

# SUMMER VILLAGE OF WHITE SANDS

## COUNCIL MEETING AGENDA

November 13, 2024 @ 9:30

Location: White Sands Hall

#8 Front Street

(Live streaming is limited and recording will be upload after the meeting)

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**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 December 11, 2024*

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

**held on September 18, 2024  
Municipal Office #10, 19447 Hwy 12,  
County of Stettler and electronically  
Streaming on YouTube.**

**Present:** Ian McCormack, Official Administrator  
CAO, Melissa Beebe  
Administrative Assistant, Erin Weinzierl

**Absent:**

**Public: (1)**

**1. Call to Order:**

Official Administrator McCormack calls the Council Meeting to order at 9:30 AM

**2. Adoption of Agenda**

**Motion 24:09:01** Moved by Official Administrator McCormack to approve the agenda as amended:  
- 7.4 Addition Hall Society Request for Election Forum Funding

MOTION CARRIED

**3. Adoption of Previous Minutes:**

**3.1. Regular Council Meeting Minutes of August 21, 2024**

**Motion 24:09:02** Moved by Official Administrator McCormack to adopt the minutes from the Regular Council Meeting of August 21, 2024, as amended:  
- **No in-camera session**  
- **Official administrator and CAO at signing lines**

MOTION CARRIED

**4. Public Hearing: None**

**5. Delegation/Presentation: None**

**6. Bylaws & Policies: None**

**7. Business**

**7.1.OHV's & Golf Carts Municipal Comparison Information**

**Motion 24:09:03** Moved by Official Administrator McCormack to table this topic "OHV's & Golf Carts Municipal Comparison Information" to the first regular meeting of the new council.

MOTION CARRIED

**7.2.Canada Community Building Fund (CCBF) Agreement**

**Motion 24:09:04** Moved by Official Administrator McCormack to approve the signing of the memorandum of agreement CCBF.

MOTION CARRIED

**7.3.Apex Municipal Franchise Fee Agreement**

**Motion 24:09:05** Moved by Official Administrator McCormack to table Apex Municipal Franchise Fee Agreement item 7.3 until the first regular meeting of the first council.

MOTION CARRIED

**7.4. Addition Hall Society Request for Election Forum Funding**

**Motion 24:09:06** Moved by Official Administrator McCormack to deny the request for Additional Hall Society Request for Election Forum Funding item 7.4.

MOTION CARRIED

**8. Council Reports: None**

**9. CAO Reports**

- 9.1. Written Report
- 9.2. Action List

**Motion 24:09:07** Moved Official Administrator McCormack to receive the written report of the CAO.

MOTION CARRIED

**Motion 24:09:08** Moved Official Administrator McCormack to receive the CAO Action List.

MOTION CARRIED

**10. Financial Reports:**

- 10.1. **Council Revenue and Expenditures as August 31, 2024**
- 10.2. **Capital Revenue and Expenditures as of August 31, 2024**
- 10.3. **Bank Reconciliation as of August 31, 2024**

**Motion 24:09:09** Moved by Official Administrator McCormack to receive for information items 10.1 to 10.3 as presented.

MOTION CARRIED

**11. Correspondence**

- 11.1. Unspent 2019 MSI Funds
- 11.2. ASVA 2024 Tentative Conference Program
- 11.3. Fire Service Training Program – Municipal Affaires
- 11.4. Capital Project Update: Front Street Widening

**Motion 24:09** Moved by Official Administrator McCormack to receive correspondence as information from 11.1 to 11.4.

MOTION CARRIED

**12. In-Camera Session: None**

**13. Adjournment**

**Motion 24:08:17** Moved by Official Administrator McCormack to adjourn the meeting at 9:50 AM.

MOTION CARRIED

*Next Regular Council Meeting will be after the by-election and organizational meeting. All information will be posted on the municipal website: [www.whitesandsab.ca](http://www.whitesandsab.ca)*

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**Mayor**

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**Chief Administrative Officer**

**MINUTES OF THE ORGANIZATIONAL  
MEETING  
SUMMER VILLAGE OF WHITE SANDS  
COUNCIL  
held on October 16, 2024  
Municipal Office #10, 19447 Hwy 12,  
County of Stettler and electronically  
Streaming on YouTube.**

**Present:** Ian McCormack, Official Administrator  
Melissa Beebe, CAO  
Erin Weinzierl, Administrative Assistant  
Lorne Thurston, Councillor  
Paul Ashford, Councillor  
Dan Zembal, Councillor

**Absent:**

**Public: (0)**

**1. Call to Order:**

Official Administrator McCormack calls the Council Meeting to order at 9:30 AM

**2. Oaths of Office:**

- 2.1. Paul Ashford
- 2.2. Dan Zembal

**3. Appointment of Chief Elected Official:**

**Motion 24:10:01** Moved by Councillor Ashford to nominate Councillor Thurston for position of Mayor. Councillor Zembal seconds the nomination. Councillor Thurston accepts the nomination.

MOTION CARRIED

**4. Appointment of Deputy Chief Elected Official:**

**Motion 24:10:02** Moved by Mayor Thurston appoints Councillor Zembal as Deputy Chief Elected Official.

MOTION CARRIED

**5. Appointment of Signing Officers:**

**Motion 24:10:03** Moved by Mayor Thurston to appoint Councillor Zembal, Council Ashford, and Mayor Thurston as signing officers.

MOTION CARRIED

**Motion 24:10:04** Moved by Mayor Thurston to remove Ian McCormack, Official Administrator, from signing authority due to council returning to quorum.

MOTION CARRIED

Mr. McCormack withdraws from the meeting at 9:46 AM.

**6. Committee Appointments:**

- 6.1. Municipal Planning Commission (MPC)

**Motion 24:10:05** Moved by Mayor Thurston to appoint all members of council to the Municipal Planning Commission (MPC).

MOTION CARRIED

6.2. Buffalo Lake Intermunicipal Development Plan (BLIDP) Committee

**Motion 24:10:06** Moved by Councillor Zembal to appoint Mayor Thurston to BLIDP Committee for continuity and Councillor Ashford as alternate.

MOTION CARRIED

6.3. Buffalo Lake Intermunicipal Development South Shore Plan Committee (BLID South Shore Plan)

**Motion 24:10:07** Moved by Councillor Zembal appoints Mayor Thurston to BLIDP South Shore Plan and Councillor Ashford as alternate.

MOTION CARRIED

6.4. Buffalo Lake Management Team

**Motion 24:10:08** Moved by Mayor Thurston to appoint all three members of council to the Buffalo Lake Management Team.

MOTION CARRIED

6.5. County of Stettler Housing Authority

**Motion 24:10:09** Moved by Councillor Ashford to appoint himself to the County of Stettler Housing Authority and Councillor Zembal as alternate.

MOTION CARRIED

6.6. Stettler Regional Fire Advisory Committee

**Motion 24:10:10** Moved by Councillor Ashford to appoint Councillor Zembal to the Stettler Regional Fire Advisory Committee and Mayor Thurston as alternate.

MOTION CARRIED

6.7. Stettler and District Ambulance Authority

**Motion 24:10:11** Moved by Councillor Ashford to appoint himself to the Stettler and District Ambulance Authority and Mayor Thurston as alternate.

MOTION CARRIED

6.8. Stettler Regional Waste Management Authority (SRWM)

**Motion 24:10:12** Moved by Councillor Ashford to appoint Councillor Zembal to the SRWM and Councillor Ashford as alternate.

MOTION CARRIED

6.9. Shirley McClellan Regional Water Commission (SMRWSC)

**Motion 24:10:13** Moved by Mayor to appoint himself to the SMRWSC and Councillor Zembal as alternate.

MOTION CARRIED

6.10. White Sands Emergency Management Committee

**Motion 24:10:14** Moved by Mayor Thurston to appoint all three members of council to the White Sands Emergency Management Committee.

MOTION CARRIED

6.11. Stettler Regional Emergency Management Agency (SREMA)

**Motion 24:10:15** Moved by Mayor Thurston to appoint Councillor Ashford to the SREMA and Councillor Zembal as alternate.

MOTION CARRIED

6.12. Parkland Regional Library

**Motion 24:10:16** Moved by Councillor Zembal to advertise for a member at large to sit on the Parkland Regional Library board to sit as a representative for the Summer Village of White Sands.

MOTION CARRIED

6.13. Intermunicipal Collaboration Committee (ICC)

**Motion 24:10:17** Moved by Mayor Thurston to appoint Councillor Zembal and CAO to the ICC and Mayor Thurston as alternate.

MOTION CARRIED

## **7. Establishment of Council Meeting Dates, Time, and Municipal Office Location**

**Motion 24:10:18** Moved by Councillor Zembal to schedule regular council meetings the second Wednesday the month with the intent from 9:30 AM to 12:00 PM at #8 Front Street at the Summer Village of White Sands, with the first meeting scheduled on November 13, 2024.

MOTION CARRIED

**Motion 24:10:19** Moved by Councillor Ashford to change the municipal office location from #10, 19447 Hwy 12, County of Stettler to #8 Front Street, White Sands, AB as of November 1, 2024.

MOTION CARRIED

## **8. Appointment of External Agencies**

8.1. Property Assessor

**Motion 24:10:20** Moved by Mayor Thurston to appoint Municipal Property Consultant as property assessors for the Summer Village of White Sands.

MOTION CARRIED

8.2. Municipal Auditor

**Motion 24:10:20** Moved by Councillor Ashford to appoint Gitzel & Company as municipal auditor for the Summer Village of White Sands.

MOTION CARRIED

8.3. Safety Codes/Inspection Services

**Motion 24:10:21** Moved by Councillor Zembal to appoint IJD Inspections as the safety codes/inspection services for the Summer Village of White Sands.

MOTION CARRIED

8.4. Subdivision Development Appeal Board

**Motion 24:10:22** Moved by Mayor Thurston to appoint Regional SDAB and Clerk overseen by Parkland Community Planning Services for the assessment review board for the Summer Village of White Sands.

MOTION CARRIED

8.5. Assessment Review Board

**Motion 24:10:23** Moved by Councillor Ashford to Capital Region Assessment Services Commission (CRASC) for the assessment review board for the Summer Village of White Sands.

MOTION CARRIED

8.6. Subdivision Development Officer(s)

**Motion 24:10:24** Moved by Councillor Zembal to appoint Gra-Core Consulting & Investment LTD & CAO for the subdivision development officers for the Summer Village of White Sands.

MOTION CARRIED

8.7. Director of Emergency Management

**Motion 24:10:25** Moved by Mayor Thurston to appoint Clint Sime, County of Stettler Regional Director of Emergency Management for the Summer Village of White Sands.

MOTION CARRIED

8.8. Deputy Directors of Emergency Management

**Motion 24:10:26** Moved by Councillor Ashford to appoint Kyle Benna Aislinn Reule as regional deputy directors for emergency management for the Summer Village of White Sands.

MOTION CARRIED

**9. Council Remuneration**

**Motion 24:10:27** Moved by Mayor Thurston to accept the existing Council Remuneration policy as information.

MOTION CARRIED

**10. Adjournment**

**Motion 24:10:28** Moved by Mayor Thurston adjourns the meeting at 12:14 AM.

MOTION CARRIED

*Next Regular Council Meeting will be November 13, 2024*

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**Mayor**

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**Chief Administrative Officer**

## White Sands Hall Society Budget Requests 2025

### 2024 Hall Rentals

NAME	DATE	DAMAGE DEPOSIT	TOTAL
James Jacob	14-Mar-24	\$250.00	\$160.00
Deb Waugh	01-Apr-24		\$160.00
Andrea Hildebrand	02-Jan-24		\$150.00
Bobbi Jo Lockhart	09-Jan-24		\$160.00
Cheryl Van Dusen	26-Jan-24		\$105.00
Karen Hayden	18-Jun-24		\$500.00
Quinn Hayden	2024-07-17		\$400.00
Glenys Kent	2024-07-23		\$500.00
Chantelle Jacobs		-\$250.00	
Water Cooler	2024-07-24		-388.49
Cleaning Supplies	2024-07-24		-12.57
Kitchen Blinds	2024-09-12		-89.23
Cleaning Supplies	2024-10-27		-61.78
<b>TOTAL</b>		<b>\$-</b>	<b>\$1,582.93</b>

### Yearly Hall expenditures

ITEM	COST	PAYEE
Cleaning Labour		
- After event	25 x \$35 = \$875	Rental income – Hall society
- Annual deep clean	6 x \$35 = \$210	Rental income – Hall society
Cleaning supplies	~ \$300	Rental income – Hall society

## Capital Projects

ITEM	COST	PAYEE
Upgrade to parking lot in front of hall		
- Retaining wall	\$2500	WS Council
- Smaller gravel	\$500	WS Council
- Party tent	\$2000	WS Hall Society
Information boards		
- Digital billboard	\$17 000	WS Council
- Message Board	\$900	WS Council
- New cork for current bulletin boards	5 x \$200 = \$1000	WS Council
New front and back windows for hall – side sliders	\$570 x 2 = \$1140	WS Council

## Expenditures

ITEM	COST	PAYEE
LED lights on hall	\$380	WS Council
Air curtains	\$220 x 2 = \$440	WS Council
Refurbish large grill/ cast iron griddle	\$500	WS Council
Bug extermination	\$700	WS Council
Refurbish front door - clean, paint, new weather stripping	\$300	WS Council
Pressure wash building	No cost – summer students	WS Council
Better wifi	\$500 hardware \$140/ month	WS Council
Indoor access to attached garage	Unsure	WS Council

Itemized list below with more information:

## Capital Projects

### Parking lot upgrade:

Retaining wall out front so there is more flat seating/dance area in front of the hall including party tent and better gravel.

- Concrete lego blocks – Bulk direct Landscape Supply Calgary \$125 each (60 in x 30 in x 30 in, 4500 lb). Need about 20 total cost \$2500
- Smaller gravel. 7 mm gyro rock \$50/ yard Bulk Landscape Supply Calgary 10 yards x 50 = \$500
- Party tent to put out there. TMG Industrial 20 ft x 20 ft tent, removable side walls \$1899

### Information Boards:

New digital billboard or outdoor bulletin board with letters and/or new cork for the 4 board with a redesign for better function

- Digital billboard cost - Pixelboom media ltd – Taber \$17 000 +
- Message board – Displays 4 Sale – options range from Rolling Swinger Deluxe message board \$220 to Extreme weather Plus standing LED-Lit letter board \$900
- New cork - Amazon - 4 ft x 6 ft VIZ -PRO large cork bulletin board \$190 each

### Windows:

New windows for hall (front and back) - side sliders \$550 each from Home depot

## Expenditures

### LED Lights:

Led lights on hall that can be left on the building all year and changed for the season

- Govee – RGBIC LED permanent Outdoor lights \$379 for 100 ft.

### Air Curtain:

Fan above door that creates pressure so bugs do not come in.

- Amazon – 36” commercial indoor air curtain \$215

### Grill refurbish:

Refurbish large grill in back and purchase large cast iron cooking griddle

- Amazon – Universal cast iron griddle 24” x 18” \$150 need 2

### Bug Extermination:

- Dead Bug Pest Control 587-815-4790 \$500 - \$700

### Front door refurbish:

- Clean/Paint/weather strip front door - \$400 not including labour (estimate)

**Pressure wash building:**

- Summer students do this as part of their job. No extra cost.

**Wifi:**

- Better wifi for use at the hall. Starlink \$499 or hardware and a \$140 a month fee. Likely needed with the new office in WS.

**Indoor access to garage:**

- access for exercise, pickleball court perhaps. We know this was discussed when a new hall was being looked at. Could this be done?



## Request For Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 13, 2024</b>
<b>Originated By:</b>	<b><u>Erin Weinzierl</u>, Administrative Assistant</b>
<b>Title:</b>	<b>Rescind Policy I: Miscellaneous Administration Fees and Sundry Accounts Receivable Penalty</b>
<b>Agenda Item Number:</b>	<b>6.1</b>

### BACKGROUND/PROPOSAL:

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

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As administration was reviewing the current policies and bylaws of the Summer Village of White Sands, it came to our attention that Policy I deals with fees such as encroachment agreements, letter of compliance, tax certificates, etc. With alignment with the MGA, municipalities are required to have bylaws to create revenue for fees and services. The Summer Village of White Sands already has a Fees and Services bylaw (201-24), which was passed in the regular council meeting in April 2024, and its continually reviewed each year during the budget process.

#### COSTS/SOURCE OF FUNDING (if applicable)

Not applicable in any direct way.

### RECOMMENDED ACTION:

1. Council rescind Policy I: Miscellaneous Administration Fees and Sundry Accounts Receivable Penalty.

**Initials show support** – Reviewed By: EW

**CAO:** \_\_\_\_\_

# Current Bylaws

Number	Name	Created	Repeals Bylaw(s)	Notes
207-27	Amend Bylaw 191-22 Code of Conduct	2024-06		
204-24	TIPPS	2024-05-16	133-11, 47	
203-24	Tax Penalty	2024-05-15	184-21, 47	
202-24	Fire Control	2024-05-15	172-19	
200-23	Procedural	2024-12-20	171-19	
199-23	Bylaw Officer Enforcement	2024-11-15		
198-23	Use of Public Lands	2024-11-15		
197-23	Civic Address Sign	2024-11-15		
196-23	Community Standards	2024-10-18	147-15	
193-22	Establishes a Regional Emergency Management Committee and Agency	2022-09-14	845	
192-22	Short Term Borrowing	2022-06-09		
191-22	Council Code of Conduct	2022-06-08	197-18	revised June 12, 2024 (207-24)
189-22	Chief Administrative Officer	2022-05-04	146-14	
188-22	Sewage and Wastewater Within the Summer Village	2024-05-04	125-09, 124-09, 102-05, 101-05, 87-01, 84-99, 78, 72, 57, 155-16	
187-22	Development Authority	2022-06-08		
186-22	Land Use Bylaw	2022-06-08	153-15	
181-21	Assessment Review Boards	2021-06-01	163-18	
180-21	Regional SDAB	2021-04-06	163-18	
174-19	Municipal Emergency Management	2019-11-28	123-09	Was not recinded in 193-22?
152-15	Dog Bylaw	2015-07-24	126-09	
151-15	BLIDP ammendment	2015-08-15		
139-12	BLIDP ammendment	41047	130-10	
6	Transportation	29292		Could not find anything more current than this bylaw. 44 years old

# Future/Update Bylaws

Name	Reasoning
Transportation	The current bylaw is 44 years old and only addresses speed. With the many changes in the TSA, it would be beneficial to update this bylaw that would include the proper speed limit, OHVs, etc.
Use of Golf Carts	Currently there is a pilot project at Lacombe country that addresses the use of golf carts in the Summer Villages in the county.

152-15 Dog Bylaw	It was last updated nearly 10 years ago and needs to be reviewed.
186-22 Land Use Bylaw	Need to look at definitions and need more clarity

# Current Policies

	Name	Created	Mosty Recent Update	Notes:
1	Miscellaneous Administration Fees and Sundry Accounts Receivable Penalty	5/15/1995	4/5/2003	Should be in the Fees and Services Bylaw
2	Tax Recover Administrative Fee	5/15/1999		Should be in the Fees and Services Bylaw
3	Hall Rental	10/4/2003	8/7/2019	Check in late spring on if motioned if to update in 2024
4	Tangible Capital Assets	11/12/2010		
5	Subdivision and Development Appeal Board (SDAB)	2/24/2018		
6	Public Participation	6/15/2018		
7	Employee Hiring and Employment Process	4/17/2020	12/20/2023	look at Sick days and holidays
8	Employee Safety	8/22/2019	1/17/2024	
9	Purchasing of Goods and Services	6/5/2019		
10	Snow Removal	9/6/2019	4/17/2024	
11	Council Remuneration	4/24/2021	2/8/2024	
12	Surveillance Camera	12/8/2021		
13	Dust Abatement	2/19/2022		
14	Brush Pick-Up	4/13/2022		discontinued picking up brush
15	Piers, Docks, and Boat Liftx	4/29/2022	3/6/2023	
16	Public Swimming Area Designation	4/29/2022		

**Key:**

Admin
Trans
P&R
Council
Hall/Culture
Dev&Plan

# Future/Update Policies

Name	Reasoning
Payment Acceptance Policy	Give clear guidelines for what is accepted for payments, budgetary costs, etc.
Access to Beach Access Gates	Give clear guidelines when/how gates will be locked and open, how it will affect the budget, etc.
Vegetation Management	Give clear guidelines on requests and maintenance of grass cutting, trees removal, planting, shrubs, watering plants, budgetary concerns, etc.

Beach and Outhouse Maintenance	Give clear guidelines and expectations of maintenance of the beaches and outhouses in the SV
Trail Maintenance	Give clear guidelines and expectations of maintenance of the trails and budgetary concerns in the SV
Policy 13: Dust Abatement	Need to review, update the map, and put a budget \$, how often will dust abatement will be done, etc.
Fire Lane Maintenance	vegetation management (how often and when), budgetary concerns
Playground Maintenance	When to inspect and how often, replacement, repair, and other budgetary concerns.
Hall Maintenance	Give clear guidelines on maintenance of the hall, supplies, and other budgetary concerns.
Donations and Memorial Tributes	Clear guidelines on how donations are received, how they funds will be used, and this will fall with anyone wanting to have memorial tributes for loved ones.



## *Request For Decision (RFD)*

	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 13, 2024</b>
<b>Originated By:</b>	<b><u>Erin Weinzierl</u>, Administrative Assistant</b>
<b>Title:</b>	<b>Councillor Training</b>
<b>Agenda Item Number:</b>	<b>6.3</b>

### BACKGROUND/PROPOSAL:

On October 12, 2024, the municipal election was completed to fill the two vacant positions of council, and on October 16, 2024, the two new councillors were sworn in. Council Code of Conduct Bylaw 199-22, section 13, and section 201.1 of the MGA, the municipality would require a resolution requesting Municipal Affairs to provide the orientation training for councillors as per the municipal bylaw 199-22: Council Code of Conduct and the recently passed Bill 20, at no budgetary costs required.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As per Bylaw 199-22: Council Code of Conduct under Section 13 "Orientation and Other Training Attendance" is states that, "Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes oath of office."

MGA, Section 201.1 states:

#### **Orientation training**

- (1) A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office.
- (2) The following topics must be addressed in orientation training required under subsection (1):
  - (a) role of municipalities in Alberta;
  - (b) municipal organization and functions;
  - (c) key municipal plans, policies and projects;
  - (d) roles and responsibilities of council and councillors;
  - (e) the municipality's code of conduct;
  - (f) roles and responsibilities of the chief administrative officer and staff;
  - (g) budgeting and financial administration;
  - (h) public participation;
  - (i) any other topic prescribed by the regulations.



## *Request For Decision (RFD)*

- (3) The Minister may make regulations respecting orientation training, including, without limitation, regulations
- (a) respecting the delivery of orientation training;
  - (b) prescribing topics to be addressed in orientation training.

Also, the provincial government recently passed Bill 20 (information of changes is found 11.2 of the council package) and one of the changes is that Bill 20 requires *mandatory* orientation for councilors, where previously training for councilors had to be offered, but there was no requirement for the councilor to attend the training.

### *COSTS/SOURCE OF FUNDING (if applicable)*

It would cost the municipality \$0 if a motion to request Municipal Affairs to come and provide training for roles and responsibilities for all of council.

If there is no motion made, then Administration would have to go out and request a company to provide the orientation training for council and this may cost the municipality \$2,000 to \$4,000. The current budget allows for \$800 for any training, (education, conferences, etc.) therefore, the remaining funds would need to come from reserves to cover the costs if an external agency, such as Brown Lee LLP, Reynolds Mirth LLP, Transitional Solutions, etc. were to provide the training.

### RECOMMENDED ACTION:

1. Council motion that they read Bylaw 199-22: Council Code of Conduct and are authorizing to have Municipal Affairs provide a “Roles and Responsibilities” session for all of council for the Summer Village of White Sands to meet the 90-day requirement from taking the oath of office (October 16, 2024).

<b>Initials</b>	<b>support</b> – Reviewed By:	<b>CAO: MB</b>
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## CAO

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**From:** Wednesday, October 23, 2024 2:40 PM  
**To:** CAO  
**Cc:** Lucien Cloutier  
**Subject:** RE: Councillor Orientation Training

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good afternoon Melissa;

Lucien forwarded your message regarding councillor orientation. I just want to clarify that we may be able to provide a basic in-person Roles & Responsibilities session, which would only constitute a portion of the councillor orientation list of topics required under section 201.1. So I suggest your proposed resolution be tweaked to replace "orientation training" with "a Roles and Responsibilities session".

The rest of the topics would have to be presented by either yourself or a contracted facilitator as they involve items specific to your summer village, such as your code of conduct bylaw and any key municipal plans, policies and projects.

The base presentation includes the topics below:

- Local Government and the MGA
- Roles and Responsibilities of the Elected Officials
- Roles and Responsibilities of the Administrative Officials
- Municipal Finance Basics

If approved, we would look at starting around 9:30 or 10:00 am and wrapping up by around 2:00 or 2:30 pm. Please have your council discuss two or three potential dates we can consider and include them in the resolution. This will demonstrate the commitment of all of council and you to attend. Once you confirm council has passed the resolution, I will put the request forward for management approval and let you know if we have adequate staffing to accommodate one of your dates.

If you have any questions or concerns, please contact me.

Regards,

Angela Bilski  
Municipal Training Advisor, Municipal Affairs Municipal Capacity and Sustainability Branch Government of Alberta

Tel: 780-422-8101  
Fax: 780-420-1016  
angela.m.bilski@gov.ab.ca

Classification: Protected A

Classification: Protected A  
-----Original Message-----

From: CAO <cao@whitesandsab.ca>  
Sent: Wednesday, October 23, 2024 12:47 PM  
To: Lucien Cloutier <Lucien.Cloutier@gov.ab.ca>  
Subject: Councillor Orientation Training

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good Afternoon,

We are just working on the RFD to have MA come do the training. Does this motion that I am recommending clear enough?

"Council motion that they read Bylaw 199-22: Council Code of Conduct and are authorizing to have Municipal Affairs provide the orientation training for all of council for the Summer Village of White Sands to meet the 90-day requirement from taking the oath of office (October 16, 2024)."

Please advise if this seems clear enough or if you have further recommendations.

Melissa Beebe  
CAO  
SV White Sands  
403-740-1572

Classification: Protected A

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	
<b>Originated By:</b>	<b><u>Melissa Beebe</u>, Chief Administrative Officer</b>
<b>Title:</b>	<b>Municipal Planning Commission Bylaw 209-24</b>
<b>Agenda Item Number:</b>	<b>6.4</b>

**BACKGROUND/PROPOSAL:**

The municipality updated the Land Use Bylaw 186/22 and under Bylaw 187/22 established the Development Authority to include a Municipal Planning Commission. Previous Land Use Bylaw 173/19, the Development Authority did not include a provision for an MPC, variances, and was under the Development Officer Authority and then SDAB. A formal bylaw for the MPC was not developed and passed upon the approval of the other bylaws in 2022 and as such am presenting a formal bylaw as per legislative and procedural requirements.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

As per the MGA, Part 17, Planning and Development, section 616:

(n) “municipal planning commission” means a municipal planning commission established under Division 3;

**Planning authorities**

**625(1)** The council of a municipality may, by bylaw, establish a municipal planning commission,

**(3)** The bylaw establishing a municipal planning commission and the agreement establishing an intermunicipal planning commission must

(a) provide for the applicable matters described in section 145 and 146,

(b) prescribe the functions and duties of the commission, including but not limited to subdivision and development powers and duties, and

(c) in the case of an intermunicipal planning commission, provide for its dissolution.

(4) The council of a municipality may make a bylaw authorizing a municipality to delegate, by agreement, any of its subdivision authority or development authority powers, duties or functions to

(a) a municipal planning commission,

**Bylaws — council and council committees**

s.145 A council may pass bylaws in relation to the following:

- a) the establishment and functions of council committees and other bodies,
- b) the procedure and conduct of council, council committees and other bodies established by the council, the conduct of councilors and the conduct of members of council committees and other bodies established by the council.

**Composition of council committees**

s.146 A council committee may consist entirely of councillors, entirely of persons who are not councillors or of both councillors and persons who are not councillors.

**As per Procedural Bylaw 200-23, 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.

Proposed Bylaw No.209-24 is presented for first reading.

*COSTS/SOURCE OF FUNDING (if applicable)*

Not applicable in any direct way.

**RECOMMENDED ACTION:**

1. Council review the proposal and give first reading to the proposed bylaw.
2. Council provide further direction or required changes/amendments.
3. Council review the proposal and proceed with all three readings to the proposed bylaw.

<b>Initials show support</b> – Reviewed By: _____	<b>CAO:</b> _____
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## BYLAW NO. 209-24

### A BYLAW OF THE SUMMER VILLAGE OF WHITE SANDS IN THE PROVINCE OF ALBERTA TO ESTABLISH A MUNICIPAL PLANNING COMMISSION (MPC)

---

**WHEREAS**, the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 provides that a municipal council may establish a Municipal Planning Commission bylaw;

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

1. This bylaw may be cited as the “Municipal Planning Commission Bylaw”.

#### **Definitions**

2. The following words and terms are defined as follows:
  - a) “Act” means the *Municipal Government Act*, R.S.A. 2000, Chapter M-26;
  - b) “Chief Administrative Officer” or (“CAO”) means the person appointed as the Chief Administrative Officer of the Summer Village of White Sands;
  - d) “Council” means the Council of the Summer Village of White Sands;
  - f) “Development Officer” means one of the persons appointed to the position of Development Officer pursuant to the Land Use Bylaw;
  - g) “Development Permit” means a document that is issued under the Land Use Bylaw that authorizes a development;
  - h) “Land Use Bylaw” means the Summer Village of White Sands Land Use Bylaw adopted pursuant to the Municipal Government Act, as amended or replaced from time to time;
  - j) “Member” means a member of the Commission appointed by Council;
  - k) “Secretary to the Commission” means the person appointed to the position of Secretary to the Commission under this bylaw;
  - l) “Summer Village” means the Summer Village of White Sands.
3. Terms not specifically defined have the same definition as provided in the Act.

### **Establishment and Membership**

4. The Municipal Planning Commission for the Summer Village is hereby established.
5. The Commission is a Development Authority for the Summer Village in accordance with the Act, the Land Use Bylaw and the Summer Village's Development Authority Bylaw.
6. The Commission shall consist of Council.
7. No Member of the Commission shall sit as a member of the Summer Village's Subdivision and Development Appeal Board.

### **Chairperson**

8. At the first meeting of the Commission in each calendar year a Chairperson shall be elected by vote of the majority of the members for a one (1) year term.
9. A member may be re-elected to the position of Chairperson.
10. The Chairperson shall preside over all Commission meetings.

### **Vice-Chairperson**

11. The Vice-Chairperson shall be elected at the same time and under the same rules as the Chairperson.
12. The Vice-Chairperson may be re-elected to the position of Vice-Chairperson
13. The Vice-Chairperson shall preside over any Commission meeting in the absence of the Chairperson.

### **Secretary to the Commission**

14. The position of designated officer for the limited purpose of carrying out the function of the Secretary to the Commission is hereby established.
15. The Chief Administrative Officer of the Summer Village or their designate shall be the Secretary to the Commission and shall not be a voting member of the Commission.
16. The Secretary to the Commission shall:
  - a) compile and provide agenda and meeting packages to Members and make same available to the public;
  - b) attend all meetings of the Commission;
  - c) record the minutes of the meetings of the Commission.

- d) prepare written decisions as directed by the Commission;
- e) issue all duly signed Commission decisions;
- f) carry out such other administrative functions and duties as may be assigned by the Commission.

### **Quorum and Meetings**

- 17. A quorum of the Commission is two (2) Members.
- 18. Meetings of the Commission are public and may be held in-person or by electronic means.
- 19. The Commission shall meet as needed at the call of the Secretary to the Commission to carry out its functions and duties in accordance with the Act and the Land Use Bylaw.
- 20. Only those Members present at a meeting of the Commission shall have a vote on any matters before it.
- 21. Any Member who is unable to attend the whole of the presentation of any matter at any Commission meeting, shall not participate in the deliberations or the decision made by the Commission on that matter.
- 22. All Members present shall vote on every matter placed before the Commission unless a Member has a pecuniary interest or is otherwise required by the Act or this Bylaw to abstain.
- 23. Any Member who has a pecuniary interest, whether direct or indirect, with respect to any matter before the Commission, shall declare their interest, shall abstain from discussion and voting on the matter, and shall have their interest and abstention recorded in the minutes of the meeting.
- 24. The majority vote of the Members present at a duly constituted meeting shall be the decision of the Commission.
- 25. In the event of a tie vote, the decision shall be deemed to be decided in the negative.
- 26. The Commission may deliberate and make its decisions in meetings closed to the public.
- 27. The Commission shall conduct its meetings in accordance with the Act and, unless otherwise specified within this Bylaw or the Summer Village's Procedural Bylaw, as amended or replaced from time to time.
- 28. Where the Commission has approved a Development Permit application, the Secretary of the Commission is responsible to prepare and issue the Development Permit forthwith.

29. An order, decision, approval, notice, Development Permit or other thing made, given or issued by the Commission is not final until the notification of the decision is signed and issued in writing.

**Responsibilities**

30. The Commission is authorized to exercise those development powers and duties assigned to it by the Land Use Bylaw, in accordance with the Act.
31. At the request of Council, the Commission may advise and assist Council to achieve orderly, economical and beneficial development, use of land and patterns of human settlement and to maintain and improve the quality of the physical environment within which the patterns of settlement are situated in the Summer Village.
32. The Commission shall carry out other functions and duties as may be assigned by Council from time to time.
33. The Commission may make procedural rules as are necessary for the conduct of its business that are consistent with this Bylaw, other Summer Village bylaws, and the Act.

**Effective Date**

34. This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 20.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 20.

READ A THIRD TIME and passed this \_\_\_\_ day of \_\_\_\_\_, 20.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



**Request For Decision**

**Agenda Item:**  
7.1 – OHV's and Golf Carts  
Municipal Comparison  
Information

**Issue:**  
OHV's and Golf Cart use within the municipality

**General:**  
July regular council meeting, council made resolution to table the use of OHVs and golf carts discussion to the September 18, 2024, regular council meeting and have administration research and bring back findings of other summer villages and similar municipalities' transportation bylaws.

**Review:**  
As directed by council, Administration has researched the following:

**Golf Carts:**  
Golf Cart Regulation, presently, the Traffic Safety Act prohibits the use of golf carts on any roadway in the province. On June 14, 2024, the Minister of Transportation and Economic Corridors passed the Pilot Project (Golf Carts) Regulation that "establishes a five-year pilot project to evaluate the use of golf carts on select highways within participating municipalities whose councils pass bylaws to authorize golf cart use on designated highways, and that are approved by the Registrar of Motor Vehicle Services." This act has an end date of a five (5) year.

Lacombe County was one of the first municipalities in the province to pass a Pilot Project (Golf Carts) Bylaw that permits County residents to operate golf carts on designated roadways in the County. The County bylaw stipulates (a) operation restrictions for golf carts; (b) operator responsibilities; (c) designated highways where golf carts are allowed; (d) permit requirements; (e) compliance and enforcement; and (f) offences and violation tickets. County residents are required to obtain a Lacombe County Golf Cart Permit prior to driving their golf carts on designated roadways specified in the bylaw within the County. The Bylaw also includes an expiration date, in relation to the Pilot Project (Golf Carts) regulation. The Bylaw contains clear information regarding the signage required, maps of the roadways that are accessible for their use, fees, insurance requirements, etc.

**OHV's:**  
The Traffic Safety Act, Part 6 – Off-Highway Vehicles, sets out regulations for the use of OHV's. The act allows a council of a municipality may make a bylaw that are inconsistent with this act by setting maximum speed limits respecting the operation of OHV's with respect to property that is not a highway that is located within the municipality and to which members of the public

have access while operating OHV's. A municipality cannot charge any owner or driver of an off-highway vehicle any tax, fee, licence or permit for the use, possession or operation of an off-highway vehicle, the registration or numbering of off highway vehicles and cannot be contrary to or inconsistent with the act.

Summer Villages within Central Alberta have incorporated OHV's within their Traffic Bylaws in relation to the Traffic Safety Act conditions such as: restricted period of time for use in relation to noise, maximum speed, no OHV adjacent or alongside another OHV travelling in the same direction, no OHV can operate in any area marked by OHV prohibited Signs, helmets, Special Events, Municipal Operations use, insurance, registered, age as per act, etc.

Below is a spreadsheet of municipalities and how they have dealt with the OHV's and Golf Carts.

Municipality	Golf Cart Pilot Project Bylaw	Date Passed	Off Highway Vehicles (OHV) Bylaw	Date Passed	Transportation Bylaw (includes OHV)	Date Passed
Lacombe County	Bylaw No. 1418/24	July 11/24	Bylaw 1137/11	June 28/2012		
SV Parkland Beach					Bylaw No. 2022-07	Dec 19/22
SV Gull Lake	July 19/24 Resolution to draft a bylaw similar to Lacombe County				Bylaw No. 356/14, Amendment 356.1/18 OHV's added with conditions for operational use.	2018
SV Whispering Hills			Bylaw 89-06	June 2/06		
Sylvan Lake			Bylaw 1904-2024 (1st reading) allow for OHV operation in town during the winter-August 26/24			
SV Rochon Sands	Aug 13/24 resolution to draft a bylaw					
SV of Sylvan Lake: Sunbreaker Cove, Norgenwold, Birchcliff, Half Moon Bay	SV Councils are discussing, seeking review of costs associated with implementation of bylaw.				Bylaw No. 185-23 all have allowances with variating conditions such as: restrictions on hours, speed, dates, licensing, helmets, etc.	all passed in 2023
Town of Fox Creek			Bylaw 745-2014	Apr 13/15		
SV Parkland Beach	Aug 16/24 Council reviewed first draft of Bylaw 2024-03 and recommended some changes and seeking public comments.				Bylaw 2022-07, OHV is part of Traffic Bylaw with conditions of operational use.	Dec 19/22

Attached is the current Traffic Bylaw No. 6, passed in 1980, that deals with traffic within the community contains two components: speed limit of 50 km and traffic control devices. The posted municipal traffic signage speed limit in the municipality currently states the speed limit at 30 km.

**Recommendation**

Administration recommends council authorize drafting a new Traffic Bylaw that creates a better community balance within the current Alberta Traffic Safety Act and consistent enforcement objectives for the municipality that includes parking, traffic control devices, Off-Highway Vehicles, speed, restrictions, violations and penalties.

**Alternatives:**

1. Council may consider authorizing drafting of Pilot Project (Golf Carts) Bylaw similar to Lacombe County Pilot Project (Golf Carts) Bylaw.
2. Council may consider authorizing drafting a separate bylaw for Off Highway Vehicles.
3. Council may consider authorizing drafting a new updated Traffic Bylaw that does not include OHV's.

**Author:**

Melissa Beebe, CAO

Municipality	Golf Cart Pilot Project Bylaw	Date Passed	Off Highway Vehicles (OHV) Bylaw
Iacombe County	Bylaw No. 1418/24	July 11/24	Bylaw 1137/11
SV Parkland Beach			
SV Gull Lake	July 19/24 Resolution to draft a bylaw similar to Lacombe County		
SV Whispering Hills Sylvan Lake			Bylaw 89-06 Bylaw 1904-2024 (1st reading) allow for OHV operation in town during the winter-August 26/24
SV Rochon Sands	Aug 13/24 resolution to draft a bylaw		
SV of Sylvan Lake: Sunbreaker Cove, Norgenwold, Birtchcliff, Half Moon Bay	SV Councils are discussing, seeking review of costs associated with implementation of bylaw.		
Town of Fox Creek SV Parkland Beach	Aug 16/24 Council reviewed first draft of Bylaw 2024-03 and recommended some changes and seeking public comments.		Bylaw 745-2014

**Transportation Bylaw**

<b>Date Passed (includes OHV)</b>	<b>Date Passed</b>
June 28/2012	

Bylaw No. 2022-07	Dec 19/22
Bylaw No. 356/14, Amendment 356.1/18 OHV's added with conditions for operational use.	2018

June 2/06

Bylaw No. 185-23 all have allowances with variatting conditions such as: restrictions on hours, speed, dates, licensing, helmets,etc.	all passed in 2023
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Apr 13/15

Bylaw 2022-07, OHV is part of Traffic Bylaw with conditions of operational use.	Dec 19/22
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## Request For Decision

### Agenda Item:

7.2 Natural Gas Distribution System Franchise Agreement

### Issue:

The municipalities' existing Utilities Franchise Agreement has expired, and Apex Utilities would like to renew the franchise agreement

### General:

Apex requires a copy of the first reading of the Bylaw at minimum, and an initialed copy of the agreement. The municipality passed Bylaw 114-07 authorizing the Mayor and Chief Administrative Officer to enter into an agreement granting AltaGas Utilities Inc. (Now Apex Utilities) the right to provide natural gas distribution service within the Summer Village of White Sands.

Apex would like to renew the Franchise Agreement. The municipal council has maintained a 0% franchise fee annually since the inception of the contract that was for a term of 10 years.

Attached is a templated Natural Gas Franchise Agreement which requires the following decisions:

1. Term of agreement - minimum renewal can be 10 years, and the max is 20 years, as outlined in Section 2,
2. Section 5, Franchise Fee is the section where the franchise fee can be set to whatever percentage 0% to a max of 35%.

Administration has compared the existing bylaw to the template Apex provided, and found there are no differences noted. Bylaw 208-24 is set up for another 10 years, as per the previous Bylaw.

Once receiving the Bylaw, Apex will publish a Public Notice of the municipality renewing the natural gas franchise agreement. So please advise how you would like Notice published, whether in a newspaper or other means and provide the information for the publication, phone number etc.

### Recommendation

Administration recommends the following resolutions

1. Council authorize maintaining the current franchise fee percentage of 0% in the renewal agreement for another 10 years and have Mayor and CAO initial the agreement.

2. Complete first reading of Bylaw 208-24.
3. Council approve Apex advertise the renewal in the East Central Alberta Review newspaper, phone number 403-578-4111 or email: [office@ECAreview.com](mailto:office@ECAreview.com).

**Alternatives:**

**Author:**

Melissa Beebe, CAO

In the Province of Alberta  
**BYLAW 208-24**  
**Natural Gas Distribution System Franchise Agreement**

A Bylaw of the Summer Village of White Sands, in the Province of Alberta, to authorize the Mayor and Chief Administrative Officer to enter into an agreement granting AltaGas Utilities Inc. the right to provide natural gas distribution service within the Summer Village of White Sands.

**Whereas** pursuant to the provisions of the *Municipal Government Act* S.A. 2000 c. M-26, as amended (the Act), the Summer Village of White Sands desires to grant and AltaGas Utilities Inc. desires to obtain, an exclusive franchise to provide natural gas distribution service with the Summer Village of White Sands for a period of ten (10) years subject to the right of renewal as set forth in the said agreement and in the said Act;

**Whereas** the Council of the Summer Village of White Sands and AltaGas Utilities Inc. have agreed to enter into a Natural Gas Distribution System Franchise Agreement, in the form annexed hereto;

**Whereas** it is deemed that the Natural Gas Distribution System Franchise Agreement would be to the general benefit of the consumers within the Summer Village of White Sands.

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

1. That the Natural Gas Distribution System Franchise Agreement, a copy of which is annexed hereto as Schedule "A", be and the same is hereby ratified, confirmed and approved, and the Mayor and Chief Administrative Officer are hereby authorized to enter into the Natural Gas Distribution System Franchise Agreement for and on behalf of the Summer Village of White Sands, and the Chief Administrative Officer is hereby authorized to affix thereto the corporate seal of the Summer Village of White Sands.
2. That the Natural Gas Distribution System Franchise Agreement annexed hereto as Schedule "A" is hereby incorporated in, and made part of, this bylaw.
3. That the Council consents to the exercise by AltaGas Utilities Inc. within the Summer Village of White Sands of any of the powers given to AltaGas Utilities Inc. by the Water, Gas and Electric Companies Act, R.S.A. 2000 c. W-4, as amended.
4. That this bylaw shall come into force upon the Natural Gas Distribution System Franchise Agreement being approved by the Alberta Energy and Utilities Board and upon being given third and final reading.

Read a first time this \_\_\_\_\_day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Read a second time this \_\_\_\_\_day of \_\_\_\_\_, \_\_\_\_\_.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**Schedule A:**

**NATURAL GAS DISTRIBUTION SYSTEM FRANCHISE AGREEMENT**

2024

**BETWEEN:**

**Summer Village of White Sands**

**- AND -**

**Apex Utilities Inc.**

---

August 29, 2024

S.V. 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.

	<b>2023 Actuals</b>	<b>2025 Estimates</b>
Delivery Revenues (Rate 1, 11, 2 & 12)	\$172,210.03	\$184,264.73
Delivery Revenues (Rate 3 & 13)	<u>\$0</u>	<u>\$0</u>
<b>Total Delivery Revenues</b>	<b><u>\$172,210.03</u></b>	<b><u>\$184,264.73</u></b>
<b>2023 Actual Franchise</b>	<b>\$0.00</b>	
<b>2025 Estimated Franchise Fee</b>		<b>\$0.00</b>

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)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 13, 2024</b>
<b>Originated By:</b>	<b><u>Melissa Beebe</u>, Chief Administrative Officer</b>
<b>Title:</b>	<b>Capital Regional Assessment Services Memorandum of Agreement</b>
<b>Agenda Item Number:</b>	<b>7.3</b>

### BACKGROUND/PROPOSAL:

The municipality has been a part of the regional since 2021 and the agreement is up for renewal for another three-year term starting for 2025. The Assessment Review Board is required as part of the legislative requirements.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Municipal Government Act requires that each year Council must make certain appointments to the Local and Composite Assessment Review Boards. Working with our member municipalities CRASC assembles trained ARB panelists and when a complaint is filed facilitates the necessary complaint hearing.

The agreement approval would set the municipality up for another three years to 2027. The last three-year contract annual fee was \$800, plus per parcel eligible to file complaint (404 x \$0.30= \$121.20) Annual Budget was \$921.20 for 2022-2024.

The new contract will see an increase of \$120.20 over the last contract. A locked in contract has the municipality maintain its legislative requirements and holds the annual budget cost over the next three years.

The contract fee is a fixed core fee plus a per parcel fee that is based on the total number of parcels that are eligible to file an assessment complaint. The municipality has 451 parcels of land, but only 404 are taxable properties as of 2024.

#### COSTS/SOURCE OF FUNDING (if applicable)

Annual Fee \$900 plus per parcel eligible to file complaint (404 x \$0.35= \$141.40) Annual Budget cost \$1041.40 for the next three years (2025-2027)

### RECOMMENDED ACTION:

1. Council approves renewing the Capital Region Assessment Services Commission participant memorandum of agreement for the period of 2025-2027 at an annual core fee of \$900 plus per parcel fee of \$0.35, based on parcels that are eligible to file a complaint.

**Initials show support** – Reviewed By:

**CAO: Melissa Beebe**

---

Sept 6, 2024

Dear CRASC ARB PARTICIPANT:

Please find attached an electronic copy in PDF format of CRASC's Service Agreement to continue to provide Assessment Review Board Services to your municipality(ies) for the years 2025 to 2027.

We have made some changes from the expiring 2022-2024 agreement, primarily to better clarify the obligations of the Commission and the Participants; also, to adjust the fees that CRASC will charge.

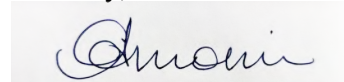
For each CRASC ARB PARTICIPANT that you administer, would you please follow the instructions below:

1. Print out a copy of the Agreement.
2. Complete the following sections of the Agreement:
  - Page 2, Print the Name of your municipality on the line immediately above (the "Participant").
  - Page 8, Complete all sections under the heading: THE PARTICIPANT  
Please ensure an authorized signer completes this section
  - Page 11, Complete all information lines under PARTICIPANT'S SERVICE ADDRESS.
3. Scan and email a copy of the completed Agreement to [gerryl.amorin@crasc.ca](mailto:gerryl.amorin@crasc.ca)

On receipt of your signed Agreement, the Commission will sign Page 8 to complete a fully executed Agreement. CRASC will scan and email a copy to you for your records.

Thank you for your attention to this matter and we look forward to serving your ARB needs for a further 3-year term.

Sincerely,



**Gerryl Amorin, CPA | Manager, Finance Officer**

Office Use Only

Member or Participant

Municipality: \_\_\_\_\_

Received: \_\_\_\_\_

**PARTICIPANT  
MEMORANDUM OF AGREEMENT  
2025 - 2027**

**LOCAL ASSESSMENT REVIEW BOARDS  
and  
COMPOSITE ASSESSMENT REVIEW BOARDS**

Capital Region Assessment Services Commission

**C.R.A.S.C.**



**1 January 2025**

# MEMORANDUM OF AGREEMENT

made between

## CAPITAL REGION ASSESSMENT SERVICES COMMISSION (the “Commission”)

and

---

(the “Participant”)

**WHEREAS** the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Participant.

**AND WHEREAS** the Commission and the Participant have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Participant.

**NOW THEREFORE** the Commission and the Participant agree as follows:

### 1. DEFINITIONS

- a. “**Board**” means the Board of Directors of the Capital Region Assessment Services Commission.
- b. “**Commission**” means the Capital Region Assessment Services Commission.
- c. “**Fiscal Year**” means 1<sup>st</sup> of January to 31<sup>st</sup> of December.
- d. “**Participant**” and “**Municipality**” mean a municipal authority NOT listed in the Appendix to Alberta Regulation 77/96, as amended from time to time; and which has engaged the services of the Commission to provide specific administrative and financial services relating to Assessment Review Boards.
- e. “**Panelist**” means an individual who is accredited by the Alberta Land & Property Rights Tribunal (“LPRT”) to hear Assessment Complaints.
- f. “**Assessment Review Board**” and “**ARB**” mean either the Local Assessment Review Board (“LARB”) or the Composite Assessment Review Board (“CARB”).
- g. “**Assessment Clerk**” means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.

- h.** “Term” means the term of this agreement as set forth in Section 2.

## **2. TERM**

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Participant to the Commission.

## **3. OBLIGATIONS of the COMMISSION**

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a.** receiving Complaint forms from the Participant, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b.** maintaining a Panelist pool sufficient to respond to the Participant’s requirements for Assessment Review Board hearings.
- c.** annually providing the Participant with:
  - i.** a list of Commission approved Panelists from which the Commission can draw to fill its hearing needs;
  - ii.** the name of the chair of the LARB and CARB;
  - iii.** the name of the Assessment Clerk of the LARB and CARB.
- d.** apprising the Participant of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e.** providing an Assessment Clerk at Assessment Review Board hearings, unless the Participant informs the Commission of its wish to provide its own Assessment Clerk.
- f.** assisting the Panelists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panelists. The clerk will provide only administrative and clerical assistance to this function.*
- g.** preparing, and distributing to the Participant, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h.** annually meeting with the Panelists to review activities and ensure that the

Panelists are current with respect to Assessment Review Board hearing information.

**Panelist Nominations:**

While it is the policy of the Commission to, wherever possible, draw its pool of panelists only from its members; from time to time the Commission may contact Participants seeking nominations of suitable individuals who may be appointed as potential Panelists so that an acceptable pool of accredited Panelists can be maintained. The determination of the Panelist pool rests solely with the Commission.

Should the Commission decide to accept the Participant's nominee, the Commission will contact the Participant's nominee to outline the requirements for being considered as a Panelist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panelist pool registry as maintained by the Commission.

**4. OBLIGATIONS of the PARTICIPANT**

The Participant will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. at the commencement of each year of this agreement (and no later than the 15<sup>th</sup> of February of each year), the Participant will provide to the Commission its total parcel count as at the 1<sup>st</sup> of January of each year. *NOTE - This parcel count will be used to calculate the total per parcel fees due in accordance with Schedule "A" to this agreement.*
- b. annually appointing to the LARB and CARB the list of Commission Panelists, the name of the chair and the name of the Assessment Clerk, provided to the Participant by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panelists to sit on Commission administered hearings.*
- c. providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Participant.
- d. for each complaint, promptly scanning and emailing the following to the Commission: *(IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.)*
  - Assessment Review Board Complaint form
  - Assessment Complaints Agent Authorization form - if appropriate
  - Proof of payment of applicable complaint fee
  - All other documentation provided by the complainant accompanying the ARB Complaint form
  - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint

- Confirmation of the date that the complaint was received by the Participant and that the complaint was received within the deadline for submission of complaints.
- e. when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

## **5. FEES and EXPENSES**

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Participant will be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A", and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Participant for the applicable fees and expenses listed in Schedule "A" and the Participant will pay those invoices in a timely manner.

Should the Board change the fees in Schedule" A", the Participant has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Participant being informed of the change(s).

## **6. LEGAL EXPENSES**

The Assessment Review Board (ARB) is a quasi-judicial board established in accordance with the Municipal Government Act and your municipal bylaw.

The Board is independent from your municipality and is comprised of citizen members appointed by Municipal Council.

The ARB makes decisions in an impartial manner and applies the principles of natural justice and procedural fairness, which includes the right to legal counsel.

In some circumstances the ARB will request legal counsel to support its role in the complaint/hearing/decision writing process; the municipality is solely responsible for the cost to retain sufficient legal services. It is normal protocol for the legal account to be opened in CRASC's name to maintain genuine independence. The legal invoices will then be billed back to the municipality at cost for reimbursement.

## **7. PARTICIPANT INFORMATION**

All Participant information relating to the Assessment Review Board complaints is deemed the property of the Participant.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Participant information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Participant in writing, to disclose or make known the knowledge.

Where Participant information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Participant information.

## **8. TERMINATION**

A Participant shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Participant.

## **9. SURVIVAL**

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

## **10. NOTICE**

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

## **11. ASSIGNMENT**

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

**12. ENTIRE AGREEMENT**

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

**13. AMENDMENTS**

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

OTHER:

**14. Judicial Review of an ARB decision:**

Judicial reviews of the Board's decisions are governed by section 470 of the Municipal Government Act.

If the municipality is considering an application to the Court of King's Bench it is mandatory that legal counsel is consulted. Please note this is beyond the scope of this contract.

The ARB Members and Clerk are not able to offer any legal advice, suggestions, or guidance with respect to such inquiries. The CRASC Clerk may assist in securing legal representation if requested.

**IN WITNESS WHEREOF** the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

**THE COMMISSION:**

CAPITAL REGION ASSESSMENT SERVICES  
COMMISSION

Per:  
Authorized Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**THE PARTICIPANT:**

\_\_\_\_\_  
Name of Participant Municipality

Per:  
Authorized Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## SCHEDULE "A"

### TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2025 to 31 December 2027.

### FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

#### 1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$900, plus;
- b. Per parcel fee of \$0.35, based on the total number of the Participant's parcels that are eligible to have a LARB or CARB complaint filed on them, as at 1 January of each year of the agreement. *(Do not include DIP, Linear, Exempt, Municipal Owned and similar parcels)*

#### 2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing:**
  - \$800 for each LARB hearing
  - \$800 for each CARB hearing
- b. **Panelist:**
  - \$193 per Panelist for each hearing and associated travel time that do not exceed four (4) hours.
  - \$330 per Panelist for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.
  - \$495 per Panelist for each hearing and associated travel time that exceed eight (8) hours.

**c. Presiding Officer:**

\$248 per Presiding Officer for each hearing and associated travel time that do not exceed four (4) hours.

\$440 per Presiding Officer for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$660 per Presiding Officer for each hearing and associated travel time that exceed eight (8) hours.

**d. Assessment Clerk:**

\$800 for each hearing where the Commission provides an Assessment Clerk.

Note: If panel deliberations take place on a date other than the Hearing Date, additional charges will apply as per the hearing rates above.

**3. Hearing Expenses**

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

**4. Judicial Review**

If a complaint is appealed, CRASC offers Clerk Services at a rate of \$125 per hour. This would include but is not limited to responding to “Notice to Obtain Record of Proceedings” and any other administrative tasks that the ARB Clerk has jurisdiction to perform.

**COMMISSION’S SERVICE ADDRESS**

The Commission's address for service of notices is:

Capital Region Assessment Services Commission  
11810 Kingsway  
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191  
Email: info@crasc.ca

**PARTICIPANT’S SERVICE ADDRESS**

The Participant’s address for service of notices is:

Name of municipality \_\_\_\_\_

Contact name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City/Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



## Request For Decision (RFD)

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	
<b>Originated By:</b>	<b><u>Melissa Beebe</u>, Chief Administrative Officer</b>
<b>Title:</b>	<b>Member at Large Appointment to Parkland Regional Library Board for the Summer Village of White Sands</b>
<b>Agenda Item Number:</b>	<b>7.4</b>

### BACKGROUND/PROPOSAL:

The Council at the Organizational Meeting requested to advertise for a member at large to be a municipal representative for the Summer Village of White Sands on the Parkland Regional Library Board.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration posted an advertisement on the Municipal Website, Facebook and What's Up at White Sands from October 17 to November 1, 2024, seeking applications for the Parkland Regional Library Board Appointment Vacancy.

The municipality has received one (1) application, Donna Williams. Donna Williams has owned property in the Summer Village for 20 years and is a part-time permanent resident, who is currently employed by the library system until May 15, 2025.

The Parkland Regional Library Representative cannot be a person that is an employee of the Parkland Regional Library System and as such cannot be appointed until after the retirement date.

Administration has reached out to the Village of Alix to see if their council representative would be interested in acting as the representative for the Summer Village of White Sands on October 31, 2024. Deputy Mayor Barb Gilliat, who is also the current Chair of PRL would be willing to act as the Summer Village of White Sands representative.

#### *COSTS/SOURCE OF FUNDING (if applicable)*

Not applicable in any direct way.

### RECOMMENDED ACTION:

1. That council appoint Deputy Mayor Barb Gilliat, Village of Alix, to act as the Summer Village of White Sands representative on behalf of council for the term of one year.

**Initials show support** – Reviewed By:

**CAO:** \_\_\_\_\_



## *Request For Decision (RFD)*

<b>Meeting:</b>	<b>Regular Council</b>
<b>Meeting Date:</b>	<b>November 13, 2024</b>
<b>Originated By:</b>	<b><u>Melissa Beebe</u>, Chief Administrative Officer</b>
<b>Title:</b>	<b>Parkland Regional Library Proposed 2025 Budget</b>
<b>Agenda Item Number:</b>	<b>7.5</b>

### BACKGROUND/PROPOSAL:

In accordance with the Parkland Membership Agreement, a copy of the 2025 proposed budget for the Parkland Regional Library System.

Based on Parkland's membership agreement, 2/3 of the member municipalities representing 2/3 of the population are necessary to approve an increase in the requisition. Please respond with your council's decision regarding the 2025 per capita requisition as soon as possible.

The next meeting of the Parkland Library Board is on November 14th where the results of the municipal vote will be reviewed.

### DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

#### **Highlights include:**

A switch from Treasury Board Estimates back to Municipal Affairs Population Lists meant a 9,277 drop in population for Parkland.

Due to the switch, 18 municipalities will see a reduction in the requisition in 2025.

Included in your package is a sheet showing what we are anticipating billing municipalities for in 2025 so you can see how the change in population is affecting your municipality.

For 2025, the municipal requisition increase will be \$0.63 cents per capita bringing the rate to \$9.81.

While the per capita rate is going up to account for the population change, overall expenditures are anticipated to increase by only 1.9% in 2025.

The current rate of inflation is running about 2.7% so Parkland's overall increase is well below inflation.

The total estimated requisition for 2025 equals \$2,178,075 with the levy increase amounting to only \$54,713 spread over all PRLS municipalities.

Approximately 42.4% of PRLS' income will come from Government of Alberta grants in 2025.

As for specific lines in the budget:



## Request For Decision (RFD)

- A new board mandated salary grid will be implemented (+\$50,607 line 3.9, benefits +\$10,728 line 3.10) – this is the cost just to put staff on the new nine step grid (down from 15 steps).
- No COLA was added to the grid, nor were step increases awarded to staff. The increase to the salary line equals approximately 2.8%.
- Internet connection fees have been increased slightly due to demands from member libraries (+\$2,205 line 2.8).
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand and to offset the drop in materials allotment (+\$7,500 line 2.19).
- We anticipate an increase in audit fees - our 3 year contract with MNP expires after the 2024 audit (+\$4,000 line 3.1).
- Building Maintenance fees are up because of the costs for maintaining an elevator (+\$3,750 line 3.4).
- The travel line has continued to drop over the years (we are running 2 staff vehicles so mileage reimbursement is lower for personal vehicle use (-\$4,500 line 3.14).
- Allotment is down (-\$10,483 line 2.2) because of the 9,277 drop in population – allotment is calculated at \$1.13 per capita.
- We are maintaining the Cooperative Collection Fund @ \$30,0000 (line 2.4).
- Per capita computer allotment is down for 2025 (-\$2,783 line 2.11).

### Capital Purchases for 2025 (Budget Supplement)

- IT purchases equal \$250,400 for computers and SuperNet devices for member libraries in 2025.
- No other major capital purchases are planned.

Finally, you will see from the Return on Municipal Levy document that 92% of the requisition paid into Parkland is being returned directly to member libraries.

### COSTS/SOURCE OF FUNDING (if applicable)

#### White Sands Requisition Comparison for 2024 to 2025

2024		2025		
<i>Treasury Board Population estimates 2022</i>		<i>Municipal Affairs Population List 2023</i>		<i>Requisition</i>
<i>Billing Population</i>	<i>Per Capita rate \$9.18</i>	<i>Billing Population</i>	<i>Per Capita rate \$9.81</i>	<i>Increase 2024 to 2025</i>
<b>135</b>	<b>\$1,239.30</b>	<b>174</b>	<b>\$1,706.94</b>	<b>\$467.64</b>

This would be approximate cost of \$1.15 per parcel and is an increase to the 2025 Budget.



## *Request For Decision (RFD)*

### RECOMMENDED ACTION:

1. Council approves an increase in the 2025 per capita requisition for the Parkland Regional Library proposed 2025 budget.
2. Council denies an increase in the 2025 per capita requisition for the Parkland Regional Library proposed 2025 budget.
3. Council provides further direction

**Initials show support** – Reviewed By: \_\_\_\_\_

**CAO:** \_\_\_\_\_



# Proposed BUDGET 2025

# PARKLAND REGIONAL LIBRARY SYSTEM

## Proposed 2025 Budget

### Salaries with staff added to new grid

		Present Budget	Proposed Budget
		2024	2025
<b>Income</b>			
1.1	Provincial Operating Grant	1,045,242	1,045,242
1.2	On Reserve, On Settlement Grant	156,647	156,647
1.3	Membership Fees	2,123,362	2,178,075
1.4	Alberta Rural Library Services Grant	452,928	452,928
1.5	Interest Income	50,000	67,500
<b>TOTAL Income</b>		<b>3,828,179</b>	<b>3,900,392</b>
<b>Support Materials &amp; Services Direct to Libraries</b>			
2.1	Alberta Rural Library Services Grant	452,928	452,928
2.2	Allotment Funds Issued to Libraries	262,277	251,794
2.3	Computer Maint. Agree. Software licenses	231,308	236,627
2.4	Cooperative Collection Fund	30,000	30,000
2.5	eContent Platform fees, Subscriptions	66,050	66,850
2.6	On Reserve, On Settlement Grant expenses	84,756	84,756
2.7	Freight	1,200	1,200
2.8	Internet Connection Fees	8,820	11,025
2.9	Library Services Tools	6,530	6,700
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	69,391	66,608
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	2,300	2,300
2.15	Supplies purchased Cataloguing/Mylar	19,000	19,000
2.16	Vehicle expense	56,000	58,000
2.17	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
2.18	Audio Book	5,000	5,000
2.19	eContent	67,500	75,000
2.20	Large Print	12,000	12,000
2.21	Programming Kits	5,000	5,000
2.22	Reference	2,600	2,600
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,418,460</b>	<b>1,423,188</b>
<b>Cost of Services</b>			
3.1	Audit	21,000	25,000
3.2	Bank expenses	1,700	1,500
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	23,500	27,250
3.5	Dues/Fees/Memberships	13,000	13,000
3.6	Insurance	25,000	26,500
3.7	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
3.8	Photocopy	4,000	4,000
3.9	Salaries	1,777,903	1,828,510
3.10	Salaries - Employee Benefits	376,916	387,644
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	29,000	29,000
3.13	Telephone	8,500	9,000
3.14	Travel	8,000	3,500
3.15	Trustee expense	26,000	26,000
3.16	Utilities	34,000	34,000
<b>TOTAL Cost of Services</b>		<b>2,409,719</b>	<b>2,477,204</b>
<b>TOTAL Expenses (library materials &amp; cost of service)</b>		<b>3,828,179</b>	<b>3,900,392</b>
<b>Surplus/Deficit</b>		0	0
<b>AMOUNT PER CAPITA REQUISITION</b>		<b>9.18</b>	<b>9.81</b>

## Notes for the Parkland Regional Library System Budget 2025

**Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:**

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS Board of written notification of approval from two-thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRLS Board an amount which is the product of the per capita requisition set out in Schedule "B" and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.*
- 8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2025, there is a sixty-three-cent increase to the municipal per capita requisition to \$9.81. Despite the increase in the per capita requisition, the actual increase to municipalities above what they paid in 2024 will be negligible. Eighteen municipalities will actually see decreases. For calculating the municipal levy for 2025, Parkland will be using the newly revived Alberta Municipal Affairs most recent Official Population list. This means that while municipalities will be paying more per capita, many will see a drop in the population they are being invoiced on.

The budget was built around the assumption that the government of Alberta operating grant will remain at the new 2023 rate \$4.75 per capita and based on 2019 population

statistics. Likewise, staff assume the rural library services grant will remain at the new \$5.60 per capita rate and based on 2019 population statistics.

**Points within the budget to note include:**

- Overall, expenditures are anticipated to increase by 1.9% in 2025.
- For 2025, twenty-one expense lines are projected to remain unchanged from 2024, thirteen will see increases, and four will decrease.
- Now that they are being updated, switching back to Municipal Affairs Population Lists instead of the Treasury Board Estimates for invoicing municipalities resulted in a drop of 9,277 population which Parkland will no longer invoice on. Other systems are also facing a drop in the populations they are invoicing on for the same reason.
- Reduced population figures mean the *Allotment Funds Issued to Libraries* and *Member Library Computer Allotment* lines (lines 2.2 and 2.11 respectively) have also been reduced.
- To balance the budget, it will be necessary to increase the municipal requisition/levy by sixty-three cents. Had it been appropriate for Parkland to continue using the population figures supplied by the Treasury Board, the 2025 requisition would have been between forty and forty-one cents per capita lower.
- A new board approved salary grid will be implemented by putting staff on the grid at the nearest point to where they are currently located. No COLA was added, nor were step increases. The increase to the salary line equals approximately 2.8%.
- Internet connection fees have been increased slightly due to demands from member libraries (line 2.8)
- eContent (eBooks, eAudiobooks, etc.) has been increased slightly due to demand (line 2.19)
- Audit fees have increased because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider. For 2025, audit fees are estimated (line 3.1).
- Building Maintenance fees are up primarily due to the cost of maintaining the elevator in Parkland's headquarters (line 3.4).
- The travel line (line 3.14) has continued to drop over the years. Since Parkland started running two staff vehicles, mileage reimbursement has dropped considerably. Also, a number of food items which had been charged against the budget line are now being expended against the Workshop/Training expense line (line 2.17) when food is purchased for events for member libraries or member library staff.

Provincial grants amount to approximately 42.4% of PRLS' total income (line 1.1, 1.2, 1.4).

At the end of the budget documents, you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve with expenditures estimated to be valued at \$250,400. This includes a Fortigate hardware upgrade project for libraries which is necessary to maintain stable SuperNet connections.

By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

Included is a "Return on Municipal Levy" document based on the projected budget comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 92% of the 2025 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running the Parkland system headquarters.

Also included is a document comparing the change in requisition paid by each municipality in 2024 and 2025.

# Parkland Regional Library System



## Return on Municipal Levy

Based on 2025 Budgeted Amounts **2025**

Materials Allotment for Libraries	(Books, DVD's, Audiobooks, etc.)	\$251,794
Rural Library Services Grant		\$452,928
Cooperative Collection Fund		\$30,000
Technology	(Hardware— budget plus reserves)	\$272,608
Postage	(Reimbursement for Interlibrary Loan)	\$2,300
Software	(For computers, ILS, etc.)	\$236,627
Rotating Collections	(Large Print, Audiobooks, Programming Kits, etc.)	\$22,000
Internet	(Connectivity provided to member libraries)	\$11,025
eContent	(Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$141,850
Vehicle Expense	(Ongoing budgeted expenses only—no new vans)	\$58,000
Marketing/Advocacy		\$20,000
Workshop/Training		\$14,000
Cataloguing Supplies		\$25,700
Contribution to Outlet Libraries*		\$800
Materials Discount	(41% in 2023)	\$115,536
SuperNet	(Fiber Optic connection provided by GOA to system members)	\$370,022
<b>Sub-Total</b>		<b>\$2,025,190</b>
<b>Requisition</b>		<b>\$2,178,075</b>
<b>Difference Between Levy &amp; Direct Return</b>		<b>92%</b> <b>\$152,885</b>

\*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries

# Parkland Regional Library System

## Requisition Comparison for 2024 to 2025

Municipality	2024		2025		Requisition increase or decrease 2024 to 2025
	Treasury Board Population Estimates 2022		Municipal Affairs Population Lists 2023		
	Billing population	per Capita rate \$9.18	Billing population	per Capita rate \$9.81	
1 Village of Alix	835	7,665.30	774	7,592.94	(72.36)
2 Village of Alliance	150	1,377.00	166	1,628.46	251.46
3 Village of Amisk	198	1,817.64	219	2,148.39	330.75
4 Town of Bashaw	778	7,142.04	848	8,318.88	1,176.84
5 Village of Bawlf	425	3,901.50	412	4,041.72	140.22
6 Town of Bentley	1,037	9,519.66	1,042	10,222.02	702.36
7 Village of Big Valley	341	3,130.38	331	3,247.11	116.73
8 SV of Birchcliff	145	1,331.10	211	2,069.91	738.81
9 Village of Bittern Lake	234	2,148.12	216	2,118.96	(29.16)
10 Town of Blackfalds	11,962	109,811.16	10,470	102,710.70	(7,100.46)
11 Town of Bowden	1,271	11,667.78	1,280	12,556.80	889.02
12 City of Camrose	19,847	182,195.46	18,772	184,153.32	1,957.86
13 Camrose County	9,208	84,529.44	8,504	83,424.24	(1,105.20)
14 Village of Caroline	464	4,259.52	470	4,610.70	351.18
15 Town of Carstairs	4,988	45,789.84	4,898	48,049.38	2,259.54
16 Town of Castor	881	8,087.58	803	7,877.43	(210.15)
17 Clearwater County	12,099	111,068.82	11,865	116,395.65	5,326.83
18 Village of Clive	823	7,555.14	775	7,602.75	47.61
19 Town of Coronation	905	8,307.90	868	8,515.08	207.18
20 Village of Cremona	452	4,149.36	437	4,286.97	137.61
21 Village of Czar	230	2,111.40	248	2,432.88	321.48
22 Town of Daysland	810	7,435.80	789	7,740.09	304.29
23 Village of Delburne	889	8,161.02	919	9,015.39	854.37
24 Town of Didsbury	5,092	46,744.56	5,070	49,736.70	2,992.14
25 Village of Donalda	207	1,900.26	226	2,217.06	316.80
26 Town of Eckville	1,158	10,630.44	1,014	9,947.34	(683.10)
27 Village of Edberg	152	1,395.36	126	1,236.06	(159.30)
28 Village of Elnora	291	2,671.38	288	2,825.28	153.90
29 Flagstaff County	3,614	33,176.52	3,694	36,238.14	3,061.62
30 Village of Forestburg	928	8,519.04	807	7,916.67	(602.37)
31 SV of Gull Lake	202	1,854.36	226	2,217.06	362.70
32 SV of Half Moon Bay	35	321.30	65	637.65	316.35
33 Town of Hardisty	465	4,268.70	548	5,375.88	1,107.18
34 Village of Hay Lakes	525	4,819.50	456	4,473.36	(346.14)
35 Village of Heisler	157	1,441.26	135	1,324.35	(116.91)
36 Village of Hughenden	230	2,111.40	213	2,089.53	(21.87)
37 Town of Innisfail	7,672	70,428.96	7,985	78,332.85	7,903.89
38 SV of Jarvis Bay	219	2,010.42	213	2,089.53	79.11
39 Town of Killam	844	7,747.92	918	9,005.58	1,257.66
40 City of Lacombe	14,229	130,622.22	14,258	139,870.98	9,248.76
41 Lacombe County	10,807	99,208.26	10,283	100,876.23	1,667.97
42 Village of Lougheed	281	2,579.58	225	2,207.25	(372.33)
43 Mountain View County	13,877	127,390.86	12,981	127,343.61	(47.25)
44 SV of Norglenwold	275	2,524.50	306	3,001.86	477.36
45 Town of Olds	9,567	87,825.06	9,209	90,340.29	2,515.23
46 Paintearth County	2,138	19,626.84	1,990	19,521.90	(104.94)
47 SV of Parkland Beach	154	1,413.72	168	1,648.08	234.36
48 Town of Penhold	3,928	36,059.04	3,484	34,178.04	(1,881.00)
49 Town of Ponoka	7,518	69,015.24	7,331	71,917.11	2,901.87
50 Ponoka County	10,372	95,214.96	9,998	98,080.38	2,865.42
51 Town of Provost	1,870	17,166.60	1,900	18,639.00	1,472.40
52 MD Provost	2,183	20,039.94	2,071	20,316.51	276.57
53 Red Deer County	21,930	201,317.40	19,933	195,542.73	(5,774.67)
54 Town of Rimbey	2,625	24,097.50	2,470	24,230.70	133.20
55 SV of Rochon Sands	79	725.22	97	951.57	226.35
56 Town of Rocky Mtn. House	6,603	60,615.54	6,765	66,364.65	5,749.11
57 Village of Rosalind	184	1,689.12	162	1,589.22	(99.90)
58 Village of Sedgewick	816	7,490.88	761	7,465.41	(25.47)
59 Town of Stetter	5,752	52,803.36	5,695	55,867.95	3,064.59
60 Stettler County	5,777	53,032.86	5,666	55,583.46	2,550.60
61 SV of Sunbreaker Cove	94	862.92	131	1,285.11	422.19
62 Town of Sundre	2,544	23,353.92	2,672	26,212.32	2,858.40
63 Town of Sylvan Lake	16,802	154,242.36	15,995	156,910.95	2,668.59
64 SV of White Sands	135	1,239.30	174	1,706.94	467.64
	231,303	2,123,361.54	222,026	2,178,075.06	54,713.52 TOTAL

## Brief Notes – September 2025

### INCOME

- 1.1 The Provincial Operating grant is an estimate, based on statements from the Public Library Services Branch (PLSB) calculated at \$4.75 per capita.
- 1.2 The On Reserve, On Settlement grant for reserve residents is calculated at \$10.35 per capita
- 1.3 Estimated requisition to municipalities to balance budget increase to \$9.81
- 1.4 Based on statements from PLSB and calculated at \$5.60 per capita
- 1.5 Increase reflects the changes in interest rates and estimated returns on investments

### SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects materials allotment rate of \$1.13 per capita and reduced population
- 2.3 Line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates. This line also includes purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, and PRLS' management of wireless networks
- 2.4 Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g., books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.5 This line increased slightly due to license agreement renewals
- 2.6 This line is for the expenses of the On Reserve, On Settlement grant provided through a provincial government grant program calculated at \$5.60 for library service to the indigenous residents of Parkland's six First Nations Reserves
- 2.7 Held at 2024 level - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Increased to account for demands from member libraries
- 2.9 Increased slightly to \$6,700 – Tools to assist with cataloguing library materials
- 2.10 Held at 2024 level - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Reduced as this is based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Held at \$1,000 - based on actual expenditures
- 2.14 Held at 2024 level - includes both Inter Library Loan postage reimbursement to libraries and Inter Library Loans sent from HQ for libraries
- 2.15 Held at 2024 level - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases

- 2.16 Increased slightly - for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for fuel costs
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

#### PRLS Circulating Collections

- 2.18 Held at 2024 level \$5,000
- 2.19 Increased due to demands by libraries and renewal of license agreements - includes allotment for eBooks, eAudiobooks and other eContent agreements
- 2.20 Held at 2024 level \$12,000
- 2.21 Held at 2024 level \$5,000
- 2.22 Held at 2024 level \$2,600

#### COST OF SERVICES

- 3.1 Increased - the 2025 audit fees are estimated because Parkland's current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland's audit service provider
- 3.2 Reduced slightly to \$1,500 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2024 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$27,250 - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator
- 3.5 Held at 2024 level \$13,000 - to cover PRLS' cost to belong to membership organizations (e.g., The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly to \$26,500 based on actual and anticipated increases - covers five vehicles, cyber insurance, and new building
- 3.7 Increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning - also includes outside building maintenance and snow removal
- 3.8 Held at 2024 level - reflects fees for photocopiers and based on estimated usage
- 3.9 Reflects current staff levels - includes new salary grid and compensation policy implementation
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2024 amount
- 3.12 Held at 2024 level \$29,000 - based on a five-year review
- 3.13 Increase slightly to \$9,000 - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Reduced to \$3,500 - since Parkland started running two staff vehicles, mileage reimbursement has dropped in addition to reallocation of food expenditures when doing offsite training or workshops - based on 5-year review of actual expenses

- 3.15 Held at 2024 level of \$26,000 – includes Executive and Advocacy committee meetings, external meetings for trustees, and to support trustee activities using virtual and in person meetings as established
- 3.16 Held at 2024 of \$34,000 - based on review of actual costs in the new building and then estimated

# Complete Notes to the 2025 Budget

## PARKLAND REGIONAL LIBRARY SYSTEM

### Proposed 2025 Budget

	Present Budget	Proposed Budget
	<b>2024</b>	<b>2025</b>
<b>Income</b>		
1.1 Provincial Operating Grant	1,045,242	1,045,242
1.2 On Reserve, On Settlement Grant	156,647	156,647
1.3 Membership Fees	2,123,362	2,178,075
1.4 Alberta Rural Library Services Grant	452,928	452,928
1.5 Interest Income	50,000	67,500
<b>TOTAL Income</b>	<b>3,828,179</b>	<b>3,900,392</b>

#### Income – line details

*1.1 Provincial Operating Grant:*

for budgeting purposes, the provincial operating grant rate is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2019 population statistics at \$4.75 per capita - this rate is subject to change annually.

*1.2 On Reserve, On Settlement Grant:*

The On Reserve, On Settlement grant from the PLSB is calculated at \$10.35 per capita based on First Nations reserve populations found within Parkland’s service area. The grant is to enable library services to FN reserve residents. This is composed of two grants; the \$4.75 system operating grant and the \$5.60 per capita operating grant. The \$4.75 is used to fund operations of the regional system, the \$5.60 per capita is to fund various First Nations service initiatives. See line 2.6.

*1.3 Membership Fees:*

\$9.81 per capita – requisition to municipalities to balance the budget, a sixty-three cent increase per capita.

*1.4 Alberta Rural Library  
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. Based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board, the grant is dispersed entirely to libraries as directed by these municipalities and municipal districts. Based on information from the PLSB, the grant will be calculated using 2019 population statistics at \$5.60 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

*1.5 Interest Income:*

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments with an increase.

<b>Support Materials &amp; Services Direct to Libraries</b>		<b>2024</b>	<b>2025</b>
<b>2.1</b>	Alberta Rural Library Services Grant	452,928	452,928
<b>2.2</b>	Allotment Funds Issued to Libraries	262,277	251,794
<b>2.3</b>	Computer Maint. Agree. Software licenses	231,308	236,627
<b>2.4</b>	Cooperative Collection Fund	30,000	30,000
<b>2.5</b>	eContent Platform fees, Subscriptions	66,050	66,850
<b>2.6</b>	On Reserve, On Settlement Grant expenses	84,756	84,756
<b>2.7</b>	Freight	1,200	1,200
<b>2.8</b>	Internet Connection Fees	8,820	11,025
<b>2.9</b>	Library Services Tools	6,530	6,700
<b>2.10</b>	Marketing/Advocacy	20,000	20,000
<b>2.11</b>	Member Library Computers Allotment	69,391	66,608
<b>2.12</b>	Outlets - Contribution to Operating	800	800
<b>2.13</b>	Periodicals	1,000	1,000
<b>2.14</b>	ILL Postage for libraries	2,300	2,300
<b>2.15</b>	Supplies purchased Cataloguing/Mylar	19,000	19,000
<b>2.16</b>	Vehicle expense	56,000	58,000
<b>2.17</b>	Workshop/Training expense	14,000	14,000
<b>PRL Circulating Collections</b>			
<b>2.18</b>	Audio Book	5,000	5,000
<b>2.19</b>	eContent	67,500	75,000
<b>2.20</b>	Large Print	12,000	12,000
<b>2.21</b>	Programming Kits	5,000	5,000
<b>2.22</b>	Reference	2,600	2,600
<b>TOTAL Support Materials &amp; Services Direct to Libraries</b>		<b>1,418,460</b>	<b>1,423,188</b>

### **Support Materials & Services Direct to Libraries - line details**

#### *2.1 Alberta Rural Library*

##### *Services Grant:*

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

#### *2.2 Allotment Funds Issued*

##### *to Libraries:*

reflects materials allotment rate of \$1.13 per capita – total amount reduced due to the switch back to the Municipal Affairs Population Lists with the subsequent loss of 9,277 population.

*2.3 Computer Maint. Agree.  
Software Licences:*

line increased slightly due to increase costs for maintenance agreements with Sitecore (websites), Polaris (the Integrated Library system), and a few others that renewed at higher rates – this line covers, but is not limited to, the Microsoft suite of software for member library computers, website software, PRLS’ management of wireless networks, licensed services for the Polaris integrated library system, and small non-capital IT items such as monitors and bar code scanners.

*2.4 Cooperative Collection:*

designed to give Parkland staff a budget line for the purchase of physical materials (e.g., books, DVDs) for placement in member libraries with the intent of reducing interlibrary loans and augmenting the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect patron needs and improve the system-wide collection.

*2.5 eContent Platform fees  
and Subscription fees:*

increased slightly – to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume, Grant Connect, and eMagazines.

*2.6 On Reserve, On  
Settlement Grant Exp:*

funding provided through a provincial government grant program calculated at \$5.60 per capita for library service to the indigenous residents of Parkland’s six First Nations reserves.

*2.7 Freight:*

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2024 level.

*2.8 Internet Connection*

*Fees:*

estimated as five-year contract will need to be renewed and because of performance demands by libraries - for internet service provision to member libraries and HQ.

*2.9 Library Services Tools:*

slight increase, based on actual costs then estimated— includes tools for Parkland’s cataloguing staff (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly, and LibraryData.

*2.10 Marketing/Advocacy:*

amount held at the same level as 2024 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.

*2.11 Member Library*

*Computers:*

reduced due to lower system population - income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

*2.12 Outlet - Contribution to Operating:*

held at \$800 - funds for Parkland’s four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet’s sponsoring society provides matching funds.

*2.13 Periodicals:*

held at 2024 level – based on actual, includes professional development publications and library journals.

*2.14 ILL Postage Reimbursement for Libraries:*

held at 2024 level - based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL’s sent for libraries from Parkland.

*2.15 Supplies purchased Cataloguing/Mylar:*

held at 2024 level – based on review of 3-year actual, line for purchasing library materials processing, laminated book covers, cataloguing records, and multimedia cases.

*2.16 Vehicle Expense:*

increased slightly – estimates for fluctuation in fuel prices, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

*2.17 Workshop/Training:* includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – also includes the reallocation of food expenditures from the line 3.14 - held at 2024 amount.

### **PRLS Circulating Collections**

*2.18. Audiobook Materials:* held at 2024 level – used to support the physical audiobook collection.

*2.19 eContent:* increased due to demands by libraries and renewal of licence agreements - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.

*2.20 Large Print Books:* held at 2024 level to help refresh the collection.

*2.21 Programming Kits:* held at 2024 level - to build new programming kits and replace consumables in current kits for programming in member libraries.

*2.22 Reference Materials:* held at 2024 – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

<b>Cost of Services</b>		<b>2024</b>	<b>2025</b>
<b>3.1</b>	Audit	21,000	25,000
<b>3.2</b>	Bank expenses	1,700	1,500
<b>3.3</b>	Bank Investment Fees	4,700	4,700
<b>3.4</b>	Building-Repairs/Maintenance	23,500	27,250
<b>3.5</b>	Dues/Fees/Memberships	13,000	13,000
<b>3.6</b>	Insurance	25,000	26,500
<b>3.7</b>	Janitorial/Snow removal/Outdoor maintenance expense	36,500	37,600
<b>3.8</b>	Photocopy	4,000	4,000
<b>3.9</b>	Salaries	1,777,903	1,828,510
<b>3.10</b>	Salaries - Employee Benefits	376,916	387,644
<b>3.11</b>	Staff Development	20,000	20,000
<b>3.12</b>	Supplies/Stationery/Building	29,000	29,000
<b>3.13</b>	Telephone	8,500	9,000
<b>3.14</b>	Travel	8,000	3,500
<b>3.15</b>	Trustee expense	26,000	26,000
<b>3.16</b>	Utilities	34,000	34,000
<b>TOTAL Cost of Services</b>		<b>2,409,719</b>	<b>2,477,204</b>

### **Cost of Services – line details**

- 3.1 Audit:* increased - the 2025 audit fees are estimated because Parkland’s current three-year agreement for audit services with MNP will expire and it will be necessary to review Parkland’s audit service provider - includes costs for an annual letter from PRLS’ lawyers required for the audit process.
- 3.2 Bank Expenses:* based on actual - to cover the cost of enhanced electronic banking services and cheques – reduced slightly from 2024 level.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – held at 2024 level.
- 3.4 Building-Repair/Maintenance:* increased - actual costs reviewed plus an estimated increase in the maintenance agreement renewal for the elevator.

- 3.5 Dues/Fees/  
Memberships:* held at 2024 level - for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), and American Library Association (ALA)
- 3.6 Insurance:* this line has a slight increase - includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, cyber, bond and crime, employee drivers abstracts, and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.
- 3.7 Janitorial/Outdoor  
Maint. Expense:* increased slightly to \$37,600 - for janitorial building maintenance including carpet and window cleaning, outside building maintenance, and snow removal.
- 3.8 Photocopy:* reflects fees for photocopiers and estimated usage, based on 3-year average costs.
- 3.9 Salaries:* to reflect the current staffing levels – includes new salary grid and compensation policy implementation.
- 3.10 Salaries-Employee  
Benefits:* to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP, Blue Cross.
- 3.11 Staff Development:* funds PRLS staff to attend and travel to continuing education activities such as seminars, conferences, technology/training courses, first aid training, along with staff performance and support items, activities, and food– held at \$20,000.
- 3.12 Supplies/Stationery/  
Building:* based on five-year review and held at 2024 level - includes, but not limited to, book processing-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, regional systems swag, and building and stationery supplies.

- 3.13 Telephone:* based on actual and increased slightly - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 Travel:* reduced - since Parkland started running two staff vehicles, mileage reimbursement has dropped – also a reallocation of food expenditures when doing offsite training or workshops to line 2.17 - based on 5-year review of consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.550 per km to staff when they are unable to use the PRLS staff vehicles)
- 3.15 Trustee Expense:* accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, costs for other ad hoc or working group meetings, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf) – held at 2024 level.
- 3.16 Utilities:* held at 2024 level - based on multi-year review of actual expenses in the new building.

# PARKLAND REGIONAL LIBRARY SYSTEM

## Proposed 2025 Budget

	Present Budget 2024	Proposed Budget 2025
TOTAL Income	3,828,179	3,900,392
TOTAL Support Materials & Services Direct to Libraries	1,418,460	1,423,188
TOTAL Cost of Services	2,409,719	2,477,204
TOTAL Expenses (library materials & cost of service)	3,828,179	3,900,392
Surplus/Deficit	0	0
<b>AMOUNT PER CAPITA REQUISITION</b>	<b>9.18</b>	<b>9.81</b>

## **Budget Supplement**

### **Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves.**

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing no vehicles in 2025. The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve when applicable.

**In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.**

# Parkland Regional Library System

## Budget Supplement - Movement of Funds - 2025

Explanation points to the 2025 Budget dealing with Capital Assets, Amortization and Reserves. In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy. Capital assets will be purchased from reserves.

<b>1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME</b>	<b>2025</b>
<b>Amortization Reserve</b>	
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building <i>(actual amount will be affected by asset disposals during the year)</i>	\$64,913 <b>A</b>
<b>Vehicle Reserve</b>	
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$0 <b>B</b>
<b>Technology Reserve</b>	
Anticipated funds required for Technology purchases <i>(may include member library computers, wireless equipment, SuperNet CED units, PRLS assets)</i> <i>(Estimated capital PRLS assets - 2025, \$44,400 -B)</i>	\$250,400
	<b>\$315,313</b>
<b>2 INCOME FROM THE SALE OF CAPITAL ASSETS</b>	
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$0 <b>C</b>
	<b>\$0</b>
<b>3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES</b>	
<b>Amortization Reserve</b>	
Residual Amortization anticipated - PRLS assets	\$19,980 <b>B</b>
Current Year Amortization estimated - PRLS Assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$24,420 <b>B</b>

**Vehicle Reserve**

Proceeds from the sale of vehicles \$0 C

*(actual amounts will be based on exact selling price in the year)*

**Technology Reserve**

Budgeted for member library computers \$66,608

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**\$111,008**

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**4 CAPITAL ASSET EXPENSE ALLOCATION**

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Amortization expense anticipated w/o building \$64,913 A

*(actual amount will be affected by asset disposals during the year)*

Amortization expense anticipated for building \$78,939

*(actual amount will be affected by asset disposals during the year)*

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**\$143,852**

- Basketball hoop replacement and installation was completed at the 8 Front Street Park and Jacks Pond, mid-October install cost was \$9,500 and the poles/backboard were \$5,000. Total cost is covered under the CCBF grant. Tennis/Pickleball court was redone in September 2023, cost of \$21,000 which was also covered under CCBF.
- Front Street Widening construction project completed. The council amended the 2024 Capital Budget by resolution to complete this project, asap, so as not to lose CCBF unspent funding allocations that were over six (6) years. The amount required to be spent prior to November 1, 2024, was \$92,967. CCBF Grants has been notified that the municipality has completed the project to not lose the grant funding allocation. Portions of the costs are split between CCBF and MSI. Construction is coming in slightly under the budgeted amount of \$130,000.
- The Municipal Office site is prepped for building installation. Pilings, power, water, gas, plumbing are all trenched in; the final will be completed once the building arrives. Hold up on building is the building contractor has not received CSA approval for delivery as they are waiting on approval of relaxation of the barrier free code.
- Office furniture required for the new office will be an L shaped desk with hutch, credenza, and six board room chairs, and two office desk chairs. A new desk can cost around \$1,500. The municipality has opted to purchase used items at a cost of \$2,700. The municipality already has filing cabinets, water cooler, conference table and conference equipment, etc. List of additional items to be dealt with in 2025 budget: Gallery chairs, window coverings, mini fridge, shelving, etc.
- Municipal Hall maintenance completed by staff are as follows: Emergency metal roof repair completed June, Kitchen ceiling water damage repaired, hall storage shed locks repaired both locks, vacuumed out all the heating vents and bugs, replaced hall thermostat, investigated options to repair some windows and screens, reviewed the weather stripping on the doors for any gaps, pressure washed building in June and September, maintenance at hall will continue to be reviewed.
- Staffing for the municipality is three (3); one (1) Office Clerk, one (1) Public Works/Maintenance and a Chief Administrative Officer. The municipality has acquired a piece of equipment that was approved in the 2024 Budget to improve snow and ice control more efficiently by adding a sander unit for the Truck, on top of the snow blade that was bought in 2022.
- Administration has completed the GST rebate for the 1<sup>st</sup> part of year has been submitted. The GST rebate is approximately \$5000 for purchases between January -June 2024. Next GST rebate submission will be completed in January of 2025 to finish off the 2024 year, July to December GST rebate guesstimate \$30,000.
- Dredging/Boat Launch conversations with Angela Fulton, Alix CAO regarding legislation & cost considerations:
  - Maintenance plan for boat launches that outline drawings, what is going to be done, construction method and timeline for the work gets built in the License of Occupation agreement (LOC) reduces the red tape for annual repairs and can be run for the length of the lease with the Water Act included.

- Dredging applications can take up to 18 months through the Water Act, also requires multiple levels of public consultation throughout the whole process, construction costs up to approximately \$100,000. Other factors to consider are location, winds, ice break up, water levels, water current and sediment deposits. As the current boat launch is open to the above this would become an annual cost and occurrence for repairs.
  - Discussions on replacement options of current boat launch would need to consider, whether an inland boat launch/marina (Buffalo View Estates, County) consider private or partnership, replace current concrete slabs and budget annual for repairs, full concrete pad would be least beneficial option due to above natural factors. Portable Boat Launch system (Buck Lake), this would have an initial capital cost, annual staffing costs annually for placement and removal during the off season.
  - Any considerations or discussion would require engineering review and construction estimates to repair or replace the boat launch.
- Grants reviewed:
    - **Universal Broadband Fund and Alberta Broadband Fund (UBF)** eligible applicants are entities that operate broadband infrastructure; or Canadian entities or groups of entities that do not operate broadband infrastructure but have identified a plan to engage an entity or group of entities with experience building, owning, and operating the infrastructure their project(s). Reached out to Syban with the information.
    - **Alberta Flood Protection Program** is to protect critical infrastructure such Water, wastewater, stormwater works and infrastructure to access those services. This grant can not be used for projects that are considered standard or require upgrades to municipal infrastructure, such as storm water management of natural wetlands drainage.
    - **Tourism Grants**, nothing that relates with the Strategic Plan objectives
    - **Canada Day Grant**, completing application for 2025, once application is complete will provide information to Hall Society for event planning based on the guidelines, deadline November 21. Application is for under \$5,000.
    - **Canada Summer Student grant** application for 3 (three) will be submitted prior to December deadline to offset 1/3 of wages for 2025 Budgets.
    - **Municipal Climate Change Grants**
      - *Community Energy Conservation* HVAC, Lighting (completed in 2022/23) Energy Audits – Up to 50% of pre-GST audit costs (per facility) to a maximum of \$7,500 for all municipal facilities. Retrofit Projects – Up to 50% of pre-GST project costs. Must complete an energy audit first.
      - *Municipal Energy Generation* – rebates up to 30% of project costs, must complete an energy audit, assess buildings coverage for solar applications and energy savings.
      - *EV Charging Stations* – would require existing power infrastructure within a municipal building, costs of power are on the municipality or will need to hire a company to manage the equipment, charge rates, internet and

additional annual costs that are not recouped through charge rates will be borne on the municipality.

- Development
  - Permits: 15, this is on par with last year.
  - Three (3) encroachment agreements completed.
  - Six (6) compliance certificates
  - Ninety (90) RV Permits (50% are for temporary RVs, 50% are paid annual permits)
- Insurance renewal completed; the municipality has had two insurance claims:
  - 3<sup>rd</sup> Street private property flooding
  - Incident requiring truck repair
- Shoreline Management Plan, last update was wildlife sweeps on the shoreline and the aquatic shoreline assessment was completed by CPP Environmental/Municipal Planning Services. Administration has reached out to both companies on the status and have been advised that the field work report will be incorporated into the draft and copy will be received this month.
- 2025 Provincial Equalized Assessment report received on November 1 is attached in correspondence/information, White Sands breakdown as follows:

2025 Residential/Farm land	2024 Residential/Farm land	\$ Diff	% Diff
126,923,437	120,871,668	6,051,769	5.01%

2025 Non-residential	2024 Non-residential	\$ Diff	% Diff
628,050	600,250	27,800	4.63%

- County Village Road Use Agreement, April 1, 2023, should be discussed as part of ICC Letter items:

**Term and Renewal.** The Term of this Agreement shall begin on the date first written above and shall continue until March 31, 2026, and provided neither party is in breach of the Agreement, shall automatically renew for successive terms of four years each (the "Term"), unless terminated in writing by one of the parties one hundred and twenty (120) days before the applicable termination date. Absent said written notice of termination, the terms of the Agreement during the renewal term shall be as set out herein, unless amended in writing by both parties, before or after the renewal term commences.

**Cost.** The Summer Village shall pay forty thousand (\$40,000) dollars, inclusive of any applicable GST, to the County in the first year of this agreement. Thereafter, the cost shall be increased by a percent equal to the annual Consumer Price Index as reported by Statistics Canada, or 2%, whichever is great on an annual basis during the Term of this Agreement, which payment shall be due no later than April 1st of each year this Agreement is in effect.

**Maintenance.** The County's maintenance obligations shall be limited to include:

- a. grading the Roads within the Service Area every seven (7) to ten (10) days commencing the Saturday of the Victoria Day long weekend in May and ending the Sunday of the Labour Day long weekend in September (the "Summer Grading Period"); and
- b. outside of the Summer Grading Period, grading the Roads within the Service Area as required, in the discretion of the County, acting reasonably and at no additional cost to the Summer Village;

all in accordance with the Applicable Standards.

Motion #	Motion	Status	Completed Date	Notes
<b>23:09:14</b>	Moved by Mayor Thurston to have administration provide a request letter to County of Stettler for an ICC meeting to discuss the Red Willow Lagoon funding options involving Summer Village participating in repair, maintenance, and upkeep in the lagoon to allow White Sands Access for Sewage Dumping from the municipality.	<b>Ongoing</b>		require council discussion on items to present in ICC letter/meeting request
<b>24:07:03</b>	Moved by Councilor Waugh to have administration send a letter to the County of Stettler to initiate a meeting regarding repairs, upgrades, and sharing the boat launch at Summer Village of White Sands.	<b>Ongoing</b>		require council discussion on items to present in ICC letter/meeting request
<b>24:07:10</b>	Moved by Mayor Thurston bring back Council Remuneration XI Policy for council to review 3.4 and bring back to August 21, 2024, regular council meeting.	<b>Done</b>	Oct 16, 2024	
<b>24:09:03</b>	Moved by Official Administrator McCormack to table this topic "OHV's & Golf Carts Municipal Comparison Information" to the first meeting of the new council.	<b>Done</b>	Nov 13, 2024	
<b>24:09:05</b>	Moved by Official Administrator McCormack to table Apex Municipal Franchise Fee Agreement item 7.3 until the first regular meeting of the first council.	<b>Done</b>	Nov 13, 2024	



November 13, 2024

Reeve Larry Clarke  
County of Stettler  
Box 1270  
6602 - 44 Ave.  
Stettler, AB T0C 2L0

Dear Reeve Clark

**RE: INTERMUNICIPAL COLLABORATION FRAMEWORK MEETING**

The Council for the Summer Village of White Sands has directed Administration to request a meeting with the County of Stettler Council to discuss items under the Intermunicipal Collaboration Framework (ICF) as follows:

1. Road Maintenance Agreement – Expires April 1, 2026
2. Boat Launch
3. Sewage Disposal
4. Bylaw Enforcement and Policing -exploration of shared approach (2024)

The municipality looks forward to a productive and positive discussion under the ICF Framework regarding the above items and cooperation with each other on a shared approach to service delivery options through intermunicipal collaboration.

Sincerely,

Melissa Beebe  
CAO  
SV of White Sands

CC: Yvette Cassidy, CAO, County of Stettler  
Andrew Brysiuk, Municipal Services, County of Stettler  
Mayor Lorne Thurston, Summer Village of White Sands  
Dan Zembal, Deputy Mayor, Summer Village of White Sands

Rank	Item	TOTAL	Action Plan
1	<p><b>Parks &amp; Recreation Master Plan</b></p> <p>Develop a Parks and Rec Master plan that includes a trail concept plan for the entire village, a pathway along municipal road and explore other options such as new community garden locations, disc golf, potential for expansion at Jack's Pond.</p>	13	<ol style="list-style-type: none"> <li>1. Create a trail policy of existing and future considerations.</li> <li>2. Investigate the following: locations for community garden, disc golf, Jack's Pond upgrades</li> <li>3. Bring information with cost options for council consideration as part of capital and grant budgets</li> </ol>
1	<p><b>Locked Public Works Compound</b></p> <p>Plan and fund for a Public Works Compound that can be locked and secure</p>	13	<ol style="list-style-type: none"> <li>1. Gather information on locations to consider</li> <li>2. Budgetary costs</li> <li>3. Security options</li> </ol>
2	<p><b>Vegetation Management Plan</b></p> <p>Develop a plan to manage the clean up of deadfall, re-establish overgrown right of ways, clean up of brush lines and establish a tree planting program</p>	12	<ol style="list-style-type: none"> <li>1. Policy review</li> <li>2. Budget annually</li> <li>3. Balance of privacy, safety, environment, staffing within a vegetation management policy</li> </ol>
3	<p><b>Village Drainage Plan</b></p> <p>Develop a complete village drainage plan that includes the drainage that follows roadways and culverts.</p>	10	<ol style="list-style-type: none"> <li>1. Storm Water Management Plan – completed 2023-24</li> <li>2. 3<sup>rd</sup> Street Pond Wetland Assessment addition to Storm Water Management Plan – completed August 2024.</li> </ol>
3	<p><b>Sewage Lagoon Solution</b></p> <p>Work with our municipal partners to come up with a solution.</p>	10	<ol style="list-style-type: none"> <li>1. Need to compile request letter for scheduling an ICC meeting.</li> <li>2. Budget Implications &amp; Tax Rates</li> </ol>
4	<p><b>Boat Launch Solution</b></p>	9	<ol style="list-style-type: none"> <li>1. Regulation discussion/options with Angela Fulton. <b>Completed Sept 2024</b></li> </ol>

	Work with our provincial and municipal partners to come up with a permanent solution and re-design of the Boat Launch		<ol style="list-style-type: none"> <li>2. Discussion with Alix CAO in regard to dredging/timelines/legislation/costs, <b>completed Sept 2024</b></li> <li>3. Budgets, require ICC meeting for discussions, options will require a plan/design/costs/options</li> </ol>
4	<p><b>Upgraded Roads</b></p> <p>Addressing trees in the right of ways, widening of roads and re-establishing the shoulders, Front Street widening, no parking signs.</p>	9	<ol style="list-style-type: none"> <li>1. Front Street Widening – completed final construction inspection on October 30/24 -<b>completed</b></li> <li>2. Require signage Budget for 2025 and review and or create policy/bylaw for discussion/approval by council</li> </ol>
5	<p><b>Review &amp; Inspect Playgrounds</b></p> <p>Establish a schedule for the review and inspection of playgrounds; ensure the safety of the structures annually via a certified playground inspector.</p>	8	<ol style="list-style-type: none"> <li>1. Establish a policy</li> <li>2. Enter into a service agreement with a municipality that has trained personnel to inspected playground equipment. Budget 2025 for an agreement and replacement reserves</li> </ol>

# Election Review Notes:

Overall, the by-election went very well, and we were underbudget but some supplies like paper (notices mailed out, packages created), toner, envelopes for notices are not calculated in the budget since they have been coded previously as Office – Goods and Services. If we factor a portion of those amounts, at approximately \$700, the amount spent for the 2024 by-election is \$4,102.98. At this moment we are waiting for an invoice from SUMA where we received our ballot boxes, seals, and blinds. We also ordered these items for the general election that will be held in the summer '25, since there are no providers in Alberta at this time.

For the day of voting, the crowds were steady up until about 5pm. There was very little down time between voters that came in-person to vote on October 12<sup>th</sup>. We hired two individuals who were very adept at their positions and are interested to return for our general election in the summer '25.

We had one resident who asked why someone was voting since they sold their property. With accordance with the LAE, the RO or SRO cannot stop anyone from voting and only a scrutineer, campaign worker, and/or candidate can attest a vote when the voter they are attesting is present and the proper forms are filled and process is followed. Even with following the process, the person who was being attested to vote, can still vote. The individual could attest the whole election but not the voter, and to attest the whole election would be down a legal route.

# Special Ballot Notes:

## PROS:

- When off season, it gives part-time residents another way to vote
- 81 residents applied to have a special ballot

## CONS:

- We cannot control the mail and how long it can take for mail to be delivered with Canada Post. We created a deadline where it normally would be sufficient for people to receive the package in time before the voting.
  - o We did accept late requests because we did not want to deny anyone from voting, but also explained due to mail we would not be sure if the package would make it in time, and if it does, they need to make sure it reaches us by 7pm on voting day.
- Each special ballot package cost the municipality \$2.09
- Some residents thought it was expensive to mail back the package (also a \$2.09 for each package) and did not mail back their package due to that reason.
- Due to the special ballot process, it was very time consuming and many steps for the voter and the RO (creating the packages)

- Out of the 81 special ballots mailed out, 35 were returned, 14 were rejected that were returned, and 46 were not returned by the deadline of 7pm on October 12<sup>th</sup> (closing time for the polls).
  - o Speaking with Municipal Affaires, we were warned that maybe 50% of the ballots would be returned and usually 25% of the ones returned are accepted when received).
  - o 100% of the rejected ballots were due to no identification present. When we receive the packages back, we cannot open the Certificate Envelope until we count the ballots (and only if the envelope is accepted). If the ID is not present where we can verify the package (not in the Certificate Envelope), we must reject the package.

## Future Elections due to Bill 20

Some items to note and will know more before the next general election:

### Changes to local election rules under the LAEA

Description of Changes	Previous Status Before Legislation
Aligns candidate eligibility criteria with councillor disqualification criteria in the MGA.	Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.
Allows municipalities to require criminal record checks for candidates.	No provisions were in place.
Allows union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).  Allows donations outside the local election year and requires annual reporting of donations.	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign. Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000.
Requires third-party advertisers campaigning for or against an issue on a ballot, such as a plebiscite, to register and report finances.	The LAEA only regulated third-party advertising for the promotion or opposition of a candidate during an election.
Limits donations to third-party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The donation limit was \$30,000 for all individuals, unions, and corporations.
Enables regulation-making authority to define local political parties. Registration of local political parties will be limited to Calgary and Edmonton for the 2025 local general election.	No provisions were in place to regulate political parties at the local level.
Repeals the municipal authority to develop a voters list based on enumeration.	Municipalities could prepare a voters list, which had to be shared with all candidates.
Requires municipalities to create a permanent electors register. (This will be done in partnership with Elections Alberta, building off the provincial register of electors).	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities could choose to develop one or not.
Expands the use of special ballots and strengthens special ballot processes.	Special ballots could only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limits vouching to the ability to vouch for someone's address.	Vouching was permitted for an individual's age, residence, and identity.
Repeals the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers could object to an elector; however, the elector could still vote.

Enables regulation-making authority to postpone elections in emergencies.	No provisions were in place to enable the Minister to postpone an election in the event of a natural disaster or emergency.
Prohibits automated voting equipment, such as electronic tabulators.	The <i>LAEA</i> permitted municipalities, by bylaw, to process ballots by automated voting equipment.
Requires recounts if requested by a runner up candidate when the margin is within 0.5 percent of total votes.	Returning officers had discretion regarding recounts.
Clarifies rules and streamlining processes for scrutineers.	Rules and processes were unclear for scrutineers.



# SUMMER VILLAGE OF WHITE SANDS

## General Ledger History Listing

Date From 2024-01-01

Date To 2024-10-23

General Ledger 2-12-12-00-00-227		Account Type	General Ledger Description						C
Date	Description	Name	Reference	Typ	Batch #	Cheque #	Account #	Debits	Credits
2024-09-17	POSTAGE	PITNEY BOWES LEASING	23185200	AP	1683	202470368	986	397.89	
2024-10-01	Postage	VERTZ, KENNETH WAYNE	202450071	AR	1693		230		(25.78)
2024-10-15	RO BYELECTION WAGE	BEEBE, MELISSA	20	AP	1707	202470382	902	430.50	
2024-10-15	SRO BYELECTION WAGE	WEINZIERL, ERIN	15	AP	1707	202470404	947	1,106.70	
2024-10-15	BYELECTION WORKER	SPLANE, CHARISSA	1	AP	1707	202470397	1012	283.50	
2024-10-15	BYELECTION WORKER	NORMAN, LAURA	1	AP	1707	202470394	1013	283.50	
2024-10-15	NOTICE OF ELECTION M	PITNEY BOWES LEASING	2	AP	1707	202470408	986	394.94	
2024-10-15	81 SPECIAL BALLOTS	PITNEY BOWES LEASING	2	AP	1707	202470408	986	105.06	
2024-10-15	BALLOTS	KATHY'S PRINTING SER	6946	AP	1707	202470389	176	159.00	
2024-10-15	ELECTION SUPPLIES	CANOE PROCUREMENT GR	AB226626	AP	1707	202470384	916	107.15	
2024-10-15	ELECTION SUPPLIES	CANOE PROCUREMENT GR	AB230308	AP	1707	202470384	916	47.95	
2024-10-15	ELECTION SUPPLIES	CANOE PROCUREMENT GR	AB229795	AP	1707	202470384	916	86.79	
<b>Total</b>								3,402.98	(25.78)

\*\*\* End of Report \*\*\*

**Opening Balance**

0.00

**Balance**

397.89

372.11

802.61

1,909.31

2,192.81

2,476.31

2,871.25

2,976.31

3,135.31

3,242.46

3,290.41

3,377.20



# SUMMER VILLAGE OF WHITE SANDS

For the Period Ending September 30, 2024

For the month of

General Ledger	Description	2024 Budget	2024 Actual	2024 % Variance
*	General Administration	(34,510.00)	(3,441.00)	9.97
*	Protective Services	(825.00)	0.00	0.00
*	Transportation	0.00	0.00	0.00
*	Water	0.00	0.00	0.00
*	Planning & Development	(32,580.00)	(30,425.48)	93.39
*	Recreation & Parks	(12,300.00)	(62,818.00)	510.72
*	Taxes & Penalties	(899,072.00)	(917,034.64)	102.00
*	Other Revenue	(5,908.00)	0.00	0.00
**	<b>TOTAL REVENUE</b>	<b>(985,195.00)</b>	<b>(1,013,719.12)</b>	<b>102.90</b>
*	Council & Legislative	16,885.00	8,367.85	49.56
*	General Administration	243,088.00	169,045.50	69.54
*	Policing	16,010.00	8,852.25	55.29
*	Fire Fighting & Preventive	51,010.00	51,832.04	101.61
*	Disaster Services	9,900.00	0.00	0.00
*	Bylaw Enforcement	800.00	2,744.80	343.10
*	Transportation	122,370.00	129,574.15	105.89
*	Water Department	5,615.00	3,108.80	55.37
*	Landfill & Recycling	26,955.00	13,030.00	48.34
*	Planning & Development	33,265.00	11,978.86	36.01
*	Park & Recreation	77,760.00	64,144.96	82.49
*	Culture	14,008.00	20,764.04	148.23
*	Contingency	0.00	0.00	0.00
*	Requistitions	367,529.00	275,645.56	75.00
**	<b>TOTAL EXPENSES</b>	<b>985,195.00</b>	<b>759,088.81</b>	<b>77.05</b>
***	<b>(SURPLUS)/DEFICIT-Before Amort</b>	<b>0.00</b>	<b>(254,630.31)</b>	<b>0.00</b>

\*\*\* End of Report \*\*\*



# SUMMER VILLAGE OF WHITE SANDS

For the Period Ending September 30, 2024

For the Month of

General Ledger	Description	2024 YTD Budget	2024 YTD Actual	2024 YTD \$ Variance	2024 Budget
<b>Capital Revenue</b>					
5-12-00-00-00-840	Admin - Provincial Grant	(132,750.00)	0.00	(132,750.00)	(177,000.00)
5-31-00-00-00-840	Common Services - Provincial Grant	(17,250.03)	0.00	(17,250.03)	(23,000.00)
5-32-00-00-00-830	Trans - Federal Grant	(45,000.00)	0.00	(45,000.00)	(60,000.00)
5-32-00-00-00-840	Trans - Provincial Grant	(41,249.97)	0.00	(41,249.97)	(55,000.00)
5-32-99-91-00-920	Trans - Drawn from Capital Reserve	(2,250.00)	0.00	(2,250.00)	(3,000.00)
5-37-00-00-01-840	Drainage - Provincial Grant	(29,999.97)	0.00	(29,999.97)	(40,000.00)
5-41-00-00-00-840	Water - Provincial Grant	(9,749.97)	0.00	(9,749.97)	(13,000.00)
5-61-00-00-00-840	Planning & Dev - Provincial Grants	(29,999.97)	0.00	(29,999.97)	(40,000.00)
5-72-00-00-00-830	Parks & Rec - Federal Grant	(6,750.00)	0.00	(6,750.00)	(9,000.00)
5-72-99-91-00-920	Parks & Rec - Drawn fr. Cap. Reserves	(6,750.00)	0.00	(6,750.00)	(9,000.00)
5-74-00-00-00-840	Culture - Provincial Grant	(75,000.00)	0.00	(75,000.00)	(100,000.00)
5-74-99-91-00-920	Culture - Drawn fr. Reserves	(4,500.00)	0.00	(4,500.00)	(6,000.00)
<b>* TOTAL CAPITAL REVENUE</b>		<b>(401,249.91)</b>	<b>0.00</b>	<b>(401,249.91)</b>	<b>(535,000.00)</b>
<b>Capital Expenditure</b>					
6-12-00-00-20-620	Admin - Office Project	132,750.00	234,274.36	(101,524.36)	177,000.00
6-31-00-00-21-620	Common Services - Signage	2,250.00	2,628.17	(378.17)	3,000.00
6-31-00-00-50-650	Common Services - Vehicle	7,499.97	0.00	7,499.97	10,000.00
6-31-00-00-51-650	Common Services - Sander	9,749.97	10,421.13	(671.16)	13,000.00
6-32-00-00-11-610	Trans - Dust Control	11,250.00	0.00	11,250.00	15,000.00
6-32-00-00-13-610	Trans - Road Widening	75,000.00	6,491.06	68,508.94	100,000.00
6-37-00-00-10-610	Drainage - Project 1	29,999.97	0.00	29,999.97	40,000.00
6-41-00-00-00-610	Water - Phase6/7	9,749.97	0.00	9,749.97	13,000.00
6-61-00-00-00-239	Planning & Dev - Shoreline Mngt Plan	29,999.97	1,510.00	28,489.97	40,000.00
6-72-00-00-24-620	Parks & Rec - Project 1	6,750.00	0.00	6,750.00	9,000.00
6-72-00-00-29-660	Parks & Rec - Vegetation Mgt.	3,750.03	0.00	3,750.03	5,000.00
6-72-00-00-30-660	Parks & Rec - Trees	2,999.97	0.00	2,999.97	4,000.00
6-74-00-00-20-620	Culture - Community Hall	4,500.00	0.00	4,500.00	6,000.00
<b>* TOTAL CAPITAL EXPENDITURE</b>		<b>326,249.85</b>	<b>255,324.72</b>	<b>70,925.13</b>	<b>435,000.00</b>
<b>** SURPLUS/(DEFICIT)</b>		<b>(75,000.06)</b>	<b>255,324.72</b>	<b>(330,324.78)</b>	<b>(100,000.00)</b>

\*\*\* End of Report \*\*\*

**SUMMER VILLAGE OF WHITE SANDS  
BANK RECONCILIATION  
for the period of September 30, 2024**

Net Balance at End of Previous Month	\$ 1,275,983.65
ADD: General Receipts	28,798.50
Interest Earned	2,893.85
Investments Matured	<u>0.00</u>
SUBTOTAL	1,307,676.00
LESS: General Disbursements	421,589.24
Investments	0.00
Returned Cheques	0.00
Bank and Credit Card Fees	<u>73.02</u>
SUBTOTAL	<u>421,662.26</u>
<b>NET BALANCE AT END OF CURRENT MONTH - GENERAL</b>	<b><u><u>\$ 886,013.74</u></u></b>
Balance at End of Month - Money Market	677,143.20
Balance at End of Month - General Bank	307,164.76
ADD: Outstanding Deposits	1,778.58
LESS: Outstanding Cheques	<u>100,072.80</u>
<b>NET BALANCE AT END OF CURRENT MONTH - GENERAL</b>	<b><u><u>\$ 886,013.74</u></u></b>
INVESTMENTS:	
TD Canada Trust Investment GIC Maturing October 3, 2024 @ 4.96%	<u>300,000.00</u>
SUBTOTAL	<u>300,000.00</u>
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$ 1,186,013.74</b>
RESTRICTED GRANT FUNDS:	
Unearned MSI Grants	411,432.04
Unearned CCBC Grants	<u>80,807.15</u>
SUBTOTAL	<u>492,239.19</u>
<b>TOTAL OPERATING FUNDS</b>	<b>\$ 693,774.55</b>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF WHITE SANDS  
BANK RECONCILIATION  
for the period of October 31, 2024**

Net Balance at End of Previous Month	\$	886,013.74
ADD: General Receipts		53,659.89
Interest Earned		9,633.83
Investments Matured		<u>300,000.00</u>
SUBTOTAL		1,249,307.46
LESS: General Disbursements		48,189.36
Investments		300,000.00
Returned Cheques		0.00
Bank and Credit Card Fees		<u>75.10</u>
SUBTOTAL		<u>348,264.46</u>
<b>NET BALANCE AT END OF CURRENT MONTH - GENERAL</b>	<b>\$</b>	<b><u>901,043.00</u></b>
Balance at End of Month - Money Market		679,398.18
Balance at End of Month - General Bank		221,761.62
ADD: Outstanding Deposits		0.00
LESS: Outstanding Cheques		<u>116.80</u>
<b>NET BALANCE AT END OF CURRENT MONTH - GENERAL</b>	<b>\$</b>	<b><u>901,043.00</u></b>
INVESTMENTS:		
TD Canada Trust Investment GIC Maturing January 7, 2025 @ 4.05%		<u>300,000.00</u>
SUBTOTAL		<u>300,000.00</u>
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$</b>	<b>1,201,043.00</b>
RESTRICTED GRANT FUNDS:		
Unearned MSI Grants		411,432.04
Unearned CCBC Grants		<u>80,807.15</u>
SUBTOTAL		<u>492,239.19</u>
<b>TOTAL OPERATING FUNDS</b>	<b>\$</b>	<b>708,803.81</b>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# SUMMER VILLAGE OF WHITE SANDS

For the Period Ending October 31, 2024  
For the month of

General Ledger	Description	2024 Budget	2024 Actual	2024 % Variance
*	General Administration	(34,510.00)	(22,141.00)	64.16
*	Protective Services	(825.00)	0.00	0.00
*	Transportation	0.00	0.00	0.00
*	Water	0.00	0.00	0.00
*	Planning & Development	(32,580.00)	(31,180.06)	95.70
*	Recreation & Parks	(12,300.00)	(7,560.00)	61.46
*	Taxes & Penalties	(899,072.00)	(913,831.39)	101.64
*	Other Revenue	(5,908.00)	0.00	0.00
**	<b>TOTAL REVENUE</b>	<b>(985,195.00)</b>	<b>(974,712.45)</b>	<b>98.94</b>
*	Council & Legislative	16,885.00	9,076.17	53.75
*	General Administration	243,088.00	195,689.42	80.50
*	Policing	16,010.00	8,852.25	55.29
*	Fire Fighting & Preventive	51,010.00	50,980.26	99.94
*	Disaster Services	9,900.00	0.00	0.00
*	Bylaw Enforcement	800.00	2,744.80	343.10
*	Transportation	122,370.00	140,174.02	114.55
*	Water Department	5,615.00	3,108.80	55.37
*	Landfill & Recycling	26,955.00	18,675.00	69.28
*	Planning & Development	33,265.00	12,264.86	36.87
*	Park & Recreation	77,760.00	66,061.02	84.96
*	Culture	14,008.00	23,256.99	166.03
*	Contingency	0.00	0.00	0.00
*	Requistitions	367,529.00	275,645.56	75.00
**	<b>TOTAL EXPENSES</b>	<b>985,195.00</b>	<b>806,529.15</b>	<b>81.86</b>
***	<b>(SURPLUS)/DEFICIT-Before Amort</b>	<b>0.00</b>	<b>(168,183.30)</b>	<b>0.00</b>

\*\*\* End of Report \*\*\*



# SUMMER VILLAGE OF WHITE SANDS

For the Period Ending October 31, 2024

For the Month of

General Ledger	Description	2024 YTD Budget	2024 YTD Actual	2024 YTD \$ Variance	2024 Budget
<b>Capital Revenue</b>					
5-12-00-00-00-840	Admin - Provincial Grant	(147,500.00)	0.00	(147,500.00)	(177,000.00)
5-31-00-00-00-840	Common Services - Provincial Grant	(19,166.70)	0.00	(19,166.70)	(23,000.00)
5-32-00-00-00-830	Trans - Federal Grant	(50,000.00)	0.00	(50,000.00)	(60,000.00)
5-32-00-00-00-840	Trans - Provincial Grant	(45,833.30)	0.00	(45,833.30)	(55,000.00)
5-32-99-91-00-920	Trans - Drawn from Capital Reserve	(2,500.00)	0.00	(2,500.00)	(3,000.00)
5-37-00-00-01-840	Drainage - Provincial Grant	(33,333.30)	0.00	(33,333.30)	(40,000.00)
5-41-00-00-00-840	Water - Provincial Grant	(10,833.30)	0.00	(10,833.30)	(13,000.00)
5-61-00-00-00-840	Planning & Dev - Provincial Grants	(33,333.30)	0.00	(33,333.30)	(40,000.00)
5-72-00-00-00-830	Parks & Rec - Federal Grant	(7,500.00)	0.00	(7,500.00)	(9,000.00)
5-72-99-91-00-920	Parks & Rec - Drawn fr. Cap. Reserves	(7,500.00)	0.00	(7,500.00)	(9,000.00)
5-74-99-91-00-920	Culture - Drawn fr. Reserves	(5,000.00)	0.00	(5,000.00)	(6,000.00)
<b>* TOTAL CAPITAL REVENUE</b>		<b>(362,499.90)</b>	<b>0.00</b>	<b>(362,499.90)</b>	<b>(435,000.00)</b>
<b>Capital Expenditure</b>					
6-12-00-00-20-620	Admin - Office Project	147,500.00	235,897.00	(88,397.00)	177,000.00
6-31-00-00-21-620	Common Services - Signage	2,500.00	2,628.17	(128.17)	3,000.00
6-31-00-00-50-650	Common Services - Vehicle	8,333.30	0.00	8,333.30	10,000.00
6-31-00-00-51-650	Common Services - Sander	10,833.30	10,962.84	(129.54)	13,000.00
6-32-00-00-11-610	Trans - Dust Control	12,500.00	0.00	12,500.00	15,000.00
6-32-00-00-13-610	Trans - Road Widening	83,333.33	3,507.02	79,826.31	100,000.00
6-37-00-00-10-610	Drainage - Project 1	33,333.30	0.00	33,333.30	40,000.00
6-41-00-00-00-610	Water - Phase6/7	10,833.30	0.00	10,833.30	13,000.00
6-61-00-00-00-239	Planning & Dev - Shoreline Mngt Plan	33,333.30	1,510.00	31,823.30	40,000.00
6-72-00-00-24-620	Parks & Rec - Project 1	7,500.00	0.00	7,500.00	9,000.00
6-72-00-00-29-660	Parks & Rec - Vegetation Mgt.	4,166.70	0.00	4,166.70	5,000.00
6-72-00-00-30-660	Parks & Rec - Trees	3,333.30	0.00	3,333.30	4,000.00
6-74-00-00-20-620	Culture - Community Hall	5,000.00	0.00	5,000.00	6,000.00
<b>* TOTAL CAPITAL EXPENDITURE</b>		<b>362,499.83</b>	<b>254,505.03</b>	<b>107,994.80</b>	<b>435,000.00</b>
<b>** SURPLUS/(DEFICIT)</b>		<b>(0.07)</b>	<b>254,505.03</b>	<b>(254,505.10)</b>	<b>0.00</b>

\*\*\* End of Report \*\*\*

From: [REDACTED]  
To: [CAQ; Erin](#)  
Cc: [REDACTED]  
Subject: [REDACTED]  
Date: October 3, 2024 1:00:30 PM

---

Here are the questions I sent to the forum, for the record.  
I did not expect them to be used.  
Some of them were reflected at the forum.  
Mostly they are longer term considerations that the new council should carefully consider.

Submitted for information and respectfully.

**Q1 - Preamble:** The existing hall size & function appears inadequate for present and future purposes.

[What are your thoughts, and how do you intend to find and engage WS owners desires and concerns ?](#)

**Q2 - Preamble:** The WS Society Mission Statement states in part:

*"Through the efforts of volunteers and in consultation with the SV of WS Council, enhance the community "*

[Do you agree \(and if not why not ?\) that the Society should play a significant role in identification and consideration of future planning issues, through appropriate society committees or other activities ?](#)

**Q3 - Preamble:** Mail boxes / Mail facility. Discussed briefly in the past and rejected by previous Councils. The landscape for receiving and sending mail or parcels has changed radically and has caused much additional time and expense for residents. And direct access to Rochon Sands mail facilities has been removed requiring further extra effort by residents.

[What is your opinion and will you ensure Council aggressively pursue acquisition of a suitably serviced Mail facility at WS ?](#)

**Q4 - Preamble:** To reduce councillors work load and to improve Councils effectiveness it is recommended that a total of 5 Councillors is desirable.

[Do you consider this proposal desirable to improve Councils effectiveness now and in the future ? Please explain.](#)

**Q5 - Preamble:** Zoom is used to ensure the public has direct access to Council Meetings.

However Council members have become accustomed to choosing to attend Council Meetings by Zoom. It appears that this practice led to 2 councillors resigning because their opinions and requests were not adequately addressed during their Zoom attendances.

[Would you agree and vote that attendance at Council Meetings by Councillors be mandated as "in person" only ? If not please explain.](#)

**Q6 - Preamble:** It is common practice in Municipalities to encourage & invite public representatives to make specific presentations at and to Council Meetings. This appears to rarely or perhaps never have occurred at SVWS Council Meetings. Council have expressed that Public input is necessary. In fact, Municipal objectives express this as required. Recent actions have occurred ignoring the potential for Public input.

[Would you support and insist on this type of public input prior to activation of significant decisions ? If not why not, and do you see an alternative process ?](#)

**Q7 - Preamble:** Recently an attempt to change the Bylaws to increase the size of the minimum house to be built on the owners lot was defeated.

The recent approval to permit 2 Acre lots would have conversely encouraged larger homes. Larger homes are inevitable but preventing the encouragement of smaller, perhaps significantly smaller homes should be an objective. Demand for small starter homes has increased substantially over recent years due to costs of construction and escalated running costs. Current land for sale was scheduled for substantially bigger homes. The market understandably did not respond.

**What are your thoughts and opinions regarding Bylaw changes to encourage a wider range of home building sizes and dimensions reflected by Bylaw changes ?**

**Q8 - Preamble:** Roadway Speed Bumps. Speed bumps have been installed on the main highway passing WS only for a few short years. And one was installed on Buffalo Road between Lots 85 and 24. Council originally justified the bumps as - reduce dust, / reduce traffic noise, / safety for pedestrians. Damage to vehicles occurs and safety is questionable.

**Do you support the permanent removal of speed bumps on these gravel roads ? If not why not ?**

**Q9 - Preamble:** Grants for energy efficiency issues were available in 2023 including Solar panels, EV charging etc. These were noted to Council and were ignored without discussion or comment. The availability and knowledge of important grants has not been advised to WS owners as a practise.

**As a councillor would you ensure that available grants of all types be announced with a call to a relevant owners committee recorded in minutes of any Council meeting ?**

**Q10 - Preamble:** There are several WS Bylaws that require review and updating to reflect current and future demands. Several changes have been mentioned recently as necessary.

**Would you request by motion that Council set up a Bylaw revue Standing Committee ? If not please explain.**

**Q11 - Preamble:** There has never been Standing Committees of any sort established. Residents with particular concerns have not been afforded this advantage. The community has lost the advantages accruing.

**What are your thoughts regarding Standing Committee's ? Are you in favour ?**

**Q12 - Preamble:** It is recommended that WS Staff be Assessed annually on their specific performance objectives and not assessed on their time spent in the office.

**Please comment on this important issue.**

**Q13 - Preamble:** There has been comment that the 4 way stop on Buffalo Road is inadequate and unsafe. This could easily be redesigned using roundabout considerations. A roads committee should be tasked with investigating and considering change possibilities.

**Would you consider and Move that the roads committee revue and report to Council ?**

**Q14 - Preamble:** Paving of WS centre area. The Hall, Warehouses, Service bay, Ancillary buildings, signs, etc are all somewhat disjointed, higgledy piggledy, grubby aspect and do not present well to visitors, including possible land / house purchasers. The centre site should present an attractive area, which it does not. Reorganizing over time with recognized parking areas will benefit greatly from proper paving and sidewalks.

**Would you support a committee developing an upgrading plan for our main Village centre ? If**

not why not ?

**Q15** - Preamble: With the long term vision of providing water and sewer to WS it has been mentioned that a water supply connection to the hall is desirable. This connection could be routed to include water supply to some existing home developments.

Would you support a committee investigating and developing an upgrading plan for immediate / future connection to the existing main water line ?

**Q16** - Preamble: Jacks pond has completely dried up and with projected global warming will most likely remain so. Buffalo Lake has lost at least 24” of water level resulting in significant reduction in water quality. Given that the projected pumping canal connection to Red Deer River will not be used it appears that a swimming pool facility will become very desirable. A pool development at the south end of jacks pond would become an attractive and desirable asset for WS.

Would you support a committee investigating and developing swimming pool plan for Jacks Pond ?

**Q17** - Preamble: Although the last Mayor has continually referred to himself as “The old grey Mayor’ it is not considered appropriate, considering the long, extensive and highly valued leadership he has given to WS.

Would you consider discouraging the ongoing use of that inappropriate epithet ?

**Q18** - Preamble: A detailed Lidar Survey of the entire Municipality is long overdue. The level of detail required far exceeds the current Alberta provincial Lidar information available. This survey is essential for long term planning of any present and future projects. The cost is a small fraction of a survey using conventional methods. The survey data is acquired using aerial flying in a couple of days. Conventional surveying to that level of detail would take many weeks or months. Benefitting the municipality as a whole and individual owners in particular. Separate Overlays from the data become possible - mapping of individual lot locations, complete contours at selectable accuracies, buildings located, fire assessment liabilities traced, roads detailed, planning for trails and pathways, flooding etc etc.

Would you prioritize the acquisition of a detailed Lidar survey for Municipal planning purposes ? Please comment.

# Municipal Affairs Statutes Amendment Act, 2024

The *Municipal Affairs Statutes Amendment Act, 2024*, makes changes to two pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*. This legislation comes into force on October 31, 2024.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

## Changes to local election rules under the LAEA

Description of Changes	Previous Status Before Legislation
Aligns candidate eligibility criteria with councillor disqualification criteria in the MGA.	Candidates elected to council may face immediate disqualification due to misalignment with the MGA's criteria.
Allows municipalities to require criminal record checks for candidates.	No provisions were in place.
Allows union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).  Allows donations outside the local election year and requires annual reporting of donations.	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign. Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000.
Requires third-party advertisers campaigning for or against an issue on a ballot, such as a plebiscite, to register and report finances.	The LAEA only regulated third-party advertising for the promotion or opposition of a candidate during an election.
Limits donations to third-party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The donation limit was \$30,000 for all individuals, unions, and corporations.
Enables regulation-making authority to define local political parties. Registration of local political parties will be limited to Calgary and Edmonton for the 2025 local general election.	No provisions were in place to regulate political parties at the local level.
Repeals the municipal authority to develop a voters list based on enumeration.	Municipalities could prepare a voters list, which had to be shared with all candidates.
Requires municipalities to create a permanent electors register. (This will be done in partnership with Elections Alberta, building off the provincial register of electors).	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities could choose to develop one or not.
Expands the use of special ballots and strengthens special ballot processes.	Special ballots could only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limits vouching to the ability to vouch for someone's address.	Vouching was permitted for an individual's age, residence, and identity.
Repeals the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers could object to an elector; however, the elector could still vote.
Enables regulation-making authority to postpone elections in emergencies.	No provisions were in place to enable the Minister to postpone an election in the event of a natural disaster or emergency.
Prohibits automated voting equipment, such as electronic tabulators.	The LAEA permitted municipalities, by bylaw, to process ballots by automated voting equipment.
Requires recounts if requested by a runner up candidate when the margin is within 0.5 percent of total votes.	Returning officers had discretion regarding recounts.
Clarifies rules and streamlining processes for scrutineers.	Rules and processes were unclear for scrutineers.

## Strengthening the accountability of local councils under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires a councillor's seat to become vacant upon disqualification for specific matters.	Municipal councils or electors could only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Requires mandatory orientation training for councillors.	Training for councillors must be offered, but there was no requirement for the councillor to attend the training.
Allows Cabinet to order a vote of the electors to determine whether a councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister could only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allows elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials could only recuse themselves for matters in which they have a financial interest.
Makes the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer was responsible for validating recall petitions.
Enables Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada).	Cabinet could only intervene with respect to a land use bylaw or statutory plan.  No provisions were in place.
Gives Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allows the Minister to outline joint use planning agreement exemptions, criteria and requirements by regulation.	All criteria for joint use planning agreements were in the <i>MGA</i> .
Specifies that the assessed person for an electric generation system is the operator.	There was a lack of clarity regarding who should be assessed for electrical generation systems.

## Accelerating housing development under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires municipalities to offer electronic options for public hearings on planning and development and restricts them from holding extra public hearings when not required by legislation.	No requirements were in place for electronic options. Municipalities could hold extra hearings beyond what was legislated.
Fully exempts non-profit, affordable housing from property taxation.	Limited provisions in place in the <i>MGA</i> .
Enables multi-year residential property tax incentives.	Municipalities could offer multi-year incentives for non-residential development, but not residential development.
Regulation-making authority to define which non-statutory studies may be required for building and development permits. No regulation is currently in place.	No provisions were in place.

## Additional resources

- [Municipal Affairs Statutes Amendment Act](#)
- [Municipal Government Act](#)
- [Local Authorities Election Act](#)
- [Local Political Parties and Campaign Expense Limits](#) (Fact Sheet)



# RMA



[RMAAlberta.com](http://RMAAlberta.com)

2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639

**To Our Valued Associate Members,**

We sincerely thank you for your support of our programs and continued attention to your accounts. Our programs run efficiently and provide the best benefit to all when we work together.

Our associate membership fees will be invoiced on November 1<sup>st</sup> to coincide with the insurance renewal cycle to accommodate those of you who only access the insurance program. The Board of Directors has decided to increase the associate membership fees from \$195 to \$249 per year. This is the first increase since 2013 (11 years), and we trust that you will appreciate our need for a small inflationary increase for the year expiring July 31, 2025

We commit to open communication and continual support of our membership to provide the very best in class service and value.

Please do not hesitate to reach out to me with any questions or concerns at [susanw@RMAAlberta.com](mailto:susanw@RMAAlberta.com) or 780.955.8405.

Thank you,

Susan Wolfe, CPA, MBA, CIP  
General Manager of Finance  
RMA Group of Companies



**SUMMER VILLAGE OF  
WHITE SANDS and  
COUNTY OF STETTLER**



**INTERMUNICIPAL  
COLLABORATION  
FRAMEWORK**



**APRIL 2020**

*Summer Village of  
White Sands*



## **SUMMER VILLAGE OF WHITE SANDS COUNCIL RESOLUTION**

---

**WHEREAS** the County of Stettler and the Summer Village of White Sands acknowledge that advancement of their shared interests is best accomplished through effective and ongoing cooperation, collaboration, coordination and communication; and

**WHEREAS** the County of Stettler and the Summer Village of White Sands are committed to working cooperatively to meet future challenges and capitalize on future opportunities; and

**WHEREAS** the Municipal Government Act, as amended from time to time, requires municipalities that have common boundaries to create an Intermunicipal Collaboration Framework; and

**WHEREAS** the Municipal Government Act specifies the content and requirements of an Intermunicipal Collaboration Framework; and

**WHEREAS** the County of Stettler and the Summer Village of White Sands have negotiated and mutually prepared an Intermunicipal Collaboration Framework, in accordance with the Municipal Government Act, and intended to be a master agreement from which a number of subsequent agreements flow;

**NOW THEREFORE**, Council of the Summer Village of White Sands, duly assembled, resolves:

That the document titled "Summer Village of White Sands and County of Stettler Intermunicipal Collaboration Framework" dated April 2020 is adopted.

Resolution No.: 20:07:10

Date Passed: July 3, 2020

## COUNTY OF STETTLER COUNCIL RESOLUTION

---

**WHEREAS** the County of Stettler and the Summer Village of White Sands acknowledge that advancement of their shared interests is best accomplished through effective and ongoing cooperation, collaboration, coordination and communication; and

**WHEREAS** the County of Stettler and the Summer Village of White Sands are committed to working cooperatively to meet future challenges and capitalize on future opportunities; and

**WHEREAS** the Municipal Government Act, as amended from time to time, requires municipalities that have common boundaries to create an Intermunicipal Collaboration Framework; and

**WHEREAS** the Municipal Government Act specifies the content and requirements of an Intermunicipal Collaboration Framework; and

**WHEREAS** the County of Stettler and the Summer Village of White Sands have negotiated and mutually prepared an Intermunicipal Collaboration Framework, in accordance with the Municipal Government Act, and intended to be a master agreement from which a number of subsequent agreements flow;

**NOW THEREFORE**, Council of the County of Stettler, duly assembled, resolves:

That the document titled "Summer Village of White Sands and County of Stettler Intermunicipal Collaboration Framework" dated April 2020 is adopted.

Resolution No.: 219.07.08.20

Date Passed: July 8, 2020

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## **PART A: INTRODUCTION**

### **1.0 Background**

- 1.1 The County of Stettler and the Summer Village of White Sands have a long standing track record of working together on common issues and interests. There are many positive examples of shared service arrangements in place between the two municipalities. There is also additional opportunity for cooperation and collaboration in the future.

### **2.0 Purpose of Framework**

- 2.1 The purpose of this Framework, and agreements that flow from it, is to better serve ratepayers and provide a high quality of life to the residents of the Summer Village of White Sands and the County of Stettler by ensuring that programs and services are effectively, efficiently and economically delivered and are reasonably available to them.
- 2.2 More specifically this Framework sets out the broad parameters of how the Summer Village of White Sands and the County of Stettler will:
- (a) Provide for the integrated and strategic planning, delivery and funding of intermunicipal services;
  - (b) Steward scarce resources efficiently in providing local services; and
  - (c) Ensure that the Summer Village of White Sands and the County contribute funding to services that benefit their residents.

## **PART B: ADMINISTRATIVE PROVISIONS**

### **3.0 Definitions**

In this Framework, unless the context provides otherwise, the following words or phrases will have the following meanings:

“Act” means the Municipal Government Act, R.S.A. 2000 Chapter M-26, as amended from time to time;

“Calendar day” means any one of the seven days in a week;

“Capital” means those non-financial tangible assets having significant value and physical substance that are used in the supply of goods and services related to that asset; and have a useful economic life greater than one year, are to be used on a continuing basis and are not for sale in the ordinary course of operations;

“Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of either the Summer Village of White Sands or the County of Stettler as the case or context may require;

“Chief Elected Official” or “CEO” means the Mayor of the Summer Village of White Sands or the Reeve of the County of Stettler as the case or context may require;

"Consensus" means "we can live with it; are comfortable with the result; and will own it when we take it to our Councils;"

"County" means the County of Stettler;

"Initiating party" means a party who gives notice of a dispute under this framework;

"Intermunicipal" means a service, agency, decision, plan or action undertaken or created by one or more municipalities on a cooperative basis;

"Intermunicipal Collaboration Committee" or "ICC" means the committee of municipal representatives established under this Framework;"

"Intermunicipal Collaboration Framework" or "Framework" means a document describing the sharing of services between one or more municipalities and prepared in accordance with the Act;

"Mediation" means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;

"Mediator" means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties;

"Party" means a municipality that creates a framework with one or more other municipalities;

"Representative" means a person selected by a party who holds a senior position with the party, and has authority to negotiate for or settle a dispute on behalf of the party;

"Service" includes any program, facility or infrastructure necessary to provide a service;

"Summer Village" means the Summer Village of White Sands.

#### **4.0 Term and Review of Framework**

4.1 This Framework will have force and effect as of the date of passing of resolutions by the Summer Village of White Sands and the County of Stettler adopting the Framework document.

4.2 This Framework is a permanent agreement in accordance with the Act and has no expiration date.

4.3 The Summer Village and the County will review this Framework at least every 4 years from the date that this Framework is adopted. An earlier or more frequent review or a later or less frequent review may be undertaken if agreed upon by the Summer Village and the County.

- 4.4 If either the Summer Village or the County determines that the adopted Framework does not serve their interests, or if both municipalities determine that the adopted Framework does not serve their interests, a replacement Framework will be created in accordance with the Act. Until such time as the replacement Framework is ready for adoption and has been formally adopted, the current Framework remains in effect.

#### **5.0 Process to Amend the Framework**

- 5.1 If either the Summer Village or the County wishes to amend this Framework, the party seeking the amendment must give written notice to the other party. Upon receiving written notice, both parties must, within 30 days, meet to discuss (a) the proposed amendments and (b) a process to follow to consider the amendments.
- 5.2 A proposal to amend this Framework must be provided in written form and must clearly identify:
- (a) The nature of the issue(s) or concern(s) giving rise to the need for an amendment; and
  - (b) The nature and reasoning behind the specific amendment(s) being proposed.

#### **6.0 Relation of Framework to Other Agreements and Bylaws**

- 6.1 Where there is a conflict or inconsistency between a bylaw and this Framework or an agreement between the Summer Village and the County and this Framework, this Framework prevails to the extent of the conflict or inconsistency.
- 6.2 If there is a conflict or inconsistency between this Framework and any existing agreement between the Summer Village and the County, the Framework must either address the conflict or inconsistency or the Summer Village and County must alter or rescind the agreement.
- 6.3 Where there is a need to amend an agreement to maintain consistency with this Framework and the agreement includes one or more municipalities that are not signatories of this Framework, the other municipalities will be consulted and involved in the process to amend the agreement.
- 6.4 The Summer Village and the County agree to amend their bylaws, where necessary, to ensure consistency between each bylaw and this Framework within two (2) years of the date that the resolution adopting this Framework is passed. The Land Use Bylaw of each municipality is not subject to this requirement.
- 6.5 The Summer Village and the County agree to amend their agreements, where necessary, to ensure consistency between each agreement and this Framework within six (6) years of the date that this Framework is adopted.

**7.0 Relation of Framework to Intermunicipal Development Plan**

7.1 The Summer Village and the County have adopted Intermunicipal Development Plans in accordance with the Act. The Buffalo Lake IDP is adopted through Bylaw No. 130-10 and Bylaw No. 1444-10 respectively. The Buffalo Lake South Shore IDP is adopted through Bylaw No. 139-12 and Bylaw No. 1496-12 respectively. Each IDP is a stand-alone document available under separate cover.

**8.0 Indemnification**

8.1 The Summer Village of White Sands will indemnify and hold harmless the County of Stettler, its employees, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the County of Stettler, its employees, or agents in the performance and implementation of this Framework.

8.2 The County of Stettler will indemnify and hold harmless the Summer Village of White Sands, its employees, and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act of omission of the Summer Village of White Sands, its employees, or agents in the performance and implementation of this Framework.

**9.0 Written Notices**

9.1 All and any required written notices in the performance and implementation of this Framework will be directed to the CAO of each municipality using the mailing address for the respective municipal office as shown below:

Summer Village of White Sands  
Box 119 (5031 Main St.)  
Stettler, AB  
TOC 2L0

County of Stettler  
Box 1270 (6602 – 44 Av.)  
Stettler, AB  
TOC 2L0

Email notification to the CAO of each municipality may also be used to provide written notices required or described in this Framework.

## **PART C: GOVERNANCE AND PROCESS PROVISIONS**

### **10.0 Intermunicipal Collaboration Committee (ICC)**

- 10.1 The Intermunicipal Collaboration Committee (ICC) is hereby established to give expanded focus to intermunicipal opportunities and considerations between the Summer Village and the County.

### **11.0 Functions of the ICC**

- 11.1 The ICC has the following primary functions:
- (a) Identify new service areas or opportunities involving the Summer Village and the County;
  - (b) Address intermunicipal opportunities that arise on an as needed basis where no existing structure or committee exists to deal with the matter;
  - (c) Prioritize activity and develop appropriate measures, processes and sub-committees to address areas under consideration;
  - (d) Address areas where intermunicipal differences in need of resolution may arise; and
  - (f) Serve as the principal negotiating committee for new or updated agreements under this Framework.

### **12.0 Composition of the ICC**

- 12.1 The ICC will be composed of the Mayor or their designate, the Reeve or their designate and the CAOs from each municipality or their designate.
- 12.2 Quorum of the ICC will consist of one Council member from each municipality and their respective CAO attending each agreed upon meeting.
- 12.3 Other administration or staff or consultants or officials not assigned to the ICC may attend as a resource person as determined by the CAOs for their respective staff.

### **13.0 ICC Meetings**

- 13.1 Meetings of the ICC shall be considered in-camera to encourage and facilitate frank and open discussion.
- 13.2 Members of Council assigned to ICC or attending ICC meetings and their CAOs and designated staff, may consult or caucus as needed with other Council members and staff. This includes sharing of confidential information to facilitate internal consultations in preparation for ICC meetings.
- 13.3 Meetings of the ICC, specific to this Framework, will be held at least once per calendar year with recognition that more frequent meetings will need to be added as opportunities arise and issues are developed.

- 13.4 The annual meeting will be scheduled to enable the following core agenda items to be addressed:
- (a) Summaries and updates on progress on issues to date;
  - (b) Inventorying and priority setting for matters to be addressed; and
  - (c) Discussions of any outstanding matters.
- 13.5 Any additional meetings that may be required to address specific matters will be scheduled at times that are mutually agreed upon.

#### **14.0 ICC Decision Making Authority and Process**

- 14.1 The ICC is a recommendation making committee that interacts with and advises the two Councils on decisions. Recommendations to Councils will occur when the ICC members have consensus on how they wish to advise Councils on a given issue. This may include:
- (a) Recommendations on options for proceeding;
  - (b) Advising no agreed upon recommendations have been reached in the allotted timeframe where a timeframe has been specified; or
  - (c) Advising on moving to the Dispute Resolution process to resolve the issue.
- 14.2 These recommendations or advisements may be delivered to Councils by:
- (a) A joint council meeting;
  - (b) A joint presentation to individual councils;
  - (c) A joint written submission agreed to by the ICC for delivery to individual councils; or
  - (d) A combination of the above.

#### **15.0 Processes for Intermunicipal Cooperation**

- 15.1 Matters to be addressed by ICC may be identified through discussions at ICC meetings or from:
- (a) One or more Council's request;
  - (b) CAOs or Administrations addressing matters through staff discussions or experiences;
  - (c) Other intermunicipal or regional committees' suggestions and requests; or
  - (d) The implementation schedule that forms part of this Framework.
- 15.2 Once a matter has been identified, it will be brought to the attention of one or both of the CAOs. If required, the CAO will determine if the matter is intermunicipal in nature and if so contact the other CAO. The CAOs may decide to:
- (a) Send the matter to the ICC (the default option is to send the matter to ICC should any indecision or uncertainties exist among the CAOs);
  - (b) Address the matter at an administrative or operational level if appropriate;
  - (c) Gather more information; or
  - (d) Purposefully put the matter aside for a defined period of time.
- 15.3 Regardless of what action is decided upon to address an emerging issue by the CAOs, if the matter is intermunicipal in nature it will be described along with the resulting action taken and reported on at the next ICC meeting.

- 15.4 If a matter is sent to the ICC, the CAOs are jointly responsible for structuring the information necessary, arranging the agenda and facilitating the proceedings for the ICC to consider the matter.

**16.0 Dispute Resolution**

- 16.1 The Summer Village and the County recognize the need for common understanding about how to address conflicts or disputes when either party is of the opinion that an obligation under this Framework may have been breached or matters arise where differences of opinion over actions or services need to be worked out.
- 16.2 If a Council member, administrator or any staff person from the Summer Village or the County thinks an obligation under this Framework has been “breached”, the matter should be brought to the attention of their CAO. The CAO will then investigate it and, if it appears that a breach occurred, the matter will be brought to the attention of the other municipality’s CAO. Once that has happened, the matter may be resolved directly between the municipalities through informal problem solving discussions between the CAOs and, if needed, informal discussions at a meeting of the ICC.
- 16.3 Similarly, differences of opinion may occur outside a “breach” of an agreement. These may include divergent expectations in delivery of a joint service, a variance in how a committee or board wishes to proceed or any circumstance that may adversely affect or disrupt a service or relationship(s) between the municipalities. If the problem identified is not resolved through informal discussions, the municipalities agree to address it using the dispute resolution process outlined in Appendix A.

## **PART D: CURRENT SHARED SERVICES**

### **17.0 Introduction and Scope**

- 17.1 The MGA requires the Framework to address current shared services provided by the municipalities that benefit residents of both municipalities. This is based on the conditions at the time that the Framework was originally prepared.
- 17.2 Appendix B describes the services that the County and Summer Village deliver on an intermunicipal basis as the best means of delivering these services at the point in time when this Framework was prepared.

## **PART E: FUTURE INTERMUNICIPAL SERVICES**

### **18.0 Introduction**

18.1 The Summer Village and the County recognize that their relationship is an ongoing one and there will be adjustments and changes over time. This includes the possibility of expanding the number and types of services that are delivered on an intermunicipal or shared basis where mutually beneficial. As the Framework is a living document, this section provides additional guidance and parameters to assist future decision makers manage ongoing discussions and interactions between the Summer Village and the County.

### **19.0 Principles for determining when a Municipal Service should be shared**

19.1 The list of principles provided below is a guide for future decisions around when a municipal service should be provided on a shared basis between the Summer Village and County. The principles speak to broad intent and offer a means of assessing proposals and directing efforts and resources to areas of mutual interest and likely consensus.

19.2 The Summer Village and the County agree that a municipal service should be considered for a shared service delivery arrangement where:

Principle 1: It fits the vision, strategic directions or identified needs and priorities of the partnering municipalities and the service can be equitably accessed, managed, and funded.

Principle 2: The goals and objectives of the service can be clearly defined and set out for all partners and there is a consensus on the way the service will be operated.

Principle 3: It offers mutual benefit through cost savings, the ability to provide efficiencies, or a higher level of service using the same amount of resources.

Principle 4: It enhances the quality of life of County and Summer Village residents by providing an acceptable level of service, reflecting current industry standards and practices, and provides a service that is needed or desired by the community over the long term.

### **20.0 Proposals for New Shared Services**

20.1 Either the Summer Village or the County may put forward a proposal for a new shared service at any point in time. The proposal must be in writing and must be submitted to the other municipality's CAO. The proposal will then be placed on the next available ICC meeting agenda.

20.2 A proposal for a new shared service must include:  
(a) A brief description of the nature of the service and initial concepts for service delivery;  
(b) A rationale for proposing that the service be shared and/or commenced;

- (c) The relation of the proposal to the principles described this Framework; and
- (d) The proposed timing and priority for reviewing the proposal in relation to the implementation schedule forming part of this Framework.

20.3 A proposal for a new shared service should be shared with the other municipality as early as possible and prior to detailed work by the party making the proposal on the design and costing of the proposed service. This is to enable early input by both potential partners in the details of the proposed service.

## **21.0 Proposals for New Capital Projects**

21.1 The Summer Village and the County agree to share their capital plans with one another.

21.2 Either municipality may invite the other to participate in a capital project. Either municipality may choose to participate or choose not to participate in a proposed capital project.

21.3 Either municipality may put forward a proposal for a new shared capital project or canvas the other municipality for their interest in participating in a shared capital project at any point in time. While a verbal discussion may be used as a starting point, the proposal must be in writing and must occur as early as possible in the initial development of the idea for the project.

21.4 If the Summer Village and the County agree to participate in a joint capital project, the following items should be addressed in a written memorandum of understanding/agreement:

- (a) The mechanisms and processes that will be used to share decision making and information on the project from the initial concept and design stage through to management of construction contract;
- (b) The way decision making authority will be shared in relation to the contribution being made by each municipality; and
- (c) The terms and conditions for sharing costs for design work, project management and construction costs.

## **22.0 Parameters for the Content of Agreements**

22.1 Once a decision has been made to share a service, the Summer Village and County have agreed that a formal agreement will be created.

22.2 The Summer Village and County have agreed to the set of parameters listed below for the items and matters that should be addressed in all future agreements involving the sharing of services. These parameters will be applied as new agreements are created and as existing agreements are updated.

**22.3** A service that is shared between the Summer Village and County should be governed by an agreement that:

- Parameter 1: Sets out a clear vision of what the service is intended to achieve and identifies a clear mission and mandate on how the vision will be realized and how the service will be operated.
- Parameter 2: Considers differing needs, pressures and service level expectations based on the location of the service facility, ease of access by potential users, and the critical mass of population needed to provide the service in an economical manner.
- Parameter 3: Is able to adapt over time to changing needs of residents, broad societal, environmental and economic influences, regulatory changes and evolving examples of best practices.
- Parameter 4: Clearly communicates actual and projected financial details and has a clear funding formula that provides an equitable means of establishing financial contributions of each partner.
- Parameter 5: Emphasizes ongoing sharing of information around priorities and expectations and provides opportunities for early input and participation by all partners in key decisions.
- Parameter 6: Sets out a governance structure that suits the nature of the service, with well-defined roles and responsibilities, to enable decisions to be made in the interest of the broad community and achieve the most effective means of delivering the service.
- Parameter 7: Provides a dispute resolution process and a mechanism for amicably parting ways and distributing liabilities and assets should a decision be made to stop sharing a service.

## **23.0 Future Funding Arrangements**

**23.1** The Summer Village and County agree that there is no one funding model that meets the needs of every service that may be shared between them. Further, it is agreed that the identification of a funding model is an explicit part of the future, more detailed exploration of any shared service arrangement. In some cases there may be grant resources available and in other cases the funding mechanism may be laid out in applicable legislation.

## PART F: IMPLEMENTATION

- 24.1 The accompanying table describes follow up work that is required to implement this Framework over the coming years. It includes the expected review and update of existing agreements, the mandatory review and update of bylaws and agreements to be consistent with this Framework, the priority for review of new shared service arrangements.
- 24.2 The target years provided in the accompanying table are meant as a guide for the general order of working through the shared priorities of the Summer Village and County. The length of time needed to address individual items will vary from one to another. Items that take more than a year to discuss may require adjustment of the target dates.
- 24.3 The new service arrangements contained in the accompanying table are based on the Summer Village and County priorities as of the date that this Framework was adopted. The order may be adjusted where mutually agreed by the Summer Village and County without formally amending this Framework. Further, other parties/partners' priorities and other emerging opportunities may require adjustments to the target dates and order in which items are addressed.

Target Year(s)	Activities to Occur
2020/2021	<ul style="list-style-type: none"> <li>• <i>Fire Services Agreement</i> - review of operating and capital funding and governance provisions and general update</li> <li>• <i>Emergency Management Agreement</i> - overall review and update of all aspects</li> <li>• <i>Assessment and Review Board</i> - exploration of shared approach and new agreement if deemed feasible</li> </ul>
2022	<ul style="list-style-type: none"> <li>• <i>Solid Waste Management Services</i> - review of current agreement and exploration of recycling services</li> <li>• <i>Bylaws</i> - each municipality updates bylaws as needed to be consistent with ICF</li> </ul>
2023	<ul style="list-style-type: none"> <li>• <i>Ambulance Services Agreement</i> - review of agreement and updated AHS contract</li> <li>• <i>Access Road Agreement</i> - create agreement addressing responsibilities for shared access road(s)</li> </ul>
2024	<ul style="list-style-type: none"> <li>• <i>Bylaw Enforcement and Policing</i> - exploration of shared approach and new agreement(s) if deemed feasible</li> <li>• <i>Intermunicipal Collaboration Framework</i> - scheduled review and update as needed</li> </ul>
2025	<ul style="list-style-type: none"> <li>• <i>Current Agreements</i> - review and update of agreements that have come due for review/renewal</li> </ul>

- 24.4 The CAOs will be responsible for coordinating the activities required for implementation of this Framework. This may include:
- (a) Creating an annual work plan with the ICC and Summer Village and County Councils;
  - (b) Undertaking preliminary work or research needed to assist the discussion of the scheduled activities/items;
  - (c) Arranging the availability of resources to undertake the discussion of each item;
  - (d) Suggesting adjustments to the order and priorities; or
  - (e) A combination of the above.

## **APPENDIX A: Dispute Resolution Process**

### **Step 1: Notice of Dispute**

1. When either Summer Village Council or County Council believes there is a dispute under this Framework and wishes to engage in dispute resolution, the party alleging the dispute must give written notice of the matter(s) under dispute to the other party's CAO.
2. During a dispute in respect of any aspect of this Framework, the parties must continue to perform their obligations under this Framework.

### **Step 2: Negotiation**

3. Within 14 calendar days after the notice of dispute is given, each party must appoint representatives to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.
4. Each party will identify the appropriate representatives who are knowledgeable about the issue(s) under dispute and the representatives will work to find a mutually acceptable solution through negotiation. In preparing for negotiations, the parties will also clarify their expectations related to the process and schedule of meetings, addressing media inquiries, and the need to obtain Council ratification of any resolution that is proposed.
5. Representatives will negotiate in good faith and will work together, combining their resources, originality and expertise to find solutions. Representatives will attempt to craft a solution to the identified issue(s) by seeking to advance the interests of both parties rather than simply advancing their individual positions. Representatives will fully explore the issue with a view to seeking an outcome that accommodates, rather than compromises, the interests of all concerned.
6. Representatives will seek to:
  - (a) Clearly articulate their interests and the interests of their party;
  - (b) Understand the interests of other negotiators whether or not they are in agreement with them; and,
  - (c) Identify solutions that meet the interests of the other party as well as those of their own.

### **Step 3: "Cooling Off" or "Reflection" Period**

7. In the event that negotiation does not successfully resolve the dispute, there will be a "cooling off/reflection" period of 14 days before moving to the Mediation step of the dispute resolution process. This 14 day period will start on the day that the parties determine that the dispute cannot be resolved through negotiations. During this 14 day period the parties will not discuss the dispute with each other nor schedule any meetings between them to discuss the matters that are the subject of the dispute.

#### **Step 4: Mediation**

8. If the dispute cannot be resolved through negotiations, the representatives must appoint a mutually acceptable mediator to attempt to resolve the dispute by mediation.
9. The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts. The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
10. The mediator will be responsible for the governance of the mediation process. The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
11. All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.
12. If a resolution is reached through mediation, the mediator will provide a report documenting the nature and terms of the agreement and solutions that have been reached. The mediator report will be provided to each council.

#### **Step 5: "Cooling Off" or "Reflection" Period**

13. In the event that Mediation does not successfully resolve the dispute, there will be a "cooling off/reflection" period of 14 days before moving to the Arbitration step of the dispute resolution process. This 14 day period will start on the day that the parties determine that the dispute cannot be resolved through mediation. During this 14 day period the parties will not discuss the dispute with each other nor schedule any meetings between them to discuss the matters that are the subject of the dispute.

#### **Step 6: Appointment of Arbitrator**

14. The representatives must appoint an arbitrator. If the representatives can agree upon a mutually acceptable arbitrator, arbitration will proceed using that arbitrator. If the representatives cannot agree on a mutually acceptable arbitrator, each party will produce a list of three candidate arbitrators. In the event there is agreement on an arbitrator evident from the candidate lists, arbitration will proceed using that arbitrator.
15. If the representatives cannot agree on an arbitrator, the initiating party must forward a request to the Minister to appoint an arbitrator.
16. In appointing an arbitrator, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

### **Step 7: Arbitration Process**

17. Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures will be the same as those in Division 2 of Part 17.2 of the Act.
18. The arbitrator must resolve the dispute within 365 calendar days from the date that the arbitrator was chosen.
19. If an order of the arbitrator is silent as to costs, a party may apply to the arbitrator within 30 calendar days of receiving the order for a separate order respecting costs.
20. Subject to an order of the arbitrator or an agreement by the parties, the costs of the arbitrator and arbitration process must be paid on a proportional basis by the municipalities that are parties to this Framework.
21. Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments of all of the municipalities' equalized assessments as set out in the most recent equalized assessment.

## **APPENDIX B: Current Shared Services**

This Appendix provides a list of the services provided on an intermunicipal basis between the Summer Village of White Sands and the County of Stettler as of December 2019 through an existing agreement. The full, executed copy of the agreement for each service should be consulted for the precise nature of the arrangement between the two municipalities and other applicable parties to each agreement.

### **Water Services**

White Sands and the County of Stettler are members of the Shirley McClellan Regional Water Services Commission (SMRWSC), which supplies water to member municipalities in the region. The SMRWSC is regulated under the Municipal Government Act and is operated by its own staff and governed by a board comprised of members from participating municipalities. Furthermore, the commission functions under its own legislative and internal policies and procedures, including a separate dispute resolution mechanism.

### **Fire Services**

White Sands and the County of Stettler are members of the Stettler Regional Fire Department (SRFD) and participate in SRFD Advisory Committee meetings. White Sands pays a requisition for fire services under the May 2011 Fire Agreement. The requisition covers a portion of equipment, building, training costs, apparatus, and salaries for Fire Chief/Deputy Fire Chief, to ensure operations of the SRFD. White Sands also pays on a per call basis for responses within Summer Village boundaries.

### **Solid Waste Management Services**

White Sands and the County of Stettler are members of the Stettler Waste Management Authority created under the July 2012 agreement between participating municipalities. The Authority is responsible for the construction, ownership, maintenance, management, operation and use of a regional solid waste management and disposal system consisting of transfer sites and a solid waste landfill. The County of Stettler and Town of Stettler are the lead partners for providing the Authority CAO. Funding is through requisition contributions for annual operating costs and capital expenditures based on an allocation formula weighted by a combination of population and developed/undeveloped property within the geographic area of operation.

### **Library Services**

White Sands and the County of Stettler are members of the Parkland Regional Library which shares a collection of library resources and materials between various participating municipalities through their local libraries, provides central inventory and cataloguing services, provides library programs, and provides administrative advice and training to local libraries. Parkland Regional Library operates with its own staff. Funding is through requisition contributions for annual operating costs and capital expenditures on a per capita basis.

**Ambulance Services**

White Sands and the County of Stettler are members of the Stettler District Ambulance Association. The Association is a society created for the purposes of constructing, owning, managing, maintaining, operating and using an ambulance system. The Association has its own staff for administration and day-to-day operations. Funding is through a contract for services with Alberta Health Services, fee for services, and requisition contributions for annual operating costs and capital expenditures based on an allocation formula weighted by a combination of population and developed/undeveloped property within the geographic area of operation.

**Regional Emergency Management Services**

White Sands and the County of Stettler are participants in the Stettler Regional Emergency Management Agency (SREMA) Framework. The framework enables the sharing of a Regional Director of Emergency Management and pooling of resources in the event of a region wide emergency or a request for assistance by one of the participating municipalities.

**Seniors' Housing Services**

White Sands and the County are partners in the County of Stettler Housing Authority which operates seniors' lodges, facilities and housing units in Stettler, Big Valley and White Sands. The Authority has its own staff for administration and day-to-day operations. The services are funded through rents paid by tenants and the annual operating deficit is funded by the participating municipalities as directed by Provincial regulation.

**Boat Launches**

White Sands and the County of Stettler each operate and maintain boat launches. The boat launches are accessible to County and Summer Village residents and the general public. There is no formal agreement regarding the boat launches and there is no cost sharing arrangement in place. All boat launches are deemed to be public access for all residents of Alberta.

**Comparison of the Official 2025 Equalized Assessment (EA) to Current 2024 EA**

The 2025 equalized assessments reflect each municipality's 2023 assessment year data, that is subject to 2024 property taxation. These EAs reflect the reported and declared municipal assessments submitted to the province as of October 18, 2024.

\*The non-residential equalized assessments reflect the taxable non-residential (non-regulated) land and improvements, and property defined as designated industrial property.

This data is formatted according to Education Property Tax Requisition Categories.

**RESIDENTIAL / FARM LAND**

**\* NON-RESIDENTIAL**

**MACHINERY AND EQUIPMENT**

Municipality Code	Municipality Name	2025 Residential/Farm land	2024 Residential/Farm land	\$ Diff	% Diff
<b>Cities</b>					
3	AIRDRIE	15,002,188,921	12,764,344,280	2,237,844,641	17.53%
19	BEAUMONT	3,779,240,862	3,419,893,463	359,347,399	10.51%
43	BROOKS	1,176,908,618	1,141,650,718	35,257,900	3.09%
46	CALGARY	290,698,139,023	258,825,240,849	31,872,898,174	12.31%
48	CAMROSE	2,342,084,127	2,229,195,325	112,888,802	5.06%
356	CHESTERMERE	5,955,599,463	4,871,784,939	1,083,814,524	22.25%
525	COLD LAKE	1,825,387,253	1,692,769,724	132,617,529	7.83%
98	EDMONTON	151,419,641,779	147,035,437,497	4,384,204,282	2.98%
117	FORT SASKATCHEWAN	4,408,552,875	4,138,752,995	269,799,880	6.52%
132	GRANDE PRAIRIE	7,391,174,776	7,158,045,249	233,129,527	3.26%
194	LACOMBE	1,721,915,448	1,607,233,716	114,681,732	7.14%
200	LEDUC	5,101,962,921	4,693,056,963	408,905,958	8.71%
203	LETHBRIDGE	13,428,745,839	12,584,625,914	844,119,925	6.71%
206	LLOYDMINSTER	2,235,021,064	2,164,626,317	70,394,747	3.25%
217	MEDICINE HAT	8,276,406,584	7,914,186,179	362,220,405	4.58%
262	RED DEER	12,761,882,837	12,108,658,262	653,224,575	5.39%
291	SPRUCE GROVE	6,085,685,562	5,670,107,222	415,578,340	7.33%
292	ST. ALBERT	12,425,529,663	11,901,899,578	523,630,085	4.40%
347	WETASKIWIN	1,075,846,707	1,034,807,283	41,039,424	3.97%
	<b>SUBTOTAL</b>	<b>547,111,914,322</b>	<b>502,956,316,473</b>	<b>44,155,597,849</b>	<b>8.78%</b>

2025 Non-residential	2024 Non-residential	\$ Diff	% Diff
2,227,206,849	1,997,825,361	229,381,488	11.48%
268,991,106	250,415,071	18,576,035	7.42%
333,303,920	331,151,446	2,152,474	0.65%
62,750,656,391	59,216,014,254	3,534,642,137	5.97%
651,818,923	636,981,535	14,837,388	2.33%
275,124,415	238,898,049	36,226,366	15.16%
623,538,591	598,584,924	24,953,667	4.17%
41,316,277,687	40,755,165,704	561,111,983	1.38%
1,417,203,393	1,344,201,199	73,002,194	5.43%
3,184,314,301	3,158,717,858	25,596,443	0.81%
386,512,212	349,926,202	36,586,010	10.46%
2,391,330,654	2,152,451,937	238,878,717	11.10%
3,343,630,638	3,095,871,279	247,759,359	8.00%
1,107,827,543	1,075,096,848	32,730,695	3.04%
2,072,067,752	1,914,407,070	157,660,682	8.24%
3,823,064,231	3,725,619,462	97,444,769	2.62%
1,292,899,717	1,210,511,961	82,387,756	6.81%
2,142,760,188	2,055,786,752	86,973,436	4.23%
359,172,088	354,595,704	4,576,384	1.29%
<b>129,967,700,599</b>	<b>124,462,222,616</b>	<b>5,505,477,983</b>	<b>4.42%</b>

2025 Mach & Equip	2024 Mach & Equip	\$ Diff	% Diff
6,045,290	10,443,370	-4,398,080	-42.11%
129,540	129,540	0	0.00%
1,071,700	1,045,250	26,450	2.53%
393,270,000	382,190,000	11,080,000	2.90%
43,092,630	62,857,530	-19,764,900	-31.44%
610,970	600,980	9,990	1.66%
879,160	837,160	42,000	5.02%
909,663,236	870,852,314	38,810,922	4.46%
1,981,565,590	1,914,354,610	67,210,980	3.51%
47,664,840	45,876,460	1,788,380	3.90%
2,461,420	2,287,610	173,810	7.60%
88,199,000	88,253,990	-54,990	-0.06%
355,003,690	327,171,970	27,831,720	8.51%
204,579,010	198,521,680	6,057,330	3.05%
564,224,700	553,633,080	10,591,620	1.91%
31,497,870	34,733,100	-3,235,230	-9.31%
13,526,550	19,433,250	-5,906,700	-30.39%
26,271,900	26,235,430	36,470	0.14%
30,083,980	29,223,000	860,980	2.95%
<b>4,699,841,076</b>	<b>4,568,680,324</b>	<b>131,160,752</b>	<b>2.87%</b>

<b>Specialized Municipalities</b>					
361	CROWNEST PASS, MUNICIPALITY	1,256,812,119	1,111,333,614	145,478,505	13.09%
418	JASPER, Municipality of	1,192,951,396	1,131,896,763	61,054,633	5.39%
4353	LAC LA BICHE COUNTY	1,378,088,509	1,329,261,834	48,826,675	3.67%
505	MACKENZIE COUNTY	1,370,758,169	1,276,580,436	94,177,733	7.38%
302	STRATHCONA COUNTY	20,332,350,063	19,358,991,498	973,358,565	5.03%
508	WOOD BUFFALO, REGIONAL MUNICIPALITY	9,859,686,925	9,995,394,827	-135,707,902	-1.36%
	<b>SUBTOTAL</b>	<b>35,390,647,181</b>	<b>34,203,458,972</b>	<b>1,187,188,209</b>	<b>3.47%</b>

182,762,588	173,515,190	9,247,398	5.33%
859,355,652	763,977,836	95,377,816	12.48%
1,899,906,361	1,829,032,503	70,873,858	3.87%
965,614,012	944,907,569	20,706,443	2.19%
6,800,414,453	6,468,772,395	331,642,058	5.13%
12,758,916,111	12,475,646,627	283,269,484	2.27%
<b>23,466,969,177</b>	<b>22,655,852,120</b>	<b>811,117,057</b>	<b>3.58%</b>

3,713,000	3,634,860	78,140	2.15%
2,842,530	2,782,190	60,340	2.17%
1,771,807,200	1,809,225,950	-37,418,750	-2.07%
337,391,090	310,578,180	26,812,910	8.63%
12,600,843,500	11,005,634,480	1,595,209,020	14.49%
39,254,806,723	38,650,487,943	604,318,780	1.56%
<b>53,971,404,043</b>	<b>51,782,343,603</b>	<b>2,189,060,440</b>	<b>4.23%</b>

<b>Municipal Districts</b>					
1	ACADIA NO. 34, M.D. OF	72,909,044	71,960,454	948,590	1.32%
12	ATHABASCA COUNTY	1,218,589,015	1,159,667,869	58,921,146	5.08%
15	BARRHEAD NO. 11, COUNTY OF	857,914,984	829,855,913	28,059,071	3.38%
20	BEAVER COUNTY	870,985,770	831,223,587	39,762,183	4.78%
506	BIG LAKES COUNTY	668,881,820	620,393,273	48,488,547	7.82%
382	BIGHORN NO. 8, M.D. OF	786,893,025	705,240,309	81,652,716	11.58%
502	BIRCH HILLS COUNTY	120,065,353	116,242,389	3,822,964	3.29%
36	BONNYVILLE NO. 87, M.D. OF	2,088,890,940	1,955,247,981	133,642,959	6.84%
383	BRAZEAU COUNTY	1,133,478,528	1,069,511,647	63,966,881	5.98%

11,986,830	10,220,448	1,766,382	17.28%
813,570,549	809,274,567	4,295,982	0.53%
193,762,080	169,540,440	24,221,640	14.29%
461,842,444	454,133,803	7,708,641	1.70%
1,006,442,561	930,097,590	76,344,971	8.21%
513,266,902	472,004,603	41,262,299	8.74%
119,695,770	127,140,710	-7,444,940	-5.86%
3,488,688,069	3,385,210,944	103,477,125	3.06%
<b>2,064,704,865</b>	<b>1,966,321,662</b>	<b>98,383,203</b>	<b>5.00%</b>

445,690	529,130	-83,440	-15.77%
546,712,470	529,545,190	17,167,280	3.24%
47,521,250	42,477,580	5,043,670	11.87%
69,166,730	75,147,700	-5,980,970	-7.96%
299,649,610	293,848,430	5,801,180	1.97%
436,144,300	435,122,050	1,022,250	0.23%
39,638,910	41,811,730	-2,172,820	-5.20%
2,888,985,020	2,834,743,080	54,241,940	1.91%
<b>705,259,690</b>	<b>692,558,020</b>	<b>12,701,670</b>	<b>1.83%</b>

RESIDENTIAL / FARM LAND

\* NON-RESIDENTIAL

MACHINERY AND EQUIPMENT

Municipality Code	Municipality Name	2025 Residential/Farm land	2024 Residential/Farm land	\$ Diff	% Diff
49	CAMROSE COUNTY	1,566,776,004	1,483,506,676	83,269,328	5.61%
53	CARDSTON COUNTY	774,041,766	658,463,503	115,578,263	17.55%
504	CLEAR HILLS COUNTY	231,358,929	213,603,602	17,755,327	8.31%
377	CLEARWATER COUNTY	2,144,871,268	1,959,912,593	184,958,675	9.44%
376	CYPRESS COUNTY	1,749,719,558	1,626,587,884	123,131,674	7.57%
107	FAIRVIEW NO. 136, M.D. OF	201,192,222	201,453,125	-260,903	-0.13%
110	FLAGSTAFF COUNTY	560,553,540	541,179,490	19,374,050	3.58%
111	FOOTHILLS NO. 31, M.D. OF	9,124,149,190	8,093,091,607	1,031,057,583	12.74%
118	FORTY MILE NO. 8, COUNTY OF	526,703,851	518,224,140	8,479,711	1.64%
133	GRANDE PRAIRIE NO. 1, COUNTY OF	4,728,444,060	4,534,346,658	194,097,402	4.28%
481	GREENVIEW NO. 16, M.D. OF	1,212,102,628	1,114,951,881	97,150,747	8.71%
191	KNEEHILL COUNTY	821,478,320	749,838,871	71,639,449	9.55%
193	LAC STE. ANNE COUNTY	1,961,957,159	1,862,269,340	99,687,819	5.35%
195	LACOMBE COUNTY	2,284,386,111	2,191,478,911	92,907,200	4.24%
198	LAMONT COUNTY	635,096,216	609,096,448	25,999,768	4.27%
201	LEDUC COUNTY	3,471,606,432	3,187,116,033	284,490,399	8.93%
507	LESSER SLAVE RIVER NO. 124, M.D. OF	581,842,640	563,285,483	18,557,157	3.29%
204	LETHBRIDGE COUNTY	1,539,540,901	1,444,850,905	94,689,996	6.55%
222	MINBURN NO. 27, COUNTY OF	430,641,716	412,821,687	17,820,029	4.32%
226	MOUNTAIN VIEW COUNTY	3,344,943,009	3,021,747,205	323,195,804	10.70%
235	NEWELL, COUNTY OF	1,107,223,641	1,029,836,542	77,387,099	7.51%
511	NORTHERN LIGHTS, COUNTY OF	484,683,271	454,529,013	30,154,258	6.63%
496	NORTHERN SUNRISE COUNTY	249,345,718	244,968,587	4,377,131	1.79%
512	OPPORTUNITY NO. 17, M.D. OF	270,084,896	266,551,944	3,532,952	1.33%
243	PAINTEARTH NO. 18, COUNTY OF	242,074,751	231,450,458	10,624,293	4.59%
245	PARKLAND COUNTY	7,477,487,923	7,062,164,718	415,323,205	5.88%
246	PEACE NO. 135, M.D. OF	202,601,097	190,352,308	12,248,789	6.43%
251	PINCHER CREEK NO. 9, M.D. OF	847,996,152	756,052,580	91,943,572	12.16%
255	PONOKA COUNTY	2,063,504,686	1,853,499,569	210,005,117	11.33%
258	PROVOST NO. 52, M.D. OF	311,123,118	302,666,251	8,456,867	2.79%
501	RANCHLAND NO. 66, M.D. OF	29,122,290	27,308,760	1,813,530	6.64%
263	RED DEER COUNTY	4,486,406,513	4,124,563,305	361,843,208	8.77%
269	ROCKY VIEW COUNTY	17,596,456,379	15,203,364,374	2,393,092,005	15.74%
503	SADDLE HILLS COUNTY	242,257,721	201,123,558	41,134,163	20.45%
286	SMOKY LAKE COUNTY	444,559,861	407,749,993	36,809,868	9.03%
287	SMOKY RIVER NO. 130, M.D. OF	260,640,483	245,128,095	15,512,388	6.33%
290	SPIRIT RIVER NO. 133, M.D. OF	91,009,217	85,186,125	5,823,092	6.84%
294	ST. PAUL NO. 19, COUNTY OF	1,111,472,654	1,060,975,237	50,497,417	4.76%
296	STARLAND COUNTY	262,287,251	240,647,243	21,640,008	8.99%
299	STETTLER NO. 6, COUNTY OF	921,519,255	850,845,753	70,673,502	8.31%
305	STURGEON COUNTY	4,538,663,170	4,278,112,574	260,550,596	6.09%
312	TABER, M.D. OF	1,080,603,960	961,654,018	118,949,942	12.37%
314	THORHILD COUNTY	457,769,029	446,789,347	10,979,682	2.46%
323	TWO HILLS NO. 21, COUNTY OF	465,920,315	440,996,785	24,923,530	5.65%
329	VERMILION RIVER, COUNTY OF	1,288,246,732	1,212,984,091	75,262,641	6.20%

2025 Non-residential	2024 Non-residential	\$ Diff	% Diff
576,239,375	563,559,770	12,679,605	2.25%
119,066,250	114,357,295	4,708,955	4.12%
694,157,380	680,738,121	13,419,259	1.97%
3,924,804,570	3,728,287,813	196,516,757	5.27%
2,904,310,151	2,493,603,321	410,706,830	16.47%
126,030,630	120,538,110	5,492,520	4.56%
621,399,498	615,767,090	5,632,408	0.91%
1,136,566,203	1,068,323,733	68,242,470	6.39%
1,030,000,090	809,872,060	220,128,030	27.18%
4,070,419,355	3,954,425,541	115,993,814	2.93%
8,285,291,343	7,862,749,475	422,541,868	5.37%
1,127,538,455	1,066,938,264	60,600,191	5.68%
359,694,933	345,711,332	13,983,601	4.04%
2,056,783,331	2,029,880,026	26,903,305	1.33%
479,912,251	469,062,667	10,849,584	2.31%
6,466,987,091	5,999,893,403	467,093,688	7.79%
754,416,854	694,889,234	59,527,620	8.57%
878,728,530	719,707,047	159,021,483	22.10%
574,066,633	363,737,965	210,328,668	57.82%
1,759,092,334	1,700,483,290	58,609,044	3.45%
2,569,308,346	2,515,547,215	53,761,131	2.14%
639,280,949	653,690,809	-14,409,860	-2.20%
1,265,163,120	1,242,910,420	22,252,700	1.79%
2,324,561,209	2,208,945,220	115,615,989	5.23%
726,412,970	674,121,680	52,291,290	7.76%
4,330,126,319	4,226,009,725	104,116,594	2.46%
109,753,252	115,987,059	-6,233,807	-5.37%
812,945,346	808,220,081	4,725,265	0.58%
1,036,133,406	979,056,364	57,077,042	5.83%
1,227,823,738	1,147,685,240	80,138,498	6.98%
151,752,370	149,518,560	2,233,810	1.49%
2,459,961,485	2,393,845,346	66,116,139	2.76%
7,577,587,852	6,310,737,298	1,266,850,554	20.07%
1,912,373,069	1,792,423,876	119,949,193	6.69%
295,074,332	278,738,917	16,335,415	5.86%
231,434,093	218,122,870	13,311,223	6.10%
154,870,800	130,919,170	23,951,630	18.29%
479,765,881	460,014,880	19,751,001	4.29%
492,214,401	356,899,340	135,315,061	37.91%
538,791,578	523,672,657	15,118,921	2.89%
2,519,351,858	2,447,158,511	72,193,347	2.95%
1,067,792,350	964,522,359	103,269,991	10.71%
354,074,220	344,869,109	9,205,111	2.67%
141,916,409	144,904,720	-2,988,311	-2.06%
992,450,107	959,492,435	32,957,672	3.43%

2025 Mach & Equip	2024 Mach & Equip	\$ Diff	% Diff
191,715,110	190,475,650	1,239,460	0.65%
14,226,860	14,506,280	-279,420	-1.93%
304,538,510	229,141,800	75,396,710	32.90%
2,185,258,630	2,111,994,570	73,264,060	3.47%
945,991,290	890,337,690	55,653,600	6.25%
39,112,260	38,464,680	647,580	1.68%
378,831,220	381,122,940	-2,291,720	-0.60%
212,577,470	209,171,990	3,406,080	1.63%
22,223,180	24,136,740	-1,913,560	-7.93%
2,101,194,750	2,060,891,300	40,303,450	1.96%
6,996,413,500	6,667,420,310	328,993,190	4.93%
306,201,720	293,307,690	12,894,030	4.40%
61,790,270	60,807,130	983,140	1.62%
3,221,233,480	3,138,297,720	82,935,760	2.64%
166,654,820	164,847,490	1,807,330	1.10%
171,443,610	166,868,360	4,575,250	2.74%
620,812,490	544,443,570	76,368,920	14.03%
125,056,270	120,060,990	4,995,280	4.16%
107,928,630	105,707,430	2,221,200	2.10%
568,214,230	548,522,370	19,691,860	3.59%
610,529,940	587,383,180	23,146,760	3.94%
428,283,050	384,078,920	44,204,130	11.51%
651,932,890	669,919,430	-17,986,540	-2.68%
466,944,560	459,212,570	7,731,990	1.68%
124,860,330	117,056,200	7,804,130	6.67%
351,821,900	334,910,630	16,911,270	5.05%
10,591,270	10,635,230	-43,960	-0.41%
195,125,220	193,880,410	1,244,810	0.64%
464,145,950	449,498,950	14,647,000	3.26%
1,418,104,170	1,409,861,950	8,242,220	0.58%
72,840,150	70,658,620	2,181,530	3.09%
253,198,130	248,370,150	4,827,980	1.94%
707,254,340	674,053,280	33,201,060	4.93%
1,278,268,260	1,213,510,500	64,757,760	5.34%
59,306,000	55,888,830	3,417,170	6.11%
70,908,230	73,492,170	-2,583,940	-3.52%
51,507,510	45,323,740	6,183,770	13.64%
341,246,050	346,276,650	-5,030,600	-1.45%
108,726,860	103,577,860	5,149,000	4.97%
133,471,910	132,327,390	1,144,520	0.86%
5,047,172,310	4,598,648,470	448,523,840	9.75%
267,995,980	271,958,100	-3,962,120	-1.46%
44,469,770	44,491,370	-21,600	-0.05%
21,899,150	22,508,350	-609,200	-2.71%
255,195,650	244,784,330	10,411,320	4.25%

RESIDENTIAL / FARM LAND

\* NON-RESIDENTIAL

MACHINERY AND EQUIPMENT

Municipality Code	Municipality Name	2025 Residential/Farm land	2024 Residential/Farm land	\$ Diff	% Diff
334	VULCAN COUNTY	898,853,338	790,761,186	108,092,152	13.67%
336	WAINWRIGHT NO. 61, M.D. OF	748,607,061	730,591,295	18,015,766	2.47%
340	WARNER NO. 5, COUNTY OF	579,588,480	538,011,911	41,576,569	7.73%
346	WESTLOCK COUNTY	940,314,246	880,906,741	59,407,505	6.74%
348	WETASKIWIN NO. 10, COUNTY OF	2,338,574,979	2,161,734,552	176,840,427	8.18%
349	WHEATLAND COUNTY	1,775,029,793	1,610,388,222	164,641,571	10.22%
353	WILLOW CREEK NO. 26, M.D. OF	1,109,913,725	969,188,999	140,724,726	14.52%
480	WOODLANDS COUNTY	849,095,973	797,599,160	51,496,813	6.46%
482	YELLOWHEAD COUNTY	1,786,456,801	1,788,038,442	-1,581,641	-0.09%
	SUBTOTAL	103,269,508,478	94,793,891,200	8,475,617,278	8.94%
<b>Towns</b>					
11	ATHABASCA	271,134,714	263,166,118	7,968,596	3.03%
387	BANFF	2,257,246,464	2,129,715,930	127,530,534	5.99%
14	BARRHEAD	400,409,098	380,723,726	19,685,372	5.17%
16	BASHAW	66,693,880	61,297,271	5,396,609	8.80%
17	BASSANO	96,562,477	91,386,669	5,175,808	5.66%
21	BEAVERLODGE	238,295,124	233,079,201	5,215,923	2.24%
24	BENTLEY	101,630,170	97,810,250	3,819,920	3.91%
31	BLACKFALDS	1,364,863,200	1,274,187,465	90,675,735	7.12%
34	BON ACCORD	150,097,705	150,731,143	-633,438	-0.42%
35	BONNYVILLE	578,884,703	593,386,668	-14,501,965	-2.44%
39	BOW ISLAND	148,605,157	145,900,920	2,704,237	1.85%
40	BOWDEN	112,237,835	106,123,993	6,113,842	5.76%
44	BRUDERHEIM	146,419,510	142,032,893	4,386,617	3.09%
47	CALMAR	247,338,793	241,587,710	5,751,083	2.38%
50	CANMORE	10,214,023,400	9,341,142,401	872,880,999	9.34%
52	CARDSTON	367,080,222	351,097,901	15,982,321	4.55%
56	CARSTAIRS	821,813,476	746,398,380	75,415,096	10.10%
58	CASTOR	66,548,233	63,425,903	3,122,330	4.92%
65	CLARESHOLM	458,125,106	417,725,026	40,400,080	9.67%
69	COALDALE	1,198,560,289	1,078,645,478	119,914,811	11.12%
360	COALHURST	336,145,453	311,432,702	24,712,751	7.94%
70	COCHRANE	7,840,427,344	6,636,868,604	1,203,558,740	18.13%
75	CORONATION	58,130,864	55,792,682	2,338,182	4.19%
79	CROSSFIELD	623,967,757	542,669,904	81,297,853	14.98%
82	DAYSLAND	79,667,399	76,148,313	3,519,086	4.62%
86	DEVON	875,187,190	830,956,292	44,230,898	5.32%
7662	DIAMOND VALLEY	1,016,210,145	862,621,247	153,588,898	17.80%
88	DIDSBURY	638,771,317	594,163,025	44,608,292	7.51%
91	DRAYTON VALLEY	744,770,973	693,406,793	51,364,180	7.41%
532	DRUMHELLER	758,358,824	708,637,566	49,721,258	7.02%
95	ECKVILLE	98,395,424	96,857,552	1,537,872	1.59%
100	EDSON	897,444,076	876,540,195	20,903,881	2.38%
101	ELK POINT	103,392,240	105,378,904	-1,986,664	-1.89%
106	FAIRVIEW	222,137,040	223,433,192	-1,296,152	-0.58%

2025 Non-residential	2024 Non-residential	\$ Diff	% Diff
1,223,625,383	751,613,413	472,011,970	62.80%
1,263,949,450	1,195,928,240	68,021,210	5.69%
308,931,860	215,960,796	92,971,064	43.05%
166,459,580	157,917,031	8,542,549	5.41%
672,899,062	683,876,409	-10,977,347	-1.61%
2,128,794,077	1,957,381,496	171,412,581	8.76%
1,039,380,756	1,009,608,617	29,772,139	2.95%
1,023,571,519	967,356,003	56,215,516	5.81%
6,341,193,224	5,975,870,559	365,322,665	6.11%
95,199,189,698	88,689,996,749	6,509,192,949	7.34%
106,948,091	108,474,963	-1,526,872	-1.41%
1,809,920,154	1,300,971,061	508,949,093	39.12%
123,972,410	119,926,340	4,046,070	3.37%
20,117,252	18,067,787	2,049,465	11.34%
34,575,928	30,290,804	4,285,124	14.15%
68,149,386	64,967,127	3,182,259	4.90%
14,840,780	15,269,790	-429,010	-2.81%
176,689,041	162,748,577	13,940,464	8.57%
8,185,315	7,560,780	624,535	8.26%
344,065,396	350,443,626	-6,378,230	-1.82%
51,452,003	48,933,767	2,518,236	5.15%
16,044,971	15,523,630	521,341	3.36%
19,630,330	18,815,090	815,240	4.33%
53,634,120	49,943,749	3,690,371	7.39%
2,012,952,386	1,724,117,076	288,835,310	16.75%
53,641,473	48,002,232	5,639,241	11.75%
71,173,180	67,960,588	3,212,592	4.73%
15,231,894	14,215,209	1,016,685	7.15%
105,787,075	101,455,562	4,331,513	4.27%
209,458,221	179,095,532	30,362,689	16.95%
15,418,733	14,755,940	662,793	4.49%
720,174,635	685,431,561	34,743,074	5.07%
23,147,982	22,212,446	935,536	4.21%
208,530,617	190,766,354	17,764,263	9.31%
7,475,893	7,512,133	-36,240	-0.48%
131,124,118	130,929,004	195,114	0.15%
91,172,215	84,138,389	7,033,826	8.36%
89,244,647	81,818,151	7,426,496	9.08%
480,253,748	455,920,044	24,333,704	5.34%
248,766,509	233,414,407	15,352,102	6.58%
23,071,262	21,503,547	1,567,715	7.29%
417,711,970	402,254,311	15,457,659	3.84%
42,673,076	42,476,048	197,028	0.46%
68,919,438	66,656,597	2,262,841	3.39%

2025 Mach & Equip	2024 Mach & Equip	\$ Diff	% Diff
76,652,790	77,728,660	-1,075,870	-1.38%
220,959,860	205,062,410	15,897,450	7.75%
27,882,910	26,122,470	1,760,440	6.74%
13,152,480	12,164,720	987,760	8.12%
168,051,320	168,340,890	-289,570	-0.17%
855,347,790	811,915,300	43,432,490	5.35%
63,580,050	62,221,820	1,358,230	2.18%
729,096,050	620,619,430	108,476,620	17.48%
3,117,093,860	3,048,016,330	69,077,530	2.27%
42,482,558,660	40,700,808,320	1,781,750,340	4.38%
451,640	432,490	19,150	4.43%
0	0	0	0.00%
4,952,380	4,907,320	45,060	0.92%
1,863,340	1,738,860	124,480	7.16%
3,340,940	3,094,550	246,390	7.96%
661,430	657,800	3,630	0.55%
376,000	365,000	11,000	3.01%
7,678,400	7,459,290	219,110	2.94%
47,740	47,090	650	1.38%
237,960	238,880	-920	-0.39%
2,425,100	2,381,460	43,640	1.83%
2,220,220	2,205,160	15,060	0.68%
444,300	443,280	1,020	0.23%
46,000	49,000	-3,000	-6.12%
415,480	411,370	4,110	1.00%
381,960	370,490	11,470	3.10%
108,330	105,070	3,260	3.10%
90,150	87,430	2,720	3.11%
1,318,700	1,208,030	110,670	9.16%
2,785,320	2,558,720	226,600	8.86%
20,160	19,580	580	2.96%
14,336,060	14,150,380	185,680	1.31%
107,320	106,040	1,280	1.21%
6,133,950	5,346,620	787,330	14.73%
0	0	0	0.00%
377,240	312,340	64,900	20.78%
2,713,910	2,633,620	80,290	3.05%
183,600	178,650	4,950	2.77%
36,232,750	35,868,130	364,620	1.02%
2,741,740	2,668,790	72,950	2.73%
0	0	0	0.00%
45,867,120	43,081,350	2,785,770	6.47%
101,220	98,170	3,050	3.11%
0	0	0	0.00%

RESIDENTIAL / FARM LAND

\* NON-RESIDENTIAL

MACHINERY AND EQUIPMENT

Municipality Code	Municipality Name	2025 Residential/Farm land	2024 Residential/Farm land	\$ Diff	% Diff
108	FALHER	57,812,931	56,661,870	1,151,061	2.03%
115	FORT MACLEOD	373,967,927	339,540,541	34,427,386	10.14%
119	FOX CREEK	185,142,522	197,161,512	-12,018,990	-6.10%
124	GIBBONS	366,313,477	352,003,201	14,310,276	4.07%
137	GRIMSHAW	209,407,412	210,294,458	-887,046	-0.42%
141	HANNA	181,145,179	167,949,861	13,195,318	7.86%
143	HARDISTY	69,789,429	68,347,070	1,442,359	2.11%
146	HIGH LEVEL	274,051,759	252,953,486	21,098,273	8.34%
147	HIGH PRAIRIE	186,599,593	180,862,566	5,737,027	3.17%
148	HIGH RIVER	2,302,524,585	2,025,655,764	276,868,821	13.67%
151	HINTON	1,194,480,850	1,134,265,195	60,215,655	5.31%
180	INNISFAIL	902,310,968	845,004,529	57,306,439	6.78%
183	IRRICANA	147,357,251	131,164,867	16,192,384	12.35%
188	KILLAM	74,192,768	72,077,779	2,114,989	2.93%
197	LAMONT	144,355,827	136,213,666	8,142,161	5.98%
202	LEGAL	122,698,165	123,543,349	-845,184	-0.68%
211	MAGRATH	273,908,582	249,569,166	24,339,416	9.75%
212	MANNING	90,400,997	88,950,301	1,450,696	1.63%
215	MAYERTHORPE	77,826,875	77,361,480	465,395	0.60%
216	MCLENNAN	31,660,922	31,007,396	653,526	2.11%
218	MILK RIVER	73,347,291	63,911,760	9,435,531	14.76%
219	MILLET	208,981,225	201,185,881	7,795,344	3.87%
224	MORINVILLE	1,286,969,362	1,209,826,030	77,143,332	6.38%
227	MUNDARE	87,945,811	85,085,403	2,860,408	3.36%
232	NANTON	311,566,685	270,038,681	41,528,004	15.38%
236	NOBLEFORD	152,668,469	135,418,885	17,249,584	12.74%
238	OKOTOKS	6,255,731,448	5,382,500,267	873,231,181	16.22%
239	OLDS	1,378,921,207	1,244,085,259	134,835,948	10.84%
240	ONOWAY	87,967,423	84,415,490	3,551,933	4.21%
241	OYEN	73,411,864	70,680,965	2,730,899	3.86%
247	PEACE RIVER	643,582,462	649,297,654	-5,715,192	-0.88%
248	PENHOLD	420,505,270	399,106,360	21,398,910	5.36%
249	PICTURE BUTTE	204,857,830	184,430,744	20,427,086	11.08%
250	PINCHER CREEK	440,305,703	380,185,302	60,120,401	15.81%
254	PONOKA	730,309,626	694,062,998	36,246,628	5.22%
257	PROVOST	143,931,752	142,246,356	1,685,396	1.18%
260	RAINBOW LAKE	16,502,731	16,008,470	494,261	3.09%
261	RAYMOND	431,855,131	387,849,889	44,005,242	11.35%
264	REDCLIFF	637,525,426	607,037,934	30,487,492	5.02%
265	REDWATER	212,099,208	208,897,186	3,202,022	1.53%
266	RIMBEY	249,811,726	239,834,892	9,976,834	4.16%
268	ROCKY MOUNTAIN HOUSE	752,650,839	706,546,445	46,104,394	6.53%
280	SEDGEWICK	72,894,136	71,564,016	1,330,120	1.86%
281	SEXSMITH	275,320,008	266,078,951	9,241,057	3.47%
284	SLAVE LAKE	660,554,077	636,637,121	23,916,956	3.76%

2025 Non-residential	2024 Non-residential	\$ Diff	% Diff
27,814,313	26,805,798	1,008,515	3.76%
152,269,396	140,016,973	12,252,423	8.75%
143,940,359	153,309,462	-9,369,103	-6.11%
36,730,985	31,572,160	5,158,825	16.34%
45,422,585	50,158,805	-4,736,220	-9.44%
63,093,010	62,517,404	575,606	0.92%
29,382,677	29,888,131	-505,454	-1.69%
217,449,944	206,334,269	11,115,675	5.39%
113,089,457	110,789,676	2,299,781	2.08%
356,383,326	334,740,781	21,642,545	6.47%
476,499,637	462,390,850	14,108,787	3.05%
289,023,699	281,985,085	7,038,614	2.50%
8,450,040	8,369,720	80,320	0.96%
22,682,304	23,342,940	-660,636	-2.83%
27,361,864	27,783,421	-421,557	-1.52%
9,202,877	8,775,455	427,422	4.87%
18,204,308	16,711,788	1,492,520	8.93%
29,476,089	27,867,562	1,608,527	5.77%
26,469,963	27,232,533	-762,570	-2.80%
10,954,479	9,691,561	1,262,918	13.03%
12,214,512	11,225,886	988,626	8.81%
42,238,677	34,403,157	7,835,520	22.78%
188,292,158	184,662,132	3,630,026	1.97%
14,110,713	14,086,548	24,165	0.17%
68,491,057	60,456,103	8,034,954	13.29%
44,649,858	39,060,147	5,589,711	14.31%
919,123,120	789,327,468	129,795,652	16.44%
367,224,410	389,762,195	-22,537,785	-5.78%
33,573,695	37,298,454	-3,724,759	-9.99%
25,375,866	21,700,059	3,675,807	16.94%
260,017,881	267,554,961	-7,537,080	-2.82%
45,043,806	40,611,942	4,431,864	10.91%
44,272,106	40,225,458	4,046,648	10.06%
140,325,352	124,915,057	15,410,295	12.34%
196,555,435	192,950,025	3,605,410	1.87%
67,420,401	65,533,866	1,886,535	2.88%
13,145,841	13,126,143	19,698	0.15%
30,145,877	28,722,037	1,423,840	4.96%
217,379,286	209,417,788	7,961,498	3.80%
88,497,716	90,068,539	-1,570,823	-1.74%
88,815,896	82,292,565	6,523,331	7.93%
291,856,402	283,008,872	8,847,530	3.13%
18,921,900	18,533,854	388,046	2.09%
50,793,113	51,172,913	-379,800	-0.74%
254,709,859	252,589,095	2,120,764	0.84%

2025 Mach & Equip	2024 Mach & Equip	\$ Diff	% Diff
284,660	276,040	8,620	3.12%
1,945,290	1,955,020	-9,730	-0.50%
122,640	118,970	3,670	3.08%
651,400	668,240	-16,840	-2.52%
185,360	180,570	4,790	2.65%
1,373,690	1,348,660	25,030	1.86%
13,180	12,790	390	3.05%
102,160,340	99,279,110	2,881,230	2.90%
27,431,650	25,734,670	1,696,980	6.59%
124,990	121,710	3,280	2.69%
300,975,070	293,712,470	7,262,600	2.47%
65,084,690	63,115,550	1,969,140	3.12%
0	0	0	0.00%
0	0	0	0.00%
213,930	211,820	2,110	1.00%
121,010	145,930	-24,920	-17.08%
1,519,980	1,450,090	69,890	4.82%
0	0	0	0.00%
118,020	115,840	2,180	1.88%
67,040	66,140	900	1.36%
24,080	0	24,080	100.00%
128,600	128,400	200	0.16%
820,270	2,445,640	-1,625,370	-66.46%
1,434,810	1,438,580	-3,770	-0.26%
5,474,140	5,511,560	-37,420	-0.68%
7,701,270	7,900,010	-198,740	-2.52%
0	0	0	0.00%
10,750,340	32,040,380	-21,290,040	-66.45%
695,020	938,700	-243,680	-25.96%
79,390	77,000	2,390	3.10%
368,160	357,100	11,060	3.10%
2,824,960	2,747,720	77,240	2.81%
1,809,920	1,816,610	-6,690	-0.37%
171,160	166,070	5,090	3.06%
3,650,060	3,097,630	552,430	17.83%
40,060	40,250	-190	-0.47%
0	0	0	0.00%
69,990	70,660	-670	-0.95%
8,976,120	8,874,490	101,630	1.15%
19,157,650	19,552,910	-395,260	-2.02%
1,549,150	1,552,360	-3,210	-0.21%
235,390	234,530	860	0.37%
0	0	0	0.00%
581,000	545,600	35,400	6.49%
0	0	0	0.00%

RESIDENTIAL / FARM LAND

\* NON-RESIDENTIAL

MACHINERY AND EQUIPMENT

Municipality Code	Municipality Name	2025 Residential/Farm land	2024 Residential/Farm land	\$ Diff	% Diff
285	SMOKY LAKE	82,043,129	76,989,571	5,053,558	6.56%
289	SPIRIT RIVER	64,867,864	65,042,752	-174,888	-0.27%
293	ST. PAUL	493,271,410	492,355,523	915,887	0.19%
297	STAVELY	62,125,967	55,167,504	6,958,463	12.61%
298	SETTLER	600,514,237	568,758,150	31,756,087	5.58%
301	STONY PLAIN	2,675,195,174	2,490,393,071	184,802,103	7.42%
303	STRATHMORE	2,150,356,225	1,858,537,136	291,819,089	15.70%
307	SUNDRE	348,948,473	327,278,939	21,669,534	6.62%
309	SWAN HILLS	50,595,495	47,865,758	2,729,737	5.70%
310	SYLVAN LAKE	2,503,391,476	2,408,720,873	94,670,603	3.93%
311	TABER	907,135,099	851,442,344	55,692,755	6.54%
315	THORSBY	82,069,601	81,232,745	836,856	1.03%
316	THREE HILLS	296,876,380	279,114,157	17,762,223	6.36%
318	TOFIELD	200,935,682	197,542,301	3,393,381	1.72%
320	TROCHU	80,555,835	73,144,704	7,411,131	10.13%
322	TWO HILLS	63,822,840	62,400,364	1,422,476	2.28%
325	VALLEYVIEW	145,628,060	136,098,965	9,529,095	7.00%
326	VAUXHALL	89,096,265	79,936,320	9,159,945	11.46%
327	VEGREVILLE	514,123,178	496,180,846	17,942,332	3.62%
328	VERMILION	422,205,693	409,420,960	12,784,733	3.12%
331	VIKING	73,253,266	70,981,393	2,271,873	3.20%
333	VULCAN	213,893,469	197,930,208	15,963,261	8.07%
335	WAINWRIGHT	651,958,863	643,392,873	8,565,990	1.33%
343	WEMBLEY	148,879,114	143,216,658	5,662,456	3.95%
345	WESTLOCK	432,061,586	415,194,499	16,867,087	4.06%
350	WHITECOURT	1,088,118,487	1,068,907,639	19,210,848	1.80%
	SUBTOTAL	71,117,663,199	65,199,239,266	5,918,423,933	9.08%
<b>Villages</b>					
2	ACME	61,387,300	53,745,825	7,641,475	14.22%
4	ALBERTA BEACH	181,559,476	180,019,820	1,539,656	0.86%
5	ALIX	67,837,689	61,328,783	6,508,906	10.61%
6	ALLIANCE	6,908,775	6,823,452	85,323	1.25%
7	AMISK	11,213,065	11,492,508	-279,443	-2.43%
8	ANDREW	25,555,976	26,547,885	-991,909	-3.74%
10	ARROWWOOD	15,689,259	13,323,592	2,365,667	17.76%
363	BARNWELL	107,793,926	102,902,851	4,891,075	4.75%
13	BARONS	24,211,099	18,494,140	5,716,959	30.91%
18	BAWLF	33,962,507	32,902,260	1,060,247	3.22%
22	BEISEKER	90,177,868	79,749,378	10,428,490	13.08%
25	BERWYN	27,843,857	28,876,787	-1,032,930	-3.58%
27	BIG VALLEY	23,670,417	22,476,412	1,194,005	5.31%
29	BITTERN LAKE	23,043,159	22,518,389	524,770	2.33%
41	BOYLE	61,801,401	60,966,550	834,851	1.37%
42	BRETON	44,595,135	41,521,251	3,073,884	7.40%
51	CARBON	43,342,980	39,958,387	3,384,593	8.47%

2025 Non-residential	2024 Non-residential	\$ Diff	% Diff
21,177,028	19,864,563	1,312,465	6.61%
20,260,072	20,043,476	216,596	1.08%
173,515,993	166,941,121	6,574,872	3.94%
10,555,816	11,936,728	-1,380,912	-11.57%
258,616,106	240,307,116	18,308,990	7.62%
552,677,334	516,098,919	36,578,415	7.09%
386,913,449	352,776,314	34,137,135	9.68%
96,209,397	98,511,249	-2,301,852	-2.34%
26,224,121	29,533,167	-3,309,046	-11.20%
357,920,009	341,135,950	16,784,059	4.92%
297,686,379	269,781,282	27,905,097	10.34%
20,316,532	21,500,076	-1,183,544	-5.50%
69,687,172	61,741,420	7,945,752	12.87%
55,182,942	53,683,866	1,499,076	2.79%
18,651,888	16,933,179	1,718,709	10.15%
14,150,463	13,960,184	190,279	1.36%
85,562,622	78,035,160	7,527,462	9.65%
20,131,972	17,732,392	2,399,580	13.53%
196,119,668	189,949,166	6,170,502	3.25%
180,553,726	174,991,304	5,562,422	3.18%
21,851,858	21,997,211	-145,353	-0.66%
44,086,971	41,470,356	2,616,615	6.31%
257,079,286	253,216,858	3,862,428	1.53%
40,175,550	37,394,496	2,781,054	7.44%
181,797,602	181,149,123	648,479	0.36%
633,763,636	605,218,144	28,545,492	4.72%
17,552,118,090	16,105,464,680	1,446,653,410	8.98%

2025 Mach & Equip	2024 Mach & Equip	\$ Diff	% Diff
35,300	34,300	1,000	2.92%
14,330	13,900	430	3.09%
582,330	543,980	38,350	7.05%
873,450	868,640	4,810	0.55%
106,760	107,500	-740	-0.69%
729,910	725,520	4,390	0.61%
634,490	620,390	14,100	2.27%
79,260	76,870	2,390	3.11%
891,100	864,680	26,420	3.06%
2,256,740	1,154,120	1,102,620	95.54%
74,268,670	72,190,860	2,077,810	2.88%
998,930	968,860	30,070	3.10%
2,197,250	1,656,090	541,160	32.68%
1,739,420	1,782,330	-42,910	-2.41%
269,600	261,890	7,710	2.94%
27,810	26,980	830	3.08%
508,000	521,000	-13,000	-2.50%
444,630	453,460	-8,830	-1.95%
1,564,450	1,580,940	-16,490	-1.04%
1,625,920	1,683,900	-57,980	-3.44%
766,580	769,810	-3,230	-0.42%
919,050	895,750	23,300	2.60%
9,175,550	8,984,780	190,770	2.12%
1,102,220	2,758,390	-1,656,170	-60.04%
3,094,370	3,013,710	80,660	2.68%
198,337,640	193,321,100	5,016,540	2.59%
1,010,838,700	1,007,154,530	3,684,170	0.37%
<b>Villages</b>			
0	0	0	0.00%
159,930	156,450	3,480	2.22%
30,157,600	29,375,300	782,300	2.66%
111,580	113,540	-1,960	-1.73%
0	0	0	0.00%
10,700	10,380	320	3.08%
0	0	0	0.00%
9,630	9,330	300	3.22%
46,650	46,350	300	0.65%
0	0	0	0.00%
731,990	55,770	676,220	1212.52%
48,460	49,390	-930	-1.88%
60,020	59,190	830	1.40%
245,290	241,010	4,280	1.78%
618,330	604,230	14,100	2.33%
103,140	104,380	-1,240	-1.19%
0	0	0	0.00%

**RESIDENTIAL / FARM LAND**

**\* NON-RESIDENTIAL**

**MACHINERY AND EQUIPMENT**

Municipality Code	Municipality Name	2025 Residential/Farm land	2024 Residential/Farm land	\$ Diff	% Diff	2025 Non-residential	2024 Non-residential	\$ Diff	% Diff	2025 Mach & Equip	2024 Mach & Equip	\$ Diff	% Diff
54	CARMANGAY	21,673,884	18,907,964	2,765,920	14.63%	2,995,639	2,536,969	458,670	18.08%	26,240	25,460	780	3.06%
55	CAROLINE	28,387,416	26,746,293	1,641,123	6.14%	11,538,976	11,434,840	104,136	0.91%	0	39,500	-39,500	-100.00%
61	CHAMPION	32,065,761	23,340,147	8,725,614	37.38%	4,269,175	3,687,828	581,347	15.76%	130,050	127,460	2,590	2.03%
62	CHAUVIN	15,741,183	15,648,214	92,969	0.59%	6,059,264	5,687,000	372,264	6.55%	285,440	277,090	8,350	3.01%
64	CHIPMAN	19,085,444	18,476,526	608,918	3.30%	4,467,741	4,324,817	142,924	3.30%	0	0	0	0.00%
66	CLIVE	78,694,820	75,960,683	2,734,137	3.60%	3,409,015	3,277,127	131,888	4.02%	62,800	61,100	1,700	2.78%
68	CLYDE	31,982,721	30,140,914	1,841,807	6.11%	2,455,415	2,614,875	-159,460	-6.10%	79,650	59,740	19,910	33.33%
73	CONSORT	42,747,702	41,112,528	1,635,174	3.98%	17,529,144	16,711,667	817,477	4.89%	116,020	94,910	21,110	22.24%
76	COUTTS	15,745,693	14,486,390	1,259,303	8.69%	10,502,759	9,449,483	1,053,276	11.15%	0	0	0	0.00%
77	COWLEY	19,906,771	16,849,801	3,056,970	18.14%	4,272,303	4,100,334	171,969	4.19%	0	0	0	0.00%
78	CREMONA	44,860,143	43,486,773	1,373,370	3.16%	7,349,192	7,170,970	178,222	2.49%	0	0	0	0.00%
81	CZAR	10,556,368	9,798,966	757,402	7.73%	2,741,630	2,060,674	680,956	33.05%	0	0	0	0.00%
83	DELBURNE	80,889,649	80,716,099	173,550	0.22%	10,720,708	11,656,740	-936,032	-8.03%	0	0	0	0.00%
84	DELIA	14,501,744	13,363,973	1,137,771	8.51%	3,409,192	3,421,060	-11,868	-0.35%	63,670	62,000	1,670	2.69%
89	DONALDA	12,899,335	12,355,551	543,784	4.40%	1,644,687	1,584,510	60,177	3.80%	0	0	0	0.00%
90	DONNELLY	20,208,248	19,281,176	927,072	4.81%	2,199,080	2,139,230	59,850	2.80%	40,040	38,840	1,200	3.09%
93	DUCHESS	99,505,770	97,953,124	1,552,646	1.59%	10,243,020	9,496,060	746,960	7.87%	341,400	331,720	9,680	2.92%
96	EDBERG	8,514,811	7,986,400	528,411	6.62%	378,508	336,546	41,962	12.47%	0	0	0	0.00%
97	EDGERTON	24,772,317	24,868,063	-95,746	-0.39%	3,972,574	3,751,120	221,454	5.90%	144,480	141,260	3,220	2.28%
102	ELNORA	22,084,930	19,881,440	2,203,490	11.08%	2,661,753	2,781,690	-119,937	-4.31%	154,930	154,180	750	0.49%
103	EMPRESS	7,218,424	7,232,986	-14,562	-0.20%	1,777,557	1,768,805	8,752	0.49%	0	0	0	0.00%
112	FOREMOST	48,691,789	43,016,671	5,675,118	13.19%	12,636,311	11,499,937	1,136,374	9.88%	152,860	151,560	1,300	0.86%
113	FORESTBURG	59,844,608	58,066,817	1,777,791	3.06%	9,669,757	9,867,488	-197,731	-2.00%	41,180	39,930	1,250	3.13%
125	GIROUXVILLE	13,394,656	13,002,945	391,711	3.01%	2,581,860	2,690,060	-108,200	-4.02%	26,590	26,380	210	0.80%
127	GLENDON	36,428,057	36,325,526	102,531	0.28%	4,822,579	4,787,075	35,504	0.74%	147,650	145,140	2,510	1.73%
128	GLENWOOD	33,254,687	29,417,011	3,837,676	13.05%	2,433,013	2,444,053	-11,040	-0.45%	0	0	0	0.00%
140	HALKIRK	5,913,589	5,736,395	177,194	3.09%	1,788,990	1,732,050	56,940	3.29%	0	60,800	-60,800	-100.00%
144	HAY LAKES	51,124,912	48,418,740	2,706,172	5.59%	2,311,977	1,946,801	365,176	18.76%	0	0	0	0.00%
145	HEISLER	7,166,018	6,744,372	421,646	6.25%	1,456,150	1,378,270	77,880	5.65%	0	0	0	0.00%
149	HILL SPRING	22,220,605	21,255,533	965,072	4.54%	1,187,584	1,119,820	67,764	6.05%	0	0	0	0.00%
150	HINES CREEK	12,989,560	13,363,005	-373,445	-2.79%	5,410,000	5,323,130	86,870	1.63%	3,356,500	3,312,000	44,500	1.34%
152	HOLDEN	18,535,615	17,284,324	1,251,291	7.24%	8,723,995	8,655,163	68,832	0.80%	931,020	915,930	15,090	1.65%
153	HUGHENDEN	10,325,089	10,405,145	-80,056	-0.77%	1,660,278	1,563,864	96,414	6.17%	0	0	0	0.00%
154	HUSSAR	12,908,696	11,996,167	912,529	7.61%	2,945,990	2,662,860	283,130	10.63%	2,202,310	2,089,280	113,030	5.41%
181	INNISFREE	10,337,026	9,596,374	740,652	7.72%	3,401,962	3,176,501	225,461	7.10%	56,790	55,080	1,710	3.10%
182	IRMA	37,925,745	36,908,979	1,016,766	2.75%	7,667,896	7,658,880	9,016	0.12%	446,470	443,420	3,050	0.69%
190	KITSCOTY	82,297,818	82,450,164	-152,346	-0.18%	7,258,545	7,106,299	152,246	2.14%	153,030	153,540	-510	-0.33%
205	LINDEN	73,539,969	65,787,309	7,752,660	11.78%	17,840,704	17,447,785	392,919	2.25%	3,656,320	2,437,980	1,218,340	49.97%
207	LOMOND	11,442,617	10,506,500	936,117	8.91%	2,460,662	2,333,810	126,852	5.44%	94,110	91,560	2,550	2.79%
208	LONGVIEW	57,836,917	52,068,641	5,768,276	11.08%	13,064,290	12,886,720	177,570	1.38%	1,071,700	1,046,760	24,940	2.38%
209	LOUGHEED	12,836,863	12,587,244	249,619	1.98%	4,902,152	4,850,525	51,627	1.06%	397,590	385,630	11,960	3.10%
213	MANNVILLE	43,272,640	42,034,187	1,238,453	2.95%	8,794,744	8,768,882	25,862	0.29%	364,440	353,930	10,510	2.97%
214	MARWAYNE	37,946,327	35,940,405	2,005,922	5.58%	4,851,881	4,443,121	408,760	9.20%	104,810	103,260	1,550	1.50%
220	MILO	10,933,693	9,317,485	1,616,208	17.35%	3,656,842	3,403,833	253,009	7.43%	15,150	15,520	-370	-2.38%
225	MORRIN	14,401,027	13,668,507	732,520	5.36%	1,339,991	1,200,780	139,211	11.59%	0	0	0	0.00%

**RESIDENTIAL / FARM LAND**

**\* NON-RESIDENTIAL**

**MACHINERY AND EQUIPMENT**

Municipality Code	Municipality Name	2025 Residential/Farm land	2024 Residential/Farm land	\$ Diff	% Diff
228	MUNSON	17,720,187	16,835,715	884,472	5.25%
229	MYRNAM	14,695,018	14,429,180	265,838	1.84%
231	NAMPA	22,059,760	22,415,980	-356,220	-1.59%
244	PARADISE VALLEY	8,737,847	8,436,062	301,785	3.58%
270	ROCKYFORD	26,573,568	25,099,415	1,474,153	5.87%
271	ROSALIND	12,972,866	12,159,344	813,522	6.69%
272	ROSEMARY	28,627,118	28,585,677	41,441	0.14%
275	RYCROFT	33,538,176	34,622,838	-1,084,662	-3.13%
276	RYLEY	26,280,915	25,703,441	577,474	2.25%
99	SPRING LAKE	156,240,777	145,917,096	10,323,681	7.08%
295	STANDARD	34,255,372	31,614,395	2,640,977	8.35%
300	STIRLING	127,589,176	115,148,677	12,440,499	10.80%
330	VETERAN	9,568,583	9,138,746	429,837	4.70%
332	VILNA	11,325,714	11,148,791	176,923	1.59%
338	WARBURG	49,961,251	47,750,676	2,210,575	4.63%
339	WARNER	29,322,541	25,619,933	3,702,608	14.45%
342	WASKATENAU	16,128,723	15,959,488	169,235	1.06%
355	YOUNGSTOWN	9,118,491	8,847,662	270,829	3.06%
	<b>SUBTOTAL</b>	<b>2,862,921,629</b>	<b>2,707,573,843</b>	<b>155,347,786</b>	<b>5.74%</b>
<b>Summer Villages</b>					
9	ARGENTIA BEACH	98,127,010	91,166,908	6,960,102	7.63%
26	BETULA BEACH	35,642,462	31,428,067	4,214,395	13.41%
384	BIRCH COVE	15,418,082	14,183,959	1,234,123	8.70%
28	BIRCHCLIFF	210,371,868	198,858,958	11,512,910	5.79%
367	BONDISS	71,497,373	66,755,324	4,742,049	7.10%
37	BONNYVILLE BEACH	26,804,093	26,653,020	151,073	0.57%
414	BURNSTICK LAKE	28,046,924	21,081,918	6,965,006	33.04%
57	CASTLE ISLAND	13,644,235	13,898,034	-253,799	-1.83%
80	CRYSTAL SPRINGS	98,279,632	93,032,889	5,246,743	5.64%
123	GHOST LAKE	57,529,887	49,300,701	8,229,186	16.69%
129	GOLDEN DAYS	154,199,361	143,569,145	10,630,216	7.40%
134	GRANDVIEW	118,684,727	112,229,688	6,455,039	5.75%
138	GULL LAKE	115,455,361	105,193,505	10,261,856	9.76%
358	HALF MOON BAY	47,977,934	47,520,576	457,358	0.96%
375	HORSESHOE BAY	16,733,494	16,511,708	221,786	1.34%
185	ISLAND LAKE	128,545,992	117,457,265	11,088,727	9.44%
368	ISLAND LAKE SOUTH	33,675,996	32,364,618	1,311,378	4.05%
186	ITASKA BEACH	50,525,306	48,633,263	1,892,043	3.89%
379	JARVIS BAY	211,593,589	191,430,353	20,163,236	10.53%
187	KAPASIWIN	34,831,702	34,317,495	514,207	1.50%
196	LAKEVIEW	20,320,715	18,001,543	2,319,172	12.88%
378	LARKSPUR	36,068,622	34,550,000	1,518,622	4.40%
210	MA-ME-O BEACH	105,722,253	106,514,176	-791,923	-0.74%
359	MEWATHA BEACH	64,818,075	60,038,168	4,779,907	7.96%
230	NAKAMUN PARK	45,987,515	43,107,286	2,880,229	6.68%

2025 Non-residential	2024 Non-residential	\$ Diff	% Diff
1,383,450	1,316,590	66,860	5.08%
1,646,767	1,451,290	195,477	13.47%
17,832,300	18,046,100	-213,800	-1.18%
1,436,050	1,355,000	81,050	5.98%
6,521,980	6,288,691	233,289	3.71%
2,572,920	2,461,700	111,220	4.52%
2,502,630	2,229,770	272,860	12.24%
24,717,280	25,129,460	-412,180	-1.64%
12,225,980	11,617,551	608,429	5.24%
3,409,410	3,187,750	221,660	6.95%
13,809,143	13,877,725	-68,582	-0.49%
4,097,260	3,787,470	309,790	8.18%
2,592,542	2,545,549	46,993	1.85%
2,223,812	2,055,127	168,685	8.21%
11,198,116	11,161,997	36,119	0.32%
5,095,573	4,366,463	729,110	16.70%
1,936,623	1,794,890	141,733	7.90%
2,175,140	2,065,220	109,920	5.32%
<b>512,353,818</b>	<b>493,104,424</b>	<b>19,249,394</b>	<b>3.90%</b>
331,580	313,770	17,810	5.68%
59,850	57,310	2,540	4.43%
57,380	54,950	2,430	4.42%
1,918,460	1,895,850	22,610	1.19%
850,550	765,060	85,490	11.17%
183,370	177,360	6,010	3.39%
37,450	34,860	2,590	7.43%
17,380	16,430	950	5.78%
335,280	321,340	13,940	4.34%
70,420	69,860	560	0.80%
814,490	866,450	-51,960	-6.00%
305,610	286,050	19,560	6.84%
1,352,920	1,197,870	155,050	12.94%
44,890	41,800	3,090	7.39%
201,900	193,470	8,430	4.36%
809,300	694,430	114,870	16.54%
113,980	108,580	5,400	4.97%
160,410	154,990	5,420	3.50%
389,400	368,940	20,460	5.55%
86,750	84,310	2,440	2.89%
72,930	68,170	4,760	6.98%
59,930	58,610	1,320	2.25%
2,061,640	2,073,540	-11,900	-0.57%
287,900	243,630	44,270	18.17%
159,260	151,180	8,080	5.34%

2025 Mach & Equip	2024 Mach & Equip	\$ Diff	% Diff
258,640	265,920	-7,280	-2.74%
49,980	48,490	1,490	3.07%
3,012,300	2,824,000	188,300	6.67%
40,680	39,450	1,230	3.12%
244,820	237,460	7,360	3.10%
316,270	306,760	9,510	3.10%
100,170	97,740	2,430	2.49%
0	0	0	0.00%
735,880	726,130	9,750	1.34%
0	0	0	0.00%
1,240,460	1,256,600	-16,140	-1.28%
0	0	0	0.00%
72,170	70,560	1,610	2.28%
0	0	0	0.00%
179,370	181,520	-2,150	-1.18%
713,960	692,420	21,540	3.11%
0	0	0	0.00%
0	0	0	0.00%
<b>53,931,260</b>	<b>50,813,330</b>	<b>3,117,930</b>	<b>6.14%</b>
0	0	0	0.00%
0	0	0	0.00%
0	0	0	0.00%
19,980	19,390	590	3.04%
13,910	0	13,910	100.00%
0	0	0	0.00%
0	0	0	0.00%
0	0	0	0.00%
78,870	76,490	2,380	3.11%
0	0	0	0.00%
0	0	0	0.00%
0	0	0	0.00%
0	0	0	0.00%
13,160	0	13,160	100.00%
0	0	0	0.00%
0	0	0	0.00%
0	0	0	0.00%
0	0	0	0.00%
0	0	0	0.00%
13,910	0	13,910	100.00%
0	0	0	1.00%

RESIDENTIAL / FARM LAND

\* NON-RESIDENTIAL

MACHINERY AND EQUIPMENT

Municipality Code	Municipality Name	2025 Residential/Farm land	2024 Residential/Farm land	\$ Diff	% Diff	2025 Non-residential	2024 Non-residential	\$ Diff	% Diff	2025 Mach & Equip	2024 Mach & Equip	\$ Diff	% Diff
237	NORGLIWOLD	258,215,606	234,553,258	23,662,348	10.09%	621,140	582,850	38,290	6.57%	0	0	0	0.00%
385	NORRIS BEACH	39,123,256	38,182,164	941,092	2.46%	180,540	175,670	4,870	2.77%	0	0	0	0.00%
374	PARKLAND BEACH	84,135,744	79,376,687	4,759,057	6.00%	2,583,120	2,472,828	110,292	4.46%	0	0	0	0.00%
362	PELICAN NARROWS	56,633,552	54,088,964	2,544,588	4.70%	319,730	309,170	10,560	3.42%	0	0	0	0.00%
253	POINT ALISON	25,394,657	25,436,048	-41,391	-0.16%	80,180	76,780	3,400	4.43%	0	0	0	0.00%
256	POPLAR BAY	105,151,193	104,244,044	907,149	0.87%	411,030	395,590	15,440	3.90%	0	0	0	0.00%
267	ROCHON SANDS	64,734,726	63,451,776	1,282,950	2.02%	461,860	445,950	15,910	3.57%	0	0	0	0.00%
273	ROSS HAVEN	66,839,653	63,760,186	3,079,467	4.83%	233,730	222,000	11,730	5.28%	0	0	0	0.00%
277	SANDY BEACH	51,319,345	48,363,260	2,956,085	6.11%	676,877	628,812	48,065	7.64%	0	0	0	0.00%
279	SEBA BEACH	204,944,372	187,577,127	17,367,245	9.26%	3,886,530	3,692,860	193,670	5.24%	0	0	0	0.00%
282	SILVER BEACH	97,557,868	96,490,788	1,067,080	1.11%	209,800	200,890	8,910	4.44%	0	0	0	0.00%
283	SILVER SANDS	70,050,286	63,854,729	6,195,557	9.70%	1,343,960	1,254,520	89,440	7.13%	0	0	0	0.00%
369	SOUTH BAPTISTE	23,136,355	21,255,968	1,880,387	8.85%	778,690	768,250	10,440	1.36%	0	0	0	0.00%
288	SOUTH VIEW	20,587,286	19,847,688	739,598	3.73%	138,100	132,560	5,540	4.18%	0	0	0	0.00%
388	SUNBREAKER COVE	160,094,129	151,165,490	8,928,639	5.91%	170,210	163,000	7,210	4.42%	0	0	0	0.00%
306	SUNDANCE BEACH	68,984,227	66,183,716	2,800,511	4.23%	91,760	86,840	4,920	5.67%	0	0	0	0.00%
386	SUNRISE BEACH	31,296,281	29,676,810	1,619,471	5.46%	153,020	145,470	7,550	5.19%	0	0	0	0.00%
357	SUNSET BEACH	38,403,430	36,839,949	1,563,481	4.24%	161,590	152,890	8,700	5.69%	0	0	0	0.00%
308	SUNSET POINT	74,367,798	74,574,423	-206,625	-0.28%	202,640	193,250	9,390	4.86%	0	0	0	0.00%
324	VAL QUENTIN	54,487,298	50,712,346	3,774,952	7.44%	305,690	292,150	13,540	4.63%	0	0	0	0.00%
380	WAIPAROUS	47,022,933	37,972,230	9,050,703	23.84%	50,890	48,540	2,350	4.84%	0	0	0	0.00%
370	WEST BAPTISTE	42,854,372	38,462,969	4,391,403	11.42%	140,540	134,100	6,440	4.80%	0	0	0	0.00%
344	WEST COVE	59,945,733	59,479,017	466,716	0.78%	221,540	210,930	10,610	5.03%	0	0	0	0.00%
371	WHISPERING HILLS	56,867,667	49,482,651	7,385,016	14.92%	472,480	291,480	181,000	62.10%	0	0	0	0.00%
365	WHITE SANDS	126,923,437	120,871,668	6,051,769	5.01%	628,050	600,250	27,800	4.63%	0	0	0	0.00%
354	YELLOWSTONE	40,605,537	38,146,068	2,459,469	6.45%	176,710	167,420	9,290	5.55%	0	0	0	0.00%
	<b>SUBTOTAL</b>	<b>3,810,178,949</b>	<b>3,571,848,591</b>	<b>238,330,358</b>	<b>6.67%</b>	<b>25,483,437</b>	<b>24,143,860</b>	<b>1,339,577</b>	<b>5.55%</b>	<b>139,830</b>	<b>95,880</b>	<b>43,950</b>	<b>45.84%</b>
<b>Improvement Districts</b>													
159	I.D. NO. 04 (WATERTON)	204,914,379	190,218,531	14,695,848	7.73%	75,230,780	71,253,670	3,977,110	5.58%	0	0	0	0.00%
164	I.D. NO. 09 (BANFF)	139,521,790	121,792,200	17,729,590	14.56%	885,137,783	731,062,930	154,074,853	21.08%	0	0	0	0.00%
167	I.D. NO. 12 (JASPER NATIONAL PARK)	6,635,090	6,176,500	458,590	7.42%	57,818,840	57,205,850	612,990	1.07%	0	0	0	0.00%
168	I.D. NO. 13 (ELK ISLAND)	374,130	373,500	630	0.17%	5,863,570	5,940,010	-76,440	-1.29%	0	0	0	0.00%
179	I.D. NO. 24 (WOOD BUFFALO)	2,439,830	2,447,900	-8,070	-0.33%	1,309,420	1,267,340	42,080	3.32%	0	0	0	0.00%
373	KANANASKIS IMPROVEMENT DISTRICT	76,495,915	70,267,696	6,228,219	8.86%	139,161,230	123,248,450	15,912,780	12.91%	24,293,160	24,177,410	115,750	0.48%
	<b>SUBTOTAL</b>	<b>430,381,134</b>	<b>391,276,327</b>	<b>39,104,807</b>	<b>9.99%</b>	<b>1,164,521,623</b>	<b>989,978,250</b>	<b>174,543,373</b>	<b>17.63%</b>	<b>24,293,160</b>	<b>24,177,410</b>	<b>115,750</b>	<b>0.48%</b>
<b>Special Areas</b>													
142	SPECIAL AREAS BOARD	675,990,836	620,704,017	55,286,819	8.91%	2,946,661,256	2,585,680,407	360,980,849	13.96%	467,701,670	461,023,690	6,677,980	1.45%
	<b>SUBTOTAL</b>	<b>675,990,836</b>	<b>620,704,017</b>	<b>55,286,819</b>	<b>8.91%</b>	<b>2,946,661,256</b>	<b>2,585,680,407</b>	<b>360,980,849</b>	<b>13.96%</b>	<b>467,701,670</b>	<b>461,023,690</b>	<b>6,677,980</b>	<b>1.45%</b>
462	TOWNSHIP OF REDWOOD MEADOWS	249,648,091	227,765,738	21,882,353	9.61%	0	0	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>249,648,091</b>	<b>227,765,738</b>	<b>21,882,353</b>	<b>9.61%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>GRAND TOTAL</b>	<b>764,918,853,819</b>	<b>704,672,074,427</b>	<b>60,246,779,392</b>	<b>8.55%</b>	<b>270,834,997,698</b>	<b>256,006,443,106</b>	<b>14,828,554,592</b>	<b>5.79%</b>	<b>102,710,708,399</b>	<b>98,595,097,087</b>	<b>4,115,611,312</b>	<b>4.17%</b>



# 2024 Strategic Plan



## **The Background**

The 2024 Strategic Planning Session provided an opportunity for the Summer Village of White Sands Council and Administration to look beyond the current year's operational needs and budget cycle and set priorities for future years. The underlying strategic purpose was to collaborate on a vision that sets organizational goals that can be realistically accomplished. Respecting both the short term and long-term ideas and work towards deliverable action plans.

## **The Plan**

The Summer Village of White Sands 2024 Strategic Plan is a living document that should be reviewed annually. As priorities change and as progress of the plan within the Summer Village happen the plan will need to be re-evaluated and new items or action plans will need to be added.

## **PART 1**

### **Future Visions and Goals for the Summer Village of White Sands:**

- To provide a sustainable summer village
- Create quiet, safe community that is run in an efficient and cost-effective manner
- Find a balance between resident expectations and village capability – balancing the wants and needs within the available financial resources
- Safe and quiet recreational property for permanent and seasonal residents
- Protection of the lake

### **Communication:**

- Transparency
- Listen to our ratepayers and act, when necessary, affordable and reasonable
- Maintain community spirit
- Balance of bylaw and policy with community
- Manage social media – small issues can become much larger on social media platforms

### **Where we can Improve:**

- Look at issues, addressing impacts as the whole village rather than for specific individuals or interest groups
- Utilize public committees when necessary
- Utilize the knowledge and skills from the members already in the community
- Consider public participation policy
- Recognize and support the village staff

### **What is different in the Summer Village in future years:**

- Administration office in the village
- More consistency and continuity within the village
- Monitoring lake levels continually
- Finding a balance with staff and establish stability
- Managing growth

### **What is the same in the Summer Village in future years:**

- The community spirit
- Monitoring lake levels continually
- Maintaining summer village life
- Families having fun
- Protection of the Lake

## **PART 2**

**Existing Action Items:**

- Shoreline Management Plan
- Boat Launch
- Community Access and Storage
- Solid Waste and Recycling
  - Dumpster relocation
  - EPR
- Community Involvement
  - Hall Society
  - Social Media
  - Newsletters
  - Volunteering and Community events
  - Streaming Council Meetings

**Strategic Planning Items Ranking**

Item	Council Vote	Staff Vote	TOTAL
Parks & Recreation Master Plan	3	10	13
Locked Public Works Compound	4	9	13
Vegetation Management Plan	6	6	12
Village Drainage Plan	4	6	10
Lagoon Solution	5	5	10
Boat Launch Solution	4	5	9
Upgraded Roads	9	-	9
Review & Inspect Playgrounds	2	6	8
County Road Use Agreement	2	5	7
Water Distribution System	5	-	5
Upgrade Community Garbage Receptables	-	4	4
Potable Water to Village Square @ #8 Front Street	-	4	4
Municipal Permitting System	-	3	3
Table/Bench Donation Policy	-	2	2
Village Entrance Sign	-	1	1
Complete Village Hall	-	-	-
Community Garden	-	-	-

**Strategic Action Planning – Top 5**

<b>Rank</b>	<b>Item</b>	<b>TOTAL</b>
1	<p><b>Parks &amp; Recreation Master Plan</b></p> <p>Develop a Parks and Rec Master plan that includes a trail concept plan for the entire village, a pathway along municipal road and explore other options such as new community garden locations, disc golf, potential for expansion at Jack's Pond.</p>	13
1	<p><b>Locked Public Works Compound</b></p> <p>Plan and fund for a Public Works Compound that can be locked and secure</p>	13
2	<p><b>Vegetation Management Plan</b></p> <p>Develop a plan to manage the clean up of deadfall, re-establish overgrown right of ways, clean up of brush lines and establish a tree planting program</p>	12
3	<p><b>Village Drainage Plan</b></p> <p>Develop a complete village drainage plan that includes the drainage that follows roadways and culverts.</p>	10
3	<p><b>Sewage Lagoon Solution</b></p> <p>Work with our municipal partners to come up with a solution.</p>	10
4	<p><b>Boat Launch Solution</b></p> <p>Work with our provincial and municipal partners to come up with a permanent solution and re-design of the Boat Launch</p>	9
4	<p><b>Upgraded Roads</b></p> <p>Addressing trees in the right of ways, widening of roads and re-establishing the shoulders, Front Street widening, no parking signs.</p>	9
5	<p><b>Review &amp; Inspect Playgrounds</b></p> <p>Establish a schedule for the review and inspection of playgrounds; ensure the safety of the structures annually via a certified playground inspector.</p>	8