

**SUMMER VILLAGE OF WHITE SANDS
COUNCIL MEETING AGENDA
September 17, 2025 @ 9:30 AM
Location: Municipal Office
#8 Front Street, White Sands
and streamed onto YouTube**

	Pages
1. Call to Order	
2. Adoption of Agenda	
3. Adoption of Previous Minutes	
3.1. 07 09 2025 Regular Council Meeting Minutes	2
3.2. 08 21 2025 Organizational Meeting Minutes	7
4. Public Hearings: None	
5. Delegation:	
5.1. S.Sgt. Cam Russell, Stettler RCMP Detachment	11
6. Bylaws & Policies:	
6.1. Meeting Rate Review of CNL 2.1: Council Remuneration Policy	20
6.2. P&R 4.6: Municipal & Environmental Reserve Lands Dead-Standing Tree Policy	30
6.3. Adoption of Revised Human Resources Policy - ADM 1.4: Employee Hiring & Employee Process/Human Resources Policy	37
6.4. ADM 1.9: Respectful Workplace & Fair Treatment Policy	45
6.5. ADM 1.10: Employee Wage & Compensation Policy	54
7. Business	
7.1. RFD – Shoreline Management Plan, Municipal Planning Services	59
7.2. RFD – Boat Launch Proposal, Aptus Engineering	60
7.3. RFD – Summer Village of White Sands’ Drainage Plan and Water Act Overview, Aptus Engineering	64
7.4. RFD – Transportation Routing & Vehicle Information System (TRAVIS) Memorandum of Agreement	66
7.5. RFD – Apex Utilities Franchise Fee 2026	76
7.6. RFD – Vegetation Clean-Up Bin	78
8. Council Reports	
8.1. Mayor Zembal (Verbal)	
8.2. Councillor Thorogood (Verbal)	
8.3. Councillor Ashford (Written)	80
9. CAO Report	
9.1. Written Report	81
9.2. CAO Action List	84
9.3. Municipal Election Statistical Report – Erin Weinzierl, Returning Officer	86
10. Financials	
10.1. Council Revenue and Expenditures as of August 31, 2025	87
10.2. Capital Revenue and Expenditures as of August 31, 2025	88
10.3. Bank Reconciliation as of July 31, 2025	89
10.4. Bank Reconciliation as of August 31, 2025	90
10.5. Outstanding Property Taxes as of September 3, 2025	91
10.6. Councillor Expenses as of July 31, 2025	92
10.7. RFD – Lakeside Artisan Shop (Service Award Recognition)	95
11. Correspondence	
11.1. Re: Water Levels at Buffalo Lake – Honourable Rebecca Schulz, Environment & Protected Areas Minister	98
11.2. Fact Sheet – Community Organization Property Tax Exemption Regulation (COPTER)	100
11.3. White Sands Hall Society AGM Minutes, June 29, 2025	102
11.4. Buffalo Lake IDP Minutes, January 17, 2025	109
11.5. CCBF Grant 2025 Allocation	112
11.6. ASVA Conference Information, October 16-17, 2025	113
11.7. Alberta Municipalities Conference	123
11.8. Stettler District Ambulance Association - Re: SDAA Agreement – Member-at-Large, August 27, 2025	128
11.9. Bylaw 200-23: Procedural Bylaw	129
12. Closed Meeting of Council: None	
13. Adjournment	

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

Next Regular Council Meeting will be October 20, 2025

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

held on July 9, 2025

**White Sands Municipal Office
#8 Front Street, White Sands, AB and
electronically streamed to YouTube.**

Present: Lorne Thurston, Mayor
Dan Zembal, Councillor
Paul Ashford, Councillor (electronically)
Melissa Beebe, CAO
Erin Weinzierl, Administrative Assistant

Absent:

Public: ()

1. Call to Order:

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

2. Adoption of Agenda

Motion 25:07:01 Moved by Councillor Zembal to approve the agenda as amended:

- 7.4 Hall Society Correspondence for the Summer Village to Take Over the Hall Rentals

MOTION CARRIED

3. Adoption of Previous Minutes:

3.1. Regular Council Meeting Minutes of June 11, 2025

Motion 25:07:02 Moved by Mayor Thurston to adopt the Regular Council Meeting Minutes of June 11, 2025, as amended.

- 5.2 add “provincial and federal government” for clarity
- 5.3 clarity amendment – Town of Stettler not interested in a commission.

MOTION CARRIED

3.2. Regular Council Meeting Minutes of June 26, 2025

Motion 25:07:03 Moved by Mayor Thurston to adopt the Regular Council Meeting Minutes of June 26, 2025, as presented.

MOTION CARRIED

4. Public Hearing: None

5. Delegation/Presentation: None

6. Bylaws & Policies: None

7. Business

7.1. RFD – 1-Day Spring/Fall Vegetation Collection

Motion 25:07:04 Moved by Councillor Ashford to have administration investigate and present at the next regular council meeting for cost for 1 day or 1 weekend bin rental for vegetation cleanup, and monitoring for the above event mentioned.

MOTION CARRIED

7.2. RFD – Investigation of Operational Hours of Municipal Office

Motion 25:07:05 Moved by Councillor Zembal accepts investigation of operational hours of municipal office as information and Friday tracking interactions of office (emails, voicemails, appointments, etc.) and bring tracking for strategic planning discussion.

MOTION CARRIED

7.3. RFD – Request for Council Feedback on Draft Shoreline Management Plan

Motion 25:07:06 Moved by Councillor Ashford to review the comments provided by council for CPP, and schedule a delegation meeting to council at a regular scheduled fall meeting.

- 4.3: which beach assess? Is it Beach Access 8?
- 5.6: limit impact “to” foot traffic? Keeping vehicles off? Clarity needed - If controlling foot traffic, there will be lots of foot traffic.
- Invasive species needed, aquatic and vegetation.
- 7.2.22: separate section for invasive species and how it incorporates under 7.2, 7.5? Coordinated with policy and budget
- 9. 7.2: “Silver Sands”
- 7.4.16.d: not mentioned, policy of clearing vegetation of storage of equipment
 - Re-review of Use of Public Lands Bylaw and direction from council for Admin to create a policy for removal of vegetation of trees, shrubs, etc.
- 7.5.21 aquatic vegetation control: clarification of burms
- What is minimal maintenance?
- Ask CPP to review Buffalo Lake Intergraded Shore Line Plan: created May, 2010.
- 1.2: Nov '21
- Planning Area: No designations for lots/properties
- Clearer map, make bigger, plot, something. Whole page?
- 3.2: Typo: The Land Stewardship Act provides a means for the province of **Labert**
- 3.9 Integrated shoreline plan needs to go in there or clarify.
- 3.13: need clarity on ER. Is there 3 or 4?
- 3.14: This Shoreline Management Plan is intended to form part of the agreement of a new lease between the Summer Village and Province – should be fluid so future councils can change . Guidance Doc?
 - Need something about weeding, mowing, mapping
- 4.2 map needs clarification, or reference maps should be appendix to be bigger
- 4.4: 10 m from a wetland: outhouse on 7 and 8 that were previously approved to put there.
- 5.2: suppose to have a new document from Alberta Environment but not released
 - picture there: make sure from White Sands...This is at Rochon Sands
- 6.2: no marina?
- 7.2.5b: needs clarity
- 7.6.26:

MOTION CARRIED

7.4. Hall Society Correspondence for the Summer Village to Take Over the Hall Rentals

- AGM of Hall Society
 - They have concerns about booking

Motion 25:07:07 Moved by to have admin review what Rochon Sands, Erskine, Donalda, etc. does with their halls and request to have 2 delegates from the White Sands Hall Society to attend a fall regular council meeting.

MOTION CARRIED

Mayor calls a 5-minute recess at 11:43 am.
Mayor calls meeting to order at 11:48 am.

8. Council Reports:

8.1. Mayor Thurston (Verbal Report)

- Fire and Flood at Red Deer: willing to come and do an assessment with us and set something up or the manager may look for used equipment for the municipality to purchase.
- Luella Lee is speaking to Rob Lane (WS Community Fire (look up name)) about Hour Zero strategies and ideas.
- The two flat grills
 - Two propane tanks and hoses for grills are missing
 - Lorne Thurston to donate a couple tanks and will put in cold storage.
 - Need hoses replaced and clean (pumas stone) because before were oiled and plastic bags over them.
 - Could be \$500 to fix it all up
 - Take to meeting with hall socite
- Could arrange a tour for new council members, Pete Andrews (resident), and CAO for the transfer station for SMRWSC and the one by the river, and the pumphouse for the stabilization of the lake (Denis Johnson).
- Resident made aware of an invasive species (Cowboy Toilet Paper) near 24 3rd Street.

8.2. Councillor Zembal (Verbal Report)

- Waste Management:
 - Rene retired and hired part-time under contract. Will not impact cost. He will be training his replacement when hired and focus on that in his contract.
 - Increased aggression at the transfer sites
 - Looking at a course/speaker to help with how to deal with customers for training. They will come as a delegation for the one at Rocky View and Airdrie and may implement to their customers.
 - AIM/Town Hall: good turnout, good questions
 - Canada Day: Success. Well attended.
 - Golf tournament is this Saturday.

8.3. Councillor Ashford (Written Report)

Motion 25:07:08 Moved by Councillor Zembal to approve Lorne Thurston to continue the discussion with Fire and Flood and to submit a written report back to council for discussion.

MOTION CARRIED

Motion 25:07:09 Moved by Councillor Zembal to approve Lorne Thurston to arrange a tour of the SMRWSC water distribution station, Town of Stettler treatment plant, Buffalo Lake Stabilization pumphouse and gate system with province (Denis Johnson) for new council, CAO, and resident (Pete Andrews)

MOTION CARRIED

Motion 25:07:10 Moved by Mayor Thurston to accept the Councillor Reports 8.1 to 8.3 as presented.

MOTION CARRIED

9. CAO Reports

9.1. Verbal Report

- Council & Governance
 - Road Closure Bylaw emailed to Bemocco to finalize survey plan and registration with land titles. Then need to schedule meeting with County of Stettler to formalize draft lease agreement.
- Administrative Updates
 - Conversation with Camrose CEO about boat launch issues and people not using boat launches and using beach area and damaging the beaches. Marina at Pelican Point is closed, boat launch is open but shallow due to lake levels (same problem for others around the lake). Alberta Environment is meeting with CEO and Camrose County could be charged because of the damages being caused by a few and will go back on tax payers.
 - Education of polices

9.2. CAO Action List

9.3. Nomination Day Results – Returning Officer, Erin Weinzierl

Motion 25:07:11 Moved by Councillor Zembal to have administration create a dead-standing tree removal policy in regards to municipal and environmental reserves and bring back to the next regular council meeting.

MOTION CARRIED

Motion 25:07:12 Moved by Mayor Thurston to accept the CAO report 9.1 to 9.3 as presented.

MOTION CARRIED

10. Financial Reports:

- 10.1. Council Revenue and Expenditures as June 30, 2025**
- 10.2. Capital Revenue and Expenditures as of June 30, 2025**

Motion 25:07:13 Moved by Mayor Thurston to approve items 10.1 to 10.2 of Financial Reports as presented.

MOTION CARRIED

11. Correspondence

- 11.1. Resident Letter – AR 2025140**
- 11.2. Dead Falling Tree 42 Front Street Resident Letter**
- 11.3. Service Alberta & Red Tape Reduction – Proclamation of the Access to Information Act and Regulations**

Motion 25:07:14 Moved by Councillor Zembal to deny the request for a reduction on AR20255140 based on the Fire Bylaw and justified on the emergency event that happened in May.

MOTION CARRIED

Motion 25:07:15 Moved by Mayor Thurston to have administration respond explaining council has directed administration to review and create a policy for dead-standing tree removal in relation to municipal and environmental reserves that will be reviewed by Council at the next regular council meeting. Admin will advise to meet with the resident to review trees in question.

MOTION CARRIED

Motion 25:07:16 Moved by Mayor Thurston to approve Correspondence 11.3 as information.

MOTION CARRIED

12. Closed Meeting Session: None

13. Adjournment

Motion 25:06:20 Moved by Mayor Thurston adjourn the meeting at 1:10 PM.

MOTION CARRIED

Next Regular Council Meeting will be held after the 2025 General Election and will announce the date later. Public Welcome.

Mayor

Chief Administrative Officer

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

**held on August 22, 2025
White Sands Municipal Office
#8 Front Street, White Sands, AB and
electronically streamed to YouTube.**

Present: Dan Zembal, Councillor
Paul Ashford, Councillor
Leona Thorogood, Councillor
Melissa Beebe, CAO
Erin Weinzierl, Administrative Assistant
Carol Dyck, Commissioner of Oath

Absent:

Public: (9)

1. Call to Order:

Chief Administrative Officer (CAO) calls the Council Meeting to order at 10:37 AM

2. Oaths of Office – Carol Dyck, Commissioner of Oath:

- 2.1. Paul Ashford
- 2.2. Leona Thorogood
- 2.3. Dan Zembal

Mrs. Dyck withdraws from meeting at 10:50 AM

3. Appointments of Chief Elected Official:

Motion 25:08:01 Moved by Councillor Ashford to nominate Councillor Zembal for position of Mayor. Councillor Thorogood seconds the nomination. Councillor Zembal accepts the nomination as Mayor.

MOTION CARRIED

4. Appointment of Deputy Chief Elected Official:

Motion 25:08:02 Moved by Mayor Zembal to nominate Councillor Thorogood for position of Deputy Mayor. Councillor Thorogood accepts the nomination as Deputy Mayor.

MOTION CARRIED

8 public withdraws from the meeting at 11:00 AM

5. MGA Training Compliance:

Motion 25:08:03 Moved by Councillor Thorogood to confirm the completion of Part A MGA training by all members and registration for Part B (Munis 101) on September 13, 2025, and approves reimbursement of training costs from the Council Education and Training budget.

MOTION CARRIED

6. Appointment of Signing Authority:

Motion 25:08:04 Moved by Mayor Zembal to appoint Mayor Zembal, Deputy Mayor Thorogood, Councillor Ashford, and CAO (Melissa Beebe) as signing officers for the municipality.

MOTION CARRIED

7. Committee Appointments:

7.1. Municipal Planning Commission (MPC)

Motion 25:08:07 Moved by Councillor Thorogood to appoint all members of council to the MPC.

MOTION CARRIED

7.2. Buffalo Lake Intermunicipal Development Plan (BLIDP) Committee

Motion 25:08:08 Moved by Mayor Zembal to appoint Mayor Zembal to BLIDP Committee and Councillor Ashford as alternate.

MOTION CARRIED

7.3. Buffalo Lake South Shore Plan Committee

Motion 25:08:09 Moved by Councillor Thorogood to appoint Councillor Ashford to Buffalo Lake South Shore Plan Committee and Mayor Zembal as alternate.

MOTION CARRIED

7.4. Buffalo Lake Management Team (BLMT)

Motion 25:08:10 Moved by Mayor Zembal to appoint Councillor Thorogood to BLMT and Mayor Zembal as alternate.

MOTION CARRIED

7.5. County of Stettler Housing Authority

Motion 25:08:11 Moved by Councillor Thorogood to appoint Councillor Ashford to County of Stettler Housing Authority and Councillor Thorogood as alternate.

MOTION CARRIED

7.6. Stettler Regional Fire Advisory Committee

Motion 25:08:12 Moved by Mayor Zembal to appoint Councillor Thorogood to Stettler Regional Fire Advisory Committee and Mayor Zembal as alternate.

MOTION CARRIED

7.7. Stettler & District Ambulance Authority

Motion 25:08:13 Moved by Councillor Thorogood to appoint Councillor Ashford to Stettler & District Ambulance Authority and Councillor Thorogood as alternate.

MOTION CARRIED

7.8. Regional Waste Management Authority

Motion 25:08:14 Moved by Councillor Ashford to appoint Mayor Zembal to Regional Waste Management Authority and Councillor Ashford as alternate.

MOTION CARRIED

7.9. Shirley McClellan Regional Water Services Commission (SMRWSC)

Motion 25:08:15 Moved by Councillor Ashford to appoint Councillor Thorogood to SMRWSC and Mayor Zembal as alternate.

MOTION CARRIED

7.10. White Sands Emergency Management Committee

Motion 25:08:16 Moved by Mayor Zembal to appoint all three councillors to White Sands Emergency Management Committee.

MOTION CARRIED

7.11. Stettler Region Emergency Management Agency (SREMA)

Motion 25:08:17 Moved by Councillor Thorogood to appoint Councillor Ashford to SREMA and Councillor Thorogood as alternate.

MOTION CARRIED

7.12. Parkland Regional Library

Motion 25:08:18 Moved by Mayor Zembal to appoint Councillor Thorogood to Parkland

Regional Library and Councillor Ashford as alternate.

MOTION CARRIED

7.13. Intermunicipal Collaboration Committee (ICC)

Motion 25:08:19 Moved by Councillor Ashford to appoint Mayor Zembal to ICC and Councillor Thorogood as alternate.

MOTION CARRIED

1 public withdraws from meeting at 11:50 AM

8. Establishment of Council Meeting, Dates, Times, and Municipal Office Location:

Motion 25:08:20 Moved by Councillor Thorogood that regular Council meetings be scheduled on the third Monday of each month, beginning at 9:30 AM, to be held at the municipal office located at #8 Front Street, Summer Village of White Sands and if the Monday falls on a statutory or civic holiday, the meeting will be rescheduled to the next business day — Tuesday of that same week.

MOTION CARRIED

Motion 25:08:20 Moved by Mayor Zembal that the first regularly scheduled meeting, originally set for Monday, September 15, 2025, be rescheduled to Wednesday, September 17, 2025, at 9:30 AM at the municipal office.

MOTION CARRIED

9. Appointment of External Agencies:

Motion 25:08:23 Moved by Councillor Ashford that the Summer Village of White Sands appoint the following external agencies and individuals to provide municipal services:

9.1	Property Assessor	Municipal Property Consultants, Terry Willoughby
9.2	Municipal Auditor	Gitzel and Company
9.3	Safety Codes/ Inspection Services	IJD Inspections
9.4	Regional Subdivision Development Appeal Board	Regional SDAB and Clerk Overseen by PCPS
9.5	Regional Assessment Review Board	Capital Region Assessment Services Commission
9.6	Subdivision and Development Officer	Gra-Core Consulting & Investments Ltd & CAO
9.7	Regional Director of Emergency Management	Clint Sime, County of Stettler
9.8	Regional Deputy Directors of Emergency Management	Kyle Benna and Aislinn Reule
9.9	Animal Control Services and Bylaw Enforcement Officer	Alberta Animal Services Bylaw Enforcement

MOTION CARRIED

10. Council Remuneration:

Motion 25:08:32 Moved by Mayor Zembal that the revised CNL 2.1: Council Remuneration Policy be approved, with the following additional amendments:

1. Addition: 2.6.4 Compensation for attendance at other special events, provided such attendance is: Authorized by Council, and Demonstrated to provide a benefit to the community.

2. Amendments:
 - a. Schedule A
Expense Reimbursements remove the printing costs with receipts up to \$200 annually and replace with technology allowance of \$15/mo., no receipts required.
 - b. Clause 4.4: Replace the current provision for annual printing supply reimbursement with a monthly electronic use and printing allowance of \$15/monthly, no receipts required.

MOTION CARRIED

Motion 25:08:33 Moved by Councillor Ashford to direct administration review the meeting hourly rate and base rate remuneration with summer villages and other similar municipalities with populations under 500., and report back at the September 17, 2025, meeting.

MOTION CARRIED

Motion 25:08:34 Moved by Councillor Thorogood that prior to the dissolution of council for municipal elections that the outgoing council will review council remuneration policies and make any changes, less than cost of living and CRA.

MOTION CARRIED

11. Adjournment:

Motion 25:08:32 Moved by Mayor Zembal to adjourn the meeting at 12:09 PM.

MOTION CARRIED

*Next Regular Council Meeting will be September 17, 2025.
Public Welcome.*

Mayor

Chief Administrative Officer



August 13, 2025

Mayor/Reeve/CAO

Stettler County, Town of Stettler, Village of Big Valley, Village of White Sands and Village of Rochon Sands, AB

Dear Mayor/Reeve/CAO,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Stettler RCMP Detachment.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As your Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Staff Sergeant Cam Russell
Chief of Police
Stettler Detachment





Alberta RCMP - Provincial Policing Report

Detachment Information

Detachment Name

Stettler

Detachment Commander

S/Sgt. Cam Russell

Report Date

August 13, 2025

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Crime Reduction / Property Crime

Updates and Comments:

Continued efforts to target prolific offenders, conduct curfew and compliance checks on those who are on probation/parole all while working with both offices to ensure all information possible is being shared when available. Continuous briefings held with all members to ensure they are kept up to date with who's on warrant or conditions and when they are removed.

Priority #2: Enhanced Public Confidence and Engagement - Engage with Community Members and Councils

Updates and Comments:

During this quarter the detachment has engaged with our community on an official basis by attending 3 council meetings and unofficially by attending and being a part of several parades in the area, appreciation events for municipal employees, high school rodeo events are to name only a few. The detachment has participated in 2 tabletop exercises with surrounding emergency services as well. More plans are to be made to arrange Coffee with a Cop community engagement events which have been well received.





Community Consultations

Consultation #1

Date	Meeting Type
Topics Discussed	
Notes/Comments:	
No community consultations identified.	

Consultation #2

Date	Meeting Type
June 11, 2025	Meeting with Elected Officials
Topics Discussed	
New golf cart/off road vehicle bylaw	
Notes/Comments:	
Reports from council are very favorable towards new bylaw, still several complaints to the village advising of underage operators in the village however nothing has been reported to the police. Education on new bylaw still main focus for local officers.	

Consultation #3

Date	Meeting Type
June 18, 2025	Meeting with Stakeholders
Topics Discussed	
Table Top Emergency Exercise	
Notes/Comments:	
Mock disaster held at County building to simulate a large scale flood impacting all services and most community residents.	





Consultation #4

Date	Meeting Type
June 25, 2025	Meeting with Elected Officials
Topics Discussed	
Concern for offender living in the area	
Notes/Comments:	
Was called to attend urgent meeting with County Council and residents to discuss concerns surrounding a new resident who moved to the area with a checkered past.	

Consultation #5

Date	Meeting Type
June 29, 2025	Community Connection
Topics Discussed	
Local policing	
Notes/Comments:	
Two detachment members attended the Village of White Sands annual general meeting, a number of topics were spoken to with much focus on golf cart/off highway vehicle bylaw.	





Provincial Service Composition

Staffing Category	Established Positions	Working	Soft Vacancies	Hard Vacancies
Regular Members	4	4	1	0
Detachment Support	1	1	0	0

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the four established positions, four officers are currently working. One officer is Surplus To Establishment. There is one officer on Medical leave. There is no hard vacancy at this time.

Detachment Support: There is one established position that is currently filled. There is no hard vacancy at this time.





Stettler Municipal Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	1	4	0	0	-100%	N/A	-0.3
Other Sexual Offences		0	1	2	0	2	N/A	N/A	0.3
Assault		18	19	24	21	13	-28%	-38%	-0.8
Kidnapping/Hostage/Abduction		0	0	1	0	1	N/A	N/A	0.2
Extortion		1	0	0	1	0	-100%	-100%	-0.1
Criminal Harassment		3	5	8	7	7	133%	0%	1.0
Uttering Threats		9	15	15	7	14	56%	100%	0.2
TOTAL PERSONS		32	42	54	36	37	16%	3%	0.4
Break & Enter		16	11	11	8	10	-38%	25%	-1.5
Theft of Motor Vehicle		14	8	8	2	5	-64%	150%	-2.4
Theft Over \$5,000		2	4	2	3	1	-50%	-67%	-0.3
Theft Under \$5,000		25	25	26	15	19	-24%	27%	-2.2
Possn Stn Goods		8	4	5	4	2	-75%	-50%	-1.2
Fraud		17	12	16	13	24	41%	85%	1.5
Arson		2	0	0	1	0	-100%	-100%	-0.3
Mischief - Damage To Property		23	23	17	10	15	-35%	50%	-2.9
Mischief - Other		14	5	9	19	20	43%	5%	2.6
TOTAL PROPERTY		121	92	94	75	96	-21%	28%	-6.7
Offensive Weapons		5	8	2	4	2	-60%	-50%	-1.0
Disturbing the peace		10	14	25	11	16	60%	45%	0.9
Fail to Comply & Breaches		18	13	13	9	19	6%	111%	-0.2
OTHER CRIMINAL CODE		10	9	12	3	4	-60%	33%	-1.8
TOTAL OTHER CRIMINAL CODE		43	44	52	27	41	-5%	52%	-2.1
TOTAL CRIMINAL CODE		196	178	200	138	174	-11%	26%	-8.4



Stettler Municipal Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	1	0	N/A	-100%	0.1
Drug Enforcement - Possession		2	2	1	8	0	-100%	-100%	0.2
Drug Enforcement - Trafficking		2	2	0	1	4	100%	300%	0.3
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
Total Drugs		4	5	1	10	4	0%	-60%	0.5
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	2	0	3	0	N/A	-100%	0.1
TOTAL FEDERAL		4	7	1	13	4	0%	-69%	0.6
Liquor Act		1	4	3	4	0	-100%	-100%	-0.2
Cannabis Act		1	2	0	0	0	-100%	N/A	-0.4
Mental Health Act		20	23	22	25	28	40%	12%	1.8
Other Provincial Stats		33	13	24	39	22	-33%	-44%	0.4
Total Provincial Stats		55	42	49	68	50	-9%	-26%	1.6
Municipal By-laws Traffic		0	0	3	0	0	N/A	N/A	0.0
Municipal By-laws		3	7	4	3	3	0%	0%	-0.4
Total Municipal		3	7	7	3	3	0%	0%	-0.4
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		4	3	1	0	0	-100%	N/A	-1.1
Property Damage MVC (Reportable)		33	22	42	15	15	-55%	0%	-4.3
Property Damage MVC (Non Reportable)		0	6	6	2	5	N/A	150%	0.6
TOTAL MVC		37	31	49	17	20	-46%	18%	-4.8
Roadside Suspension - Alcohol (Prov)		6	0	3	5	1	-83%	-80%	-0.5
Roadside Suspension - Drugs (Prov)		0	0	0	1	1	N/A	0%	0.3
Total Provincial Traffic		358	108	252	178	131	-63%	-26%	-38.4
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		17	4	6	10	6	-65%	-40%	-1.6
Common Police Activities									
False Alarms		24	10	20	13	8	-67%	-38%	-2.9
False/Abandoned 911 Call and 911 Act		3	4	4	6	12	300%	100%	2.0
Suspicious Person/Vehicle/Property		67	46	45	29	39	-42%	34%	-7.3
Persons Reported Missing		3	0	4	4	3	0%	-25%	0.4
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		18	13	23	17	20	11%	18%	0.8
Form 10 (MHA) (Reported)		0	2	1	3	0	N/A	-100%	0.1



Stettler Provincial Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	2	0	2	1	N/A	-50%	0.2
Other Sexual Offences		0	3	0	0	2	N/A	N/A	0.1
Assault		3	7	13	3	9	200%	200%	0.8
Kidnapping/Hostage/Abduction		0	0	0	0	1	N/A	N/A	0.2
Extortion		1	0	0	1	0	-100%	-100%	-0.1
Criminal Harassment		4	4	2	3	4	0%	33%	-0.1
Uttering Threats		2	8	4	5	6	200%	20%	0.5
TOTAL PERSONS		10	24	19	14	23	130%	64%	1.6
Break & Enter		11	3	14	10	9	-18%	-10%	0.3
Theft of Motor Vehicle		4	8	1	4	4	0%	0%	-0.4
Theft Over \$5,000		2	1	0	1	1	-50%	0%	-0.2
Theft Under \$5,000		13	6	4	9	10	-23%	11%	-0.3
Possn Stn Goods		4	2	3	2	3	-25%	50%	-0.2
Fraud		5	3	7	3	11	120%	267%	1.2
Arson		2	0	0	0	1	-50%	N/A	-0.2
Mischief - Damage To Property		8	6	6	3	7	-13%	133%	-0.5
Mischief - Other		4	1	2	5	8	100%	60%	1.2
TOTAL PROPERTY		53	30	37	37	54	2%	46%	0.9
Offensive Weapons		2	0	4	2	4	100%	100%	0.6
Disturbing the peace		2	0	2	2	3	50%	50%	0.4
Fail to Comply & Breaches		3	2	5	1	5	67%	400%	0.3
OTHER CRIMINAL CODE		1	2	6	4	3	200%	-25%	0.6
TOTAL OTHER CRIMINAL CODE		8	4	17	9	15	88%	67%	1.9
TOTAL CRIMINAL CODE		71	58	73	60	92	30%	53%	4.4



Stettler Provincial Detachment Crime Statistics (Actual) Q1 (April - June): 2021 - 2025

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

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	2	0	1	N/A	N/A	0.2
Drug Enforcement - Trafficking		3	2	0	0	0	-100%	N/A	-0.8
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		3	2	2	0	1	-67%	N/A	-0.6
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	2	0	1	N/A	N/A	0.2
TOTAL FEDERAL		3	2	4	0	2	-33%	N/A	-0.4
Liquor Act		1	0	1	0	0	-100%	N/A	-0.2
Cannabis Act		0	0	1	0	0	N/A	N/A	0.0
Mental Health Act		12	8	3	3	12	0%	300%	-0.5
Other Provincial Stats		17	4	6	16	10	-41%	-38%	-0.2
Total Provincial Stats		30	12	11	19	22	-27%	16%	-0.9
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		4	0	2	1	0	-100%	-100%	-0.7
Total Municipal		5	0	2	1	0	-100%	-100%	-0.9
Fatals		0	1	1	0	0	N/A	N/A	-0.1
Injury MVC		3	5	1	3	1	-67%	-67%	-0.6
Property Damage MVC (Reportable)		30	39	24	24	24	-20%	0%	-2.7
Property Damage MVC (Non Reportable)		1	3	3	3	0	-100%	-100%	-0.2
TOTAL MVC		34	48	29	30	25	-26%	-17%	-3.6
Roadside Suspension - Alcohol (Prov)		6	2	3	5	1	-83%	-80%	-0.7
Roadside Suspension - Drugs (Prov)		1	0	0	0	0	-100%	N/A	-0.2
Total Provincial Traffic		228	79	163	205	167	-27%	-19%	0.4
Other Traffic		0	0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		10	4	5	13	6	-40%	-54%	0.1
Common Police Activities									
False Alarms		1	5	9	3	4	300%	33%	0.4
False/Abandoned 911 Call and 911 Act		8	6	1	2	5	-38%	150%	-1.0
Suspicious Person/Vehicle/Property		29	19	13	21	26	-10%	24%	-0.4
Persons Reported Missing		1	2	0	1	0	-100%	-100%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		5	1	4	10	7	40%	-30%	1.3
Form 10 (MHA) (Reported)		1	0	0	0	3	200%	N/A	0.4

Meeting:	Regular Council
Meeting Date:	September 17, 2025
Originated By:	Melissa Beebe, CAO
Title:	Meeting Rate Review of CNL 2.1 Council Remuneration Policy
Agenda Item Number:	6.1

BACKGROUND/PROPOSAL:

At the Organizational Meeting on August 22, 2025, Council considered revisions to the CNL 2.1 Council Remuneration Policy. These changes aim to update remuneration and expense reimbursement structures to align with best practices and reflect current municipal operations.

Recommended changes were approved by council through resolution incorporating the following amendments:

1. Addition: 2.6.4 Compensation for attendance at other special events, provided such attendance is: Authorized by Council, and Demonstrated to provide a benefit to the community.
2. Amendments:
 - a. Schedule A
Expense Reimbursements remove the printing costs with receipts up to \$200 annually and replace with technology allowance of \$15/mo., no receipts required.
 - b. Clause 4.4: Replace the current provision for annual printing supply reimbursement with a monthly electronic use and printing allowance of \$15/monthly, no receipts required.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council requested a review of remuneration rates in comparison to similar summer villages and resolved that the remuneration policy be reviewed every four years prior to municipal elections.

Administration provided comparative data indicating a trend away from base remuneration toward higher meeting rates among comparable municipalities.

A customized summary of the 2024 AMSC Wage & Compensation Report has been provided for Council’s review to ensure remuneration aligns with regional standards.

The amendments aim to simplify expense reimbursements and ensure transparent compensation for special event attendance.

ATTACHMENTS

1. Comparative chart of meeting and base remuneration rates for similar summer villages.
2. Customized 2024 AMSC Wage & Compensation Report summary.

COSTS/SOURCE OF FUNDING (if applicable)

- The replacement of the annual \$200 printing reimbursement with a \$15 monthly technology allowance (\$180 annually) results in a slight reduction in maximum expense claims related to this item, potentially generating modest cost savings.
- Adjustments to remuneration rates, if any, following future reviews may impact the budget and will be presented to Council for approval at that time.
- Overall financial impact is expected to be minimal and manageable within the existing Council remuneration budget.

RECOMMENDED ACTION:

That council discuss and approve any further amendments to the policy.

Initials show support – Reviewed By:

CAO: M B

Comparator Municipalities

This customized report for the 2024 AMSC Wage & Compensation includes aggregated data from the following municipalities (n=55):

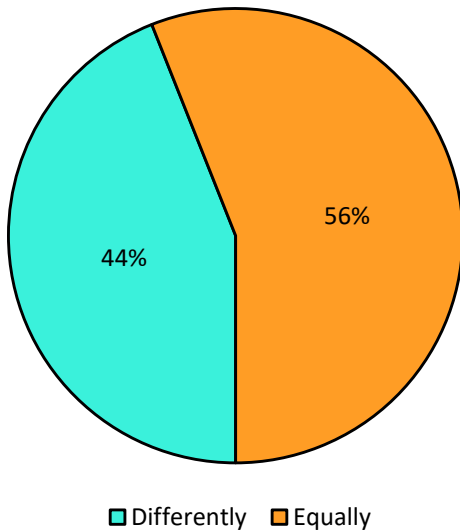
Summer Village of Betula Beach
Summer Village of Birchcliff
Summer Village of Gull Lake
Summer Village of Half Moon Bay
Summer Village of Jarvis Bay
Summer Village of Kapasiwin
Summer Village of Lakeview
Summer Village of Norglenwold
Summer Village of Rochon Sands
Summer Village of Seba Beach
Summer Village of Sunbreaker Cove
Summer Village of West Baptiste
Summer Village of White Sands
Village of Acme
Village of Alberta Beach
Village of Alliance
Village of Amisk
Village of Arrowwood
Village of Barnwell
Village of Barons
Village of Berwyn
Village of Big Valley
Village of Bittern Lake
Village of Boyle
Village of Carmangay
Village of Chauvin
Village of Chipman
Village of Clive
Village of Clyde
Village of Coutts
Village of Czar
Village of Delburne
Village of Delia
Village of Donalda
Village of Duchess
Village of Edberg
Village of Edgerton
Village of Glenwood

Village of Halkirk
Village of Hay Lakes
Village of Hines Creek
Village of Kitscoty
Village of Linden
Village of Lougheed
Village of Mannville
Village of Marwayne
Village of Nampa
Village of Paradise Valley
Village of Rockyford
Village of Rosalind
Village of Rosemary
Village of Rycroft
Village of Spring Lake
Village of Vilna
Village of Warburg

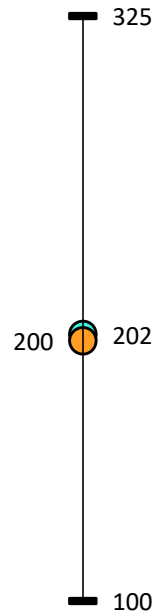
Municipalities — Villages and Summer Villages

Part 1

21. Are the Council Members, including the Mayor/Reeve, in your municipality compensated differently or equally? (n=55)

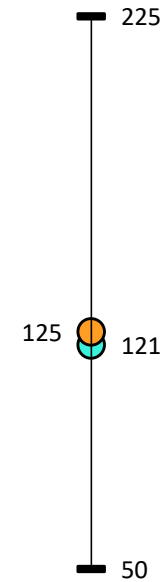


22. Council Member Rate (\$): 1. Per day (if applicable) (n=15)



Minimum	Median	Mean	Maximum
100	200	202	325

22. Council Member Rate (\$): 2. Per half day (1/2 day) (if applicable) (n=18)



Minimum	Median	Mean	Maximum
50	125	121	225

Municipality	year	Population	Usual Resident	Last Federal Census Date	Total Private Dwellings	meetings less 4hrs	Full Day (over 4 hrs)	Council Mtg Rate	Honoriam (mayor - annual)	Honoriam (Council/DM - annual)	Technology - Monthly
Summer Village of Island Lake	2024	174	174	11-May-21	219	\$50	100	150			50
Summer Village of Ross Haven	2024	126	126	11-May-21	212	100	200				
Summer Village of West Cove	2024	222	222	11-May-21	238						
Summer Village of Yellowstone	2024	117	117	11-May-21	149	75	125		2600	2400	125
Summer Village of White Sands	2024	174	174	11-May-21	304	75	100		2500	1750	15
Summer Village of Bondiss	2024	124	124	11-May-21	177	200	200				
Summer Village of Jarvis Bay	2024	213	213	11-May-21	141	120	220				
Summer Village of Sunrise Beach	2024	153	153	11-May-21	139	150	200	150			
Summer Village of Birchcliff	2024	211	211	11-May-21	229	130	260				50
Summer Village of Norglenwold	2024	306	306	11-May-21	204	100	200				
Summer Village of Half Moon Bay	2024	65	65	11-May-21	63	100	200				

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration **Number:** CNL 2.1
(Formerly Policy XI)

Adopted by: White Sands Council **Date:** August 24, 2021

Amended: February 21, 2024 **Resolution#** 24:02:03
Amended: April 9, 2025 **Resolution#** 25:04:06
Amended: August 22, 2025 **Resolution#** 25:08:32

Title: Council Remuneration Policy

Definitions: **Remuneration:** Compensation paid to elected officials for their service, including base payments, meeting fees, and allowances for approved duties

Purpose: To ensure Council Members receive fair, transparent, and accountable compensation for time and expenses incurred while conducting municipal business.

Policy Statement: The Mayor and Councillors of the Summer Village of White Sands shall receive remuneration and reimbursement for approved municipal duties and related expenses, consistent with provincial best practices and subject to annual review.

Procedure: **1 STANDARDS**

- 1.1 Remuneration is provided for official municipal business and functions that benefit the municipality.
- 1.2 Compensation is not intended to replace income from professional or employment roles.
- 1.3 Remuneration rates and this policy shall be reviewed annually by Council at the Organizational Meeting, considering inflation (CPI), municipal comparisons, and other factors. .
- 1.4 Before a municipal election and Council dissolution, the outgoing Council will review this Remuneration Policy and suggest any changes to remuneration rates, which must at minimum reflect the cost of living (CPI) or CRA mileage increases. This ensures remuneration remains fair and aligned with economic factors during transitions. .

2 MAYOR AND COUNCIL FEES

- 2.1 Compensation shall follow the rates in Schedule A:
- 2.2 Base remuneration for regular council meeting attendance will be paid monthly with no claim form required by council.
- 2.3 Other expenses must be submitted with an approved claim form and supporting receipts unless otherwise authorized by Council.
- 2.4 Absences due to illness or compassionate grounds will not reduce base remuneration, provided prior notice is given to the Chair or Administration
- 2.5 Per Diem rates apply for approved meetings, determined by:
 - 2.5.1 Half-day: Up to 4 hours including travel time.
 - 2.5.2 Full-day: Over 4 hours including travel time.
- 2.6 Approved meetings include:
 - 2.6.1 Regular Council meetings.
 - 2.6.2 Committees, boards, or external bodies to which Council has formally appointed the member (including alternates) by resolution at the Organizational Meeting or other Council meeting.
 - 2.6.3 Budget or special Council meetings authorized by Council resolution
 - 2.6.4 Compensation for attendance at other special events, provided such attendance is: authorized by council and demonstrated to provide a benefit to the community.

3 COUNCIL PROFESSIONAL DEVELOPMENT AND CONFERENCES:

- 3.1 Each Councillor is allocated \$800.00 annually for professional development (e.g., seminars, workshops, webinars).
- 3.2 Travel, meals, accommodations, and other related costs are reimbursed separately in accordance with Section 4
- 3.3 Attendance at the following major conferences is encouraged and supported:
 - 3.3.1 Alberta Summer Villages Association (ASVA).
 - 3.3.2 Alberta Municipalities (AUMA):
 - 3.3.3 Rural Municipalities of Alberta (RMA)
 - 3.3.4 Other relevant provincial or national governance

events

- 3.4 Council shall annually determine, by resolution, the number of members attending each conference based on:
 - Available budget
 - Cost of attendance
 - Relevance to roles/responsibilities
 - Rotation or priority strategies (e.g. alternating years)
- 3.5 Councillors attending conferences may claim per diem rates in addition to travel-related reimbursements.
- 3.6 Spouse or partner expenses are not reimbursed unless they are sharing accommodations with the Councillor or their attendance is part of an official municipal invitation.
- 3.7 The ASVA Conference shall be considered the primary professional development event for Council members, particularly in election years. Attendance at ASVA is highly encouraged for all Council members and may be mandatory for new or first-term Councillors, subject to budget approval.
- 3.8 All conference or external meeting attendance must be approved by Council resolution

4 EXPENSES

- 4.1 Reasonable out-of-pocket expenses related to municipal duties shall be reimbursed. This includes.
 - Travel and transportation
 - Accommodation
 - Meals
 - Printing supplies (paper, ink)
- 4.2 Use of personal vehicles is reimbursed at the current CRA per-kilometre rate.
- 4.3 Meal costs may be reimbursed either via:
 - CRA per diem rates, or
 - Itemized receipts (gratuity allowed, alcohol excluded)
- 4.4 Personal electronic technology including cell phone, computer, and/or printing expenses, will be covered under a \$15.00 monthly allowance.
- 4.5 Monthly claims must be submitted using the approved

expense form.

- 4.6 Approval of Expense Claims: All expense claims submitted by Councillors must be reviewed and approved by the Mayor before reimbursement is processed. In the event the Mayor submits an expense claim, the Deputy Mayor shall review and approve it. Expense claims without the required approval will not be reimbursed.
- 4.7 Appeals of Denied Claims If a Councillor's expense claim is denied by the approving authority (Mayor or Deputy Mayor), the Councillor may appeal the decision to the full Council for further review and final determination. The Council's decision on the appeal shall be final.
- 4.8 Administration will present an annual summary of Council remuneration and expenses at the Organizational Meeting. This summary may be published for public transparency.

Schedule A: Remuneration and Expense Rates

Annual Base Honorarium

(Paid monthly via automatic deposit, no expense form required)

Role	Annual Rate	Monthly Payment
Mayor	\$2,500	\$208.33/month
Councillor	\$1,750	\$145.83/month

Note: The honorarium compensates for general duties and regular monthly Council meetings.

Meeting Per Diem Rates

(Paid through automatic deposit and considered CRA taxable income)

Type	Duration	Rate
Budget/Special Council Meetings	Up to 4 hrs	\$75.00
Budget/Special Council Meetings	Over 4 hrs	\$100.00
Committee/Board/Training/Conference	Up to 4 hrs	\$75.00
Committee/Board/Training/Conference	Over 4 hrs	\$100.00

Note: Meeting per diem rates are considered taxable income under CRA guidelines. These payments are included with the monthly honorarium through automatic deposit and are reported as part of regular payroll reporting as part of the expense reporting sheet.

Expense Reimbursements

(Paid through Accounts Payable cheque run; not subject to income tax)

- Mileage: CRA per-kilometre rate (non-taxable)
- Meals: CRA per diem or receipts (alcohol excluded)
- Accommodation & Transportation: Receipts required
- Communication/technology Expense - \$15.00 monthly.

Note: These reimbursements are not taxable benefits and are processed separately from payroll, but still need to be reported on the expense reporting sheet.

End of Policy – CNL 2.1



Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 17, 2025
Originated By:	Melissa Beebe, CAO
Title:	P&R 4.6: Municipal & Environmental Reserve Lands Dead-Standing Tree Policy
Agenda Item Number:	6.2

BACKGROUND/PROPOSAL:

This summer, Administration received numerous inquiries from residents regarding the removal of dead-standing trees within the Summer Village. At the July 2025 Regular Council Meeting, the following motion was passed:

“Moved by Councillor Zembal to have Administration create a dead-standing tree removal policy in regards to municipal and environmental reserves and bring back to the next regular council meeting.”

Administration has prepared the “P&R 4.6: Municipal and Environmental Reserve Lands Dead-Standing Tree Policy” (attached). The policy provides a framework for tree management, hazard mitigation, and resident requests regarding dead or dangerous trees located on Municipal Reserve (MR) and Environmental Reserve (ER) lands.

DISCUSSION:

- **Resident Concerns:** Many requests come from property owners adjacent to MR/ER lands. Residents want assurance that hazardous trees will be addressed to protect their property and safety.
- **Municipal Liability:** The policy clearly outlines that the Village assumes responsibility only for *known hazards* and disclaims liability for acts of nature (wind, storms, erosion). This protects the municipality from unreasonable claims.
- **Consistency & Fairness:** The policy provides a standardized process for evaluating tree concerns (risk matrix), reducing ad-hoc or subjective decision-making.
- **Environmental Protection:** The policy reinforces that MR and ER lands are intended to remain natural. Dead-standing trees that do not pose risks may remain as important wildlife habitat.
- **Resident Involvement:** Allows for limited resident pruning at the property line and establishes a process for resident requests and Village review.



Request For Decision (RFD)

- **Enforcement:** Unauthorized tree removal will be enforceable under Bylaw 198-23 with fines and remediation orders.

COST/BUDGET (if applicable)

- **Arborist Services:** Professional assessment may be required when trees threaten infrastructure or safety. Estimated at \$250–\$500 per inspection.
- **Tree Removal Costs:** Depending on size and location, removal could range from \$500–\$2,500 per tree.
- **Annual Budget Impact:** Administration recommends setting aside a small budget or allocating funds within Public Works for anticipated tree removals.
- **Staff Time:** Processing resident requests, inspections, and monitoring MR/ER lands will require administrative and Public Works time.

RECOMMENDED ACTION:

1. Adopt the Policy as Presented
OR
2. Adopt the Policy with Amendments
OR
3. Defer Adoption.

Initials show support – Reviewed By:

CAO: MB

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration **Number:** [Policy #]
Adopted by: White Sands Council **Date:** [Original Date]
Amended: [Amended dates if any] **Resolution#** [Resolution #]
Amended: [Amended dates if any] **Resolution#** [Resolution #]

Title: Municipal and Environmental Reserve Lands Dead-Standing Tree Policy

Purpose: This policy provides direction for the management and protection of Municipal Reserve (MR) and Environmental Reserve (ER) lands within the Summer Village of White Sands.

The objectives are to:

- Preserve natural ecosystems, vegetation, and wildlife habitats.
- Define permitted and prohibited uses of MR and ER lands.
- Set out a tree management and hazard mitigation process.
- Protect public access while managing municipal liability.
- Ensure compliance with the Use of Public Lands Bylaw No. 198-23.
- Promote public access and connectivity to water bodies and natural spaces.
- Establish requirements for land dedication, remediation, and environmental protection.
- Engage the community through education and stewardship.
- Provide a clear framework for enforcement and municipal administration.

Scope: This policy applies to all lands designated as:

- **Environmental Reserve (ER)**
- **Municipal Reserve (MR)**

within the jurisdiction of the Summer Village of White Sands.

Environmental Reserve lands are primarily protected for environmental conservation and hazard prevention, often in a natural state. Municipal Reserve lands support passive recreation, trails, and limited public amenities.

Definitions: **Environment Reserve (ER):** Land dedicated to protect natural features such as shorelines, wetlands, or steep slopes.

Municipal Reserve (MR): Land dedicated for parks, pathways, open space, and recreation.

Environmental Reserve Easement (ERE): A tool for protecting environmental features on private land while retaining private ownership.

Dedication and Connectivity of Reserve Lands:

- Dedication of ER may provide public access to lakes and watercourses.
- New ER lands should connect with existing ones to form continuous green corridors.
- The Village may require developers to reclaim or remediate degraded lands before accepting dedication.

Use of Environmental Reserve Easements (ERE):

- The Village does not normally accept EREs in subdivisions.
- EREs may be used where access is unnecessary or environmental sensitivity is high.
- EREs will not be accepted along lakes or rivers where public access is desired.

Permitted Uses of MR and ER Lands:

Permitted uses include:

- Passive recreation (e.g. walking, birdwatching)
- Trails, benches, and signage (where approved)
- Educational activities (by permit)
- Municipally approved seasonal access points

Prohibited Uses:

Prohibited without written permission:

- Tree/vegetation removal
- Private storage or landscaping
- Structure placement
- Use of motorized vehicles
- Modifications for private views or access

Temporary Use and Permitting:

- Temporary structures (e.g. docks, stairs) must be removable and permitted under Bylaw 198-23
- Cannot obstruct public access or damage shoreline vegetation

May be subject to inspection and removal

Tree Management and Removal:

9.1 General

All trees on MR/ER lands belong to the Village. Residents may not remove or cut trees without approval.

9.2 Municipal Tree Work

Condition	Action	Approval
Immediate danger	Village removes	No
Threat to infrastructure	Arborist review	Yes
Impact on adjacent property	Resident requests	Yes

9.3 Resident Pruning at Property Line

Residents may prune dead/damaged branches overhanging their yard **up to the property line** if:

- No trunk or roots are damaged
- No access to Village land is needed
- No heavy equipment is used
- It is not for view enhancement





Residents are encouraged to notify the Village before undertaking any pruning.

9.4 Tree Concern / Request for Review

Residents may file a request. The Village will assess based on the risk matrix and staff availability.

Tree Risk and Hazard Prioritization Matrix:

Tree Risk & Hazard Prioritization Matrix

Priority	Description	Target Response Time
 High	Tree danger over trail or structure	3–5 days
 Medium	Large limbs over yards	2–4 weeks
 Low	Fallen tree off-trail	As resources permit
 Very Low	View concerns	No action

Acts of Nature and Natural Tree Falls:

- The Village is **not liable** for damage caused by acts of nature such as wind, storms, or erosion unless gross negligence is proven.
- Residents must notify the Village if a tree from reserve land falls onto private property.
- The Village may assist if public safety is at risk.

Unauthorized removal of trees on reserve lands is prohibited

Enforcement:

Violations may result in:

	<ul style="list-style-type: none"> • Fines under Bylaw 198-23 • Orders for site remediation • Suspension of future access or approvals
<u>Limitations of Liability (Updated):</u>	<p>The Summer Village of White Sands disclaims liability for injury, damage, or loss resulting from natural conditions or acts of nature, including but not limited to wind, storms, snowfall, erosion, or the failure of trees on Municipal Reserve (MR) or Environmental Reserve (ER) lands, unless it is proven that the Village acted with gross negligence.</p> <p>If a tree-related concern is reported by a resident and the Village inspects the tree and determines that it is healthy or not an imminent hazard, the Village shall not be held liable if that tree is later damaged, uprooted, or causes harm due to natural events such as strong winds, heavy snow, or excessive rainfall.</p> <p>The Village’s responsibility is to respond to known and reported hazards in a timely, reasonable, and risk-informed manner. It is not responsible for guaranteeing the absolute safety of natural elements or preventing damage caused by weather or environmental conditions beyond its control.</p>
<u>Public Communication and Signage:</u>	<ul style="list-style-type: none"> • Signs will mark MR/ER boundaries • Activities allowed and restricted will be posted • Fences/barriers may be used to prevent unauthorized access
<u>Inventory, Monitoring, and Maintenance:</u>	<ul style="list-style-type: none"> • A baseline inventory of all MR and ER lands will be maintained • Annual monitoring will ensure compliance • Community groups may assist with stewardship and maintenance
<u>Public Education:</u>	<p>The Village will provide public information on:</p> <ul style="list-style-type: none"> • The purpose of reserve lands • Appropriate use and reporting procedures • Environmental protection initiatives
<u>Bylaw Support and Administration:</u>	<ul style="list-style-type: none"> • Supported by Bylaw 198-23 • Council may delegate administration to the CAO or designate
<u>Policy Review:</u>	This policy will be reviewed every four (4) years, or sooner as needed.
<u>Note on Provincial Jurisdiction – Bed and Shore of Water Bodies:</u>	<p>The Summer Village of White Sands recognizes that the bed and shore of lakes and water bodies are typically Crown lands, governed by the Province of Alberta under the Water Act and Public Lands Act.</p> <p>This policy does not authorize any activity below the ordinary high-water</p>

mark.

Activities like:

- Vegetation clearing
- Dock or lift installation
- Shoreline stabilization
- Fill placement

may require approval from Alberta Environment and Protected Areas (AEPA).

It is the **landowner's responsibility** to consult with AEPA. The Village accepts no liability for unauthorized use of Crown lands.

Statement: The Summer Village of White Sands is committed to preserving its reserve lands in their natural state, ensuring they serve environmental, recreational, and public access purposes, while balancing ecological sustainability and municipal risk management.

General: This policy applies to all MR and ER lands within the Village's jurisdiction. It establishes use rules, enforcement protocols, and guidance on vegetation and structure management consistent with provincial laws and Bylaw 198-23.

Parameters:

- Applies to all MR and ER land parcels.
- Requires written approval for any activities not explicitly permitted.
- Recognizes Crown jurisdiction below the ordinary high-water mark.

Helpful Resources: Alberta Environment and Protected Areas (AEPA)
Public Lands Act & Water Act
Use of Public Lands Bylaw

Meeting:	Regular Council
Meeting Date:	September 17, 2025
Originated By:	Melissa Beebe, CAO
Title:	Adoption of Revised Human Resources Policy ADM 1.4: Employee Hiring & Employment Process/Human Resources
Agenda Item Number:	6.3

BACKGROUND/PROPOSAL:

Policy ADM 1.4 governs the hiring, employment, and human resource practices of the Summer Village of White Sands. Originally adopted in April 2020 and amended in April 2025, this policy has now undergone further review and revision to enhance clarity, flexibility, and alignment with Alberta Employment Standards.

The most significant updates relate to **Section 3: Hours of Work**, which has been restructured and clarified to outline specific working hours, lunch break policies, and scheduling flexibility for both Administrative and Public Works staff.

Additionally, other sections of the policy have been reviewed and refined to support operational consistency and legislative compliance.

DISCUSSION:

The updates are designed to support:

- Transparency in employee expectations and work arrangements
- Flexibility in work scheduling, including compressed workweeks where appropriate
- Clear communication of municipal and statutory holiday entitlements
- Alignment with Alberta Employment Standards Code for sick leave and vacation accrual
- A professional, adaptable HR framework for a small but diverse municipal team

These enhancements ensure continued compliance with provincial legislation while allowing the CAO discretion in applying flexible work arrangements suitable to the Village’s seasonal and part-time staffing model.

SUMMARY OF KEY CHANGES:

Section	Previous Wording	Updated Wording / Change
3.1 – Admin Office Hours	Staff worked a 7-hour day with a paid working lunch.	Clarified that the lunch is paid and working (no closure), and added flexibility for compressed workweeks or alternate schedules with CAO approval.
3.2 – Public Works Hours	35–40 hours/week with a 30-minute unpaid lunch.	Clarified that lunch breaks and schedules may be negotiated at the time of hiring. Flexible workweeks (e.g., 4-day weeks) may be approved by the CAO. Defined scheduling window (6:00 a.m. to 6:00 p.m., Monday to Friday).
3.3 – Attendance	Not specified in detail.	Reaffirmed that employees begin work upon arrival at their assigned office, shop, or site.
General Formatting	Combined paragraphs and general text.	Added clear subheadings under Section 3 (Admin, Public Works, Attendance) for readability.
Holidays	Listed statutory holidays only.	Included municipal paid holidays and Christmas floater days, with full details.
Vacation and Sick Leave Accrual	Less formalized.	Clarified per-pay-period accrual, carry-forward limits, and doctor’s note requirement.
Policy Notes (Internal Use)	Not included.	Internal notes added to assist hiring managers with scheduling expectations.

COST/SOURCE OF FUNDING (if applicable):

None at this time. These changes reflect current operational practices and legislated minimums. No additional cost implications are anticipated.

ALTERNATIVES:

1. Approve the revised policy as presented.
2. Request further amendments or clarification.
3. Defer the decision and maintain the current version of Policy ADM 1.4.

ATTACHEMENTS:

- Revised Human Resources Policy ADM 1.4 (Clean Copy)

RECOMMENDED ACTION:

Be it resolved that Council approve the revised Human Resources Policy ADM 1.4 – Employee Hiring & Employment Process / Human Resources, dated September 17, 2025, as presented, and direct Administration to update the policy manual accordingly.

Initials show support – Reviewed By:

CAO: M B

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration **Number:** ADM 1.4
(Formerly Policy VII)

Adopted by: White Sands Council **Date:** April 17, 2020

Amended: December 20, 2023 **Resolution#** 23:12:08
Amended: April 9, 2025 **Resolution#** 25:04:06
Amended: [Insert Date] **Resolution#** [insert #]

Title: Employee Hiring & Employment Process/Human Resources

- Purpose:**
1. To promote and maintain a harmonious and co-operative relationship between the SummerVillage and Employees.
 2. To document personnel practices and policies of the Summer Village.
 3. Provide clarity around employment terms and benefits.
 4. Ensure employee safety, service quality, and administrative transparency.
 5. Offer a fair and professional HR framework.
 6. Support delivery of quality services to ratepayers and residents.

Statement: To provide an equitable, safe, and productive work environment that supports the recruitment, retention, and development of employees.

-
- Definitions:**
1. **Permanent Full-time:** Ongoing employment, 30–40 hours/week.
 2. **Permanent Part-time:** Ongoing employment, under 30 hours/week.
 3. **Seasonal:** Temporary full-time, 3–11 months in duration.
 4. **Casual:** Full-time for a fixed period under 12 months.
 5. **Full-time Hours:** 30–40 hours per week depending on position.

-
- 1. Hiring & Recruitment:**
- Council hires CAO; CAO hires all other staff and contractors.
 - Fair hiring practices include screening, qualifications, and conflict-of-interest checks.

- Relatives of staff or Council may be hired under restricted conditions.
- Offer letters must outline all employment terms.
- Required documents must be submitted prior to the start date.

2. Orientation:

- Mandatory review of municipal policies, safety procedures, and job duties.
- Additional orientation for adolescent employees (under 18) per Employment Standards Code.
- CSA-approved footwear is required for maintenance staff and not supplied by the Village.

3. Hour of Work: 3.1 Administration Office

- The Administration Office operates Monday to Thursday, 9:00 a.m. to 4:00 p.m.
- Administrative staff are scheduled for a 7-hour workday, which includes a paid working lunch (i.e., the office does not close for lunch).
- Work schedules may be adjusted by the CAO based on operational needs.
- Alternative work arrangements (e.g., compressed weeks or adjusted hours) may be approved by the CAO, depending on operational requirements and employee needs.

3.2 Public Works Maintenance

- Public Works employees generally work between 35 and 40 hours per week, depending on the season, weather conditions, and workload.
- A 30-minute unpaid lunch break is standard; however:
 - Work hours and lunch break arrangements may be negotiated at the time of hiring and documented in the employee's offer letter.
 - Flexibility such as four-day work weeks, adjusted daily hours, or split breaks may be approved by the CAO.
- Daily schedules will fall between 6:00 a.m. and 6:00 p.m., Monday to Friday, at the CAO's discretion.

3.3 Attendance

- Employees are on duty upon arriving at their designated workplace (e.g., the Administration Office, Public Works Shop,

or a field location).

-
4. **Probation Period:**
- Standard: 3 months, with possible 3-month extension by CAO.
 - Termination during probation can occur without notice or pay in lieu.
 - Employees internally transferred may serve a new probation period.

-
5. **Performance Management:**
- Annual performance reviews may be conducted at the CAO's discretion.
 - Performance period runs January 1 – December 31.

-
6. **Ending Employment:**
- Resignations must be submitted in writing.
 - Terminations will follow *Alberta Employment Standards Code*.

-
7. **Personnel Records:**
- CAO maintains confidential personnel files.
 - Employees may access their own records (except confidential references).
 - Records retained per FOIP and the municipal retention schedule.
 - Written consent is required for external information release.

-
8. **Discipline Procedure:**
- Discipline may follow a progressive format:
1. Verbal warning
 2. Written warning
 3. Two-day suspension
 4. Dismissal
- Prior warnings expire after **24 months**.
 - CAO may begin at any stage depending on severity.
 - Legal review may be required to determine “with or without cause.”

-
9. **General Holidays:**
- 9.1 Alberta Statutory Holidays Observed**
- The following holidays are recognized in accordance with the Alberta Employment Standards Code:
- New Year's Day
 - Family Day
 - Good Friday

- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day

9.2 Additional Municipal Paid Holidays

The following holidays, while not statutory, are designated as paid holidays for qualifying employees:

- Easter Monday
- Civic Holiday (First Monday in August)
- Boxing Day (December 26)
- Christmas Floater Days (see 9.3)

9.3 Christmas Floater Days

- The Administration Office is closed from noon on December 24 through January 1
- During this closure, 2–3 floater days are granted as paid leave to office staff in appreciation.
- These are in addition to statutory holidays (Christmas, Boxing Day, New Year’s Day).

9.4 Weekend Holiday Observance

- If a statutory holiday falls on a Saturday or Sunday, the next regular workday (e.g., Monday) will be granted in lieu.
- Adjustments may be made upon mutual agreement between CAO and staff.

9.5 Public Works Holiday Coverage

- Maintenance employees may be on on-call duty during the Christmas closure period for weather-dependent or emergency response.

9.6 Holiday Pay

- Holiday pay and eligibility are administered in accordance with the Alberta Employment Standards Code and subject to recent work attendance.

Benefits:

- 10 paid sick days per calendar year.
- Accrued per pay period, tracked in hours.
- No carry forward permitted.
- Doctor's note required for illness exceeding 3 days.

10.2 Vacation Leave

In line with Alberta Employment Standards:

- 2 weeks (4%) after 1 year of service
- 3 weeks (6%) after 5 years of service
 - Accrues per pay period and tracked in hours.
 - For four-day/week staff: 2 weeks = 8 paid vacation days/year
 - Up to 5 vacation days may be carried forward with CAO approval.
 - Vacation beyond the carry-forward limit is forfeited unless otherwise arranged.
 - Employees with under 1 year of service may receive 4% vacation pay on each paycheque.

10.3 Medical Benefits

- Available to permanent employees after the probation period.
- The Village pays a minimum of 80% of premium costs, or more by written agreement.

11. Employee Conduct:

- Employees must maintain professionalism and avoid conduct that could harm the Village's reputation.
- All employment-related information is confidential and must not be disclosed without written authorization.
- Violations may result in disciplinary action.

Meeting:	Regular Council
Meeting Date:	September 17, 2025
Originated By:	Melissa Beebe, CAO
Title:	ADM 1.9: Respectful Workplace & Fair Treatment Policy
Agenda Item Number:	6.4

BACKGROUND/PROPOSAL:

To support a professional, inclusive, and legally compliant workplace, administration has developed a Respectful Workplace and Fair Treatment Policy. This policy is essential for:

- Promoting fair and respectful treatment of all staff, volunteers, contractors, and elected officials
- Preventing discrimination, harassment, and unsafe conduct
- Complying with Alberta legislation, including the Human Rights Act and Occupational Health and Safety Act
- Providing clear procedures for addressing workplace concerns and unacceptable behaviour

With growing public interaction, remote work, and diverse staffing, it is important the municipality clearly defines expectations and protections for all individuals working on its behalf.

DISCUSSION:

Key Highlights of the Policy:

- Defines acceptable and unacceptable workplace conduct.
- Applies to all municipal employees, elected officials, volunteers, and contractors.
- Provides clear guidance on how to report, investigate, and respond to concerns.
- Ensures compliance with applicable provincial laws.
- Includes provisions for staff training, documentation, and policy review.

Benefits:

- Creates a safer and more respectful environment.
- Protects the municipality from liability and reputational harm.
- Supports fair treatment, retention, and morale among staff and volunteers.

Communication Plan:

- The policy will be distributed to all employees, contractors, and volunteers.
- An acknowledgment form will be signed by all applicable individuals.
- The CAO will ensure the policy is included in staff orientation and made available for reference

COST/BUDGET (if applicable)

There are no significant financial implications expected with the adoption of this policy. Costs related to staff training or policy implementation can be managed within existing operational budgets.

RECOMMENDED ACTION:

1. That Council adopt the ADM 1.9 Respectful Workplace and Fair Treatment Policy as presented.
OR
2. That Council adopt the ADM 1.9 Respectful Workplace and Fair Treatment Policy with Amendments
OR
3. Defer Decision

Initials show support – Reviewed By:

CAO: M B

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration **Number:** ADM 1.9

Adopted by: White Sands Council **Date:**

Amended: **Resolution#**

Title: Respectful Workplace & Fair Treatment Policy

Purpose:

1. Purpose

The Summer Village of White Sands is committed to maintaining a safe, respectful, and inclusive workplace where all individuals are treated fairly and professionally. This policy outlines our expectations for respectful treatment and equal opportunity in accordance with the Alberta Human Rights Act, the Occupational Health and Safety Act (OHS), and WCB Alberta standards.

This is a workplace conduct policy, not a mental health or therapeutic support policy. It is focused on:

- Legal compliance
- Fair job treatment
- Respectful communication
- Workplace safety and professionalism

Scope:

This policy applies to:

- All employees (permanent, temporary, seasonal)
- Contractors and consultants
- Volunteers
- Elected officials
- Members of the public interacting with staff in a municipal context

This applies to all workplace-related settings, including:

- Municipal offices, worksites, vehicles
- Off-site meetings or conferences
- Remote/virtual workspaces
- Any situation where work is being performed on behalf of the municipality

**Equal Opportunity
& Non-
Discrimination:**

The Summer Village of White Sands is an equal opportunity employer. Employment-related decisions (such as hiring, training, task assignment, or promotions) will be made without bias or discrimination.

No one shall be treated differently because of:

- Race or ethnicity
- Gender or gender identity

- Sexual orientation
- Age
- Religion or belief
- Family status or marital status
- Disability (mental or physical)
- Ancestry, place of origin, or source of income

Fair & Respectful Treatment of Employees:

All staff must be treated with dignity and equality in their daily work, including:

- Fair job duty assignments: Tasks and responsibilities must be assigned based on skills, training, and operational needs — not on gender or assumptions about ability.
- Equal access to opportunity: Training, development, and recognition should be offered without bias.
- Respectful interaction: No employee should be spoken to or treated in a dismissive, condescending, or aggressive manner based on who they are.

Examples of Unacceptable Conduct:

- Assigning men physical or complex tasks and giving women repetitive or menial work
- Speaking more respectfully to one gender than another
- Ignoring or undervaluing a staff member’s input because of their identity

Public disrespect or unequal representation at meetings or events

Respectful Communication Standards:

Everyone working with or for the Summer Village is expected to:

- Use clear, respectful, and professional language
- Avoid sarcasm, name-calling, or biased remarks
- Refrain from jokes or comments about gender, appearance, or personal traits

Communicate consistently, regardless of a person’s role or identity

False or Vexatious Complaints:

Complaints determined to be false, frivolous, or made in bad faith may result in the complainant being restricted from submitting further complaints for a specified period.

Records Management:

All complaints and related documentation will be maintained in accordance with municipal records retention bylaws and FOIP requirements.

Review of Policy:

This policy will be reviewed by Council at least once every three (3) years to ensure relevance and effectiveness.

Discrimination and Harassment

Discrimination and harassment are defined under the Alberta Human Rights Act and include:

Definitions:

- Unwelcome jokes, slurs, or teasing based on protected grounds
- Verbal abuse, threats, or intimidation
- Physical contact or gestures that create a hostile environment
- Sexual harassment (unwelcome sexual comments, advances, or material)
- Gender-based assignment of work or exclusion from duties or roles

Not Harassment:

- Job performance feedback or disciplinary action carried out respectfully
- Assignment of duties based on qualifications, availability, or safety
- Enforcing reasonable workplace expectations (e.g., dress code, safety rules)

Interactions with the Public:

Municipal staff must also be treated respectfully by members of the public. Supervisors must:

- Support staff if the public is acting aggressively or disrespectfully
- Monitor work assignments where staff (especially women) may be isolated or vulnerable to mistreatment
- Set and communicate standards of public conduct when interacting with municipal employees

Reporting a Concern:

Anyone who believes they've been treated unfairly, harassed, or discriminated against — or who witnesses such behaviour — should take the following steps:

Step 1: Speak Up (if safe)

If you feel safe, you may tell the person their behaviour is not appropriate.

Step 2: Report the Issue

You may report concerns to:

- Your direct supervisor
- The **Chief Administrative Officer (CAO)**
- The **Mayor or Council** (if the complaint involves the CAO)

Step 3: File a Written Complaint (if needed)

You may complete a formal complaint form with:

- Dates, times, people involved, and details of the behaviour
- Your signature

Investigation & Action:

- All reports will be taken seriously and investigated promptly and fairly.
- Investigations will be confidential and respectful to all parties.
- If a violation is confirmed, corrective action may include:
 - Verbal or written warnings

- Mandatory training
- Suspension or termination
- Legal reporting or involvement if necessary

False or Malicious Complaints:

False, malicious, or deliberately misleading complaints are also a form of misconduct and may lead to disciplinary action. This does not include complaints made in good faith, even if they are not substantiated.

No Retaliation:

Anyone who reports concerns or participates in an investigation will not face retaliation, punishment, or subtle forms of exclusion. Retaliation is a violation of this policy.

Training & Awareness:

- All staff will receive a copy of this policy during orientation.
- Regular training may be provided to support respectful workplace practices.
- Supervisors will receive guidance on how to apply this policy fairly.

Policy Limitations:

- This policy applies only to workplace-related conduct.
- Off-duty, social situations not connected to the employer are not covered unless they are part of an official work activity (e.g., conferences, training, or staff events).
- This policy is not a substitute for personal counselling, mental health treatment, or legal advice.

Policy Review & Maintenance:

This policy will be reviewed annually and updated as needed to reflect legal requirements, operational needs, or best practices. Staff will be notified of any changes.

Legislation References:

- Alberta Human Rights Act
- Occupational Health and Safety Act (Alberta)
- Workers' Compensation Act (Alberta)

Acknowledgement:

All employees, contractors, and volunteers must sign an Acknowledgement Form (Schedule A) confirming they have read, understood, and agree to comply with this policy.

Schedule A:

**Summer Village of White Sands
Respectful Workplace and Fair Treatment Policy – Acknowledgement Form**

I, _____ acknowledge that I have received, read, and understood
(Print Full Name)
the Respectful Workplace and Fair Treatment Policy of the Summer Village of White Sands.

I understand that this policy:

- Applies to me in my role as an employee, contractor, volunteer, or elected official
- Outlines expectations for respectful behaviour and fair treatment
- Is based on Alberta law (Human Rights, OHS, WCB)
- Is not a mental health or therapy policy, but a professional conduct policy

I understand that I have a responsibility to:

- Treat others with respect and fairness
- Avoid discrimination, harassment, and bias
- Report any concerns or violations according to the procedure in the policy
- Cooperate with any investigations related to this policy

I understand that violations may lead to disciplinary action, up to and including termination of employment or contract.

Employee/Contractor/Volunteer Name: _____

Signature: _____ **Date:** _____

Position/Title: _____

Witness (if applicable): _____

Schedule B:

Summer Village of White Sands Staff Quick Reference Sheet Respectful Workplace: What You Need to Know

◆ What This Policy Is:

A policy that ensures all staff, contractors, volunteers, and officials are treated **fairly, respectfully, and equally**, based on **Alberta's Human Rights, Occupational Health and Safety, and WCB legislation**.

◆ Key Standards:

- Treat everyone **with dignity and respect**
 - Assign jobs **based on skills**, not gender or assumptions
 - Speak to others professionally — no sarcasm, bias, or aggression
 - **No discrimination or harassment** of any kind
 - **Support each other** if someone is being treated unfairly
 - Expect the same respect from the public — report any problems
-

◆ Protected Grounds (from discrimination):

- Gender / Gender Identity
 - Race or Colour
 - Religion
 - Age
 - Disability
 - Family or Marital Status
 - Sexual Orientation
 - Place of Origin, Ancestry, or Income Source
-

◆ Not Considered Harassment:

- Respectful job feedback or discipline
 - Decisions based on qualifications
 - Reasonable workplace expectations
-

◆ What To Do If You Experience or Witness a Problem:

1. If safe, speak to the person

2. Report to a supervisor or CAO
3. Use the **Respectful Workplace Complaint Form**
4. You may also contact:
 - **Alberta Human Rights Commission**
 - **Occupational Health and Safety Alberta**

No retaliation will be allowed for making a good faith report.

◆ **Questions?**

Speak with your supervisor or the CAO.

Meeting:	Regular Council
Meeting Date:	Sept 17, 2025
Originated By:	Melissa Beebe, CAO
Title:	ADM 1.10 – Employee Wage & Compensation Policy
Agenda Item Number:	6.5

BACKGROUND/PROPOSAL:

The Summer Village of White Sands, like many small municipalities, operates with a lean workforce where employees fulfill multiple roles across administration, public works, and seasonal support. A structured yet flexible wage grid is needed to ensure the following:

- Transparency and fairness in compensation practices
- Clarity for budgeting and staffing purposes
- Consistency with current duties and market trends
- Confidentiality under FOIP and administrative professionalism.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Policy Highlights

- Introduces a multi-role wage grid with step-based hourly ranges for each position (e.g., Admin / Finance Clerk, Public Works Lead, etc.)
- Reinforces confidentiality of individual wage placements
- Aligns with applicable legislation including the Municipal Government Act (MGA) and Freedom of Information and Protection of Privacy Act (FOIP)
- Provides Council authority over COLA adjustments and CAO compensation

Legislative / Policy Alignment:

- MGA, RSA 2000, c M-26 – Council’s authority to establish HR policies and approve budgets
- FOIP, RSA 2000, c F-25 – Confidential handling of employee wage information
- Aligns with Policy ADM 1.4 (Employee Hiring & Employment Process)

COSTS/SOURCE OF FUNDING (if applicable)

- No immediate financial impact
- Supports future budgeting by providing wage structure clarity
- Council remains responsible for any cost-of-living increases through the annual budgeting process

RECOMMENDED ACTION:

1. Approve the ADM 1.10 – Employee Wage & Compensation policy as presented
2. Approve the ADM 1.10 – Employee Wage & Compensation policy with amendments
3. Refer back to administration for revisions
4. Decline to adopt.

Initials show support – Reviewed By:

CAO: M B

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration **Number:** ADM 1.10

Adopted by: White Sands Council **Date:**

Amended: **Resolution#**

Title: Employee Wage and Compensation Policy

1. Purpose:

To provide a clear and transparent framework for employee compensation that supports fair pay practices, promotes internal equity, maintains confidentiality, and complies with governing legislation.

2. Scope:

This policy applies to all employees of the Summer Village of White Sands, including permanent, seasonal, and casual positions. The Chief Administrative Officer (CAO) is responsible for the implementation and administration of this policy, in alignment with Council-approved budgets.

3. Principles:

1. **Fairness and Equity:** Compensation reflects qualifications, responsibilities, and multi-role expectations.
2. **Transparency:** Wage ranges by position are publicly available; individual pay placements remain confidential.
3. **Confidentiality:** All employee-specific pay information is protected under FOIP and shall not be disclosed without authorization.
4. **Flexibility:** Council retains discretion over cost-of-living adjustments and budget allocations.
5. **Legislative Compliance:** This policy aligns with the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIP).

4. Compensation Framework:

Employees are paid according to a clear and fair wage grid that outlines how much each position earns and how wages can increase over time. Each job has a defined hourly wage range, split into six steps. Employees can typically move up one step each year based on:

1. Satisfactory performance
2. Available budget
3. This structure ensures that compensation is fair, transparent, and aligned with both employee contributions and municipal financial capacity.

To help set fair and competitive wages, the municipality uses data from the

2024 Alberta Municipal Services Corporation (AMSC) Wage & Compensation Survey.

The Alberta Municipal Services Corporation (AMSC) provides expert Human Resources services to municipalities across Alberta. The 2024 survey was conducted by Y Station from April 2 to July 12, 2024, with participation from 177 municipalities. The survey was developed to:

1. Evaluate and compare compensation for key municipal roles
2. Better understand labour market conditions specific to Alberta municipalities
3. Assess each municipality’s current position and future direction in terms of pay and staffing

This data helps ensure that local wages remain competitive with similar communities across the province.

Note: In small municipalities, employees often perform a mix of duties beyond their formal job title. This is referred to as “multi-role blending.”

5. Wage Grid By Position:

Position Code	Title	Key Responsibilities	Hourly Wage Range (Steps 1–6)
CAO-01	Chief Administrative Officer	Governance, finance oversight, HR, Council support, development officer, bylaw	Council-set by contract
ADM-01	Admin / Finance Clerk	Reception, permits, payroll, accounts payable/receivable, general admin support	\$22.00 – \$28.75
PW-01	Public Works Lead / Safety Coord.	Maintenance, OH&S compliance, bylaw support, contractor liaison, infrastructure oversight	\$26.00 – \$32.75
PW-02	Maintenance / Parks Operator	Mowing, equipment operation, shoreline cleanup, trail and park maintenance	\$20.00 – \$24.50
SUM-01	Student / Seasonal Support	Litter cleanup, weed management, watering, signage setup, basic admin assistance	\$17.00 – \$19.25

6. Step progression:

1. Employees normally advance one step annually upon a satisfactory performance review.
2. Step increases are not automatic and are subject to Council-approved budgets.
3. Employees who reach the top of their wage grid will not receive further step increases but will have compensation reviewed bi-annually to ensure alignment with duties and internal equity.
4. This step review is separate from cost-of-living adjustments, which are set at Council’s discretion during annual budgeting.

7. Confidentiality

1. Only the CAO and authorized personnel may access individual wage

and Access

placement data.

Control:

2. All staff are expected to maintain strict confidentiality regarding compensation matters.
3. Wage ranges may be published for recruitment and transparency, but individual wage data shall not be disclosed without explicit authorization or as required by law.
4. Breaches of confidentiality will result in disciplinary action.

8. Administration and Authority:

1. The CAO is responsible for:
 - a. Implementing this policy
 - b. Placing new employees on the appropriate step based on qualifications and experience
 - c. Making recommendations to Council as required
2. Council retains authority over:
 - a. Setting the CAO's compensation by contract
 - b. Approving the wage grid structure
 - c. Approving cost-of-living or market adjustments through the annual budget process

9. Legislative Compliance:

This policy is developed and administered in accordance with applicable legislation, including:

- a. Municipal Government Act (MGA), RSA 2000, c M-26
 - Governs municipal administration, CAO responsibilities, and Council's authority to set compensation
- b. Freedom of Information and Protection of Privacy Act (FOIP), RSA 2000, c F-25
 - Governs the collection, use, and disclosure of personal employee information

This policy ensures transparency on compensation frameworks while protecting employee privacy in line with FOIP. Council-approved wage ranges may be disclosed publicly; however, individual wage placements remain confidential unless authorized or required by law.

10. Policy Review:

This policy shall be reviewed every two years, or more frequently at the direction of Council or the CAO.



Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 17, 2025
Originated By:	Brad MacDonald, CPP Planner
Title:	Shoreline Management Plan
Agenda Item Number:	7.1

BACKGROUND/PROPOSAL:

At the July regular meeting council made the following resolution:

Moved by Councillor Ashford to review the comments provided by council for CPP, and schedule a delegation meeting to council at a regular scheduled fall meeting.

The purpose of this request is to seek feedback from the Council on the Draft Shoreline Management Plan and gather any comments that may be necessary for further refinement of the document.

The Draft Shoreline Management Plan has been developed with input from CPP and our team, addressing previous concerns regarding terminology and clarity. This draft is essential for guiding future shoreline management and ensuring residents receive accurate information.

RECOMMENDED ACTION:

1. From the Council discussion, Council will make an motion.

Initials show support – Reviewed By:

CAO: MB

Meeting:	Regular Council
Meeting Date:	September 17, 2025
Originated By:	Sarah Kun, Aptus Engineering
Title:	Boat Launch Proposal
Agenda Item Number:	7.2

BACKGROUND/PROPOSAL:

Council made a motion at the June regular meeting:
Moved by Councillor Ashford to engage with the Municipal Engineers to complete a preliminary engineering review and construction estimates to determine the most viable long-term solutions.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see attachment

COSTS/SOURCE OF FUNDING (if applicable)

Cost estimate for a preliminary engineering review would be approximately \$23,275

ATTACHMENTS:

Aptus Engineering Letter Re: Boat Launch – Preliminary Engineering Review

RECOMMENDED ACTION:

1. Council to receive as information.
OR
2. Council to approve to continue with the boat launch preliminary plans with Aptus Engineering and pull from General Reserves to cover the costs to create the plan.
OR
3. Council to approve to continue with the boat launch preliminary plans with Aptus Engineering and apply to MIS Capital grant to cover the costs to create the plan.

Initials show support – Reviewed By:	CAO: M B
---	-----------------

2025-07-11

Aptus-File: 5488-4-10

Summer Village of White Sands
#8 Front Street
White Sands, AB
Sent via email

Attn: Melissa Beebe, CAO

Re: Boat Launch – Preliminary Engineering Review

1. Introduction

This proposal outlines the scope and approach for a preliminary engineering review of the existing boat launch facility located within the Summer Village of White Sands. The review will assess the current condition of the launch, identify potential concerns, and provide the groundwork for long-term improvement planning.

2. Scope of Work

• Site Assessment

A detailed on-site assessment will be conducted to evaluate the physical condition, functionality, and accessibility of the existing boat launch. This will include a review of current usage patterns, site constraints, and surrounding features.

• Identification of Structural and Environmental Concerns

The review will identify any visible structural deficiencies such as erosion, concrete degradation, or safety hazards. Environmental considerations including shoreline stability, potential impacts on aquatic habitat, and compliance with applicable regulatory requirements will also be documented.

It is understood that the Summer Village has experienced some issues with the boat launch in recent years. Prior to the Site Assessment, Aptus would meet with the Summer Village to discuss and better understand the specific issues being encountered.

• Preliminary Design Options

Based on the site assessment and identified concerns, conceptual design options will be developed to improve or replace the boat launch. These options will consider factors such

as durability, accessibility, environmental impact, and seasonal water level fluctuations.

Once preliminary design options have been determined, additional consultation may be required with either a structural or geotechnical engineer.

Environmental impacts and permitting requirements will be discussed with our environmental subconsultant.

- **Class D Cost Estimates**

Each proposed design option will be supported by Class D (order-of-magnitude) construction cost estimates. These estimates will assist the Summer Village in budgeting and funding applications for future phases of design and construction.

3. Deliverables

The final deliverable will be a brief report summarizing site observations, concerns, preliminary design options, and corresponding Class D cost estimates. Supporting photos, sketches, and relevant maps will be included.

4. Schedule

The preliminary review and reporting can be completed within 6-8 weeks of project initiation.

5. Fees

Our proposed fees for the preliminary engineering review are listed below. This budget is valid for 3 months, at which time we request the ability to review our pricing if the project is to proceed at a later date. We propose to complete this project on an hourly basis, using the fees presented below as the upset limit.

Task	Upset Limit
Data Collection and Site Evaluation (no survey anticipated at this stage)	\$4,980
Design Options (includes discussion, cost estimates, concept figures, report, meetings)	\$13,545
Engage Structural Engineer (if required)	(\$1,000 placeholder)
Engage Geotechnical Engineer (if required)	(\$1,000 placeholder)
Engage Environmental Consultant (initial discussion for design options)	\$2,750
Total (upset limit)	\$23,275

APTUS ENGINEERING LTD.

#202, 4708 - 50th Avenue • Red Deer, Alberta, T4N 4A1
 Office: 403 340 3022 • Fax: 403 340 3039 • Email: info@aptuseng.ca
WWW.APTUSENG.CA

Please note that upon completion of the preliminary works, once a design option is selected to proceed forward with, new budgets will be required. At this point the Environmental Consultant will be fully engaged for permitting.

We look forward to the opportunity to assist the Summer Village of White Sands in planning for long-term improvements to this important community amenity.

Regards,

Sarah Kun, P.Eng.
Project Manager
Aptus Engineering Ltd.

APTUS ENGINEERING LTD.

#202, 4708 - 50th Avenue • Red Deer, Alberta, T4N 4A1
Office: 403 340 3022 • Fax: 403 340 3039 • Email: info@aptuseng.ca

WWW.APTUSENG.CA





Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 17, 2025
Originated By:	Sarah Kun, Aptus Engineering
Title:	Summer Village of White Sands' Drainage Plan and Water Act Overview
Agenda Item Number:	7.3

BACKGROUND/PROPOSAL:

May 15, 2024, resolution:

Moved by Mayor Thurston to approve and accept the final report of the Stormwater Management Plan from Aptus Engineering as information.

The Stormwater Management Plan has been submitted to Alberta Environment for review. Its acceptance will guide the future construction of drainage phases within the municipality, improving existing ponds and mitigating flooding in developed areas. The plan proposes connections between ponds and eventual outlets to Buffalo Lake.

Currently, the Summer Village has developed without a master drainage or stormwater management plan. Several pond areas lack proper outlets, requiring manual pumping with trash pumps to manage flooding. This reactive approach poses a high risk during large storm events.

The plan aims to eliminate flooding on private lots without requiring active management. Aptus Engineering has proposed improvements to existing ponds to reduce flood risk during a 1-in-100-year storm event. Proposed measures include connecting ponds with eventual outlets to Buffalo Lake. Implementation can occur over time, as budgets allow, prioritizing downstream (receiving) ponds first (e.g., Pond 1A before Pond 1B). All improvements are subject to regulatory approvals.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The benefit of having the plan approved by Alberta Environment through the Water Act will help with any construction improvements now and into the future in relation to flood mitigation. With these approvals from the government will help with future expansions. A stormwater drainage plan is an essential tool for preventing flooding, protecting property, supporting development, complying with regulations, and maintaining environmental and community well-being.

The above is to keep the new council informed of the current process.



Request For Decision (RFD)

COSTS/SOURCE OF FUNDING (if applicable)

- Costs for engineering time for processing Water Act approvals

ATTACHMENTS:

- Please go to **HERE** for the approved [Drainage Plan](#)

RECOMMENDED ACTION:

Council to accept as information

Initials show support – Reviewed By:

CAO: MB

Meeting:	Regular Council
Meeting Date:	September 17, 2025
Originated By:	Melissa Beebe, CAO
Title:	TRAVIS Memorandum of Agreement
Agenda Item Number:	7.4

BACKGROUND/PROPOSAL:

To request Council’s approval to enter into an agreement with Alberta Transportation to participate in the Transportation Routing and Vehicle Information System – Multi-Jurisdiction (TRAVIS-MJ), which manages permits for oversize and overweight vehicles across provincial and municipal roads

TRAVIS-MJ is an online permitting system used by Alberta Transportation to manage oversize and overweight vehicle permits. Municipalities that join the system can set local road rules, approve permits involving their roads, and collect fees through the system. Carriers benefit by applying for one permit that covers both provincial and participating municipal roads, reducing confusion and delays

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This Aligns with Traffic Bylaw 212-25

- Section 6.2 already requires permits for overweight/over-dimensional vehicles.
- TRAVIS-MJ will serve as the official platform to process these permit applications, aligning with 6.2(a), and will ensure operators are held accountable for damages as noted in 6.2(c).
- Operators are still responsible for permits from other jurisdictions, as per 6.2(b)

Benefits to the Municipality

- Streamlined process: Less administrative burden for staff and industry.
- Revenue opportunity: Municipality can charge a permit fee for moves affecting local roads.
- Improved oversight: Better control over what heavy loads travel on local roads and when.
- Data sharing: Access to route data and road restriction info via the provincial system

COSTS/SOURCE OF FUNDING (if applicable)

ATTACHMENTS:

- The municipality can set a local permit fee to recover costs and generate modest revenue.
- No major system cost—TRAVIS is maintained by Alberta Transportation.

RECOMMENDED ACTION:

That Council:

1. Approve entering into a service agreement with Alberta Transportation to participate in the TRAVIS Multi-Jurisdiction Permit System.
2. Direct Administration to:
 - o Finalize the agreement and integrate municipal business rules into TRAVIS.
 - o Set a local permit fee for overweight/over-dimensional vehicles as per Traffic Bylaw 212-25.
 - o Monitor and report annually on permit volume, revenue, and road impacts

Initials show support – Reviewed By:

CAO: M B

Memorandum of Agreement

The Agreement is made this _____ day of _____, 2025

Between:

His Majesty the King in right of Alberta
as represented by the Minister of Transportation and Economic Corridors
(hereinafter, the “Province”)

-and-

(hereinafter, the “Municipality”)

Background

The Province has developed the Transportation Routing and Vehicle Information System Multi Jurisdiction (TRAVIS-MJ) to address industry’s need for a simplified, electronic oversize commercial vehicle permitting system. TRAVIS-MJ has the ability to accept a single electronic permit application and apply the rules and requirements of the Province and all affected municipalities to create a single permit document.

TRAVIS-MJ was designed to provide municipalities with a modern permit database tool which gives them the ability to easily approve/deny permits issued by the Province for travel on roads under their authority and to facilitate the sharing of permit revenue between the Province and the municipalities.

TRAVIS-MJ has the ability to charge permit applicants a fee set by the municipality for services provided by the municipality. This fee will be collected by the Province on behalf of each municipality and distributed to municipalities to ensure that the municipalities do not incur any cost in adopting TRAVIS-MJ. Participation in the TRAVIS-MJ initiative requires the maintenance of municipal data on the system as well as day-to-day operation to review and approve permit applications.

Therefore, in consideration of the following terms and conditions, Province and the Municipality agree as follows:

1.0 DEFINITIONS AND INTERPRETATION

1.1 Definitions - In this Agreement, the following expressions have the following meanings:

“Agreement” means this Memorandum of Agreement;

“Fixed Municipal Fee” means the fee that the Municipality is authorized to charge permit applicants in accordance with the *Municipal Government Act* for overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and includes the costs of services attributable to approvals for overdimension permits where required to do so pursuant to the applicable permit;

“Parties” or “Party” means the Province and the Municipality or either of the Province or the Municipality;

“Regulation” means the *Commercial Vehicle Dimension and Weight Regulation*

“Total Fee” means the total of the Fixed Administration Fee and the Variable Fee, which is payable by the Province to the Municipality in accordance with this Agreement;

“TRAVIS-MJ” means the Transportation Routing and Vehicle Information System Multi Jurisdiction; and

“Variable Fee” means a prorated fee based on the percentage of actual distance travelled by a permitted commercial vehicle on roads located within the Municipality where the Municipality has direction, control and management of that road.

1.2 Section Numbers - References in this Agreement to section numbers are to the corresponding numbered provisions of this Agreement.

1.3 Entire Agreement - This Agreement is the entire agreement between the Province and the Municipality and supersedes all previous agreements, correspondence, negotiations and understandings. There are no agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.

2.0 TERM

2.1 Initial Term – This Agreement will be in effect for a term of three (3) years, commencing on April 1, 2025 and expiring on March 31, 2028 (the “Term”), unless sooner terminated in accordance with this Agreement.

2.2 Renewal – Provided that the Municipality is not in default under this Agreement, the Municipality shall have the option exercisable on no less than six months and no more than 12 months’ written notice to the Province prior to the expiry of the Term to extend this Agreement for one additional term of three (3) years on the same terms and conditions as this Agreement except there will be no further right to extend the Term.

3.0 THE MUNICIPALITY’S RESPONSIBILITIES

3.1 Permit Applications – The Municipality shall utilize TRAVIS-MJ for the purpose of accepting permit applications submitted by permit applicants through TRAVIS-MJ.

3.2 Permit Approvals – The Municipality shall use TRAVIS-MJ for the purpose of single trip overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and approvals for overdimension permits where required to do so pursuant to the applicable permit.

3.3 Data – The Municipality is responsible for maintaining the business rules, road restrictions and other municipal data on TRAVIS-MJ. The Municipality shall provide timely road network data updates to the Province.

3.4 Restriction on other Fees – The Municipality shall not, either directly or through a contractor, charge permit applicants any fee, other than the Fixed Municipal Fee, for the review or approval of single trip overweight permits or overdimension permits.

3.5 Road Damage Charges – The Parties acknowledge and agree this Agreement does not prevent the Municipality from charging permit applicants for visible road or other infrastructure damage attributable to the permitted commercial vehicle.

3.6 Road Use Agreements – The Parties acknowledge and agree this Agreement does not prevent the Municipality from entering into road use agreements or from requiring bonds from permit applicants.

3.7 Use of Contractor – The Municipality may, at its discretion and sole cost, employ a contractor to perform data maintenance, permit approvals, or any other service related to TRAVIS-MJ provided that the use of a contractor by the Municipality does not relieve the Municipality of any of its responsibilities under this Agreement.

3.8 Changes to Fees – The Municipality may change the Fixed Municipal Fee provided that the Municipality notifies the Province in writing no less than six months’ prior to such change taking effect.

4.0 PROVINCE’S RESPONSIBILITIES

4.1 Operation and Maintenance – The Province will maintain and operate TRAVIS-MJ at its sole cost and expense.

4.2 Access – The Province will provide access to TRAVIS-MJ to the Municipality for the purpose of permit acceptance and approval and to update business rules, road restrictions and other municipal data on TRAVIS-MJ, provided that such access will be at no cost to the Municipality.

4.3 Training and Support – The Province shall provide the Municipality with TRAVIS-MJ training and ongoing support at no cost to the Municipality.

4.4 Fee Schedule – The Province will maintain the fee schedule for the Fixed Municipal Fee as generated by the Municipality in TRAVIS-MJ and will update that fee schedule as required at no cost to the Municipality.

5.0 COLLECTION AND PAYMENT OF FEES

5.1 Fixed Municipal Fee – The Municipality may specify a Fixed Municipal Fee by notice in writing to the Province. The Province shall collect the Fixed Municipal Fee from permit applicants on behalf of the Municipality, using TRAVIS-MJ. The Municipality hereby designates the Province as its agent for this purpose.

5.2 Variable Fee – The Province will compute the Variable Fee using TRAVIS-MJ or, in the event TRAVIS-MJ is temporarily unavailable, such alternate comparable mechanisms that may be required. The Province shall collect the Variable Fee from permit applicants using the TRAVIS-MJ system.

5.3 Payment of Fees to Municipality – The Province shall remit the Total Fee collected to the Municipality within 30 days following the end of every quarter of each year during the Term, with the first quarter being from April to June. The Province shall provide a report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following March 31 of each year during the Term.

The Municipality acknowledges that where the Total Fee collected by the Province in a quarter totals less than \$25.00, the Total Fee will not be remitted to the Municipality at the end of that quarter, but will be carried over to the following quarter and added to the Total Fee collected in the following quarter. The Province will continue to carry over the Total Fee to each successive quarter until the Total Fee reaches at least \$25.00, or until March 31, at which time the Total Fee will be remitted to the Municipality regardless of the Total Fee collected.

5.4 Applicant Cooperation - The Municipality agrees to cooperate with the Province in the completion of any audit, evaluation or inspection of the Total Fee.

5.5 GST - The Municipality acknowledges that Goods and Services Tax (“GST”) must be remitted to the Receiver General of Canada on account of the Fixed Municipal Fee. The Province, acting as agent pursuant to Section 5.1, shall collect GST from permit applicants as agent for the Municipality and pay the same to the Municipality for purposes of remitting to the Receiver General of Canada. The Municipality shall indemnify and hold harmless the Province for any GST, interest, penalties or any related losses, costs or damages in respect of the Province acting as agent for the Municipality in the collection of the Fixed Municipal Fee from permit applicants.

6.0 FEES DISPUTE

6.1 Dispute Notification – The Municipality will have 180 days following receipt of the report provided by the Province under Section 5.3 to notify the Province of any disputes concerning the Total Fee provided to the Municipality. Any such dispute concerning the Total Fee will be addressed through the dispute resolution process described in Article 11.

7.0 COMMUNICATION

7.1 Announcements – The Municipality shall not make any public announcement or issue any press release regarding the entering into of this Agreement or the payment of the Total Fee except in consultation with Province and with the approval of the Province as to the content of the announcement or press release, which approval shall not be unreasonably withheld.

7.2 Disclosure – The Municipality acknowledges and agrees that the Province may disclose this Agreement and its contents by any means chosen by the Province including without limitation tabling it before the Legislature.

7.3 Freedom of Information and Protection of Privacy Act – The Municipality acknowledges that information and records maintained by the Province relating to this Agreement may be subject to the *Freedom of Information and Protection of Privacy Act* (Alberta).

7.4 Use of Information – The Municipality shall use all information provided pursuant to this Agreement solely for Municipal permit purposes and only with respect to municipal roads located within the Municipality where the Municipality has direction, control and management of that road. The Municipality acknowledges that any use of the information for any purpose other than that set out in this Agreement is prohibited.

7.5 Information Security – The Municipality shall ensure that such reasonable security measures are in place as are necessary or advisable to ensure the information is kept secure and confidential and is not accessible to any person other than designated staff.

7.6 Third Party Requests – The Municipality shall promptly notify the Province when it receives any third party subpoena, order or other request for the Information.

7.7 Notification – The Municipality shall immediately notify the Province of any actual or potential loss, unauthorized disclosure, access or use of the Information, or any other breach or potential breach of any term or condition contained in this Agreement.

8.0 TERMINATION

8.1 Termination – This Agreement may be terminated as follows:

(a) by either Party on not less than six (6) months' prior written notice to the other Party; or

(b) forthwith by the Province if the Municipality fails to cure a default under this Agreement within the time period set out in the notice from the Province of the Municipality's default, which time period shall account for the Municipality's ability to cure the default taking commercially reasonable action.

8.2 Effect of Termination – In the event this Agreement is terminated under Section 8.1, the Province will pay the outstanding amount of the Total Fee owing to the Municipality as of the effective date of the termination. The Province shall provide a final report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following final payment of the outstanding Total Fee. The obligations set out in this Section 8.2 shall survive this Agreement.

9.0 NOTICE

9.1 Notices - Any notice, consent or other communication under this Agreement must be in writing and is effective when delivered by any means, including fax transmission, to the following respective addresses:

(a) if to the Province:

Pamela Sooley
Acting Executive Director, Carrier & Vehicle Safety
Transportation and Economic Corridors
Room 401, 4920 51st Street
Red Deer, Alberta
T4N 6K8

(b) if to the Municipality:

Either Party may change its contact information by giving notice to the other Party in the above manner.

10.0 INDEMNITY AND LIABILITY

10.1 Municipal Indemnity – The Municipality shall indemnify and hold harmless the Province, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Municipality is legally responsible, including those arising out of negligence or wilful acts by the Municipality, or the Municipality’s employees or agents.

10.2 Provincial Indemnity – The Province shall indemnify and hold harmless the Municipality, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Province is legally responsible, including those arising out of negligence or wilful acts by the Province, or the Province’s employees or agents.

10.3 Survival – The indemnities provided by the Parties in Section 10.1 and Section 10.2 shall survive this Agreement.

10.4 Errors and Omission – The Municipality acknowledges and agrees that the Province is not liable for any errors or omissions in the TRAVIS data.

10.5 Damage – The Municipality acknowledges and agrees that the Province is not liable for damage to any municipal infrastructure or any other damage caused by commercial vehicles permitted in TRAVIS.

11.0 DISPUTE RESOLUTION

11.1 Consultation - The Parties shall consult each other should there be any disputes arising from the interpretation or implementation of this Agreement, and shall, in good faith, make all reasonable efforts to resolve the matter.

11.2 Reference to Senior Officials – If negotiations fail to resolve the dispute within a reasonable timeframe, the dispute will be referred for a decision to senior officials designated by each Party whose decision will be considered to be final.

12.0 GENERAL

12.1 Amendment and Waiver - No amendment of this Agreement is effective unless made in writing and signed by a duly authorized representative of each of the Province and the Municipality. No waiver of any provision of this Agreement is effective unless made in writing, and any such waiver has effect only in respect of the particular provision or circumstance stated in the waiver. No representation by either of the parties with respect to the performance of any obligation under this Agreement is capable of giving rise to an estoppel unless the representation is made in writing.

12.2 Additional Assurances - The Parties agree to from time to time do all such acts and provide such further assurances and instruments as may reasonably be required in order to carry out the provisions of this Agreement according to their spirit and intent; but this section shall not in any event be construed as obligating the Province to amend or enact any statute or regulation.

12.3 Assignment - The Municipality may not assign this Agreement or any right or benefit under it.

12.4 Alberta Law applies - This Agreement shall be construed, interpreted and applied in accordance with the laws and in the courts of the Province of Alberta.

The Parties have therefore executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

His Majesty the King in right of Alberta
as represented by the Minister of
Transportation and Economic Corridors

Per:

Date

Per:

Date



Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 17, 2025
Originated By:	Melissa Beebe, CAO
Title:	Apex Utilities Franchise Fee 2026
Agenda Item Number:	7.5

BACKGROUND/PROPOSAL:

The municipality maintains a contract that was signed in 2024, for a 10 year term. As per Section 4 (a) of the Natural Gas Distribution Franchise Agreement, this correspondence serves to fulfill the Company's obligation to provide the Municipality with the following information:

1. The total revenues; and
2. An estimate of total revenues for the next calendar year (2026). (see attachment)

This letter is to assist the Summer Village to determine whether a percentage change to the current franchise fee is necessary for the next calendar year.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

If a fee percentage change is necessary, the Municipality should advise the Company in writing of the franchise fee percentage to be changed by November 15, 2025. Failing notification, the current franchise fee percentage of 0.00% will remain.

COSTS/SOURCE OF FUNDING (if applicable)

Could be a source of revenue other than property tax rate.

ATTACHEMENT:

- Letter: Apex Utilities Re: Total Revenue Derived from Delivery Tariff, August 29, 2025

RECOMMENDED ACTION:

If council wishes to motion to change the fee percentage, they must let Apex know no later than November 15, 2025, of the changes.

Initials show support – Reviewed By:	CAO: MB
--------------------------------------	---------

August 29, 2025

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

Dear Mayor Thurston and Council,

Re: TOTAL REVENUES DERIVED FROM DELIVERY TARIFF

As per Section 4 (a) of the Natural Gas Distribution Franchise Agreement currently in effect between the S.V. of White Sands and Apex Utilities Inc., this correspondence serves to fulfill the Company’s obligation to provide the Municipality with the following information:

1. The total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and
2. An estimate of total revenues to be derived from the Delivery Tariff with the Municipal Area for the next calendar year.

This is provided to assist the Summer Village with its budgeting process and to determine whether a percentage change to the current franchise fee is necessary for the next calendar year. If a fee percentage change is necessary, the Municipality should advise the Company in writing of the franchise fee to be charged by November 15, 2025. Failing notification, the current franchise fee percentage of **0.00%** will remain unchanged.

	2024 Actuals	2026 Estimates
Delivery Revenues (Rate 1, 11, 2 & 12)	\$198,714.10	\$229,681.89
Delivery Revenues (Rate 3 & 13)	<u>\$0.00</u>	<u>\$0.00</u>
Total Delivery Revenues	<u>\$198,714.10</u>	<u>\$229,681.89</u>
2024 Actual Franchise	\$0.00	
2026 Estimated Franchise Fee		\$0.00

If you have any questions regarding this process or about the information provided, please contact me directly at (780) 980-7305 or via email at irichelh@apexutilities.ca. I look forward to hearing from you.

Sincerely,

Apex Utilities Inc.



Irv Richelhoff
 Supervisor Business Development



Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 17, 2025
Originated By:	Melissa Beebe, CAO
Title:	Vegetation Cleanup Bin – Proposed Service Timing
Agenda Item Number:	

BACKGROUND/PROPOSAL:

Councillor Ashford has moved that Administration investigate and present cost estimates and logistics for providing a 1-day or weekend organic vegetation cleanup bin service in White Sands, including oversight and associated costs.

Administration has reviewed this request and recommends deferring the bin rental initiative to Spring 2026 to allow for proper planning, budgeting, and potential alignment with the County of Stettler’s rotating organics bin program – including the use of summer student labour to assist with bin monitoring and setup.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In discussions with the County of Stettler, it was confirmed that the County plans to implement a rotating organics bin program for lake subdivisions starting in 2026. While the County is open to providing a bin to White Sands in Fall 2025, this would require the municipality to cover transport and dumping costs and provide adequate oversight on short notice, with limited staff availability at this time of year.

The County’s email confirmation states:

“We were going to start a process to have them rotate through the subdivisions at the lake, but are holding off until next year for that. With that aside, we’re happy to provide it to White Sands this fall. We’d just ask that White Sands pick up the cost of Five Star moving and dumping the organics.”

If deferred to Spring 2026:

- Opportunity to use summer student labour already hired for seasonal duties, reducing or eliminating overtime staffing costs for bin monitoring.
- More lead time for planning, promotion, and coordination with County services.
- Potential for inclusion in the County’s rotating bin program, which may reduce transport/dumping costs or streamline logistics.
- Budgeting for the service can be built into the 2026 Operating Budget



Request For Decision (RFD)

COSTS/SOURCE OF FUNDING (if applicable)

If done in Fall 2025:

- Transport & Dumping (Five Star): ~\$80 (estimate)
- Staff Monitoring:
 - Weekend event: Would require overtime pay (e.g., \$270 for 6 hours at \$30/hr base)
 - Weekday event: May affect staff availability or require scheduling adjustments
- Other Possible Costs:
 - Signage and setup: \$50–\$100
 - Cleanup for misuse/contamination: \$100–\$300
 - Public notices: \$25–\$50

Estimated Total (Fall 2025): \$300–\$500+ (unbudgeted, comes from reserves)

RECOMMENDED ACTION:

1. Proceed with a one-time vegetation cleanup bin for Fall 2025, with a maximum budget of \$500.
2. Defer the vegetation cleanup bin to Spring 2026 allowing for better coordination, use of summer student labour, and budget planning.

Recommendation:

That Council defer the vegetation cleanup bin initiative to Spring 2026, and direct Administration to coordinate with the County of Stettler and include the necessary costs in the 2026 Operating Budget and plan for the use of summer student labour to assist with bin oversight and setup.

Initials show support – Reviewed By:

CAO: MB

Paul's Council Update Sept 17, 2025

Board Updates:

CSHA Meeting 2025/07/17

- Recruitment underway for new CAO, Chris Lachowsky is the acting CAO in the interim.
- Mainly in-camera discussion.

PRLS (Parkland Regional Library System) Board Meeting 2025/09/11

- Attended as alternate.
- 2026 proposed budget: After much discussion at the board meeting in May, the board directed that two budget scenarios be developed. In option A, staff receive a step up in pay as appropriate as they advance in the salary grid, while in option B, PRLS staff receive a step up the grid plus a 3.3% cost-of-living adjustment (COLA). The overall salary grid was last adjusted in 2024.
 - Option A would result in a requisition of \$9.99 per capita, Option B would increase that to \$10.30. (Current 2025 requisition is \$9.81.)
 - Significant discussion and differences of opinion. In the end, Option A was carried with a split vote. 2026 requisition will be \$9.99 per capita.
 - Sticking with the 2024 municipal census numbers for the population count.
- Motion was presented to allow board members representing multiple municipalities to have multiple votes (one for each municipality represented). Motion was defeated.
- 2026 proposed meeting dates below. May aim to have one of the meetings each year in person, perhaps the November organizational meetings

February 26, 2026	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 21, 2026	10:00 a.m. – 12:00 p.m. (2025 Financial Statements presented)
September 17, 2026	10:00 a.m. – 12:00 p.m. (Budget presented)
November 19, 2026	10:00 a.m. – 12:00 p.m. (Organizational meeting)

Upcoming Meetings:

- Munis 101 - Council Orientation Session Sept 13.
- SDAA Board meeting Sept 15.
- CSHA Board meeting Sept 18.

1. Elections

- **July 26:** Advanced municipal election poll held.
 - **July 28:** Discussed scheduling of Intermunicipal Collaboration Framework (ICF) meetings with County of Stettler. Due to the municipal election, ICF meetings will occur after the official election date of **October 20**.
-

2. Legal and Human Resources

- **July 30:** Meeting with legal counsel to review Human Resource Employment agreements.
-

3. Environmental and Land Management

- **August 12:** Meeting with Alberta Environment regarding recreational lease issues including enforcement responsibilities, rock removal, beach maintenance, boat launch storage, and lease renewal.
 - Planning a **beach area walkthrough** with Alberta Environment, Shoreline Management Plan Consultants, and CAO to clarify responsibilities and expectations. Awaiting Alberta Environment's availability.
 - **July 28:** Met with property owners regarding encroachments into reserve land (between 3rd and 4th Street) to clear brush and ensure fire access.
 - **September 10:** Met with brushing contractor and maintenance to assess costs for opening 3rd and 4th Street access. Awaiting quote.
-

4. Playground and Recreation

- **August 5:** Received information from ASVA on a company that provides playground inspection services, **Quantum Recreation**. Municipal playgrounds in Alberta are required to undergo regular inspections to ensure the safety and compliance of the playgrounds. This should be scheduled to be completed in 2026 and the municipality requires a policy to be developed.
-

5. Bylaw Complaints and Resident Requests

- Dog attack incident reported.
- Complaints regarding chickens.
- Safety concerns raised at **#1 Mackenzie Way**.
- Request received to share the shoreline management agreement for White Sands.

6. Staffing

- Summer students concluded their term on **August 22**.

7. Intermunicipal Collaboration on Golf Cart Pilot Project Administration

- The Summer Village of White Sands, having already developed and implemented its own golf cart registration process under the Alberta Golf Cart Pilot Project, is now administering permit registrations and reporting on behalf of the County of Stettler. This collaboration allows the County to participate in the pilot using White Sands' existing administrative system, ensuring consistent implementation while respecting each municipality's bylaws and jurisdictional responsibilities.
- Under this arrangement, all registration revenue from County-issued permits is retained by White Sands to offset administrative costs, including staff time and permit supplies. This creates a modest, tax-neutral revenue stream that supports local services without increasing taxes on White Sands residents.
- As per pilot program legislation, permits are only valid within the municipality where they are issued, and golf carts may only be used on roads posted at 60 km/h or lower. Travel between municipalities (e.g., White Sands to the County) is not allowed unless permits are obtained for both jurisdictions and their respective bylaws are followed.
- The Province will review the pilot after five years, at which point the framework may evolve. Future changes could allow for intermunicipal travel, similar to Off-Highway Vehicle (OHV) regulations, potentially removing current travel restrictions.
- To date, three County permits have been issued through White Sands administration. The County remains responsible for enforcement, signage, and implementation within its boundaries.
- This partnership supports regional consistency, encourages intermunicipal cooperation, and provides a small but meaningful revenue benefit to White Sands.

8. Municipal Infrastructure and Maintenance

- **August 5:** Annual furnace cleaning and maintenance completed at the hall, office, and shop by Action Plumbing.
 - Ongoing review and scheduling of meetings, policies, bylaws, and public inquiries.
 - **August 14:** Worked with AMDSP (Alberta Municipal Data Sharing Partnership) to update municipal maps for Emergency Services and Ambulance responses.
-

9. IT Services

- **August 18:** Transitioned from Longhurst Consulting IT Services to CinderMSP (Stettler). Transition complete. Awaiting system upgrades for improved security and backups.
-

10. Insurance and Grants

- **August 21:** Municipal insurance renewal completed with all required backup documentation provided.
 - **August 4:** LGFF grant reporting completed. CCBF grant reporting pending; will resume when website access is available in October.
-

11. Fire Services

- **July 28:** Contacted Town of Stettler regarding fire invoicing for May incident. Town hopes to process invoices soon.
-

12. Upcoming Meetings/Sessions Reminder

- **Sept 15:** Buffalo Lake Management Team Meeting
 - **Sept 18:** Fire Commission
 - **October 1:** Municipal office closed for staff attendance at municipal accounting software training in Camrose.
 - **Oct 10:** BLIDP meeting
 - **Oct 16-17:** ASVA Conference
 - **Oct 28:** Come for a Byte session at the hall. Sponsored by the Stettler Public Library.
-

13. Permits (To Date)

- **Golf Carts:** 57
- **Development Permits:** 10
- **RV Permits:** 30
- **Temporary RV Permits:** 16
- **Dock Permits:** 19

CAO ACTION LIST UP TO SEPTEMBER 2025

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		Site Placement: 8 Front Street. Secure, easy to maintain, central, etc. August 7, received update that a postal code has been created: T4K 1W1. Once sites are installed then transition can begin. Waiting for notification of install.
25:05:22	Moved by Councillor Zembal to have administration investigate information for the AUMA conference.	completed	09-Sep-25	Attached under correspondence
25:06:04	Moved by Councillor Zembal accepts the MRPAC Committee Survey Report and will take it forward to the strategic planning sessions after the 2025 General Election and post the results on the website and Facebook.	Pending		Completed posted results on June 23rd. Taking to Strategic Planning, working on dates with a Facilitator (Leann Graham).
25:06:08	Moved by Councillor Ashford to engage with the Municipal Engineers to complete a preliminary engineering review and construction estimates to determine the most viable long-term solutions.	Completed	17-Sep-25	on the September Agenda, Aptus engineering to present.
25:06:12	Moved by Councillor Zembal to instruct the coming new council to review the Land Use Bylaw 186-22 in the fall 2025.	Pending		Working on Dates with Contracted Development Office (GraCore)
25:06:13	Moved by Councillor Zembal to ask Mayor Thurston to ask Fire and Flood review the community flood mitigation and proposal contract.	Outstanding		Mayor Thurston to provide at October Regular Meeting - Delegation
25:07:04	Moved by Councillor Ashford to have administration investigate and present at the next regular council meeting for cost for 1 day or 1 weekend bin rental for vegetation cleanup, and monitoring for the above event mentioned.	completed		September Agenda Item under Business
25:07:05	Moved by Councillor Zembal accepts investigation of operational hours of municipal office as information and Friday tracking interactions of office (emails, voicemails, appointments, etc.) and bring tracking for strategic planning discussion.	Outstanding		Strategic Planning, working on dates with a Facilitator (Leann Graham).
25:07:06	Moved by Councillor Ashford to review the comments provided by council for CPP, and schedule a delegation meeting to council at a regular scheduled fall meeting.	Completed	17-Sep-25	Delegation, September 17, 2025

CAO ACTION LIST UP TO SEPTEMBER 2025

Motion #	Motion	Status	Completed Date	Notes
25:07:07	Moved by to have admin review what Rochon Sands, Erskine, Donalda, etc. does with their halls and request to have 2 delegates from the White Sands Hall Society to attend a fall regular council meeting.	Outstanding		Scheduling for October's meeting
25:07:08	Moved by Councillor Zembal to approve Lorne Thurston to continue the discussion with Fire and Flood and to submit a written report back to council for discussion.	Outstanding		Mayor Thurston to provide at October Regular Meeting - Delegation
25:07:09	Moved by Councillor Zembal to approve Lorne Thurston to arrange a tour of the SMRWSC water distribution station, Town of Stettler treatment plant, Buffalo Lake Stabilization pumphouse and gate system with province (Denis Johnson) for new council, CAO, and resident (Pete Andrews)	Outstanding		Mayor Thurston to provide details by email or as a delegation to council october.
25:07:11	Moved by Councillor Zembal to have administration create a dead-standing tree removal policy in regards to municipal and environmental reserves and bring back to the next regular council meeting.	Completed	17-Sep-25	Attached under Policies in the agenda
25:07:15	Moved by Mayor Thurston to have administration respond explaining council has directed administration to review and create a policy for dead-standing tree removal in relation to municipal and environmental reserves that will be reviewed by Council at the next regular council meeting. Admin will advise to meet with the resident to review trees in question.	Completed	17-Sep-25	Policy attached
25:08:33	Moved by Councillor Ashford to direct administration review the meeting hourly rate and base rate remuneration with summer villages and other similar municipalities with populations under 500., and report back at the September 17, 2025, meeting.	Completed	17-Sep	Attached under Policies in the agenda

Elections

	Actual Voters			
27-Jul-13 General Election	144			
29-Jul-17 General Election	221	Budget	Actual	
31-Jul-21 General Election	281	\$ 2,200.00	\$ 6,608.45	*Contracted
10-Oct-22 By-Election	204	\$ 3,000.00	\$ 4,215.92	*Contracted
12-Oct-24 By-Election	192	\$ 5,000.00	\$ 3,609.89	*In-house
2-Aug-25 General Election	208	\$ 5,000.00	\$ 1,701.00	*In-house



SUMMER VILLAGE OF WHITE SANDS

For the Period Ending August 31, 2025

For the month of

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance
*	General Administration	(22,340.00)	(47,827.88)	214.09
*	Protective Services	(825.00)	0.00	0.00
*	Transportation	(2,000.00)	(4,560.00)	228.00
*	Water	0.00	0.00	0.00
*	Planning & Development	(29,700.00)	(29,213.10)	98.36
*	Recreation & Parks	(7,560.00)	(3,180.00)	42.06
*	Taxes & Penalties	(972,441.04)	(960,247.49)	98.75
*	Other Revenue	0.00	0.00	0.00
**	TOTAL REVENUE	(1,034,866.04)	(1,045,028.47)	100.98
*	Council & Legislative	18,040.00	15,870.80	87.98
*	General Administration	235,821.08	152,001.82	64.46
*	Policing	23,000.00	5,563.00	24.19
*	Fire Fighting & Preventive	53,400.00	851.88	1.60
*	Disaster Services	10,256.00	(627.81)	(6.12)
*	Bylaw Enforcement	2,810.00	0.00	0.00
*	Transportation	157,130.00	114,224.21	72.69
*	Water Department	5,991.91	2,787.47	46.52
*	Landfill & Recycling	25,412.00	13,478.01	53.04
*	Planning & Development	21,484.00	6,005.55	27.95
*	Park & Recreation	51,866.07	20,490.31	39.51
*	Culture	26,395.00	9,566.42	36.24
*	Contingency	0.00	0.00	0.00
*	Requistitions	403,187.00	197,426.45	48.97
**	TOTAL EXPENSES	1,034,793.07	537,638.11	51.96
***	(SURPLUS)/DEFICIT-Before Amort	(72.97)	(507,390.36)	695,312.46

*** End of Report ***



SUMMER VILLAGE OF WHITE SANDS

For the Period Ending August 31, 2025
For the Month of December 2024

General Ledger	Description	2025 Budget	2025 Actual	2025 % Variance
Capital Revenue				
5-12-00-00-00-840	Admin - Provincial Grant	(50,000.00)	0.00	0.00
5-31-00-00-00-830	Common Services - Federal Grant	(60,000.00)	0.00	0.00
5-31-00-00-00-840	Common Services - Provincial Grant	(12,500.00)	0.00	0.00
5-32-00-00-00-840	Trans - Provincial Grant	(50,000.00)	0.00	0.00
5-41-00-00-00-840	Water - Provincial Grant	(13,000.00)	0.00	0.00
5-72-00-00-00-840	Parks & Rec - Provincial Grant	(20,000.00)	0.00	0.00
*	TOTAL CAPITAL REVENUE	(205,500.00)	0.00	0.00
Capital Expenditure				
6-12-00-00-20-620	Admin - Office Project	50,000.00	56,140.47	112.28
6-31-00-00-36-630	Common Services - Electronic Speed Signs	60,000.00	0.00	0.00
6-31-00-00-50-650	Common Services - Vehicle	12,500.00	12,500.00	100.00
6-32-00-00-11-610	Trans - Dust Control	50,000.00	16,833.00	33.66
6-37-00-00-10-610	Drainage - Project 1	0.00	3,951.38	0.00
6-41-00-00-00-610	Water - Phase6/7	13,000.00	0.00	0.00
6-61-00-00-00-239	Planning & Dev - Shoreline Mngt Plan	0.00	0.01	0.00
6-72-00-00-20-620	Parks & Rec - Playground Equipment	10,000.00	0.00	0.00
6-72-00-00-31-630	Parks & Rec - Parks & Trail Plans	10,000.00	0.00	0.00
*	TOTAL CAPITAL EXPENDITURE	205,500.00	89,424.86	43.52
**	SURPLUS/(DEFICIT)	0.00	89,424.86	0.00

*** End of Report ***

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
for the period of July 31, 2025**

Net Balance at End of Previous Month	\$ 680,951.05
ADD: General Receipts	543,771.13
Interest Earned	3,340.72
Investments Matured	<u>300,000.00</u>
SUBTOTAL	1,528,062.90
LESS: General Disbursements	102,533.46
Investments	300,000.00
Returned Cheques	0.00
Bank and Credit Card Fees	<u>62.18</u>
SUBTOTAL	<u>402,595.64</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>\$ 1,125,467.26</u></u>
Balance at End of Month - Bank General	526,946.41
ADD: Outstanding Deposits	39,973.03
LESS: Outstanding Cheques	<u>12,172.63</u>
SUBTOTAL	<u>554,746.81</u>
Balance at End of Month - Money Market Savings	267,958.81
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>822,705.62</u></u>
INVESTMENTS:	
TD Canada Trust Investment GIC Maturing October 13, 2025 @ 2.75%	<u>302,761.64</u>
SUBTOTAL	<u>302,761.64</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 1,125,467.26
RESTRICTED GRANT FUNDS:	
Unearned MSI Grants	117,037.00
Unearned CCBF Grants	<u>0.00</u>
SUBTOTAL	<u>117,037.00</u>
TOTAL OPERATING FUNDS	\$ 1,008,430.26
Public Land Reserve (Restricted based on agreements)	152,750.00
General Reserve (unrestricted)	515,760.00

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
for the period of August 31, 2025**

Net Balance at End of Previous Month	\$ 1,125,467.26
ADD: General Receipts	42,010.73
Interest Earned	1,179.76
Investments Matured	<u>0.00</u>
SUBTOTAL	1,168,657.75
LESS: General Disbursements	28,798.33
Investments	0.00
Returned Cheques	0.00
Bank and Credit Card Fees	<u>70.84</u>
SUBTOTAL	<u>28,869.17</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u>\$ 1,139,788.58</u>
Balance at End of Month - Bank General	240,121.40
ADD: Outstanding Deposits	7,084.36
LESS: Outstanding Cheques	<u>9,317.39</u>
SUBTOTAL	<u>237,888.37</u>
Balance at End of Month - Money Market Savings	599,138.57
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u>837,026.94</u>
INVESTMENTS:	
TD Canada Trust Investment GIC Maturing October 13, 2025 @ 2.75%	<u>302,761.64</u>
SUBTOTAL	<u>302,761.64</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 1,139,788.58
RESTRICTED GRANT FUNDS:	
Unearned MSI Grants	214,760.91
Unearned LGFF	(31,218.84)
Unearned CCBF Grants	<u>0.00</u>
SUBTOTAL	<u>183,542.07</u>
TOTAL OPERATING FUNDS	\$ 956,246.51
Public Land Reserve (Restricted based on agreements)	152,750.00
General Reserve (unrestricted)	515,760.00

MAYOR

CHIEF ADMINISTRATIVE OFFICER



SUMMER VILLAGE OF WHITE SANDS

Tax Trial Balance (Debit Balances)

Trial Balance As Of 2025-09-03

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Y
306		1,305.03	414.42	414.42	1,719.45	1,719.45	0.00	
278		1,265.15	227.72	227.72	1,492.87	1,492.87	0.00	
467		1,300.79	212.18	212.18	1,390.96	1,390.96	0.00	
750		4,021.65	0.00	0.00	0.10	0.10	0.00	

COUNCILLOR EXPENSES as of July 31, 2025

Inv. Date	Trans Date	Description	Inv. Amt	Net Amt	GST Amt	Amt Paid	More Info	Policy (Y/N)
1/1/2025	1/14/2025	DEC EXPENSES	\$112.80	\$111.00	\$1.80	\$0.00	meeting and mileage	Y
1/1/2025	1/14/2025	NOV EXPENSES	\$111.40	\$109.67	\$1.73	\$0.00	meeting and mileage	Y
1/14/2025	1/14/2025	PAYMENT	(\$224.20)	\$0.00	\$0.00	\$224.20		
1/31/2025	2/11/2025	JANUARY	\$38.88	\$37.03	\$1.85	\$0.00	mileage	Y
2/11/2025	2/11/2025	PAYMENT	(\$38.88)	\$0.00	\$0.00	\$38.88		
4/30/2025	5/13/2025	MILEAGE SWM	\$37.80	\$36.00	\$1.80	\$0.00		Y
5/13/2025	5/13/2025	PAYMENT	(\$37.80)	\$0.00	\$0.00	\$37.80		
5/30/2025	7/7/2025	MILEAGE	\$36.00	\$34.29	\$1.71	\$0.00		Y
7/7/2025	7/7/2025	PAYMENT	(\$36.00)	\$0.00	\$0.00	\$36.00		
6/30/2025	7/30/2025	JUNE	\$38.88	\$37.03	\$1.85	\$0.00	mileage	Y
7/1/2025	7/31/2025	PAYMENT	(\$38.88)	\$0.00	\$0.00	\$38.88		
TOTALS			\$0.00	\$365.02	\$10.74	\$375.76		

<i>Inv. Date</i>	<i>Trans Date</i>	<i>Description</i>	<i>Inv. Amt</i>	<i>Net Amt</i>	<i>GST Amt</i>	<i>Amt Paid</i>	<i>More Info</i>	<i>Policy (Y/N)</i>
1/1/2025	1/29/2025	PRINTING	\$44.92	\$42.78	\$2.14	\$0.00		Y
1/1/2025	1/29/2025	TRAVEL FOR MEETINGS	\$100.80	\$96.00	\$4.80	\$0.00		Y
1/1/2025	1/29/2025	NOV-DEC MEETINGS	\$300.00	\$300.00	\$0.00	\$0.00		Y
1/29/2025	1/29/2025	PAYMENT	(\$445.72)	\$0.00	\$0.00	\$445.72		
2/24/2025	2/26/2025	JAN AND FEB MILEAGE	\$470.88	\$448.46	\$22.42	\$0.00		Y
2/20/2025	2/26/2025	PLATES FOR MINI TRUCK	\$66.00	\$66.00	\$0.00	\$0.00		Y
2/26/2025	2/26/2025	PAYMENT	(\$536.88)	\$0.00	\$0.00	\$536.88		
4/30/2025	5/13/2025	PRINTING, MILEAGE	\$133.50	\$127.14	\$6.36	\$0.00		Y
5/13/2025	5/13/2025	PAYMENT	(\$133.50)	\$0.00	\$0.00	\$133.50		
5/30/2025	7/7/2025	MILEAGE	\$37.44	\$35.66	\$1.78	\$0.00		Y
7/7/2025	7/7/2025	PAYMENT	(\$37.44)	\$0.00	\$0.00	\$37.44		
6/4/2025	7/30/2025	AED LID	\$78.50	\$74.76	\$3.74	\$0.00		Y
7/1/2025	7/31/2025	PAYMENT	(\$78.50)	\$0.00	\$0.00	\$78.50		
7/31/2025	8/18/2025	MANUAL	\$104.16	\$99.20	\$4.96	\$0.00		Y
8/18/2025	8/18/2025	PAYMENT	(\$104.16)	\$0.00	\$0.00	\$104.16		

TOTALS \$0.00 \$1,290.00 \$46.20 \$1,336.20



Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 17, 2025
Originated By:	Erin Weinzierl, Admin. Assistant
Title:	Lakeside Artisan Shop (Service Award Recognition)
Agenda Item Number:	10.7

BACKGROUND/PROPOSAL:

Lorne Thurston retired from his role on Council for the Summer Village of White Sands in the summer of 2025 after approximately 28 years of dedicated service. In recognition of his long-standing commitment and contributions to the community, Council expressed interest in presenting a commemorative gift.

A carved clock with an inscription was commissioned from Lakeside Artisan Shop at a cost of \$250. As there is currently no formal policy guiding the purchase of service awards or retirement gifts, administrative approval for this expense must be obtained through Council resolution.

DISCUSSION:

The purchase of the gift aligns with Council's intent to formally recognize and appreciate the service of long-term members. However, due to the absence of a policy, this action sets a precedent and highlights the need for a formal Service Award Policy to guide future decisions.

The gift expense can be allocated in one of two ways:

- Option A: Charged to the 2025 Operating Budget under Council – Other Goods. This line item is currently slightly overdrawn, with three months remaining in the fiscal year.
- Option B: Funded from General Reserves, which would not impact the operating budget.

Additionally, Council may wish to direct Administration to develop a Service Award Policy. This policy could define eligibility (e.g., Council members only, or include staff and volunteers), types of recognition, and budgetary guidelines.

COST/BUDGET (if applicable)

- Gift Cost: \$250
- Funding Options:
 - Operating Budget – Council: Other Goods



Request For Decision (RFD)

- § Currently has \$218.71 left in the existing account. If the purchase was to go into this account, it would be overdrawn and there are still approximately three (3) months of the year remaining.
- General Reserves (no impact on operating budget)

RECOMMENDED ACTION:

1. That Council approve the purchase of the carved clock for Lorne Thurston in the amount of \$250, and allocate the expense to either:
 - a. the 2025 Operating Budget under Council – Other Goods, or
 - b. General Reserves.
2. That Council direct Administration to draft a Service Award Policy for future consideration, including recommendations on eligibility (Council, staff, volunteers), types of awards, and budget allocation, and be brought back to the October regular meeting.

Initials show support – Reviewed By:

CAO: MB

Lakeside Artisan Shop
Box 1063, Stettler, AB T0C 2L0
403-742-9519



Invoice To: Summer Village of White Sands
 Invoice Date: August 30, 2025

Item			Total
Carved Clock with inscription:			
Lorne Thurston			
The Ol Grey Mayor			
Thanks for your Time			
and commitment to the			
Summer Village of White Sands			\$250.00

Amount is Due within 30 days of Invoice Date

If paying by cheque - please make payable to [Darcy Peelar](#)
 If paying by interac electronic payment - please send to djpeelar@gmail.com

Memorandum

128009

Date: August 15, 2025

From: Honourable Rebecca Schulz
Minister of Environment and Protected Areas

To: Honourable Nate Horner
MLA, Drumheller-Stettler
208 Legislature Building

Subject: Water Levels at Buffalo Lake

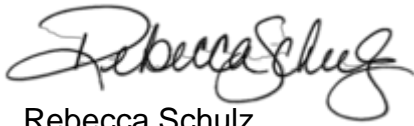
Many Albertans are concerned about low water levels across central lakes in the province, including Buffalo Lake, and are seeking reassurance the Government of Alberta is aware of the situation and taking steps to address it.

Water levels in Buffalo Lake reached record lows at the end of 2024 and have continued to recede in 2025. Current levels are approximately 10 centimetres lower than this time last year and 90 centimetres below the preferred elevation identified in the 1985 Buffalo Lake Water Management Project. In most cases, low water levels are the result of a multi-year drought cycle with an ongoing dry climate trend over the past two years.

There has been a pump station on Buffalo Lake since 1998 to augment water levels. The pump station is owned and operated by Agriculture and Irrigation (AGI) and diverts water into the lake from the Red Deer River. The station has not operated since 2010, initially due to high lake levels and later due to a 2018 licence suspension related to Prussian carp observed in the intake. Prussian carp are an invasive fish species and can cause significant detrimental impacts to native fish populations and the aquatic environment. A similar issue occurred in Gull Lake, also resulting in a 2018 suspension to AGI's licence to pump water from the Blindman River into the lake.

AGI is evaluating a filtration system for Gull Lake to exclude carp and their eggs from being pumped into the lake. The goal is to lift the licence suspension and resume operations, provided water levels in the Blindman River are sufficiently high. AGI is working with Transportation and Economic Corridors (TEC) to deliver the design and installation of filters, with implementation targeted for summer of 2026. TEC is advancing the necessary purchase requests and contracts to ensure timely construction.

The Gull Lake Design contract includes a feasibility study and conceptual design for Buffalo Lake, which will outline viable options, costs, and timelines. Next steps for the Buffalo Lake pump project will be determined following the feasibility study, the results of which are expected in the winter of 2025.



Rebecca Schulz

cc: Honourable Devin Dreeshen
Minister of Transportation and Economic Corridors

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Amendments to the Community Organization Property Tax Exemption Regulation

Regulation Change Summary - July 2025

Overview

The *Municipal Government Act (MGA)* provides the legislative framework for Alberta's municipal governments and establishes the province's property assessment and taxation system.

Under the *MGA*, the Community Organization Property Tax Exemption Regulation (COPTER) establishes the criteria under which municipalities provide property tax exemptions to non-profit organizations (NPOs). Many organizations in Alberta rely on these exemptions to support their operations and fulfill their charitable or benevolent purposes that serve the public interest.

The Government of Alberta has approved amendments to COPTER that improve clarity and consistency in the application of property tax exemptions.

Key Changes

Eligibility for Organizations Serving Disadvantaged People

COPTER now clearly indicates NPOs with a primary purpose to serve disadvantaged people are eligible for property tax exemptions, provided their activities meet the regulation's charitable or benevolent use criteria.

This interpretation aligns with policies in the *Alberta Human Rights Act (AHRA)* that help to address disadvantages, by recognizing that serving a specific disadvantaged population—when done for a charitable purpose that benefits the broader public—does not disqualify an organization from exemption.

- Stakeholders raised concerns that a key purpose of the NPO sector is improving lives of disadvantaged people and that the restricted access provisions in COPTER may prevent some of this work.

Continuing Care and Supportive Living Facilities

The updates will clearly allow for certain types of non-profit continuing care homes, licensed under the *Continuing Care Act (CCA)*, to be eligible for tax exemption. This clarification helps municipalities and non-profits better understand which care facilities are eligible for property tax exemptions.

Eligible facilities include type B (formerly known as designated supportive living) and type C (hospice and palliative) continuing care homes and Supportive Living Accommodations (such as group homes) licensed under the *CCA*. The facilities still must be held by a NPO and meet the relevant conditions of COPTER. These updates improve equitable treatment of properties that provide similar services.

Temporary and Transitional Housing

Clear property tax exemption criteria are added for non-profit temporary and transitional housing to provide greater certainty to organizations and promote consistent application across the province.

- Temporary and transitional accommodations offer wraparound services such as mental health and addiction support along with accommodations for disadvantaged persons.

Administrative Updates

For clarity and consistency of interpretation, updates include several administrative changes.

The *MGA* was amended, effective 2025, to establish property tax exemptions for subsidized affordable housing. These updates to COPTER clarify that affordable housing accommodations are not eligible for property tax exemption under COPTER.

A definition of minor entrance or service fee was added to clarify fees should not impede the use of property by the general public.

The list of 'Professional Sports Franchises' was updated to reflect Alberta's current professional teams.

Amendments also clarify that restricting access to administrative, parking, or storage areas for the purposes of safety, liability, or property protection does not affect exemption eligibility, if these areas support the NPO's purpose.

Implementation

Amendments to COPTER will take effect January 1, 2026, with the regulation extended so that it expires on December 31, 2030.

The Property Tax Exemptions in Alberta: a guide will be updated to reflect changes to COPTER and will be available on Open Alberta.

Resources

To learn more, please refer to:

- COPTER amendment regulation: [M.O. MAG:007/25 - Municipal Affairs](#)
- Current version of COPTER: https://open.alberta.ca/publications/1998_281
- Current version of the Property Tax Exemptions in Alberta: a guide: <https://open.alberta.ca/publications/0778541894>

Contact us

Phone: 780-422-1377
Toll-free in Alberta: 310-0000
Email: ma.aptp@gov.ab.ca

White Sands Hall Society
Annual General Meeting - June 29, 2025
After town hall meeting in the Community Hall

Hall Society Board: Tamara Dawson, Cheryl VanDusen, Nicole Williams, Andrea Hildebrand, Bobbi-Jo Lockhart, Andy Teslia, Leona Thorogood, Meg Bondy

Members at Large: Kathy Thurston, Jeannie Kezama, Margaret Palto, Lorne Thurston, Rob Lane

1. Call to order – 11:35 Cheryl
2. Number of members present – Meg Bondy
3. Additions/Changes to agenda – Cheryl VanDusen
4. Minutes as distributed June 22, 2024 by Meg Bondy.
Cheryl puts forth the motion to carry minutes. Nicole accepts the motion. Andy Seconds the motion. All In favour.
5. Financial Report – Andrea Hildebrand – Had the books Audited Cheryl and Patty, a member and member at large.
 - a) 2024 Financial Report and Audit

White Sands Community Hall Society	
Budget July 2024 - June 2025	
Income	
Bashaw Bottle Depot	\$11,000.00
Celebrate Canada Grant*	\$2,000.00
TOTAL INCOME	\$13,000.00
Disbursements	
Insurance,Website, Bank Fees, Admin	\$500.00
Flower Beds	\$400.00
Social Events	\$19,750.00

Cards & Coffee	\$500.00
Firewood	\$400.00
Bottle Shed Expenses	\$250.00
TOTAL DISBURSEMENTS	\$21,800.00
2024 Social Events	
Kids Events (2)	\$400.00
Family Bash (dance & sandcastles)	\$2,000.00
Celebrate Canada	\$4,500.00
Golf Tournament	\$3,000.00
Summer Scream	\$200.00
Fireworks	\$1,000.00
Cross Country Ski Trails	\$200.00
Chili Cookoff	\$500.00
Gas Cards-Volunteers	\$100.00
Games/Adult Night	\$500.00
Christmas Party	\$4,000.00
Volunteer Night	\$1,000.00
3 on 3 Hockey Tournament	\$100.00
2025 Events	
Garage Sale	\$250.00
Big Jack Classic	\$1,000.00
Slough Slider Bonspiel	\$1,000.00
TOTAL	\$19,750.00

*The Hall Society has been pre-approved for this grant. Actual amount will be based on approved expenses that are submitted.

- b) 2025 Budget – Our events are dependent on bottle donations, remind the village to donate

White Sands Community Hall Society
Budget 2025

	Budget 2025	To Date 2025
Income		
Bashaw Bottle Depot	\$11,000.00	\$2,901.95
Big Jack Classic	\$500.00	\$394.50

Grants & Donations	\$3,220.00	
Rental Income	\$2,200.00	\$980.00
TOTAL	\$16,420.00	\$4,276.45
Disbursements		
Ins,Website, Bank Fees, Admin	\$600.00	\$54.41
Social Events	\$13,950.00	\$307.28
Hall Expenses (From Rental Inc)	\$1,500.00	\$54.44
Community Enjoyment(water,wood,f.b)	\$1,700.00	\$632.52
Fireworks	\$1,000.00	\$1,000.00
Bottle Shed Electricity	\$1,000.00	
Cross Country Ski Trails	\$200.00	
TOTAL	\$19,950.00	\$2,048.65

c) Social Events

Cards, Exercise etc	\$300.00	\$60.84
Slough Slider Bonspiel	\$500.00	\$151.25
Snowmobile Poker Rally	\$1,000.00	
Garage Sale	\$250.00	\$95.19
July 1 st	\$3,000.00	
Golf Tournament	\$3,000.00	\$-
Family Day(SummerScream/Dance)	\$2,000.00	
Chili Cookoff & Cornhole Contest	\$300.00	
Volunteer Appreciation	\$1,000.00	
Christmas Party	\$2,500.00	\$-
3 on 3 Hockey T'ment	\$100.00	\$-
TOTAL	\$13,950.00	\$307.28

Bank Balance 01/01/25 \$14,693.38

Bank Balance 28/06/25 \$16,432.54

c) Error Total to date – will be amended, motion to accept by Cheryl. Nicole accepts the motion. Tamara seconds the motion. All in favour.

6. Hall Society Elections – Cheryl VanDusen has volunteered to be the Elections Officer
Positions up for election: Vice President, Secretary, 2 Directors

Vice President – Bobbi Agrees to stay up, no one to put name forward, Cheryl asks twice

Secretary – Meg agrees to stay on for 2 years. No one to put name forward. Cheryl asks twice

Director – Tamara agrees to stay on for 2 years, No one to put name forward, Cheryl asks twice

Director - Andy agrees to stay on for 2 years, No one to put name forward, Cheryl asks twice

7. Old and/or unfinished business

a) Hall rentals – Andrea Hildebrand

Remind the Hall is available to rent for community members, info on the hall website or contact Andrea as well. It's a great venue, encourage use.

8. New Business

a) Hall Society Presidents Report – Cheryl VanDusen –

2025 President's Report

Good Morning Everyone,

Thank you for coming to our AGM this morning.

What a year!! Every year our little village continues to grow and so do the activities that our Hall Society put on.

I want to start this with a heartfelt thank you. A huge thank you to so many people, a thank you from the bottom of my heart. We have so many people to thank so I am going to do it in sections.

To my team:

Bobbi-Jo Ferris – our VP. Thank you for standing by my side and all your work throughout the year. She is the Queen of party planning – from our Christmas party to farmers markets, to tending the flowers, you always have so many great ideas for us to think about.

Meg Bondy – Wow, what an amazing job you do as our secretary. You keep us all on track, put on great paint nights and have brought our media presence to a whole new level.

Andrea Hildebrand– our treasurer. You have been excellent since day one. We appreciate all of your hard work to modernize our books and always being on top of budgeting. Thank you for taking on managing the hall rentals for the village as well.

Tamara Dawson – Thank you for being my guide on the side in your role as retired President. I am always looking to you for advice and it is so appreciated. You always come with a huge smile on your face and a joke or two!! Your work on the parade, the Family dance and Christmas elves is so very appreciated.

Nicole Williams – If someone needs to run a sand castle content, a curling bonspiel (known as the slough slider) or run a crazy sound system, you are the girl. Thank you for all your work.

Leona Thorogood – Thank you to the newest member of this great crew. She is spearheading some new events like a pickleball tournament, helping with the golf tournament and has lent her green thumb to our flower gardens to help beautify our village. We are excited to have you as part of our team.

Andy Teslia – thank you first of all, for putting up with all us crazy gals. Seriously though, our golf tournament would not happen without all of your efforts and the chili cookoff is now an eagerly awaited fall event!

You are an amazing group of people to work with!

Now – I'd like to give a huge round of applause for **all the volunteers** in the village.

Our bottle team – without you, we have nothing! Carl Cornelson, Rick Crawford, Bob Greene, Stan Holiday, Jim Howdle, John Pelto and Gerry Linkert. A huge Thank you!!

Please donate!! Our events are entirely funded by bottles. Keep drinking villagers!!

Our Take It or Leave it team: Tish Holiday who has now stepped down. Margaret Pelto drops by almost every day and Steph Kainz is lending her time as well. Thank you ladies! Now if we can only stop having the broom stolen lol

Our Flower Team: Bobbi-Jo, Nicole, Meg, Cheryl and Leona – the village has never looked better!

Our Ice makers – Gerry Linkert, Greg Wallace, Bob Greene, Dwayne Hildebrandt, and the many more. Thank you – our curlers and hockey players appreciate you tremendously.

Our Golf Tournament team – Cheryl VanDusen, Andy Teslia, Dwila Slatcher and the tournament day helpers that make the day go so smoothly – Glenys Kent, Kathy Schultz, Colleen Trotter, Corinne Phelan, Wendy Wright, Lance Olsen, Ken and Tyler Beierbach.

Our Christmas Tree light hangers – Meg and Brent Bondy. So very pretty in the winter.

Our Christmas Elves - Tamara and Cheryl who collect and deliver all our amazing donations from everyone.

Our exercise and yoga ladies – Geri Horne and Suzanne Denton – thank you for lending all of your time to keep us fit.

And our Village Council – Lorne, Dan and Paul – we know you put countless hours in to make our village great.

In the past year, we have held many **successful events**:

- Canada Day celebrations – despite the unsettled weather yesterday and some cancellation, we had a great parade, taco in a bag, a corn hole competition and karaoke. Many families enjoy this celebration.
- Golf tournament at Pheasantback - this is always a popular event in the village and has already sold out for this year.
- Our August long Family day with a sandcastle contest and dance – a hit with all ages. For our dance we had so many non-board volunteers step up and it made the difference.
- The Hutterites came with produce almost every Friday – thanks to Bobbi- Jo for setting these up.
- The summer scream saw ghost and goblins come out of hiding in the summer. The kids (and maybe some adults) had lots of fun and then headed to the hall for ice cream.
- Christmas Party - always a popular event and sold out quickly.
- 3 on 3 hockey tournament
- The slough slider -residents embrace this event with great team names and costumes.
- Garage Sale – this we had 8 houses participate this year which made for a busy day in the village. There were great treasures out there!
- Chili cook off and corn hole competition. Some amazing food and hotly contested corn hole games. So many laughs.
- Hall refresh – thank you to everyone that helped beautify our hall – from the committee members, painter and photographers. I think it looks great!
- We also had a couple of paint nites with them now being taught by Meg Bondy, our secretary and local resident!

We have so many folks in the village always willing to step up and help, but we are always looking for more. Volunteers make our village one of the best! We are grateful for the help.

There is a sign-up sheet on the side – please consider putting your name there to help.

If I missed anyone, I am very sorry. We do appreciate each and everyone of you.

Again, please donate bottles – this is our only source of revenue to put on all of these fabulous events.

Thank you for making the last year such a success and we look forward to another awesome year, this year.

b) Upcoming Events - Bobbi-Jo Ferris

Cheryl covered but will summarize

Canada Day celebrations were great 350 people in 1h 10 min, ran out of chips, used flavoured chips,

July 12 – Golf Tournament

Aug long – Family dance, summer scream in the morning

Aug 9 - Pickleball

Sept – chilli cook off

Volunteer appreciation Night

Christmas part – first Saturday in Saturday – Dec 6, entertainment instead of gift exchange

Big Jack Classic and Slough slider on the same day this year

Snow mobile Rally - hoping for this year, weather has not been cooperating

Getting more paint and craft nights

Adult game night – Canasta, TBD for dates

9. Election Results – Cheryl VanDusen – official

10. Next meeting: TBD –

11. Lorne added – a Lid was made for the AED, so it can be put outside in hopes it is easier to find. Lorne will notify us when it is moved.

Heating pads and heat control to be added to new location, separate circuit, plug from hall to new location, Summer time heat affect it? This one has a battery. Rochon keeps theirs outside their hall.

Option: Office can take over rentals? It's up to us if we want to hand over the rentals

Problems with sewer and water, communication with the office to get the operations by maintenance. Andrea agrees this makes more sense to hand over to the office. Cheryl and Andrea will put together a plan.

Bobbi – Hutterites coming back every Friday again this summer, start date is TBD, had great reception

Doing one vendor market pushed in August

Adjourn at noon, Cheryl VanDusen

**BUFFALO LAKE INTERMUNICIPAL DEVELOPMENT PLAN
COMMITTEE MEETING MINUTES**

Date: **January 17, 2025 at 1:00 PM**

Location: **LACOMBE COUNTY ADMINISTRATION BUILDING & ZOOM**

Present: **COMMITTEE MEMBERS**

Brenda Knight, Lacombe County
Lorne Thurston, Summer Village of White Sands
Justin Stevens, County of Stettler No. 6 (Zoom)
Dan Hiller, Summer Village of Rochon Sands (Zoom)
Carl Bergstrom, Camrose County (Zoom)

STAFF MEMBERS

Tim Timmons, Lacombe County
Michael Kartusch, Lacombe County
Nicklas Baran, Lacombe County
Melissa Beebe, Summer Village of White Sands
Craig Teal, County of Stettler No. 6 (Zoom)
Yvette Cassidy, County of Stettler No. 6 (Zoom)
Anjah Howard, Camrose County (Zoom)

CALL TO ORDER

Councillor Knight called the meeting to order at 1:02 pm.

Introductions were completed.

ADDITIONS/APPROVAL OF THE AGENDA

01.01.17.25 Moved by Mayor Hiller

“that the January 17, 2025 Buffalo Lake Intermunicipal Development Committee meeting agenda be adopted as presented”

Carried Unanimously

SELECTION OF CHAIR AND VICE-CHAIR

Chairperson

Mr. Timmons opened nominations for Chairperson.
Councillor Stevens nominated Councillor Knight.
Mr. Timmons called for further nominations.

02.01.17.25 Moved by Mayor Hiller

“that nominations for the selection of the Chair cease.”

Carried Unanimously

Councillor Knight is declared Chairperson.

Vice Chairperson

Councillor Knight opens nominations for Vice Chairperson.
Mayor Hiller nominated Councillor Stevens.
Councillor Knight called for further nominations.

03.01.17.25 Moved by Mayor Thurston

“that nominations for the selection of the Vice Chair cease.”

Carried Unanimously

Councillor Stevens is declared Vice Chairperson.

MINUTES

04.01.17.25 Moved by Councillor Bergstrom

“that the minutes from the February 24, 2024 Buffalo Lake Intermunicipal Development Plan Committee Meeting be approved as presented.”

Carried Unanimously

DREDGING ON BUFFALO LAKE

- In response to resolution 05.02.23.24 of the February 23, 2024 Buffalo Lake Intermunicipal Development Plan Committee Meeting, the Summer Villages of Rochon Sands and White Sands prepared a report on dredging for the Committee, based on their discussions with the Village of Alix and the Government of Alberta.
- Members discussed the feasibility of dredging on the lake, including various considerations such as the longevity and other environmental constraints.
- The Summer Village of Rochon Sands and Camrose County discussed potential dredging projects at existing or proposed boat launches and would be seeking funding for the project.
- Members indicated their municipalities would likely be supportive of the partner municipalities' grant applications for dredging projects, but financial assistance would be at the discretion of their respective councils.

05.01.17.25 Moved by Councillor Stevens

“that the Committee accept the report on potential dredging for information.”

Carried Unanimously

LAKE WATER LEVELS & BOAT LAUNCHES

- Committee members had a discussion on the low water levels on Buffalo Lake and its impact on the usability of the lake's boat infrastructure. Members indicated that the water levels are lower than they have been in past decades. Some members detailed their ongoing projects on existing boat launches.

REVIEW OF THE BUFFALO LAKE INTERMUNICIPAL DEVELOPMENT PLAN

- Ms. Howard advised that the *Buffalo Lake Intermunicipal Development Plan* requires the Committee consider a plan review every four years. The Plan allows the Committee to decide whether to undertake a minor or major review.
- Each municipality detailed their perspectives on the Plan update. All committee members agreed that at this time, there is no need for a major Plan review. Further, that the minor Plan review should be conducted by planning staff to identify any items that need to be updated and to notify the Committee of any updates required.
- Councillor Stevens noted that the County of Stettler may wish to update the Future Land Use Concept of Plan at a later time. The Committee agreed that this would constitute a major revision and should be conducted after the election. Ms. Howard advised that a major review can be initiated by a partner municipality at any time.

06.01.17.25 Moved by Mayor Thurston

“that the Committee direct Administration to review the contents of the *Buffalo Lake Intermunicipal Development Plan* and identify areas that may require update.”

Carried Unanimously

ROUND TABLE UPDATE / DISCUSSION

Committee members were asked for any other items that they would like to provide an update on. No members had additional updates.

NEXT MEETING DATE

No fixed date was set for the next Committee meeting due to the upcoming municipal election. If a meeting is required prior to the election due to the minor review of the Plan, the Chair will inform members.

ADJOURNMENT

07.01.17.25 Moved by Mayor Hiller

“that the Buffalo Lake Intermunicipal Development Plan Committee meeting be adjourned at 1:42 pm.”

Carried Unanimously

Chairperson

Secretary

August 8, 2025

His Worship Lorne Thurston
Mayor
Summer Village of White Sands
PO Box 119
Stettler AB T0C 2L0

Dear Mayor Thurston:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta \$276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Summer Village of White Sands, your 2025 CCBF allocation is \$15,568.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at <https://open.alberta.ca/publications/canada-community-building-fund-allocations>.

I look forward to working together with you to support your local infrastructure needs, and building strong, vibrant communities across Alberta.

Sincerely,



Dan Williams, ECA
Minister of Municipal Affairs

cc: Melissa Beebe, Chief Administrative Officer, Summer Village of White Sands

(DRAFT COPY) WELCOME TO ASVA's 67th ANNUAL CONFERENCE & AGM - OCTOBER 16 & 17, 2025

THURSDAY OCTOBER 16, 2025

8:00	REGISTRATION & BREAKFAST - Jubilee AB Ballroom		
8:30	Honourable Minister Williams - Minister of Municipal Affairs	Minister of Municipal Affairs	Honourable Minister Dan Williams
9:00	Welcome, Opening Remarks, ASVA & Title Sponsor ABmunis	ASVA, SV of Half Moon Bay & ABmunis	ASVA President Mike Pashak & Deputy Mayor for SV Half Moon Bay & President Tyler Gandem, ABmunis
9:10	Economic Attitudes and the Impact to Lakeside Communities	Town of Sylvan Lake	Channelle Brooker, Tourism Development Supervisor
9:35	Algal Bloom Tracker Project	Alberta Lake Management Society	Bradley Peter, Executive Director
9:55	New Reporting Regulations for Municipal Audits - Natural Assets and Intangible Assets (presentation title TBD)	Strathcona County	Graham Isbister, Business Innovation & Communications
10:15	COFFEE BREAK - TRADE SHOW - SILENT AUCTION - JUBILEE AB BALLROOM		
10:35	Bylaw Basics - Top 10 List	Patriot Law	Michelle Gallagher, KC, Lawyer
11:05	Empowering Residents Through Land Use Planning	Green Space Alliance	Dnyanesh Deshpande, Principal & Marcelo Figueira, Associate Principal
11:30	AI- What is it? And How Can it Help Municipalities?	ABmunis	Dan Blackburn, Senior Director, Growth & Innovation
12:00	LUNCH - TRADE SHOW - SILENT AUCTION - JUBILEE AB BALLROOM		
1:00	It's (not) Always Sunny in Alberta: Addressing Complex Behaviours Fairly	Alberta Ombudsman	Lindsay Sellinger, Senior Investigator
1:30	Askiy Fish Health Community Monitor Program Accepted	Environment & Climate Change	Anthony Pico, Environmental Coordinator - Fish Division
1:55	Relationships with ASVA (presentation title TBD)	ABmunis	Dana Mackie, CEO
2:15	COFFEE BREAK - TRADE SHOW - SILENT AUCTION - JUBILEE AB BALLROOM		
2:30	Experience of a Summer Village Viability Review (presentation title TBD)	Summer Village of Ma-Me-O-Beach	Mayor, Christine Holmes
3:00	Trade Show Booth Draws	Sponsors	Sponsors
3:15	Quick Break - Set Up for AGM		
3:30	AGM Meeting - Jubilee AB Ballroom		
6:00	COCKTAILS - Jubilee AB Ballroom		
6:30	BANQUET - AWARDS - ENTERTAINMENT -SILENT AUCTION - Jubilee AB Ballroom		
FRIDAY OCTOBER 17, 2025			
8:00	REGISTRATION & BREAKFAST - JUBILEE AB BALLROOM		
9:00	Welcome Back Members - ASVA Update	ASVA & SV of Half Moon Bay	ASVA President Mike Pashak & Deputy Mayor for the SV of Half Moon Bay
9:20	Radon - Health Risks and Protection Tools	AB Lung Association	Jamie Happy, Health Promotion Coordinator
9:45	Respect Our Lakes	AB Environment	Allysa Weatherall, Compliance Manager & Lee Lowrie, Environmental Protection Officer
10:10	Strategic Planning: Focus on Priorities	Strategic Steps Inc	Ian McCormack, CMC. President
10:40	Closing Roads: Some Practical Tips	RMRF	Ben Thronson, Associate
11:05	10 Minute Stretch Break		
11:15	Open Mic - Summer Village Needs for 2026 - Challenges for 2026? What Workshops would be Beneficial?	ASVA & Summer Villages	ASVA Directors & Summer Village Delegates
11:45	CONFERENCE CLOSING REMARKS & DOOR PRIZE DRAW	ASVA & SV of Half Moon Bay	ASVA President Mike Pashak & Deputy Mayor for SV of Half Moon Bay

CAO

From: Eventbrite <noreply@order.eventbrite.com>
Sent: May 29, 2025 3:21 PM
To: CAO
Subject: Order Confirmation for Facing the Future - ASVA's 2025 Annual Conference & AGM

Follow Up Flag: Follow up
Flag Status: Flagged



Eventbrite

Your Tickets for Facing the Future - ASVA's 2025 Annual Conference & AGM



**Melissa,
you've got tickets!**



View and save your tickets before the event

[Go to My Tickets](#)

Access your tickets in the [Eventbrite app](#) before your event, and add them to your phone's digital wallet for the fastest entry!

Or, to access via web, go to the **Tickets section** in your account on [Eventbrite.com](#) to view and download a Printable PDF of your tickets.

Facing the Future - ASVA's 2025 Annual Conference & AGM

Facing the Future

Join Us at ASVA's 67th Annual Conference & AGM

October 16 & 17, 2025

Wyndham Edmonton Hotel and Conference Centre

4440 Gateway Blvd. Edmonton, AB



4 x Tickets

Order total: 1396.00 CAD



Thursday, October 16, 2025 at 8:00 AM - Friday, October 17, 2025 at 12:00 PM (MT)

Add to [Google](#) · [Outlook](#) · [iCal](#) · [Yahoo](#)



Wyndham Edmonton Hotel and Conference Centre

4440 Gateway Boulevard Northwest

Edmonton, AB T6H 5C2

Canada

[View on map](#)

Questions about this event?

[Contact the organizer](#) [View event details](#)

Order Summary

Order #12550315723 - May 29, 2025

CA\$1,396.00 paid by Visa

Appears on your card statement as EB *Facing the Future-

Melissa Beebe	1 x Conference Registration (incl. banquet ticket)	CA\$349.00
Councillor 1	1 x Conference Registration (incl. banquet ticket)	CA\$349.00
Councillor 2	1 x Conference Registration (incl. banquet ticket)	CA\$349.00
Councillor 3	1 x Conference Registration (incl. banquet ticket)	CA\$349.00

1396.00 CAD

[View and manage your order](#) in your Eventbrite account.

Refund Policy: No Refunds. Eventbrite's fee is nonrefundable. [Learn More](#)

[Contact the organizer](#) for any questions related to this purchase.

This order is subject to Eventbrite [Terms of Service](#) and [Privacy Policy](#), and [Cookie Policy](#).

Ticket Information

Ticket #1: Conference Registration (incl. banquet ticket) - 349.00 CAD

Melissa Beebe

cao@whitesandsab.ca

Ticket #1: Conference Registration (incl. banquet ticket) - 349.00 CAD

Councillor 1

cao@whitesandsab.ca

Ticket #1: Conference Registration (incl. banquet ticket) - 349.00 CAD

Councillor 2

cao@whitesandsab.ca

Ticket #1: Conference Registration (incl. banquet ticket) - 349.00 CAD

Councillor 3
cao@whitesandsab.ca

[View ticket information](#)



Get the Eventbrite app



Copyright © 2025 Eventbrite. All rights reserved. [Privacy Policy](#)

535 Mission Street, 8th Floor San Francisco, CA 94105

“FACING THE FUTURE”



REGISTRATION IS OPEN FOR
ASVA's 67th Annual Conference
& AGM
October 16 & 17, 2025

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

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



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

VENUE
WYNDHAM
EDMONTON HOTEL &
CONFERENCE CENTRE

4440 GATEWAY BLVD
EDMONTON, AB
T6H 5C2

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

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

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

CONFERENCE AGENDA

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

OCTOBER 16TH BANQUET VENUE

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

“FACING THE FUTURE”

HOTEL RESERVATIONS:

Tel: 780.437.6010

Toll Free: 1.877.999.3223

Or Use Booking Link:

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

Group Name: Association of Summer Villages of Alberta

Booking Code: 101525ASV

Guestroom Rates Only, Does Not Include Taxes:

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

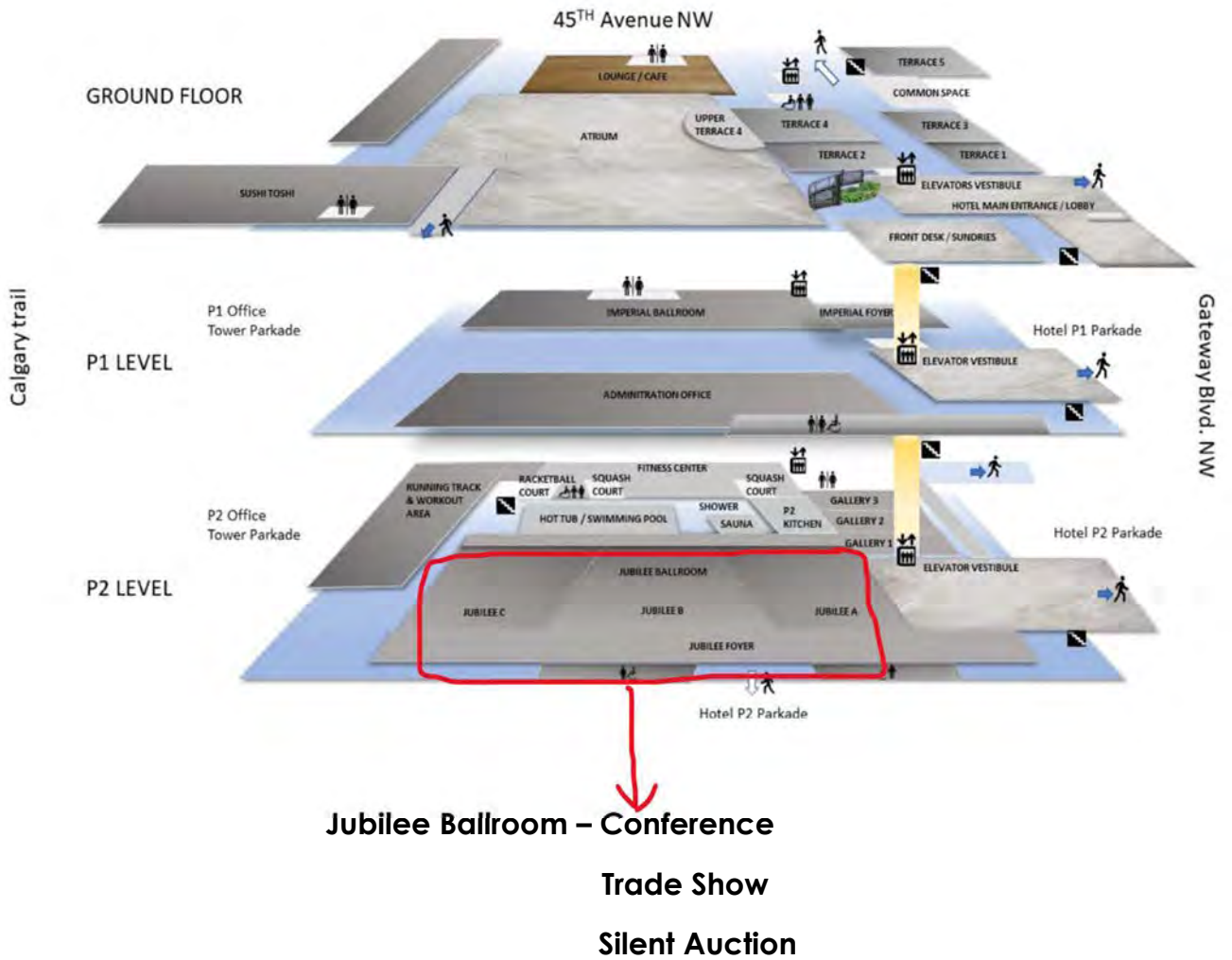
Individual Reservations can be cancelled without penalty up to 24 hours prior arrival. Early Booking is recommended.



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

“FACING THE FUTURE”

HOTEL MAP



CAO

From: Wyndham <wyndhamhotels&resorts@emails.wyndhamhotels.com>
Sent: May 29, 2025 3:27 PM
To: CAO
Subject: Reservation Confirmation #91354EE059827, 91354EE059825, 91354EE059826

Follow Up Flag: Follow up
Flag Status: Flagged



Melissa Beebe
Join Wyndham Rewards Now!



Your Reservation Is Confirmed, Melissa!

Wyndham Edmonton Hotel and Conference Centre

4440 Gateway Blvd, Edmonton, AB T6H5C2 CA (780) 437-6010

Confirmation Number: **91354EE059827, 91354EE059825, 91354EE059826**

OCT 15 WED 2025 → **OCT 17** FRI 2025

[Hotel Details](#)

[Cancel](#)

[Directions](#)



Reservation Details

3 Room(s) / 2 Night(s)
1 King Bed, Non-Smoking

Number of Guests

1 Adult(s) / 0 Child(ren)

Check-In
3:00 p.m.

Checkout
12:00 p.m.

Room Description

Our non-smoking guest room with 1 King bed creates a memorable stay. The comfortable space features a sleeper sofa and balcony as well as a bathroom

Rate Details

Association of
Summer Villages
Alberta 834.00 CAD

with a bathtub/shower combination, complimentary bath products and hair dryer. Make the most of your visit with free high-speed WiFi and a flat-screen HDTV in your room. Additional amenities include coffee/tea maker, ironing amenities, desk, and table and chairs. Plus, we support green initiatives like our in-room recycling program.

Taxes & Fees 102.36 CAD

Total for Stay 936.36 CAD

Deposit Policy

Reservations have to be guaranteed with a valid credit card number and expiry date

Cancellation Policy

Cancellation of a Wyndham booking should only be allowed for a single room. Any other cancellation or modification should be done by calling the 1-800-337-0550 number.



Download the Wyndham Hotels & Resorts App

Enjoy convenient in-stay features and join Wyndham Rewards for exciting member extras. [Learn More](#)



Add Flights, Car Rentals & More to Your Trip

Now you can book flights, car rentals, transfers, and activities through Wyndham Travel Bundles. Plus, Wyndham Rewards members can earn up to 10 points per dollar on activities and 1 point per dollar on flights, car rentals, and transfers.¹

[BOOK NOW](#)

Save up to 35% on Avis & Budget Car Rentals



Need a car for your trip? Enjoy up to 35% off base rates for all qualifying rentals with Avis and Budget. Available at participating locations.²

[BOOK NOW](#)



¹Wyndham Travel Bundle Pay Now & Save Rates Terms & Conditions:

Wyndham Travel Bundles prepaid hotel rates (collectively, the "WTP Rates", and each individually, a "WTP Rate"), offered on stays at participating hotels that are booked on the [Wyndham Travel Bundle website](#), provide a discount off a participating

2025 CONVENTION & TRADE SHOW

Alberta's largest municipal gathering!

[Home](#) / [Events](#) / 2025 Convention & Trade Show

[← Events](#)

Nov 12 - 14

In-person
Convention

Event Summary

Registration is now open! Visit the "How to Register" tab for more details.

Our annual Convention and Trade Show will take place in Calgary in 2025 from November 12 - 14, 2025. Hotel room accommodations are now available under the hotel tab.

For Trade Show registration details, select the Trade Show tab below.

Please note, we know many of our member communities host Remembrance Day activities on November 11. In order to accommodate our Elected Officials Education Program courses, while respecting those who want to take part in those ceremonies, we will be hosting our EOEP sessions at Convention on November 14 & 15.

EOEP courses will begin in the afternoon on Friday, November 14 once Convention closes, and continue for another half day on Saturday, November 15. We appreciate your understanding.

If you have any questions, please reach out to registration@abmunis.ca.

[EVENT DETAILS](#)

[HOW TO REGISTER](#)

[HOTEL ACCOMMODATIONS](#)

[TRADE SHOW & SPONSORSHIP](#)

[CODE OF CONDUCT](#)

Hotel room blocks have been secured for attendees at the hotels listed below.

Please note, hotels may have a two-night, non-refundable deposits taken at the time of booking. This ensures that hotel rooms are not overbooked and canceled at the last minute, leaving rooms unused. It is the municipalities responsibility to book the appropriate rooms required. While name changes can be made, deposits will not be refunded if a room has to be canceled.

Calgary Marriott Downtown - HOTEL BLOCK FULL

110 9 Avenue SE, Calgary
(403) 266-7331
Rates starting at \$329 per night + tax

Delta Calgary Downtown

209 4 Avenue SE, Calgary
(403) 266-1980
Rates starting at \$329 per night + tax

[Booking Link](#)

Fairmont Palliser

133 9 Avenue SW, Calgary.
(403) 262-1234
Rates starting at \$329 per night + tax

[Booking Link](#)

Hyatt Regency Calgary - HOTEL BLOCK FULL

700 Centre Street S, Calgary
(403) 717-1234
Rates starting at \$299 per night + tax (rates online will show \$319.94, which already includes the 6% destination marketing fee hotels)

Hotel Le Germain

899 Centre Street SW, Calgary
(587) 441-9993
Rates starting at \$319 per night + tax

[Booking Link](#)

REGISTER OR

FIND MORE

More Upcoming Events

SEP 9, 10:00 AM · VIRTUAL

Grants And Your Municipality: Drugs, Homelessness, & Mental Health. Can grants help?

SEP 9, 12:00 PM · VIRTUAL

Municipal Election Webinar - Small and Mid-size Municipalities

SEP 16, 7:30 PM · VIRTUAL

Municipal Election Webinar - Small and Mid-size Municipalities

SEP 19, 10:00 AM · IN-PERSON

2025 Summer Municipal Leaders' Caucus - Peace River

STAY UP TO DATE!

We keep you informed. Subscribe to one of our regular newsletters.

[SUBSCRIBE TO A NEWSLETTER](#)



[Advocacy resources](#)

[Products & services](#)

[Pay an invoice](#)

[News](#)

[Events](#)

[Digital Library](#)

[Login](#)



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

The Association of Alberta Municipalities operates as Alberta Municipalities.

For clarity, any goods and services referred to on this website may be offered by the Association of Alberta Municipalities, on its own or with another entity, or by one or more of its subsidiaries or related entities.

[Terms of Use](#)

[Privacy Statement](#)

Association of Alberta Municipalities, 300, 8616 - 51 Avenue, Edmonton, AB T6E 6E6
©2025 Association of Alberta Municipalities. All rights reserved.

[COOKIE SETTINGS](#)

[Summary](#) [Fees](#) [Agenda](#)

[Register Now](#)



November 12-14, 2025

Calgary TELUS Convention Centre
136 8 Ave SE
Calgary, AB T2P 0K6

PRICING

Type	<u>Early-bird & Virtual Pricing</u>	<u>In-Person Regular (After October 24)</u>
Alberta Municipalities Member	\$660	\$825
RMA Member	\$765	\$955
Non-Member	\$1070	\$1235
Municipal Interns	Complimentary	

**Registration payment by credit card will be the only accepted form of payment. If you have any questions, please email registration@abmunis.ca.*

[Register Now](#)

[Contact Us](#)

[Already registered?](#)

2025 ALBERTA MUNICIPALITIES CONVENTION CANCELLATION POLICY

Any written cancellation received prior to 4:30 pm MST on Tuesday October 28, 2025 is eligible for a refund, less a \$50 cancellation fee.

Any written cancellation received after 4:30 pm MST on Tuesday, October 28, 2025 and prior to 4:30 pm MST on Tuesday November 4, 2025, is eligible for a 50% refund.

Any cancellations received less than a week prior to the event will not be eligible for a refund.

Written notice includes letter, fax or emails. Emails can be sent to registration@abmunis.ca.

FOIP: The personal information on this form will be used for the purposes of managing the convention only. The information is protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act, unless otherwise consented to on the registration information page.

Convention Code of Conduct

Alberta Municipalities is committed to providing a welcoming, inclusive and harassment-free environment for all persons attending the Convention (“Convention Participants”), regardless of gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.

The following guidelines apply to all facets of the Convention including sponsor hosted events, workshops, plenaries, political meetings and social gatherings where Convention Participants are in attendance.

Behaviours that are not acceptable at the Convention include:

- Harassment or intimidation based on gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
- Shouting down or threatening Convention Participants.

Any Convention Participant found violating these rules may have their registration revoked and be asked to leave the Convention, without a refund, at the discretion of the CEO or designate

Copyright © 2000-2025 Cvent, Inc. All rights reserved.

[Event Management Software](#) | [Mobile Event Apps](#) | [Survey Software](#) | [Event Venues](#)
[Strategic Meetings Management](#) | [Event Registration Software](#) | [Onsite Solutions](#)
[Webinar Platform](#)
[Privacy Policy](#)



Stettler District Ambulance Association

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

August 27, 2025

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

Dear CAO Beebe,

RE: SDAA Agreement - Member-at-Large

During the March 10, 2025, Stettler District Ambulance Association meeting, the Board proposed the addition of a second Member-at-Large. Under the current SDAA agreement, the Board has approved one Member-at-Large (Patient and Family Advocate). Mr. David Guba was appointed to the position for a four-year term, beginning in 2022.

In order for the SDAA Board to appoint a second Member-at-Large, the current SDAA Agreement would need to be amended. Any amendment to the Agreement requires the approval from all of the member municipalities. As well, under the current agreement, a Member-at-Large is appointed for a four-year term. They are a full-voting member of the Board and any compensation is at the cost of the Stettler District Ambulance Association.

Would your municipality be in-favor of amending the SDAA Agreement to include the option for a second Member-at-Large?

Sincerely,


Yvette Cassidy
Chief Administrative Officer

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

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

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

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

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

Section 1 – Title

This bylaw may be cited as “Procedural Bylaw”

Section 2 – Purpose

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

Section 3 – Definitions

In this bylaw, unless the context otherwise requires:

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

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

Section 4 – Application

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

Section 5 – Agenda

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

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

Section 6 – Organizational Meetings

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

Section 7 – Committees

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

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

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

Section 8 – Meetings of Council

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

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

Section 9 – Meetings Through Electronic Communications

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

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

Section 10 – Order of Business at Meetings

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

Section 11 – Start of a Council Meeting

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

Section 12 – Control and Conduct of Council Meetings

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

Section 13 – Minutes of Council

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

Section 14 – Tabling or Postponing Motions

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

Section 15 – Motions out of Order

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

Section 16 – Voting on Motions

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

Section 17 – Reconsidering and Rescinding a Motion

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

Council to reconsider the matter;

(ii) Specify the meeting at which he proposes to bring the matter to Council; and

(iii) Indicate in the substantive portion of the motion the action which he proposes that Council take on the matter.

(b) If notice of motion was not given, Council may, on a majority vote waive the requirement for notice contained in this section.

(c) Notwithstanding the other provisions of this Section, no motion made or action taken by Council shall be reconsidered unless:

(i) It is a motion made or an action taken at the same meeting; or

(ii) It is a motion made or an action taken at a meeting held six (6) months or more before its reconsideration; or

(iii) Council by not less than a vote of majority approves reconsideration of a motion made or an action taken less than six (6) months before its reconsideration.

(d) A member may move to reconsider a matter considered at the same meeting and if a majority of the members vote for reconsideration, the matter may again be dealt with at the same meeting.

Section 18 – Presiding Officer Rules

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

Section 19 – Motion to Move In-Camera

(a) Council may upon the passing of a motion, move in-camera to discuss any matter.

(b) The rules of order for the conduct of a meeting of Council shall apply to a meeting in-camera

(c) When Council is of the opinion that a meeting of Council is to be held in-camera, the motion which is passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera, and the meeting may only be held in-camera in accordance with Section 197(2) of the *Municipal Government Act*.

Section 20 – Motions in Council

(a) The Recording Secretary shall read the motions as presented.

(b) Motions are debatable by Council.

(c) Unless Council by a majority vote extends the time, no member shall speak longer than five (5) minutes on any original motion.

(d) When a motion has been made and is being considered, no member may make any other motion except to:

(i) Amend the motion; or

(ii) Table or postpone the motion.

(e) When a member feels he has been misquoted or misunderstood, he may, after receiving permission from the Mayor, explain a material part of his speech but he may not introduce any new matter and there shall be no debate on the explanation;

- (f) When the motion has been declared put, no member shall debate further on the motion or speak, except to request that the motion be read aloud.

Section 21 – Bylaws

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

Section 22 – Persons Wishing to Address Council as a Delegation

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

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

Section 23 – Severability

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

Section 24 – Coming into Force

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

Read a first time this 15 day of November 2023.

Read a second time this 20 day of December 2023.

Read a third time and passed this 20 day of December 2023.

Summer Village of White Sands



Mayor



Chief Administrative Officer