

SUMMER VILLAGE OF WHITE SANDS COUNCIL MEETING
AGENDA
JUNE 15th, 2018
2:30 PM
TOWN OF STETTLER BOARD ROOM

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 May 28th, 2018 2-7
4. Financial
 - a. Bank Reconciliation as of May 31st, 2018 8
 - b. Accounts Payable as of May 28th, 2018 & June 8th, 2018 9-11
5. Administration/Current Concerns
 - a. 2018 Operating Budget 12-30
 - b. Policy VI: Public Participation Policy 31-32
 - c. Council/Staff Reports verbal
6. Correspondence
 - a. Notes from the Resident meeting on May 26th 33-37
7. Bylaws
 - a. Bylaw 166-18 re: Tax Rate Bylaw (to be dealt with under 5a) 28-29
 - b. Bylaw 165-18 re: Special Tax Rate Bylaw (to be dealt with under 5a) 30
 - c. Bylaw 167-18 re: Council Code of Conduct 38-46
8. Additions
9. In-Camera Session
10. Next Meeting Date
11. Adjournment

**MINUTES OF THE COUNCIL MEETING
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL
HELD ON MAY 28, 2018
TOWN OF STETTLER MEETING ROOM**

Present: Mayor Lorne Thurston
Councillor Bill Sanchuck
Councillor Carl Cornelssen
Chief Administrative Officer Graham Scott
Development Officer Leann Graham
Office Administrator Laurie Tait

Absent: None

1. **Call to Order:** Mayor Thurston called the Council Meeting to order at 9:00 a.m.

2. **Agenda Additions/Approval**

Motion 18:05:01 Moved by Councillor Cornelssen to approve the agenda as presented with the following additions:
9.(a) Buffalo Lake Ranch Estates - Stormwater Management Pond

MOTION CARRIED
Unanimous

3. **Adoption of Minutes**

(a) Minutes of the Regular Summer Village of White Sands Council Meeting held on April 30, 2018
-Update and discussion for item 6(d):
CAO G. Scott advised that the previously completed survey of the Boat Launch area places the structure within the road allowance. Development Officer L. Graham will consult with Shores Jardine LLP for clarification for ownership or control.

Motion 18:05:02 Moved by Councillor Sanchuck that the Minutes of the Regular Council Meeting held on April 30, 2018 be approved as presented.

MOTION CARRIED
Unanimous

Mayor Thurston with the mutual consent of Council varied the order of the agenda to consider 9(a) – Buffalo Lake Ranch Estates – Deferment of Stormwater Management Plan.

9. **Additions** (a) Buffalo Lake Ranch Estates – Deferment Stormwater Management Plan

Contractor Ed Waugh reviewed the request from the owners to defer the stormwater management pond to phase 3 of the project.

Development Officer L. Graham clarified the security and warranty requirements in relation to the deferment. The engineering firm for the owner should provide clarification on item 3 Re-evaluation of stormwater dry-pond.

This item was tabled until further review of the most recent plans is completed.

Contractor Ed Waugh left the meeting at 9:41 a.m.
Development Officer L. Graham left the meeting at 9:41 a.m.

4. **Delegations** (a) Michael Nizio – Re: Protective Services

Mayor Thurston welcomed Michael Nizio to the meeting.

Michael Nizio presented an overview of a Mobile Community Security concept for the communities along the south shore of Buffalo Lake. The business would provide timely patrols, liaison with RCMP, emergency medical assistance, and community based resident awareness. The cost proposal of approximately 0.1% of assessment value is based on all the communities participating to diversify the cost.

Mayor Thurston thanked Michael Nizio for his informative presentation.

Michael Nizio left the meeting at 10:15 a.m.
Development Officer L. Graham re-entered the meeting.

5. **Financial** (a) Bank Reconciliation as of April 30, 2018

Motion 18:05:03 Moved by Councillor Cornelssen that the Summer Village of White Sands Council approve that Financial Item 5(a) be accepted for information.

MOTION CARRIED
Unanimous

(b) Statement of Revenue & Expenses as of April 30, 2018

Motion 18:05:04 Moved by Councillor Sanchuck that the Summer Village of White Sands Council approve that Financial Item 5(b) be accepted for information.

MOTION CARRIED
Unanimous

(c) Accounts Payable as of April 24th, 2018 & May 10th, 2018

Motion 18:05:05 Moved by Councillor Cornelssen that Accounts Payable in the amount of \$19,431.87 + \$3,076.56 for the period ending May 10th, 2018 for a total amount of \$22,508.43 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

6. **Administration/Current Concerns**

(a) Memo Re: BLSSIDP Recommendation

Development Officer L. Graham presented information forwarded by Shores Jardine LLP for Council's information.

Following the May 3, 2018 meeting of the Buffalo Lake South Shore Growth Node Planning Committee, the Committee agreed to recommend to the municipal members of the Buffalo Lake South Shore Intermunicipal Development Plan the resolution of the intermunicipal dispute on the terms set out in attachment A (noted below).

Council held an open house for residents on May 26, 2018 at which time residents were able to ask questions as well as to provide their input.

A number of questions were raised by residents about the density of Paradise Shores development and whether the campground is a subdivision of the land. To date there has been no determination by a court as to whether the proposed development is a subdivision in law and there has been no indication as to whether instruments will be registered or whether they will be rejected on the basis that the proposed development is a subdivision. Council may wish to reserve an option to have further discussions with its municipal partners and the developer should a Court determine that the proposed development is a subdivision.

Council's purpose is set out in Section 3 of the *Municipal Government Act*, which includes providing good government, fostering the well-being of the environment, developing and maintaining safe and viable communities, and working collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services. In making its decision regarding the recommendation, Council will need to consider the following considerations:

- a. A number of Summer Village rate payers do not want the development to proceed;
- b. The recommendation will result in a lower density of dwellings than the original proposal;
- c. There has been consultation on development conditions, which has resulted in the County indicating that it will impose 35 conditions to address concerns identified by the Summer Village of White Sands;
- d. The Developer has agreed that it will not develop any further campgrounds within the IDP Growth Node around Buffalo Lake until the Buffalo Lake South Shore IDP is reviewed;
- e. The recommendation brings finality and certainty. If the Summer Village brings legal challenges to the Court or to the Municipal Government Board, the result is uncertain;
- f. There is a significant financial cost in litigation. Council will need to consider the cost in making its decision; and
- g. Litigation regarding this matter may negatively impact the Summer Village of White Sands' relationship with its municipal partners in the region, including the County of Stettler No. 6. The Summer Village has close ties with the County which may be affected by litigation.

Council has the following options:

1. Reject the recommendation and proceed to mediation under Stage 4 of the Buffalo Lake South Shore IDP Section 6.10.3.4;
2. Accept the recommendation as outlined in Attachment A;
3. Accept the recommendation, but modify the Summer Village's response to notify the parties that:
 - a. the Summer Village remains concerned about the status of the proposed development on the basis that it appears to be a subdivision. The Summer Village is accepting the recommendation on the understanding that the proposed development is not a subdivision. However, should a court or other body of competent jurisdiction determine that the proposed development is a subdivision, the three municipalities must review the development for its compliance with the Buffalo Lake South Shore IDP;

- b. in light of the above, the Summer Village of White Sands will not be withdrawing its letter of objection dated March 12, 2018.

Discussion ensued. Development Officer L. Graham sought further clarification from the solicitor on wording modification.

Motion 18:05:06

Moved by Councillor Sanchuck that the Summer Village of White Sands Council accepts the agreement reached between the Buffalo Lake South Shore IDP Committee and the developer of the proposed Paradise Shores Campground regarding the intermunicipal disagreement on Bylaws 1588-18 and 1589-18 with the following modifications:

- (a) The Summer Village of White Sands is accepting the recommendation on the understanding that the proposed development is not a subdivision. However, should a court or other body of competent jurisdiction determine that the proposed development is a subdivision, the three municipalities must review the development for its compliance with the Buffalo Lake South Shore IDP;
- (b) The Summer Village of White Sands will forego the right to file s. 690 appeals against these bylaws when the County of Stettler gives third reading to the bylaws; and
- (c) In light of the above, the Summer Village of White Sands will not be withdrawing its letter of objection dated March 12, 2018.

“That the Buffalo Lake South Shore Intermunicipal Development Plan Committee agrees to accept the developer's offer to reduce the number of RVs in the proposed campground from 1,000 to 750 on the following basis:

- 1) The County will amend the area structure plan to reflect the maximum number of RV stalls at 750 prior to considering second reading of the bylaws; and
- 2) The County will move the bylaws to second reading and negotiate the conditions of and issue a development permit for Phase 1 (approximately 370 RV stalls); and
- 3) The County will consult with the Summer Villages in the drafting of development permit conditions; and
- 4) The developer shall not apply for a new development permit on this or another property within the IDP Growth Node until the Committee has completed a review of the IDP; and
- 5) The two Summer Villages shall withdraw their letters of disagreement on Bylaw 1588-18 and Bylaw 1589-18, thereby foregoing the right to file s. 690 appeals against these bylaws when the County gives third reading to the bylaws; and
- 6) The Buffalo Lake South Shore IDP defines an RV as a dwelling unit relative to the overall development capacity for the Growth Node and, as a result, the County's dwelling unit capacity of 2,159 dwelling units would be reduced by the number of RVs in the proposed campground.
- 7) The reduction by the developer of the number of RVs in the proposed campground does not imply that the proposed campground is a subdivision or that it is part of the “Small Lot Area” overlay district in the Buffalo Lake South Shore IDP or that the IDP contains a policy with a density restriction for a campground in the Growth Node area; and
- 8) When the IDP is reviewed the boundaries and area of the “Small Lot Area” will be recalculated by removing the proposed campground properties from the “Small Lot Area” and the Committee would then decide on the appropriate

scenario under Appendix E of the IDP to determine a revised number of small lots that could be subdivided in the "Small Lot Area"; and

- 9) This agreement is subject to acceptance by the Councils for the three municipalities."

MOTION CARRIED
Unanimous

Development Officer L. Graham left the meeting at 11:10

Mayor Thurston with the mutual consent of Council varied the order of the agenda to consider 10(a) – In-Camera Session - Personnel

10. **In-Camera Session** (a) FOIP Act: Section 16 Disclosure harmful to business interests of a third party

Motion 18:05:07 Moved by Councillor Sanchuck that the Summer Village of White Sands Council proceed to an In-Camera Session with the CAO discuss the In-Camera items.

MOTION CARRIED
Unanimous at 11:10 a.m.

Motion 18:05:08 Moved by Councillor Cornelssen that the Summer Village of White Sands Council return to the Regular Council Meeting.

MOTION CARRIED
Unanimous at 11:15 a.m.

Motion 18:05:09 Moved by Councillor Sanchuk that the Summer Village of White Sands Council approve a \$300.00 honorarium for L. Tait for extra meeting duties.

MOTION CARRIED
Unanimous

- (b) 2018 Budget Planning

Discussion ensued on possible items to be added to the 2018 Operating Budget:

- Traffic Counter – MSI grant
- Lawn Mower – MSI grant
- Truck Fill Landscaping – strip, fabric, gravel – MSI grant
- Security Camera's – Shop and Truck Fill
- Hall Sign - donated
- Hall janitor
- Hall Internet
- Hall wastewater line replacement
- Hall drainage/gravel/parking lot expansion
- Casual labour 3 months
- Speed bumps
- Safety signage
- Extra legal costs
- Extra Development Officer costs
- Increase Bylaw enforcement
- Culvert
- Fire lanes – FRIAA grant
- Carriage Road
- Pathway gravel
- Signs

(c) Council/Staff Reports

7. **Correspondence** (a) none
8. **Bylaws** (a) none
9. **Additions** (a) dealt with earlier in the meeting.
10. **In-Camera Session** (a) dealt with earlier in the meeting.
11. **Next Meeting Date** June 15, 2018, 1:00 p.m.
12. **Adjournment**

Motion 18:05:10 Moved by Councillor Cornelssen that this Regular Meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED
Unanimous at 11:49 pm

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
As of May 31, 2018**

Net Balance at End of Previous Month	\$ 1,045,485.08
ADD: General Receipts	12,832.21
Interest Earned	1,572.88
Investments Matured	<u>0.00</u>
SUBTOTAL	1,059,890.17
LESS: General Disbursements	31,926.54
Investments	0.00
Returned Cheques	0.00
Bank Charges	<u>9.08</u>
SUBTOTAL	<u>31,935.62</u>
NET BALANCE AT END OF CURRENT MONTH	<u>\$ 1,027,954.55</u>

Balance at End of Month - Bank	1,039,263.27
ADD: Outstanding Deposits	0.00
LESS: Outstanding Cheques	<u>11,308.72</u>
NET BALANCE AT END OF CURRENT MONTH	<u>\$ 1,027,954.55</u>

INVESTMENTS:	0.00
	<u>0.00</u>
SUBTOTAL	<u>0.00</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 1,027,954.55

THIS STATEMENT SUBMITTED TO SUMMER VILLAGE OF WHITE SANDS THIS
1st DAY OF JUNE 2018

MAYOR

CHIEF ADMINISTRATIVE OFFICER

GENERAL RECEIPTS SUMMARY		
Tax	AR	10,059
RV Permits		1,800
PI&Dev Permits		0
Security Deposit		0
GST Refund		0
Other		<u>973</u>
Total		12,832

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	5510
Cheque Date	First	Last		5519

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services	5510	2018-05-28	\$166.23

Invoice Description		Invoice Number	Invoice Amount

Trans/Multi - Apr 2018 Gas		201804-3683	\$166.23

Berger, Allen	5511	2018-05-28	\$4,857.96

Invoice Description		Invoice Number	Invoice Amount

Contracted Services May 2018		686170	\$4,557.96
Trans - Telephone/Fuel Apr2018		2018.05.08	\$300.00

Berger, Hunter	5512	2018-05-28	\$136.45

Invoice Description		Invoice Number	Invoice Amount

Parks&Rec - Boot allowance		2018.05.22	\$136.45

County of Stettler #6	5513	2018-05-28	\$500.00

Invoice Description		Invoice Number	Invoice Amount

Disaster Svcs - 2018 fee		COS-002379	\$500.00

Cyr, Scott & Mary	5514	2018-05-28	\$1,372.00

Invoice Description		Invoice Number	Invoice Amount

PL&Dev - Security release		20180515	\$1,372.00

Enmax	5515	2018-05-28	\$432.34

Invoice Description		Invoice Number	Invoice Amount

Trans/Multi - April 2018 power		18-2771201	\$432.34

IJD Inspections Ltd.	5516	2018-05-28	\$885.65

Invoice Description		Invoice Number	Invoice Amount

Pl&Dev - April2018 permits		WS2018-04	\$178.45
Pl&Dev - 26 Irma Gas permit		WS18-010G	\$182.00
Pl&Dev - 26 Irma Plumb permit		WS18-011P	\$213.20
Pl&Dev - 26 Irma Elect permits		WS18-009E	\$312.00

Kortech Calcium Services Ltd.	5517	2018-05-28	\$14,700.00

Invoice Description		Invoice Number	Invoice Amount

Trans - Dust control		17560	\$14,700.00

Shirley McClellan Regional Wat	5518	2018-05-28	\$3,270.92

Invoice Description		Invoice Number	Invoice Amount

Water SMRWSC admin & true up		SMRWSC-000732	\$3,270.92

Thurston, Lorne	5519	2018-05-28	\$2,528.43

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	5520
Cheque Date	First	Last		5531

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Action Plumbing and Excavating	5520	2018-06-08	\$1,017.30

Invoice Description	Invoice Number	Invoice Amount	

Trans - Septic line repair	W29337	\$1,017.30	

Alberta Animal Services	5521	2018-06-08	\$108.15

Invoice Description	Invoice Number	Invoice Amount	

Bylaw - May special patrols	11711	\$108.15	

Five Star Ventures Ltd.	5522	2018-06-08	\$147.00

Invoice Description	Invoice Number	Invoice Amount	

Landfill - Bin Rental May 2018	7563	\$52.50	
Landfill - Bin dump 05/07/2018	7309	\$31.50	
Landfill - Bin dump 05/22/2018	7345	\$63.00	

Future Ag Inc.	5523	2018-06-08	\$213.19

Invoice Description	Invoice Number	Invoice Amount	

Parks&Rec - Blade/Assy element	IS50874	\$213.19	

James Marshall Trucking Ltd.	5524	2018-06-08	\$708.75

Invoice Description	Invoice Number	Invoice Amount	

Trans - 3/4" crushed gravel	7360	\$708.75	

Municipal Property Consultants	5525	2018-06-08	\$6,150.38

Invoice Description	Invoice Number	Invoice Amount	

Assessor - Jan-Jun 18 annual	3655	\$6,150.38	

Schwartz Home Building Centre	5526	2018-06-08	\$157.12

Invoice Description	Invoice Number	Invoice Amount	

Trans - cork sheet/washers	691850	\$144.88	
Trans - washers	691852	\$12.24	

Stettler Home Hardware	5527	2018-06-08	\$378.16

Invoice Description	Invoice Number	Invoice Amount	

Trans - gloves,glasses,paint	112490	\$83.52	
Trans - staples, straps,gloves	112531	\$68.51	
Trans - water refills	112583	\$11.25	
Trans -bags,batteries,airfresh	112658	\$214.88	

Tait, Lisa	5528	2018-06-08	\$135.00

Invoice Description	Invoice Number	Invoice Amount	

Pl&Dev - RV permit admin	2018.05.30	\$135.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount												
United Farmers of Alberta	5530	2018-06-08	\$190.88												
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Trans - clevis hook, respirator</td> <td>304267542</td> <td>\$71.33</td> </tr> <tr> <td>Trans - Shell rotella oil</td> <td>210909004</td> <td>\$38.83</td> </tr> <tr> <td>Trans - paint, concrete, pin</td> <td>304269335</td> <td>\$80.72</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Trans - clevis hook, respirator	304267542	\$71.33	Trans - Shell rotella oil	210909004	\$38.83	Trans - paint, concrete, pin	304269335	\$80.72
Invoice Description	Invoice Number	Invoice Amount													
Trans - clevis hook, respirator	304267542	\$71.33													
Trans - Shell rotella oil	210909004	\$38.83													
Trans - paint, concrete, pin	304269335	\$80.72													
Woody's Auto Stettler	5531	2018-06-08	\$58.47												
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Trans - Tissue</td> <td>610840</td> <td>\$58.47</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Trans - Tissue	610840	\$58.47						
Invoice Description	Invoice Number	Invoice Amount													
Trans - Tissue	610840	\$58.47													
Total Cheques			\$21,864.27												



2018 Operating Budget

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MEMORANDUM

To: Summer Village of White Sands Municipal Council
From: Administration
Date: June 11, 2018
Re: 2018 Operating Budget, Tax Rate Bylaw & Special Tax Bylaw

The Tax (Mill) Rate Bylaw #166-18 and the Special Tax Bylaw #165-18 have been prepared based on the 2018 Interim Operating Budget approved December 15th, 2017 and with several adjustments to reflect improved forecasts.

Section 353 of the *Municipal Government Act (MGA)* authorizes a Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of the expenditures set out in the budget of the municipality. Section 357 of the *MGA* authorizes a Council to specify a minimum amount payable as a property tax, and Sections 382 to 387 of the *MGA* allow a Council to raise revenue to pay for a specific service or purpose by imposing a special tax on each non-exempt parcel of land.

Administration recommends that the 2018 Operating Budget be adopted by Council prior to the Tax Rate Bylaw and the Special Tax Bylaw being given all required readings.

1. Property Assessment Values

Residential property values for 2018 taxation purposes increased by \$2,353,070 or 2.18% over 2017. Of this amount \$1.845 million or 1.71% is due to new residential construction growth with the remaining \$0.508 million or 0.47% being inflation.

The 2018 Operating Budget includes “Tax” revenue changes (from 2017) as follows:

2018 Tax revenue changes	New	Total
New residential development growth	+ \$2,552	\$2,552
Existing residential properties (+ 5%)	+ \$8,344	\$155,732
New previously minimum tax	- \$1,190	- \$1,190
Erosion of minimum tax @ \$300 per parcel	+ \$1,745	\$21,245
Special Tax @ \$236 per parcel (- \$8)	- \$3,080	\$90,860
Linear assessment (+ 5%)	+ \$103	\$2,159
Total:	+ \$8,474	\$271,358

Combined this contributes to a 3.9% overall increase in taxes (from 2017) collected by the Summer Village with an approximate 3.2% municipal tax increase in 2018 from 2017.

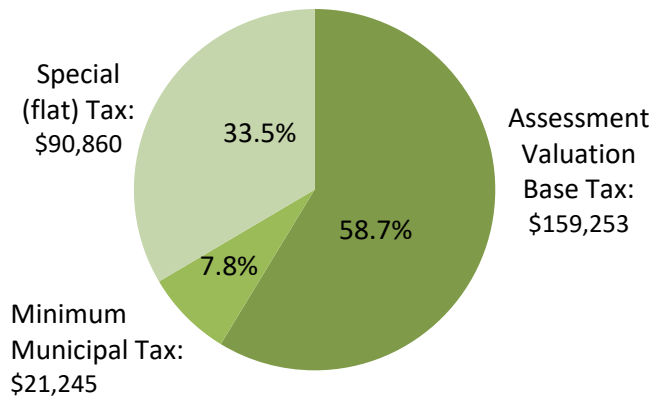
The Summer Village of White Sands will continue to generate needed tax revenues in 2018 by raising the minimum residential municipal tax to \$300 per parcel (from \$275), and by decreasing the flat Special Tax per parcel to \$236 (a decrease of \$8 from 2017). The Special Tax is required to pay for equally shared operational water commission related costs of \$20 (2017- \$20), operational costs associated with the maintenance of roads, boulevards & ditches in the Village of \$122 (2017- \$125), as well as to pay for regional standby fire protection apportionment of \$94 (2017- \$99). The

Summer Village of White Sands
Budget Setting Report
As of June 11, 2018

decrease in water costs are related to a redistribution of administrative costs within the Shirley McClellan Water Commission.

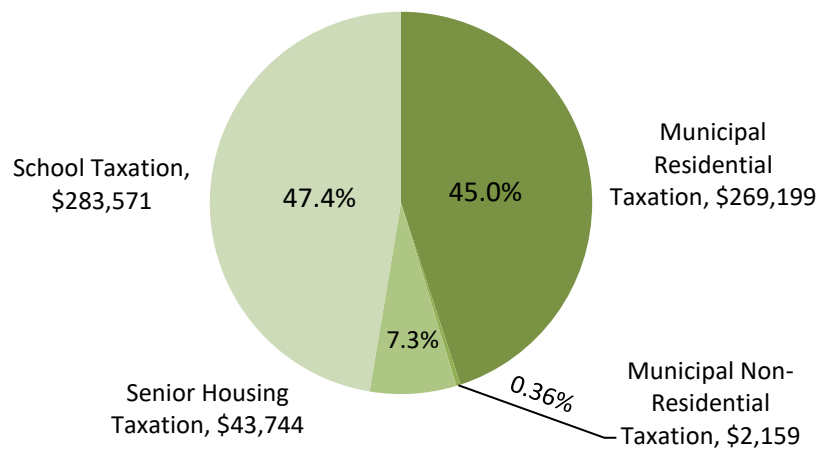
Council considers it appropriate to generate some municipal tax revenue on an assessment valuation basis and some on an equally shared (flat) basis given the seasonal recreational use/nature of most parcels (including those that are vacant). In 2018 there are 385 taxable properties in the Summer Village of White Sands. In order to share the operational/service costs amongst all properties on a fair and equitable basis, the following three types of taxation are employed:

Total Municipal Taxation = \$271,358



The following chart shows the breakdown of total taxes (the above municipal, as well as schools and senior housing) being collected by the Village for 2018:

2018 Village Taxation



2. Residential Equalized Assessment/ School Requisition

Each year the province calculates the amount that every Alberta municipality must contribute towards the public education system. The calculation is based on a formula (using equalized

Summer Village of White Sands
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assessment rather than taxable assessment) to compute the amount of taxation to be generated from each municipality.

Municipalities are notified of the total amount they must collect for education purposes and must then set an appropriate local education property tax rate. The local tax rate is then applied to the assessed taxable value of your property to determine your education taxes for the year. Municipalities collect education taxes from their ratepayers and must forward the requisitioned amount to the province on a quarterly basis.

The Summer Village will see its residential equalized assessment valuation, upon which school tax is computed, increase by 4.22%:

Year	Residential Equalized Value	Variance	%
2014	\$100,577,197		
2015	\$104,287,420	\$3,710,223	3.69%
2016	\$104,641,320	\$353,900	0.34%
2017	\$105,664,760	\$1,023,440	0.97%
2018	\$110,121,047	\$4,456,287	4.22%

Overall this will result in a 1.04% increase in payment to the Alberta School Foundation:

Year	Requisition	Variance	%
2014	\$254,460		
2015	\$262,439	\$7,979	3.14%
2016	\$260,165	-\$2,274	-1.01%
2017	\$273,673	\$13,508	5.19%
2018	\$283,571	\$9,898	1.04%

3. County of Stettler Housing Authority

The Housing Authority requisition is based on the latest equalized assessment values. Comparative figures are as follows:

Year	Requisition	Variance	%
2011	\$22,800		
2012	\$25,172	\$2,372	10.4%
2013	\$27,364	\$2,192	8.7%
2014	\$30,720	\$3,356	12.3%
2015	\$34,284	\$3,564	11.6%
2016	\$36,788	\$2,504	7.3%
2017	\$40,717	\$3,929	10.7%
2018	\$43,744	\$3,027	7.4%

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Budget Setting Report
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4. Other Requisitions *

(a) Stettler Waste Management Authority (SWMA) 2018 requisition estimate is \$15,128 representing an increase of \$1 from last year to \$62 per capita.

* For the purposes of the SWMA requisition the per capita population for White Sands is calculated based on a revised SWMA formula as follows:
(307 built properties – 53 occupied buildings)/2 + 120 permanent population equals White Sand’s “Allocated Population” for 2018 being 244.

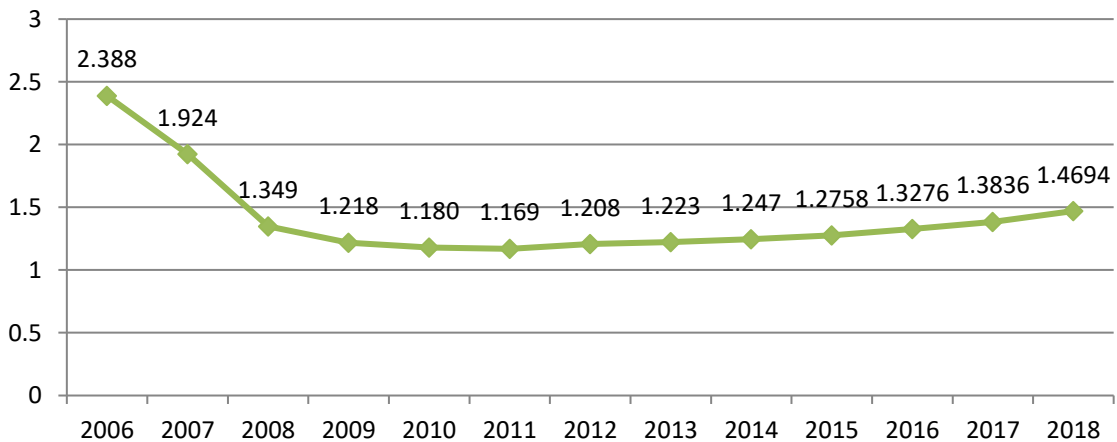
(b) Stettler Regional Fire Department Agreement 2018 requisition estimate is \$36,190 representing \$92 per parcel based on 392 (taxable & exempt) parcels.

(c) New this year is a Designated Industrial Property Requisition from the Province to pay for expenses associated with Industrial Assessment. For the Summer Village it is \$15.23.

5. Municipal Property Taxes with Historical Comparisons

The 2018 Operating Budget establishes a residential municipal tax (mill) rate of \$1.4694 per \$1,000 of assessed value. Historically, the mill rate has been:

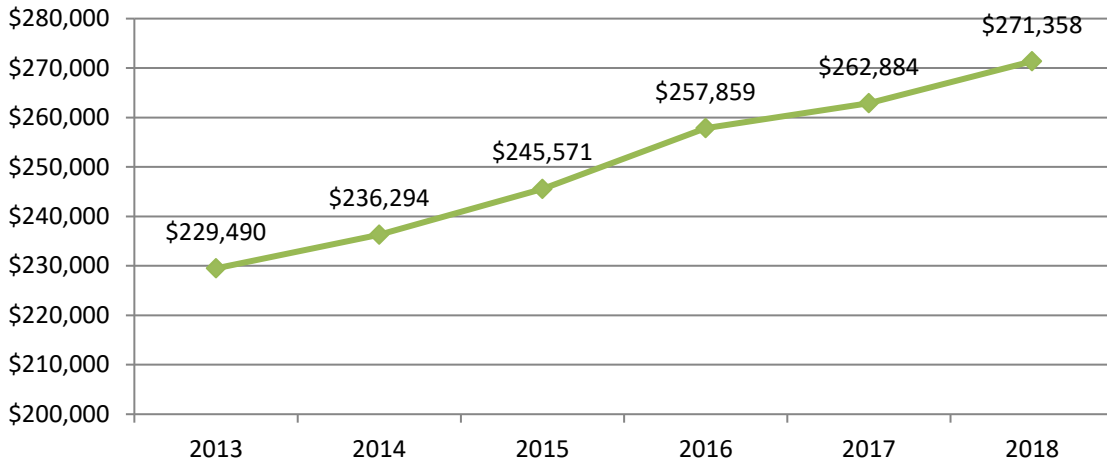
Municipal Tax (Mill) Rate



The 2018 Operating Budget includes \$271,358 in municipal tax revenue for 2018. Since 2013, the total municipal tax revenues have been as follows:

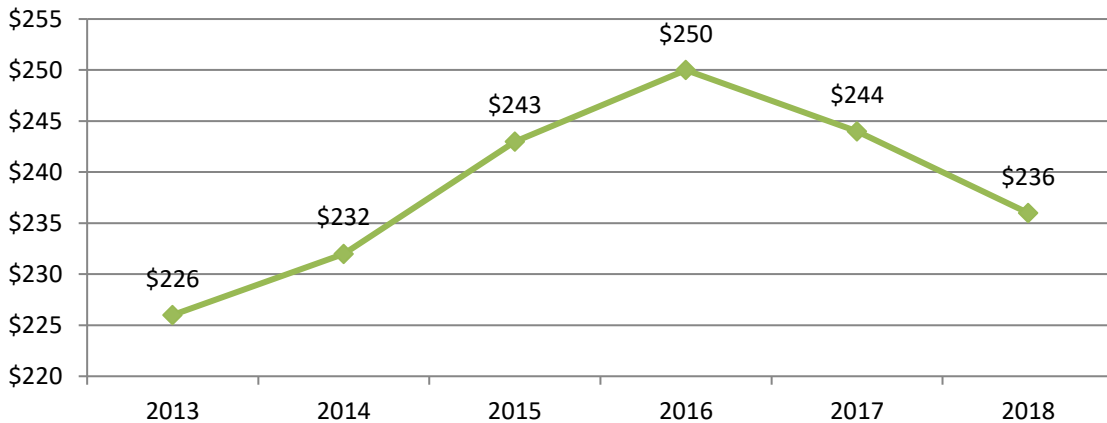
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As of June 11, 2018

Total Municipal Tax Revenue



There is a 5% municipal assessment valuation tax percentage increase included in the 2018 Operating Budget. Each property will also see a \$8 decrease in the Special (flat) Tax to \$236. Historically, this tax has been established as follows:

Special (flat) Tax



The current minimum property tax is moving to \$300 for 2018. It is estimated that \$21,245 will be generated from this minimum municipal property tax in 2018. This is a significant amount of tax revenue (7.8% of all taxes) that would otherwise need to come from assessed value taxation. This minimum tax was first set in 1996.

The Summer Village does not have any commercial or industrial assessment. The only non-residential assessments are linear for telecommunication, pipelines and electric power which include 3 assessments totaling \$445,280. The 2018 Operating Budget includes revenue from a non-residential tax (mill) rate of 4.849 generating \$2,159. This represents the same 5% tax increase as applied to all residential properties.

Summer Village of White Sands
Budget Setting Report
As of June 11, 2018

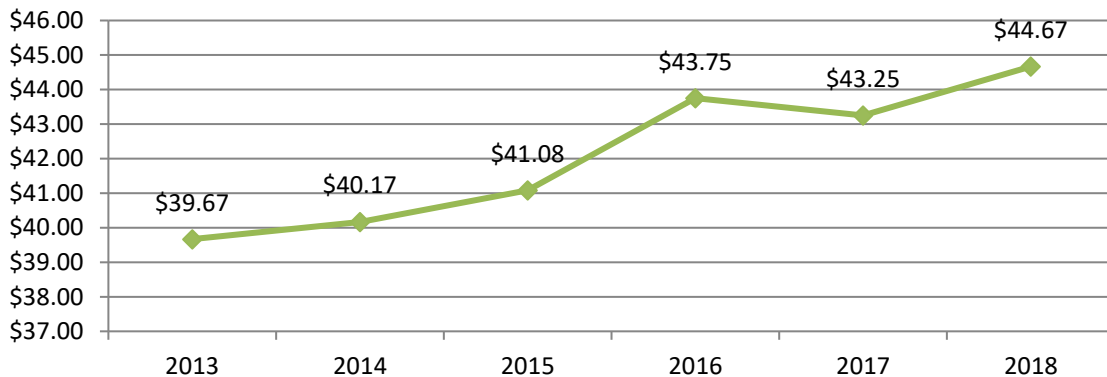
Year	Assessment	Non-residential tax (mill) rate	Taxes generated
2013	\$451,550	4.169	\$1,882
2014	\$468,740	4.094	\$1,919
2015	\$474,940	4.1205	\$1,957
2016	\$465,510	4.288	\$1,996
2017	\$441,790	4.6538	\$2,056
2018	\$445,280	4.849	\$2,159

6. Summary

Residential tax changes will vary from property to property based on market value forces which greatly influence assessments on land and improvements independently within areas of the Summer Village, however all properties will see a \$8 flat decrease in the Special Tax levy.

In 2018 a property paying only the minimum tax will contribute \$536 to the municipality (\$300 + \$236). The \$300 minimum tax represents municipal taxation on a \$204,165 property. School and Housing taxation are in addition to this amount. Although most of these properties are vacant, they should continue to contribute their fair share towards basic municipal/infrastructure costs that add value to their property and enable them to be accessed and utilized.

Taxes on property paying minimum tax (monthly)



With a 3% property tax increase the municipal tax rate has increased slightly. This increase is needed since new property growth of 2.18% will not generate enough new education/housing tax revenue to offset the increases in requisitions and operating costs. Some new operating costs this year include extra summer labour, increased costs associated with the South Shore IDP dispute (legal, planning, Council and staff), and possibly security cameras if they do not qualify for grants.

The 2018 Operating Budget estimates that expenditures will increase 5.4% from last year with \$19,300 available as a contingency, savings or for capital expenditure purposes.

Summer Village of White Sands
Budget Setting Report
As of June 11, 2018

7. Property Tax Comparisons

	2014	2015	2016	2017	2018	Variance	%
General Municipal	1.2466	1.2758	1.3276	1.3836	1.4694	0.0858	+6.20
ASFF	2.5100	2.5153	2.4697	2.5744	2.6171	0.0427	+1.66
County of Stettler Housing	0.3016	0.3293	0.3500	0.3838	0.4044	0.0206	+5.37
Total	4.0582	4.1204	4.1473	4.3418	4.4909	0.1491	+3.43

Land Assessment Comparison

Roll #	2016	2017	Variance 2016 vs 2017	2018	Variance 2017 vs 2018	% Variance
22	\$340,770	\$340,770	\$0	\$ 337,360	-\$3,410	-1.00
131	\$121,010	\$119,740	\$1,270	\$ 119,740	\$0	0
172	\$102,410	\$101,620	\$790	\$ 102,400	\$780	0.78
168	\$95,580	\$94,760	\$820	\$ 95,570	\$810	0.85
254	\$344,070	\$340,180	\$3,890	\$ 340,180	\$0	0
690	\$135,780	\$134,390	\$1,390	\$ 134,390	\$0	0
835	\$75,830	\$75,070	\$760	\$ 75,820	\$750	0.10

Roll #22 at 20 Lakeview Avenue

Land

Lakefront Lot with permanent residence built in 1993

\$340,770

	2017	2018	\$ Change	% Variance
Assessment	\$601,520.00	\$601,480.00	-\$40.00	-0.01
Municipal - General	\$832.26	\$883.81	\$51.55	6.19
Municipal - Special	\$244.00	\$236.00	-\$8.00	-3.28
School	\$1,548.55	\$1,574.13	\$25.58	1.65
Seniors	\$230.74	\$243.24	\$12.50	5.42
Total Taxes	\$2,855.56	\$2,937.19	\$81.63	2.86
Average per Month	\$237.96	\$244.77	\$6.81	2.86

Summer Village of White Sands
Budget Setting Report
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Roll #131 at 55 Lakeview Avenue

Land

Back Lot with older cabin

\$119,740

	2017	2018	\$ Change	% Variance
Assessment	\$139,150.00	\$139,640.00	\$490.00	0.35
Municipal - General	\$275.00	\$300.00	\$25.00	9.09
Municipal - Special	\$244.00	\$236.00	-\$8.00	-3.28
School	\$358.23	\$365.45	\$7.22	2.02
Seniors	\$53.38	\$56.47	\$3.09	5.79
Total Taxes	\$930.61	\$957.92	\$27.31	2.93
Average per Month	\$77.55	\$79.83	\$2.28	2.94

Roll #172 at 61 Lakeview Court

Land

Pie Shaped Lot with a permanent residence

\$102,400

	2017	2018	\$ Change	% Variance
Assessment	\$288,690.00	\$291,710.00	\$3,020.00	1.05
Municipal - General	\$399.43	\$428.64	\$29.21	7.31
Municipal - Special	\$244.00	\$236.00	-\$8.00	-3.28
School	\$743.20	\$763.43	\$20.23	2.72
Seniors	\$110.74	\$117.97	\$7.23	6.53
Total Taxes	\$1,497.38	\$1,546.04	\$48.66	3.25
Average per Month	\$124.78	\$128.84	\$4.06	3.25

Vacant Residential Roll #168

Land

Back Lot on Front Street

\$95,570

	2017	2018	\$ Change	% Variance
Assessment	\$94,760.00	\$95,570.00	\$810.00	0.85
Municipal - General	\$275.00	\$300.00	\$25.00	9.09
Municipal - Special	\$244.00	\$236.00	-\$8.00	-3.28
School	\$243.95	\$250.12	\$6.17	2.53
Seniors	\$36.35	\$38.65	\$2.30	6.32
Total Taxes	\$799.30	\$824.76	\$25.46	3.19
Average per Month	\$66.61	\$68.73	\$2.12	3.18

Summer Village of White Sands
Budget Setting Report
As of June 11, 2018

Residential Roll #254

Land

Lakefront Amie Avenue

\$340,180

	2017	2018	\$ Change	% Variance
Assessment	\$635,280.00	\$639,420.00	\$4,140.00	0.65
Municipal - General	\$878.97	\$939.56	\$60.59	6.89
Municipal - Special	\$244.00	\$236.00	-\$8.00	-3.28
School	\$1,635.47	\$1,673.43	\$37.96	2.32
Seniors	\$243.69	\$258.58	\$14.89	6.11
Total Taxes	\$3,002.13	\$3,107.57	\$105.44	3.51
Average per Month	\$250.18	\$258.96	\$8.78	3.51

Residential Roll #690

Land

Aspen Ridge Close

\$134,390

	2017	2018	\$ Change	% Variance
Assessment	\$436,180.00	\$440,400.00	\$4,220.00	0.97
Municipal - General	\$603.50	\$647.12	\$43.62	7.23
Municipal - Special	\$244.00	\$236.00	-\$8.00	-3.28
School	\$1,122.90	\$1,152.57	\$29.67	2.64
Seniors	\$167.32	\$178.10	\$10.78	6.44
Total Taxes	\$2,137.72	\$2,213.79	\$76.07	3.56
Average per Month	\$178.14	\$184.48	\$6.34	3.56

Vacant Residential Roll #835

Land

Ranch Rd.

\$75,820

	2017	2018	\$ Change	% Variance
Assessment	\$75,070.00	\$75,820.00	\$750.00	1.00
Municipal - General	\$275.00	\$300.00	\$25.00	9.09
Municipal - Special	\$244.00	\$236.00	-\$8.00	-3.28
School	\$193.26	\$198.43	\$5.17	2.67
Seniors	\$28.80	\$30.66	\$1.86	6.46
Total Taxes	\$741.06	\$765.09	\$24.03	3.24
Average per Month	\$61.75	\$63.76	\$2.01	3.25

**SUMMER VILLAGE OF WHITE SANDS
BUDGET SETTING REPORT
AS OF JUNE 15, 2018**

Account Number	Description	2017 Actual	2017 Budget	2018 Estimated
1-12-01-00-00-300	Admin - Sales to Other Governments	-	-	-
1-12-01-00-00-520	Admin - Lot Sale Fees	-	-	-
1-12-01-00-00-590	Admin - Other Revenue	3.02	500	50
1-12-01-00-00-840	Admin - Provincial Grant	9,066.00	9,066	11,369
1-12-01-00-01-490	Admin - Tax Information/Certificates	255.00	300	250
1-12-01-00-01-590	Admin - GST Interest	-	-	-
1-12-99-91-00-920	Admin - Drawn from Op Reserve	-	-	10,000
	Total General Administration	9,324.02	9,866	21,669
1-23-99-91-00-920	Fire - Drawn fr. Op Reserve	-	-	-
	Total Fire Department	-	-	-
1-25-00-00-00-560	Ambulance - Other Revenue	824.00	700	700
1-25-00-00-00-840	Ambulance - Provincial Grant	-	-	-
1-25-99-92-00-940	Ambulance - Drawn from Capital	-	-	-
1-26-00-00-00-530	Bylaw - Fines	700.00	250	250
	Total Protective Services	1,524.00	950.00	950.00
1-31-99-91-00-920	Common Services - Drawn from Op. Reserve	-	-	-
	Total Common Services	-	-	-
1-32-00-00-00-550	Trans - Returns on Investments	-	-	-
1-32-00-00-00-590	Trans - Multi-Purpose Room	750.00	1,000	750
1-32-00-00-00-840	Trans - Conditional Grants	-	-	-
1-32-00-00-01-840	Trans - Road Grants	16,488.00	11,033	12,000
1-32-99-91-00-920	Trans - Drawn from Operating Reserve	-	-	-
1-32-99-92-00-940	Trans - Drawn from Capital	-	-	-
1-32-99-94-00-990	Trans - Contributed from Surplus	-	-	-
	Total Transportation	17,238.00	12,033	12,750
1-41-00-00-00-840	Water - Provincial Grant	-	-	-
	Total Water	-	-	-
1-61-00-00-00-520	Planning & Dev - Planning Permits	900.00	1,500	1,000
1-61-00-00-01-520	Planning & Dev - Building Permits	3,792.36	2,500	2,500
1-61-00-00-02-520	Planning & Dev - RV Permit	12,600.00	11,000	11,000
1-61-00-00-05-520	Planning & Dev - PGE Permits	1,641.45	1,200	1,200
1-61-00-00-00-840	Planning & Dev - Provincial Grant	-	-	-
1-61-99-91-00-920	Planning & Dev - Drawn from Op Reserve	-	-	-
	Total Planning & Dev	18,933.81	16,200	15,700

**SUMMER VILLAGE OF WHITE SANDS
BUDGET SETTING REPORT
AS OF JUNE 15, 2018**

Account Number	Description	2017 Actual	2017 Budget	2018 Estimated
1-72-00-00-00-590	Recreation - Recycling Revenue	-	-	-
1-72-00-00-00-840	Parks - Provincial Grant	-	-	-
1-72-99-91-00-920	Recreation - Drawn from Operating Reserve	-	-	-
1-72-99-92-00-940	Parks & Rec - Drawn fr. Capital	-	-	-
	Total Recreation & Parks	-	-	-
1-97-00-00-00-990	Excess Collection of Requisitions	(2.36)	-	-
1-97-00-00-01-990	Under Collection of Requisitions	(51.16)	-	-
	Subtotal Excess Collections	(53.52)	-	-
1-99-01-00-01-111	Taxes - Municipal	167,673.89	170,400	180,498
1-99-01-00-01-120	Taxes - Municipal - Special Tax	93,940.00	93,940	90,860
	Subtotal Municipal Taxes	261,613.89	264,340	271,358
1-99-01-00-02-111	Taxes - School - Residential	271,872.38	271,979	281,910
1-99-01-00-03-111	Taxes - School - Non-Residential	1,694.53	1,695	1,661
1-99-01-00-05-111	Taxes - Senior Housing	40,701.29	40,717	43,744
1-99-01-00-06-111	Taxes - DIP	-	-	15
	Subtotal Non-Municipal Taxes	314,268.20	314,391	327,330
1-99-02-00-01-510	Penalties & Cost on Taxes	5,760.97	4,500	4,500
1-99-02-00-02-550	Return on Investments	7,583.40	4,000	6,000
1-99-02-00-04-740	Unconditional Provincial Grant	-	-	-
	Subtotal Other Revenue	13,344.37	8,500	10,500
	Total Revenue	636,192.77	626,280.00	660,257.00
2-11-00-00-00-151	Council - Honoraria	6,550.00	7,000	7,000
2-11-00-00-00-211	Council - Travel & Subsistence	7,304.20	7,000	7,000
	Total Council & Legislative	13,854.20	14,000	14,000
2-12-00-00-00-200	Admin - Contracted Services	32,000.00	32,000	32,000
2-12-01-00-00-211	Admin - Travel & Subsistence	1,232.23	1,200	1,250
2-12-01-00-00-214	Admin - Association Memberships	2,459.89	2,700	2,700
2-12-01-00-00-225	Admin - Land Titles	21.00	50	50
2-12-01-00-00-227	Admin - Web Site Maintenance	1,844.42	1,950	1,900
2-12-01-00-00-231	Admin - Accounting & Audit	3,500.00	4,000	4,000
2-12-01-00-00-232	Admin - Legal Fees	1,955.74	2,000	14,000
2-12-01-00-00-260	Admin - Rentals	-	-	-
2-12-01-00-00-274	Admin - Insurance & Bond	2,763.62	4,000	3,200

**SUMMER VILLAGE OF WHITE SANDS
BUDGET SETTING REPORT
AS OF JUNE 15, 2018**

Account Number	Description	2017 Actual	2017 Budget	2018 Estimated
2-12-01-00-00-731	Admin - Contr. to Other Government	250.00	-	-
2-12-01-00-00-810	Admin - Bank Charges & Interest	132.00	150	150
2-12-01-00-00-991	Admin - Cash Over/Short	0.11	-	-
	Subtotal Administration	46,159.01	48,050	59,250
2-12-02-00-00-221	Office - Advertising	145.02	250	250
2-12-02-00-00-222	Office - Telephone	179.47	300	300
2-12-02-00-00-223	Office - Postage	1,366.38	1,200	1,500
2-12-02-00-00-510	Office - Goods & Services	1,655.28	1,500	1,700
	Subtotal Office	3,346.15	3,250	3,750
2-12-11-00-00-239	Assessor	10,969.50	12,000	12,000
2-12-11-00-02-239	Regional ARB	-	2,000	2,000
	Subtotal Assessor	10,969.50	14,000	14,000
2-12-12-00-00-227	Municipal Election	1,519.03	2,000	-
	Subtotal Election	1,519.03	2,000	-
	Total General Administration	61,993.69	67,300	77,000
2-23-00-00-00-158	Fire - Regional Chief	-	-	-
2-23-00-00-00-200	Fire - Fire Agreement	34,496.00	38,000	36,000
2-23-00-00-00-264	Fire - Access Road Agreement	246.73	-	-
2-23-00-00-00-350	Fire - Fire Fighting	-	2,000	2,000
2-23-99-91-00-764	Fire - Transfer to Reserve	-	-	-
2-24-00-00-00-158	Disaster Services - Coordinator	500.00	500	500
2-25-00-00-00-765	Ambulance - Levy	-	-	-
2-25-99-92-00-762	Ambulance - Contributed to Capital	-	-	-
2-26-00-00-00-158	Bylaw - Regional Officer	-	-	-
2-26-00-00-00-200	Bylaw - Enforcement	1,339.00	3,000	3,000
2-26-99-91-00-764	Bylaw - Transfer to Reserve	-	-	-
	Total Protective Services	36,581.73	43,500	41,500
2-31-00-00-00-562	Common Services - Small Equip/Tools	365.51	1,000	1,000
2-31-99-91-00-764	Common Services - Trsf to Reserve	-	-	-
2-31-99-92-00-762	Common Services - Contributed to Capital	-	-	-
	Total Common Services	365.51	1,000	1,000
2-32-00-00-00-112	Trans - Wages	901.01	1,200	2,000
2-32-00-00-00-158	Trans - Regional Employee Safety	-	500	500
2-32-00-00-00-200	Trans - Contracted Services	26,613.84	32,000	32,000
2-32-00-00-00-222	Trans - Telephone	571.44	700	650
2-32-00-00-00-252	Trans - Building Pumpout	1,218.50	300	500

**SUMMER VILLAGE OF WHITE SANDS
BUDGET SETTING REPORT
AS OF JUNE 15, 2018**

Account Number	Description	2017 Actual	2017 Budget	2018 Estimated
2-32-00-00-00-274	Trans - Insurance	676.66	1,900	1,500
2-32-00-00-00-510	Trans - Goods & Services	12,919.26	17,000	15,000
2-32-00-00-00-521	Trans - Fuel	4,646.05	3,000	4,800
2-32-00-00-00-540	Trans - Street Lights	-	-	-
2-32-00-00-00-552	Trans - Bldg - Power	728.39	500	750
2-32-00-00-00-581	Trans - Bldg - Gas	650.73	650	700
2-32-00-00-00-583	Trans - Bldg - Water	90.00	100	100
2-32-00-00-01-237	Trans - Bldg - Janitor	425.00	-	-
2-32-15-00-00-263	Trans - Project 1 - Hired Equipment	3,430.00	-	-
2-32-15-00-00-532	Trans - Project 1 - Gravel	2,025.00	11,033	12,000
2-32-15-00-00-554	Trans - Project 1 - Materials	2,186.20	-	-
2-32-99-91-00-764	Trans - Transfer to Reserve	-	-	-
2-32-99-92-00-762	Trans - Contributed to Capital	-	-	-
	Total Transportation	57,082.08	68,883	70,500
2-41-00-00-00-200	Water - SMRWSC Debt	2,025.00	4,316	4,316
2-41-00-00-00-214	Water - SMRWSC Membership	2,261.57	3,331	3,242
2-41-00-00-00-510	Water - General Goods & Services	-	-	-
2-41-00-00-00-582	Water - Power	1,829.30	1,800	1,900
2-41-99-92-00-762	Water - Contributed to Capital	-	-	-
	Total Water	6,115.87	9,447	9,458
2-43-00-00-00-112	Landfill - Wages	-	-	-
2-43-00-00-00-200	Landfill - Contracted Services	3,397.20	2,500	2,500
2-43-00-00-00-239	Landfill - Requisition	14,884.00	14,884	15,128
2-43-99-91-00-764	Landfill - Transfer to Reserve	-	-	-
	Total Landfill	18,281.20	17,384	17,628
2-61-00-00-00-158	Planning & Dev - DAB Fees	288.57	-	-
2-61-00-00-01-158	Planning & Dev - Honorarium	4,829.00	11,000	11,000
2-61-00-00-00-200	Planning & Dev - Dev. Officer Contract	14,811.58	12,000	19,000
2-61-00-00-00-211	Planning & Dev - Travel & Subs.	-	-	-
2-61-00-00-00-221	Planning & Dev - Advertising	-	300	300
2-61-00-00-00-232	Planning & Dev - Buffalo Lake Plan	-	-	-
2-61-00-00-00-519	Planning & Dev - Other Supplies	707.75	1,200	500
	Total Planning & Dev	20,636.90	24,500	30,800
2-72-00-00-00-112	Parks & Rec - Wages	23,151.74	20,500	19,400
2-72-00-00-00-200	Parks & Rec - Contracted Services	12,321.78	15,000	15,000
2-72-00-00-00-272	Parks & Rec - Damage Claims	-	1,000	1,000
2-72-00-00-00-274	Parks & Rec - Insurance	1,530.63	400	650
2-72-00-00-00-510	Parks & Rec - General Goods & Services	4,863.13	6,500	5,000
2-72-00-00-00-518	Parks & Rec - Other Contribution	-	-	-
2-72-00-00-00-582	Parks & Rec - Power	-	-	-
2-72-15-00-00-263	Parks & Rec - Beach Improvements	2,898.90	1,500	1,500
2-72-99-91-00-764	Parks & Rec - Transfer to Reserve	-	-	-

**SUMMER VILLAGE OF WHITE SANDS
BUDGET SETTING REPORT
AS OF JUNE 15, 2018**

Account Number	Description	2017 Actual	2017 Budget	2018 Estimated
2-72-99-92-00-762	Parks & Rec - Contributed to Capital	-	-	-
	Total Parks & Recreation	44,766.18	44,900	42,550
2-74-11-00-00-214	Library - Parkland Membership	682.50	900	750
2-74-14-00-00-237	Multipurpose - Janitor	55.69	500	550
2-74-14-00-00-252	Multipurpose - Building Pumpout	456.50	1,500	1,500
2-74-14-00-00-273	Multipurpose - Wifi	1,118.91	1,500	1,200
2-74-14-00-00-519	Multipurpose - Supplies	1,371.01	1,500	1,500
2-74-14-00-00-581	Multipurpose - Gas	861.62	650	900
2-74-14-00-00-582	Multipurpose - Power	1,745.86	1,500	1,800
2-74-14-00-00-583	Multipurpose - Water	360.00	400	400
	Total Culture	6,652.09	8,450	8,600
2-99-99-91-00-764	Contingency - Transfer to Reserve	52,000.00	12,000	19,300
	Total Contingency	52,000.00	12,000	19,300
2-99-01-00-00-743	Requisitions - Alberta School Foundation Fund	273,673.05	273,673	283,571
2-99-01-00-00-746	Requisitions - Senior Housing	40,717.00	40,717	43,744
2-99-01-00-00-747	Designated Industrial Property	-	-	15
	Total Non-Municipal Requisitions	314,390.05	314,390	327,330
	Total Expenditures	632,719.50	625,754	659,666
	Grand Total Revenues	636,192.77	626,280	660,257
	Surplus/(Deficit)	3,473.27	526	591

BYLAW 166-18

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF WHITE SANDS OF ALBERTA FOR THE 2018 TAXATION YEAR.

Whereas, the Summer Village of White Sands of Alberta has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on June 15, 2018; and

Whereas, the estimated municipal expenditures and transfers set out in the budget for the Summer Village of White Sands of Alberta for 2018 total \$659,666; and

Whereas, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$61,569, and the balance of \$598,688 is to be raised by general municipal taxation; and

Whereas, the requisitions including over & under levies from previous years are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$281,909.88
Non-Residential	\$1,661.13
Designated Industrial Property	\$15.22
County of Stettler Housing Authority	\$43,744.00; and

Whereas, the Council of the Summer Village of White Sands is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

Whereas, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000 and amendments thereto; and

Whereas, the assessed value of all property in the Summer Village of White Sands of Alberta as shown on the assessment roll is:

	<u>Assessment</u>
Residential/Farmland	107,718,040
Non-Residential	<u>445,280</u>
Total	\$108,163,320

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

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of White Sands:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
General Municipal – Residential	158,285.00	107,718,040	1.4694
- Non-Residential	2,159.00	445,280	4.8486
ASFF - Residential/Farmland	281,911.78	107,718,040	2.6171
Non-Residential	1,661.11	445,280	3.7305
County of Stettler Housing	43,739.76	108,163,320	0.4044
Designated Industrial Property	15.22	445,280	0.0342

2. The minimum amount payable as property tax for general municipal purposes on each residential property shall be \$300.00.
3. That this bylaw shall take effect on the date of the third and final reading.

Read a first time this 15th day of June, 2018.

Read a second time this 15th day of June, 2018.

Read a third time and passed this 15th day of June, 2018.

Summer Village of White Sands

Mayor

Chief Administrative Officer

BYLAW 165-18

A BYLAW TO AUTHORIZE A SPECIAL TAX FOR THE 2018 TAXATION YEAR AGAINST PARCELS OF LAND WITHIN THE SUMMER VILLAGE OF WHITE SANDS TO RAISE REVENUE TO PAY FOR WATERWORKS, AND TO COVER THE COST OF REPAIR AND MAINTENANCE OF ROADS, BOULEVARDS, SEWER FACILITIES AND WATER FACILITIES.

Whereas, the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, or repealed and replaced from time to time authorizes a Council to raise revenue to pay for a specific service or purpose by imposing special taxes as follows:

- A waterworks tax, and
- A tax to cover part of the cost of repairs and maintenance of roads, boulevards, sewer facilities and water facilities.

Whereas, the Summer Village of White Sands, at the Council Meeting held on June 15, 2018 has prepared and adopted a 2018 Operating Budget including detailed estimates of the municipal revenues and expenditures.

Whereas, the adopted 2018 Operating Budget for the Summer Village of White Sands includes estimated costs for the following services or purposes:

Waterworks, including Regional Commission costs:	\$7,700
Repair and Maintenance of roads, boulevards, water facilities and sewer facilities:	\$46,970
Regional Fire Protection	<u>\$36,190</u>
	\$90,860

Whereas, it is deemed that all non-exempt properties in the municipality will benefit from the municipality's participation in the planning of a regional water system, and for repairs and maintenance to roads, boulevards, water facilities and sewer facilities.

Whereas, it is deemed to be just and equitable to set a special tax rate that will collect an equal amount of special tax from each non-exempt parcel of land within the municipality sufficient to raise \$90,860 in total. It is estimated that for the 2018 taxation year there are 385 non-exempt parcels of land in the Summer Village of White Sands and the *Municipal Government Act* does not allow a special tax rate to be imposed on exempt parcels of land.

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

1. That the Chief Administrative Officer is hereby authorized to levy the following special tax rates, per parcel of land, on each non-exempt parcel of land shown on the assessment roll of the Summer Village of White Sands for the 2017 taxation year.

Waterworks, including Regional Commission costs:	\$20.00 (per parcel)
Repair and Maintenance of roads, boulevards, water facilities and sewer facilities:	\$122.00 (per parcel)
Regional Fire Protection	<u>\$94.00 (per parcel)</u>
	\$236.00 (per parcel)

2. That the special taxes included in this Bylaw shall be levied and collected in the same manner and at the same time as general municipal taxes.
3. That this Bylaw shall take effect on the date of the third and final reading.

Read a first time this 15th day of June, 2018.

Read a second time this 15th day of June, 2018.

Read a third time and passed this 15th day of June, 2018.

Summer Village of White Sands

Mayor

Chief Administrative Officer

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration Number: VI

Adopted by: White Sands Council Date: 2018 06 15

Title: **Public Participation Policy**

Purpose:

To provide direction to Administration on how to involve stakeholders in providing input into decisions that affect the community.

Goals:

Communication and public engagement will:

1. lead to greater satisfaction and better relationships with citizens.
2. reduce complaints and concerns that arise late in the process.
3. lead to better solutions and decision making.
4. exceed the requirements of the Municipal Government Act of Alberta.
5. provide residents an opportunity to be involved in decisions that may impact their community.

Definitions:

“Public participation” means processes through which the Summer Village provides opportunities for the community to have input into decision-making through public meetings, surveys, open houses, workshops, polling, resident advisory committees and other forms of engagement, as determined by Council.

“Stakeholder” means an individual, organization or group that has an interest in an issue, will be or is likely to be affected by an issue, or has the ability to affect a decision or outcome.

“Statutory Requirement” means a requirement written into law passed by the Provincial or Federal government.

“Non-Statutory Requirement” means a rule based on customs, precedents or court decisions.

Responsibilities:

1. The Summer Village of White Sands Council shall:
 - a. consider public input obtained through public participation activities, determined by Council as part of their decision-making process.
 - b. Promote public participation activities and provide, where appropriate, Council member representation.

- c. Establish consistent practices, processes and timelines for statutory and non-statutory requirements for public participation.
 - d. Ensure appropriate resources are available to allow for the ongoing implementation of consistent, comprehensive and representative public participation programs and services.
 - e. Request for information from the CAO on the scope, timing, appropriate methods and resources required for public participation, prior to directing Administration to undertake a public participation activity on a specific issue or item.
2. The Chief Administrative Officer (CAO) shall:
- a. Recommend to Council practices, processes and timelines for statutory and non-statutory requirements for public participation activities.
 - b. Develop all necessary processes and tools that support the implementation of this policy.
 - c. Communicate to Council and community, where appropriate, how public input was gathered and used in Administrative recommendations to Council.
 - d. Bring forward resourcing requirements to ensure public participation programs and services are run effectively and consistently.
 - e. Make recommendations to Council on the appropriate resources required for public participation, when Council directs public input on a specific issue or item.

Service Standards / Expectations:

- 1. The Summer Village of White Sands shall comply with all Provincial and Federal statutory requirements for public participation.
- 2. Council will determine the type of Public Engagement required:
 - a. Direct Decision: Decisions that are made should be informed to the public in a timely manner
 - b. Consultative Decision: Gathering public input prior to making a decision
 - c. Collaborative Decision: Municipal representatives act in partnership with the community
- 3. The Summer Village of White Sands will ensure the results of the public participation activities are publicly available, which includes posting them on the municipal website.
- 4. The Summer Village of White Sands shall, where possible, use various methods and techniques for public participation that meet the varied needs of the community.
- 5. The Summer Village of White Sands shall evaluate and learn from the feedback received from the community, as well as continuously look for new and better processes and tools that are within our capabilities and address the changing needs of the community.
- 6. The Policy shall be updated at a minimum, every four years or as required by Provincial legislation.

**NOTES FROM THE RESIDENTS MEETING
OF THE SUMMER VILLAGE OF WHITE SANDS
HELD ON MAY 26, 2018
SRC 10:00 a.m.**

Present:

Mayor Lorne Thurston
Councillor Bill Sanchuck
Councillor Carl Cornelssen
Chief Administrative Officer Graham Scott
Development Officer Leann Graham
Office Administrator Laurie Tait
Shores Jardine LLP, Gwendolyn J. Stewart-Palmer
Residents as per checkoff listing

1. **Opening Comments:** Mayor Thurston thanked everyone for coming and introduced the representatives at the head table.

2. **Procedure:** CAO G. Scott reviewed the meeting procedure to be followed. Paper and pens have been placed around the room for anyone to write questions.

3. **Timeline Review:** Mayor Thurston reviewed the process timeline to date.
 - January 25th: County sends out notice of Development
 - January: Buffalo Lake Management Team
 - February: Development 1st readings at County Council
 - February: SVWS Council meeting
 - March: Buffalo Lake IDP meeting with Lacombe County, Ponoka County, County of Stettler, Rochon Sands
 - March: letters of dispute sent to County
 - March: County Public Hearing
 - March: Buffalo Lake Management Team meeting
 - March: SVWS Council meeting
 - April: meeting with administration of County and Rochon Sands (stage 1)
 - April: meeting with CAOs of County and Rochon Sands (stage 2)
 - April: BLSSIDP meeting (stage 3)
 - April: meeting with MLA
 - May: BLSSIDP meeting (stage 3)
 - Throughout this there has been correspondence with our lawyer, residents, and other interested parties.

Question: Was the Developer involved in any of these meetings?

Response: Mayor Thurston advised that the Developer was only involved at the May 3 County Council Meeting to discuss Development Application conditions.

4. **Dispute Processes:** Lawyer G. Stewart-Palmer reviewed the dispute process.
 - The County of Stettler Area Structure Plan and Land Use Amendment Bylaws 1588-18 and 1589-18 are planning documents that require 3 readings, have to be advertised, and a Public Hearing held before final reading.
 - The Buffalo Lake South Shore Intermunicipal Development Plan (BLSSIDP) is a contract between the County of Stettler, Summer Village of Rochon Sands and the Summer Village of White

Sands. This document has been reviewed as it pertains to the proposed Paradise Shores development.

-The Summer Village prepared a letter of disagreement which was forwarded to the County of Stettler listing the detrimental effects for the Summer Village.

-The BLSSIDP contains a dispute resolution mechanism which stops the bylaw progress until dispute resolution is complete. The dispute resolution mechanism sets out the order of meetings – CAO's, then Administration's, then Council's. These meetings resulted in a recommendation to Council for adoption.

-This is where we are in the process as of today.

5. **Question Period:**

Question: What are the recommendations?

Response: Mayor Thurston reviewed the draft recommendation and conditions:

Recommendation:

That the Buffalo Lake South Shore Intermunicipal Development Plan Committee agrees to accept the developer's offer to reduce the number of RVs in the proposed campground from 1,000 to 750 on the following basis:

- 1) The County will amend the area structure plan to reflect the maximum number of RV stalls at 750 prior to considering second reading of the bylaws; and
- 2) The County will move the bylaws to second reading and negotiate the conditions of and issue a development permit for Phase 1 (approximately 370 RV stalls); and
- 3) The County will consult with the Summer Villages in the drafting of development permit conditions; and
- 4) The developer shall not apply for a new development permit on this or another property within the IDP Growth Node until the Committee has completed a review of the IDP; and
- 5) The two Summer Villages shall withdraw their letters of disagreement on Bylaw 1588-18 and Bylaw 1589-18, thereby foregoing the right to file s. 690 appeals against these bylaws when the County gives third reading to the bylaws; and
- 6) The Buffalo Lake South Shore IDP defines an RV as a dwelling unit relative to the overall development capacity for the Growth Node and, as a result, the County's dwelling unit capacity of 2,159 dwelling units would be reduced by the number of RVs in the proposed campground.
- 7) The reduction by the developer of the number of RVs in the proposed campground does not imply that the proposed campground is a subdivision or that it is part of the "Small Lot Area" overlay district in the Buffalo Lake South Shore IDP or that the IDP contains a policy with a density restriction for a campground in the Growth Node area; and
- 8) When the IDP is reviewed the boundaries and area of the "Small Lot Area" will be recalculated by removing the proposed campground properties from the "Small Lot Area" and the Committee would then decide on the appropriate scenario under Appendix E of the IDP to determine a revised number of small lots that could be subdivided in the "Small Lot Area"; and
- 9) This agreement is subject to acceptance by the Councils for the three municipalities."

Conditions:

- Density reduced from 1000 to 750
- 40' X 60' lot size
- Environment Protection becomes involved after 2nd reading.
- Phase 1 contains 370 sites
- Phase 2 and 3 will require reapplication
- Buffer area of 131' from West boundary
- Parking provided for 225 vehicles
- Turning lane from Highway 835
- Dust Control provisions
- Connect to SMRWSC
- Boat Launch parking area to be developed
- Application for boat launch
- Wastewater hauling to Red Willow
- All conditions are listed on the County of Stettler website.

- Question: Are there any monetary mechanisms on non-compliance issues?
Response: Lawyer G. Stewart-Palmer noted that the County of Stettler issues the Development Agreement and they may request security funding; issue a stop work order; or add costs to the Tax account.
- Question: Why is this development not treated as a sub-division or commercial?
Response: Lawyer G. Stewart-Palmer noted that the Summer Village Letter of Disagreement did note those concerns.
- Question: What step in the process are we currently at?
Response: Lawyer G. Stewart-Palmer advised that the dispute resolution process has resulted in recommendations for Council to consider. Council will pass a resolution to accept or reject the recommendations. Council will need to consider the certainty of the conditions versus risk of court decision (Summer Village would have to prove detriment); legal costs; and value of relationship with municipal neighbors.
- Question: What legal recourse do we have left, have we given up, sounds like it is agreed to?
Response: Lawyer G. Stewart-Palmer explained that individuals can appeal to the Subdivision Appeal Board. Once the Development Permit has been issued there is a 21-day appeal window.
- Question: Would it shut down development?
Response: Lawyer G. Stewart-Palmer advised that cannot say for sure but may.
- Question: Does Council intend to vote against the recommendation?
Response: Mayor Thurston explained that Council has reviewed the MGA, BLIDP, BLSSIDP, and all other information received from ratepayers, the lawyer, the County and the Developer to better understand the whole project and community effects. This learning process will enable each Council member to make an informed decision.
- Question: What if we combine with Rochon Sands for a further appeal?
Response: Mayor Thurston explained that the Summer Village of Rochon Sands has already withdrawn their Dispute Letter.
- Question: Can we use their facilities?
Response: CAO G. Scott advised that the Developer has indicated that their facilities will be accessible, possibly for a fee.
- Question: Can we control parking?
Response: CAO G. Scott advised that the Summer Village can control parking, within our boundaries, by issuing permits if necessary.

Question: What about the entrance approach safety?
Response: CAO G. Scott advised that current construction access is to be moved further to the south.

Question: What is the property taxes for the development?
Response: CAO G. Scott advised that property taxation is not within the Summer Village's control.

Question: What are the consequences of saying no to the conditions?
Response: Lawyer G. Stewart-Palmer noted that the process would move to Stage 4 Mediation. The Municipal Government Board would make the final decision whether the development is detrimental. The proposed conditions would no longer be agreed to. The Summer Village would be moving forward without the Summer Village of Rochon Sands support.

Question: Do we have a strong case?
Response: Lawyer G. Stewart-Palmer explained that both sides have the right to address all the concerns. The onus will be on the Summer Village to prove detriment. Previous cases where she was involved only 3 out of 36 found detriment. It is a hard fight. At the end of the day, Council must consider what is in the best interest of the Summer Village considering costs, well-being of the community, and working with the neighboring communities.

Question: Would it not be best to go to mediation?
Response: Lawyer G. Stewart-Palmer noted that most cases do not win on detriment issues. When conditions are identified it provides the development to proceed with governing rules to follow. These conditions can be enforced.

Question: If Council is making the decision due to cost concern, many individuals are willing to donate funds or voluntary contributions for a special levy.
Response: CAO G. Scott noted that Council has funding approval guidelines to follow.

Question: How long once Letter of Dispute is removed?
Response: Lawyer G. Stewart-Palmer noted that the next steps will be with the County process for third reading of the bylaws.

Question: A Developer representative would like to let everyone know that the Developer is eager to address the concerns and would like to speak to the residents at this meeting?
Response: As this is a resident's meeting they were asked to leave the meeting.

Mayor Thurston suggested a 15-minute break at 11:55 a.m.

Question: What about road access safety concerns?
Response: Mayor Thurston advised that a condition has been added to have the turning lane on Highway 835 built. Buffalo View Estates will only have emergency access traffic.

Question: How is this proposed development compliant with the BLSSIDP?
Response: Mayor Thurston explained that the BLSSIDP does not say this development cannot be done.
Lawyer G. Stewart-Palmer directed residents to review Page 34 Article 5.1.3 (d) – Recreational uses allowed in the Growth Node.

Question: Will this happen again?
Response: Mayor Thurston explained that the land from Bar Harbor Camp to Boss Hill is in a limited development area in the BLSSIDP but the land

South of the Development and the Salmon property are in the growth node area.

Development Office L. Graham noted that a part of the recommendation is that a review of the BLSSIDP is to be completed before any further applications will be considered.

Question: Any way to negotiate further on the density of 750?

Response: Mayor Thurston noted that a density of 648 is what is noted for a certain scenario in the BLSSIDP but both the County and Rochon Sands agreed that 750 was an agreeable amount.

Question: When the development is registered at Land Titles will it not be a subdivision?

Response: Councillor Sanchuk noted the development and caveats can be registered after second reading and Land Titles may make the determination that the development is a subdivision. Lawyer G. Stewart-Palmer noted that if the Summer Village agrees to the proposed recommendation that it is not a subdivision then it is very hard to return to the position that it is a subdivision.

Question: As each phase is brought forward, can we use current detrimental impact on future applications?

Response: CAO G. Scott noted that each phase will be reviewed.

Question: Has Developer provided a revised Area Structure Plan?

Response: CAO G. Scott noted that it is listed as an addition to the next County Agenda.

Question: Development website promises a 4 season resort, is this not just a summer development?

Response: CAO G. Scott noted that the development does not allow skirting, will have water turned off in fall, and states seasonal use only.

Question: Are there no emergency services concerns?

Response: Mayor Thurston advised that emergency services are governed by Alberta Health Services and the Regional Fire Department. Both of these organizations have been expressing access concerns.

Question: Can we encourage any organization to look at the subdivision wording?

Response: Lawyer G. Stewart-Palmer noted that landowners can forward a Public Interest Challenge. Landowners have an individual right to press for clarification.

6. **Adjournment:** Meeting was adjourned at 1:00 p.m.

BYLAW 167-18

A BYLAW of the Summer Village of White Sands, in the Province of Alberta to establish a Code of Conduct regarding the conduct of Council, council committees and other bodies established by the council; the conduct of councillors and the conduct of members of council committees and other bodies established by council.

WHEREAS, pursuant to section 145 of the *Municipal Government Act*, a council may pass bylaws for municipal purposes regarding the conduct of council, council committees and other bodies established by the council; the conduct of councillors and the conduct of members of council committees and other bodies established by council;

AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to Council;

AND WHEREAS, the establishment of a Code of Conduct for members of Council is consistent with the principles of transparent and accountable government;

AND WHEREAS, a Code of Conduct ensures that members of Council share a common basis and understanding for acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

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

1. TITLE

- 1.1. This Bylaw may be cited as the "Councillor Code of Conduct" Bylaw.

2. PURPOSE

- 2.1. The intent of the Summer Village of White Sands Councillor Code of Conduct is to declare the standard of behavior and actions for Summer Village of White Sands elected officials. These standards are to ensure the highest public confidence in, and respect for local government and interpersonal relationships, to ensure effective leadership in, and through, the elected Council, and to ensure that Council and Councillors act with the highest level of integrity and ethical behavior.

3. DEFINITIONS

- 3.1. *Councillor*: means all elected officials including the Chief Elected Official (Mayor)
- 3.2. *Conflict of Interest*: means a situation where a Councillors personal or private interests actually, or may be perceived as influencing the Councillor on a matter of public interest which is, or may be, before Council, including situations which may result in common law bias which included direct or indirect pecuniary interest, prejudgement, closed mindedness or undue influence. A Conflict of Interest situation also includes using the Councillors position, confidential information, Summer Village of White Sands employees, materials or facilities, for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the personal or private interests of the Councillors family, friends, neighbors, or business associates. If a Councillor or Council does not believe the Councillor is free of bias there is a conflict of interest.
- 3.3. *Pecuniary Interest*: means those situations as defined and regulated by Part 5, Division 6, of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26.

4. PRINCIPLES

- 4.1. This Code will be used to guide the behavior of Councillors and provide a mechanism of accountability.
- 4.2. Councillors agree to sign the Statement of Code of Ethics and Conduct as provided in Schedule A.

5. CODE OF ETHICS

- 5.1. In providing for good governance of the community, the Summer Village of White Sands Council has adopted the following ethics to apply to all Councillors to ensure that they act honestly, in good faith and in the best interest of Summer Village of White Sands as a whole.
- 5.2. Councillors agree to act honestly, in good faith and be prepared to be held accountable for their actions at all times.
- 5.3. Councillors agree to respect the personal views of other Councillors.

- 5.4. Councillors will refrain from any public or private criticism of our administration / employees.
- 5.5. Councillors agree to engage in respectful, fulsome, and healthy debate on ALL matters in Council Meetings, Committee of the Whole Meetings, Council Committee Meetings, and at Special Council Meetings.
- 5.6. Council decisions are made by majority vote by Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision.
- 5.7. Councillors agree that they may publicly express their opinions on Council matters but not so as to undermine the standing of Council in the public and in the community.
- 5.8. Councillors agree that unless specifically authorized by Council to represent Council's position on any matter, a Councillor is to ensure that any public statements made are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council.
- 5.9. The Mayor agrees to always represent the opinion or position of Council when speaking publicly, except where statements are identified as solely representing his/her opinion.
- 5.10. Councillors must adhere to the Pecuniary Interest requirements as established in Part 5, Division 6 of the *Municipal Government Act, R.S.A. 2000, Chapter M-26*.
- 5.11. Councillors agree to act with integrity, professionalism, and respect when interacting with other elected officials and government officials, administration / employees, contractors, and members of the public.
- 5.12. Councillors agree to demonstrate fairness, accountability, and impartiality in all Council matters.
- 5.13. Councillors agree to conduct themselves at all times in a manner befitting their position as an elected official and representative of Summer Village of White Sands and Councillors agree to consider the welfare and interests of Summer Village of White Sands as a whole.
- 5.14. Councillors agree to keep in the strictest confidence ALL matters discussed in the absence of the public (in camera) at a Council Meeting, Committee of the Whole Meeting, Council Committee Meeting, Special Council Meeting, or any matter discussed in confidence with another Councillor or Summer Village of White Sands Administration.
- 5.15. Councillors agree to not make improper use of his/her position as a Councillor by:
 - 5.15.1. Gaining or attempting to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person;
 - 5.15.2. Causing or attempting to cause detriment to Summer Village of White Sands Council, any individual Councillor, any member of Summer Village of White Sands administration / employees, any member of the public, or third parties;
 - 5.15.3. Seeking personal benefit or gain from any information obtained through his/her position as Councillor.
- 5.16. Councillors shall recognize and respect the importance of their commitment towards personal compliance with all Summer Village of White Sands bylaws, policies and general rules. Councillors must be seen to set a good example within their jurisdiction. Where matters of any type of non-compliance are identified, Councillors will promptly make every effort and/or give suitable attention towards satisfactorily rectifying the identified concern or situation.

Some publicly common examples where (easily recognizable) non-compliance concerns or situations may occur include; but are not limited to the following: developmental permits, untidy premises/weed control/boulevard & rear lane tidiness, disturbing noise and recreation vehicle/trailer on-street parking.

6. APPLICATION OF CODE OF CONDUCT

6.1. Governance

- 6.1.1. A Council Meeting, Committee of the Whole Meeting, or Special Council Meeting is the appropriate forum for healthy and diligent debate on all matters before Council, or anticipated to be before Council.

- 6.1.2. All Councillors will be given an in-depth opportunity to address matters before Council in a full, open, transparent, and professional manner with the goal of good governance through healthy debate.
- 6.1.3. Council decisions, resolutions, or direction, are made by a majority vote of Councillors. The decisions of Council must be accepted and respected by all Councillors regardless of any personal view of the decision(s) made.
- 6.1.4. Councillors making statements regarding their position on any matter regarding decisions of Council, must make those statements with the utmost of respect to the decision of Council, to Council, to any Councillor, and to any other person(s) associated with the applicable decision.
- 6.1.5. All Councillors, including the Chair, shall feel confident to ask questions and to express their views in any Council session without the fear of interruption and shall feel confident in the Chair's impartiality in controlling the debate.
- 6.1.6 Councillors shall always endeavor to understand and respect the opinions of other councillors, who are acting in good faith, moral character, and in accordance with all the principles and laws governing the matter being discussed. Rude, embarrassing, condescending, threatening and/or intimidating statements or actions of a Councillor (s) during any Council session is not acceptable under any circumstances.

6.2. Expenditures

- 6.2.1. Councillors shall act responsibly when incurring expenses always being mindful and respectful that the expenditure of public money must have value and benefit to the municipality.
- 6.2.2. Councillors shall avoid waste, abuse, and extravagance in the provision or use of public money.
- 6.2.3. Councillors shall be open and accountable with respect to all expenditures, Per Diems, and/or any and all other expenses incurred.
- 6.2.4. Councillors shall strictly adhere to all Summer Village of White Sands policies and guidelines addressing expenses and reimbursement.

6.3. Interaction with Administration and the Public

- 6.3.1. Councillors will respect the professional opinions of Summer Village of White Sands Administration and/or any legal opinions and be mindful that the Chief Administrative Officer is exclusively responsible under the *Municipal Government Act* for directing staff.
- 6.3.2. Councillors shall not abuse relationships or interactions with Summer Village of White Sands Administration / employees by attempting to take advantage of their position as Councillors. Councillors will at all times, refrain from any behavior which is or may be perceived as bullying of administration / employees.
- 6.3.3. Requests for information will be directed to the Chief Administrative Officer or in the manner specified by the Chief Administrative Officer.
- 6.3.4. Councillors will treat all people with respect and courtesy and in good faith without bias;
 - 6.3.4.1. Recognizing there are legitimate differences in opinions;
 - 6.3.4.2. Equally regardless of race, culture, religion, language, gender, disability, education or occupation;
 - 6.3.4.3. Dealing with all persons in good faith and without bias, ensuring fairness and equity of access to available Municipal services;
 - 6.3.4.4. Providing adequate and substantive opportunity for persons to state their position on any matter before Council.
- 6.3.5. Councillors will not instigate, be involved with, or condone personal attacks on other Councillors, members of administration / employees, or members of the public.
- 6.3.6. Councillors will not criticize in public regarding the performance of any member of administration / employee but will instead refer any question of performance of an employee to the Chief Administrative Officer.

- 6.3.7. Prior to taking any action, Councillors should ask themselves whether their intended action will ultimately be supported by other Councillors and Summer Village of White Sands. This test is designed to promote objectivity in the mind of a Councillor to best ensure appropriate conduct. Councillors will, if in doubt, consult the Mayor, the Deputy Mayor, or the Chief Administrative Officer prior to taking the planned action.
- 6.3.8 Council members must keep in mind they are always a representative of The Summer Village of White Sands; accordingly, when engaging in social media activities, even via private channels, Councillors are encouraged to identify when the views expressed are theirs alone and not official Summer Village of White Sands communication.
- 6.3.9 Council members may participate in political events and/or contribute to a political party or candidate at their own expense and in conformity with legislation.
- 6.4. Pecuniary Interest
- 6.4.1. The decision with respect to whether or not any Councillor may have a Pecuniary Interest is the individual Councillors decision to make. The Councillor may discuss this with Council and seek the advice of the Mayor or the Chief Administrative Officer.
- 6.4.2. It is the individual responsibility of each Councillor to seek independent legal advice, at their own cost, with respect to any situation which may result in Pecuniary Interest.
- 6.4.3. Should a Councillor believe that he/she may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Councillor Council Committee, he/she shall follow the Pecuniary Interest disclosure and procedure requirements as established in Part 5, Division 6 of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 including:
- 6.4.3.1. Stating the general nature of his/her Pecuniary Interest at the meeting prior to any discussion of the matter. This shall be done on every occasion the matter arises before Council or Council Committee.
- 6.4.3.2. The Councillor shall not discuss the matter with Council, other Councillors, Council Committee, or Council Committee members either publicly or privately.
- 6.4.3.3. The Councillor shall leave Council Chambers, or any meeting room in which a meeting is being held, should the matter be discussed and shall not return until such time as discussion has ended or voting on the matter has been concluded.
- 6.4.3.4. Councillors with Pecuniary Interest in any matter may stay in the Council Chambers, or any meeting room in which a meeting is being held, if the Councillor is seated in the gallery and addresses Council or the Council Committee in the capacity as a taxpayer, elector, or owner and if the Councillor has the right to be heard pursuant to the *Municipal Government Act* or any other enactment.
- 6.4.4. When a Councillor believes that he/she may have a Pecuniary Interest in a matter before Councillor Council Committee, he/she shall notify the Mayor or Chair of the meeting prior to the matter being considered, that he/she has a Pecuniary Interest in the matter.
- 6.5. Conflict of Interest
- 6.5.1. The decision with respect to whether or not any Councillor may have a Conflict Interest is the individual Councillors decision to make. The Councillor may discuss this with Council and seek the advice of the Mayor or the Chief Administrative Officer.
- 6.5.2. Should a Councillor believe he/she may have or may reasonably be perceived to have a Conflict of Interest in a matter before Council or Council Committee he/she shall:
- 6.5.2.1. Stating the general nature of his/her Conflict of Interest at the meeting prior to any discussion of the matter. This shall be done on every occasion the matter arises before Council or Council Committee.
- 6.5.2.2. The Councillor shall not discuss the matter with Council, other Councillors, Council Committee, or Council Committee members either publicly or privately.
- 6.5.2.3. The Councillor shall leave Council Chambers, or any meeting room in which a meeting is being held, should the matter be discussed and shall not return until such time as discussion has ended or voting on the matter has been concluded.

6.5.2.4. Councillors with a stated Conflict of Interest in any matter may stay in the Council Chambers, or any meeting room in which a meeting is being held, if the Councillor is seated in the gallery and addresses Councilor the Council Committee in the capacity as a taxpayer, elector, or owner and if the Councillor has the right to be heard pursuant to the **Municipal Government Act** or any other enactment.

6.5.3. When a Councillor believes that he/she may have a Conflict of Interest in a matter before Councilor Council Committee, he/she shall notify the Mayor or Chair of the meeting prior to the matter being considered, that he/she has a Conflict of Interest in the matter.

6.5.4. Councillors, in their role, may accept gifts, event tickets, hospitality, discounts or other benefits associated with their official duties and responsibilities if it meets all of the following conditions:

- a) is a normal accepted expression of courtesy of a business relationship and
- b) received as a normal or necessary incident to fulfilling the Councillors duties
- c) received as an incident of protocol or social obligation
- d) would not raise questions about the Councillor's objectivity and impartiality
- e) would not compromise the integrity of Council or The Municipality.
- f) Councillors will file a disclosure with the Chief Administrative Officer or designate for all accepted gifts, event tickets, discounts, or hospitality valued at greater than \$50.

6.5.5. Councillors or any member of their family will not solicit or accept any gift or other advantage (i.e. gifts, event tickets, hospitality or discounts) that could, or be perceived to, influence the member of Council in the exercise of an official power, duty or function.

6.5.6. Councillors will refuse or return improper gifts or benefits; if there is no opportunity to refuse or return an improper gift or benefit, or where refusal or return may be seen as offensive for cultural or other reasons, the gift or benefit must be disclosed and turned over to the Chief Elected Official or Deputy Chief Elected Official to make a suitable disposition of the item.

6.5.7. It is the individual responsibility of each Councillor to seek independent legal advice, at their own cost, with respect to any situation which may result in a Conflict of Interest.

6.6. Bias

6.6.1. A Councillor shall be impartial to discussion or presentation of any matter that requires a decision of Council.

6.6.2. Councillors may attend open houses or exchange information with potential applicants, developers, and special interest groups prior to a formal submission or application being submitted to Summer Village of White Sands and the Councillor must:

6.6.2.1. Make it clear to the potential applicant, developer, or special interest group that the Councillor can provide only general information on the process, but cannot give any indication of the chance of success of the submission.

6.6.2.2. Must suggest that the applicant, developer, or special interest group seek independent professional advice.

6.6.2.3. If applicable, encourage potential applicants, or developers to seek preliminary information on their submission by consulting with Summer Village of White Sands Administration.

6.6.2.4. Once application or submission has been filed with Summer Village of White Sands and where Council will have a decision-making role in the approval process or where the Councillor may sit on a Board or a Committee that may hear any subsequent appeal, Councillors will not meet with the applicant, developer, or special interest group. Councillors will not meet with the applicants, developers, or special interest groups prior to any Public Hearing or formal consideration by Council of the application, submission, or appeal hearing and decision being issued by Council or an Appeal Board.

6.6.2.5. All Development inquiries will be directed to Summer Village of White Sands Administration.

6.6.2.6. Any information forwarded by an applicant, developer, or special interest group to a Councillor with respect to a pending application or submission, shall be forwarded to the Chief Administrative Officer who will accept the information and determine what further distribution or disclosure of the information is required.

6.6.2.7. In the event that any application, submission, or action should proceed to any type of legal action or court proceeding, no meeting is allowed between Councillors,

applicants, developers, special interest groups, or any other entity initiating or involved with the legal action.

6.7. Confidentiality

6.7.1. Information provided to Council and to Councillors will not be used for any purpose other than to exercise their role as a Councillor.

6.7.2. Councillors will not release any information which is to be treated as confidential in accordance with the *Municipal Government Act* and will, at all times, recognize the *Freedom of Information and Protection of Privacy Act* regarding the access, use, and release of personal information.

6.7.3. Councillors will treat all private correspondence, both oral and written, between other Councillors, between themselves and the Chief Administrative Officer, as confidential until the parties agree that the information can or should be made public.

6.7.4. Councillors shall not release, disclose, publish, or comment on confidential information including, but not limited to, any information received during a Meeting conducted in the absence of the public, until such information is disclosed at a Public Meeting. This obligation continues in perpetuity. 6.7.5. Councillors shall not release any information that is subject to solicitor-client privilege unless expressly authorized by Council, through a Council resolution, to do so.

6.7.5. Councillors shall not misuse confidential information which they have knowledge of by virtue of their position as Councillor that is not in the public domain, including emails and correspondence from other Councillors or third parties such that it may cause harm, detriment, or embarrassment to Summer Village of White Sands Council, other Councillors, Summer Village of White Sands Administration, members of the public or third parties. Councillors shall not use confidential information that it may create a benefit for themselves.

7. USE OF MUNICIPAL RESOURCES DURING ELECTION PERIODS

7.1. Public resources must not be used in any way that would influence the electorate in an election, except in regard to supporting the actual election process. Council and individual Councillors commit to complying with the following procedures:

7.1.1. Council will not authorize or request the municipality staff to print, publish (including digitally on the internet), or distribute an electoral advertisement, unless it only contains information regarding the election process. Any electoral advertisement that can be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on:

- The election
- A candidate in the election; or
- An issue submitted to, or otherwise before the voters in connection with the election.

7.2. Council and individual Councillors will ensure that the Summer Village of White Sands resources are not used inappropriately in any way that may influence voting or provide an undue advantage for any candidate during a general election period from Nomination Day until the end of the Council term.

7.3. The Chief Administrative Officer will ensure that all members of staff are advised in regards to the application of this Code.

7.4. No Summer Village of White Sands administration / employee will, as part of their employment with the Municipality, undertake any activity that may affect voting in the election, except where it relates only to the election process and is authorized by the Chief Administrative Officer.

7.4.1. No Councillor shall ask, or shall there be any direction, motion, or resolution from Council for administration / employee or administration / employee member to authorize, use, or allocate a Summer Village of White Sands resource for any purpose that may influence voting in an election, except where it relates to the election process and is authorized by the Chief Administrative Officer.

7.5. At the end of the Councillor term of office, Councillor agree to promptly return all items supplied by the Municipality for their municipal use.

8. DISPUTE RESOLUTION AND DISCIPLINARY PROCEDURES

8.1. From time to time difficulties may occur in relationships between individual Councillors. It is expected that Councillors in this situation will use their best efforts to resolve such issues so that they do not interfere with the effective functioning of Council.

- 8.2. Councillors shall not use public forums to discuss issues they may have or be having with other Councillors or with Council.
- 8.3. Where there are issues that cannot be resolved between the parties and the view of the Mayor is that the impact or potential impact is such that the good governance of Summer Village of White Sands may be affected, then a decision to proceed to dispute resolution or discipline will be required by a resolution of Council.
- 8.4. Resolution procedures are as follows:
 - 8.4.1. The Mayor shall discuss the issues with the relevant Councillor(s) and attempt to mediate an outcome acceptable to both parties which will allow for an opportunity to apologize and recommend no further action. Should the dispute involve the Mayor, the Deputy Mayor will undertake the action.
 - 8.4.2. Councillors will at all times, attempt to resolve their issues without the need for external assistance as a demonstration of unity and teamwork.
 - 8.4.3. Should a matter not be resolved after internal mediation has taken place, Councillors are able to seek advice from the Chief Administrative Officer in an attempt to find solutions.
 - 8.4.4. Should the matter still remain unresolved, the Mayor, at his/her discretion, may request in writing to the Chief Administrative Officer, to appoint an external professional mediator to assist Council to work through the issues with the relevant parties. In the event the dispute involves the Mayor, this decision will be made by the Deputy Mayor.
 - 8.4.5. Should after external mediation, the matter remain unresolved, an independent arbitrator shall be appointed by Council to work with the parties and develop recommendations on how the dispute can be resolved.
 - 8.4.6. Council shall consider these recommendations in a meeting closed to the public in accordance with the *Municipal Government Act*, and may, on return to the open meeting, adopt a resolution based on the arbitrator's recommendations.
 - 8.4.7. All Councillors will abide by these resolutions.
- 8.5. In the unlikely event that a Councillor refuses to sign the Statement of Code of Ethics and Conduct or clearly violates any of the terms of the Summer Village of White Sands Councillor Code of Conduct or any provisions of the *Municipal Government Act* then the Mayor may recommend to Council that disciplinary action may be taken on the offending Councillor. In the event that the Mayor is the offending Councillor then this recommendation will be made by the Deputy Mayor.

Disciplinary procedures are as follows:

- 8.5.1. For a Councillors first offense Council may choose to privately discuss the matter, offer an opportunity to apologize and may recommend no further action. Should further action be taken then the penalty may be the loss of all or some of the offending Councillors appointed Committees.
- 8.5.2. For a second offense the penalty shall be the loss all of the Councillors Committees, and /or the loss of conference attendance.
- 8.5.3. For a third offense, all of the above and a \$500 penalty. Penalty to be deducted from the Councillors honorarium.
- 8.5.4. For all other offenses all of the above and \$1,000 penalty. Penalty to be deducted from the Councillors honorarium.
- 8.5.5. Should a Councillor have three or more offenses, in addition to the above penalties, Council will direct a letter to be sent to the Minister of Municipal Affairs, requesting an investigation into the conduct of the Councillor and requesting his/her removal from Council.

9. EFFECTIVE DATE

- 9.1. This Bylaw shall come into force and effect when it has received third reading and has been duly signed.

READ a first time this 15th day of June, A.D. 2018.

READ a second time this 15th day of June, A.D. 2018.

READ a third time and finally passed this 15th day of June, A.D. 2018.

MAYOR

CAO

Schedule A

STATEMENT OF CODE OF ETHICS AND CONDUCT

I, _____ do solemnly swear to uphold the Summer Village of White Sands Councillor Code of Conduct, as per Bylaw 167-18 at all times while serving as a municipally elected official representing Summer Village of White Sands. I have read and understand the Councillor Code of Conduct Bylaw 167-18 and further agree to ALL the terms and conditions as specified in the Bylaw.

Dated at Stettler, Alberta this _____ of _____, 2018.

Councillor

Chief Administrative Officer

STATEMENT OF CODE OF ETHICS AND CONDUCT

I, _____ do solemnly swear to uphold the Summer Village of White Sands Councillor Code of Conduct, as per Bylaw 167-18 at all times while serving as a municipally elected official representing Summer Village of White Sands. I have read and understand the Councillor Code of Conduct Bylaw 167-18 and further agree to ALL the terms and conditions as specified in the Bylaw.

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Councillor

Chief Administrative Officer

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Dated at Stettler, Alberta this _____ of _____, 2018.

Councillor

Chief Administrative Officer