SUMMER VILLAGE OF WHITE SANDS
COUNCIL MEETING AGENDA
April 20, 2026 @ 9:30 AM
Location: Municipal Office
#8 Front Street, White Sands
and streamed onto YouTube

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1. Call to Order **Pages**

2. Adoption of Agenda

3. Adoption of Previous Minutes

3.1. 03 16 2026 Regular Council Meeting Minutes 2

4. Public Hearings: None

5. Delegation:

5.1. Draft Shoreline Management Plan – Municipal Planning Services (MPS), Brad Macdonald & Jane Dauphinee

6. Bylaws & Policies:

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12. Closed Meeting of Council:

12.1. County of Stettler: Cost Analysis – Road Use Agreement, Alberta Information & Transparency Act (AITA), s. 24 Intergovernmental Relations

13. Adjournment

You and MINUTES OF THE REGULAR MEETING
SUMMER VILLAGE OF WHITE SANDS COUNCIL
held on March 16, 2026
White Sands Municipal Office
#8 Front Street, White Sands, AB and electronically
streamed to YouTube.

Present: Dan Zembal, Mayor
Paul Ashford, Councillor (Zoom)
Leona Thorogood, Councillor
Melissa Beebe, CAO
Erin Weinzierl, Admin. Assistant
S.Sgt. Cam Russell, Stettler RCMP Detachment

Absent:

Public: (0)

1. **Call to Order:**

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

2. **Adoption of Agenda**

Motion 26:03:01 Moved by Mayor Zembal to accept the agenda as amended:

- Move 5.1: Draft Strategic Plan to Business 7.3
- Add 7.4 Ambulance Information

MOTION CARRIED

3. **Adoption of Previous Minutes:**

3.1. Regular Council Meeting Minutes of February 17, 2026

Motion 26:03:02 Moved by Councillor Thorogood to accept Regular Council Meeting Minutes of February 17, 2026, as presented

MOTION CARRIED

4. **Public Hearing: None**

5. **Delegation/Presentation:**

5.1. Q3 Crime Statistics – S. Sgt. Cam Russell, Stettler RCMP Detachment

- Tour with councils at Edmonton call center
  - Hopefully another tour set up for other councillors to join.
  - Well received and informative
- Crime Reduction By Environmental Design
  - What residents can do at the properties to help prevent crimes
    - Fencing
    - How to cut shrubs
    - Lock your vehicles
    - Tie into Annual Information Meeting
- Pilot program for drones for communities
  - Drone can be launched by K Division and see what is happening before RCMP attends a scene.

- Stats are quite low
  - Rural crime has decreased slightly
  - Prolific Offenders
    - Checked on
    - Work with probation
  - Using less man-power
    - Provincial government has not increased their budget, but have not reduced
    - Asked to more with less (inflation, cost of living)
  - 5 new members will be coming to Stettler (4 experienced, 1 new recruit)
    - Will loose 3 current members
    - At the end will be 2 additional members at the Stettler detachment
  - Currently will not operate the RCMP boat this summer due to lake levels, but will use other means to meet emergencies for the lake.
  - Renovation at the detachment, no extra-space and but will extend longevity of building for an additional 10 years
    - No cells up to 6 months
      - Made partners with other detachments near Stettler
    - Proper secure room, bail hearing room, breathalyzer room
    - Victim Services Office
    - Upstairs will have better usable space.
    - All electric (solar, storage cells), no natural gas
    - Extra parking on the north side as well
    - Proper fencing around the detachment

S. Sgt Russell withdraws from the meeting at 10:00 AM

Motion 26:03:03 Moved by Councillor Thorogood to receive Q3 Crime Statistics – S. Sgt. Cam Russell, Stettler RCMP Detachment as information

MOTION CARRIED

6. <u>Bylaws & Policies:</u>

6.1. Bylaw 220-26: Dog Bylaw (Repeal and Replace Bylaw 152-15)

Motion 26:03:04 Moved by Mayor Zembal to approve second reading of Bylaw 220-26: Dog Bylaw as amended:

- Running at Large Section
- Schedule of Fines J $250, $500, $750
- 3.1.F “motorized” vehicle
- 4.1.a “motorized” vehicle
- Typos: 8.2 “given away”, section 13 grammar (spacing), commas, open

MOTION- CARRIED

Motion 26:03:04 Moved by Councillor Ashford to approve third reading of Bylaw 220-26: Dog Bylaw with the amendments.

MOTION- CARRIED

6.2. ADM 1.1 Tangible Capital Assets Policy (Housekeeping Amendments)

Motion 26:03:05 Moved by Councillor Thorogood to approve policy ADM 1.1 Tangible Capital Assets as presented.

MOTION CARRIED

7. **Business:**

7.1. RFD – Community Hall – Monitoring & Service Delivery Review

Motion 26:03:07 Moved by Councillor Thorogood to approve Option 2: Install Wi-Fi Smart Thermostat of a maximum budget $800.

MOTION CARRIED

Motion 26:03:08 Moved by Councillor Ashford to create a policy to monitor all municipal buildings with a smart thermostat.

MOTION CARRIED

7.2. Draft 2026 Municipal Operating Budget

Motion 26:03:09 Moved by Mayor Zembal to have a Special Meeting for the Operating and Capital Budget on Friday, April 17, 2026, 9:30am at the Municipal Office.

MOTION CARRIED

7.3. Draft Strategic Plan – Leann Graham, Gra-Core

Motion 26:03:10 Moved by Mayor Zembal approve the 2026 Municipal Strategic Plan with the following amendments:

- Renamed Recreation committee to Parks & Recreation Committee
- Remove “more” from Areas for Improvement & Future Focus > Increase Engagement with Younger Generation
- #6 – Safety, point 3: add “or south shore co-owned”

MOTION CARRIED

Mayor Zembal calls for brief recess at 11:55 am
Mayor Zembal resumes meeting at 12:01 pm

7.4. Ambulance Information

Motion 26:03:11 Moved by Councillor Ashford to accept the ambulance information as information.

MOTION CARRIED

8. **Council Reports:**

8.1. Mayor Zembal (Verbal Report)

- RCMP tour
- Called ICF Meeting with County of Stettler
    - Leona and Dan
    - Boat Launch
        - County of Stettler interested to see the results of the report from WSP
    - Advocacy of Twn Rd 40-4
    - Red Willow Lagoon
        - Should be running by summer 2026
        - Access for haulers
    - Road Maintenance Agreement

        - Opportunities to negotiate, but found the reality of the situation
            - Average county road is maintained about 1 in every 3 weeks
            - Twn Rd 40-4 gets maintained every 7-10 days
            - Graveled every 1.5 years, opposed to average road is every 3 years.
        - Tree Branch/Organics Bin
            - Will charge us for only dumping
            - We asked for twice for this year: spring and fall
    - SWMA April 10th meeting

8.2. Councillor Thorogood (Verbal Report)

- ICF Meeting
    - Boat Launch
        - Secured some funds from Bar W to help with Boat Launch
    - Road Maintenance Agreement
        - Does not Range Road 20-2
        - Need to contact our MLA, Transportation, Tourism, etc, for advocacy
    - Red Willow Lagoon
        - Might not be available until fall due to sludging
- PRLB
    - Face to Face meeting on May 21, 2026.
    - Spoke about their services
        - Supernet
        - Loaning materials
        - Access to post-secondary material
        - Numerous types and formats of books
            - Program kits that can be ran here and will ask the Stettler Public Library
    - Promotion in newsletters
        - Free membership
        - E-magazine
    - Can host any events as long as it is not illegal
        - Suppose to be unbiases
    - Restriction of books
        - If not illegal, can be in the library
        - Some libraries exist in the school system; therefore, have to abide by school system if the library is in a school.
- Hall Society planning meeting on March 21, 2026.

8.3. Councillor Ashford (Written Report)

Motion 26:03:12 Moved by Councillor Thorogood to accept the council reports as presented.

MOTION CARRIED

9. <u>CAO Reports</u>

9.1. Written Report with Council Resolution Action List

Motion 26:03:13 Moved by Mayor Zembal to have administration create a Terms of Reference for the Parks and Recreation Committee for the next meeting:

- A call for express of interest max of 5: 1 council member, 1 Hall member, and 3 members at large
- Based on strategic planning with recommendations

MOTION CARRIED

Motion 26:03:14 Moved by Councillor Ashford to accept CAO written report as presented.

MOTION CARRIED

10. Financial Reports:

10.1. Council Revenue and Expenditures as December 31, 2025

10.2. Bank Reconciliation as of February 28, 2026

Motion 26:03:15 Motion by Councillor Thorogood to approve 10.1 and 10.2. Financial reports as presented.

MOTION CARRIED

11. Correspondence

11.1. **Preliminary 5-Year Estimate for SV White Sands – Renewed Police Funding Model**

11.2. **Letter from Trevor Daroux, Deputy Commissioner, Commanding Officer of Alberta RCMP, February 4, 2026**

11.3. **Buffalo Lake Public Access Enhancement 2026 – County of Stettler**

11.4. **Letter of Support: Invasive Species – Associations of Summer Villages of Alberta (ASVA), February 21, 2026**

Motion 26:03:16 Moved by Councillor Thorogood to table Letter of Support: Invasive Species – Associations of Summer Villages of Alberta (ASVA), February 21, 2026 until the next regular meeting with the conjunction with the Red Deer Watershed group.

MOTION CARRIED

Motion 26:03:17 Moved by Councillor Ashford to accept Correspondence items 11.1 to 11.3 as information.

MOTION CARRIED

12. Closed Meeting Session: None

13. Adjournment

Motion 26:03:17 Moved by Mayor Zembal adjourns the meeting at 1:04 PM.

MOTION CARRIED

Next Regular Council Meeting is April 20, 2026. Public Welcome.

_____

Mayor

_____

Chief Administrative Officer

Request For Decision (RFD)

Meeting Date: April 20, 2026
Presented By: Melissa Beebe, Administration
Item: 6.1
Title: Parks and Recreation Committee Bylaw and Terms of Reference

Purpose:

To seek Council approval to establish a Parks and Recreation Committee by bylaw, adopt the Terms of Reference as Schedule "A", and authorize recruitment and appointments in accordance with Council direction.

Background

At the January 30, 2026 Strategic Planning Session, Council identified the establishment of a Recreation Committee as a top priority initiative, ranking highest overall in combined Council and staff scoring .

At the March 16, 2026 Regular Council Meeting, Council directed Administration to prepare a Terms of Reference and recruitment approach:

> *Motion 26:03:13*
> *Moved by Mayor Zembal to have Administration create a Terms of Reference for the Parks and Recreation Committee for the next meeting, including:*
>
> - *A call for expressions of interest (maximum of five members): one (1) Council member, one (1) Hall Society member, and three (3) members at large; and*
> - *Alignment with the Strategic Planning recommendations.*
>
> *MOTION CARRIED*

Section 7 of the Summer Village of White Sands Procedure Bylaw provides that Council may establish Committees by bylaw and adopt Terms of Reference outlining membership, purpose, and authority.

The proposed Parks and Recreation Committee Bylaw and attached Terms of Reference have been developed in accordance with this requirement.

Analysis

Committee Purpose and Structure
The Parks and Recreation Committee is proposed as a formal Committee of Council established by bylaw, operating in an advisory capacity.

The Committee will:

- Provide recommendations to Council on parks, recreation, and community initiatives
- Support implementation of Strategic Plan priorities
- Enhance community engagement and participation

The Committee composition reflects Council direction:

- 3 Members at Large
- 1 Hall Society Representative
- 1 Council Member

Governance & Legislative Compliance

The Committee is structured to comply with:

- The Municipal Government Act
- The Summer Village Procedure Bylaw (Section 7 – Committees)

Key governance features include:

- Advisory role only (no authority to bind the municipality)
- Public meeting requirements
- Annual meeting schedule and notice provisions
- Formal minutes prepared by the Committee
- Submission of minutes to the CAO and inclusion in Council agenda packages
- Annual reporting to Council

Administration is not a standing member of the Committee but may provide information or support as required.

Strategic Alignment

The Committee directly advances Council's Strategic Plan by:

- Supporting recreation and community connection initiatives
- Providing structured input on priorities such as:
    - Trails and outdoor recreation
    - Beach and lake access improvements
    - Community programming and events
    - Enhancements to public spaces

Financial Implications

- There is no immediate financial impact associated with establishing the Committee
- Any future initiatives with financial implications will require separate Council approval through the budget process

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Options

Option 1 – Approve (Recommended)

- Give three readings to the Parks and Recreation Committee Bylaw
- Adopt the Terms of Reference as Schedule "A"
- Direct Administration to proceed with recruitment

Option 2 – Amend

- Approve the bylaw with revisions

Option 3 – Do Not Approve

- Do not establish the Committee at this time

Administrative Recommendation

Motion 1 – Establishment and Terms of Reference
That Council give first reading to Bylaw #221-26: Parks and Recreation Committee Bylaw.

Motion 2 – Recruitment and Appointments
That Council directs Administration to advertise for expressions of interest and bring forward recommended appointments for Council consideration.

Next Steps After Approval:

- **Recruitment Launch (Late April 2026)**
  - Website posting
  - Social media (Facebook)
  - Newsletter inclusion
  - Direct outreach to the Hall Society
- **Application Period (3–4 weeks)**
- **Administration Review**
  - Compile and review applications
  - Ensure representation aligns with Council direction
- **Council Appointments**
  - Target: May or June 2026 Council Meeting
- **First Committee Meeting**
  - Target: June 2026

Attachments

- Bylaw 221-26: Parks and Recreation Committee Bylaw
  - Schedule "A" Terms of Reference

SUMMER VILLAGE OF WHITE SANDS
BYLAW #221-26
"Parks and Recreation Committee Bylaw"

WHEREAS pursuant to the Municipal Government Act, RSA 2000, c. M-26, and amendments thereto, Council may establish committees as it considers necessary;

AND WHEREAS Council wishes to establish a Parks and Recreation Committee to provide advice and recommendations on parks, recreation, and community initiatives;

AND WHEREAS Council has adopted a Procedure Bylaw which provides for the establishment and governance of Committees;

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

1. Title
This Bylaw may be cited as the "Parks and Recreation Committee Bylaw."

2. Establishment
Council hereby establishes the Parks and Recreation Committee as a Committee of the Summer Village of White Sands.

3. Terms of Reference
The Terms of Reference for the Parks and Recreation Committee are attached hereto as Schedule "A" and form part of this Bylaw.

4. Purpose and Authority
The Committee shall operate in accordance with:

- This Bylaw
- The approved Terms of Reference
- The Summer Village of White Sands Procedure Bylaw

The Committee is advisory in nature and has no authority to bind the municipality.

5. Composition and Appointments
Committee membership and appointments shall be made in accordance with the Terms of Reference and by Council resolution.

6. Administration
The Committee shall operate independently in accordance with its Terms of Reference. Administration may provide support or information as requested.

7. Coming Into Force
This Bylaw shall come into force upon third and final reading.

READ A FIRST TIME THIS ___ DAY OF _____, 2026

READ A SECOND TIME THIS ___ DAY OF _____, 2026

READ A THIRD TIME AND FINALLY PASSED THIS ___ DAY OF _____, 2026

_____
Mayor

_____
Chief Administrative Officer

Schedule "A"

Terms of Reference (ToR)

Parks & Recreation Committee (C)

1. Purpose

The Parks and Recreation Committee ("The Committee") is established to support Council by providing advice and recommendations on parks, recreation, and community programming initiatives.

The Committee aligns with the Summer Village of White Sands Strategic Plan, supporting priorities such as enhancing recreational amenities, strengthening community connection, and balancing recreation with environmental stewardship.

The Committee operates in an advisory capacity only and does not have decision-making authority.

2. Mandate

The Committee is responsible for:

- Providing recommendations to Council on parks, recreation, and community initiatives
- Identifying opportunities to enhance amenities, programming, and public spaces
- Supporting implementation ideas stemming from strategic planning priorities
- Reviewing feasibility and prioritization of proposed initiatives
- Acting as a community liaison on parks and recreation matters

3. Authority

- The Committee does not have authority to make decisions, commit funds, or direct municipal operations.
- All recommendations must be submitted to Council for consideration.
- Council retains full authority over approvals, budgets, and implementation

4. Composition

The Committee shall consist of five (5) members, appointed by Council:

- Three (3) Members at Large (residents/property owners)
- One (1) Hall Society Representative
- One (1) Council Member (serving as liaison)

Administration is not a standing member of the Committee, but may provide information or attend meetings upon request.

5. Term of Appointment

- Members are appointed for a two (2) year term
- Terms may be renewed at the discretion of Council
- Council may fill vacancies for the remainder of the term

6. Meetings

- The Committee shall meet a minimum of four (4) times per year
- The Committee shall establish an annual meeting schedule and provide it to the CAO in accordance with the Procedure Bylaw
- Meetings and notice requirements shall comply with the Procedure Bylaw

Delegations to Council

- The Committee shall present to Council a minimum of four (4) times per year
- presentations will include:
    - Updates on activities
    - Recommendations for consideration
    - ogress on strategic priorities

7. Roles and Responsibilities

Chair and Vice-Chair

- The Committee shall elect a Chair and Vice-Chair annually from among its members, unless otherwise directed by Council
- The Chair shall:
    - Preside over meetings
    - Facilitate discussion
    - Coordinate delegation presentations to Council
- The Vice-Chair shall act in the absence of the Chair

Quorum

- Quorum shall consist of a majority of members (3 of 5)
- No formal recommendations shall be made without quorum

Recording Secretary

- The Committee shall designate a Recording Secretary
- The Recording Secretary may be a committee member or another designated individual

Conflict of Interest

- Members shall adhere to conflict-of-interest provisions consistent with the Municipal Government Act
- Members shall declare any conflict and refrain from discussion or recommendation on the matter

8. Reporting and Records

- The Committee shall prepare and approve minutes in accordance with the procedure Bylaw, including required content, signatures, and record retention
- A copy of approved minutes shall be provided to the CAO within the required timelines
- Approved minutes shall be included in the next available regular Council meeting

agenda package for information

- The Committee shall provide recommendations to Council through:
  - Delegations; and/or
  - Written submissions
- The Council-appointed member shall report on Committee activities through regular Councillor reporting
- The Committee shall provide Council with an annual summary of activities

9. Guiding Principles

The Committee shall operate under the following principles:

- Alignment with Council-approved strategic priorities
- Respect for environmental stewardship and lake health
- Awareness of municipal budget constraints
- Transparency and accountability
- Inclusivity and community engagement

10. Legislative & Procedural Alignment

The Committee shall conduct its meetings and operations in accordance with:

- The Municipal Government Act (Alberta)
- The Summer Village of White Sands Procedure Bylaw

11. Review of Terms of Reference

- This Terms of Reference shall be reviewed every two (2) years or as directed by Council
- Amendments require Council approval through bylaw

12. Effective Date

This Terms of Reference is effective upon adoption by Council.

Request For Decision (RFD)

Meeting Date: April 20, 2026
Presented By: Erin Weinzierl, Administrative Assistant/Clerk
Item: 6.2
Title: Bylaw 222-26: A Bylaw to Amend Fees and Services Bylaw 213-25

Purpose:

To present Council with proposed amendments to Schedule "A" of Fees & Services Bylaw 213-25 through Bylaw 222-26, to improve clarity, update fee structure, and ensure appropriate cost recovery for municipal services.

Background

The Fees & Services Bylaw 213-25 establishes municipal fees for services, applications, and administrative processes.

Through administrative review and operational experience, several areas have been identified where updates are required to:

- Improve clarity and consistency in fee application
- Reflect current administrative practices
- Address gaps in cost recovery
- Introduce fees for services currently being provided but not formally captured

Bylaw 222-26 amends **Schedule "A" only**, replacing it in its entirety while maintaining the structure of the existing bylaw.

Analysis

The proposed amendments are primarily administrative and cost-recovery focused. Key updates are outlined below:

1. **NSF Returns – Updated Terminology & Fee**
    - The previous bylaw referenced "NSF Cheques" and applied bank-based charges.
    - **Proposed Change:**
        - Updated terminology to "NSF Returns"
        - Introduced a standardized $10 fee per return
    - **Rationale:**
        - Reflects modern payment methods (e-transfers, etc.)
        - Provides consistency and predictability
        - Supports administrative cost recovery
2. **Subdivision Application Fees – Increased Cost Recovery**

- Subdivision applications require significant administrative processing, including circulation, review, condition tracking, and documentation.
- **Proposed Changes:**
    - Maintain base fee: $500
    - Increase per lot fee from $125 → $200 per lot
    - Introduce Subdivision Endorsement Fee: $200 per lot
- **Rationale:**
    - Better reflects administrative workload
    - Aligns with standard municipal practices
    - Captures work completed at endorsement stage, which is currently unfunded

3. Introduction of Expert Fee

- A new **"Expert Fee – At Cost"** has been added for development-related applications requiring professional review (e.g., engineering, legal)
- **Rationale:**
    - Ensures the municipality is not subsidizing specialized reviews
    - Applies only when required
    - Aligns with cost-recovery principles and common municipal practice

4. Recreational Vehicle (RV) Fees – Updated Structure

- The Recreational Vehicle Parking Fee applies to parcels with no approved dwelling units, where RVs are used as primary accommodation.
- **Historically:**
    - Prior to COVID-19, the fee was **$600 per RV unit**.
    - During COVID, the fee was waived and later reduced.
    - Inflation and increased service demands since that time have not been reflected in the current fee.
- **Proposed Changes:**
    - Increase RV Parking Fee in 2027 and 2028 by $50.00 each year.
    - Introduce Temporary RV Fee: $30 per request
- **Rationale:**
    - Reflects increased service demand and inflation
    - Aligns fees with infrastructure use
    - Providing advanced information about future increases. The municipality can educate residents of the next year's increases.
    - In 2025 we received 16 requests for temporary rv permits, 30 requests in 2024.
        - Help cover costs for staff time to review the request, issue permits, and inspect RV counts.
    - Since the municipality keeps track of all RV permits issued, when complaints are received, staff time is utilized to review issued permits and check the RV Count Inspection Log against the complaint.

5. Golf Cart Permit – Replacement Fee Added

- **Proposed Change:**

    - Add **$5 replacement permit fee**
- **Rationale:**
    - Recovers administrative costs for reissuing permits
    - Maintains existing permit fee structure

6. **Hall Rentals – Introduction of Structured Fees and Municipal Administration**
    - The municipality has transitioned to directly managing hall rentals. As part of this transition, a formal fee structure has been introduced within Schedule "A" to support consistent administration and cost recovery.
    - **Proposed Change:**
        - Establish **formal hall rental fees** within the bylaw (previously managed informally)
        - Define a clear, standardized approach to hall usage, booking, and associated charges
    - **Rationale:**
        - Ensures consistency and transparency in how hall rentals are administered
        - Supports cost recovery for utilities, cleaning, maintenance, and wear on municipal assets
        - Reduces administrative ambiguity and reliance on discretionary decisions
        - Aligns with the municipality's operational shift to direct management of the facility
        - Ensures that facility costs are not subsidized by general taxation
    - **Operational Impact:**
        - Improved booking process and fee application
        - Clear expectations for users of the facility
        - Reduced administrative burden through standardized rates
7. **General Administrative Updates**
    - Improved clarity and wording throughout Schedule "A"
    - Maintained existing fees where appropriate
    - Ensured alignment with:
        - Land Use Bylaw
        - Municipal Government Act
        - Current municipal policies

Financial Implications

- Revenue Neutral to Positive
- Improved cost recovery for:
    - Subdivision processes
    - Development review
    - Hall operations
    - Administrative services

- Reduces reliance on general taxation for user-driven services

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Options

Option 1 – Approve the Amendments as Presented (Recommended)
Council approves Bylaw 222-26 and adopts the updated Schedule “A”.

Option 2 – Amend the Proposed Changes
Council may adjust specific fees (e.g., RV, subdivision, or hall rental rates) prior to adoption.
Option 3 – Receive as Information
Council receives the report with no changes to the current bylaw.

Administrative Recommendation

That Council give Bylaw 222-26, being a bylaw to amend Schedule “A” of Fees & Services Bylaw 213-25, first, second, and third readings as presented.

Alternatively:
Administration supports Council direction on the fee options provided.

Attachments

- Draft Bylaw 222-26: Amendment to Fees & Services
- Schedule “A” – Proposed Revision (changes marked in Red)
- Current Bylaw 213-25 (for reference)

In the Province of Alberta
Bylaw #222 - 26
“A Bylaw to Amend Fees and Services Bylaw 213-25”

WHEREAS pursuant to the Municipal Government Act, Chapter M.26 Revised Statutes of Alberta, 2000, as amended, authorizes a municipality to pass bylaws respecting fees, rates, and charges for the provision of municipal services and the use of municipal property;

AND WHEREAS, Council for the Summer Village of White Sands deems it necessary and desirable to amend Schedule “A” of Fees & Services Bylaw 213-25;

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

1. This Bylaw may be cited as the “Fees & Services Bylaw Amendment 222-26;

2. Amendments to Schedule “A” of Bylaw 213-25
   2.1 Scheule “A” of Bylaw 21-25 is hereby amended and replaced with Schedule “A” attached to and forming pat of this bylaw.

3. Severability
   If any provision of this bylaw is declared invalid, the remaining provisions shall remain in full force and effect.

4. This Bylaw shall come into effect upon third and final reading.

READ a first time in open Council this ___ day of_____ 2026.

READ a second time in open Council this ___ day of_____ 2026.

UNANIMOUSLY AGREE to move forward with third and final reading.

READ a third and final time in open Council this ___ day of_____ 2026.

_____
Chief Elected Official

_____
Chief Administrative Officer

Schedule "A"
Fees and Services Bylaw #213-25

Administration:

Accounts Receivable Transfer to Taxes	$25.00/account
Boat Mooring/Dock Application Fee:	$50.00 (Please refer to Policy XIV Piers, Wharves, Docks, Moorings, and Boatlifts)
Encroachment Agreement:	$300.00 (plus any additional costs if incurred. Example: legal)
E-transfer Service Fee	$5.00 per etransfer (Please refer to Policy XVII Payment Acceptance Policy)
Fax/Scan Documents:	$0.75 per page
FOIP Requests:	$25.00 application fee + costs from FOIP Regulation "Schedule 2: Freedom of Information and Protections of Privacy Act: Fees Schedule"
Golf Cart Permit	$80.00 per Golf Cart $5.00 per replacement permit
Laminating	$1.00 per page
Land Titles Property Search:	$25.00
Letter of Compliance:	$150.00 (plus any additional costs if incurred. Example: legal)
Notice of Recall Petition Application:	As per the MGA section 240.2(3)(b)
NSF Returns:	$10 per return
Outstanding Accounts Receivable:	An interest charge of two per cent (2%) per month shall be imposed on all accounts receivables that remain unpaid for thirty (30) days from the date of the invoice and the interest rate shall not be compounded. For accounts that are not transferable to the corresponding tax roll, the Chief Administrative Officer or their designate may obtain a collection agency to recover unpaid accounts after ninety (90) days. Returned payments shall be charged back to the appropriate account. Any service charges, as outlined in the current Fees and Service Bylaw shall be charged to the account. Performance Bonds are not subject to this penalty.
Photocopying or Printing:	$0.50 per page
Hall Rentals	Hourly Rate: $30 per hour *must include set-up and clean-up times. Day Rate: (10am to 10pm): $175.00 Weekend Rate (Friday 12pm to Sunday 4pm): $400.00 Additional Days to Decorate or Store Supplies (added onto existing weekend rental only): $100.00 per day. Security Deposit: $250.00 *Cash or Cheques only *Reimbursement subject to inspection. Returned within 10 business days.
Tax Assessment Search:	$15.00
Tax Certificates:	$30.00 for all written requests for tax or assessment information including tax certificates.

Tax Notice Reproduction of Property/Development File Documentation:	$15.00
Tax Notification:	Cost equal to charges from Alberta Land Titles Registration, cost equal to any fees by a third party contracted by the Summer Village of White Sands, and cost equivalent to any expenses for advertising for public auction, including a title search.

Development Permits:

Development Application Fee:

Development Permit Application Fee	$120.00		
Development Permit Amendment Fee *Only when the previous permit for the same development has been accepted and given a "Notice of Decision" letter can the permitter ask for an amendment to the plans.*	$50.00		
Expert Fee *External professional review such as: engineers, legal, etc.* *Payable regardless of application outcome.*	At Cost		
Land Use Bylaw Amendment	$750.00 (plus any additional costs if incurred. Example: legal)		
Recreational Vehicle parking Fee (Per Unit on parcels with no approved Dwelling Unit):	*2026 Rate* $300.00 per unit	*2027 Rate* $350.00 per unit	*2028 Rate* $400.00 per unit
Temporary Recreational Vehicle Parking Fee	$30 per request per lot		
Penalties for Offenses	As per the Land Use Bylaw		
Request for Variance *This is an additional fee from the development application fee*	$150 per Variance (plus any additional costs if incurred. Example: legal)		
Subdivision Development Fee:	$500.00 + $200 per lot (plus any additional costs if incurred. Example: legal)		
Subdivision Endorsement Fee *An administration fee charged for the review, authorization, execution, or municipal sign-off of documents, applications, or agreements.* *Non-refundable once review has commenced.*	$200 per lot		
Subdivision Development Appeal Fee (Refundable if appeal is in favour of applicant):	$200.00		

Performance Bonds (Construction)

Single Family Dwellings	5% of Project Value

Assessment Review Board Complaints:

Refunded with assessment change or favourable board decision	$50.00 per parcel

Public Works

Public Works tasks performed for ratepayer:	$90 per hour, two (2) hours minimum. *Signed Indemnity Agreement before the commencement of work.

No GST charged on the above items

Alberta Safety Codes Permit Fees

All permits issued by the Safety Codes Agency under contract with the Summer Village of White Sands are subject to a separate fee remitted to the Alberta Safety Codes Council on behalf of the Summer Village of White Sands. These fees are not included in attached Schedule A and will be levied in addition to municipal permit fees and administered by the contracted accredited safety code agency. These include Building, Electrical, Plumbing, Natural Gas, Private Sewage, etc.

In the Province of Alberta
Bylaw #213-25
“Fees and Services Bylaw”

A Bylaw of the Summer Village of White Sands, in the Province of Alberta, to establish fees, rates and charges for services provided by the Summer Village of White Sands;

WHEREAS pursuant to the Municipal Government Act, Chapter M.26 Revised Statutes of Alberta, 2000, and regulations as amended time to time, Council may establish by Bylaw, for services provided by or on behalf of the municipality;

NOW WHEREAS, under the Authority of the Municipal Government Act, the Council of the Summer Village of White Sands, in the Province of Alberta, enacts as follows:

1. This Bylaw may be cited as the “Fees and Services Bylaw;

2. That fees and charges be established for the services provided by the Summer Village of White Sands in accordance with “Schedule A” attached hereto;

3. That the Chief Administrative Officer or designate has the authority to reduce or waive the imposition of any fees and charges set out in “Schedule A” for reasons that qualify as an emergency.

4. That fee for all permits issued under the Alberta Safety Codes Act shall be collected by an accredited agency on behalf of the Summer Village of White Sands at time of permit issuance, in accordance with the permit fees established by that agency, in accordance with provincial and municipal legislation.

5. Bylaw #201-24, #185-22 in the Summer Village of White Sands and any other previous bylaws are hereby rescinded.

6. This Bylaw shall come into effect upon third and final reading.

READ a first time in open Council this 12th day of February 2025.

READ a second time in open Council this 12th day of February 2025.

UNANIMOUSLY AGREE to move forward with third and final reading.

READ a third and final time in open Council this 12th day of February 2025.

Chief Elected Official

Chief Administrative Officer

Schedule A
Fees and Services Bylaw #201-24

Administration:

Accounts Receivable Transfer to Taxes	$25.00/account
Boat Mooring/Dock Application Fee:	$50.00 (Please refer to Policy XIV Piers, Wharves, Docks, Moorings, and Boatlifts)
Encroachment Agreement:	$300.00 (plus any additional costs if incurred. Example: legal)
E-transfer Service Fee	$5.00 per etransfer (Please refer to Policy XVII Payment Acceptance Policy)
Fax/Scan Documents:	$0.75 per page
FOIP Requests:	$25.00 application fee + costs from FOIP Regulation "Schedule 2: Freedom of Information and Protections of Privacy Act: Fees Schedule"
Golf Cart Permit	$80.00 per Golf Cart
Laminating	$1.00 per page
Land Titles Property Search:	$25.00
Letter of Compliance:	$150.00 (plus any additional costs if incurred. Example: legal)
Notice of Recall Petition Application:	As per the MGA section 240.2(3)(b)
NSF Cheques:	Cost equal to charges imposed by the returning financial institution.
Outstanding Accounts Receivable:	An interest charge of two per cent (2%) per month shall be imposed on all accounts receivables that remain unpaid for thirty (30) days from the date of the invoice and the interest rate shall not be compounded. For accounts that are not transferable to the corresponding tax roll, the Chief Administrative Officer or their designate may obtain a collection agency to recover unpaid accounts after ninety (90) days. Returned payments shall be charged back to the appropriate account. Any service charges, as outlined in the current Fees and Service Bylaw shall be charged to the account. Performance Bonds are not subject to this penalty.
Photocopying or Printing:	$0.50/page
Room Rental:	At the discretion of the CAO
Tax Assessment Search:	$15.00
Tax Certificates:	$30.00 for all written requests for tax or assessment information including tax certificates.
Tax Notice Reproduction of Property/Development File Documentation:	$15.00
Tax Notification:	Cost equal to charges from Alberta Land Titles Registration, cost equal to any fees by a third party contracted by the Summer Village of White Sands, and cost equivalent to any expenses for advertising for public auction, including a title search.

Development Permits:

Development Application Fee:

Development Permit Application Fee	$120.00
Development Permit Amendment Fee *Only when the previous permit for the same development has been accepted and given a "Notice of Decision" letter can the permitter ask for an amendment to the plans.*	$50.00
Land Use Bylaw Amendment	$750.00 (plus any additional costs if incurred. Example: legal)
Recreational Vehicle parking Fee (Per Unit on parcels with no approved Dwelling Unit):	$300.00
Penalties for Offenses	As per the Land Use Bylaw
Request for Variance *This is an additional fee from the development application fee*	$150 per Variance (plus any additional costs if incurred. Example: legal)
Subdivision Development Fee:	$500.00 + $125 per lot (plus any additional costs if incurred. Example: legal)
Subdivision Development Appeal Fee (Refundable if appeal is in favour of applicant):	$200.00

Performance Bonds (Construction)

Single Family Dwellings	5% of Project Value

Assessment Review Board Complaints:

Refunded with assessment change or favourable board decision	$50.00 per parcel

Public Works

Public Works tasks performed for ratepayer:	$90 per hour, two (2) hours minimum. *Signed Indemnity Agreement before the commencement of work.

No GST charged on the above items

Alberta Safety Codes Permit Fees

All permits issued by the Safety Codes Agency under contract with the Summer Village of White Sands are subject to a separate fee remitted to the Alberta Safety Codes Council on behalf of the Summer Village of White Sands. These fees are not included in attached Schedule A and will be levied in addition to municipal permit fees and administered by the contracted accredited safety code agency. These include Building, Electrical, Plumbing, Natural Gas, Private Sewage, etc.

Request For Decision (RFD)

Meeting Date: April 20, 2026
Presented By: Melissa Beebe, Administration
Item: 6.3
Title: Community Standards Bylaw – Repeal and Replace (Bylaw 196-23)

Purpose:

To present a revised Community Standards Bylaw for Council's consideration that repeals and replaces Bylaw No. 196-23, establishing a simplified, modern, and enforceable framework focused on:

- Unsightly premises
- Nuisance conditions
- Noise

while ensuring alignment and no duplication with other municipal bylaws.

Background

The current Community Standards Bylaw No. 196-23 was adopted to regulate a broad range of matters including nuisance conditions, noise, public behaviour, vehicles, and activities on municipal lands.

Since its adoption, the Summer Village has implemented more specialized bylaws, including:

- Fire Control Bylaw No. 218-25
- Traffic Bylaw No. 212-25
- Land Use Bylaw No. 186-22
- Use of Public Lands Bylaw No. 198-23

As a result, several provisions within Bylaw 196-23 now:

- Overlap with newer bylaws
- Duplicate regulatory authority
- Create potential for inconsistent interpretation and enforcement

Additionally, the current bylaw includes highly prescriptive standards, which are difficult to administer in a small municipality with limited staffing resources.

Analysis

1. **Modernization and "Repeal & Replace" Approach**
   The proposed bylaw is a modernization, not an expansion of regulation.
   - The revised bylaw:
     - Focuses specifically on:
       - Property condition (unsightly premises)
       - Nuisance impacts
       - Noise
     - Removes subject areas now governed under other bylaws:
       - Fire regulation → Fire Control Bylaw
       - Vehicle operation and parking → Traffic Bylaw
       - Land use and development → Land Use Bylaw
       - Use and occupation of municipal land → Use of Public Lands Bylaw

   This establishes a clear separation of authority, reducing overlap and improving clarity for both residents and enforcement.

2. **Alignment with Use of Public Lands Bylaw (198-23)**
   The proposed bylaw has been reviewed against the Use of Public Lands Bylaw No. 198-23, which regulates:
   - Unauthorized use of municipal lands
   - Storage or placement of materials
   - Vehicle access and parking on public lands
   - Construction, dumping, and alterations on municipal property

   The revised Community Standards Bylaw:
   - Does not regulate use of public lands
   - Instead focuses on:
     - Dumping and contamination
     - General cleanliness and condition
   - Includes clarification that public land use matters are governed under Bylaw 198-23

   This ensures both bylaws:
   - Work together without duplication
   - Maintain clear enforcement boundaries

3. **Improved Enforceability (MGA-Aligned)**
   The revised bylaw shifts from prescriptive rules to outcome-based standards, allowing enforcement based on:
   - Property condition
   - Visual impact
   - Health and safety concerns

This approach:

- Aligns with Municipal Government Act enforcement tools:
  - Orders (s.545)
  - Cost recovery and tax roll additions (ss.553–554)
- Reduces disputes over technical details (e.g., measurements or counts)
- Supports efficient administration with limited staff resources

4. **Vehicle-Related Enforcement (Gap Addressed)**

The revised bylaw introduces a condition-based vehicle provision, allowing enforcement of:

- Abandoned vehicles
- Dilapidated or dismantled vehicles
- Vehicles contributing to unsightly conditions

The bylaw intentionally:

- Does not regulate number or storage of vehicles (Land Use Bylaw)
- Does not regulate parking or operation (Traffic Bylaw)

This resolves a common enforcement gap while maintaining alignment with existing bylaws.

5. **Environmental Protection and Spill Response**

The revised bylaw includes provisions addressing:

- Dumping
- Release of oil, fuel, or hazardous substances
- Responsibility for cleanup and cost recovery

While environmental matters are primarily governed by Provincial legislation, these provisions:

- Enable **immediate local enforcement**
- Protect municipal lands and shoreline areas
- Provide **cost recovery authority** for municipal response

6. **6. Administrative Efficiency**

The revised bylaw is designed to be:

- Clear and easy for residents to understand
- Practical to enforce with limited staffing
- Less prone to duplication and interpretation issues

This supports consistent communication, fairness, and operational efficiency.

Implications

Financial:

- Minimal. Potential for improved cost recovery related to nuisance remediation and environmental response.

Operational:

- Improves administrative efficiency and clarity for enforcement.

Legislative/Policy:

Aligns with the Municipal Government Act and ensures consistency with:

- Fire Control Bylaw
- Traffic Bylaw
- Land Use Bylaw
- Use of Public Lands Bylaw

Options

Option 1 – Approve the New Community Standards Bylaw (Recommended)
Council gives three readings to the proposed bylaw, repealing Bylaw No. 196-23 and adopting the updated version.

Implications:
- Modern, streamlined regulatory framework
- Clear separation from other bylaws
- Improved enforceability and reduced administrative burden

Option 2 – Maintain Existing Bylaw No. 196-23
Implications:
- Continued overlap with newer bylaws
- Increased risk of conflicting enforcement
- More complex and resource-intensive administration

Option 3 – Amend Existing Bylaw Instead of Replacing
Implications:
- Partial improvements only
- Retains structural complexity
- More difficult to fully align with newer bylaws

Administrative Recommendation

That Council give first, second, and third readings to the proposed Community Standards Bylaw No. 223-26, thereby repealing Bylaw No. 196-23 and adopting a modernized, simplified bylaw focused on unsightly premises, nuisance conditions, and noise.

Attachments

- Draft Community Standards Bylaw No. 223-26
- Existing Bylaw No. 196-23

SUMMER VILLAGE OF WHITE SANDS
BYLAW NO. 223-26
"COMMUNITY STANDARDS BYLAW"

A BYLAW OF THE SUMMER VILLAGE OF WHITE SANDS IN THE PROVINCE OF ALBERTA

WHEREAS the **Municipal Government Act**, R.S.A. 2000, c. M-26, as amended, authorizes a municipality to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS the Council of the Summer Village of White Sands wishes to establish clear and enforceable standards respecting **unsightly premises, nuisances, and noise**, without duplicating or conflicting with other municipal bylaws;

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

SECTION 1 – TITLE

This Bylaw may be cited as the **"Community Standards Bylaw."**

SECTION 2 – PURPOSE

2.1. The purpose of this Bylaw is to:

a) Maintain reasonable standards for property appearance and condition;
b) Prevent and address nuisances and unsightly premises;
c) Promote the comfort and enjoyment of property within the Summer Village;
d) Provide a clear and enforceable framework for compliance and remediation.

SECTION 3 – DEFINITIONS

3.1. **"Designated Officer"** means a person appointed by the Summer Village whose duties include enforcement of municipal bylaws, and includes a Peace Officer.

3.2. **"Municipal Government Act"** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.

3.3. **“Nuisance”** means any condition or activity on property that is unsightly, offensive, or that may negatively affect the use and enjoyment of neighbouring property, including but not limited to:

a) the accumulation of waste, refuse, or debris;
b) discarded or dilapidated materials, including furniture, appliances, or scrap;
c) excessive or uncontrolled vegetation growth;
d) conditions that create odour, pests, or health concerns;
e) structures, fences, or improvements in a state of significant disrepair.

3.4. **“Owner”** means the registered owner, occupant, or person in control of property.

3.5. **“Property”** means land, buildings, or structures within the Summer Village.

3.6. **“Unsightly”** means a condition of property that is visually unappealing, neglected, or disorderly to a reasonable observer.

SECTION 4 – UNSIGHTLY PREMISES AND NUISANCE

4.1. No Owner shall cause, permit, or allow Property to become **unsightly** or to constitute a **nuisance**.

4.2. Without limiting Section 4.1, an Owner shall ensure that Property is maintained in a manner that:

a) is free from excessive accumulation of waste, refuse, or debris;
b) does not contain discarded, dismantled, or dilapidated materials in open view;
c) does not exhibit uncontrolled or excessive vegetation growth that creates an unsightly condition;
d) does not create conditions that attract pests or produce offensive odours;
e) maintains structures, fences, and improvements in a safe and reasonable state of repair.

4.3. No Owner shall allow any vehicle, trailer, boat, or equipment to remain on a Property in a condition that is unsightly or constitutes a nuisance.

4.4. Without limiting Section 4.3, a vehicle, trailer, boat, or equipment may be considered unsightly where it:

a) is significantly damaged, dismantled, or in disrepair;
b) is missing major components necessary for its intended use;
c) has been left in a state of apparent abandonment;
d) contributes to a cluttered or disorderly appearance of the Property.

4.5. For greater clarity, this Bylaw regulates **property condition and appearance only** and does not regulate land use, development, or permitted uses governed under other bylaws.

SECTION 5 – NOISE

5.1. No person shall cause or permit noise that is unreasonable and that disturbs the peace and enjoyment of others.

5.2. In determining whether noise is unreasonable, consideration may be given to:

a) the type, volume, and duration of the sound;
b) the time of day;
c) the nature of the surrounding area.

5.3. Unless otherwise permitted, no person shall operate tools, equipment, or machinery in a manner that creates a disturbance between 10:00 p.m. and 7:00 a.m.

5.4. This Section does not apply to:

a) municipal operations or contractors acting on behalf of the Summer Village;
b) emergency activities;
c) activities otherwise authorized under another bylaw.

SECTION 6 – MUNICIPAL PROPERTY

6.1. No person shall deposit, dump, or leave waste, refuse, debris, or any substance on Municipal Property.

6.2. No person shall allow materials or items to accumulate on Municipal Property without authorization.

SECTION 7 – INSPECTION AND ENFORCEMENT

7.1. A Designated Officer may, in accordance with the Municipal Government Act, enter upon Property (excluding a dwelling) at reasonable times to inspect for compliance.

7.2. Where a contravention exists, a Designated Officer may issue a written notice requiring the Owner to:

a) remedy the condition;
b) take specified action;
c) comply within a stated timeframe.

7.3. If the Owner fails to comply, the Summer Village may:

a) carry out the work; and
b) recover all costs, including adding them to the tax roll in accordance with the Municipal Government Act.

SECTION 8 – OFFENCES AND PENALTIES

8.1. A person who contravenes this Bylaw is guilty of an offence.
8.2. A Designated Officer may issue a violation ticket pursuant to the Provincial Offences Procedure Act.
8.3. Each day a contravention continues constitutes a separate offence.

SECTION 9 – SEVERABILITY

If any portion of this Bylaw is invalid, the remainder remains in force.

SECTION 10 – REPEAL

Upon final passing, **Bylaw No. 196-23 is repealed in its entirety.**

SECTION 11 – EFFECTIVE DATE

This Bylaw comes into force on third and final reading.

Read a first time this __ day of _____, 2026.

Read a second time this __ day of _____, 2026.

Read a third time and passed this __ day of _____, 2026.

_____ _____

MAYOR CHIEF ADMINISTRATIVE OFFICER

SCHEDULE “A”

FINES

OFFENCE	FIRST	SECOND	THIRD + SUBSIQUENT
Unsightly Property / Nuisance	$250	$500	$1,000
Vehicle / Equipment (Unsightly)	$250	$500	$1,000
Failure to Comply with Order	$500	$1,000	$2,000
Noise Disturbance	$250	$500	$1,000
Littering / Dumping	$250	$500	$1,000
Other Offence	$200	$400	$800

SUMMER VILLAGE OF WHITE SANDS
BYLAW NO. 196-23

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

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

SECTION 1: TITLE AND DEFINITIONS

Bylaw Title

1. This Bylaw shall be called the "Community Standards Bylaw".

Definitions

2. In this Bylaw, the following definitions shall apply:

   a. **"Construction Equipment"** includes, but is not limited to trenching machines, concrete mixers, backhoes and similar equipment.

   b. **"Designated Officer"** means a person appointed by the Summer Village whose authority includes inspections or enforcement of the Summer Village's Bylaws and includes a Peace Officer, Development Officer and Chief Administrative Officer.

   c. **"Dilapidated Vehicle"** means any vehicle that is subject to any two of the following items below:

      (i) Not used on a regular basis;
      (ii) Does not have a validated license plate attached to it;
      (iii) Is lacking one or more major body parts (i.e. fenders, hoods, etc.); and
      (iv) Is lacking one or more of its power train parts (i.e. motor, transmission, differential, etc.).

   d. **"Graffiti"** means the defacement or disfigurement of any property or object, through the performance of any of the following acts:

      (i) the application of any substance, including paint, ink, stain or whitewash to any surface; or

(ii) the affixing of any substance, including paper, fabric or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or

(iii) the marking, scratching, etching or other alteration or disfigurement of any surface.

e. **"Municipal Government Act"** means the Municipal Government Act of Alberta, R.S.A., 2000, Chapter M-26 as it is amended from time to time.

f. **"Nuisance"** for the purpose of this Bylaw includes any use of or activity upon any property which is offensive to any person, or has or may have a detrimental impact upon any person or other property in the neighborhood, and without limiting the generality of the foregoing, includes the following:

(i) the failure to cut grass to a height of 15 centimetres or less within the, landscaped area;

(ii) the failure to maintain any tree, shrub, other type of vegetation or any structure: that interferes or could interfere with any public work or utility; that impairs the visibility required for safe traffic flow at any intersection adjacent to the property; or that becomes a nuisance by encroaching on a neighbouring property.

(iii) the failure to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds;

(iv) the accumulation of any material that creates unpleasant odors, any material that attracts pests or any animal remains, parts of animal remains or animal feces;

(v) the storage or accumulation of or failure to dispose of discarded or dilapidated furniture or appliances, loose garbage, rubbish, packaging material, scrap metals, scrap lumber, tires, parts of disassembled machinery, equipment or appliances and motor vehicle parts;

(vi) the causing of opaque or dense smoke and permitting such smoke to be emitted into the atmosphere for a period in excess of 6 minutes in any one hour, or at a point other than the opening to the atmosphere of the flue, stack or chimney, unless specifically authorized by Council;

(vii) the generation of excessive dust on a property and permitting such dust to escape from the property;

(viii) the use of any pesticide or herbicide which has significant detrimental or environmental effects on surrounding areas;

(ix) the failure to control or eliminate insect pests harmful to the growth and development of trees and shrubs or any vegetable or plant life;

(x) the storage or accumulation of dilapidated or derelict vehicles or the storage of unregistered vehicles in excess of two vehicles on any residential or commercial site except vehicles that are stored in an approved accessory or temporary building;

(xi) the failure to maintain an accessory building, structure or fence such that it deteriorates, becomes unsightly or becomes a safety hazard;
(xii) the failure to fence or secure an excavation, drain, ditch or other depression so that it does not become a danger to public safety;
(xiii) the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any fence or wall on any property, where the same are accumulated and become in a dilapidated and unsightly condition;
(xiv) burning anything other than dry untreated clean wood in a residential wood fireplace.

g. **"Off Highway Vehicle"** means any motorized mode of transportation built for cross-country travel on land, water, snow, ice, marsh or swamp lands, or on other natural terrain;

h. **"Peace Officer"** means a Peace Officer appointed by the Summer Village, pursuant to the Municipal Government Act, for the purpose of enforcing the Summer Village's Bylaws, and includes a member of the Royal Canadian Mounted Police and, when authorized, a Community Peace Officer. For the purpose of inspection and enforcement under this Bylaw, a Peace Officer is a Designated Officer.

i. **"Power Tools"** include any tool powered by an engine, motor or compressed air.

j. "**Public Beach**" means "Public Property".

k. "**Public Lands**" means "Public Property".

l. **"Public Place"** means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access;

m. **"Private Property"** means all property within the Sumer Village other than property constituting Public Property.

n. **"Public Property"** means property owned by or under the control and management of the Government of Canada, Government of Alberta, or the Summer Village, contained within the boundaries of the Summer Village.

o. **"Recreational Vehicle"** means a portable structure designed and built to be carried on a vehicle or to be transported/motorized on its own wheels, and which is intended to provide temporary living accommodation for travel and recreational purposes and which does not need any special license or permit to travel on the public road systems other than a usual trailer or vehicle license and, without limiting the generality of the foregoing, includes such vehicles as a motorhome, a fifth-wheel, a camper, a travel trailer, a Recreational Vehicle that conforms to the CSA Z-240 Standard for Recreational Vehicles (i.e. a Recreational Vehicle – Park Model Trailer),

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

p. **"Spit"** means to eject phlegm, saliva, chewing tobacco juice or any other substance from the mouth.

q. "Summer Village" means the Summer Village of White Sands in the Province of Alberta.

r. **"Traffic Safety Act"** means the Traffic Safety Act of Alberta, R.S.A. 2000, Chapter T-6 as it is amended from time to time.

s. **"Urinate"** means to discharge urine from the body.

SECTION 2: NOISE

3. No person shall cause or permit any noise that annoys or disturbs the peace of any other person.

4. No person shall permit property that they own or control to be used so that noise from the property annoys or disturbs the peace of any other person.

5. No person shall yell, scream, or swear in any public place.

6. In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:

   a. type, volume and duration of the sound;

   b. time of day and day of the week;

   c. nature and use of the surrounding area.

Industrial/Construction Noise

7. Nothing in this Bylaw shall prevent the continual operation of construction equipment or a power tool where the activity is one which is needed to construct:

   a. a permitted use; or

   b. an approved discretionary use; or

   c. a non-conforming, but not illegal, use as defined in the *Municipal Government Act*.

8. In the operation of construction equipment or a power tool, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.

9. With the exception of the activities referred to in section 7 herein, unless permission from the Administrator of the Summer Village is first obtained, no person shall use, operate or allow to be used or operated any tools, machinery or equipment so as to create a noise, or disturbance which may be heard in a residential building between the hours of ten o'clock in the evening and seven o'clock in the morning of any day.

Exceptions

10. These provisions do not apply to work carried on by the Summer Village, or by a contractor carrying out the instructions of the Summer Village.

11. These provisions do not apply to contractors carrying out snow removal.

12. In the case of snow removal the Administrator of the Summer Village may require noise abatement practices including one or both of the following conditions:

    a. a requirement that snow not be removed between 12:00 a.m. and 6:00 a.m.

    b. a requirement that snow be removed from a site in a sequence which is least disruptive to the peace and quiet of residents.

SECTION 3: PUBLIC BEHAVIOURS

Nuisance

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

Graffiti

14. No person shall place graffiti or cause it to be placed on any property.

15. Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from public view.

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

Household Waste

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

Construction Waste

19. Each construction site shall have an appropriate waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.

20. No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.

Nuisance Enforcement

21. The Peace Officer or Designated Officer may, after giving reasonable notice to the owner or occupier of the premises, enter upon said premises and carry out an inspection.

22. Upon completion of the inspection, the Peace Officer or Designated Officer may direct the owner or occupant of the property to:

    a. cease the activity which causes the nuisance;

    b. change the way in which such person is carrying out any activity;

    c. direct any person to take any action or measure necessary to compel the elimination or abatement of the nuisance, including:

        (i) the removal of any thing or matter from the property, which constitutes the nuisance; and
        (ii) the construction or installation of a garbage bin or enclosure or the repair of an existing garbage enclosure;
        (iii) enter into a cleanliness agreement in a form to the satisfaction of the Peace Officer or Designated Officer.;

(iv) specify the time within which such person must comply with the directions contained in the notice;

(v) notify the owner or occupant that, if compliance with the notice is not effected within a specified time, the Summer Village will take the actions or measures specified in the notice to abate the nuisance, at the expense of the owner or occupier; and

(vi) offer the owner or occupant of the property an opportunity to enter into any other voluntary agreement with the Summer Village to keep the premises clean, tidy and free of nuisances.

23. Any person who fails to comply with a direction made under Section 22 is guilty of an offence.

24. No person shall cause or permit or undertake any activity upon any Summer Village property which is a nuisance.

Littering

25. No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Summer Village property, including any street, lane, sidewalk, parking lot, park, public beach or other public place or water course:

a. a cardboard or wooden box, carton, container, or receptacle of any kind;

b. a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionery;

c. paper of any kind, whether or not containing written or printed matter thereon;

d. cigarette butts;

e. any human, animal or vegetable matter or waste;

f. any glass, crockery, nails, tacks, barbed-wire or other breakable or sharp objects;

g. scrap metal, scrap lumber, tires, dismantled wrecked or dilapidated motor vehicles or parts therefrom;

h. any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, bi-way or other public place;

i. dirt, filth or rubbish of any kind whether similar or dissimilar to the foregoing.

26. A person who has placed, deposited or thrown or caused to be placed or thrown anything or any matter mentioned in section 26 above upon any street, lane, sidewalk,

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

Spitting/Urinating

27. No person shall urinate or deposit any human waste in any public place or in any place to which the public is allowed access, other than a public washroom.

28. No person shall spit at any person or on any public or private property that they do not own.

Camping, Tenting or Occupying Public Property

29. No person shall camp, tent, sleep, or set up any form of shelter on any Public Lands or Public Beaches without signed written consent from the Summer Village.

30. No person shall park, store, or otherwise abandon any Boat Lift, Dock, Recreational Vehicle, Trailer, or any other vehicle on any Public Lands or Public Beaches without signed written consent from the Summer Village.

31. The Village shall have the right to move all non-approved objects/materials/items off of Public Property.

    a. The Village shall have the right to recover reasonable removal costs from the owner of the item that was removed. The Village shall not be responsible for any damages caused to a non-approved object during or after removal from public property.

Damage to Public Lands

32. No person shall cause or permit to be caused any damage to Public Lands or Public Beaches.

33. No person shall cut down or remove any tree or other vegetation from any Public Lands or Public Beaches without the written consent of the Summer Village.

34. Any person found guilty of a contravention of this Section of this Bylaw shall also be held liable for any costs incurred by the Summer Village to restore the Public Lands, Public Beaches, and/or trees and vegetation that were damaged.

Parking of Vehicles

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

36. Any vehicles parked in designated “no parking areas” shall be fined under this Bylaw and removed (towed) with all costs to be paid by the owner of the vehicle.

37. No person shall operate any vehicle upon any Public Lands or any Public Beach areas within the Summer Village;

38. No person shall operate any vehicle upon any Private Property unless they are the owner of such property or unless they have the express permission of the property owner.

39. The provisions of section 37 above do not apply in any area where there are signs indicating that vehicles are permitted or if the person has signed written consent to operate a vehicle on Public Property or Public Beaches from the Administrator of the Summer Village.

SECTION 4: OFF HIGHWAY VEHICLES

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

40. No person shall operate an Off Highway Vehicle upon any Public Lands or any Public Beach areas within the Summer Village.

41. No person shall operate an Off Highway Vehicle upon any Private Property unless they are the owner of such property or unless they have the express permission of the property owner.

42. The provisions of section 40 above do not apply in any area where there are signs indicating that Off Highway Vehicles are permitted or if the person has signed written consent to operate an Off Highway Vehicle on Public Property or Public Beaches from the Administrator of the Summer Village.

43. No person shall operate any Off Highway Vehicle in such a manner so that it annoys or disturbs the peace of any other resident of the Summer Village.

44. No person shall operate any Off Highway Vehicle in such a manner so that it causes dust, smoke, or exhaust that causes a nuisance to any other resident of the Summer Village.

45. Where a vehicle or Off Highway Vehicle is driven, used, parked or left in contravention of any provision of this Bylaw, the owner of the vehicle shall be deemed responsible for the contravention and liable to the penalty provided herein, unless he proves to the satisfaction of the Court trying the case that at the time of the contravention the vehicle

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

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

SECTION 5: INSPECTION OF PROPERTIES

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

SECTION 6: PENALTIES

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

    a. payment of the penalty specified in Schedule "A" hereto; or

    b. for any offence for which there is no penalty specified, to a penalty of not less than $200.00 and not more than $10,000.00;

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

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

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

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

    a. specify the fine amount established by this Bylaw for the offence; or

    b. require a person to appear in Court without the alternative of making a voluntary payment.

52. A person who commits an offence may:

    a. If a violation ticket is issued in respect of the offence; and

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

SECTION 7 GENERAL

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

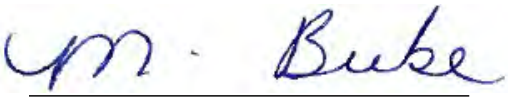
54. Should a section or part of this bylaw be found to be improperly enacted or ultra vires, for any reasons, then such section or part shall be regarded as being severable from the bylaw and the bylaw remaining after such severance shall be effective and enforceable.

Read a first time this 20 day of September 2023.

Read a second time this 20 day of September 2023.

Read a third time and passed this 18 day of October 2023.

Mayor



Chief Administrative Officer

Schedule “A” Schedule of Fines

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

Request For Decision (RFD)

Meeting Date:
Presented By: Melissa Beebe, Administration
Item: 6.4
Title: HAL 5.1 – Multi-Purpose Room Rental and Use Policy

Purpose:

To present the updated Multi-Purpose Room Rental and Use Policy for Council approval.

Background

The existing hall policy was developed under a previous operating model and no longer reflects current municipal operations.

Administration has completed a full review and update to:

- Improve clarity for all users
- Establish consistent clean-up expectations
- Align with current staffing and operational capacity
- Support fair and consistent enforcement

Analysis

The revised policy applies to **all users** (renters, community groups, and municipal use) and introduces a clear standard:
The hall must be left clean and ready for the next user.
Key improvements include:

- Clear clean-up expectations (floors, kitchen, washrooms)
- Defined inspection and deposit process
- Lockbox access system for secure entry
- Recurring group agreement structure
- Consistent enforcement through a deduction guide

This approach reduces ambiguity, improves compliance, and minimizes disputes.

Questions to be addressed that are missing in the policy and need direction:

- If there are resident groups who have not paid for rental use (as we currently do), if a paid rental of the hall is needed, who gets the use of the hall?
- Will residential groups need to pay for the usage (full amounts or reduced) &/or damage deposit?
    - Or stay as-is presently where there are no fees collected?

Financial Implications

No direct budget impact.

The policy supports:

- Recovery of cleaning and damage costs
- Reduced staff time managing issues
- More consistent use of the facility

Options

1. **Approve the policy as presented**
2. **Approve with amendments**
3. **Do not approve (not recommended)**

Administrative Recommendation

Administration recommends that Council approve Policy HAL 5.1 as presented.

Suggested Motion

That Council adopt Policy HAL 5.1 – Multi-Purpose Room Rental and Use Policy as presented.

Attachments

- Draft Bylaw 2xx-25: Amendment to Fees & Services Bylaw #213-25
- Current Bylaw 213-25 (for reference)
- Schedule “A” – Proposed Revision (clean version)

SUMMER VILLAGE OF WHITE SANDS

Prepared by:	Administration	**Number**:	HAL 5.1 (Formerly Policy III)
Adopted by:	White Sands Council	**Date**:	October 4, 2003
Amended:	August 7, 2019	**Resolution#**	2019 08 07
Amended:	June 4, 2024	**Resolution#**	2024 06 04
Amended:	April 9, 2025	**Resolution#**	25:04:06
Amended:	April , 2026	**Resolution#**	

Title: Multi-Purpose Hall Rental and Use Policy

1. **Purpose:** To clearly outline how the multi-Purpose Hall is to be used, cleaned, and left after each use so it remains ready for the next group.

2. **Who this applies to:** This policy applies to all users, including renters, community groups, and municipal use. Everyone must follow the same standards unless otherwise authorized by Administration.

3. **Key Expectations:** The hall must be left clean and ready for the next user.

   If the next group cannot walk in and use the space immediately, the clean-up is not complete and charges may apply.

4. **Booking and Use:**
   1. A booking is required for all use
   2. Booking time includes set-up and clean-up.
   3. The hall must be vacated by the end of the booking time
   4. Maximum capacity:
      a. 75 people with tables and chairs
      b. 90 people with chairs only

5. **Damage Deposit:**
   1. A damage deposit is required as per the Fees and Service Bylaw
   2. The deposit may be used for:
      - Cleaning
      - Garbage removal
      - Repairs
      - Staff time
   3. If costs exceed the deposit, the user will be invoiced

6. **Clean-Up Requirements:** The hall must be returned to a **clean, ready-to-use condition**.

   6.1 General Areas

Users must: - Remove all decorations and materials - Wipe all tables and put them away - Stack and store chairs properly - Sweep floors - Clean all spills and visible marks - Mop floors if dirty (mud, food, drinks, or heavy use) - Remove all garbage to outside bins.

6.2 Kitchen (if used)

- Wash and put away dishes
- Clean counters and appliances
- Remove all food

6.3 Washrooms

- Remove garbage
- Wipe obvious spills (floors, counters, fixtures)
- Leave in a clean and usable condition

6.4 Before Leaving

- Turn off lights
- Reset thermostat
- Lock doors

Note: The municipality provides periodic deep cleaning only. Users are responsible for leaving the hall clean after each use.

7. Inspection:

7.1 The hall will be inspected within 48 hours

7.2 The deposit will be:

a. Returned if everything is acceptable
b. Partially deducted if cleaning is required
c. Fully withheld (or additional charges applied) if significant issues are found
d. Returned within 10 business days

8. Garbage

- All garbage must be placed in exterior bins
- No overflow or loose garbage
- Failure to manage garbage will result in charges

9. Alcohol

- Users must comply with Alberta Gaming, Liquor and Cannabis (AGLC) requirements
- Permits are the responsibility of the user

10. DECORATIONS AND EQUIPMENT

Decorations

Decorations are permitted; however: - Only approved methods may be used (e.g., removable hooks or painter's tape) - No nails, staples, duct tape, or damaging adhesives - **All adhesive residue must be fully**

removed - All decorations must be removed after use

Any damage or additional cleaning required will be charged to the user.

Tables and Chairs

Tables and chairs are intended for indoor use.

Limited outdoor use (e.g., small eating area directly outside the entrance) is permitted if: - Items remain on municipal property - Furniture is protected from weather damage - All items are cleaned and returned inside in original condition

The user is responsible for any damage, loss, or additional cleaning.

11. Building Use

- Do not tamper with mechanical, electrical, or safety systems
- Thermostats may be adjusted during use but must be reset before leaving
- Report any issues immediately to the Summer Village

12. Access and Lockbox Use

- The facility is accessed through a secure lockbox system managed by the Summer Village

General Access

- Access codes will be provided prior to the booking period
- Users must return the key to the lockbox immediately after use
- The facility must be secured upon departure

Code Use

- Access codes are confidential and must not be shared
- Codes may be changed at any time by the Summer Village

One-Time Users

- Codes are valid only for the approved booking period

Recurring Users (e.g., weekly groups)

- May be assigned authorized users and a standing access schedule
- Must designate a primary key holder (and optional alternate)
- Must follow all policy requirements for each use

Responsibility

The assigned user/key holder is responsible for: - Proper use of the facility - Ensuring the hall is cleaned and secured - Returning the key to the lockbox

Non-Compliance

Failure to follow access requirements may result in: - Loss of access

privileges - Charges for damages or misuse - Code changes or removal from authorized user list

13. Not Allowed

- Smoking or vaping inside
- Damage to walls or surfaces
- Removing municipal property off-site
- Covering exit signs or safety equipment

14. Enforcement

Failure to follow this policy may result in:

- Loss of damage deposit
- Additional charges
- Refusal of future bookings

SCHEDULE A – USER CHECKLIST

Before leaving, confirm:

☐ Garbage removed

☐ Tables cleaned and stored

☐ Chairs stored

☐ Floors swept

☐ Spills cleaned

☐ Floors mopped if needed

☐ Kitchen cleaned (if used)

☐ Washrooms left clean

☐ Decorations removed

☐ Lights off

☐ Thermostat reset

☐ Doors locked

User Signature: _____

Date: _____

SCHEDULE B – STAFF INSPECTION

General

☐ Garbage removed
☐ Items left behind
☐ Tables/chairs stored properly

Floors

☐ Swept
☐ Spills cleaned
☐ Marks addressed
☐ Mopping done if required

Kitchen

☐ Clean
☐ Food removed

Washrooms

☐ Garbage removed
☐ Clean condition

Facility

☐ Lights off
☐ Thermostat reset
☐ Doors locked

Damage

☐ None
☐ Damage noted (attach photos)

Inspector: _____

Date: _____

SCHEDULE C – DEPOSIT DEDUCTIONS

Minor (10 – 30 % of Deposit)

- Garbage left
- Tables not wiped
- Minor spills

Moderate (30 – 60% of Deposit)

- Floors not cleaned properly
- Sticky surfaces
- Washrooms not cleaned

Major ($60 – 100% Deposit)

- Heavy mess
- Garbage overflow
- Food left behind

Damage

- Charged at repair cost (may exceed deposit)

Notes:

- Photos should support deductions
- Charges based on severity and staff time
- Final determination by the municipality

SCHEDULE D
SUMMER VILLAGE OF WHITE SANDS MULTI-PURPOSE ROOM RECURRING GROUP AGREEMENT

Group Name: _____

Primary Contact (Key Holder): _____

Secondary Contact (Key Holder): _____

Phone: _____ Email: _____

Alternate Contact (Optional): _____

Approved Day(s) and Time(s): _____

Start Date: _____ End Date: _____

ACKNOWLEDGEMENT
The group agrees that:

- Use is limited to the approved schedule only
- The key holder is responsible for all participants
- The facility will be left clean and ready for the next user after each use
- All requirements under Policy HAL 5.1 are followed for every use
- The lockbox code will not be shared outside the group
- The facility will be secured after each use

Fees and Deposit

All fees and damage deposit can be found in the Fees and Services Bylaw.

Rental fees and/or damage deposits may be waived or reduced for recurring community groups at the discretion of the Summer Village.

Where fees or deposits are waived, all responsibilities under Policy HAL 5.1 remain in full effect, and the group may be held financially responsible for any damages, excessive cleaning, or misuse of the facility.

Failure to comply may result in loss of access.

Signature (Primary Contact): _____

Date: _____

Approved by Summer Village: _____

SCHEDULE E
SUMMER VILLAGE OF WHITE SANDS MULTI-PURPOSE ROOM – SINGLE USER / RENTAL AGREEMENT

PERSON APPLYING (RENTER): _____

MUNICIPAL ADDRESS IN SUMMER VILLAGE: _____

BILLING ADDRESS: _____

_____

PHONE: _____ **Email Address:** _____

TYPE OF ACTIVITY OR EVENT: _____

DATES REQUESTED: _____

TIMES REQUESTED: _____

USER ACKNOWLEDGEMENT

By signing below, I acknowledge:

- I have read and understand Policy HAL 5.1
- I am responsible for all attendees and the condition of the facility
- I will ensure the hall is left clean and ready for the next user
- I will follow all clean-up, access, and lockbox requirements
- I understand that failure to comply may result in loss of deposit and additional charges

WHITE SANDS MULTI-PURPOSE ROOM RENTAL RATES ***Charges for this Rental***

Hall Rental Rate: $_____ Damage Deposit: $_____

***TOTAL CHARGES FOR THIS RENTAL*: _____**

* GST is included in the fee schedule. There is no GST charged on the Damage Deposit.

COMMENTS: _____

_____

PRIVACY STATEMENT

The personal information collected on this form is collected under the authority of Section 33(c) of the Alberta Information and Transparency Act (AITA). This information will be used for the purpose of processing the rental application and for municipal administration of facility use.

If you have any questions about the collection or use of this information, please contact the Summer Village of White Sands Administration at 403-740-1572 or Email: cao@whitesandsab.ca.

Signature: _____ Date: _____

Approved by Summer Village: _____

SCHEDULE F – ADMIN TRACKING SHEET

Group / User	*Key Holder*	*Type (One-Time / Recurring)*	*Date(s) / Schedule*	*Code Issued*	*Date Issued*	*Date Closed/Returned*	*Notes*

Admin Notes:

- ***Maintain one line per booking or group***
- ***Update when codes are issued or changed***
- ***Record issues for consistency and enforcement***

Request For Decision (RFD)

Meeting Date: April 20, 2026
Presented By: Melissa Beebe, Administration
Item: 7.1
Subject: Police Funding Model Advocacy Resolution (ASVA)

Purpose

To seek Council approval of a resolution requesting the Alberta Summer Villages Association (ASVA) to consider advocacy regarding the impacts of the Police Funding Model on small and seasonal municipalities.

Background

The Government of Alberta's Police Funding Model (PFM) has introduced additional financial pressures on municipalities, including summer villages. While the model has contributed to enhanced policing resources and capacity, municipalities have limited input into policing governance despite financial contributions.

The Stettler RCMP Detachment has identified that investments through the PFM have supported increased staffing, operational enhancements, and improved community safety outcomes.

Council previously passed Motion 26:02:15 directing Administration to prepare a resolution for consideration through the Alberta Summer Villages Association (ASVA).

Analysis

The proposed resolution is balanced and intended to:

- Support the role of the RCMP and community policing outcomes
- Identify financial and governance considerations under the PFM
- Provide a broad framework for ASVA to determine appropriate advocacy

The resolution follows standard municipal advocacy formatting and is written to be applicable to other summer villages.

Options

Option 1 (Recommended):
Approve the Police Funding Model Advocacy Resolution as presented and direct Administration to forward it to the ASVA regional representative for the area for consideration by the Alberta Summer Villages Association (ASVA).

Option 2:
Amend the resolution and direct Administration to revise and resubmit.

Option 3:
Do not proceed with the resolution.

Recommendation

That Council approve the Police Funding Model Advocacy Resolution as presented.

Motion:

That Council approve the Police Funding Model Advocacy Resolution as presented and direct Administration to forward it to the ASVA regional representative for the area for consideration by the Alberta Summer Villages Association (ASVA).

Draft Resolution – Police Funding Model Advocacy (ASVA)

WHEREAS the Government of Alberta's Police Funding Model (PFM) has introduced additional financial pressures for municipalities, including small and seasonal communities;

AND WHEREAS municipalities are contributing financially to policing services with limited opportunity for input into governance and service delivery;

AND WHEREAS the Summer Village of White Sands recognizes and supports the work of the Royal Canadian Mounted Police (RCMP) and the importance of strong, community-based policing services;

AND WHEREAS investments under the Police Funding Model have contributed to enhanced policing capacity, including increased staffing, improved operational supports, and positive trends in community safety outcomes;

AND WHEREAS these financial and operational considerations are occurring alongside broader municipal fiscal pressures, including inflation and constrained revenue tools;

THEREFORE BE IT RESOLVED THAT the Summer Village of White Sands request that this matter be brought forward to the Alberta Summer Villages Association (ASVA) Executive for consideration as part of the Association's advocacy efforts;

FURTHER BE IT RESOLVED THAT ASVA be requested to review and consider advocating on behalf of its members regarding the impacts of the Police Funding Model on small municipalities, while recognizing the importance of maintaining effective and sustainable policing services.

Member Background

The Police Funding Model (PFM), implemented by the Government of Alberta, has shifted a portion of policing costs to municipalities receiving RCMP services. While this model has contributed to increased policing resources and capacity across the province, municipalities continue to face challenges related to rising costs, limited input into policing governance, and overall fiscal pressures.

For small and seasonal municipalities, these impacts can be more pronounced due to limited tax bases and constrained revenue options. At the same time, municipalities value and support the role of the RCMP in maintaining community safety and recognize the importance of continued investment in policing services.

This resolution seeks to provide an opportunity for the Alberta Summer Villages Association (ASVA) to consider these impacts and determine whether coordinated advocacy on behalf of its members is warranted.

Request For Decision (RFD)

Meeting Date: April 20, 2026
Presented By: Melissa Beebe, Administration
Item: 7.2
Title: Grant Funding Opportunities – Climate Risk Assessment (FCM) and Energy Audit (ATCO)

Purpose:

To seek Council confirmation to proceed with:

1. An application to the **Federation of Canadian Municipalities (FCM)** for a Climate Risk Assessment and Adaptation Plan; and
2. An application to the **ATCO Community Energy Fund** to complete energy audits for municipal facilities.

Background

At the February 17, 2026 Council meeting, Council passed Motion 26:02:12 directing Administration to advance stormwater and drainage grant readiness and prepare applications under federal and provincial programs as intake windows open.
Since that time:

- FCM intake windows have been confirmed (April 14 – June 25, 2026 and October 6 – December 8, 2026)
- Administration and the municipal engineering consultant have initiated discussions with the FCM Green Municipal Fund (GMF) and established access to the application portal
- A Climate Risk Assessment remains a foundational requirement for future infrastructure and drainage funding

Administration also met with a GMF Project Officer on April 10, 2026 to confirm program eligibility, funding structure, and application requirements. A summary of this discussion is included as Attachment B.

ATCO has also opened its Community Energy Fund (April 1 – June 30, 2026), supporting energy audits and efficiency planning for municipal facilities.

Analysis

1. FCM – Climate Risk Assessment (CRPP Program)
The FCM Climate-Ready Plans and Processes program provides funding to support:

- Climate risk and hazard assessments
- Climate adaptation planning
- Integration of climate resilience into municipal decision-making

This work:

- Aligns with Council's previous direction
- Supports long-term drainage and infrastructure planning
- Strengthens eligibility for future capital funding

Key confirmed program considerations:

- Funding available up to $70,000
- Cost-share may range from 85% to potentially 100%, depending on eligibility criteria
- No advance funding; reimbursement occurs after project completion
- A Council resolution is required as part of the application
- Only one application per municipality under this intake

A Climate Risk Assessment is a required foundational step for future infrastructure funding applications (e.g., drainage, stormwater, and climate adaptation projects).

Consultant Review (Summary of Options Considered)

Administration participated in a joint discussion with Rochon Sands and the County of Stettler (Clint Sime) to review an alternative proposal from McAllister & Craig (M&C).

M&C presented a comprehensive, grant-funded model including:

- A detailed climate risk assessment using proprietary tools
- Standardized datasets and a prioritized adaptation plan
- Application support and project delivery under one consultant

Key considerations:

McAllister & Craig Model

- Utilizes the full grant amount (up to $70,000)
- Requires approximately 15–25 days of municipal staff time
- Includes an upfront invoice (~25%) prior to reimbursement
- Uses proprietary tools (licensed access; not municipally owned)
- Delivered as a consultant-led model (Ontario-based) with remote coordination and less integration with existing municipal engineering work

Municipal Engineering Model (APTUS + EXP)

- Builds on existing drainage and stormwater work already underway
- Delivered through APTUS, working with EXP to complete the Climate Risk Assessment
- The attached EXP proposal reflects the technical assessment component only and does not include APTUS time, which is incorporated within ongoing engineering coordination and grant readiness work
- Expected to remain within or below available grant funding limits, with flexibility in scope
- Requires less staff time, as work is integrated into ongoing projects
- Provides local, regionally based support (Red Deer)
- Aligns directly with future drainage, infrastructure, and capital projects

- Maintains consistency with Council's previous direction

Administration Consideration – Capacity
The Summer Village operates with two administrative staff, making capacity a key consideration.

- The M&C model requires structured staff involvement (15–25 days)
- The APTUS + EXP approach integrates with existing work, reducing duplication and administrative burden

Administration Recommendation (Consultant Approach)
Administration recommends continuing with APTUS, working with EXP, as it:

- Aligns with Council direction
- Requires less staff time and coordination
- Maintains continuity with ongoing work
- Provides a practical approach given limited capacity
- Directly supports future infrastructure planning

2. ATCO Community Energy Fund – Energy Audits
The ATCO Community Energy Fund supports:

- Energy audits of municipal facilities
- Identification of efficiency improvements
- Development of future energy plans

An energy audit will:

- Establish a baseline of facility energy use
- Identify cost-saving opportunities
- Support future capital planning and grant applications

This is a low-risk, planning-focused initiative.

Financial Implications

FCM Climate Risk Assessment:

- Intended to be grant funded (85%–100%)
- May require short-term cash flow prior to reimbursement
- Staff time required within existing capacity

ATCO Energy Audit:

- Grant funded (subject to approval)
- Minimal financial exposure
- Limited staff coordination required

Strategic Alignment
These initiatives support:

- Long-term infrastructure and drainage planning

- Climate resilience and risk management
- Energy efficiency and cost control
- Improved eligibility for future grant funding

Responsible asset and financial management

Options

Option 1 – Proceed with Applications (Recommended)
Confirm prior direction and authorize Administration to proceed with both applications.

Option 2 – Receive as Information
Receive this report with no further action.

Administrative Recommendation

That Council proceed with Option 1.

Proposed Motions
Motion 1 – FCM Application
THAT Council confirms its previous direction (Motion 26:02:12) and supports Administration proceeding with an application to the Federation of Canadian Municipalities (FCM) Climate-Ready Plans and Processes program for a Climate Risk Assessment and Adaptation Plan;
AND THAT Administration, in coordination with the municipal engineering consultant (APTUS), working with EXP, be authorized to prepare and submit the application and required supporting documentation.

Motion 2 – ATCO Energy Audit Application
THAT Council directs Administration to apply to the ATCO Community Energy Fund to complete energy audits of municipal facilities to identify efficiency improvements and support future energy planning initiatives;
AND THAT Administration be authorized to prepare and submit the application and required supporting documentation.

Next Steps
- Finalize and submit FCM application within intake window
- Prepare ATCO application based on facility scope
- Report back to Council on application outcomes

Attachments

- EXP Services Inc. Proposal – Climate Risk Assessment
- Summary of GMF Project Officer Discussion (April 10, 2026)

Summary of Discussion Meeting with GMF Project Officer RE: Climate Action Funding

Date: April 10th, 2026

Time: 8:15am (Alberta) / 10:15am (EST)

Attendees: Sarah Kun – Aptus, Agathe Moreau – GMF

Planning

- $70K available
- Base Cost Share is 60%
    - +20% for Very Small Population
    - +5% for Collaboration with Rochon
    - Total Cost Share of 85%
        - Potentially fully funded if you can also meet incentive for Addressing Reconciliation, anti-racism, equity, and inclusion (+15%). EX) input in planning/documents by groups such as elderly, low income, new comers, etc.
- NOTE: Cap on 1 application per Municipality.
    - Once SVWS applies and receives, they cannot apply for this funding again.
    - However, if the are "Prime" with Rochon as collaborator, then in future Rochon could apply with SVWS as collaborator.

Implementation

- $1M available
    - Project(s) *must* be stand alone
    - Project(s) *must* be $1M or LESS

- Base Cost Share is 70%
- There are Cost Share Incentives:
    - +10% for incorporating nature-based solutions
    - You can stack different incentives

General Note

- There is no advance payment. Upon completion of the project, the Municipality will have to submit justifications and costs incurred to receive the funds.
    - Guideline for Eligible and In-Eligible Costs within the Application Guide(s).
        - Workbook & Budget

- Collaboration can be done in 2 way, each can submit and go together, or one municipality can lead and administer funds.
    - Latter seems like the better (less convoluted) option. Also allows for future collaboration with the opposite municipality submitting the second time, in which case could apply to the same grant again. Else, can only apply to grant once.
- For Applications – Supporting Documents:
    - Letter supporting collaboration, outlining how the collaboration is benefiting both communities, how the second community is contributing, either in-kind or financially.
    - Confirmation of Sources of Funding **OR** Council Resolution supporting/approving project.
- Can apply for Planning in April, then Implementation in Fall.

Grant for Climate-Ready Plans and Processes opens April 14th, 2026

Accounts now linked for Aptus and Summer Village of White Sands

Proposal
Revision #0

SUMMER VILLAGE OF WHITE SANDS CLIMATE RISK ASSESSMENT

Aptus Engineering Ltd.

January 26, 2026

Prepared by

EXP
48 Quarry Park Boulevard SE, Suite 220 | Calgary, Alberta, T2C 5P2 | Canada
t: +1.403.509.3030 | exp.com

January 26, 2026

Sarah Kun, P. Eng
Aptus Engineering Ltd.
4708 50 Ave
Red Deer, AB, T4N 4A1, Canada

Re: [CGY-26000234-00] Summer Village of White Sands – Climate Risk Assessment
Scope of Work and Estimated Costs

Dear Sarah:

EXP Services Inc. (EXP) is pleased to submit this scope of work and estimated cost estimate to Aptus Engineering Ltd. (Aptus) to conduct a community-scale Climate Risk Assessment for the Summer Village of White Sands to support an application for funding under the Green Municipal Fund Implementation Projects: Adaptation In Action grant.
The attached proposal includes the following:

- Section 1 – Project Understanding
- Section 2 – Proposed Scope of Work
- Section 3 – Project Team
- Section 4 – Timelines
- Section 5 – Estimated Costs
- Section 6 – Additional Services
- Section 7 – Caveats and Assumptions
- Section 8 – Proposal Acceptance

EXP offers a wide range of services, including Environmental, Architecture and Design, Building Engineering, Geotechnical, Landscape Architecture, Transportation Services, Mechanical Engineering, Electrical Engineering, and Infrastructure Engineering. We serve both private and public sector clients across Canada, the USA, and internationally. EXP is a privately-owned firm, which today employs 4,200+ highly qualified people, with scientists, architects, and engineers from various disciplines, assisted by technicians, draftspersons, and administrative staff. A corporate profile with further information on EXP's services is provided in Attachment A.
Based on our experienced, multi-disciplinary project team, and dedication to a high level of quality and project management, EXP can provide Aptus with exceptional quality service tailored to meet your specific project needs.
We thank you for the opportunity to submit this scope of work and estimated costs and look forward to hearing from you shortly.
Sincerely,
EXP SERVICES INC.

Amy Krawczyk, M.Sc., P. Biol., EP
Environmental Project Manager | EXP
587.323.8226 | amy.krawczyk@exp.com

Jason Gillespie, M.A., E.P.
Manager of Environment and Regulatory, Energy - Canada | EXP
403.909.1496 | jason.gillespie@exp.com

48 Quarry Park Boulevard SE, Suite 220, Calgary, AB, T2C 5P2 | Canada
t: 403.509.3030 | **exp.com**

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1. PROJECT UNDERSTANDING

EXP Services Inc. (EXP) is pleased to present this scope of work and estimated cost estimate to Aptus Engineering Ltd. (Aptus) to conduct a community-scale Climate Risk Assessment for the Summer Village of White Sands (the Summer Village) to support an application for funding under the Green Municipal Fund Implementation Projects: Adaptation In Action Grant. EXP understands that, if successful, the Summer Village intends to implement upgrades and improvements to their stormwater management system, based on recommendations made by Aptus Engineering as part of the Master Drainage Plan for the Summer Village. The upgrades and improvements will help improve climate resiliency within the Summer Village.

2. PROPOSED SCOPE OF WORK

EXP will provide a Climate Risk Assessment that identifies and evaluates relevant climate hazards for the Summer Village of White Sands. The assessment aims to create a forward-looking climate risk profile considering trends and scenarios that could impact the ability of the community to withstand a severe hazard. The assessment may include current and projected climate trends, modeling potential scenarios, and developing risk profiles that highlight vulnerabilities. With this information, planners can make informed decisions to help establish strategies for mitigation and adaptation to reduce potential impacts to the community.

The Climate Risk Assessment will be prepared based on the requirements outlined in Appendix D of the *Green Municipal Fund Local Leadership for Climate Adaptation Application Guide: Adaptation in Action: Implementation Projects & Feasibility Studies*, updated August 2025. Specifically, the Risk Assessment will meet the following requirements:

a. The assessment must encompass an analysis of multiple climate hazards relevant to the community, such as extreme weather events (wind and storms), floods, sea level rise, heatwaves, drought, and changes in precipitation patterns. This approach ensures that potential climate-related risks are adequately identified and considered in the planning process, and that significant risks are not inadvertently overlooked.

b. It must be forward-looking, anticipating how the community's climate risk profile may evolve over time based on climate model projections and anticipated changes in weather patterns. By taking into account future climate scenarios and trends, the assessment can provide valuable insights into the long-term resilience needs of the community, helping to inform strategic adaptation planning and decision-making.

c. It must yield a prioritized profile of climate risks facing the community, employing a rigorous methodology such as consequence and likelihood scoring to evaluate the potential impacts of climate-related events. By assessing criteria such as the severity (consequence) and the probability (likelihood) of various climate hazards occurring, a community can identify high-priority risks that require immediate attention and intervention.

d. It must be conducted at the scale of the community and ideally cover multiple systems, recognizing that assessing individual assets or services in isolation may not provide a comprehensive understanding of climate risks. By taking a community-level approach, the assessment can best prioritize across multiple systems, communities, and hazards.

EXP will deliver a final report outlining the assessment, inclusive of the risks and potential strategies that would improve resilience.

3. PROJECT TEAM

The proposed scope of work will be led by the following EXP personnel:

AMY KRAWCZYK, M.SC., P. BIOL., EP | **ENVIRONMENTAL PROJECT MANAGER**

Amy has 10+ years of experience in environmental regulatory planning and environmental project management. Amy's project experience includes linear infrastructure, reservoirs, dams, bridges, roads, storm/sewage/potable water mains, and airports, as well as gravel pits, subdivisions and industrial/commercial developments, upstream and mid-stream oil and gas developments, and renewable energy projects. Amy has a strong background in municipal, provincial, and federal environmental regulations, and uses this knowledge to provide strategic environmental advice and project management services for small- and large-scale projects. Amy works to proactively develop strategies to avoid or mitigate potential environmental impacts as well as to assist project planning to support required environmental permits and approvals. Amy fosters strong working relationships between stakeholders, which are based on collaboration, transparency, and trust. Amy takes a pragmatic approach to problem solving, and as such, is able to balance environmental protection and compliance with development needs.

AMY PASTOR, PE, C_XA, LEED FELLOW, ENV SP | **VICE PRESIDENT – SUSTAINABILITY**

Amy Pastor is the Vice President of Sustainability at EXP. As a licensed mechanical engineer, Amy specializes in sustainable design, commissioning, energy studies, energy modeling, measurement and verification, and project management. Amy takes a holistic approach to sustainable design, assessing a building, site, and infrastructure systems for the full spectrum of capabilities to meet the environmental requirements for today and the future. Amy has managed and implemented sustainable design strategies for global corporate sustainability programs and portfolios, helping clients set and achieve their sustainability and resiliency goals. She has extensive experience in authoring Owner's Project Requirements, developing Design Criteria Manuals, reviewing sustainable design documentation and facilitating the full life-cycle of sustainable certifications for projects, sites and full portfolios. Amy is the lead author for EXP's ESG Report. Amy maintains the company's sustainable standards, tracks Scope 1, 2 and 3 emissions and completes all 3rd party verification reporting through multiple platforms, including EcoVadis and the Carbon Disclosure Project. Amy takes immense pride in building better, including lasting relationships with clients and quality, sustainable buildings, without surrendering the integrity of the design. Amy is a LEED Fellow and has personally worked on 215 LEED Certified projects.

CHRISTY IP, LEED AP BD+C, LEED AP ID+C, WELL AP, LFA, FITWEL AMBASSADOR, ACTIVESCORE AP, CGBP, BEAM AFFILIATE | **SUSTAINABILITY LEAD**

Christy brings 10 years of sustainability and clean energy experience to EXP. She has personally worked on more than 100 LEED projects globally and continues to support numerous clients in achieving their green building goals. Projects have achieved ratings of Certified through Platinum in the BD+C, ID+C and Homes Rating Systems (v2.2, v2009, v4, v4.1). As a LEED expert, Christy has provided teams with a holistic approach to help clients achieve LEED Certification, while also creating synergy between teams. Christy has developed new standardized LEED checklists, scorecards and presentation slides that was distributed to 4,200+ of EXP's staff to ensure the quality of the LEED documentation and is used on projects to educate clients on the LEED certification process. As a sustainability lead, she is also responsible for developing and implementing strategies that promote environmental, social, and economic sustainability. Christy is responsible for tracking EXP's Scope 1, 2 and 3 carbon emission, as well as assisting in 3rd party verification reporting including Carbon Disclosure Project, Ecovadis, SASB write up and submission.

Resumes of key project personnel have been included in Attachment B.

4. TIMELINES

Following project award, EXP will hold a project kickoff meeting with Aptus and the Summer Village to confirm the scope of work and to obtain any required information to complete the requested scope of work. EXP will complete the Climate Risk Assessment and prepare a final report. It is anticipated that from project award to delivery of the final report will be approximately 5-7 weeks.

5. ESTIMATED COSTS

Estimated costs for the requested scope of work are presented in Table 1, and exclude GST. EXP will complete this work on a time and materials basis. Should changes have the potential to affect costs exceed this estimate, a change order will be issued to Aptus for approval prior to initiating the associated work.

Table 1. Estimated Costs

Task	Cost Estimate
Preparation of a Climate Risk Assessment and reporting, kick off meeting and project management	$20,600
Total	**$20,600**

6. ADDITIONAL SERVICES

EXP notes that additional task items may be required to support project planning and construction activities, including pre-construction wildlife sweeps, etc. Please note that costs associated with these services are not provided in this proposal but can be provided upon request. Fees for these services would be in addition to those indicated above and will be determined as applicable at each phase of the project and preapproved in writing by Aptus.

7. CAVEATS AND ASSUMPTIONS

- The costs provided in this estimate are based on the requested scope of work only. Further studies, public consultation, additional reporting, regulatory applications, on-site assessments, or any other work, not expressly included in the provided scope of work, are excluded from this estimate.
- Desktop assessments have inherent limitations; however, EXP endeavors to include all potential and reasonably foreseeable environmental constraints within their desktop assessments.
- The estimated fees and expenses may be redistributed as required to satisfy project requirements. EXP would not exceed the total estimated project costs provided above without written authorization from Aptus.
- The rate schedule used to determine the cost estimate is valid for one year from the time of submission of this estimate. The rates for additional environmental surveys/permits not included in this estimate may change.
- The costs provided in this proposal are valid for a period of 30 days following submission to Aptus.

8. PROPOSAL ACCEPTANCE

If you are in agreement with the proposal, please complete the attached Work Authorization forms and return one copy to our office (Attachment C).

Thank you for the opportunity to offer our services, and we look forward to your acceptance of our fee proposal.

EXP Services Inc.
Suite 220, 48 Quarry Park Blvd. SE
Calgary, AB T2C 5P2

Telephone: 403-509-3030

WORK AUTHORIZATION

Client Name: ("CLIENT")	Aptus Engineering Ltd.		
Address:	4708 50 Ave Red Deer, AB, T4N 4A1, Canada		
Attention:	Sarah Kun		
Contact Email:	Sarah.kun@aptuseng.ca	Client ID Number:	N/A
Contact Phone:	403-872-3032	Contact Fax:	N/A
EXP Services Inc. ("CONSULTANT") is authorized to provide services at:			
Project Name:	Summer Village of White Sands – Climate Risk Assessment		
Project Location:	Summer Village of White Sands, AB		
The services to be performed are limited to:			
Project Manager:	Amy Krawczyk		
Charges for the services: $20,600 not including GST			
Report Distribution:	TDB		
Please return one **signed** copy of this work authorization as confirmation of your requirement and as your authorization for EXP to proceed.			

TERMS AND CONDITIONS

Services to be provided in accordance with the Terms and Conditions and Proposal attached. CLIENT'S signature below indicates acceptance of the attached Terms and Conditions and Proposal.

EXP Services Inc.	**Aptus Engineering Ltd.**
Signature:	*Signature:*
I have the authority to bind the company	***I have the authority to bind the company***
Print Name:	*Print Name:*
Signature:	*Signature:*
I have the authority to bind the company	***I have the authority to bind the company***
Print Name:	*Print Name:*
Proposal No 999-26000234-PP	*Proposal No* 999-26000234-PP
Date:	*Date:*

All invoices are payable upon receipt. Interest will be charged at 1.5% per month (18% per annum) on any balance after 30 days. The CLIENT acknowledges and agrees that EXP may, at its sole discretion, hold back issuance of final reports or other deliverables until payment of all past due amounts has been received.

TERMS AND CONDITIONS

The following terms and conditions form an integral part of the proposal submitted to Aptus Engineering Ltd. and dated January 26, 2026 (the "Proposal") for the project Summer Village of White Sands – Climate Risk Assessment (999-26000234-PP) (the "Project")

1. **AUTHORIZATION TO PROCEED**. Upon signing of the Work Authorization form attached to these Terms and Conditions, or upon commencement of the services proposed in the CONSULTANT's Proposal, the CLIENT, and CONSULTANT agree that these Terms and Conditions shall make binding written contract between the CLIENT and CONSULTANT. These Terms and Conditions together with CONSULTANT's proposal shall collectively be referred to as the Agreement.

2. **EXTENT OF AGREEMENT**. This Agreement, including attachments incorporated herein by reference, represents the entire agreement between CONSULTANT and CLIENT and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be altered only by written instrument signed by authorized representatives of both CLIENT and CONSULTANT.

3. **CHANGES**. Work beyond the scope of Services or redoing any part of the Services through no fault of CONSULTANT, shall constitute extra work and shall be paid for on a time and material basis in addition to any other payment provided for in this Agreement. In the event, CONSULTANT's work is interrupted due to delays other than delays caused by CONSULTANT, CONSULTANT shall be compensated based on CONSULTANT's current Fee Schedule for the additional labour or other charges associated with maintaining its work force for CLIENT's benefit during the delay, or at the option of the CLIENT, for charges incurred by CONSULTANT for demobilization and subsequent remobilization. If, during the course of performance of this agreement, conditions or circumstances are discovered which were not contemplated by CONSULTANT at the commencement of this Agreement, CONSULTANT shall notify CLIENT in writing of the newly discovered conditions or circumstances and the impact on the Agreement. CLIENT and CONSULTANT agree to negotiate in good faith any changes to the price, terms and conditions, or schedule of this Agreement. Written notice of changes will be provided by CONSULTANT to the CLIENT by Change Order for the CLIENT's approval.

4. **PAYMENT**. CONSULTANT shall invoice CLIENT periodically for the services performed under this Agreement, including laboratory services, if required. Compensation for such services shall be in accordance with CONSULTANT's current Fee Schedule or the terms of the proposal, which do not include applicable taxes. CLIENT shall pay invoices upon receipt. Invoices not paid within thirty (30) days of the invoice date shall be subject to a late payment charge of 1.5% per month (18% per year) from the date of billing until paid. The invoice amounts shall be presumed to be correct unless CLIENT notifies CONSULTANT in writing within fourteen (14) days of receipt. Progress billings, when paid, represent acceptance by CLIENT of the invoiced services performed by CONSULTANT. The CLIENT agrees to pay legal fees and costs necessary to collect on past due accounts. If CLIENT fails to pay an invoice when due, CONSULTANT may suspend all services until such invoice is paid in full.

5. **PERMITS, UTILITIES AND ACCESS**. Unless otherwise provided, the CLIENT shall apply for and obtain all required permits and licenses. The CLIENT warrants that it has made all necessary arrangements for right to entry to provide CONSULTANT access to the site for all equipment and personnel at no charge to CONSULTANT. The CLIENT shall also provide CONSULTANT with the location of all underground utilities and structures in the vicinity of the work area, unless otherwise agreed in writing. While CONSULTANT will take all reasonable precautions to minimize any damage to the property, the CLIENT agrees to hold CONSULTANT harmless for any damages to any underground subsurface structures or any damage required for right of entry.

6. **COST ESTIMATES**. If CONSULTANT provides an estimate of probable costs or a budget for the Work that is developed by CONSULTANT during the performance of the Scope of Services, the CLIENT hereby acknowledges that neither CONSULTANT nor CLIENT has control over other professional fees, land development, or other costs related to the entire Project. Therefore, CONSULTANT does not warrant or represent the Project costs will not vary from the Project Budget. Neither CONSULTANT nor the CLIENT has control over the cost of labour, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market, or negotiating conditions. CONSULTANT therefore does not warrant or represent that bids or negotiated prices will not vary from the estimate of probable construction cost.

7. **DISPUTES**. Any dispute arising under this Agreement shall first be resolved by taking the following steps. A successive step shall be taken if the issue is not resolved at the preceding step: 1) by the technical and contractual personnel for each Party, 2) by executive management of each Party, 3) by mediation, 4) by arbitration if both Parties agree or 5) through the court system in the Province of Alberta.

8. **STANDARD OF CARE**. CONSULTANT shall perform its services in a manner consistent with the standard of care and skill ordinarily exercised by members of the profession practicing under similar conditions in the geographic vicinity and at the time the services are performed. This Agreement neither makes nor intends a warranty or guarantee, express or implied.

9. **INDEMNITY**. Notwithstanding any other provision of this Agreement, the CLIENT agrees to indemnify, defend and hold harmless CONSULTANT, its officers, directors, employees and subconsultants (collectively "CONSULTANT") against all damages, liabilities or costs including reasonable legal fees and defense costs arising out of or in any way connected with this Project or the performance of the services under this Agreement, excepting those damages, liabilities or costs attributable to the negligent acts or omissions by CONSULTANT.

10. **LIMITATION OF LIABILITY**. Notwithstanding any other provision of this Agreement, the total liability of CONSULTANT, its officers, directors and employees, to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damages from any cause in any way related to the project or the

Agreement, shall not exceed the fees paid to the CONSULTANT. CLIENT and CONSULTANT agree that any legal actions arising directly or indirectly from this Agreement and/or CONSULTANT's performance of the Services shall be filed no later than two years from the date the Services have been performed. CLIENT agrees to bring any claims against the CONSULTANT, not any individual employees of the CONSULTANT.

11. **CONSEQUENTIAL DAMAGES**. CONSULTANT shall not be liable for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement.

12. **RESPONSIBILITY**. CONSULTANT is not responsible for the completion or quality of work that is dependent upon information provided by or services performed by the CLIENT or third parties not under the direct control of CONSULTANT. CONSULTANT is not responsible for the acts or omissions or for any damages resulting from the actions of such parties. CONSULTANT does not assert control or assume responsibility for a Contractor not retained directly by CONSULTANT or over a CLIENT's employees, work site, work methods or property.

13. **OWNERSHIP AND CONFIDENTIALITY**. Unless otherwise agreed to by the parties in writing, all drawings, plans, models, designs, reports, photos, studies and other data (the "Deliverables") required to be prepared by or on behalf of CONSULTANT in connection with the Services will become the property of the CLIENT upon full and final payment of the Compensation. The copyright and all intellectual property in the documents and designs shall be retained by CONSULTANT, who grants to the CLIENT a non-exclusive, perpetual, non-transferable and royalty-free license (the "License") to use, disclose and reproduce the Deliverables solely for the purpose of the project. CLIENT will not distribute or convey CONSULTANT's reports or recommendations to any person or organization other than those identified in the project description without CONSULTANT's written authorization. CLIENT releases CONSULTANT from liability and agrees to defend, indemnify, protect and hold harmless CONSULTANT from any and all claims, liability, damages or expenses arising, in whole or in part, from unauthorized use. Information provided by either party with respect to the project's design, supplies, management, costs, description or other pertinent information are confidential. The parties agree not to disclose such information to third parties unless necessary to the project's execution or already a matter of public knowledge.

14. **THIRD PARTY DISCLAIMER.** Any report prepared in connection with the Services are for the sole benefit of the CLIENT. CONSULTANT's report may not be used by any other person or entity without the express written consent of the CLIENT and CONSULTANT. Third parties are subject to the same limit of liability as agreed to in this Agreement by the Client. Any use which a third party makes of CONSULTANT'S report, or any reliance on decisions made based on it, are the responsibility of such third parties. CONSULTANT accepts no responsibility for damages, if any suffered by any third party as a result of decisions made or actions taken based on this report.

15. **FIELD REPRESENTATION**. The presence of CONSULTANT's or its subcontractors' field personnel may be required for the purpose of providing project administration, assessment, observation and/or field testing. Should a contractor(s) not retained by CONSULTANT be involved in the project, CLIENT will advise such contractor(s) that CONSULTANT's services do not include supervision or direction of the means, methods or actual work of the contractor(s), its employees or agents. CLIENT will also inform contractor that the presence of CONSULTANT's field representative for project administration, assessment, observation or testing, will not relieve the Contractor of its responsibilities for performing the work in accordance with applicable regulations, or in accordance with project plans and specifications. If a contractor is involved on the project, CLIENT agrees CONSULTANT shall not be responsible for working conditions on the job site including the safety and security of persons or property.

16. **ENVIRONMENTAL CONDITIONS**. CLIENT shall have responsibility and liability for the environmental conditions on the site. Without limiting the generality of the foregoing, CONSULTANT shall have no liability to the CLIENT or any third party for Mould Related Claims, contaminants, or any other hazardous, dangerous or toxic substance. For the purposes of this section, Mould Related Claims means any claim arising out of or resulting from the actual, alleged or threatened existence, effects, ingestion, inhalation, abatement, testing, monitoring, remediation, enclosure, decontamination, repair, removal or the actual or alleged failure to detect Mould, Mildew or other Fungus in any form. Mould, Mildew, or other Fungus means any plant-like group that does not produce chlorophyll and derives food either by decomposing organic matter from dead plants and animals or by parasitic attachment to living organisms or any substance specifically or commonly referred to as mould, mildew, or fungus, and includes any and all mycotoxins, spores, scents, or other by-products that are produced by the above-described groups or substances. CLIENT shall be responsible for and promptly pay for the removal and lawful disposal of Mould, Mildew, or other Fungus, contaminants, hazardous materials, asbestos, samples and cuttings unless otherwise agreed in writing. The discovery of such conditions on the site shall result in the issuance of a Change Order to the extent that the services of CONSULTANT are impacted.

17. **TERMINATION**. This Agreement may be terminated by either party upon ten (10) days written notice to the other. In the event of termination, CLIENT shall pay for all charges for work performed and demobilization by CONSULTANT. The limitation of liability and indemnity obligations of this Agreement shall be binding notwithstanding any termination of this Agreement.

18. **SOLICITATION**. Neither Party will, directly or indirectly, for a period of two years from the expiration date of this Agreement, solicit for employment or any other engagement the services of any person who is now employed by the other Party or any affiliate, except in the course of general recruitment efforts.

19. **ASSIGNMENT**. Neither CLIENT nor CONSULTANT shall assign its interest in this Agreement without the written consent of the other.

20. **GOVERNING LAW**. This Agreement is governed by the laws of the Province of Alberta

CAO

From: Volker, Tracy [redacted]
Sent: Thursday, April 2, 2026 4:18 PM
To: CAO
Subject: Community Energy Fund Intake Now Open | April 1 – June 30, 2026

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Melisa,

As Alberta's energy system continues to evolve, modernizing how we produce and use energy must go hand in hand with reducing demand and lowering greenhouse gas emissions, supported by new technologies and innovative community-based solutions.

At ATCO, we're committed to meeting the needs of a new and exciting energy future. That's why we established the Community Energy Fund, to help municipalities, schools, not-for-profits, and registered charities pursue solutions, opportunities, and education that contribute to a more sustainable future.

We are pleased to share that the Community Energy Fund intake will be open from **April 1 to June 30, 2026.**

In 2026, ATCO will distribute $200,000 to support community energy projects across our ATCO service territories in Alberta.

Eligible Projects:
Projects and programs that may qualify for funding include:

- Energy audits to identify efficiency improvements
- Energy efficiency upgrades for community facilities
- Energy reliability and energy storage solutions
- Education programs or student clubs supporting renewable gas, lower-emitting technologies, or renewable energy solutions
- Lower-emitting options for public or community transportation
- Pre-feasibility and feasibility studies for lower-emitting energy projects
- Renewable energy solutions and other lower-emitting technologies

Eligible Applicants:
Organizations must reside or deliver programming within ATCO's service territory in Alberta. Eligible applicants include:

- Municipalities
- Non-profit organizations
- Registered charities
- Public schools

We encourage eligible organizations to consider how this funding may support your community's energy goals and to apply during the intake period.

For application details, eligibility criteria, and submission guidelines, please visit the **Community Energy Fund webpage** or contact community@atco.com.

Thank you for the important work you do to support strong, resilient communities. We look forward to reviewing your proposals.

Thank You

Tracy Volker (she, her)
Customer Support Representative
Electricity
C. [redacted]
A. PO Box 730, 4105-50 Ave Stettler AB T0C 2L0
ATCO.com Facebook Twitter LinkedIn

ATCO Energy Systems

ATCO.com LinkedIn Facebook Instagram Twitter

Request For Decision (RFD)

Meeting Date: April 20, 2026
Presented By: Dan Zembal, Mayor
Item: 7.3
Title: Township Road 40-4 – Urban Road Approach Advocacy

Purpose:

To obtain Council direction on expanding advocacy efforts by authorizing correspondence to Provincial representatives supporting Township Road 40-4 as an Urban Road Approach.

Background

Council identified regional transportation and access as a priority during the 2026 Strategic Planning Session (January 30, 2026).

On February 17, 2026, Council passed:

> Motion 26:02:11 – Authorizing the Mayor to request intermunicipal cooperation with the County of Stettler to jointly advocate for Township Road 40-4 to be considered within the Provincial Road Network as an Urban Road Approach.
> MOTION CARRIED

The County of Stettler responded indicating support for collaborative advocacy, recognizing the importance of reliable access to the Buffalo Lake area and identifying the corridor as significant for future improvement. The County also expressed willingness to work jointly on next steps with the Province.

Mayor Zembal has brought forward a request to expand advocacy efforts for the April 20, 2026, Council Meeting.

Analysis

Township Road 40-4 is a primary access route serving residents, visitors, and emergency services. The corridor experiences seasonal traffic pressures and ongoing maintenance demands.

Expanded advocacy would build on existing intermunicipal alignment and increase awareness at the Provincial level.

Proposed recipients:

- Minister of Transportation and Economic Corridors

- Minister of Municipal Affairs
- Minister of Public Affairs
- Local MLA
- Premier of Alberta

Financial Implications

None

Policy/Legislative Implications

Consistent with Council's role under the **Municipal Government Act** to represent municipal interests and engage other orders of government.

Options

Option 1 – Approve Expanded Advocacy (Recommended)
Authorize the Mayor to send advocacy letters to identified Provincial representatives.

Option 2 – Maintain Current Approach
No further action beyond existing intermunicipal advocacy.

Option 3 – Provide Alternative Direction
Council to provide direction on scope, recipients, or messaging.

Administrative Recommendation

That Council authorize the Mayor to send advocacy letters to the Minister of Transportation and Economic Corridors, Minister of Municipal Affairs, Minister of Public Affairs, the local MLA, and the Premier of Alberta requesting consideration of Township Road 40-4 being adopted into the Provincial Road Network as an Urban Road Approach.

Attachments

- County of Stettler Response Letter (March 2026)

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

March 9, 2026

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

Dear Mayor Zembal,

Thank you for your letter regarding joint advocacy to the Government of Alberta concerning Township Road 40-4 and the potential for designation as an Urban Approach Road.

The County of Stettler has an interest in participating in a joint advocacy efforts with the Summer Village of White Sands regarding the future of Township Road 40-4 or Range Road 20-4.

Council recognizes the importance of reliable access to the Buffalo Lake area for residents, visitors, and emergency services. As identified in the South Shore Traffic Study, a Range Road 20-4 extension to Highway 601 was noted as a primary corridor for future improvement to support access and egress for this area.

The County appreciates the opportunity to work collaboratively with the Summer Village and would welcome further discussion between our administrations to determine next steps for a coordinated approach with the Province.

Thank you for your continued partnership.

Sincerely,

Larry Clarke
REEVE

cc: Melissa Beebe, Chief Administrative Officer

Request For Decision (RFD)

Meeting Date: April 20, 2026
Presented By: Melissa Beebe, Administration
Item: 7.4
Title: Legislative Update – Council Communication Practices

Purpose:

To provide Council with a legislative update regarding communication practices and to support discussion on expectations for information sharing among Council members.

Background

A recent Council communication identified instances where municipal-related emails were shared with only a portion of Council, with other members included later in the discussion.

This has raised the need to clarify expectations for communication practices to support consistent information sharing and informed decision-making.

Analysis

Under the Municipal Government Act:

- Council may only act by resolution or bylaw at properly constituted meetings
- Council functions as a governing body acting as a whole
- Municipal business is to be conducted in a transparent manner

Recent provincial amendments through Bill 50 (2025) and Bill 28 (2026) further reinforce:

- Standardized governance practices across municipalities
- Clear roles between Council and Administration
- The importance of consistent and transparent communication

In practice, this means:

- Council members should have equitable access to information related to municipal matters
- Informal or selective communication may create challenges in maintaining transparency and shared understanding

Administration supports Council by ensuring information is distributed consistently to all members to assist with informed, collective decision-making.
At the same time:

- Not all communication requires distribution to all members
- Informal conversations or individual resident inquiries may be addressed directly
- Operational or municipal matters are typically coordinated through Administration
- This is intended to provide context only and support discussion.

Financial Implications

None.

Options

Option 1 – Receive for information and discuss
Provides an opportunity for Council to clarify expectations for communication practices.

Option 2 – Provide direction to Administration
Council may choose to provide guidance on preferred communication practices.

Option 3 – Direct Administration to bring forward a Council Communication Policy
Provides an opportunity to formalize communication expectations through a policy aligned with legislation and existing bylaws.

Option 4 – No further action
Maintains current practices without additional discussion.

Administrative Recommendation

That Council receive this report for information and discuss communication practices.

Optional Motions

1. That Council receive the Legislative Update – Council Communication Practices for information and discussion.
2. That Council direct Administration to bring forward a draft Council Communication Policy for Council's review and consideration, aligned with the Municipal Government Act and existing municipal bylaws

Paul's Council Update April 20, 2026

Board Updates:

SREMA Emergency Management Advisory Committee Meeting April 7 2026

- Reviewed positives and learnings from full-scale multi-agency/multi-community functional exercise in June 2025 (Dickson Dam breach scenario). Very positive feedback and good learnings to work on through the year. No functional exercise planned for 2026.
- Workshops coming up through the spring, looking for involvement.
- Upcoming courses: ICS 300 Apri 14-16. Another ICS 200 in the fall. Other courses offered by nearby regions that people could attend.
- Clint Sine affirmed to continue on as Regional Director of Emergency Management.

CSHA Board meeting 2026/03/19 6:00 pm

- CRA charitable status fully restored.
- Lodges are near full! Heart Haven full except for 8 rooms being used for offices and 8 rooms for medical wing. Medical wing also used for respite. Discussion on using medical wing for respite (dependant on needs) or moving rooms back into rental pool.
- Strat planning session still needs to be arranged, might now be in May. Costs for facilitator are quite high, considering if County can help with facilitation.

SDAA Regular meeting 2026/03/23 10:00 am

- Donating decommissioned medic unit 8 to Red Deer Polytechnique paramedic program, minimal value at auction (500k on the odometer). Goodwill value and recruitment of new grads. Truck will be parked at the RDP labs and will be the sole responsibility of RDP.
- Attached letter sent to Emergency Health Services – Alberta with questions and suggestions regarding the anticipated upcoming RFP. This followed the RMA approving the Stettler County emergency resolution by 90%. The resolution was communicated to the province and has captured attention including by media (CBC and other). Will continue to follow and address.

Upcoming Meetings:

- CSHA Board Meeting April 23rd.

Stettler District Ambulance Association
Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
Ambulance Bay:403.742.8604
Admin: 403.742.4441

March 24, 2026

Ashley Metherell **EMAIL: ems.contracts@emergencyhealthservices.ca**
Manager, Contract Strategy & Performance
Emergency Health Services - Alberta
Contract Strategy & Performance EHS-AB 13435
149 St NW Edmonton AB
T6V 0M9

Dear Ms. Metherell,

RE: REQUEST FOR PROPOSAL INPUT – EMERGENCY HEALTH SERVICES (EHS) GROUND AMBULANCE CONTRACTS

Thank you for meeting with us to discuss the future of EMS Ground Ambulance Service Agreements. We appreciate the opportunity to engage with EHS in the Request for Proposal (RFP) process, and also your commitment to ensuring continuity of care during any transition period.

As a rural ambulance service provider who holds great pride in our service to our communities, we greatly value your assurance that input from local operators will be considered in shaping the EHS Ground Ambulance RFP, particularly given the unique challenges and realities faced by rural Alberta communities.

We would like to highlight several key areas we believe are critical to ensuring a fair, transparent, and effective RFP process. These considerations are especially important given our concern the evaluation criteria may inadvertently favor large-scale providers over established, community-integrated services.

1. **EHS Benchmarks**

- How are EHS benchmarks calculated?
    - How does our current performance compare to those benchmarks, and is it possible to review our benchmark cost data?
- What benchmarks apply specifically to our response level?

2. **Definition of Resource and Service Levels**

- How will resource levels and service expectations be defined?
- Will mechanical spare units be considered in fleet requirements?
- How will ambulance type, condition, and fleet size be evaluated?
- Will the availability and operational contribution of essential resources, such as Primary Response Units (PRUs), be recognized within the evaluation process?
    - How will these resources be assessed in cases where funding applies only during active deployment and does not account for ongoing costs such as maintenance, fuel, and depreciation?
- Will the value of established coordination with local healthcare partners (hospital ERs, fire departments, emergency management) be included?
- Will enhanced levels of care be considered (e.g., PCP use of Penthrox, advanced equipment such as LUCAS devices, ventilators, IV pumps)?

These factors reflect the true capacity and quality of rural providers and should be appropriately weighted.

3. **Geographical Service Area**

- How will geographic service areas be structured?
- Will contracts be issued on a community-by-community basis?
- Will proponents have flexibility in selecting service areas?
    - If so, how will proposals be evaluated and compared when community selections differ?

Clarity here is critical to ensure equitable competition and avoid mismatched comparisons.

4. **Community Engagement**

- Will municipalities be engaged in defining service levels for their communities?
- Will the Rural Health Policy Group from Minister LaGrange's office have input?
- Will regional or local advisory committees be involved?
- Will Community Paramedicine programs be considered in the evaluation?

Rural EMS services are deeply integrated into our communities, and this connection is vital to successful outcomes.

5. **Evaluation Criteria and Weighting**

- What specific criteria will be used to evaluate proposals, and how will they be weighted?
- Will integration with local emergency response partners (fire, emergency management, incident command) be evaluated?
    - If so, how will such integration be assessed for proponents not currently operating in the area?
- Will historical performance data of existing providers be considered?

- Will references, including client satisfaction surveys, be utilized and how will they be weighted?
- Will contributions to post-secondary pre-hospital education programs be recognized?
- How will compliance with proposed service levels be monitored post-award?

We believe the evaluation matrix is one of the most critical components of this process and should reflect the realities and strengths of rural service delivery, not solely economies of scale.

6. Accountability and Performance Frameworks

- Is there an established accountability framework or performance guideline that proponents can review?
- How will ongoing performance be measured and enforced throughout the contract term?

Ensuring accountability will be key to maintaining high-quality patient care across all regions.

Rural Emergency Medical Services providers deliver unique and critical value through local knowledge, established partnerships, and a deep commitment to community-based care. The RFP framework, particularly the evaluation matrix and its weighting must reflect these strengths to ensure rural Albertans continue to receive high-quality, reliable emergency medical services.

We sincerely appreciate the opportunity to provide our input and would welcome any further discussion as your RFP is developed. We would like to emphasize SDAA has been a proud and deeply integrated part of our community for over 50 years. While we understand EHS's need to approach ground ambulance contracts through a business and procurement lens, we ask that equal consideration be given to the unique role our rural ambulance service plays. For our staff and community members, this is a source of immense pride and commitment. We respectfully wish to note this is more than a business decision for us, it is personal. The prospect of introducing an external provider, particularly one that may not be locally or provincially rooted, raises important concerns about continuity, community connection, and long-standing trust.

Thank you again for your time and consideration.

Sincerely,

Justin Stevens
CHAIR

CC Honourable Nate Horner, Minister of Finance, MLA Drumheller – Stettler
Honourable Matt Jones, Minister of Hospital and Surgical Health Services
Les Fisher, Managing Director & Chief, Emergency Health Services – Alberta
Stettler District Ambulance Association Board

CAO Report April 2026

Bylaw & Public Use Signage

- March 30: Signage ordered to support Dog Control Bylaw (10 signs for beach areas and community entry points)
- Additional signage installed at Jack's Pond for fire pit use
- All signage has now been received and installed

Regional & Intermunicipal Updates

SREMA Update – April 7, 2026

Under Alberta's Disaster Recovery Program (DRP), provincial assistance is limited and not guaranteed:

- Events under approximately $250,000 in eligible costs are unlikely to qualify, making smaller incidents the municipality's responsibility
- Approved claims may be reimbursed up to 90% of eligible costs; municipalities remain responsible for at least 10% plus any ineligible expenses
- Insurable losses (e.g., buildings, personal property) are not covered, regardless of whether insurance was in place

Implication: DRP should be viewed as partial support for large-scale events only. This reinforces the need for adequate reserves, risk planning, and public awareness of insurance responsibilities.

2026 Requirements & Training:

- **For 2026:** Hazard Risk Assessments are required to be updated to meet reporting requirements. The appointed SREMA Director will schedule reviews with each municipality to assess HRA risks prior to submission.
- Additional training opportunities will be offered in 2026 to support legislative compliance
- Municipal staff participation will be required/encouraged to meet ongoing training requirements

Parkland Planning Agency / Regional SDAB Update

- The Parkland Planning Agency will be dissolved effective April 30, 2026
- This impacts 35 member municipalities, including administration of the Regional Subdivision and Development Appeal Board (SDAB)
- A Regional Member Meeting was held March 23 to discuss continuation of a regional SDAB model and alternative administrative providers
- Potential interest has been identified from the City of Red Deer, Red Deer County, and Dillon Consulting Ltd. to provide administration services
- Member municipalities have coordinated representation to confirm interest in continuing with a regional SDAB model
- The most recent update (April 9) indicates a virtual meeting is being scheduled to review options and next steps

- Administration will continue to monitor developments and advise Council, including any legislative or operational requirements

Old Shop Conversion / New Shop Impacts

- Administration has requested a review and quote from Tremmel Construction to assess costs associated with potentially converting the former Public Works shop into additional hall space (e.g., fitness/events)
- This review is exploratory in nature and intended to understand feasibility, scope, and associated costs
- Any potential conversion may impact existing heated storage, which would require consideration of replacement capacity within the new shop
- Site inspections were completed April 7 (Stettler Electric and Bermac Mechanical) to help inform the assessment and costing
- Findings from this review may impact currently estimated capital budget projections, depending on scope and feasibility

Hall Internet & Video Surveillance

- Project ongoing since Council approval in December 2025
- Installation is anticipated for mid-May, aligned with improved weather conditions
- Equipment will be invoiced in advance of installation

Grant Funding Update

- The CAO continues to actively monitor and review grant opportunities as they become available, assessing alignment with municipal priorities, capital plans, and budget capacity
- FCM and ATCO funding opportunities have been advanced in coordination with APTUS and EXP, with detailed information provided in the regular Council meeting agenda items
- April 10 meeting summary is included in the Council package outlining opportunities and next steps
- Council direction is requested to proceed with applicable grant applications

Alberta Environment Meeting – April 13, 2026

Administration met with Alberta Environment to review docks, mooring requirements, and Temporary Field Authorizations (TFAs):

- Recreational lease renewal (submitted in 2019) was delayed due to provincial staffing transitions and has now been reactivated
- Renewal is expected to proceed with a new 25-year disposition agreement
- The municipality will be required to complete a Shoreline Management Plan within five (5) years
- Interim shoreline-related activities may proceed through the TFA process, with potential inclusion in the disposition over time

Note: This aligns with the municipality's ongoing shoreline management planning work.

Canada Summer Jobs (CSJ) – Approved

- Funding application approved April 13, 2026
- Supports seasonal staffing and operational capacity for summer months

Maintenance Update

- Spring brushing operations have commenced along roadways
- Grader scheduling is underway for high-traffic areas
- This approach supports efficient use of limited Public Works capacity while advancing seasonal cleanup
- Additional maintenance (paths, fire access) will progress as snow recedes and summer student staffing is in place

Unauthorized Access to Municipal Lands

Administration is bringing forward an emerging concern regarding unauthorized trails and access points from private properties onto municipal reserve, environmental reserve, and road rights-of-way. ***While the Traffic Bylaw permits off-highway vehicles (OHVs), including quads/ATVs and dirt bikes, on municipal roadways***, it does not permit access onto municipal lands outside of approved access points. These activities present safety risks and environmental and infrastructure impacts. The Land Use Bylaw and Use of Public Lands Bylaw prohibit such activities without approval and provide authority for enforcement and restoration. Administration will focus on resident education and compliance, with enforcement applied where required.

Animal Control Update (Information)

Administration would like to clarify that the property owner has multiple dogs, and enforcement actions are based on the specific dog and circumstances of each incident. The January 2026 matter involved a separate occurrence and is not considered a repeat of the 2025 case and was addressed under the bylaw in effect at that time. As these matters proceeded through Provincial Court, any fines imposed are payable to the Province and not directly to the municipality.

Motion #	Motion	Status	Completed Date	Notes
25:04:10	Moved by Council Zembal 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 to the next council meeting, May 14, 2025.	Pending	Spring 2026	Installation of mail boxes in spring 2026 and then postal service will begin once completed.
25:09:09	Vegitation Clean up Bin, Moved by mayor Zembal to table this to the November or December regular council meeting, and administration to come back with a plan.	Pending	Spring 2026	
25:10:05	Moved by Councillor Ashford to have Administration to monitor the southwest end of Lake View Avenue throughout this snow removal season to see if any adjustments may be needed to make it easier to keep the road clear. After winter, Public Works will review the area again to look at options such as grading changes, snow storage space, or adjustments near the gate that leads toward the park and Community Hall.	Outstanding		Observe this winter season, ongoing
25:10:22	Moved by Councillor Thorogood to send a letter to the Summer Village of Rochon Sands, County of Stettler (Erskine), and Erskine Cemetery Club inviting them if they would like to have a discussion to jointly form a committee to administer No Stone Left Alone for the Erskine Cemetery for next year and the future.	Outstanding		
25:11:22	Moved by Councillor Ashford to accept as information and have administration to ask Red Deer River Watershed Alliance (RDRWA) to come as delegation in Spring 2026.	Pending	19-Mar	Fancine will be a delegation via Zoom on May 19th
25:12:15	Moved by Councillor Thorogood to approve the Cinder MSP quote for Internet & Network Upgrades for Municipal Buildings in the 2026 budget and proceed with upgrades.	Ongoing		CAO Update April 20th
26:01:04	Moved by Councillor Thorogood to the subdivision officer to work with admin to undertake minor housekeeping and minor amendments to the land use bylaw.	Ongoing		
26:01:07	Moved Councillor Ashford to award the Boat Launch Preliminary Study Propsal to WSP, based on the clarification on a phased approach: Phase 1 is the Preliminary Design Report (max fee of $16 838) and Phase 2 is the optional geotechnical investigation (max of $9 700) based on what is determined in Phase 1's findings. Administration will apply to Local Government Fiscal Framework (LGFF) Capital grant for $28 000.	Ongoing		Agreement Signed, spring 2026 review

Motion #	Motion	Status	Completed Date	Notes
26:01:08	Moved by Councillor Thorogood to admin to work towards the policies and implications and budget. Deadline taking over by June 1, 2026. And to inform the hall society in the interim of the deadline for the municipality to take over.	ongoing		presenting a first draft of a policy at the April 20th meeting
26:01:10	Moved by Mayor Zembal to have admin to continue investigating eligibility, grant availability, and cost estimates for required preparatory work, and to report back to Council with options for consideration through budget deliberations.	Ongoing		CAO Report April 20th
26:01:11	Moved by Councillor Ashford to accept the report by L. Thurston on his findings for Water Diversion and Flood Mitigation for information and bring the item for 2026 budget deliberations.	Ongoing		Capital Budget review April
26:02:08	Moved by Councillor Thorogood transitioning the hall from the Hall Society to administration, with the municipality responsible for managing bookings and operations, and contracting cleaning/caretaker services as needed. Administration will continue to development of supporting policies for the transition.	ongoing		Revised Hall Rental Use and User Policy for council review at April 2026 meeting
26:02:10	Moved by Councillor Thorogood to direct Administration to include a cost-of-living adjustment from draft 2026 budget assumptions pending further Council deliberation.	Completed	17-Apr	Draft
26:02:12	Moved by Mayor Zembal directs Administration, in coordination with the municipal engineering consultants, to continue advancing stormwater and drainage grant readiness and prepare applications under both federal and provincial programs once funding intakes open in 2026.	ongoing		FCM Climate Ready Plans and Process grant applications start April 15 thru to June. Administration has registered for access to the grant portal, Aptus is touching base with the Grant Advisor to start preparing the application information for submission. Estimated deadline to submit an application is end of April. Looking into a Joint Application submission for both SV. Max grant amount is 70,000.
26:03:07	Moved by Councillor Thorogood to approve Option 2: Install Wi-Fi Smart Thermostat of a maximum budget $800.			
26:03:08	Moved by Councillor Ashford to create a policy to monitor all municipal buildings with a smart thermostat.			
26:03:09	Moved by Mayor Zembal to have a Special Meeting for the Operating and Capital Budget on Friday, April 17, 2026, 9:30am at the Municipal Office.	Completed	17-Apr	

Motion #	Motion	Status	Completed Date	Notes
26:03:13	Moved by Mayor Zembal to have administration create a Terms of Reference for the Parks and Recreation Committee for the next meeting: - A call for express of interest max of 5: 1 council member, 1 Hall member, and 3 members at large - Based on strategic planning with recommendations	Completed	20-Apr	Presented in April 20th's agenda
26:03:16	Moved by Councillor Thorogood to table **Letter of Support: Invasive Species – Associations of Summer Villages of Alberta (ASVA), February 21, 2026** until the next regular meeting with the conjunction with the Red Deer Watershed group.	Pending		Francine for the Red Deer Watershed group will be a delegation at the May 19th Meeting.

Summer Village of White Sands | Detailed Action Plan

Action items are drawn from Part 2 of the 2026 Strategic Plan and formatted for implementation tracking.

Priority Area	Action	Lead	Supporting	Timeline	Budget Type	Status	Council Resolution #	Notes
Parks & Recreation Committee	Draft Terms of Reference and establish the Parks & Recreation Committee	CAO	Council / Administration	Q2 2026	Operating	On Track	26:03:13	Presented as Bylaw 221-26 Parks & Recreation Committee, April 20, 2026
Parks & Recreation Committee	Appoint committee members and confirm reporting structure	Council	Administration	Q2 2026	Operating			
Parks & Recreation Committee	Develop community gardens and orchards plan, including mapping existing natural orchards	Committee	Administration / Volunteers	2026-2027	Operating			
Parks & Recreation Committee	Assess festival concept tied to orchards/berries (for example berry festival)	Committee	Community Volunteers	Q4 2026	Operating			
Parks & Recreation Committee	Enhance beach access, including play structures and designated swimming areas	Committee	Administration / Public Works	2026-2027	Capital			
Parks & Recreation Committee	Evaluate disc golf or par-3 recreation concept	Committee	Administration	2026-2027	Operating / Capital			
Parks & Recreation Committee	Expand nature trails and trail connections	Committee	Public Works	2026-2027	Capital			
Parks & Recreation Committee	Improve Jack's Pond area	Committee	Public Works	2026-2027	Operating / Capital			
Parks & Recreation Committee	Implement wayfinding and places/spaces signage	Administration	Committee / Public Works	Q4 2026	Capital			
Parks & Recreation Committee	Establish seasonal programming such as winter festival and other community events	Committee	Community Groups	Q4 2026 onward	Operating			
Village Centre	Complete Village Centre site review and concept plan	CAO	Council	Q2-Q3 2026	Operating			
Village Centre	Assess feasibility of a covered deck and expanded outdoor seating/gathering areas	CAO	Contractors / Administration	Q3 2026	Capital			
Village Centre	Review conversion options for underutilized hall garage space	CAO	Council	Q3 2026	Capital			
Village Centre	Improve shop yard storage organization and visual aesthetics	Public Works	Administration	2026	Operating			
Village Centre	Identify and assess small-scale commercial lease opportunities (for example ice cream stand or concession)	CAO	Council	Q4 2026	Operating / Revenue			
Village Centre	Prepare phased capital implementation plan for future budgets	CAO	Council	Q4 2026	Capital			
Development Opportunities	Strategically attract a developer for the remaining 35+/- acres of developable land	CAO	Council / Development Officer	2026-2027	Operating			
Development Opportunities	Confirm alignment with statutory plans, long-term vision, and green space preservation goals	CAO	Council / Development Officer	2026	Operating			
Development Opportunities	Identify and formally designate key community spaces and common areas	Council	Administration	2026	Operating			
Development Opportunities	Review and clarify short-term rental (Airbnb) regulations	CAO	Council / Development Officer	Q3 2026	Operating			
Development Opportunities	Explore carefully scaled small-business or small-scale commercial opportunities	CAO	Council	Ongoing	Operating			
Shoreline Management	Develop clear dock and lift storage policies	CAO	Council	Q2-Q3 2026	Operating	In Progress		
Shoreline Management	Establish shoreline maintenance standards for operations staff	Administration	Public Works	Q3 2026	Operating			
Shoreline Management	Develop owner shoreline development standards to protect environmental quality and aesthetics	CAO	Development Officer / Council	2026-2027	Operating			
Shoreline Management	Secure a long-term lake lease	CAO	Province / Council	2026-2027	Operating			
Shoreline Management	Advance consultant analysis and Council options for a sustainable boat launch solution	CAO	Consultants / Council	2026	Capital / Grant	In Progress		
Government Advocacy	Advocate for provincial road rights-of-way and access points from Highway 56, 601, and 835	Council / CAO	Province / Regional Partners	Ongoing	Operating	In Progress		
Government Advocacy	Seek grant opportunities for future water infrastructure and related capital projects	CAO	Administration	Ongoing	Grant			
Government Advocacy	Seek grant opportunities for boat launch reconstruction and shoreline capital projects	CAO	Administration	Ongoing	Grant	On Track		
Government Advocacy	Advocate to streamline approvals and secure regulatory support for sustainable boat launch solutions	CAO	Province / Consultants	2026-2027	Operating			
Government Advocacy	Engage provincial authorities on stormwater standards, guidance, and grant opportunities for a community-wide plan	CAO	Engineers / Province	2026	Grant / Operating			
Safety	Strengthen formal risk management processes across operations, infrastructure, and shoreline areas	CAO	Administration / Council	2026	Operating			
Safety	Expand FireSmart initiatives on private and public lands	Administration	Fire Partners / Residents	2026-2027	Operating			
Safety	Explore a village-owned or south shore co-owned fire response unit supported by trained volunteers	Council	CAO / Regional Partners	2026-2027	Capital / Operating			

Safety	Evaluate emergency alert systems such as sirens or notification systems	CAO	Council / Emergency Partners	Q3 2026	Operating		
Safety	Update and formalize emergency preparedness planning	Administration	Regional Partners	Ongoing	Operating		

Tip: Use the Status dropdown and Council Resolution # column to support quarterly reporting and Council decision tracking.

Summer Village of White Sands | Strategic Plan Executive Dashboard

Based on the 2026 Strategic Plan approved by Council on March 16, 2026 (Motion #26:03:10)

Priority Area	Lead	2026 Focus	Budget Type	Overall Status	Council Resolution #	Key Notes	Action Count
Parks & Recreation Committee	CAO / Council	Establish committee and phase recreation improvements	Operating / Capital			Committee setup, project prioritization, seasonal programming	10
Village Centre	CAO	Concept plan, feasibility, and phased activation	Operating / Capital			Outdoor gathering improvements and facility optimization	6
Development Opportunities	CAO	Policy review and land/development strategy	Operating			Growth management, STR review, green space protection	5
Shoreline Management	CAO	Boat launch, shoreline policies, and long-term planning	Operating / Capital / Grant	In Progress		Lake lease, storage rules, development and maintenance standards	5
Government Advocacy	Council / CAO	Funding, access, and regulatory advocacy	Grant / Operating	In Progress		Road access, water/grant applications, approvals, stormwater support	5
Safety	CAO	Risk management and emergency preparedness	Operating / Capital			FireSmart, alert systems, response capacity, emergency planning	5

Status Snapshot

On Track	2
In Progress	3
Not Started	0
Completed	0
With Resolution #	36

Quarterly Report View

Use this sheet as a printable Council update page. Blue cells are intended for manual entry.

Quarter | **Report Date** | **Prepared By**

Status Summary	
On Track	2
In Progress	3
Not Started	0
Completed	0
Actions with Resolution #	36

Priority Area Snapshot

Priority Area	On Track	In Progress	Not Started	Completed	Total
Parks & Recreation Committee	1	0	0	0	10
Village Centre	0	0	0	0	6
Development Opportunities	0	0	0	0	5
Shoreline Management	0	2	0	0	5
Government Advocacy	1	1	0	0	5
Safety	0	0	0	0	5

Major accomplishments this quarter

Items requiring attention / decision

Council resolutions passed this quarter

Next quarter focus

SUMMER VILLAGE OF WHITE SANDS

STATEMENT OF REVENUE AND EXPENDITURES

For the Period Ending December 31, 2025

General Ledger		Description	2025 Budget	2025 Actual	2025 % Variance
*		General Administration	(22,340.00)	(40,842.36)	182.82
*		Protective Services	(825.00)	(824.00)	99.88
*		Transportation	(2,000.00)	(4,560.00)	228.00
*		Water	0.00	0.00	0.00
*		Planning & Development	(29,700.00)	(31,638.41)	106.53
*		Recreation & Parks	(7,560.00)	(3,637.67)	48.12
*		Culture	0.00	0.00	0.00
*		Taxes & Penalties	(972,441.04)	(964,890.41)	99.22
*		Other Revenue	0.00	(0.48)	0.00
*		Council & Legislative	18,040.00	26,983.49	149.58
*		General Administration	235,821.08	235,372.52	99.81
*		Policing	23,000.00	23,000.00	100.00
*		Fire Fighting & Preventive	53,400.00	69,213.74	129.61
*		Disaster Services	10,256.00	9,628.19	93.88
*		Bylaw Enforcement	2,810.00	2,034.00	72.38
*		Transportation	157,130.00	143,167.59	91.11
*		Water Department	5,991.91	2,350.20	39.22
*		Landfill & Recycling	25,412.00	26,829.91	105.58
*		Planning & Development	21,484.00	16,069.64	74.80
*		Park & Recreation	51,866.07	32,471.47	62.61
*		Culture	26,395.00	13,875.73	52.57
*		Contigency	0.00	0.00	0.00
*		Requistitions	403,187.00	403,186.95	100.00
**		TOTAL REVENUE	(72.97)	(42,209.90)	57,843.17
***		(SURPLUS)/DEFICIT-Before Amort	(72.97)	(42,209.90)	57,843.17

*** End of Report ***

SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
for the period of March 31, 2026

Net Balance at End of Previous Month	$	845,343.89
ADD: General Receipts		28,102.31
Interest Earned		771.60
Investments Matured		0.00
SUBTOTAL		874,217.80
LESS: General Disbursements		132,801.11
Investments		0.00
Returned Cheques		0.00
Bank and Credit Card Fees		61.52
SUBTOTAL		132,862.63
NET BALANCE AT END OF CURRENT MONTH - GENERAL	**$**	**741,355.17**
Balance at End of Month - Bank General		76,155.12
ADD: Outstanding Deposits		0.00
LESS: Outstanding Cheques		25,218.69
SUBTOTAL		50,936.43
Balance at End of Month - Money Market Savings		385,875.70
NET BALANCE AT END OF CURRENT MONTH - GENERAL		**436,812.13**
INVESTMENTS:		
TD Canada Trust Investment GIC Maturing July 13, 2026 @ 2.22%		304,543.04
SUBTOTAL		304,543.04
TOTAL CASH ON HAND AND ON DEPOSIT	**$**	**741,355.17**
RESTRICTED GRANT FUNDS:		
Unearned MSI Grants		136,499.35
Unearned LGFF		(31,218.84)
Unearned CCBF Grants		0.00
SUBTOTAL		105,280.51
TOTAL OPERATING FUNDS	**$**	**636,074.66**
Public Land Reserve (Restricted based on agreements)		152,000.00
General Reserve (unrestricted)		515,760.49
(Deficit) Operating until new budget and taxes approved.		(31,685.83)

_____ _____

MAYOR CHIEF ADMINISTRATIVE OFFICER

CAO

From: Carolyn Cheetham [redacted]
Sent: Sunday, April 12, 2026 9:04 AM
To: CAO
Subject: Council suggestions

Follow Up Flag: FollowUp
Flag Status: Flagged

Thank you for all that you do for our community.

1. So glad to see safety prioritized with golf cart restrictions and registrations.

2. Bylaw amendment required for strict protocol for dog attacks. After one attack, that dog must leave the village. And detailed outline/bylaws regarding farm animals and/or dangerous animals as pets. Specifically roosters crowing, donkeys braying ; sound restrictions and to include Snakes , reptiles.

3. We are aware the water levels are down. They will continue go up and down this low in the future too. Engineering should be explored for an adaptable boat launch , removed and reinstalled annually like a boat dock, avoiding annual damage from ice. And annually installed adapting to fluctuating water levels . Example, rather than heavy concrete blocks anchored and chained: Ribbed , strong , PVC planks/blocks that are hollow and light, but strong enough to take the weight. Enough so vehicles can back in without sinking. Environmentally , less invasive because they are temporary. Might make required annual permits easier.

4. I've read there is progress with water being pumped . Support and accommodate this in every way, as I'm sure you do. The water level is everything .

Respectfully,
Carolyn Cheetham
[redacted]

Sent from my iPhone

Alberta Municipal Affairs

Deputy Minister
18th Floor Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone: 780-427-4826
MA.DMO@gov.ab.ca

AR121621

March 18, 2026

Melissa Beebe
Chief Administrative Officer
Summer Village of White Sands
PO Box 119
Stettler AB T0C 2L0

Dear Melissa Beebe:

Subject: 2025/26 Alberta Community Partnership – Intermunicipal Collaboration Application

Thank you for your grant application under the Intermunicipal Collaboration component of the 2025/26 Alberta Community Partnership (ACP) program.

Your application was reviewed and screened against publicly available criteria in accordance with program guidelines. On behalf of the Minister, I regret to advise the following application has been declined:

- Regional Fire Services Framework, Cost Sharing, and Governance Study – $115,000

The program received significant interest and a high volume of applications. Due to the highly competitive nature of the selection process, not all projects could be funded.

If you have any additional questions regarding your application, please contact Ryan Barber, Manager, Provincial Regional and Operating Programs, toll-free by dialing 310-0000, then 780-422-8755, or at acp.grants@gov.ab.ca.

The ministry recognizes the cooperative efforts being taken throughout Alberta to build stronger communities. I look forward to working in partnership with you on other endeavours through our grant programs.

Sincerely,

Jonah Mozeson
Deputy Minister

cc: Honourable Dan Williams, Minister of Municipal Affairs

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

March 13, 2026

RMA Resolution Committee
Rural Municipalities of Alberta (RMA)
2510 Sparrow Drive
Nisku, AB T9E 8N5

EMAIL: bezawit@rmalberta.com

Dear Members of the RMA Resolution Committee,

RE: Request to Submit Emergent Issue - Ground Ambulance

The County of Stettler respectfully requests permission to submit an emergent resolution titled "Ground Ambulance Request for Proposal Consultation."

This request is based on new information received on March 13, 2026, during a meeting with Emergency Health Services Provincial Health Corporation (EHS) At that time, the County was formally advised EHS intends to issue a province-wide Request for Proposal (RFP) for ground ambulance services in the summer of 2026 for communities currently served under existing service agreements. Written confirmation of this notice was received the same day.

This development was not known prior to the standard RMA resolution submission deadline, and it represents a significant and time-sensitive policy development that could substantially affect the future delivery of ground ambulance services in rural Alberta.

The anticipated RFP will establish a new contractual framework for ground ambulance service delivery for a five-year term, with an option for an additional five-year renewal. The structure and requirements contained within the RFP will shape how ground ambulance services are delivered, which providers are selected, and how EMS integrates with local emergency response systems across the province.

Because the RFP is expected to be issued as early as summer 2026, there is a very limited window for our municipalities to advocate for meaningful consultation before the procurement framework is finalized. Once the RFP is released, key elements of the program design including service expectations, deployment models, and operational integration will largely be predetermined. As such, advocacy through the RMA must occur prior to the RFP being issued, in order for municipal perspectives to be considered.

Ground ambulance services are a critical component of rural emergency response systems. Municipal fire departments and first responders regularly work in coordination with EMS, particularly in rural regions where response distances are longer and resource redundancy is limited. Any changes to service delivery models or contractual arrangements that occur without municipal consultation risk negatively affecting response capacity, coordination between services, and overall public safety outcomes.

While this notification was received by the County of Stettler, the implications of the upcoming RFP extend well beyond a single municipality. Ground ambulance service agreements affect numerous rural communities across Alberta that rely on contracted providers and integrated emergency response systems. Ensuring municipalities have an opportunity to provide input into the development of the RFP framework is therefore a matter of province-wide municipal interest.

Given this information only became available to us on Friday, March 13, 2026, and meaningful advocacy must occur before the RFP development process concludes, the County of Stettler believes this matter clearly meets the RMA criteria for an emergent resolution: the issue is newly identified, time-sensitive, and could not have been submitted through the standard resolution process.

For these reasons, the County respectfully requests the Resolutions Committee accept this resolution for consideration at the upcoming convention.

Thank you for your consideration.

Sincerely,

Larry Clarke
REEVE

Dear Yvette Cassidy

Re: CLM123708

Thank you for taking the time to meet with me today to discuss the future of EMS Ground Ambulance Service Agreements. We appreciate your ongoing commitment to providing high-quality patient care in Alberta.

As discussed today, EHS-Alberta will be issuing a Request for Proposal (RFP) for ground ambulance services in the summer of 2026, in which the communities currently in your agreement will be included. The new agreement will be for a five-year term, with an option to renew for an additional five-year term.

To ensure continuity of services, a Transition Services Notice will be issued. This notice will ensure that current Services remain in place until a new agreement is awarded to the successful proponent. There will be no changes to funding or terms during this transition period.

For any questions you may have, please ensure that you submit them to me, in writing, by March 27th, 2026 and I will follow up with you as soon as possible.

Thank you for your dedicated service to all Albertans.

Ashley Metherell

Manager, Contract Strategy & Performance

Emergency Health Services - Alberta

Contract Strategy & Performance EHS-AB
13435 149 St NW Edmonton AB T6V 0M9
ems.contracts@emergencyhealthservices.ca

Resolution ?-26S

Ground Ambulance Request for Proposal Consultation

County of Stettler

Three-fifths (3/5) Majority Required

Endorsed by

WHEREAS the Emergency Health Services Provincial Health Corporation (EHS PHC) currently contracts with service providers to deliver ground ambulance services across the Province of Alberta; and

WHEREAS the existing ground ambulance contracts have undergone multiple extensions, creating uncertainty for municipalities and service providers regarding long-term service stability; and

WHEREAS EHS PHC has announced its intention to issue a Request for Proposal (RFP) for ground ambulance service delivery upon the expiry of the current contract; and

WHEREAS Municipalities rely on predictable, responsive, and locally informed emergency medical services to ensure public safety and maintain effective integration with local fire departments, first responders, and other emergency services; and

WHEREAS Changes to contract structure, service delivery models, or provider selection without meaningful municipal consultation risk degrading current service levels and undermining long-standing collaborative relationships between local emergency services and contracted ambulance providers;

THEREFORE, BE IT RESOLVED that The Rural Municipalities of Alberta advocate to the Government of Alberta and the Emergency Health Services Provincial Health Corporation to ensure that municipalities are fully consulted during the development of the upcoming RFP for ground ambulance services; and

FURTHER BE IT RESOLVED that RMA urge the Government of Alberta and EHS PHC to ensure that the future contractual framework maintains, at minimum, current levels of service, response capacity, and community coverage;

Member Background

Ground ambulance service in Alberta is currently delivered through a mix of direct delivery and a network of approximately 30 contracted service providers operating under agreements now administered by the Emergency Health Services Provincial Health Corporation (EHS PHC). These contracts define response capacity, deployment expectations, staffing requirements, fleet standards, and performance reporting obligations. The existing agreements have been extended multiple times, resulting in prolonged reliance on legacy contract structures that no longer reflect current operational pressures, call volumes, or rural service realities.

EHS PHC has announced its intention to issue a new Request for Proposal (RFP) to establish future ground ambulance service contracts once the current agreement expires. While the development of a new contractual framework presents an opportunity to modernize and stabilize service delivery, it also carries significant risk if municipalities

are not meaningfully consulted. The development of a new procurement framework represents a significant system redesign event, with the potential to alter provider selection, deployment models, performance metrics, and integration requirements. Any such changes will directly affect municipal emergency response systems, particularly in rural regions where ambulance availability is already constrained by long travel distances, limited unit redundancy, and increasing off-load delays at regional hospitals.

Municipalities have observed measurable impacts from centralized dispatch, province-wide resource pooling, and the escalation of inter-facility transfer demand. These pressures have contributed to reduced local coverage, increased reliance on fire departments for uncompensated medical first response, and extended periods where no ambulance is available within a reasonable response radius. Rural municipalities have repeatedly emphasized that service continuity depends on maintaining strong operational relationships between contracted ambulance providers and local emergency services, including shared training, coordinated incident response, and real-time communication during major events.

The County of Stettler, like many rural municipalities, relies on predictable ambulance coverage and close coordination between EMS, rural emergency rooms, fire services, and other first responders. Ensuring that the Government of Alberta and EHS PHC engage rural municipalities during the RFP development process is essential to maintaining current service levels, preserving local integration, and preventing further degradation of rural emergency medical response capacity.

Given the critical importance of ground ambulance services to public safety, municipalities must have a voice in shaping the next generation of service contracts. Ensuring that the Government of Alberta and EHS PHC engage municipalities during the RFP development process will help maintain current service levels, protect local integration, and support the long-term sustainability of emergency medical services in rural Alberta.

RMA Background

Would RMA speak to the EMS Standing Committee, the appointment to it on behalf of RMA, and whether they have met?

PRLS Board Meeting Minutes

February 26, 2026

The regular meeting of the Parkland Regional Library System Board was called to order at 10:03 a.m. on Thursday February 26, 2026 in the Small Board Room, Lacombe.

Present: Barb Gilliat

Present via Zoom: Janet Adam, Jackie Almberg, Skyla Attfield, Alison Barker-Jevne, Laureen Clark-Rennie, Curtis Cook, Teresa Cunningham, Lana Curle, Sarah Fahey, Les Fee, Richard Forsberg, Elaine Fossen, Shaleah Fox, Dwayne Fulton, Dustin Gillespie, Matthew Goudy, Kathy Hall, Pam Hansen, Ryanna Hansen, Lindsay Holmen, Kimberlee Hunter, Alt. Haley Amendt for Joe Iwanicki, Dana Kreil, Troy Lambert, Hazen Letwin, Bryce Liddle, Lori Lindseth, Paul Looser, Julie Maplethorpe, Ricci Matthews, Lyle McKellar, Joy-Anne Murphy, Leah Nelson, Cindy Orom, Amanda Peffers, Scott Pfeiffer, Maxine Steil, Matthew Sumegi, Leona Thorogood, Cory Twerdoclib, Teri Underhill, Carlene Wetthuhn, Shannon Wilcox

Guests: Maia Foster, Megan Ginther, Lesley Moody

With Regrets: Marc Mousseau

Absent: Delijiah Antaloczy, Denise Boniface, Shelley Cook, Todd Dalke, Victor Kelly, Darryl Motley, Bill Rock, Sandy Shipton, Naomi Tercier, Stephen Wyse

Staff: Hailey Halberg, Kara Hamilton, Paige Mueller, Andrea Newland, Valerie Schellenberg, Ron Sheppard, Tim Spark

Call to Order

Meeting called to order at 10:03 a.m. by Barb Gilliat. Gilliat reviewed the ground rules of the meeting.

Agenda

1.1.2 Adoption of the Agenda

Motion by Theresa Cunningham to accept the agenda as presented.

CARRIED
PRLS 01/2026

1.2. Approval of Minutes

Gilliat asked if there were any amendments to the November 27, 2025 minutes. There were none.

DRAFT

Motion by Kathy Hall to approve the minutes of the November 27, 2025 meeting as presented.

CARRIED
PRLS 02/2026

1.3. Business arising from the minutes of the November 27, 2025 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Dana Kreil to approve the consent agenda as presented.

CARRIED
PRLS 03/2026

3.1 Incomplete Motion

Sheppard reviewed. At the last board meeting, as part of PRLS' legislative compliance procedures, board members who sent regrets were to be excused at the beginning of each meeting. Gilliat asked for a motion to excuse Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib from attendance at the board meeting on November 27, 2025 and remain a member of the Parkland Board in good standing. Kathy Hall, the board member for the Village of Hughenden made the motion. However, before the motion could be voted on, another motion was made to discontinue the practice of making motions to excuse regrets at the beginning of Parkland's board meetings. The second motion was subsequently passed by the board.

Unfortunately, Hall's motion was lost in the lively discussion related to the second, successful motion. Following the meeting, Hall notified Parkland that her motion was not captured in the board minutes. Hall's motion was clearly made which means it is still "on the table" for consideration. Motions once made must either be voted on, or withdrawn. This situation necessitated that Hall's motion to,

"allow Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib to remain members of the Parkland board in good standing despite missing the board meeting on November 27, 2025." be placed back on the agenda to be voted on or withdrawn.

Motion to allow Dustin Gillespie, Dana Kreil, Hazen Letwin, Ricci Matthews, and Cory Twerdoclib to remain members of the Parkland board in good standing despite missing the board meeting on November 27, 2025.

WITHDRAWN
PRLS 04/2026

3.2 Vacant Seat on the Executive Committee

Sheppard reviewed. At the November 27th board meeting one seat on Parkland's Executive Committee was not filled. That seat was for Area 7. As Parkland Policy 2.6.7 states,

DRAFT

"on those occasions when a person cannot be found to represent a geographical area on the Executive Committee, the municipality or municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat representing that group of municipalities shall remain vacant until the next time the Executive Committee is appointed by the board during the next organizational meeting of the Parkland Board."

With only three representatives for Area 7, Cory Twerdoclib was selected for the vacant seat on the Executive Committee.

Motion by Joy-Anne Murphy to appoint Cory Twerdoclib to Parkland's Executive Committee.

CARRIED
PRLS 05/2026

3.3 P.D. Session

Sheppard provided a presentation outlining what Parkland offers to libraries.

3.4 2025 in Review – Approval of the 2025 Annual Report

Sheppard reviewed. Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. There were three amendments to the annual report since the creation of the meeting package: The physical items ordered was changed from 22,285 to 24,552, and the library manager visits were changed from 9 to 20 to include the County forum meetings. Additionally, the van run volume listed in the package was corrected to read 982,305.

Motion by Leona Thorogood to approve the Parkland Regional Library System's 2026 Public Library Survey and 2025 Annual Report as amended.

CARRIED
PRLS 06/2026

3.5 Approval of the 2025 Outlet Annual Reports

Sheppard reviewed. Parkland Regional Library System is the board of record for three library service points. Under the Alberta Libraries Act, the PRLS Board must approve the annual reports for these service points. They are:

Brownfield Community Library – County of Paintearth
Spruce View Community Library – Red Deer County
Water Valley Public Library – Mountain View County

The report for Water Valley Public Library was amended to remove some eContent platforms that were recorded in error.

DRAFT

Parkland's outlet libraries continue to strive for customer service excellence and provide unique services to the members of their communities.

Motion by Carlene Wetthuhn to approve the annual reports for Brownfield Community Library, Spruce View Community Library, and Water Valley Public Library as amended.

CARRIED
PRLS 07/2026

3.6 Advocacy and Marketing Report

Sheppard reviewed the recent advocacy activity at Parkland.

Article on Library Funding

Relating to the library funding resolutions passed at RMA and Alberta Municipalities last November, Parkland's Director was interviewed for an article by CBC.

Radio Interview

On January 6th with very short notice, Sheppard was interviewed live by Edmonton's radio station 880 CHED to discuss library funding in rural communities.

Budget Summary Report

There is an updated version of Parkland's *Budget Summary Report* showing the cost of library service within Parkland for the year 2025. The number of libraries within Parkland that deficit budged remained at 35%, the same as 2024.

Provincial Advocacy Steering Committee

Parkland's representation on a steering committee coordinating a provincial advocacy effort has been making significant progress. In addition to Parkland's Director, the committee is composed of the CEOs for Calgary and Edmonton public libraries, and the CEO for Strathcona County Library. Documents related to this include:

- A terms of reference for the Alberta Public Libraries Coalition which is made up of all the major libraries and systems in the province
- Coalition of Libraries survey results "Perceptions of Public Libraries" which Parkland will be contributing funds towards. The survey was conducted between January 16-28 of this year
- A *Coalition of Alberta Public Libraries Pre-Budget Submission 2026* document which is being submitted to the Government of Alberta

Due to the urgent nature of these issues, Sheppard has met both with members of the steering committee and, on occasion, the broader library community on many occasions. Meeting dates included; December 12th and 16th last year, and January 9th, February 4th and 13th of this year.

DRAFT

Parkland's Chair and Director have been meeting with MLAs to ask for an increase in provincial funding for libraries and support the principles of intellectual freedom given that there are strong indications that the provincial government will almost certainly involve itself in the curation of public library collections. To date Gilliat and Sheppard have met with Jennifer Johnson (MLA for Lacombe-Ponoka) and Rick Wilson (MLA for Maskwacis-Wetaskiwin).

Advocacy Information Session

To help promote advocacy for both funding and intellectual freedom among member libraries, Sheppard held two information sessions to answer questions about the province-wide campaign and the support materials distributed to Parkland libraries. Meetings were held on February 13th, 18th, and 27th.

Marketing Report

Marketing for Libraries

Hailey Halberg, Marketing Specialist, has recently done work for Innisfail, Rimbey, and Big Valley libraries. In Innisfail, she helped create a marketing plan for their new space – The Reading Cave, and took photos at their sneak peek event for sponsors. In Rimbey, Halberg planned, filmed, and edited 10 Instagram Reels for them to use on social media, created a social media strategy for them, and is going later this month to take photos at their Youth Theatre event. Big Valley Library requested help planning a contest to get more patrons in the door and circulate some of their new materials. Halberg created some social media content and collected some swag for a small giveaway prize.

Travelling Journal Project

Part programming, part library marketing, at the request of our libraries, Parkland has put together a "kit" to foster connection among our libraries with a travelling journal.

Libraries will receive the scrapbook and some supplies to design their own pages and collaborate with other libraries on this project. We will be left with an art piece that contains the creativity of all 16 participating member libraries.

Spring Campaign Brainstorm

Parkland organizes activities for Library Card Sign Up Month (September) and Canadian Library Month (October). By adding a regional spring campaign, libraries could add consistency to their marketing efforts. There is a meeting scheduled to gather feedback from libraries on the desire to add another campaign to the year, and hash out ideas and details.

LinkedIn Presence

Parkland now has a LinkedIn presence. PRLS is using the platform more regularly, and hope to use it to reach the PRLS board, member library boards, and any member library staff that are on the platform.

DRAFT

Motion by Sarah Fahey to receive the Advocacy and Marketing report for information.

CARRIED
PRLS 08/2026

3.7 County Forums Update

Newland reviewed. In 2025, Parkland Regional Library System decided to facilitate in-person County Forum interviews with its member libraries for the first time. The aim of the forums was to collect direct feedback from participants and encourage an environment of open dialogue and communication. In fall of 2025, Parkland staff began travelling throughout the region, meeting with library managers in all ten member counties.

Extensive notes were taken at these interviews as a way of collecting and recording feedback and the findings are shared here as a thematic analysis of common themes heard. Overall, 39 of Parkland's 49 member libraries took part in this project and both their positive and their constructive feedback has been important to Parkland's planning.

Motion by Laureen Clark-Rennie to receive the County Forums update for information.

CARRIED
PRLS 09/2026

3.8 Audit Service Plan

Sheppard reviewed the Audit Service Plan. Each year the Executive Committee reviews the MNP Draft Audit Service Plan prior to the preparation of the Parkland audit. Staff considered the plan simple and straight forward with few areas of significant risk identified for consideration. After reviewing the plan, the Executive Committee approved it at their January meeting and the auditors conducted their field work at Parkland on February 3-4. A draft of the audit report has already been received and will be reviewed at an upcoming Executive Committee meeting prior to being reviewed by the board in May.

Motion by Matt Sumegi to receive the Audit Service Plan for information.

CARRIED
PRLS 10/2026

3.9 Staff Recognition

Sheppard reviewed. According to PRLS's Human Resource Manual, employees are recognized with a monetary reward and pin for long service with Parkland Regional Library System.

For 2026, long service award recipients were:

Hailey Halberg– 5 years
Bob Schiltz – 5 years
Olya Korolchuk – 5 years

DRAFT

Motion by Cory Twerdoclib to receive for information.

CARRIED
PRLS 11/2026

3.10 Updates

3.10.1. Director's Report

3.10.2. Deputy Director's Report

Sheppard asked if there were any questions about the reports. There were none.

Motion by Joy-Anne Murphy to receive the Director's and Deputy Director's Reports for information.

CARRIED
PRLS 12/2026

3.11. Parkland Community Update

Dana Kreil asked if there is any Parkland policy around renting library space to political groups. There is not; but best practice is to allow everyone or no one.

Penhold & District Public Library has created Strategic Plan and Annual Report brochures that are being given to MLAs, Penhold Council, and Red Deer County Council, among others. Also, their library manager Myra Binnendyk is retiring after 24 years. Penhold Library appreciates Parkland's support in helping them navigate this retirement and future help for hiring their new library manager.

Camrose Public Library's manager has returned after maternity leave. The *Fellowship of the Camrose Library* started a very successful social media campaign to get funding matched from the province to purchase new children's furniture for their children's reading area.

In addition, Carissa Halton who wrote *Revolution Songs* held an event at a local restaurant with the theme of the "Dirty 30's".

Hughenden Public Library is holding a book folding event on February 27th.

4. Adjournment

Motion by Scott Pfeiffer to adjourn the meeting at 11:43 a.m.

CARRIED
PRLS 13/202

_____

Chair

DRAFT

ASVA Quarterly Update

2026/04/01

Traditionally, Summer Villages originated from cottage resort areas where seasonal residents sought representation in local governance or expressed dissatisfaction with the quality of services provided, particularly following substantial increases in municipal taxes levied by rural municipalities. In some cases, both elevated tax rates and inadequate service provision relative to taxation were factors. The services in question extended beyond conventional public works to encompass environmental management and public safety initiatives.

In 1957, Kenneth A. McKenzie served as Mayor of Itaska Beach and Charles Denney held the position of Secretary Treasurer. Concerned about decreasing grant allocations to his Summer Village, Mr. McKenzie presented his case to members of Cabinet. His efforts proved effective, prompting Charles Denney to recognize that a collective association could further enhance lobbying power for Summer Villages. Consequently, Mr. Denney convened an organizational meeting in the McDougall Room of Edmonton's old YMCA on November 5, 1958. The meeting was attended by thirty-three representatives from eleven of Alberta's sixteen Summer Villages. As a result, the Association of Summer Villages of Alberta (ASVA) was established.

The ASVA goals are to Advocate, Communicate, and Educate our members.

For Advocating

Advocating initiatives include efforts to secure increased provincial funding through the Local Government Fiscal Framework (LGFF). Former president Mike Pashak dedicated significant time engaging with government officials and was instrumental in achieving an increase in LGFF funding for Summer Villages. Although the amount received did not fully meet our requested levels, it was substantially greater than what might have been allocated without Mike's contributions.

Last year, the ASVA advocated on behalf of the Summer Village of Ma-Me-O Beach, which was facing the prospect of dissolution due to a $5 million debt resulting from an unsuccessful sewer project. The viability review process was initiated as a result of this financial challenge. ASVA secured two positions for its board members President Mike Pashak and Ren Giesbrecht on the viability review committee and the ASVA participated in multiple meetings with the Minister of Municipal Affairs, who held the authority to determine the future status of Ma-Me-O Beach as a Summer Village. On November 21, 2025, Minister Williams issued his decision, allowing Ma-Me-O Beach to continue as a

Summer Village, contingent upon directives derived from the recommendations outlined in the viability review report.

We are currently advocating for the Provincial Aquatic Invasive Species (AIS) Task Force recommendations and urge their implementation. The Task Force report clearly outlines the severe risk that zebra and quagga mussels pose to irrigation systems, municipal water infrastructure, food production and water quality issues. For municipalities like Summer Villages, AIS prevention is critical for the health of the lake. Once these creatures get into the lake it costs millions of dollars to eradicate them and in the meantime, they cause millions of dollars in damages.

Recently the ASVA submitted focused feedback for changes to the Local Authorities Election Act (LAEA). What the ASVA is asking for is:

- Allow special ballots without requiring a permanent electors register.
- Clarify authority to use and retain land title and municipal records.
- Introduce reasonable limits on votes and candidates per property.
- Permit nomination periods for Summer Villages.
- Require campaign bank accounts only when contributions exceed $1,000.
- Consolidate campaign disclosure requirements post-election.

Currently, Municipal Affairs is reviewing our submission along with a submission from our member partner Alberta Municipalities (ABmunis).

For Communicating

The ASVA communicates regularly with member CAOs, through Kathy Krawchuk the ASVA Executive Director emailing information from the ASVA board and various associate groups like:

- ABmunis
- Athabasca Watershed
- Alberta Invasive Species Council
- Alberta Lake Management Society (ALMS)
- Nature Alberta, just to name a few associations.

We are also setting up a new website. The ASV Board recognizes the importance a good website is for communicating with our members. We hope to have the new website up and running in a few months.

Association of
SUMMER VILLAGES
OF ALBERTA

Educate

We educate our members through CAO focus group sessions held a few times per year. The last session covered financial metrics and post-election information. Financial Metrics covered how Municipal Affairs is in the process of policy development that will focus on three key areas within the emerging Fiscal Sustainability Framework:

- Financial Health Assessment
- Fiscal Relationship Review
- Early Intervention and Support

The work builds on existing Municipal Indicators and Local Government Fiscal Framework.

Post election results found 65% of councillors were re-elected and 37% of summer villages had elections. These are typical results for summer villages. Item 13 of the municipal indicators pertains to interest in municipal office. The typical results show most summer villages do not meet the expected result of having more candidates than the number of councillor positions. As summer villages, we are happy to have three candidates step forward for the important role of councillor. If these people did not step forward the summer village would cease to exist and new summer villages can not be incorporated.

We recently distributed a brochure identifying the various Invasive plant species found around our lakes. Plants like the Himalayan Balsam are considered and invasive species. This pretty pink flower plant has aggressive seed dispersal, coupled with high nectar production which attracts pollinators, often allowing it to out-compete native plants. It has been found that pulling and cutting this plant is the main method of non-chemical control, and usually the most appropriate.

Each year, the ASVA hosts its annual fall conference, which features vendors to facilitate the consolidation of service providers and offers presentations from guest speakers on topics relevant to our members. As our sole fundraising event, the conference plays a vital role in enabling the ASVA to fulfill its mission. We greatly value the ongoing support demonstrated by your council and administration through their participation in this important event.

Thank you for your support of the ASVA. Feel free to reach out to us through your CAO. We are here to help.

Media Release

April 2, 2026

Alberta Public Libraries Condemn Act of Censorship

Statement in response to Bill 28, the Municipal Affairs and Housing Statutes Amendment Act

Earlier today, Minister of Municipal Affairs Dan Williams announced changes to the Libraries Act that will restrict access to resources in public libraries in Alberta. These changes impact 324 public library service points across Alberta, which serve 99 per cent of Albertans.

All public libraries across Alberta are united and represented by The Coalition of Alberta Public Libraries (CAP Libraries). CAP Libraries has been engaged in conversations regarding intellectual freedom with the Ministry of Municipal Affairs and provincial representatives since Fall 2025 but were not consulted on the changes announced today. CAP Libraries is reviewing these recent changes and will be providing further statement in the coming days.

In January 2026, CAP Libraries commissioned research by Alberta pollster Janet Brown to better understand public views on library decision-making and the principle of intellectual freedom. It confirms that public libraries are among Alberta's most trusted and widely used public institutions. Key findings include:

- 82 per cent of Albertans trust their local public library to make appropriate decisions about what materials are available
- 70 per cent of Albertans use public libraries at least a few times per year, with 47 per cent reporting use weekly or monthly
- 69 per cent of Albertans believe decisions about library materials should be made locally by trained library staff, guided by policies set by local library boards, rather than through province-wide rules

A full report on this polling is available at CAPLibraries.ca.

About CAP Libraries

The Coalition of Alberta Public Libraries (CAP Libraries) represents 324 public library service points across Alberta, serving 99 per cent of Albertans. Its membership includes libraries of all sizes and from every region of the province, including Alberta's seven regional systems. With a mission to work together to promote core library principles, demonstrate value, and share the stories of how libraries enrich the lives of Albertans, CAP Libraries has a powerful and shared voice to advocate for the needs of the communities it serves. For more information on the Coalition of Alberta Public Libraries, visit CAPLibraries.ca or contact media@caplibraries.ca.

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

April 2, 2026

I am pleased to share that today, our government introduced Bill 28 the Municipal Affairs and Housing Statutes Amendment Act, 2026. Bill 28 makes amendments to the *Municipal Government Act* to modernize municipal rules, improve clarity and consistency, and strengthen service delivery.

Rather than addressing issues piecemeal, Alberta's government is proposing a single, comprehensive package of changes that reflects how interconnected municipal systems are. The proposed amendments are organized around five themes:

- growth and housing – *how communities expand*;
- assessment and property tax – *how services are paid for fairly*;
- governance and accountability – *who is responsible and to whom*;
- municipal transparency – *how municipalities make decisions and operate day to day*; and
- public institutions – *how essential public services are governed and protected*.

Together, these five themes form a coherent approach to modernizing municipal legislation, solidifying local governance, and supporting communities across Alberta.

Growth and Housing

The proposed changes will accelerate construction to build more homes faster by improving transparency, reducing red tape, and lowering development costs by:

- clarifying the application of off-site levies; and
- requiring permit timeline reporting to be posted on municipal websites.

Also included are amendments related to "Automatic Yes" frameworks, which will allow municipalities to fast-track low-risk development permits, increasing predictability for builders and helping accelerate housing construction across Alberta. Future regulation will build on this work by restricting particular non-statutory studies in the development process to further streamline approvals.

In addition, charter schools will be treated consistently with other publicly funded schools by enabling access to municipal and school reserve land, supporting parental choice in education.

The proposed changes would also allow the Minister of Municipal Affairs to set requirements for community design codes that municipalities may choose to adopt, helping streamline approvals for developments that meet established land-use and design standards while preserving local decision-making.

.../2

Assessment and Property Tax

The proposed legislative amendments will implement some of the decisions from the recently completed policy phase of the Assessment Model Review. These decisions will lay the foundation to modernize the regulated property assessment system and promote fairness for municipalities and industries by:

- clarifying the rules that determine which costs are assessable, which will improve consistency and reduce assessment appeals;
- enabling greater use of standardized rates for regulated properties, which will increase predictability and efficiency of assessment;
- applying penalties to property owners who fail to report timely property information; and
- establishing a regular cycle for review of assessment models.

More details about the outcomes of the policy phase of the Assessment Model Review are being sent to you under separate cover.

Using the updated rules and policies, new models for assessing individual types of regulated properties will now be developed to better reflect current costs, technology and construction practices. The work for this next phase of the Assessment Model Review will be undertaken over the next two years, and will continue to involve significant input from municipal, industry and assessment stakeholders.

In addition, the proposed amendments will prevent municipalities from taxing Albertans on similar homes differently based solely on whether or how they are occupied.

Governance and Accountability

Alberta's government is proposing to strengthen accountability and integrity in local government by creating a provincial councillor accountability framework. The framework will govern issues such as pecuniary interest, unauthorized use of municipal assets, disclosure of confidential information, egregious behaviour, threatening behaviour and improper use of influence.

Under the proposed framework, complaints will be investigated by an independent third-party, ensuring impartial, timely resolution of issues before they escalate, and a roster of commissioners will be appointed by the province to hear appeals.

In addition, proposed changes will update the process for viability reviews by making the vote of electors a plebiscite (non-binding vote) with final decisions on dissolution at Cabinet's discretion. This will apply to viability reviews that are already underway where a vote of electors has not yet occurred, as well as any future reviews.

Municipal Transparency

The proposed changes will improve transparency by requiring municipalities to publicly disclose the salaries of municipal staff above a specified threshold, aligning practices with other public sector disclosure standards.

In addition, proposed changes will allow rural, small urban, and specialized municipalities to show policing costs as a separate line on property tax notices, improving transparency for residents.

.../3

A province-wide framework for councillor information requests, requiring timely access to readily available information and consistent sharing of broader information with all councillors will strengthen councils' ability to govern effectively and make informed decisions. Councils will also be able to adopt local policies to manage significant information requests in a practical, sustainable way.

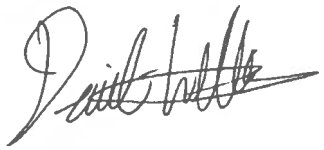
The proposed changes will also modernize governance and operations of Business Improvement Areas, including flexibility for interim appointments, electronic notifications, and in-year budget changes, to reduce red tape, improve flexibility and help commercial districts stay vibrant and responsive to local needs.

Public Institutions
The proposed amendments will clarify how municipalities govern and oversee municipal public utilities, establishing that municipalities may be required by regulation to transfer control and operations of a municipal public utility to a public utility entity, such as a regional services commission or a municipally controlled corporation.

I invite you to read Bill 28. A copy of the bill can be found here:
https://www.assembly.ab.ca/assembly-business/bills/bill?billinfoid=12124&from=bills

Additional information about the proposed amendments is also available here:
https://www.alberta.ca/modernizing-municipal-legislation-across-the-province

Sincerely,



Dan Williams, ECA
Minister of Municipal Affairs

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

AR121809

April 1, 2026

Dear Chief Elected Officials:

Municipal Affairs has been working collaboratively in recent years with industry representatives, professional assessors, and municipal partners to modernize Alberta's regulated property assessment framework through the Assessment Model Review (AMR). One important phase of this work has now been completed, and I am pleased to share policy updates that aim to simplify rules, reduce uncertainty, and improve consistency, transparency, and fairness across the system.

Most regulated property assessment models covering wells, pipelines, telecommunications systems, electric power systems, machinery and equipment, and railways, were last updated in 2005. As you may be aware, the last time the assessment models were reviewed in 2020, government opted not to proceed with proposed changes.

Based on a renewed engagement process designed by stakeholders, the AMR process re-launched in March 2024 with a review of the foundational policies that guide Alberta's regulated assessment system. These policy updates are a major milestone and set the stage for the next phase.

Key decisions include:

- standardizing assessment rates, where feasible, to make assessments more predictable;
- updating assessment models on a regular schedule to reflect changes in technology and construction practices;
- setting more consistent rules by clarifying when construction is considered finished for purposes of assessment, making sure actual construction costs are included with tightly-defined exclusions, and creating a provincial benchmark to fairly adjust labour-related construction costs in remote areas; and,
- introducing penalties for owners who do not provide required assessment information on time.

The rules will be effective for the 2027 tax year, and will apply to facilities built or expanded after that date. These rules will also be applied in the development of updated assessment models for each individual regulated property type as they are reviewed. Accordingly, we do not expect there to be significant assessment changes in 2027 and 2028 resulting from these policy changes.

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

Classification: Protected A

Looking ahead, through the next phase of the AMR, we will continue to work with stakeholders to update the assessment models – the rules, rates and procedures for determining valuation – for individual regulated property types. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue.

Your municipality will be directly engaged on the overall results of the AMR and the potential impacts of updated assessments. This is an upcoming phase of the AMR process; engagement will focus on implementation of these policy changes. The final decision by government on any changes to assessment models is expected to occur in late 2028.

Attached is a fact sheet summarizing the policy changes, and a frequently asked question document for your use. I look forward to continuing to work with you and your municipal associations on this important initiative.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

Attachment:
1. Fact sheet
2. Frequently Asked Questions

cc: Chief Administrative Officers

Classification: Protected A

Frequently asked questions

Assessment Model Review – Policy Changes

Municipal Affairs is updating the rules that govern regulated property assessments in Alberta as part of the Assessment Model Review. These amendments reflect the input of municipalities, industry, and professional assessors, and aim to simplify rules, reduce ambiguity in interpretation and improve consistency, transparency, and fairness.

Why do assessment models need to be updated now?

Many regulated property types have changed substantially since the last major updates in 2005.

Construction methods, materials, and costs have evolved significantly, and models must reflect current industry practices.

New technologies in several sectors are not recognized or costed in existing models.

Modernizing the models improves fairness, consistency, and transparency in how industrial property is valued.

Updated models ensure clearer rules and valuations that better reflect how today's industrial assets are built and operated.

Which properties are expected to be impacted by the policy changes?

The policy changes are expected to impact regulated property, which includes telecommunications and cable, railways, electric power systems wells, pipelines, and machinery and equipment.

Can you outline the policy changes being implemented and what they are meant to address?

These changes are intended to modernize and reduce ambiguity by clarifying definitions, improving transparency, and aligning assessment rules with current practices.

Clarified rules will allow new assessment models to be developed for each regulated property type. Key policy changes that are being implemented include:

- standardizing assessment rates, where feasible, to make assessments more predictable.
- updating assessment models on a regular schedule to reflect changes in technology and construction practices.
- setting more consistent rules by clarifying when construction is considered finished for purposes of assessment, making sure actual construction costs are included, and creating a

provincial benchmark to fairly adjust labour related construction costs in remote areas; and

- introducing penalties for owners who do not provide required assessment information on time.

Who was consulted and how were they engaged before these policy changes were implemented?

Since 2022, Municipal Affairs has worked collaboratively with a Steering Committee of industry representatives, professional assessors, and municipal partners including Rural Municipalities of Alberta (RMA) and Alberta Municipalities, to modernize Alberta's regulated property assessment framework through the Assessment Model Review.

The recent policy updates reflect their contributions and aim to simplify rules, reduce uncertainty, and improve consistency, transparency, and fairness across the system.

How will these changes affect the tax burden for industry and municipalities?

The first stage of the Assessment Model Review was focused on modernizing the system's principles and foundational policies while providing directions to stakeholders on how the assessment system will function ahead of the next stage.

The updated rules will be effective for the 2027 tax year and will apply to facilities built or expanded after that date, as well as to the assessment models for individual regulated property types as they are developed.

Municipal Affairs does not expect significant assessment changes in the 2027 and 2028 tax years resulting from these policy changes.

How will the transition to new rules work?

The updated rules will be effective for the 2027 tax year and will apply to facilities built or expanded after that date, as well as to the assessment models for individual regulated property types as they are developed.

This avoids retroactive changes and provides a predictable transition for property owners.

What are the next steps following these policy changes?

Over the next few years, Municipal Affairs will continue to work with stakeholders to update the assessment models – the rules and procedures for determining the valuation – for individual regulated property types.

These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue.

The final decision by government on implementation of any changes to assessment models is expected to occur in late 2028.

Why does Alberta use a regulated assessment standard based on construction costs instead of market value standard like residential assessments?

Alberta uses a regulated assessment standard to ensure uniformity and equity across municipalities, especially for complex industrial properties where comparable market data is limited or unreliable.

The cost-based approach avoids market fluctuations and provides a stable valuation for municipalities and property owners and reduces the risk of sudden shifts in property values.

Assessment Model Review

Policy Updates – March 2026

Overview

Municipal Affairs is updating the policies that govern regulated property assessments in Alberta as part of the ongoing Assessment Model Review. The changes aim to simplify rules, reduce ambiguity, and improve consistency and fairness of assessments. These updated policies reflect the input of municipalities, industry, and professional assessors.

Clearer rules and standardized assessment practices will improve transparency and predictability, while helping reduce disputes and assessment appeals. The updated system balances the needs of municipalities and industry by applying consistent approaches across regulated property types.

Assessment Models

Clarifying the foundational policies governing the assessment system allows the Assessment Model Review to move to its next phase: updating assessment models to better align with current practices, infrastructure, and technology.

Assessment models are the rules and procedures that determine how each type of regulated property is valued for property taxation purposes. The models for most types of regulated property, including wells, pipelines, telecommunications systems, electric power systems, machinery and equipment, and railways, were last updated in 2005.

Key Changes

Standardization

Standardized rates will be prepared and used wherever feasible and these rates will be developed for new property types where they do not currently exist, such as solar installations, and for existing properties where there are typical configurations of multiple components, such as wellsites. If it is unfeasible to calculate a standardized rate, site-specific reported costs will continue to be used.

The modernization and expansion of standardized rates will improve the consistency and efficiency of assessments, while providing municipalities and property owners with greater predictability.

Assessment Rules for Construction Costs

Regulated assessment is based on construction costs, and these policy updates have clarified which construction costs are assessable.

Construction will be considered complete when physical construction ends, and the assessment will not include pre-construction expenditures or post-build commissioning costs.

Most actual construction costs will be included in the assessment, reflecting the owner's capital investment in the asset. Exclusions will be tightly defined, focusing on costs due to extraordinary events and mandatory safety requirements, for example.

A provincial benchmark will be created to fairly adjust labour-related construction costs in remote areas.

These changes reduce ambiguity and align assessments with actual costs. They clarify rules for stakeholders, reduce complaints, limit subjective claims, and improve comparability and equity across properties, including those in remote areas.

Depreciation

When updated assessment models are developed, they will continue to include both a ceiling and floor limit for depreciation of machinery and equipment under Schedule C of the assessment formula.

This incentivises up-front capital investment by industry and supports long-term revenue in later years for municipalities. It provides scope clarity for assessment model development, reducing stakeholder uncertainty.

Specific assessment models for mature oil and gas assets will be developed as part of the next phase of the model review. Depreciation curves and other factors will be updated to better reflect the characteristics of these assets.

Reporting Consequences

Assessed persons may receive an administrative penalty (fine) when mandatory reporting is not provided to an assessor within 60 days of a formal request.

In these cases, the property owner will also lose the ability to appeal the assessment to the Land and Property Rights Tribunal.

This will improve assessment accuracy and fairness, boost reporting and legislative compliance, and encourage proactive property owner disclosure.

Review Schedule

Following the current Assessment Model Review, models will be updated on a regular, predetermined schedule (e.g., one to two property types a year) with each property type reviewed on a five-year cycle.

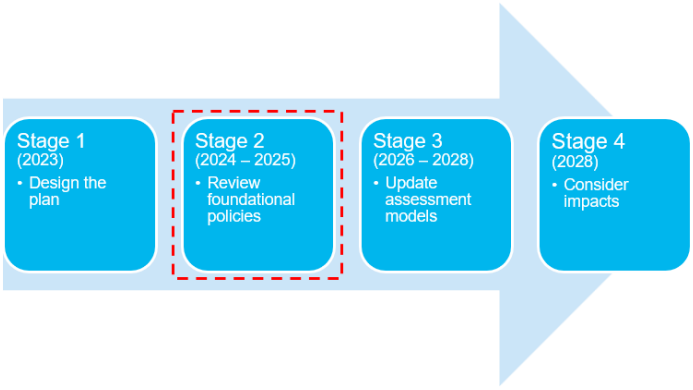
This change keeps assessment models current, captures modern technologies and construction practices, and reduces system shock resulting from delayed updates or overly broad changes.

Transition Rules

These policy changes will take effect on January 1, 2027, and will apply to new facilities assessed on a reported cost basis; assessments for existing major facilities will remain unchanged. The new rules will be applied to assessment models, including standardized rates, as they are updated in the next phase of the Assessment Model Review.

AMR Timeline

These changes mark the end of the policy review stage and move the Assessment Model Review forward into the next phase, which focuses on individual model reviews.



Next Steps

Updates to legislation and regulation to reflect these policy decisions are expected in spring 2026.

Municipal Affairs will work with industry, municipal and assessment stakeholders to begin reviews of the assessment models for individual regulated property types in 2026.

Resources

Stakeholders can follow the progress of the AMR on the at [Assessment Model Review engagement | Alberta.ca]

Contact us

For inquiries during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at ma.amr@gov.ab.ca.

Bill 26 Fact Sheet

Animal Protection Amendment Act

What is the Animal Protection Act?

Alberta's *Animal Protection Act* (APA) prohibits causing or allowing an animal to remain in distress and establishes the basic minimum duties of care for which all animal owners and caregivers are responsible. The APA provides tools for peace officers to act when animals are in distress, lacking adequate care or are abandoned.

Why is it changing?

The *Animal Protection Act* was last updated two decades ago. If passed, Bill 26 will modernize the Act and make Alberta a leader at addressing repeat offences.

What is being amended?

The *Animal Protection Amendment Act* will see dozens of changes, including:

- Improving outcomes for animals in distress or at risk of distress
  - The Act will be updated to reflect current definitions related to distress, animal care duties and abandonment
  - Address gaps for responding to animals in distress, including authority to issue and follow up on corrective action orders
  - Align the *Animal Protection Act* with other Canadian jurisdictions
- Improving court orders to protect animals from repeat offences
  - Expand availability of prohibition orders and provide guidance to the court to ensure orders are effective
  - Create statutory powers to inspect for compliance and address violations
  - Make Alberta a leader by allowing enforcement of prohibition orders issued in other provinces and territories
- Modernization of inspection authorities
  - Enable inspection of additional activities, including boarding and grooming facilities
- Increasing maximum fines from $20,000 to $250,000 and enabling jail time

Who will be affected?

While any Albertan who owns or interacts with animals could be affected by the changes, most will not be impacted by the updated Act.

When will the Animal Protection Amendment Act come into effect?

These amendments will come into force on proclamation. The changes are intended to align with amendments to the Animal Protection Regulation, which is expected to be completed later in 2026.

©2026 Government of Alberta | March 31, 2026 | Agriculture and Irrigation

Preliminary Analysis of Bill 28: Municipal Affairs & Housing Statutes Amendment Act, 2026

Alberta Municipalities
Strength In Members

Draft for member feedback – April 10, 2026

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Note: What follows is a draft distributed for member feedback and has not yet been reviewed or approved by ABmunis Executive Committee or Board of Directors.

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Background

On April 2, 2026, the Government of Alberta released Bill 28, the *Municipal Affairs and Housing Statutes Amendment Act*, which proposes amendments to the *Municipal Government Act* (MGA), the *Alberta Housing Act,* and the *Libraries Act*. What follows is a draft distributed for member feedback and has not yet been reviewed or approved by ABmunis Executive Committee or Board of Directors.

ABmunis' Perspective

Some of the proposed legislative changes reflect ongoing advocacy on items first presented in Bill 50, the *Municipal Affairs Statutes Amendment Act,* 2025. ABmunis submitted recommendations and analysis on Bill 50 to Municipal Affairs related to:

- The elimination of codes of conduct
- Use of natural persons powers
- Standard meeting procedures
- Councillor information requests

We appreciate that Municipal Affairs acknowledged concerns raised by municipalities, ABmunis, and the Rural Municipalities of Alberta (RMA). The Ministry has since introduced amendments through Bill 28 to mitigate those concerns.

ABmunis also supports the proposed introduction of a Councillor Accountability Framework, as well as the inclusion of third parties to investigate complaints under this framework. ABmunis, along with RMA and municipalities across Alberta, have expressed concerns with the elimination of codes of conduct since their repeal in Bill 50. In addition, under the previous code-of-conduct bylaws, ABmunis and RMA had advocated for an independent third-party integrity commissioner to investigate complaints. Although an independent office has not been established, we are pleased to see that Bill 50 introduces a third party to investigate complaints, ensuring a consistent and accountable investigation process.

Bill 28 does continue to raise concerns related to municipal autonomy and increasing cost pressures for municipalities across Alberta. ABmunis will continue to highlight mounting cost pressures and the cumulative impact that those pressures have on municipalities across Alberta through our Property Taxes Reimagined project.

The following analysis includes areas where ABmunis has identified risk to municipal autonomy, potential for increased financial strain, and areas where additional feedback from members is required to support future advocacy efforts.

Next Steps and Change Management

ABmunis remains committed to raising our questions and concerns with Municipal Affairs so the Ministry is fully informed about what these proposed changes would mean for municipalities. If passed, Bill 28 will require significant work by ABmunis, other municipal associations, the Government of Alberta, and Alberta municipalities to develop the regulations enabled through the proposed legislation. Regulations are proposed for:

- The Councillor Accountability Framework
- Automatic Yes for development permits
- Non-statutory studies related to development
- Community Design Codes
- Assessment of Designated Industrial Property
- Governance of Utilities

Regulations will be extensive and ABmunis remains committed to working collaboratively with Municipal Affairs and other municipal associations on the development of all future regulations. These regulations will further clarify the requirements that have been introduced in Bill 28 and may have additional impacts on municipalities.

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Changes to the Municipal Government Act

Unless otherwise noted, the proposed changes to the *Municipal Government Act* will come into force upon Royal Assent.

Accountability – Councillor Accountability Framework

Proposed Change	ABmunis Analysis
Councillor Accountability Framework Allows for the Minister to, by regulation, establish a universal councillor accountability framework for all municipalities across Alberta. *(Division 1.01, s. 146.011)*	Support in Principle Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025,* repealed provisions relating to municipal codes of conduct (s. 145(10)), as well as prohibiting any future bylaw or resolution in relation to the behaviour or conduct of councillors or council committees (s. 145(9)). Since the repeal of codes of conduct, ABmunis, along with other municipal associations and municipalities, has advocated for these codes to be reinstated to strengthen ethical, respectful, and accountable conduct for elected officials. Bill 28 outlines that any future accountability framework may include: • Rules respecting pecuniary interest (subject to s. 170, 172, 173, and 174(1)(g) to (i)) • Rules respecting the use of municipal assets and services • Rules respecting the confidentiality of information • Rules respecting egregious behaviour, threatening behaviour, or improper use of influence • Rules respecting the conduct and terms of investigators or appeals commissioners • Rules respecting processes for a complaint, an investigation, a preliminary review, a decision to apply sanctions, and appeals • An investigator's power • Rules respecting the publication of information • Rules respecting the contents of a pecuniary interest report • Custody and retention of records related to preliminary reviews, investigations, reports and appeals • Permitted sanctions • Timelines for making a complaint, appeals, making an order and releasing findings, and reasons provided by an appeals commissioner or Minister • Setting fees for complaints and appeals ABmunis understands that significant details related to the framework will need to be drafted as part of the regulation. We look forward to the opportunity to fully collaborate with the Ministry on regulations. We recognise that member engagement will be crucial to this process.

Proposed Change	ABmunis Analysis
	Gap in Accountability for Public Members on Council Committees We note that Bill 28 does not apply to council committees, which we see as a significant gap. Changes in Bill 50 prohibited councils from passing bylaws or resolutions pertaining to the behaviour of councillors or other members of council committees who are not councillors. While council may govern and establish basic requirements for council committees, they still lack a mechanism to hold non-elected committee members accountable for their behaviour. **Costs to Municipalities** ABmunis continues to be concerned about the cumulative impact of costs on municipalities. We understand that under the framework, municipalities will be required to cover costs related to preliminary reviews and investigations while the Minister covers costs associated with appeals or Minister-initiated investigations. Regulations related to costs, including establishing fees for complaints, and standard fee structures for preliminary reviews and investigations, will be critical to ensure that the framework is not only accessible to municipalities, but also reduces unintended financial strain. For example, consideration could be given to establishing fees to file a complaint that could be reimbursed if the complaint is found to merit investigation but would be put towards covering costs if the preliminary review finds the complaint to be frivolous or vexatious. This is discussed in further detail in the section on "Preliminary Review" Ongoing engagement with members will be required.
Complaints and Investigations If an accountability framework is established, the Minister must designate investigators for the purposes of investigating complaints received under the framework. *(s. 146.02)* A councillor is permitted to make a complaint against another councillor if they have reasonable grounds to believe there has been a contravention of the accountability framework. *(s. 146.021)* Upon receiving a complaint, a council will be required to appoint an investigator to conduct an investigation. (s. *146.03*)	Support in Principle and Further Details Required **Investigators** ABmunis has advocated for an independent third-party ethics/integrity commissioner since the introduction of codes of conduct. Although Bill 28 does not formally establish an independent office, ABmunis supports the requirement for investigations to be completed by an independent third-party. ABmunis understands that the Minister must designate the individuals that the Minister considers qualified, "subject to any terms and conditions the Minister considers necessary." Consequently, ABmunis looks forward to working with Municipal Affairs to establish the criteria related to investigator qualifications and finalize a roster of investigators available to municipalities. We understand some municipalities already have independent offices of integrity commissioners and in principle, those commissioners would be eligible to apply to be appointed as investigators of complaints. **Complaints** Bill 28 allows for a councillor to file a complaint if they have reasonable grounds to believe that another councillor on the same council has contravened the framework. Councillors can file a complaint on

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Proposed Change	ABmunis Analysis
	behalf of the public or administration. Bill 28 requires that a councillor filing a complaint does so in a form acceptable by council. ABmunis recommends that considerations be made in the regulations for a mechanism where complaints emerge as part of intermunicipal collaboration discussions. Although we understand that the framework provides the authority for council to create a "form" for receiving complaints, ABmunis recommends establishing a form in the regulation to provide consistency across the province, rather than every municipality creating their own format via council policy. Further, the legislation doesn't specify if a group of councillors could jointly file a complaint against another councillor to prevent multiple complaints on the same violation. Additional clarification is required and consideration should be given to the potential for a joint complaint. ABmunis has noted that there appears to be a gap between how complaints are received and how investigation reports are shared with council. Bill 28 is unclear on whether complaints are submitted in closed session to protect confidentiality. It also does not clearly state whether a councillor named in a complaint can see it before it is formally submitted or reviewed by council. **Investigations** Upon receiving a complaint, councils must appoint an investigator to investigate the complaint, and the municipality is responsible for the costs of the investigation. The legislation is unclear as to whether accepting a complaint and passing a resolution to appoint an investigator must be done at the same meeting or within a time period specified in the regulation. ABmunis understands that the province intends to establish regulations respecting fees associated with filing a complaint. We support development of a fee structure that balances attraction of qualified investigators with the need to control costs for municipalities. An investigator has the power to: • Make inquiries of any person they believe has or may have information relevant to the investigation • Demand the production of records or documents • Make copies of any documents or records • Access any municipal land or facilities • Do anything permitted in the accountability framework

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Proposed Change	ABmunis Analysis
	However, the legislation does not set out the responsibilities of the municipality, its employees, the complainant, or the person subject to the complaint. Prior to an investigative report being submitted, if either the person who made the complaint or the person subject to the complaint is no longer a member of council, the investigation must end immediately. The investigator must inform the council and the Minister that the investigation has ended and the reasons for the conclusion. ABmunis believes that unintended consequences may result if an investigation ends because the complainant is no longer on council, but the councillor subject to the complaint remains. There are many reasons why a complainant may resign, and their resignation does not mean that the contravention was fully investigated with a resolution being identified, nor will it guarantee that a similar complaint will not arise in the future given the inability to formally conclude the investigation. There are also risks that a councillor subject to a complaint could resign to end an investigation and then run again for council at a later point. In addition, concluding an investigation without disclosure of findings does not provide transparency to the public or the remainder of council. At the same time, concluding an investigation with resignations does save the municipality from spending additional time and money on an investigation. The legislation also permits the Minister to appoint an investigator if they are of the opinion that a councillor may have contravened the accountability framework. *Outstanding Questions* • Are municipalities required to establish a policy for the purposes of outlining the form in which a complaint is considered "acceptable by council"? If so, what is the timeline for councils to establish their policies after the implementation of any regulation? • Are municipalities permitted to establish a process for receiving complaints from the public that could then inform whether a councillor may wish to proceed with a complaint under the framework? • If a councillor resigns to end an investigation and then chooses to run in the by-election, is there a mechanism to ensure the investigation can continue or is a new complaint required if the person is re-elected to council? • Will the regulations include a mechanism to manage multiple complaints on the same issue or allow for multiple councillors to be named as complainants on the complaint? • Does council formally accept a complaint, if in the acceptable format, by resolution or is it submitted in closed session? Investigator reports are first submitted in closed session, but similar processes are unclear related to complaints. • Is there an intention to ensure a different mechanism for public or employee complaints that ensure accountability of elected officials? • Section 146.03 requires that council must appoint an investigator if it receives a complaint. What is the timeline for council to appoint an investigator after receiving the complaint?

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Proposed Change	ABmunis Analysis
Preliminary Review An investigator is required to conduct a preliminary review prior to completing an investigation. (s. *146.05*)	Support Prior to proceeding to an investigation, Bill 28 outlines that an investigator must complete a preliminary investigation to determine if a complaint is frivolous, vexatious, or outside of the scope of the accountability framework. ABmunis supports the concept of a preliminary review since municipalities will be responsible for the costs associated with an investigation. If it is determined a complaint is frivolous or vexatious or falls outside of the scope of the framework, municipalities will only be responsible for the costs of the preliminary review rather than the full investigation. We also support requiring the investigator to file a report of the findings with council, as it ensures transparency. ABmunis recommends that related regulations establish a clear definition of "frivolous" and "vexatious" to ensure that the same standard is applied by all investigators. This also ensures clarity for all elected officials who may use the accountability framework in the future. As mentioned in a previous section, ABmunis also recommends establishing a fee payable to the municipality for filing a complaint. The municipality would hold the fee until the preliminary review has concluded. If the review finds that the complaint was frivolous or vexatious or falls outside of the scope of the accountability framework, the municipality would retain the fee. If the review determines the complaint falls within the framework, the fee is refunded to the complainant. The intention is not to deter complaints but rather to recognize the costs that municipalities will be responsible for when a complaint is received and ensuring there is accountability for the person filing the complaint. To reflect differences among municipalities in Alberta, a minimum and maximum fee could be set, while allowing each municipality to choose a fee that fits its needs, as long as it does not exceed the maximum.
Decisions and Sanctions An investigator must prepare a report for council that summarizes the investigation, recommendations, and reasons for the recommendations. (s. *146.07*) After receiving an investigation report, council must determine if the councillor has contravened the framework. (s. *146.08*)	Support in Principle and Further Details Required An investigator must submit an investigation report that includes: • A summary of the investigation • Recommendations on whether council should find that the councillor has contravened the framework • Reasons for the recommendations • Recommended sanctions, if any This report ensures transparency and accountability of the framework and the investigative process. The report must be submitted to council via closed session and be made publicly available in accordance with the framework.

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Proposed Change	ABmunis Analysis
	After receiving a report, council must pass a resolution determining if the councillor has contravened the framework. If council determines that a contravention has occurred, the council must apply the sanctions recommended in the report, apply one or more different sanctions, or apply no sanctions. A councillor who is the subject of a complaint is not permitted to participate in discussions related to the report nor any resolution. They cannot vote on any resolution related to the report and must leave the room until the discussion and voting has finished. Sanctions will be determined through regulation, and it remains unclear what type of sanctions will be available to investigators and councils. ABmunis looks forward to future engagement during the development of the regulations. There continues to be a gap in relation to Occupational Health and Safety (OHS), specifically complaints filed against a councillor by reason of unsafe work environments. Although a complaint may be filed by administration due to action or behaviour of a councillor under OHS, the councillor cannot be individually sanctioned at the conclusion of an investigation. The municipality is responsible for any necessary remedies or sanctions. This approach continues to lack the necessary accountability when complaints related to OHS have been filed against elected officials. *Outstanding Questions* • The investigation report must be submitted in a closed session and made publicly available in accordance with the regulations. However, council is required to make a resolution after receiving the report. Is the intention that the investigation report and council resolution be dealt with at separate meetings to ensure the report is publicly available to support transparency? • Further, requiring the councillor subject to the complaint to leave the meeting room implies that they cannot be present in closed session where the investigation report is submitted. Does this mean that the councillor subject to the complaint will not have access to the report until it has been made public? • Although there is a requirement for the councillor subject to the complaint to leave the room when discussion regarding the report or a resolution takes place, the same requirement doesn't exist for the person who has filed a complaint. Is the intention that the complainant is still permitted to participate in discussion even though a bias may exist, but the person subject to complaint must leave the room due to perceived bias? ABmunis supports requiring the councillor subject to the complaint to abstain from discussion and voting, but in the spirit of transparency, any person who is the subject of a complaint should be afforded the ability to hear discussion related to the complaint.
Pecuniary Interest Report	Support in Principle and Further Details Required

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Proposed Change	ABmunis Analysis
Requires an investigator to immediately stop an investigation and report to council if there are reasonable grounds to believe a councillor may be disqualified due to a pecuniary interest. (s. *146.06*)	ABmunis understands that the intention of including pecuniary interest in the accountability framework is to enable an independent investigator to verify whether or not pecuniary interest rules have been violated prior to filing a court application. This initial check-and-balance is helpful to council and ensures as much information is gathered and provided to council prior to incurring the costs of a court application. If a pecuniary interest has been found by the investigator, council will be required to file a court application for disqualification if the councillor chooses not to resign. In all other instances of disqualification, council may still choose to file an application with the courts. Filing court applications for disqualification can have serious financial implications for municipalities. ***Outstanding Questions*** • Section 174 of the *Municipal Government Act* includes several additional violations outside of pecuniary interest that are subject to disqualification: most notably, instances where a councillor may have been ineligible or has ceased to be eligible for council under the *Local Authorities Election Act*. Why are investigations related to pecuniary interest the only instances of disqualification included in the accountability framework? We believe there would be cost savings for municipalities for all instances of potential disqualification to be investigated given the financial impact of court applications. • Given council will be compelled to file a court application if a councillor chooses not to resign, will the regulation outline a timeframe for council to act?
Appeals If an accountability framework is established, the Minister must designate commissioners for the purpose of hearing appeals. (s. *146.09*)	Support and Further Details Required This amendment supports independent investigations and principles of procedural fairness by ensuring that a person who has made a complaint, or the person subject to a complaint, may appeal the council's determination that there was or was not a violation of the accountability framework and/or the council's decision to apply or not to apply a sanction. We expect the associated regulation to specify the timelines for appeals and the fees for filing an appeal. ABmunis understands that this appeal process does not prevent a complainant or person subject to a complaint from filing a further appeal to the Court of King's Bench. Although ABmunis supports the appeal process, the drafted process requires the commissioner to recommend to the Minister whether to accept, reject, or vary the council's determination and the sanctions (or lack thereof). The Minister must then determine if there has been a contravention and may choose to apply one or more sanctions. ABmunis appreciates that this provision may have been included in legislation given Municipal Affairs' experience with select dysfunctional councils. At the same time, it limits municipal autonomy.

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Proposed Change	ABmunis Analysis
	ABmunis recommends that the Appeals Commissioner be required to file their report with both the Minister and the council for transparency.
Standard Meeting Procedures Intention to create standard meeting procedures through regulation that municipalities will be required to follow at minimum (not included in Bill 28).	Further Details Required Based on authority granted in Bill 50 (2025), ABmunis understands that the Minister of Municipal Affairs still intends to create a regulation or ministerial order outlining meeting procedures that set a minimum standard for all municipalities. We further understand that municipalities will be able to pass procedural bylaws that build on the standard procedures set by regulation. We also understand that the procedures are not expected to significantly impact municipalities. We will continue to engage with the Ministry on these procedures and look forward to future engagement on the regulation as it is developed.

Governance of Viability Reviews

Proposed Change	ABmunis Analysis
Public Vote on Viability The public vote from a viability review will be non-binding and the Minister will have discretion on what recommendation to make to Cabinet when considering whether a municipality should dissolve. *(s. 130.1(2) and 130.1(3))*	Member Feedback Required Currently, when a viability review is complete and residents vote on whether the municipality should be dissolved, the Minister is bound by the results of the vote. For example, if residents vote to dissolve, the Minister must recommend to Cabinet that the municipality be dissolved. The proposed amendment will make the public vote non-binding, giving the Minister discretion on what recommendation to make to Cabinet. ABmunis' members have raised questions about whether the current viability review process adequately informs residents prior to a vote on viability. There are examples of communities that have gone through viability review processes and voted to remain, only to run into challenges soon thereafter that results in a review that ends in dissolution. One of our strategic initiatives for the year is to develop recommendations to enhance Municipal Measurement Indicators and the Viability Review process to better inform councils and residents of the factors impacting the municipalities finance and governance. We will engage members as we develop these recommendations. Currently, ABmunis does not have direction from members on whether the public vote should remain binding or if there is support for the Minister to have more authority based on their access to broader information. ***Outstanding Questions:*** • Under what circumstances would the Minister consider recommending Cabinet disregard the results of vote.

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Municipal Transparency

Proposed Change	ABmunis Analysis
Public Disclosure of Municipal Official Salaries Beginning in 2027, municipalities will be required to disclose the total compensation and severance for each employee who exceeds the threshold outlined in the *Public Sector Compensation Transparency Act.* *(Part 6.1, s. 215.1-215.7)*	Further details and - Member Feedback Required This proposed change was expected, as the Premier's 2025 mandate letter directed the Minister of Municipal Affairs to "conduct a review of compensation and benefits for municipal officials to ensure taxpayer dollars are being respected and compensation levels are commensurate with time commitment and responsibility, including through the establishment of a salary disclosure". The proposed changes align with public disclosure in the Alberta public service, including the threshold established in the *Public Sector Compensation Transparency Act.* As of 2025, the threshold is $133,813. Bill 23, the *Justice Statutes Amendment Act*, is currently being considered by the legislative assembly and proposes a base salary and severance threshold of $130,000 for employees of the Government of Alberta, as well as employees of a public sector body, education body, or municipal authority. The bill has not yet been passed by the assembly. While municipalities already report the compensation of the Chief Administrative Officer through the annual financial statements, this amendment proposes to require municipalities to publish a listing on the municipality's website of all employees whose compensation exceeds the specified threshold. If no employee exceeds the threshold, the municipality must still publish that information and notify the Minister. The Minister has the authority to issue an order requiring an internal audit to ensure compliance, as well as requiring the results of the audit to be made public. If the Minister has ordered an audit, the municipality will be responsible for the costs that the Minister has incurred for the audit and publishing the results. ABmunis is uncertain of the problem the proposed amendment is trying to solve, as well as it's overall purpose. Some members have highlighted that the proposed amendment increases public transparency in relation to municipal finances and increases accountability. Salaries in the municipal sector vary based on the size and location of communities, responsibilities of the position, and many other factors. There may be unintended consequences as it can lead to increased compensation due to being used as a bargaining tool for candidates. Unlike other orders of government, municipalities are already required to set their budgets, which include administration costs, in public. We will continue to gather feedback from members to inform our advocacy efforts on this topic.
Transparency of Policing Costs	Support

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Proposed Change	ABmunis Analysis
Allows municipalities to show the portion of the tax rates that are required to raise revenue to pay amounts owing under the *Police Act*. *(s. 334(4)).*	ABmunis supports this change to enable municipalities to proactively show the costs of policing under the *Police Act* on the tax notice. Municipalities are already empowered to show the total requisition required to be paid into the Alberta School Foundation Fund (education property taxes) under the *Education Act.* This change enhances transparency and clarity for the taxpayers in municipalities who are facing increased policing costs under the *Police Act.* Addressing policing costs will continue to be a priority for ABmunis for the foreseeable future.
Clarification of Reporting the Use of Natural Persons Powers Clarifies when notice must be provided to council as it relates the use of municipality's natural person powers. (*s. 208*)	Support in Principle Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025*, introduced the requirement for the CAO to notify council in writing when exercising the use of natural persons powers. ABmunis noted at the time that this provision would add significant burden to municipal administrations. Bill 28 clarifies that reporting is not required when the use of natural persons powers is related to: • A matter that has been approved by bylaw or resolution of council • A personnel matter • A routine operational matter • An emergency response • Seeking a legal opinion on behalf of the municipality. Although the CAO will still be required to report the use of natural persons powers within 14 days of their use, the additional clarity of when reporting is not required will significantly reduce reporting and the strain on administration. While we are pleased that Bill 28 brings greater clarity to provisions introduced in Bill 50, we still question the need for this provision in the first place.
Clarification of Councillor Access to Information Clarifies when the CAO must fulfill information requests and enables municipalities to pass a bylaw defining "substantial information." (*s. 208.1*)	Support in Principle ABmunis is pleased to see that Bill 28 includes clarification related to councillor information requests, given the concerns we raised following the introduction of Bill 50. The proposed amendment clarifies that when information has been provided to a councillor in response to an information request, and the information is publicly available, the CAO may provide the information to all other councillors but is not required to. Further, a council may pass a bylaw outlining "substantial information requests" and may identify when a resolution is required before the CAO complies with the request, as well as any reporting requirements in the case of substantial information requests by the CAO. The provisions in Bill 28 recognize that requests for substantial information can mean different things for different municipalities based on their size and administrative capacity. Enabling bylaw-making authority

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Proposed Change	ABmunis Analysis
	recognizes municipal autonomy and ensures that the decision relating to information requests rests with individual municipalities, rather than a one-size-fits-all approach.
Modernizing Business Improvement Area (BIA) Governance Creates greater flexibility related to BIA governance. *(s. 53)*	Support ABmunis participated in consultations on this topic throughout 2025. Consensus was not reached during the engagement on significant changes to BIAs. The proposed changes are minor and consistent with ABmunis' recommendations to the province.

Enabling Growth and Housing

Proposed Change	ABmunis Analysis
Automatic Yes and Automated Technology Clarifies that a municipality may authorize the use of an automated system for making decisions on applications for development permits and issuing development permits. *(s.640.2(c.1) and s.694)*	Support and Further details required Use of automated technology for the purpose of making decisions on applications for development permits is consistent with current practices in some large municipalities. ABmunis understands that the province intends to establish regulations outlining requirements for automatic approvals of certain development permits. Initial conversations indicate the intention is to focus on low-risk permits, such as fences and decks. If this is what emerges from the regulatory development process, it will be consistent with feedback heard during the Enabling Growth and Housing Affordability Consultations held in 2025.
Development Permit Statistics Municipalities greater than 15,000 will be required to publicly report development permit activity and timelines. *(s 683.2)*	Further Details Required ABmunis broadly supports efforts to enhance transparency and notes that many municipalities are already proactively reporting some of the newly required statistics. Municipalities greater than 15,000 will be required to report no later than March 31 of every year: • The total number of applications for development permits that were received • The total number of development permits issued • The average and median number of days from when the application for a development permit was received to when the application is complete or refused • The average and median number of days from when an application was complete to when the development permit was issued or refused • A comparison between the averages to the required timelines in the MGA While transparency is important, this legal requirement is a new layer of red tape which will add to the total of cost increases imposed upon municipalities.

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Proposed Change	ABmunis Analysis
Off-Site Levies (OSLs) Clarifies costs that may be included in off-site levy charges and expands exemptions for charter and independent schools. (s. *648(a) 1.2 and s. 648(b) 2.11*)	Oppose and Member Feedback Required Presently, the MGA itemizes what an OSL may be used for. The amendments seek to also itemize items that are explicitly exempt from OSLs, including: • Operational costs • Capital costs relating to commercial retail facilities included in the design of a facility referred to in s. 648(2) and (2.1) that are not related to the delivery of core services • Anything not permanently affixed to a facility (such as vehicles and furniture) • Capital costs incurred to build to a standard higher than the standard required under building codes The proposed changes limit municipal autonomy and the ability for municipalities to cover certain costs through OSLs under the principle of "growth paying for growth". Any limits to the ability of municipalities to raise revenue to cover costs is concerning, especially during a time of increasing pressure on the property tax base. For example, as outlined in our Property Taxes Reimagined project, the cost of purchasing a new fire truck to reach newly developed areas has increased by about 70 per cent over the last five years. We also note that, "core services" is not clearly defined. In addition, the provision excluding OSLs from covering capital costs beyond building codes limits the ability of municipalities to respond to local circumstances. For example, ensuring infrastructure is resilient to extreme weather risks. Bill 28 also expands exemptions from schools owned by or leased to a school board to now include Charter and Independent schools. ABmunis will need to engage members on whether they support the proposed expansion of exemptions related to Charter and Independent schools.
Non-Statutory Studies Intention to create future regulations to streamline development approvals (not included in Bill 28).	Concerns - Further Details Required The legislation related to non-statutory studies is vague and lacks clarity, limiting ABmunis analysis. The Bill 28 Information Guide released by Municipal Affairs commits to a future regulation that will build on the amendments proposed for offsite levies by examining the role of non-statutory studies in the development process to further streamline approvals. More details are required to understand how the province intends to limit the use of non-statutory studies. ABmunis will remain engaged with Municipal Affairs to better understand the intention of a future regulation. We expect to participate in future engagements on this topic.
Reserve Land for Charter Schools Charter schools accredited by the Ministry of Education and Childcare would be allowed to	Member Feedback Required Bill 28 proposes to amend the MGA to expand the types of schools that can access reserve land. ABmunis understands that while this change makes reserve lands available to Charter and Independent schools, it

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Proposed Change	ABmunis Analysis
access municipal and school reserve land. (*s.616 (a) and 648(a) 1.2*)	does not change the land allocation process. We understand the intention is to treat Charter and Independent schools the same as public schools. Members have also identified challenges with the process and costs associated with siting and servicing of new schools in addition to school site ownership. We invite members to share their feedback on how this proposed change may impact municipalities and raise any related questions.
Community Design Codes Intends to establish Minister's authority to create design codes via regulation. *(s.640.3)*	Concerns - Further Details Required The proposed introduction of provincially established Community Design Codes represents a significant shift of land use planning authority from municipalities to the province. While ABmunis appreciates the province's desire to help communities remain attractive, competitive, and reflective of a unique sense of place, the ability of this code to override municipal statutory plans and land use bylaws, along with Ministerial authority to require municipalities to adopt design codes, raises concerns about municipal autonomy, local context, and community-driven planning outcomes. Many communities already struggle to attract development, and adding another provincial layer of requirements could further deter investment or slow projects in areas that can least afford additional barriers. Further details are required on how the design codes would be developed, applied, and tailored to reflect diverse municipal needs before the impacts on local planning authority, economic development, and governance can be fully assessed. ABmunis understands there are no current plans for the Minister to impose a community design code on municipalities, but note an inconsistency between the stated intention and what has been drafted in Bill 28. Clarity is required to fully understand the future of the regulation, including any voluntary acceptance by municipalities. ABmunis is committed to remaining fully engaged with the Municipal Affairs during the future development of the design code regulation.

Assessment & Property Taxation

Proposed Change	ABmunis Analysis
Vacancy Property Tax If a council creates a residential assessment sub-class for property that is not a primary residence, that sub-class may not be assigned to a residential property that is wholly or partially owned by one or more individuals that reside in Alberta. *(s. 297(2.01))*	Opposed This proposed change was expected as the Premier's 2025 mandate letter directed the Minister of Municipal Affairs to "protect Albertans from specialized municipal taxes directed at homes that are not a primary residence". The amendment only applies to situations where municipalities create a sub-class(es) under the Class 1 Residential assessment class. Therefore, if your municipality does not have sub-classes for residential property, there is no impact on your municipality. **Application for Personally Owned Residences** The amendment still enables a municipality to charge a different property tax rate on vacation or rental homes, but it may only be applied to properties that are wholly owned by persons who live outside Alberta.

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	If there are multiple owners of a property and at least one of the owners resides in Alberta, then the municipality is prohibited from assigning it a residential sub-class that is specific to not being a primary residence. **Application for Residential Property Owned by a Corporation** The amendment only applies to properties owned by individuals. Therefore, if a corporation owns a vacation or rental home, the municipality is permitted to assign it a separate assessment class and levy a different tax rate. This amendment, if passed, is deemed to have come into force on January 1, 2026. **Call to Action if Using Residential Sub-Classes** Municipalities who currently use assessment sub-classes for different types of residential property should ensure that their tax rate bylaw clearly defines what types of property are subject to that sub-class(es). Without sufficient definitions in your tax rate bylaw, your municipality may unintentionally be subject to the new requirements of section 297(2.01) related to residential property that is not a primary residence. Common examples may be where municipalities have sub-classes for vacant residential land or multi-family residential property. If your municipality has an assessment sub-class that triggers the proposed section 297(2.01), you will have 45 days after Bill 28 comes into force to either amend your bylaw or correct the assessment roll and reissue assessment notices for those properties for the 2026 taxation year. This is detailed in the proposed section 297.1 in Bill 28. ABmunis opposes limits to municipal autonomy to develop solutions tailored to local contexts. Municipalities across Alberta have unique challenges, including with affordable housing, that require flexible solutions. Given constraints on both municipal and provincial finances, we have questions as to how the province will work with municipalities to ensure much needed affordable housing will be built.
Equity in Assessment of Industrial Property New clause clarifies that the assessment of a designated industrial property or machinery and equipment property is deemed equitable if the assessor has applied the standards and procedures set out in the regulations. *(s. 293(1.1))*	Support in Principle Some industrial property owners have appealed their assessments on the basis that one property's valuation differs from industrial properties that they consider comparable. The proposed clause is intended to clarify that comparable properties do not have to have similar assessment valuations as long as the regulations have been followed consistently. The differentiation in valuations of comparable industrial properties is a product of Alberta's regulated assessment approach for industrial property, which is different from the market value approach used for residential and commercial property. ABmunis supports the amendment to increase clarity in Alberta's assessment system and ideally reduce assessment appeal costs for municipalities.

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Regulations for Designated Industrial Property New provisions added to enable the Minister to make regulations related to designated industrial property and machinery and equipment. *(s. 322(1))*	Support in Principle and Concerns - Further Details Required This amendment relates to Municipal Affairs' current multi-year review of how industrial property is assessed. Historically, the Minister published a Construction Cost Reporting Guide that defines how some Designated Industrial Property and machinery and equipment are assessed. These amendments will enable the Minister to set these rules through standard regulations instead of a guide. ABmunis' supports the province's intent to bring clarity to the assessment system through new regulations, as the existing system has not been updated since 2005. The current lack of clarity has led to significant legal costs for municipalities when managing costly appeals related to the assessment of Designated Industrial Property and machinery and equipment. However, ABmunis has concerns with some of the broader policy changes that will be formalized through these new regulations. The policy changes were announced by the Minister of Municipal Affairs via letter to municipalities on April 1, 2026. ABmunis concerns will be shared with members through our *The Weekly* newsletter.
Penalty for Non-Reporting Enables the Minister to charge a penalty if a property owner does not provide the information requested by the provincial assessor within 60 days of the request. *(s. 295(1.1))*	Support Under the regulated assessment system for designated industrial property, the provincial assessor requires annual reporting of information by property owners, but some property owners fail to report or do not report on time, which prevents assessors from developing accurate assessments. The regulations are expected to prescribe penalties of up to $10,000 for non-reporting. ABmunis supports the amendment to increase accountability in the regulated assessment system.
Dismissal of Complaint Due to Non-Reporting Adds a requirement for the Land and Property Rights Tribunal to dismiss an assessment complaint if the property owner did not provide the information requested by the assessor within 60 days of the request. *(s. 499(2) and 295(4))*	Support This amendment is intended to strengthen accountability by property owners to report information to the assessor when requested so that assessors have increased clarity when determining an assessment. The Land and Property Rights Tribunal hears all assessment complaints on Designated Industrial Property, which often require annual reporting by the property owner. This amendment will therefore incentivise owners to report on time so that they maintain the option to lodge an appeal.

Public Institutions & Utilities

Proposed Change	ABmunis Analysis
Governance of Utilities Enable Cabinet to transfer ownership of a municipal public utility to a public utility entity (e.g. a controlled corporation or regional	Concerns - Further Details Required The intent of this amendment is not clear, but ABmunis assumes that the province wants legal authority to take action to change the governance of a public utility (water and wastewater services) in situations where

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Proposed Change	ABmunis Analysis
commission). Details will be subject to the development of regulations. *(s. 44.1).*	a municipality is not managing the utility to what the province deems a reasonable standard. Our preliminary concern is the potential override of local autonomy. ***Outstanding Questions*** • What situations will necessitate the province exercising this authority? • Will the regulations define a framework of criteria that must be triggered before the province transfers ownership of a public utility?

Aggregate Pits (Environment and Protected Areas)

Proposed Change	ABmunis Analysis
Aggregate Pits Clarifies how municipal land-use decisions interact with provincially approved aggregate pit registrations under the *Environmental Protection and Enhancement Act* and requires municipalities to approve a development permit where the registration has been approved by the province. *(s. 619.1)*	Concerns - Further Details Required The proposed changes will give aggregate pit registrations under the *Environmental Protection and Enhancement Act* precedence over municipal statutory plans, land use bylaws, subdivision decisions, and development approvals. Municipalities will be obligated to approve a pit application when it aligns with the registration filed under the *Environment Protection and Enhancement Act* within prescribed timelines, with limited ability to impose local conditions or hold hearings. While ABmunis understands the intent to provide regulatory clarity and certainty for aggregate resource development, these changes raise concerns about the erosion of municipal land use authority, reduced local decision making, and restricted opportunities for community input. Additional details are needed to understand how municipal planning objectives, infrastructure impacts, and community considerations will be incorporated into the provincial registration process. Proposed amendments would come into effect upon Proclamation.

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Changes to the Alberta Housing Act

The proposed changes to the *Alberta Housing Act* will come into force on January 1, 2027.

Seniors Lodge Program (Assisted Living & Social Services)

Proposed Change	ABmunis Analysis
Seniors Lodge Program The *Alberta Housing Act* will be amended to address the long-term sustainability of seniors' lodge housing. These changes would establish requirements for capital maintenance reserve funds for lodge assets; allow capital reserve contributions to be requisitioned from municipalities where appropriate; and strengthen governance practices for Housing Management Body boards. *(Alberta Housing Act s. 1, 4, 5, 7, 8, 33, and 34; Schedule 1)*	Support in Principle **Requisitioning for Capital Reserves** This amendment clarifies that housing management bodies may requisition funds for capital reserve funds for new or replacement lodge accommodations, with the agreement of member municipalities. ABmunis understands that some municipalities already allow this through local agreements. Keeping this authority voluntary allows municipalities to assess, case by case, whether this approach fits their local circumstances. Further, the legislation appears to respect municipalities' ability to pay by outlining that requisitions be shared based upon equalized assessment. This appears to resolve any conflicts about requisition amounts amongst member municipalities, as well as smaller municipalities who might have limited funds to contribute. **Mandatory Capital Maintenance Reserve Funds** The requirement for mandatory capital maintenance reserve funds reflects a recommendation of the Seniors Lodge Review Panel, which included municipal representation. However, concerns remain about the financial impact on municipalities. Housing management bodies can already requisition municipalities to cover operating deficits and to establish or maintain reserve funds. Making reserve funds mandatory could increase and accelerate financial pressure on municipal budgets. While this change supports better maintenance of lodge assets, it adds to the cumulative strain on the property tax base, particularly given the Panel's related recommendation that the province retain responsibility for major capital projects and new lodge development unless otherwise agreed. ABmunis will seek further details from the department as to the potential impact on municipalities where there are no existing or low reserves funds. Ongoing changes to housing management body governance through ministerial order, have limited the number of council appointed members of the management body, effectively limiting municipal voice while these mandatory reserve fund changes are increasing financial demands on the property tax base. Bill 28 does not reflect the broader recommendation of the Seniors Lodge Review panel report to revisit the funding model between the province and municipalities. **Ministerial Authority over Reserve Fund Types**

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Proposed Change	ABmunis Analysis
	Clarifying the types of reserve funds the Minister may regulate appears to formalize the reserve fund categories that already exist in practice. However, additional information is needed on the intent and scope of these amendments. ABmunis will engage with the province as the regulations are developed. **Lodge Rate Regulation** Moving the lodge rate from legislation to regulation does not, on its own, raise concerns. However, understanding the intent behind this change will be essential to advising municipalities on potential impacts to municipal finances and to vulnerable residents.

Changes to the Libraries Act

The proposed changes to the *Libraries Act* will come into force upon Royal Assent.

ABmunis is aware that the Coalition of Alberta Public Libraries (CAP Libraries) issued a statement on April 9, 2026, related to the proposed changes in Bill 28. The CAP Libraries represent all 324 public library service points across Alberta, serving 99 per cent of Albertans. The CAP Libraries has outlined the following broad themes of concern with Bill 28:

- Privacy and access
- Local decision-making
- Costs and practicality
- Scope and proportionality

Proposed Change	ABmunis Analysis
Inspections Enables the Minister to appoint inspectors to conduct inspections for any matter relating to the management, administration, or operation of the public library, and to determine if a board is complying with the Act and Regulations. *(s. 39)*	**Concerns – Member Feedback Required** The proposed change expands provisions related to inspections to include the ability to conduct an inspection into any matter relating to the management, administration, or operation of a public library, as well as to determine if a board is complying with the *Libraries Act* and its regulations. Inspectors are permitted to: • Inspect the public library property • Inspect the provisions of the services • Examine and make copies of records • Require an employee of the library board to reply to a question or provide any information requested by the inspector Following an inspection, the inspector is required to make a report to the Minister and provide a copy of the report to the board. The Minister is provided with the flexibility to make any order they consider

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Proposed Change	ABmunis Analysis
	appropriate upon receiving the inspectors' report. Inspections are already permitted under the *Libraries Act.* However, the amendments expand the authority of inspections and provide further detail on the process, as well as the Minister's authority following an inspection. ABmunis does not have a position on this proposed change and is seeking member feedback to inform future advocacy, if required.
Regulations Adds regulation-making authority respecting the access to and the use and borrowing of public library property by members of the public. *(s. 40)*	Concerns - Further Details Required Bill 28 proposes additional regulation-making authority that allows the Minister to make regulations regarding the access to and the use and borrowing of public library property by members of the public, including regulations restricting access, use, and borrowing based on age. The Minister also has authority to issue guidelines respecting a regulation as noted above. If guidelines are issued, the Minister is required to make them publicly available in a manner they consider appropriate. ABmunis does not have full details regarding potential regulations. However, many libraries are funded by their local municipalities. The additional regulatory authority of the Minister may lead to further financial implications for municipalities if renovations or retrofitting is required to align with the regulations.

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CAO

From: ASVA <summervillages@gmail.com>
Sent: April 6, 2026 1:38 PM
To: Kathy Krawchuk (execdirector@asva.ca)
Cc: Brian Waterhouse
Subject: ASVA - ABmunis' Police, Justice, and Emergency Management (PJEM) Committee Representative

Good afternoon,

I am pleased to inform you that ASVA's President Brian Waterhouse is now the Representative on the ABmunis' Police, Justice, and Emergency Management (PJEM) Committee.

The scope of matters that will be addressed by the Committee includes:

- The future of community policing;
- Policing funding and governance;
- Other enforcement mechanisms (e.g. Sheriffs, Community Peace Officers, and Bylaw Enforcement);
- Justice system reform, and
- Emergency management.

The Committee's priorities for 2026 include:

- Develop advocacy and capacity-building resources related to fire services;
- Review and provide feedback on the new police funding model (depending on timing of release);
- Begin developing recommendations related to the renewal of the master police service agreement expiring in 2032.

Please reach out to Brian or myself with any concerns or questions regarding this Committee.

Sincerely,
Kathy

Kathy Krawchuk, CLGM
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