOSAL:

Administration must review policies and by-laws of the municipality and bring forward any that would benefit to be updated or rescinded.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As administration was reviewing the current policies and bylaws of the Summer Village of White Sands, it came to our attention that Policy II deals with fees for tax recovery. With alignment with the MGA, municipalities are required to have bylaws to create revenue for fees and services. The Summer Village of White Sands already has a Fees and Services bylaw (213-25), which was passed in the regular council meeting in February 2025, and its continually reviewed each year during the budget process.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable in any direct way.

RECOMMENDED ACTION:

1. Council motion to rescind Policy II: Tax Recovery Administrative Fees

Initials show support – Reviewed By: EW

CAO: MB

SUMMER VILLAGE OF WHITE SANDS

<u>Prepared by:</u> Administration	<u>Number:</u> II
<u>Adopted by:</u> Summer Village of White Sands Council	<u>Original Policy:</u> 1999 05 15
	<u>Previous Policy:</u> N/A
	<u>Current Policy:</u> 1999 05 15

Title: **Tax Recovery Administrative Fees**

Purpose: It is recommended by Municipal Affairs that Summer Village Council pass a Resolution to provide for the levying of an administrative fee on all properties which become subject to the Tax Recovery Procedures under the Municipal Government Act Chapter M-26.1 with amendments.

<u>Policy Statement:</u>	A. <u>TAX RECOVERY NOTIFICATION</u>	<u>FEE/PROPERTY</u>
	- Land Title Fee - Preparation and mailing of Tax Arrears List	\$ 10.00
	- Land Title Fee - Filing minimum of	10.00 or Actual Cost
	- Land Title Fee - Notices sent to registered parties	40.00 or Actual Cost
	- Land Title Fee - Withdrawal minimum of	10.00 or Actual Cost
	- Recording and Accounting by Town	10.00
	B. <u>OFFER FOR PUBLIC SALE</u>	
	- Advertisement in Alta. Gazette	\$ 21.40
	- Advertisement in Local Newspaper	56.00
	- Notification by Registered Mail minimum of	10.00 or Actual Cost
	- Recording and Accounting by Town	25.00
	C. <u>FINAL ACQUISITION</u>	
	- Land Title Fee - Preparation and Mailing of Transfer of Title Form minimum of	\$ 10.00 or Actual Cost
	- Land Title Fee - Notice of Acquisition minimum of	100.00 or Actual Cost
	- Recording and Accounting by Town	25.00

D. REVIVAL OF TITLE

- Land Title Fee - All costs associated with Revival of Title Actual Cost
- Recording and Accounting by Town \$ 10.00

E. TAX RECOVERY NOT RELATED TO LAND

- Bailiff Costs Actual Cost
- Storage of Seized Goods Actual Cost
- Public Auction Costs Actual Cost
- Recording and Accounting by Town \$ 25.00



Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 9, 2025
Originated By:	Erin Weinzierl, Administrative Assistant
Title:	Current Policy Names and Proposed Name Changes, Numbering, and Categories
Agenda Item Number:	6.2

BACKGROUND/PROPOSAL:

The Summer Village of White Sands has an existing set of policies. Over time, certain policies may have become outdated, misclassified, or inconsistently titled. This can create confusion for staff, council, and the public when referencing policies.

A review of municipal policies has identified opportunities to:

- Standardize policy titles for consistency and ease of reference.
- Reclassify policies into appropriate categories based on subject matter.
- Improve accessibility and understanding of municipal policies.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

- **Standardization** – Ensuring all policy titles are formatted uniformly (e.g., clear and descriptive titles).
- **Reclassification** – Grouping policies under the correct categories to enhance organization and retrieval.
- **Operational Efficiency** – Streamlining policy management for staff and council.
- **Public Impact:** Improve transparency and accessibility of municipal policies.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable in any direct way.

RECOMMENDED ACTION:

1. Council motion to approve the proposed changes of the current policies and continue the new categories, titles, etc.
2. Council motion to approve the proposed changes of the current polices with amendments.

Initials show support – Reviewed By: EW

CAO: MB

	Current Policy # and Name	New Policy # and Name	Created:	Last Amendment	Status
ADM 1					
	Policy I: Miscellaneous Administration Fees and Sundry Accounts Receivable Penalty	N/A	May 15, 1999	April 5, 2003	Recinded - Nov 13/24
	Policy II: Tax Recovery Administrative Fees	N/A	May 15, 1999	N/A	Ask to be recinded - April 9/24
	Policy IV: Tangible Capital Assets	ADM 1.1: Tangible Capital Assets	November 12, 2010	N/A	Active
	Policy IX: Purchasing of Goods and Services	ADM 1.2: Purchasing of Goods and Services	June 5, 2019	N/A	Active
	Policy V: Subdivision and Development Appeal Board (SDAB)	N/A	February 24, 2018	N/A	Recinded - Nov 15/21
	Policy VI: Public Participation Policy	ADM 1.3: Public Participation Policy	June 6, 2018	N/A	Active
	Policy VII: Employee Hiring and Employment Process, Human Resources	ADM 1.4: Employee Hiring and Employment Process, Human Resources	April 17, 2020	December 20, 2023	Active
	Policy VIII: Employee Safety Manual	ADM 1.5: Employee Safety Manual	August 22, 2019	January 17, 2024	Active
	Policy XII: Surveillance Camera	ADM 1.6: Surveillance Camera	December 8, 2021	N/A	Active
	Policy XVII: Payment Acceptance Policy	ADM 1.7: Payment Acceptance Policy	February 12, 2025	N/A	Active
CNL 2					
	Policy XI: Council Remuneration	CNL 2.1: Council Remuneration	August 24, 2021	February 21, 2024	Active
RDS 3					
	Policy X: Snow Removal	RDS 3.1: Snow Removal	September 6, 2019	April 17, 2024	Active
P&R 4					
	Policy XIV: Brush Pick-Up	P&R 4.1: Brush Pick-Up	April 13, 2022	N/A	Active
	Policy XV: Piers, Docks, and Boat Lifts	P&R 4.2: Piers, Docks, and Boat Lifts	April 29, 2022	March 15, 2023	Active
	Policy XVI: Designated Public Swimming Areas	P&R 4.3: Designated Public Swimming Areas	April 29, 2022	N/A	Active
HAL 5					
	Policy III: White Sands Multi-Purpose Room Rental	HAL 5.1: White Sands Multi-Purpose Room Rental	October 4, 2003	June 4, 2024	Active



Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 9, 2025
Originated By:	Erin Weinzierl, Administrative Assistant
Title:	ADM 1.8: Social Media Policy
Agenda Item Number:	6.3

BACKGROUND/PROPOSAL:

Currently, the Summer Village of White Sands does not have a formalized social media policy to align with best practices. A structured policy would provide direction on appropriate usage, content management, public engagement, and legal considerations such as privacy, confidentiality, and compliance with municipal regulations.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

- **Clarity & Consistency** – Establishing guidelines for municipal employees and representatives on social media usage.
- **Risk Mitigation** – Preventing misinformation, managing public interactions, and ensuring compliance with applicable laws.
- **Public Trust & Engagement** – Enhancing transparency and fostering positive communication with residents.
- **Crisis Communication** – Providing a framework for effective and responsible communication during emergencies.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable in any direct way.

RECOMMENDED ACTION:

1. Council motion to approve ADM 1.8: Social Media Policy.
2. Council motion to approve ADM 1.8: Social Media Policy as amended.

Initials show support – Reviewed By: EW

CAO: MB

Scope: This policy covers all individuals working at all levels, including senior managers, officers, employees, trainees, part-time and fixed-term employees and Councilors. All staff and Council are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the Summer Village of White Sands, our services and employees.

Management Responsibilities: Council is responsible for implementing, monitoring, and evaluating this policy.

Standards:

1. ESTABLISHING THE SUMMER VILLAGE

- 1.1. The development, implementation and usage of social media will be managed by the administration department and overseen by the C.A.O. and the Summer Village.
- 1.2. The Summer Village website will remain the primary web presence, social media sites will be used to enhance the Summer Villages' website.
- 1.3. The administration department will have 2 municipal administration staff members with access to Summer Village's social media channels.

2. PARTICIPATION

- 2.1. The administration department will post information via the Summer Village's social media channels to ensure that messages are simple and engaging, and where appropriate, link the reader to the Village's website for more information,
- 2.2. Employees interested in engaging in social media on behalf of the Summer Village must consult with the C.A.O. and outline the need and purpose.
- 2.3. All employees, whether representing the Summer Village via the Summer Village's social media outlets, or engaging in discussion on the Summer Village's social media outlets using their own personal social media accounts are expected to conduct themselves professionally.

3. VISIBILITY

- 3.1. Each social media site will include an introductory

statement confirming it is maintained by The Summer Village and have contact information displayed prominently.

- 3.2. Each social media site will include an introductory statement confirming the purpose and scope of the site as well as posting guidelines (where appropriate).

4. GUIDELINES

- 4.1. The Summer Village's social media platforms will be used exclusively for:

- 4.1.1. Outgoing communication and informational purposes;
- 4.1.2. Promoting the Summer Village in a positive manner;
- 4.1.3. Posting relevant updates for residents and businesses as they arise; and
- 4.1.4. Sharing event photos, provided signed authorization is obtained in compliance with the Freedom of Information and Protection of Privacy Act (F.O.I.P.).

- 4.2. The Summer Village's social media platforms will not be used to:

- 4.2.1. Share, upload, or forward chain mail, junk mail, cartoons, jokes, or gossip;
- 4.2.2. Post inflammatory comments, disparaging remarks, inappropriate language, or sexual innuendos; and
- 4.2.3. Promote illegal or criminal activities.

- 4.3. The Summer Village will not distribute its content through social media outlets that are not directly managed by the Summer Village of White Sands. However, residents are encouraged to share information from the municipal website and official social media platforms.

- 4.4. The Summer Village will not respond to messages on messenger applications or engage in comment sections. Residents are encouraged to contact the municipal office for any questions or concerns.

5. END OF PROCEDURE



Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 12, 2025
Originated By:	Erin Weinzierl, Admin. Assistant
Title:	Bylaw 214-25: Public Notification
Agenda Item Number:	6.4

BACKGROUND/PROPOSAL:

As per the MGA:

Requirements for advertising

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be

(a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,

(b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or

(c) given by a method provided for in a bylaw under section 606.1.

(3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

(4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.

(5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

(6) A notice must contain

(a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,

(b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,

(c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and

(d) in the case of a meeting or public hearing, the date, time and place where it will be held.

(7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.

(8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

Advertisement bylaw

606.1(1) A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.



Request For Decision (RFD)

(2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.

(3) Council must conduct a public hearing before making a bylaw under subsection (1).

(4) A notice of a bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2)(a) or (b) or by a method provided for in a bylaw made under this section.

(5) A notice of a bylaw proposed to be made under subsection (1) must contain

(a) a statement of the general purpose of the proposed bylaw,

(b) the address or website where a copy of the proposed bylaw may be examined, and

(c) an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw.

(6) A bylaw passed under this section must be made available for public inspection.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Currently the municipality does not have a public notification bylaw. Having a bylaw would be beneficial because it would lay out where and duration where the municipality would advertise public information.

COSTS/SOURCE OF FUNDING (if applicable)

2021 Advertising	2022 Advertising	2023 Advertising	2024 Advertising
\$502	\$1,150	\$150	\$0

RECOMMENDED ACTION:

1. Council motion to approve second reading of Bylaw 214-25: Public Notification.
2. Council motion to approve second reading of Bylaw 214-25: Public Notification with amendments.
3. Council motion to approve second and third reading of Bylaw 214-25: Public Notification.
4. Council motion to approve second and third reading of Bylaw 214-25: Public Notification with amendments.

Initials show support – Reviewed By:

CAO: _____

SUMMER VILLAGE OF WHITE SANDS

In the Province of Alberta
Bylaw #213-25
“Public Notification Bylaw”

A BYLAW OF THE SUMMER VILLAGE OF WHITE SANDS TO ESTABLISH ALTERNATE METHODS FOR ADVERTISING STATUTORY NOTICES

WHEREAS, pursuant to section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

AND WHEREAS Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

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

1. SHORT TITLE

1.1. This Bylaw may be referred to as the “Public Notification Bylaw.”

2. DEFINITIONS

2.1. In this bylaw:

2.1.1. “Act” means the *Municipal Government Act*, RSA 2000 c M-26

2.1.2. “Summer Village” means the Summer Village of White Sands

2.1.3. “CAO” means Chief Administrative Officer of the Summer Village of White Sands.

3. ADVERTISING METHOD

3.1. Any notice required to be advertised under section 606 of the Act of a Bylaw, resolution, meeting, public hearing, or other thing may be given, in accordance with the timelines prescribed in section 606.

electronically by posting the notice prominently on the Summer Village’s official website.

[and/or]

electronically by posting the notice prominently on any of the Summer Village’s official social media sites.

[and/or]

electronically by posting the notice prominently through the Summer Village's newsletter subscription list.

[and/or]

by posting the notice prominently on the bulletin board provided for that purpose in the following municipal facilities: Administrative Office.

[and/or]

by post mail

[and/or]

by publishing at least once a week for two consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is being held.

4. SEVERABILITY

4.1. Should any provision of this Bylaw be deemed invalid then such invalid provision will be severed from this Bylaw and such severance will not affect the validity of the remaining portions of this Bylaw, except to the extent necessary to give effect to such severance.

5. EFFECTIVE DATE

5.1. This Bylaw shall come into force and take effect on the day of the third reading and signing thereof.

READ a First time this 12th day of February 2025.

PUBLIC HEARING held on this 9th day of April, 2025.

READ a Second time this _____ day of _____ 2025.

READ a Third time this _____ day of _____ 2025.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 9, 2025
Originated By:	Erin Weinzierl, Admin. Assistant
Title:	P&R 4.4: Beach Gate Access
Agenda Item Number:	6.5

BACKGROUND/PROPOSAL:

Currently, the municipality does not have a formal policy governing beach gate accesses within its jurisdiction. There are eight (8) beach access points along the shoreline, extending from Front Street to Aimee Avenue. These access points provide residents with a means to reach the lake and are frequently used for placing and removing boat lifts and docks.

Historically, these gates have been managed seasonally:

- **Winter months:** Gates remain open to allow access for off-highway vehicles (OHVs), such as snowmobiles, to the lake.
- **Spring and summer months:** Gates are closed and locked to prevent vehicle and OHV traffic on the beach, thereby minimizing disturbances and protecting the shoreline environment. While residents have been able to request access by making prior arrangements and scheduling a time to use a specific beach access point, many of these requests occur on weekends, requiring staff to be called in during overtime hours. These additional hours are not accounted for in the municipal budget, leading to unplanned expenditures and operational inefficiencies. This can also be very challenging since the municipality has a limited number of staff and staff may not be available when requested.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The absence of a formal policy results in ambiguity regarding the use, closure, and management of beach gate accesses. This can lead to inconsistencies in enforcement, confusion among residents, and potential misuse of the access points.

The development of a Beach Gate Access Policy to establish clear guidelines regarding:

- Seasonal opening and closure schedules
- Permitted and prohibited uses of the access points
- Responsibilities of municipal staff and residents



Request For Decision (RFD)

Some benefits of a formal policy:

- Provides clear and concise instructions for municipal administration/employees and residents
- Ensures consistent and fair enforcement of gate access regulations
- Protects the integrity of the beach and shoreline
- Reduces the risk of unauthorized vehicle access during restricted months
- Enhances transparency and communication between the municipality and residents

COSTS/SOURCE OF FUNDING (if applicable)

By implementing a formal policy, the municipality can effectively reduce after-hours callouts, which currently result in additional overtime costs. Establishing clear guidelines for beach gate access will minimize unnecessary emergency responses, thereby contributing to overall budget efficiency.

Furthermore, should residents require an after-hours callout, the municipality can recover a portion of the associated costs through a designated fee, as outlined in the **Fees and Service Bylaw** under the **Public Works** section. This ensures that municipal resources are utilized responsibly while maintaining fair and transparent cost recovery measures.

RECOMMENDED ACTION:

1. Council motion to approve the policy P&R 4.4: Beach Gate Access.
2. Council motion to approve the policy P&R 4.4: Beach Gate Access with amendments.
3. Council motion to amend the policy P&R 4.4: Beach Gate Access and bring back to the next regular council meeting on May 14, 2025.

Initials show support – Reviewed By:

CAO: MB

Standards:

1. AUTHORIZED ACCESS

1.1. The following Summer Village employees have beach gate access:

1.1.1. CAO

1.1.2. Public Works Maintenance

1.1.3. Administrative Assistant/Clerk

2. BEACH GATE ACCESSES 1-8 OPEN AND CLOSURES

2.1. Gates will be open for access from August 31st to May 31st of each calendar year. This will allow time placement and removal of any structures such as boat lifts that are approved through the policy P&R 4.2: Piers, Docks, and Boat Lifts.

2.2. Gates will be closed and locked from access during June 1st to September 1st of each calendar year.

3. REQUESTS FOR ACCESS

3.1. Request to open beach gate access(es) must be approved by the CAO prior to access during regular municipal hours.

3.1.1. All requests must be sent in writing within 72 hours' notice.

3.1.2. Request for access outside of regular municipal hours:

3.1.2.1. must be approved by the CAO as per staff availability;

3.1.2.2. would be considered an after-hours callout, a fee may be applied, invoice, and payments as per the Fees and Services Bylaw - Public Works hourly rate.

4. END OF PROCEDURE



Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 9, 2025
Originated By:	Erin Weinzierl, Admin. Assistant
Title:	Mail Services in the Summer Village of White Sands
Agenda Item Number:	7.1

BACKGROUND/PROPOSAL:

Administration has been receiving inquiries from residents regarding why the Summer Village does not have mail service boxes as Rochon Sands does.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Currently the Summer Village does not have mail services within the municipality. If permanent residents wish to receive mail, they must register to receive a box in another municipality (ie: Stettler or Erskine).

Administration would need to investigate the possibility or options available for mail service within the Summer Village with Canada Post, and how it would affect the budget and a time line if Canada Post is willing to install mail boxes at the municipality.

COSTS/SOURCE OF FUNDING (if applicable)

At this time, there would be no budgetary concerns and will not know until investigation with Canada Post is completed. Any investigate will go back to Council before a decision is made.

RECOMMENDED ACTION:

1. Council motions to approve administration to move forward with investigation with Canada Post to see about mail service boxes to be installed in the Summer Village and bring back findings from
2. Council motions to take as information.

Initials show support – Reviewed By:

CAO: MB

Paul Council Update April 9, 2025

Board Updates:

SDAA Board meeting 2025/03/10

- Resolution to add a second member at large position.
- Year-end is March 31. Will review the year-end financials in the next board meeting on June 23rd.

CSHA Board meeting March 20, 2025

- Vacancy rates at all three lodges are trending downwards – positive indications.
- Alberta budget had modest increases to Social Housing Operating Budget, Lodge Assistance Program benefit, and Rent Supplement.

Upcoming Meetings:

- SREMA Advisory Committee meeting April 1.
- CSHA Board meeting April 17. March 20.

CAO REPORT

March 2025

1. March 13, 2025, sent two municipal staff to the ICS 100 training offered in Stettler. ICS 200 is being offered in April and Fall of 2025.
2. March 13, 2025, received the Golf Cart Pilot Project Bylaw has been signed off by Alberta Transportation. The Signage for the golf carts has arrived and once the frost and snow disappear the municipality will get Alberta First Call completed for the installation of signage as per the approved bylaw.
3. March 20, 2025, LGFF Reporting completed with the finalization of Front Street Road Widening cover the outstanding unspent grant money that was at risk of losing. As of today, the municipality now only has outstanding grants that are within the 5 years based on the Agreement.
4. March 19, 2025, completed another round of summer student interviews and the municipality has filled the Two positions for the summer based on 2025 Budgets.
5. March 27, 2025, reviewed outstanding items from the Municipal Accountability Program on the outstanding items from our review as follows:
 - a. Pecuniary Interest documentation in minutes – compliant with legislation
 - b. Closed Meetings – documentation in minutes listing discussion item and FOIP Session – compliant with legislation
 - c. Three Year Operating and Five Year Capital Plans, 2024 Budget and 3 year Financial was missing the accumulated surplus. The outstanding item has been rectified in the 2025 Budget and 3 year financial plan and once passed will be compliant with legislation and proposed budget set up has been reviewed by Municipal Affairs.
6. March 28, 2025, the first start up meeting for the MRPAC committee and the committee is well on their way within the terms of reference.
7. March 31, 2025, the municipality is without a maintenance supervisor/labourer due to medical. The leave notice is for 13 weeks. Currently the municipality has posted an Advertisement for a Temporary/Seasonal Maintenance Supervisor/labourer to fill the position. The administration is working with Rochon Sands to have some basic maintenance coverage as required for day to day, until we can fill the position. Major maintenance will be contracted as needed.
8. April 1, 2025, Stettler Regional Emergency Management Agency Meeting. Overview provided on a variety of updates regarding the emergency plan.
9. April 2, 2025, meeting with APTUS Engineering and Alberta Environment on the municipality's drainage plan. The plan deals with the current drainage issues and that any new subdivision development would be required to maintain drainage plans for the development. The intent is that any new subdivision development does not burden the current municipal drainage and natural holding areas, depending on weather related events.
10. Ongoing:

- a. 2025 Draft Operating and Capital Budgets being completed based on February preliminary budget meeting recommendations and will require a special meeting to review final draft budget and audited financial statements.
- b. MSI/LGFF reporting will be completed once auditor completes the review prior to May 1 deadlines.
- c. Safety Code reporting, development permits
- d. Development questions and applications are being reviewed
- e. Working on encroachment agreements.



SUMMER VILLAGE OF WHITE SANDS

For the Period Ending March 31, 2025

For the month of

General Ledger	Description	2024 Budget	2024 Actual	2024 % Variance
*	General Administration	(34,510.00)	(33,536.00)	97.18
*	Protective Services	(825.00)	(825.00)	100.00
*	Transportation	0.00	0.00	0.00
*	Water	0.00	0.00	0.00
*	Planning & Development	(32,580.00)	(30,957.80)	95.02
*	Recreation & Parks	(12,300.00)	(11,560.00)	93.98
*	Taxes & Penalties	(899,072.00)	(902,974.54)	100.43
*	Other Revenue	(5,908.00)	(5,902.70)	99.91
**	TOTAL REVENUE	(985,195.00)	(985,756.04)	100.06
*	Council & Legislative	16,885.00	15,297.01	90.60
*	General Administration	243,088.00	256,394.34	105.47
*	Policing	16,010.00	22,379.25	139.78
*	Fire Fighting & Preventive	51,010.00	50,980.26	99.94
*	Disaster Services	9,900.00	9,900.00	100.00
*	Bylaw Enforcement	800.00	2,744.80	343.10
*	Transportation	122,370.00	158,848.55	129.81
*	Water Department	5,615.00	2,544.02	45.31
*	Landfill & Recycling	26,955.00	24,610.00	91.30
*	Planning & Development	33,265.00	18,169.46	54.62
*	Park & Recreation	77,760.00	69,950.50	89.96
*	Culture	14,008.00	27,568.88	196.81
*	Contingency	0.00	0.00	0.00
*	Requistitions	367,529.00	367,527.41	100.00
**	TOTAL EXPENSES	985,195.00	1,026,914.48	104.23
***	(SURPLUS)/DEFICIT-Before Amort	0.00	41,158.44	0.00

*** End of Report ***



SUMMER VILLAGE OF WHITE SANDS

For the Period Ending December 31, 2025

For the Month of December 2024

General Ledger	Description	2024 YTD Budget	2024 YTD Actual	2024 Budget	2024 YTD \$ Variance
Capital Revenue					
5-12-00-00-00-840	Admin - Provincial Grant	(177,000.00)	(268,389.93)	(177,000.00)	91,389.93
5-31-00-00-00-840	Common Services - Provincial Grant	(23,000.00)	(12,388.34)	(23,000.00)	(10,611.66)
5-32-00-00-00-550	Trans - Returns on Investments	0.00	(12,102.04)	0.00	12,102.04
5-32-00-00-00-830	Trans - Federal Grant	(60,000.00)	(97,552.11)	(60,000.00)	37,552.11
5-32-00-00-00-840	Trans - Provincial Grant	(55,000.00)	(17,771.94)	(55,000.00)	(37,228.06)
5-32-99-91-00-920	Trans - Drawn from Capital Reserve	(3,000.00)	(2,628.17)	(3,000.00)	(371.83)
5-37-00-00-01-840	Drainage - Provincial Grant	(40,000.00)	19,863.94	(40,000.00)	(59,863.94)
5-41-00-00-00-840	Water - Provincial Grant	(13,000.00)	0.00	(13,000.00)	(13,000.00)
5-61-00-00-00-840	Planning & Dev - Provincial Grants	(40,000.00)	(18,830.50)	(40,000.00)	(21,169.50)
5-72-00-00-00-830	Parks & Rec - Federal Grant	(9,000.00)	(8,978.00)	(9,000.00)	(22.00)
5-72-99-91-00-920	Parks & Rec - Drawn fr. Cap. Reserves	(9,000.00)	0.00	(9,000.00)	(9,000.00)
5-74-99-91-00-920	Culture - Drawn fr. Reserves	(6,000.00)	0.00	(6,000.00)	(6,000.00)
* TOTAL CAPITAL REVENUE		(435,000.00)	(418,777.09)	(435,000.00)	(16,222.91)
Capital Expenditure					
6-12-00-00-20-620	Admin - Office Project	177,000.00	268,389.93	177,000.00	(91,389.93)
6-31-00-00-21-620	Common Services - Signage	3,000.00	2,628.17	3,000.00	371.83
6-31-00-00-50-650	Common Services - Vehicle	10,000.00	0.00	10,000.00	10,000.00
6-31-00-00-51-650	Common Services - Sander	13,000.00	12,388.34	13,000.00	611.66
6-32-00-00-11-610	Trans - Dust Control	15,000.00	0.00	15,000.00	15,000.00
6-32-00-00-13-610	Trans - Road Widening	100,000.00	127,426.09	100,000.00	(27,426.09)
6-37-00-00-10-610	Drainage - Project 1	40,000.00	(19,863.94)	40,000.00	59,863.94
6-41-00-00-00-610	Water - Phase6/7	13,000.00	0.00	13,000.00	13,000.00
6-61-00-00-00-239	Planning & Dev - Shoreline Mngt Plan	40,000.00	18,830.50	40,000.00	21,169.50
6-72-00-00-20-620	Parks & Rec - Playground Equipment	0.00	8,978.00	0.00	(8,978.00)
6-72-00-00-24-620	Parks & Rec - Project 1	9,000.00	0.00	9,000.00	9,000.00
6-72-00-00-29-660	Parks & Rec - Vegetation Mgt.	5,000.00	0.00	5,000.00	5,000.00
6-72-00-00-30-660	Parks & Rec - Trees	4,000.00	0.00	4,000.00	4,000.00
6-74-00-00-20-620	Culture - Community Hall	6,000.00	0.00	6,000.00	6,000.00
* TOTAL CAPITAL EXPENDITURE		435,000.00	418,777.09	435,000.00	16,222.91
** SURPLUS/(DEFICIT)		0.00	0.00	0.00	0.00

*** End of Report ***

Commonly Asked Questions

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

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

Information Session 1: Municipal Population over 15,000

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

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

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

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

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

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

Why was the timeline for implementation so tight?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The regulation states that if a municipal policing committee consists of:

- (a) three members, the Minister may appoint one member to the committee,
- (b) four to six members, the Minister may appoint up to two members to the committee, or,
- (c) seven members, the Minister may appoint one member for each group of three members appointed to the committee, including any remaining group that is fewer than three members.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Information Session 2: Regional Policing Committees

What is the composition of a regional policing committee?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Information Session 3: Provincial Police Advisory Board (PPAB)

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

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

How will representatives be selected within the four divisions?

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

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

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

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

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

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

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

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

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

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

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

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

What is the mandate of the Provincial Police Advisory Board?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Can municipalities recommend members to the PPAB for ministerial approval?

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

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

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

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

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

Who is responsible for costs associated with the PPAB?

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

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

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

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

Come for a Byte in White Sands

Join us for two fabulous programs:

- **Navigating your device with ease:**

Tuesday, April 8 from 11 - 1 pm

- **Staying safer online:**

Tuesday, April 15 from 11 - 1 pm

Meet us at the Summer Village of White Sands in the Community Hall. Please call 403-742-2292 to register!.

- Bring your phone or tablet.
- iPads will be available to use.
- Lunch will be provided.
- Free Program.
- We're here to answer your questions.





County of Stettler No. 6

Box 1270
6602 - 44 Avenue
Stettler, Alberta T0C 2L0
T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

Lorne Thurston
Summer Village of White Sands
Box 119
Stettler, AB, T0C 2L0
thurston.lorne@gmail.com

March 10, 2025

RE: Request for Letter of Support

The County of Stettler is applying to the Minister's Awards for Municipal Excellence, profiling Shirley McClellan Regional Water Services Commission and its vital partnerships.

The Minister's Municipal Excellence Awards for Partnerships is awarded for an initiative that exemplifies:

- Enabling a local or regional partnership that achieves results that could not have been accomplished by the municipality alone;
- Generates lasting relationships between partners and/or
- Leveraging the unique skillsets or resources of each partner

Through partnerships, SMRWSC has constructed what is believed to be the longest regional potable water distribution system in Western Canada. This endeavor has provided our member communities with water security, and clean, safe potable water, enabling them to flourish. The importance of access to a reliable potable water supply continues to be the driving force in SMRWSC's continuous expansion.

We are respectfully requesting a letter of support from each of our SMRWSC partners to accompany our Minister's Award for Municipal Excellence application. This letter would highlight our shared commitment to current and future partnerships that will allow SMRWSC to continue meeting the needs of thousands of rural Albertans.

The Minister's Award for Municipal Excellence application deadline is March 31, 2025. To ensure timely submission, we kindly request a letter of support by March 21, 2025.

Thank you for considering this opportunity to support our efforts to provide SMRWSC and its partners with recognition for an incredible initiative. We look forward to your response and are happy to provide further information or discuss this initiative at your convenience.

Sincerely,


Vette Cassidy, CAO



March 24, 2025

County of Stettler
Box 1270
Stettler, AB T0C 2L0

To whom it may concern;

Re: Letter of Support for the Shirley McClellan Regional Water Services Commission (SMRWSC) Minister's Awards for Municipal Excellence Application

The Summer Village of White Sands' Council is pleased to express our full support for the County of Stettler's application to the Minister's Awards for Municipal Excellence, specifically for the Partnerships category, highlighting the Shirley McClellan Regional Water Services Commission (SMRWSC) and its exceptional regional partnerships.

The SMRWSC's work in constructing what is believed to be the longest regional potable water distribution system in Western Canada is an outstanding achievement that has directly benefited our community and its neighboring members. Through strategic partnerships, SMRWSC has ensured water security and provided access to clean, safe potable water for thousands of rural Albertans. This initiative has allowed our communities to thrive, and we recognize the immense value of these partnerships in achieving goals that would have been difficult, if not impossible, to accomplish individually.

We wholeheartedly support SMRWSC's nomination for the Minister's Award for Municipal Excellence, as it exemplifies the power of collaboration in achieving long-lasting results. The partnerships fostered by SMRWSC have not only provided immediate benefits but have also laid the foundation for ongoing success, with each partner contributing their unique skills and resources to ensure sustainable water services for our region.

We are proud to be a partner in this initiative and look forward to continuing our work with SMRWSC to meet the water needs of rural Alberta. We believe this recognition will further highlight the importance of strong regional collaboration, and we fully support the County of Stettler in its application.

If you have further questions, please contact the undersigned.

Sincerely,

Mayor Lorne Thurston
SV of White Sands



County of Stettler No. 6

Box 1270

6602 - 44 Avenue

Stettler, Alberta T0C 2L0

T:403.742.4441 F: 403.742.1277

www.stettlercounty.ca

Summer Village of White Sands
Box 119
Stettler, AB
T0C 2L0

via email: cao@whitesandsab.ca

March 5, 2025

RE: Request for Letter of Support

The County of Stettler is applying to the Minister's Awards for Municipal Excellence, profiling Stettler Regional Emergency Management Agency Red Tape Reduction and Service Delivery Enhancements.

The Minister's Municipal Excellence Awards for Red Tape Reduction and Service Delivery Enhancements is awarded for an initiative that exemplifies:

- improving upon or presenting a new approach to how a municipality can deliver a program or service
- streamlining processes and reducing administrative requirements, leading to more efficient service delivery
- saving time, money, and/or resources by implementing practices that enhance operational effectiveness
- reducing regulatory, policy, or procedural requirements to simplify access to municipal services for residents and businesses

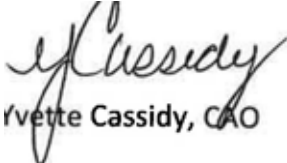
Through regional collaboration, SREMA has improved its member communities' emergency preparedness and response capacity. This endeavor has also reduced administrative workload, allowing for more efficient use of municipal resources.

We respectfully request a letter of support from SREMA's regional partners to accompany our Minister's Award for Municipal Excellence application. This letter would highlight our shared commitment to emergency preparedness and red tape reduction in municipal operations, allowing SREMA to continue meeting the needs of thousands of Albertans.

The Minister's Award for Municipal Excellence application deadline is March 31, 2025. To ensure timely submission, we kindly request a letter of support by March 19, 2025.

Thank you for considering this opportunity to support our efforts to recognize SREMA and its regional partners for an incredible initiative. We look forward to your response and are happy to provide further information or discuss this initiative at your convenience.

Sincerely,



Yvette Cassidy, CEO



March 24, 2025

County of Stettler
Box 1270
Stettler, AB T0C 2L0

To whom it may concern;

Re: Letter of Support for the Stettler Regional Emergency Management Agency's (SREMA) Minister's Awards for Municipal Excellence Application

The Summer Village of White Sands Council expresses our full support for the County of Stettler's application to the Minister's Awards for Municipal Excellence, particularly in the category of Red Tape Reduction and Service Delivery Enhancements. The Stettler Regional Emergency Management Agency (SREMA) has made a significant impact in improving emergency preparedness and response in our region, and we believe this initiative is an excellent example of innovation and effective collaboration in municipal operations.

Through regional cooperation, SREMA has successfully enhanced the capacity of its member communities to respond to emergencies, while also streamlining administrative processes. These efforts have not only improved operational efficiency but have also ensured a more effective use of municipal resources. This initiative exemplifies the goals of the Minister's Awards for Municipal Excellence by improving service delivery, reducing red tape, and saving valuable time and resources for both municipalities and the residents we serve.

Our municipality greatly benefits from SREMA's efforts in reducing the burden of administrative workload and simplifying access to emergency management services. By reducing regulatory and procedural complexities, SREMA has made it easier for our teams to respond quickly and effectively to emergencies, ultimately benefiting thousands of Albertans.

We are proud to be a partner in this regional collaboration and fully support the nomination of SREMA for the Minister's Award for Municipal Excellence. The initiative demonstrates our shared commitment to enhancing emergency preparedness and ensuring more efficient, responsive municipal operations.

If you have further questions, please contact the undersigned.

Sincerely,

Mayor Lorne Thurston
SV of White Sands



SEVENTY
YEARS OF
SERVICE
1955 - 2025



March 26, 2025

Mayor Lorne Thurston
Summer Village of White Sands
Box 119
Stettler, AB T0C 2L0

EMAIL: cao@whitesandsab.ca

Dear Mayor Thurston,

RE: Invitation to Participate in Regional Doctor Recruitment Initiative

Access to quality healthcare is essential for the well-being of our residents and the long-term sustainability of our communities. Across the province, physician recruitment and retention have become pressing challenges and as you are aware, our region is no exception. To ensure we maintain a fully operational hospital with a robust medical team, the Town and County of Stettler launched a collaborative community-wide doctor recruitment initiative, and we invite your municipality to participate in this important effort.

The Town and County of Stettler have developed an incentive framework designed to attract and retain new doctors in our region. As part of this initiative, any physician who signs on for a five-year term in our community will receive a signing bonus between \$50,000 and \$70,000, depending on their skill level and the services they will provide.

Additionally, the Stettler Health Services Foundation has committed to offering new physicians \$100,000 interest-free loans to assist with relocation, setup, and integration into our community.

Furthermore, Stettler Needs Doctors, a community-led group, has introduced a \$2,000 referral incentive—any public member who successfully refers a doctor who signs a commitment letter with AHS to establish a practice in Stettler will receive this referral bonus.

An Opportunity for Regional Collaboration

Recognizing that access to medical services is essential for all residents and visitors in the region, and important to those choosing to live, work and play here, we encourage our municipal partners to consider contributing to this community initiative. One approach could be utilizing a per capita funding formula, similar to the Stettler Waste Management Authority funding model, to ensure an equitable and sustainable funding strategy across our region.

Contributions would establish the Summer Village of White Sands as a stakeholder in our collaborative funding model for physician recruitment efforts. Our model supports the recruitment

and retention of physicians by providing: \$50,000 for General Practitioners (GP), \$55,000 for GPs with Child Delivery, \$60,000 for General Practitioner Anesthetists (GPA), and \$70,000 for GPAs with Child Delivery. We would be seeking contributions for four new doctors who have now signed, and potentially up to four more.

An example of what financial contributions would look like based on the SWMA population formula is as follows:

Municipality	Population (per SWMA formula)		GP & Child Delivery		GPA & Child Delivery	
	GP			GPA		
County	5666	\$ 22,935.56	\$ 25,229.11	\$ 27,522.66	\$ 32,109.78	
Town	5695	\$ 23,052.95	\$ 25,358.24	\$ 27,663.54	\$ 32,274.13	
Big Valley	331	\$ 1,339.86	\$ 1,473.85	\$ 1,607.84	\$ 1,875.81	
Donalda	226	\$ 914.83	\$ 1,006.31	\$ 1,097.80	\$ 1,280.76	
Rochon Sands	149	\$ 603.14	\$ 663.46	\$ 723.77	\$ 844.40	
White Sands	285	\$ 1,153.66	\$ 1,269.03	\$ 1,384.39	\$ 1,615.12	
	12352	\$ 50,000.00	\$ 55,000.00	\$ 60,000.00	\$ 70,000.00	

A strong healthcare system is vital to the viability of our communities. Without sufficient medical professionals, residents are forced to seek healthcare elsewhere, impacting our economy, quality of life, and everyone’s long-term growth and sustainability. Ensuring we have an adequately staffed hospital with physicians who can provide emergency care, family medicine, obstetrics, and other critical services is essential to the health and security of our region.

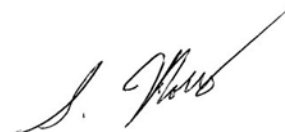
This initiative has been driven by a collaborative, community-wide effort. Over the past several months, dedicated individuals—including councillors and administration from the Town and County of Stettler, members of the Stettler Needs Doctors Committee, Stettler Health Foundation, hospital representatives, and local physicians—have worked tirelessly to implement a proactive and sustainable physician recruitment strategy. Efforts have led to the re-establishment of the Health Professions Attraction & Retention Committee, reinforcing the importance of a united regional approach.

We would greatly appreciate the opportunity to discuss how your municipality might contribute to this initiative. We believe by working together, we can ensure Stettler and its surrounding communities remain a destination of choice for healthcare professionals, and a place where residents and visitors can confidently access the care they need, when they need it. Please contact CAO Yvette Cassidy or CAO Leann Graham if you would be open to a meeting to discuss this further. We look forward to your response and appreciate your consideration of this vital initiative.

Sincerely,



Larry Clarke
REEVE
CC: County of Stettler Council
Town of Stettler Council



Sean Nolls
MAYOR

Regional Doctor Recruitment Initiative

Using Population as per SWMA Formula								
	%	Population	GP	GP & Child Delivery	GPA	GPA & Child Delivery	TOTAL	
County	45.87%	5666	\$ 22,935.56	\$ 25,229.11	\$ 27,522.67	\$ 32,109.78	\$ 107,797.12	
Town	46.11%	5695	\$ 23,052.95	\$ 25,358.24	\$ 27,663.54	\$ 32,274.13	\$ 108,348.85	
Big Valley	2.68%	331	\$ 1,339.86	\$ 1,473.85	\$ 1,607.84	\$ 1,875.81	\$ 6,297.36	
Danalda	1.83%	226	\$ 914.83	\$ 1,006.31	\$ 1,097.80	\$ 1,280.76	\$ 4,299.71	
Rochon	1.21%	149	\$ 603.14	\$ 663.46	\$ 723.77	\$ 844.40	\$ 2,834.76	
White	2.31%	285	\$ 1,153.66	\$ 1,269.03	\$ 1,384.39	\$ 1,615.12	\$ 5,422.20	
	100.00%	12352	\$ 50,000.00	\$ 55,000.00	\$ 60,000.00	\$ 70,000.00	\$ 235,000.00	

Using Population as Per 2023 Municipal Affairs								
	%	Population	GP	GP & Child Delivery	GPA	GPA & Child Delivery	TOTAL	% Change
County	46.48%	5666	\$ 23,242.27	\$ 25,566.49	\$ 27,890.72	\$ 32,539.17	\$ 109,238.66	1.337%
Town	46.72%	5695	\$ 23,361.23	\$ 25,697.35	\$ 28,033.47	\$ 32,705.72	\$ 109,797.77	1.337%
Big Valley	2.72%	331	\$ 1,357.78	\$ 1,493.56	\$ 1,629.34	\$ 1,900.89	\$ 6,381.57	1.337%
Danalda	1.85%	226	\$ 927.07	\$ 1,019.77	\$ 1,112.48	\$ 1,297.89	\$ 4,357.21	1.337%
Rochon	0.80%	97	\$ 397.90	\$ 437.69	\$ 477.48	\$ 557.06	\$ 1,870.13	-34.029%
White	1.43%	174	\$ 713.76	\$ 785.13	\$ 856.51	\$ 999.26	\$ 3,354.66	-38.131%
	100.00%	12189	\$ 50,000.00	\$ 55,000.00	\$ 60,000.00	\$ 70,000.00	\$ 235,000.00	

Budget implications would need to increase the percentage by an additional 1.5%. A 5.5% increase would cover \$5,216.14.

MINUTES OF THE STETTLER DISTRICT AMBULANCE ASSOCIATION MEETING HELD ON MONDAY, MARCH 10, 2025, COMMENCING AT 10:00 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)
Justin Stevens, County of Stettler Councillor (Vice Chairperson)
Dave Grover, County of Stettler Councillor
Blaine Brinson, Summer Village of Rochon Sands
Paul Ashford, Village of White Sands, via Zoom
Chantelle Janke, Village of Big Valley
Shaleah Fox, Village of Donaldda, via Zoom
David Guba, Member-At-Large (Patient and Family Advocate)

Other: Linda Borg, Manager
Yvette Cassidy, Chief Administrative Officer
Andrew Brysiuk, Director of Municipal Services
Michelle Hoover, Legislative Assistant
Christa Cornelssen, Director of Corporate Services

ABSENT: Sean Nolls, Town of Stettler Mayor

CALL TO ORDER

The meeting was called to order at 10:07 am on Monday, March 10, 2025, by Chairperson Gord Lawlor.

AGENDA ADDITIONS AND APPROVAL

01.03.10.25 Moved by Blaine Brinson
“that the March 10, 2025, Stettler District Ambulance Association Meeting agenda be approved as presented.”
Carried Unanimously

MINUTES APPROVAL

02.03.10.25 Moved by Dave Guba
“that the December 9, 2024 Regular Stettler District Ambulance Association Meeting Minutes be approved as presented.”
Carried Unanimously

DELEGATION

None

BUSINESS ARISING FROM THE MINUTES

None

NEW BUSINESS

03.03.10.25 Request for Decision: Operational Policy 3.2 Managing Patient Care Records
Moved by Justin Stevens
“that the Board adopts Operational Policy 3.2 Managing Patient Care Records, as presented.”
Carried Unanimously

04.03.10.25 Request for Decision: Operational Policy 3.3 Medication Reconciliation
Moved by Blaine Brinson
“that the Board adopts Operational Policy 3.3 Medication Reconciliation, as presented.”
Carried Unanimously

Request for Decision: Operational Policy 3.57 Child Protection
05.03.10.25 Moved by Justin Stevens
“that the Board adopts Operational Policy 3.57 Child Protection, as presented.”
Carried Unanimously

Request for Decision: Operational Policy 3.58 Performance and Response
06.03.10.25 Moved by Dave Grover
“that the Board adopts Operational Policy 3.58 Performance and Response, as presented.”
Carried Unanimously

Request for Decision: Operational Policy 3.59 Family Presence: Designated Family/Support Person
07.03.10.25 Moved by Justin Stevens
“that the Board adopts Operational Policy 3.59 Family Presence: Designated Family/Support Person, as presented.”
Carried Unanimously

Request for Decision: Human Resources Policy 4.14 – Job Description/Team Lead
08.03.10.25 Moved by Chantelle Janke
“that the Board adopts Human Resources Policy 4.14 – Job Description/Team Lead, as presented.”
Carried Unanimously

Request for Decision: Second Member-at-Large Proposal
09.03.10.25 Moved by Dave Grover
“that the Board recommend to the Councils of the member municipalities that they amend the Stettler District Ambulance Association agreement to include a second Member-at-Large.”
Carried Unanimously

REPORTS

Payment Register, Bank Reconciliation and Year to Date Budget Reports:
10.03.10.25 Moved by Blaine Brinson
“that the Stettler District Ambulance Association’s Payments Register for the payments for the period ending on February 28, 2025, totaling \$428,487.12.”
Carried Unanimously

11.03.10.25 Moved by Justin Stevens
“that the Stettler District Ambulance Association’s Bank Reconciliation for the periods ending, as follows, be approved as presented:
• November 30, 2024, totaling \$791,749.37;
• December 31, 2024, totaling \$767,606.59; and
• January 31, 2025, totaling \$728,711.95.”
Carried Unanimously

12.03.10.25 Moved by Paul Ashford
“that the Stettler District Ambulance Association’s Year to Date Budget for the month ending January 31, 2025, totaling -\$14,249.81, be approved as presented.”
Carried Unanimously

Manager's Report and Newsletter:

- New ambulance has a delivery date of August 2025.
- Received a \$19,000.00 donation from Heartland Victim Services.
- One casual staff member promoted to full-time, one full-time staff member converted to casual.

- Accreditation surveyors coming for in-person surveys in November 2025.

13.03.10.25 Moved by Dave Guba
“that the Stettler District Ambulance Stettler District Ambulance Newsletter dated March 10, 2025, be received for information.”
Carried Unanimously

14.03.10.25 Moved by Blaine Brinson
“that the Stettler District Ambulance Association Manager’s Report dated March 10, 2025, be received for information.”
Carried Unanimously

CONSENT AGENDA ITEMS

None

IN-CAMERA SESSION

None

NEXT MEETING

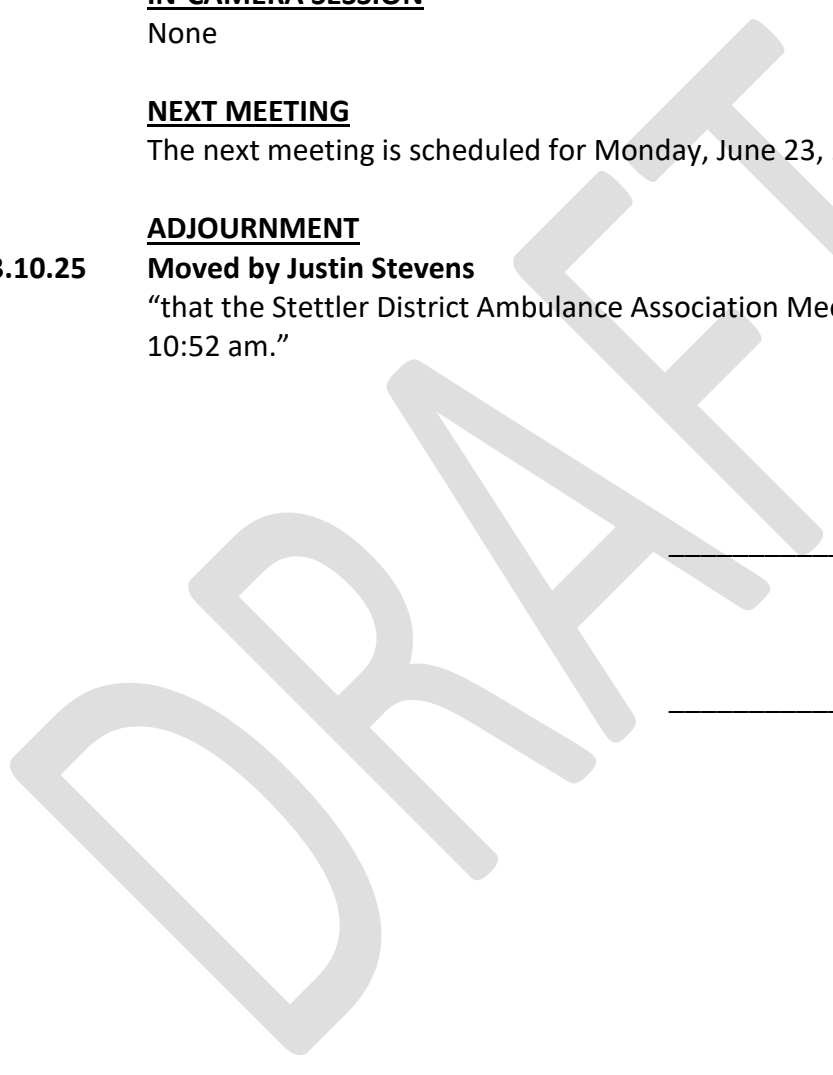
The next meeting is scheduled for Monday, June 23, 2025, at 10:00 am.

ADJOURNMENT

15.03.10.25 Moved by Justin Stevens
“that the Stettler District Ambulance Association Meeting be adjourned at 10:52 am.”
Carried Unanimously

Chairperson

Administrator



CAO

From: ASVA Exec Director <summervillages@gmail.com>
Sent: Thursday, March 27, 2025 1:33 PM
To: ASVA
Subject: Promoting Upcoming Webinars for Summer Village Election Candidates

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon,

CAOs - please share this with Council and Residents

The Association of Summer Villages of Alberta supports ABmunis and RMA's initiative to increase awareness around the upcoming municipal elections in helping residents that might be interested in running for Council. We believe the April 23rd session would be the best one for Summer Village residents to attend. Check out this link on how to register for this webinar:

https://abmunis-ca.zoom.us/webinar/register/WN_V3aFrUHSRLiEoeknXQYw0g#/registration

Webinar Description:

Are you ready to make a difference in your community? If you're considering [running for local council](#) in a small Alberta municipality, this is the perfect opportunity for you! Alberta Municipalities (ABmunis) and Rural Municipalities of Alberta (RMA) are hosting a webinar to help you prepare for this year's election.

*In this engaging session, you'll learn about the roles and responsibilities of local office, how it compares to federal and provincial governments, and the incredible rewards that come with serving your community. You'll also get an inside look at how councils are structured, what's expected of council members, and the unique impact you can have in a village and summer village. **The content of this webinar is catered to persons who live in a village and summer village;** however, any Albertan is welcome to attend this webinar to learn about the experience of serving on council. If the timing of this webinar does not work with your schedule, please feel free to register for any of our upcoming municipal election webinars no matter the type of your municipality. Visit [ABmunis events page for a full listing of the webinars](#).*

But that's not all! The presentation will feature guest speakers from local councils who will share their personal experiences leading small Alberta municipalities. Plus, there will be a Q&A session where you can ask questions and gain valuable insights on what it's like to be a local elected official.

To attend a webinar simply [register here](#). We hope to see you there!

The Villages and Summer Villages webinar will run on the following dates:

- [April 23, 2025 from 7:30pm to 8:30pm \(Featuring ASVA and ABmunis Board member Ren Giesbrecht, Mayor of the Summer Village of West Cove\)](#)
- [May 6, 2025 from 12:00pm to 1:00pm](#)

Kathy Krawchuk, CLGM

Executive Director

Association of Summer Villages of Alberta

780-236-5456



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR118376

March 12, 2025

Dear Chief Elected Officials:

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

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

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

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

Sincerely,

Ric McIver
Minister

CAO

From: Cheryl VanDusen <cherylvandusen4@gmail.com>
Sent: Monday, March 31, 2025 4:15 PM
To: CAO
Cc: Andrea Hildebrand
Subject: Deep cleaning budget request 2025

The Hall society requests the ability to use some of the rental income to have a deep cleaning of the hall occur in April in preparation for the upcoming season.

Cost would likely be around \$280.

Thank you.

Cheryl VanDusen