

SUMMER VILLAGE OF WHITE SANDS COUNCIL MEETING
AGENDA
February 17th, 2017
9:00 AM
Town of Stettler Office

1. Call to Order
2. Additions to Agenda
3. Minutes
 - a. Adoption of the Minutes of the Regular Summer Village of White Sands Council Meeting held on January 13th, 2017 2-4
4. Financial
 - a. Bank Reconciliation as of December 31st, 2016 5
 - b. Bank Reconciliation as of January 31st, 2017 6
 - c. Statement of Revenue & Expenses as of January 31st, 2017 7
 - d. Accounts Payable as of February 6th, 2017 8-11
 - e. Taxes Receivable Report for 2016 12
5. Administration/Current Concerns
 - a. Joint Fire Quality Management Plan 13-39
 - b. Dust Control Memo 40
 - c. Maynard Development Agreement to be provided at meeting
 - d. Council/Staff Reports
6. Correspondence
 - a. Template for Council Code of Conduct 41-46
 - b. Loan program for Seniors 47
 - c. A message from the Minister of Municipal Affairs 48
7. Bylaws
none
8. Additions
9. In-Camera Session
10. Next Meeting Date
11. Adjournment

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL
January 13th, 2017
102-135 Leva Avenue, Red Deer County, Alberta**

Present: Mayor Lorne Thurston
Councillor Barry Guenette
Councillor Colin Adair
Chief Administrative Officer Graham Scott
Dave Dittrick

Absent: None

1. **Call to Order:** Mayor Thurston called the Council Meeting to order at 8:57 a.m.

2. **Agenda Additions/Approval**

Motion 17:01:01 Moved by Councillor Guenette to approve the agenda with the following additions:

8 (a) Used Pontoon Boat

MOTION CARRIED
Unanimous

3. **Adoption of Minutes**

(a) Minutes of the Regular Council Meeting held on December 12th, 2016

Motion 17:01:02 Moved by Councillor Adair that the Minutes of the Regular Council Meeting held on December 12th, 2016 be approved as presented.

MOTION CARRIED
Unanimous

4. **Financial** (a) Bank Reconciliation as of November 30, 2016

Motion 17:01:03 Moved by Councillor Guenette that the Summer Village of White Sands Council approve that Financial Item 4(a) be accepted for information.

MOTION CARRIED
Unanimous

(b) Statement of Revenue & Expenses
none

(c) Accounts Payable as of December 30th, 2016

Motion 17:01:04 Moved by Councillor Adair that the Accounts Payable for the periods: December 12, December 21, December 30, 2016 for the total amount of \$43,680.80 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

5. **Administration/Current Concerns**

(a) Maynard Phase 2 Subdivision Applicaton

Dave Dittrick presented his report to Council.

Motion 17:01:05 Moved by Councillor Guenette that the Summer Village of White Sands approve phase 2 of the subdivision with the following conditions:

1. Subdivision to be effected by a Plan of Survey, pursuant to Section 657 of the Municipal Government Act.

2. That the Applicant/Owner must obtain approval from the Summer Village of White Sands Council, for the names of Unnamed Road #1 and Unnamed Road #2, prior to registration of the subdivision plan.
3. That the Applicant/Owner obtain clearance under the Historical Resources Act respecting the proposed subdivision plan.
4. That the Applicant/Owner obtain approval under the Water Act respecting the Stormwater Management Plan.
5. That the Applicant/Owner shall arrange for electricity and natural gas services be available to the property line of each proposed lot. All facilities shall be constructed on private property and all necessary easements and utility rights-of-way shall be registered in favour of either Atco Electric and Altagas Utilities. Atco Electric has indicated that they require a 3 metre utility ROW along the front of each lot to be registered with this plan.
6. That the Applicant/Owner enter into a Development Agreement with the Summer Village of White Sands per Section 655 of the Municipal Government Act to provide for:
 - a. The construction and payment for all stormwater management facilities, equipment, surveys and easements required to service this subdivision;
 - b. The construction of all roads and approaches required to service this subdivision;
 - c. Contributing financially towards the future village infrastructure upgrades at a rate of \$5,000 per lot; and
 - d. Payment of a subdivision signing fee of \$500 per lot.
 - e. That walking paths are to be cleared to the satisfaction of the Summer Village.
7. The Applicant provides a copy of the current Land Title for the land proposed to be subdivided.
8. That any outstanding property taxes on the land being subdivided are paid or satisfactory arrangements made thereto the Summer Village of White Sands.

MOTION CARRIED
Unanimous

Motion 17:01:06 Moved by Councillor Adair that the development agreement be on the agenda of a future Council meeting before final endorsement.

MOTION CARRIED
Unanimous

Motion 17:01:07 Moved by Councillor Guenette that the location of a playground and possible storm pond/sportsfield be looked at in later phases.

MOTION CARRIED
Unanimous

Dave Dittrick left the meeting at 10:20 a.m.

(b) Hebert Subdivision Request

Council reviewed the memo from Leann Graham and was given details from Graham Scott and Mayor Thurston.

Motion 17:01:08 Moved by Councillor Adair that the Summer Village of White Sands allows the subdivision of #2 Sara Crescent.

MOTION CARRIED
Unanimous

Motion 17:01:09 Moved by Councillor Guenette that the Summer Village of White Sands allow a residence to be built on the property line.

MOTION DEFEATED

Unanimous

(c) Council Reports

- The cart for the dock is done
- There should be ~\$600/year for cleaning the Hall added to the operating budget for 2017.
- dust control can be added to the agenda for the Maynard subdivision open house in May

6. Correspondence

- (a) Resident letter regarding road dust
 - (b) Provincial changes to community grant programs
 - (c) Community group funding available
 - (d) Article about draft amendment to the MGA
 - (e) Further Topics for Discussion on the MGA
- All accepted for information.

7. Bylaws

none

8. Additions

(a) Used Pontoon Boat

Mayor Thurston provided details regarding a used pontoon boat and trailer that could be used for placing and retrieving buoys. Moving the buoys with current equipment has become too difficult using current staff and equipment.

Motion 17:01:10

Moved by Councillor Guenette that the Summer Village of White Sands proceed to purchase the boat and trailer for up to \$7500 if the purchase can be made with provincial grants.

MOTION CARRIED
Unanimous

9. In-Camera Session

none

10. Next Meeting Date

To be determined

11. Adjournment

Motion 17:01:10

Moved by Councillor Guenette that this Regular Meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED
Unanimous at 10:50 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
As of December 31, 2016**

Net Balance at End of Previous Month	\$ 1,076,360.52
ADD: General Receipts	137,563.19
Interest Earned	850.02
Investments Matured	<u>0.00</u>
SUBTOTAL	1,214,773.73
LESS: General Disbursements	108,721.96
Investments	0.00
Returned Cheques	0.00
Bank Charges	<u>9.41</u>
SUBTOTAL	<u>108,731.37</u>
NET BALANCE AT END OF CURRENT MONTH	<u>\$ 1,106,042.36</u>
Balance at End of Month - Bank	1,111,111.35
ADD: Outstanding Deposits	0.00
LESS: Outstanding Cheques	<u>5,068.99</u>
NET BALANCE AT END OF CURRENT MONTH	<u>\$ 1,106,042.36</u>
INVESTMENTS:	0.00
	<u>0.00</u>
SUBTOTAL	<u>0.00</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 1,106,042.36

THIS STATEMENT SUBMITTED TO SUMMER VILLAGE OF WHITE SANDS THIS
1st DAY OF JANUARY 2017

MAYOR

CHIEF ADMINISTRATIVE OFFICER

GENERAL RECEIPTS SUMMARY		
Tax	AR	13,489
RV Permits		0
Bldg Permits		965
MSI Capital Grant		123,066
		0
		0
Other		<u>43</u>
	Total	137,563

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
As of January 31, 2017**

Net Balance at End of Previous Month	\$ 1,106,042.36
ADD: General Receipts	8,921.96
Interest Earned	866.93
Investments Matured	<u>0.00</u>
SUBTOTAL	1,115,831.25
LESS: General Disbursements	18,387.05
Investments	0.00
Returned Cheques	0.00
Bank Charges	<u>-10.00</u>
SUBTOTAL	<u>18,377.05</u>
NET BALANCE AT END OF CURRENT MONTH	<u>\$ 1,097,454.20</u>

Balance at End of Month - Bank	1,103,205.43
ADD: Outstanding Deposits	0.00
LESS: Outstanding Cheques	<u>5,751.23</u>
NET BALANCE AT END OF CURRENT MONTH	<u>\$ 1,097,454.20</u>

INVESTMENTS:	0.00
	<u>0.00</u>
SUBTOTAL	<u>0.00</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 1,097,454.20

THIS STATEMENT SUBMITTED TO SUMMER VILLAGE OF WHITE SANDS THIS
1st DAY OF FEBRUARY 2017

MAYOR

CHIEF ADMINISTRATIVE OFFICER

GENERAL RECEIPTS SUMMARY		
Tax	AR	8,160
RV Permits		0
Bldg Permits		0
MSI Capital Grant		0
		0
		0
Other		<u>761</u>
Total		8,921

	YTD Actual	Variance	Annual Budget
Revenue			
General Administration	-	9,530.00	9,530.00
Protective Services	-	960.00	960.00
Roads, Streets, Transportation	-	12,230.00	12,230.00
Planning & Development	(301.46)	16,201.46	15,900.00
Recreation & Parks	-	-	-
Taxes/Penalties	1,352.36	557,959.64	559,312.00
Other Revenue	866.93	3,133.07	4,000.00
	<u> </u>	<u> </u>	<u> </u>
Total Revenue	\$ 1,917.83	\$ 600,014.17	\$ 601,932.00
Expenses			
Council & Legislative	821.90	11,878.10	12,700.00
General Administration	-	62,830.00	62,830.00
Fire Fighting & Preventive	-	40,000.00	40,000.00
Disaster Services	-	500.00	500.00
Ambulance	-	-	-
Bylaw Enforcement	-	5,000.00	5,000.00
Roads, Streets, Transportation	3,391.66	71,438.34	74,830.00
Water Department	143.92	11,829.08	11,973.00
Garbage Collection & Disposal	3,268.90	11,179.10	14,448.00
Planning & Development	1,508.84	21,991.16	23,500.00
Parks & Recreation	1,211.42	33,688.58	34,900.00
Requisitions	-	296,953.00	296,953.00
Contingency	-	23,798.00	23,798.00
	<u> </u>	<u> </u>	<u> </u>
Total Expenses	\$ 10,346.64	\$ 591,085.36	\$ 601,432.00
Surplus/Deficit	\$ (8,428.81)	\$ 8,928.81	\$ 500.00

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	5199
Cheque Date	First	Last		5209

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services	5199	2017-01-24	\$221.49

Invoice Description		Invoice Number	Invoice Amount

Trans - Dec 2016 Gas Bill		201612-3683	\$221.49

Adair, Colin	5200	2017-01-24	\$405.50

Invoice Description		Invoice Number	Invoice Amount

Council - 09/16 - 01/17 Travel		2017.01.17	\$405.50

Berger, Allen	5201	2017-01-24	\$4,489.96

Invoice Description		Invoice Number	Invoice Amount

Trans - Maint Contract & Allow		686152	\$4,239.96
Trans - Dec Fuel & Cell Allowa		2017.01.02	\$250.00

D.G. Cameron's	5202	2017-01-24	\$7,350.00

Invoice Description		Invoice Number	Invoice Amount

Common Services - Pontoon Boat		2017.01.23	\$7,350.00

Enmax	5203	2017-01-24	\$390.36

Invoice Description		Invoice Number	Invoice Amount

Trans/Water - Dec 16 Ppower		17-2664940	\$390.36

Five Star Ventures Ltd.	5204	2017-01-24	\$84.00

Invoice Description		Invoice Number	Invoice Amount

Landfill - 6 yard bin rental		3274	\$31.50
Landfill-cardboard bin rental		3389	\$52.50

Guenette, Barry	5205	2017-01-24	\$457.50

Invoice Description		Invoice Number	Invoice Amount

Council-Travel&Sub 09/16-01/17		2017.01.16	\$457.50

IJD Inspections Ltd.	5206	2017-01-24	\$301.46

Invoice Description		Invoice Number	Invoice Amount

PL&Dev Permits Dec 2016		WS2016-12	\$301.46

Stettler Waste Management Auth	5207	2017-01-24	\$2,987.00

Invoice Description		Invoice Number	Invoice Amount

4th Qtr 2016 Waste Requisition		SWM-0000679	\$2,987.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Yesterday's Meals on Wheels Se	5208	2017-01-24	\$115.50

Invoice Description	Invoice Number	Invoice Amount	

Trans - Septic Pumpout Dec 16	17012	\$115.50	
=====			
ZAP Municipal Consulting Inc.	5209	2017-01-24	\$1,584.28

Invoice Description	Invoice Number	Invoice Amount	

Pl&Dev - Dec/Jan Dev Officer	2017-001	\$1,584.28	

	Total Cheques		\$18,387.05
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	5210
Cheque Date	First	Last		5219

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Aspen Ford Sales Ltd	5210	2017-02-07	\$2,136.79

Invoice Description	Invoice Number	Invoice Amount	

Trans - 07 Ford Maint & Repair	206477	\$2,136.79	

Association of Summer Villages	5211	2017-02-07	\$850.00

Invoice Description	Invoice Number	Invoice Amount	

Admin - 2017 Membership Dues	2017.01.20	\$850.00	

County of Stettler Housing Aut	5212	2017-02-07	\$10,179.25

Invoice Description	Invoice Number	Invoice Amount	

1st Qtr 2017 Requisition	2017-REQ03	\$10,179.25	

Gra-Core Consulting & Investme	5213	2017-02-07	\$924.00

Invoice Description	Invoice Number	Invoice Amount	

Pl & Dev Jan 2017 Dev Officer	2017-001	\$924.00	

Parkland Regional Library	5214	2017-02-07	\$179.16

Invoice Description	Invoice Number	Invoice Amount	

Admin-1st Qtr 2017 Requisition	170256	\$179.16	

Score Projects Inc	5215	2017-02-07	\$56.70

Invoice Description	Invoice Number	Invoice Amount	

Trans - Bar Grating Steps	2661	\$56.70	

Shirley McClellan Regional Wat	5216	2017-02-07	\$2,271.98

Invoice Description	Invoice Number	Invoice Amount	

Water-15/16 Debenture Interest	SMRWSC-000428	\$2,271.98	

Stettler Home Hardware	5217	2017-02-07	\$59.68

Invoice Description	Invoice Number	Invoice Amount	

Trans - Towels,Ice Melt, Hitch	107454	\$40.39	
Trans - Screws	107494	\$4.60	
Trans - Wire adapter	107512	\$14.69	

Stettler Sales & Rentals Ltd.	5218	2017-02-07	\$83.58

Invoice Description	Invoice Number	Invoice Amount	

Trans - Wtr Tank Steps Angle	108686	\$47.67	
Trans - Wtr Tank Steps Angle	108699	\$35.91	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Tait, Laurie	5219	2017-02-07	\$10.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Bank Fee - Certify Cheque	2017.01.25	\$10.00	
	Total Cheques	\$16,751.14	
		=====	

**SUMMER VILLAGE OF WHITE SANDS
TAXES RECEIVABLE
AS OF DECEMBER 31, 2016**

STATUS OF PROPERTY	# OF PROPERTIES	CURRENT TAXES	ARREARS TAXES	TOTAL TAXES
Property to be offered for sale in 2016	0	0.00	0.00	0.00
Property to be offered for sale in 2017	0	0.00	0.00	0.00
All Other Property	<u>10</u>	<u>4,039.90</u>	<u>164.30</u>	<u>4,204.20</u>
TOTAL TAXES RECEIVABLE	10	4,039.90	164.30	4,204.20

of Property Tax Notices for 2016 = 385

**PERCENTAGE OF CURRENT PROPERTY TAXES OUTSTANDING
AS OF DECEMBER 31, 2016**

Current Taxes Outstanding	\$ 4,039.90
2016 Tax Levy	\$ 554,760.03

% of Current Taxes Receivable

2016 =	0.73%	Dec 31
2015 =	1.42%	Dec 31
2014 =	1.71%	Dec 31

Town of Stettler
County of Stettler
Village of Big Valley
Village of Botha
Village of Donalda
Village of Gadsby
Summer Village of Rochon Sands
Summer Village of White Sands

Joint Municipal Accredited Organization ID J000106

Fire Quality Management Plan

Version: March 1, 2016

Town of Stettler
County of Stettler
Village of Big Valley
Village of Botha
Village of Donalda
Village of Gadsby
Summer Village of Rochon Sands
Summer Village of White Sands

Joint Municipal Accredited Organization ID J000106

Fire Quality Management Plan

This Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B –Service Delivery Standards, has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



SAFETY CODES COUNCIL

QUALITY MANAGEMENT PLAN

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Schedule A

Scope and Administration

SCOPE OF ACCREDITATION

The Municipalities will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline, within the municipal jurisdiction:

Fire

Alberta Fire Code Administration: (one is mandatory)

- All parts of the Alberta Fire Code, or
- All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code (see details in Appendix E)

Fire Investigations: (mandatory)

Cause, origin, and circumstance determination.

Fire Prevention Programs: (optional)

- Public education.
- Fire pre-plans

ADMINISTRATION OF THE Town of Stettler, County of Stettler, Village of Big Valley, Village of Botha, Village of Donalda, Village of Gadsby, Summer Village of Rochon Sands, Summer Village of White Sands, UNIFORM QUALITY MANAGEMENT PLAN

Adherence to the Uniform Quality Management Plan

The Town of Stettler, County of Stettler, Village of Big Valley, Village of Botha, Village of Donalda, Village of Gadsby, Summer Village of Rochon Sands, Summer Village of White Sands, bound by partnership under the Joint Municipal Accredited Organization ID J000106 herein referred to as “The Municipality” is responsible for the administration, effectiveness, and compliance with this Quality Management Plan (QMP) that includes Schedule A – Scope and Administration and Schedule B - Service Delivery Standards.

The Municipality will provide services under Schedule B –Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B –Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency’s compliance with Schedule B –Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this QMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

Policy for Personnel Training

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

Freedom of Information

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this QMP.

Records Retention & Retrieval

The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

Declaration Of Status

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection, or investigation of properties or fires where they may have pecuniary interest.

Annual Review

Internal reviews will be carried out annually by the QMP Manager or the Manager's delegate to evaluate whether or not compliance of the Quality Management Plan is being achieved. At the conclusion of the internal review, the QMP Manager will provide, to the Safety Codes Council, a letter of QMP compliance that has been signed off by the municipality's executive authority. The letter must be comprised of all findings of the review including any successes, areas for improvement and the methodology used to achieve improvement or correction as it relates to the approved Quality Management Plan.

This is a mandatory requirement and failure to comply may result in cancellation or suspension of a municipalities' accreditation designation. All findings for the annual internal reviews are due to the Safety Codes Council **no later than the last day of March of the following year that is being reviewed.**

Revisions

Revisions to this QMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this QMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the QMP.

Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this QMP and contracted accredited Agencies are provided with a copy of this QMP and any amendments.

The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this QMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this QMP.

Notices

Any correspondence in regards to this QMP will be forwarded to:

Greg Switenky, Chief Administrative Officer

gswitenky@stettler.net

Mark Dennis, Regional Fire Chief

mdennis@srfd.net

Stettler Regional Fire Department
Town of Stettler
5031-50 Street
Box 280
Stettler, AB
T0C 2L0

Phone: (403) 742-8305

Fax: (403) 742-1404

In accordance with Council Resolution # _____ of this date _____

the *Town of Stettler* hereby provides agreement and signature to this QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & Title of Chief Administrative Officer

Name & Title of Chief Elected Official

Municipality Agreement

In accordance with Council Resolution # _____ of this date _____

the *County of Stettler* hereby provides agreement and signature to this QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & Title of Chief Administrative Officer

Name & Title of Chief Elected Official

Municipality Agreement

In accordance with Council Resolution # _____ of this date _____

the *Village of Big Valley* hereby provides agreement and signature to this QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & Title of Chief Administrative Officer

Name & Title of Chief Elected Official

Municipality Agreement

In accordance with Council Resolution # _____ of this date _____

the *Village of Botha* hereby provides agreement and signature to this QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & Title of Chief Administrative Officer

Name & Title of Chief Elected Official

Municipality Agreement

In accordance with Council Resolution # _____ of this date _____

the *Village of Donaldda* hereby provides agreement and signature to this QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & Title of Chief Administrative Officer

Name & Title of Chief Elected Official

Municipality Agreement

In accordance with Council Resolution # _____ of this date _____

the *Village of Gadsby* hereby provides agreement and signature to this QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & Title of Chief Administrative Officer

Name & Title of Chief Elected Official

Municipality Agreement

In accordance with Council Resolution # _____ of this date _____

the *Summer Village of Rochon Sands* hereby provides agreement and signature to this QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & Title of Chief Administrative Officer

Name & Title of Chief Elected Official

Municipality Agreement

In accordance with Council Resolution # _____ of this date _____

the *Summer Village of White Sands* hereby provides agreement and signature to this QMP.

Signature of Chief Administrative Officer

Signature of Chief Elected Official

Name & Title of Chief Administrative Officer

Name & Title of Chief Elected Official

Schedule B

Service Delivery Standards

Section 1: Scope of Services

The Service Delivery Standards establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the SCA including:

- code advice,
- permit issuance,
- plans examinations,
- site inspections,
- site investigations,
- alternative solutions/variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of SCC fees,
- issuance of Permit Services Reports, and
- maintaining files and records.

Section 2: Performance

The Municipality will:

- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- perform the services with impartiality and integrity, and
- provide services in a professional and ethical manner.

Section 3: Personnel

The Municipality will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ SCOs who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to service levels the Municipality provides, and
- maintain a registry of all SCOs they employ, their level(s) of Certification, and Designation of Powers.

Section 4: Quality Management Plan Training

The Municipality will:

- train its SCOs and other involved staff in the requirements of this QMP, and
- maintain the training records on the employee's file.

Section 5: Records

The Municipality will maintain a file system for all the records associated with performing the services including:

- plans, specifications, and other related documents,
- permit applications and permits,
- plans review reports,
- inspection reports,
- investigation reports,

- verifications of compliance,
- Alternative Solutions / Variances,
- Orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

Section 6: SCC Operating Fees

The Municipality will collect the SCC operating fee for each permit issued under authority of the SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

Section 7: Orders

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format provided on the SCC web site: www.safetycodes.ab.ca. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the SCC.

Section 8: Alternative Solutions / Variances

Will be issued in accordance with the SCA and SCC policy. An Alternative Solution / Variance will be in the format directed by the SCC (available on the SCC web site: www.safetycodes.ab.ca).

A SCO may issue an Alternative Solution / Variance from a code or referenced standard if the SCO is of the opinion that the Alternative Solution / Variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard.

A request for Alternative Solution / Variance must be made in writing and include support documentation. A SCO will only make a decision respecting an Alternative Solution / Variance after having thoroughly researched the subject matter.

A copy of an Alternative Solution / Variance issued will be provided to the:

- owner,
- contractor if applicable,
- SCC, and
- the Municipality's file.

Section 9: Compliance Monitoring

General

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance; using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

Permits / Permissions

The Municipality will collect all information required by the SCC to be collected as part of each permit

application.

Permit Applications

Permit Applications will include the following information:

- name of the issuing Municipality,
- permit discipline type,
- date of application,
- applicant's name, address, and phone number, and email,
- contractor's name, address, and phone number, and email (if known),
- owner's name, address, and phone number, and email,
- project location by legal description, civic address, and municipality,
- description of the work,
- state the use or proposed use of the premises,
- a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example:

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality.”

- any other information the SCO or permit issuer considers necessary.

Permits

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the permit issuer considers necessary
- issuer's name, signature, and designation number,.

Permit Conditions

A permit may contain terms and conditions that include but not limited to:

- permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- the date on which the permit expires,
- a condition that causes the permit to expire,
- the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the qualifications required of the person responsible for the undertaking and/or doing the work,
- an identification number or label to be affixed to the undertaking,
- requirement to obtain the approval of a safety codes officer before any part of the building or system

is covered or concealed.

Site Inspections

An SCO will inspect:

- to determine if the use, occupancy, sites or work complies with the SCA and relevant codes and standards, permits, and conditions,
- within the time frames noted in the discipline specific sections of this QMP,
- in a timely fashion (endeavour to inspect within 10 working days and will not exceed 15 working days, when contacted for a required inspection unless otherwise noted in this QMP),
- at the stage(s) indicated in the discipline specific sections of this QMP, and
- all work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

Inspection Reports

A SCO will, for each inspection required by this QMP, complete an inspection report noting:

- permit number and file number (if applicable),
- discipline,
- municipality name and date,
- owner name, address, phone number, and email,
- contractor name, address, phone number, and email,
- legal description, address (if applicable), and municipality,
- stage(s) of work being inspected,
- a description of the work in place at the time of inspection,
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- all observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the owner, project consultant, architect, or consulting engineers, and
- follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO, a verification of compliance may be accepted in lieu of an on site re-inspection).

Verification of Compliance

A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- as follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- in lieu of a site inspection when permitted in this QMP (e.g. labelled mobile home siting, minor

residential improvements).

An SCO, when accepting a verification of compliance, will document the information to the permit file including:

- identification of the document as a verification of compliance,
- permit number and discipline,
- name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.

Permit Services Report

The Municipality will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- to the Owner (the Owner, for the purposes of this QMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days, and
- may reactivate the file at any time.

APPENDIX A: FIRE DISCIPLINE

General

The Municipality will provide Alberta Fire Code services that include but are not limited to:

1. code advice including but not limited to:
 - new construction under the Alberta Fire Code,
 - building upgrade programs,
 - Fire Safety Plan, development and implementation,
 - storage of dangerous goods, and
 - tire storage,
2. plans examinations including but not limited to:
 - new construction under the Alberta Fire Code,
 - building upgrade programs,
 - residential secondary suites, and
 - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings,
3. permit / permission issuance,
 - fireworks purchase, possession, handling, and discharge,
4. compliance monitoring site inspections for,
 - construction addressed in the Alberta Fire Code,
 - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings,
 - post-occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
 - special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO,
5. Occupant Load Certificates for,
 - assembly occupancies, and
 - other occupancies at the discretion of the SCO,
6. Alternative Solutions / Variances issuance,
7. Orders and their enforcement,
8. Verification of Compliance,
9. no-entry advisory,
10. Permit Services Report,
11. identification and follow-up of deficiencies and unsafe conditions,
12. collection and remittance of SCC fees, and
13. maintaining files and records.

Fireworks

The Municipality will, prior to issuing permission:

1. respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
 - will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
 - is of at least 18 years of age, and
2. respecting sales, obtain from the owner of the retail business, written confirmation that the business:
 - holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
 - employees handling fireworks for sale are of at least 18 years of age,
 - manufacturers instructions are posted at the sales location and provided with each sale,
 - record of each sale is retained for examination by the Fire SCO, and
 - stores fireworks in conformance with Part 3 of the Alberta Fire Code.

Fire Code Compliance Inspections

For the purpose of ensuring compliance with the SCA, a SCO may, at the discretion of the SCO, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections will be conducted in accordance with the following schedule.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction, or removal	<ul style="list-style-type: none"> 1 site inspection where a risk to occupied residential building(s) has been identified
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> On request or complaint
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> On request or complaint
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> On request or complaint
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> On request or complaint
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> On request or complaint
	Group B, Division 1 Care or Detention	<ul style="list-style-type: none"> On request or complaint
	Group B, Division 2 Care or Detention	<ul style="list-style-type: none"> On request or complaint
	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> On request or complaint

	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> • On request or complaint
	Group C Residential – 12 to 25 family	<ul style="list-style-type: none"> • On request or complaint
	Group C Residential – 25 and more family	<ul style="list-style-type: none"> • On request or complaint
	Group D	<ul style="list-style-type: none"> • On request or complaint
	Group E	<ul style="list-style-type: none"> • On request or complaint
	Group F, Division 1	<ul style="list-style-type: none"> • On request or complaint
	Group F, Division 2	<ul style="list-style-type: none"> • On request or complaints
	Group F, Division 3	<ul style="list-style-type: none"> • On request or complaint

Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal,

law enforcement, agency, or other resources as required to assist in an investigation including representatives from the Fire Commissioner's Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner's Office.

Fire Investigations will include the following information:

- file number,
- location of fire,
- date of fire,
- date of investigation,
- building / property use,
- cause of fire,
- origin of fire,
- value of loss,
- name and designation number of SCO conducting the investigation,
- comments, and
- date of completion/sign off.

Fire Investigations will utilize the applicable forms/reports as provided on the SCC web site:

www.safetycodes.ab.ca.

Fire Prevention Programs

Fire prevention programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:

- individuals,
- business, and
- industry

in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more but is not limited to the following educational programs annually:

- school curriculum,
- minority focused programs,
- seniors programs,
- community education, and
- other programs such as but not limited to:
 - o Risk Watch (an injury prevention program),
 - o Getting to Know Fire (fire educator lesson plans),
 - o Seniors Fire Safety Programs,
 - o Juvenile Firesetter Intervention Program,
 - o Fire Smart, and
 - o Shelter-in-Place.

APPENDIX B: List Of Administrative Forms Available On the SCC Web Site:

www.safetycodes.ab.ca

1. Order
2. Alternative Solution / Variance
3. Request for Alternative Solution / Specific Variance
4. Model Fire Safety Plan
5. Fire Investigation Reports (samples)
 - a. Voluntary Consent to Search and/or Seizure
 - b. To Obtain a Warrant to Enter a Private Dwelling Place to Conduct a Fire Investigation
 - c. Casualties
 - d. Witness Statement
 - e. Physical Evidence
 - f. Sketches
 - g. Structure Fires
 - h. Motor Vehicle Fires
 - i. Wildland Fires
 - j. All Fires
 - k. Incident Investigation Field Notes
 - l. Insurance Information
 - m. Release From Responsibility
 - n. Records / Documents
6. Application for Designation of Powers
7. Sample Permits (SCA & non-SCA)
8. Sample Permission forms

MEMORANDUM

To: Mayor and Council
From: Graham Scott
Date: February 16, 2017
Re: Summer Village of White Sands – Dust Control

Background:

The Summer Village has had many requests to attempt some dust control on the roads. Taking a very measured approach, many solutions have been examined and dismissed for environmental reasons, maintenance issues or other reasons such as limiting other uses on the roads such as walking or biking. In consultation with the County of Stettler and “Read on Roads” out of Okotoks, they have recommended an oil treatment.

Such a treatment involves a first time application and then application in subsequent years in volumes that are half that of the first application. It is estimated that we could go 3 to 4 years between these applications.

The cost for treatment is \$0.53 per litre and \$195/hour with one kilometer of our roads coming in at \$16,650 for the first time application (12 hours of work). In addition to the application we would then pay for re-grading the road at a cost of approximately \$1,200. These are rough estimates, but there is \$110,000 earmarked for this type of work in our grants and we would still have over \$500,000 in grant money for other projects.

Further to these numbers, Buffalo Road is 1.1km long and Jennifer Drive is also 1.09km long.

Recommendation:

That the Summer Village of White Sands Council approves the use of grant money to pay for dust control treatment and road grading with one of the following options:

Option A: Approve the amounts for Buffalo Rd. and Jennifer Dr. dust control and grading for an estimated \$39,000.

Option B: Approve dust control treatment and grading for only one of the roads for an estimated \$18,000.

Option C: Leave the grant money unused and do not utilize this treatment.

**SUMMER VILLAGE OF XXXX
COUNCIL CODE OF CONDUCT**

Date of Approval by Council: January 13, 2017 Resolution No.: #2017 - 009

Lead Role: Council Replaces: N/A

Last Review Date: N/A Next Review Date: 01/2020

Policy Statement

The residents of the Summer Village of XXXX are entitled to have fair, ethical and accountable local government and to expect the highest standards of conduct from the members that it elects to Council. Such a government requires that public officials comply with both the letter and the spirit of the laws and policies affecting operations of the government; be independent, impartial and fair in their judgment and actions; use their public office for the public good and not for personal gain; and conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility.

Improving the quality of public administration and governance can be achieved by encouraging high standards of conduct on the part of all government officials. The Summer Village commits itself and its members to conduct that meets the highest ethical standards. In turn, adherence to these standards will protect and maintain the Summer Village's reputation and integrity.

Definitions

“Administration” means the employees – contracted or otherwise – of the Summer Village.

“Chief Administrative Officer” is the administrative head of the Summer Village of XXXX as appointed by Council responsible to perform those responsibilities contained within the Municipal Government Act.

“Confidential Information” includes but is not limited to information:

- (a) in the possession of the Summer Village that the Summer Village is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse to disclose under the FOIP Act or other legislation; and
- (b) concerning matters that are permitted to be discussed in an in-camera meeting pursuant to the Municipal Government Act.

“Council” means the Council of the Summer Village of XXXX.

“Councillor” is a member of Council and includes the Mayor.

“Gift” means any real or personal property given, including but not limited to artwork, clothing, money, gift certificates or gift cards, unless payment in any form, including the exchange of goods and services, of equal or greater value is received by the individual or entity giving the gift but does not include:

- (a) such Gifts or benefits that normally accompany the duties of office and are received as an incident of protocol or social obligation;
- (b) suitable mementos of a function honouring the Councillor; and/or
- (c) admission to an event such as a convention, conference, symposium, forum or similar event, offered by the organizer of the event and unsolicited by the Councillor, if the Councillor is attending or participating in their official capacity; and provided that the value of the Gift or benefit **does not exceed \$500.00.**

“Mayor” is the chief elected official of the **Summer Village of XXXX.**

“Pecuniary Interest” is an interest in a matter that could monetarily affect a Councillor or an employer of the Councillor or an interest in a matter that the Councillor knows or should know could monetarily affect the Councillor’s family, and as more particularly set out in Division 6 of the Municipal Government Act.

“Summer Village” means the **Summer Village of XXXX.**

“Summer Village Property” includes Summer Village Administration time, financial and non-financial assets (including, but not limited to, land, vehicles, equipment, material, paper or electronic documents, tools, electronic equipment, computers, and internet services.

Guidelines

It is the purpose of this policy to outline certain basic guidelines for elected municipal government officials so that they may carry out their powers, duties and functions with impartiality and dignity, recognizing that the function of council members is, at all times, service to their community and the public. These guidelines are as follows:

A. Integrity

Integrity is the quality of being honest and having strong moral principles. It is vital that the public has confidence in Council’s ability to provide good government and to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for the Summer Village, and to develop and maintain a safe and viable community. Members of Council must conduct themselves in a way that promotes and maintains public confidence and shall be committed to performing their functions with integrity.

To the best of their ability, Councillors shall represent the official policies and positions of the Council. When presenting their personal opinions or positions, members shall explicitly state that those opinions do not represent the Council or Summer Village.

B. Public Interest

Councillors shall work for the common good of the residents of the Summer Village of XXXX and not for any private or personal interest. Members of Council shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Government of Canada and the Province of Alberta as well as those policies and bylaws that Council imposes on itself. Councillors shall inform themselves of public issues, listen attentively to public discussions before Council and focus on the business at hand and shall make decisions based upon the merits and substance of the matter at hand.

C. Stewardship

Council recognizes that they are stewards; responsible to manage and look after the interests of Summer Village residents and taxpayers. Recognizing that stewardship of the public interest must be their primary concern, Councillors are elected to act and to make decisions solely in terms of the public interest.

D. Impartiality

Impartiality is a principle of justice holding that decisions should be based on objective criteria, rather than on the basis of bias, prejudice, or preferring the benefit to one person over another for improper reasons. Members of Council shall perform their duties of office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.

Councillors shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a pecuniary interest under the Municipal Government Act. Councillors must not place themselves under any financial obligation that may influence them in discharging their duties and responsibilities as councillors.

E. Gifts

Councillors shall not take advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general and shall refrain from accepting Gifts, favours or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised.

Acceptance of any Gift or benefit of a value greater than \$500.00 must be disclosed to Council and shall be noted in the minutes.

F. Confidentiality

Councillors must use council information which is not available to the public, in accordance with any relevant Council policy to ensure, as far as reasonable, the primacy of the public interest over any private interest. Councillors shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the Summer Village. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests.

After leaving office, Members of Council shall continue to keep confidential information acquired as a member of Council confidential.

G. Respect

Summer Village of XXXX Council promotes and expects respectful and responsible behaviours when interacting with each other, with Administration and with customers during the course of Summer Village business. All Councillors and Administration of the Summer Village have the right to work in an environment based upon mutual respect, dignity and fairness, and one that is free from actions and behaviours that are contrary to respectful, dignified and fair treatment of the individual.

Council members shall support the maintenance of a positive and constructive environment for residents, businesses and Summer Village Administration and shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motive of other members of Council, boards, commissions, committees, staff or the public.

H. Accountability

Councillors themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of the Summer Village. Councillors must govern their conduct in accordance with the requirements and obligations as set out in the Municipal Government Act or any other Act of the Government of Canada or the Province of Alberta. In performing their duties, Councillors must abide by any Council Policy, Bylaw, process or rule of order established by Council.

All Councillors shall take an oath in the form prescribed as Schedule "A" Code of Ethics attached to this Policy upon assuming office, pledging to uphold the policies and laws of the Summer Village, the Province of Alberta and the Government of Canada.

Councillors shall commit to disclosing to the appropriate authorities and/or to Council any behaviour or activity of which they become aware that may qualify as corruption, abuse, fraud, bribery or any other violation of the law or this Policy. Council shall deal with any such breaches in accordance with the Meeting Procedures Bylaw in force from time to time.

I. Policy Breaches

Elected Officials have a duty to help create a responsive, accessible, transparent and fair municipal government. Accordingly, Elected Officials have a duty to question whether another Elected Official is violating legislation, ethics or respectful behaviour as set forth in this policy.

Should an Elected Official breach any of the principles outlined in this policy, the possible courses of action that are available to Council include but are not limited to:

- Requested apology by the Elected Official to the impacted individual(s)
- Removal of the Elected Official from Council Committees
- Dismissal of the Elected Official from a position of Deputy Mayor or Chairperson of a Committee
- Educational training on ethical and respectful conduct provided by a 3rd party at the expense of the Elected Official's individual budget

Any action taken by Council should include a time frame and what remedial action is expected. A decision to apply one or more of the actions detailed above requires a Council resolution.

All discussions surrounding alleged and substantiated violations of this policy shall be conducted in a council conversation in a public or an "In Camera" meeting of Council with the intent that the discussion shall remain confidential under the appropriate sections of the Freedom of Information and Protection of Privacy (FOIP) Act.

SCHEDULE “A” SUMMER VILLAGE OF XXXX COUNCIL CODE OF ETHICS

I recognize that I have primary responsibility to assure that ethical standards are understood and met so that the public can continue to have full confidence in the integrity of the Council. In recognition of my commitment and dedication to the public that has entrusted me, as a member of Summer Village of XXXX Council, to provide governance I, <INSERT NAME OF COUNCILLOR>, promise that I will:

1. Govern my conduct in accordance with the requirements and obligations as set out in the Municipal Government Act or any other Act of the Government of Canada or the Province of Alberta as well as the requirements set by any Council Policy, Bylaw, process or rule of order established by Council.
2. Demonstrate the highest standards of personal integrity, honesty and fortitude in all public activities in order to inspire the public confidence and trust in me and the municipality I represent.
3. Devote time, thought and attention to the duties of a Councillor so that I may render effective and knowledgeable service.
4. Consider all available information in making my decisions and, thereafter, abide by and uphold the decision of Council.
5. Treat my fellow councillors, administration and the public with respect, concern, courtesy and responsiveness.
6. Develop and regularly evaluate goals and policies for the Summer Village of XXXX which meet the needs and expectations of the public; and encourage active participation by the public in this process.
7. Work with my fellow Councillors in a spirit of harmony, compassion and cooperation in spite of differences of opinion; and listen to and respect those opinions which may be different than my own.
8. Strive for open and honest communications with my fellow Councillors.
9. Remember that, unless otherwise authorized by Council, I have no individual legal authority outside of a meeting of Council and I must conduct my relationships with Administration, the public and the media on this basis.
10. Not use my position to benefit me or any other individual or organization, apart from the total interest of the community; and avoid placing myself in a position where there may be a real or perceived conflict of interest.
11. Not use Summer Village funds, property or information for my personal benefit or gain or for the personal gain or benefit of any other individual or organization.
12. Protect the privileged information to which I have access in the course of my official duties; and maintain the confidentiality of information that is not otherwise available to the public.
13. Neither neglect my personal obligation to the public and my legal obligation to the Province of Alberta, nor surrender these responsibilities to any other person, group or organization.

14. Commit to disclosing to the appropriate authorities and/or to Council any behaviour or activity that I become aware of that may qualify as corruption, abuse, fraud, bribery or any other violation of the law or this Policy.

Dated at the Summer Village of XXXX, in the Province of Alberta, this the _____ day of August, _____.

Jan 13, 2017 Media inquiries

Seniors stay independent with new loan program

The Seniors Home Adaptation and Repair program helps seniors update their homes so they can maintain their independence and stay in their communities close to friends and family.

More than 800 applications have been received since the program's launch on July 1, 2016, and the government has paid out more than \$5 million in loans and about \$230,000 in grants. Approximately 10 new applications arrive each day.

"Seniors built this province and they deserve to retire in dignity. Thanks to our government's SHARP program, Alberta seniors can receive the financial assistance they need to repair or adapt their homes, supporting them to age in the community."

Lori Sigurdson, Minister of Seniors and Housing

"It's really given us a new lease on life, so to speak. Instead of moving into a care facility, we can stay in our home—close to our family and friends, for as long as our health allows."

David and Jill Osborne, recipients of the home-equity loan

The Seniors Home Adaptation and Repair Act includes measures to protect consumers, including a provision to review the costs of repair projects to ensure they are fair.

Quick facts

- The program provides low-interest home equity loans to a maximum of \$40,000 per household to seniors with a household income of \$75,000 or less. Homeowners must have at least 25 per cent home equity.
- Low-income seniors who do not qualify under the loan program may be eligible for a grant to help pay for essential home repairs.
- Most requested repairs or adaptations include:
 - House roof
 - Windows
 - Flooring
 - Furnace
 - Hot water tank
- Average loan amount:
 - \$16,000 (couple)
 - \$13,100 (single)

From: [MA Minister](#)
Subject: A message from the Minister of Municipal Affairs
Date: January-19-17 6:35:23 PM

To my new partners,

It was truly an honour to be sworn in this afternoon as the new Minister of Municipal Affairs. I'm proud to take on this important role and am looking forward to building relationship and working in partnership with all of you.

For the past year and a half I have served as the MLA for Leduc-Beaumont and prior to that, I worked for over ten years as a telecommunications technician. I have called Beaumont home for the last 11 years, and am raising my two children there. Like you, I am committed to building strong communities and a more resilient and diversified future for my family and all families.

I know over the past few years you have seen a number of new faces in this role and I want to assure you that I am committed to finishing the work Minister Larivee and our government has started. As one of the co-sponsors for the *Modernized Municipal Government Act*, I am already deeply involved in the work of this ministry and am humbled to take on a portfolio that impacts the lives of every single person in our province.

I am also pleased to tell you that Deputy Minister Brad Pickering and all of the staff in the Minister's office will be staying in their current positions to help ensure continuity as we move forward.

We have many major milestones ahead of us, but I am confident that by working together we will meet these goals, chart new ones and mark our collective achievements.

I look forward to meeting with many of you in the coming days and to our new relationship and partnership.



Hon. Shaye Anderson
Minister of Municipal Affairs

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