

**SUMMER VILLAGE OF WHITE SANDS COUNCIL MEETING
AGENDA
November 13th, 2020
1:00 PM
TOWN OF STETTLER OFFICE**

1. Call to Order
2. Additions to Agenda
3. Minutes
 - a. Adoption of the Minutes of the Regular Summer Village of White Sands Council Meeting held on October 8th, 2020 2-4
4. Delegates
 - a. Postal service delegation verbal
5. Bylaws & Policies
 - a. none
6. Council and CAO Reports
 - a. Council/Staff Reports verbal
7. Business
 - a. 2020 Interim Operating Budget 5-12
 - b. Maintenance rate of pay and bonuses 13
 - c. MOST grant verbal
 - d. Bylaw enforcement costs 14
 - e. Sewer Bylaw 15-22
8. Financial Reports
 - a. Bank Reconciliation as of October 31st, 2020 23
 - b. Statement of Revenue & Expenses as of October 31st, 2020 24
 - c. Accounts Payable as of October 13th & 28th, 2020 25-27
9. Correspondence
 - a. Municipal Accountability Program factsheet 28-29
10. In-Camera Session
 - a. none
11. Adjournment

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL
HELD ON OCTOBER 8, 2020
TOWN OF STETTLER BOARD ROOM**

Present: Mayor Lorne Thurston
Councillor Carl Cornelssen
Councillor Bill Sanchuck

Chief Administrative Officer Graham Scott

Absent: None

1. **Call to Order:** Mayor Thurston called the Council Meeting to order at 8:59 a.m.

2. **Agenda Additions/Approval**

Motion 20:10:01 Moved by Councillor Sanchuck that the agenda be approved as presented.

MOTION CARRIED
Unanimous

3. **Adoption of Minutes**

(a) Minutes of the regular meeting of the Summer Village of White Sands Council Meeting held on September 4th, 2020

Motion 20:10:02 Moved by Councillor Cornelssen that the Minutes of the regular meeting of the Summer Village of White Sands Council Meeting held on September 4th, 2020 be approved as presented.

MOTION CARRIED
Unanimous

(b) Minutes of the Special Meeting of the Summer Village of White Sands held on September 23rd, 2020

Motion 20:10:03 Moved by Councillor Sanchuck that the minutes of the special Summer Village of White Sands meeting held on September 23rd, 2020 be approved as presented.

4. **Delegates** None

5. **Bylaws & Policies** None

6. **Council and CAO Reports**

(a) Council/Staff Reports

Councillor Sanchuck

-Stettler Housing Authority is holding off on their budget till the end of October, they are waiting to see if the provincial/federal government is going to give them any grants.

Councillor Cornelssen

Mayor Thurston

-Christmas Party Cancelled

-Volleyball stakes for net were left out and mower drove over them and received a flat tire. Get Allan to make something for the volleyball nets to avoid this in the future

-50 docks and 121 lifts are on the shore.

-Send letter to property crossing over MR to get to their property.

SUMMER VILLAGE OF WHITE SANDS MINUTES

October 8, 2020

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- Nothing on docks and lifts from the government.
- Send letter to the property that had 5 RV's on there.
- There was a request for walkway between 14 & 16 McKenzie Way
- 11 Front Street – see if agreement signed, if not need to get it signed.

7. Business

(a) Municipal Operating Support Transfer (MOST)

CAO Scott advised the Summer Village of White Sands is to receive \$17,151.00 for the MOST grant. This grant is to cover any additional costs the Summer Village of White Sands incurred due to Covid-19.

(b) Defibrillator

It was expressed that there was a need for a defibrillator out at the Summer Village of White Sands.

(c) Beach Restoration on Front Street

Echo Construction will come and take a look at what needs to be done and give an estimate.

(d) Jack's Pond Light

Can put a light on the building out there that would come on dawn to dusk.

(e) Sewer Bylaw

Go through bylaws from other municipalities then send a draft to Parkland County to go through.

(f) Wet Well

The quote for the wet well from Urban Dirtworks came in at \$55,709.25.

Motion 20:10:04

Moved by Councillor Cornelssen that \$19,264.00 of the MSP grant will be used to fund this project. The remaining \$36,445.25 will be funded from MSI Capital. The contract will be awarded to Urban Dirtworks.

8. Financial Reports

(a) Bank Reconciliation as of August 31st and September 30th, 2020

Motion 20:10:05

Moved by Councillor Sanchuck that the Summer Village of White Sands Council accept the financial items under 8(a) for information.

MOTION CARRIED
Unanimous

(b) Statement of Revenue & Expenses as of September 30th, 2020

Motion 20:10:06

Moved by Councillor Cornelssen that the Summer Village of White Sands Council accept the financial items under 8(b) for information.

MOTION CARRIED
Unanimous

(c) Accounts Payable as of September 15th & 28th, 2020

_Motion 20:10:07 Moved by Councillor Sanchuck that Accounts Payable in the amount of \$26,855.02 + \$67,531.76 for the period ending September 28th for a total amount of \$94,386.78 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

9. **Correspondence** (a) Conversation with the new Minister of Municipal Affairs

Motion 20:10:08 Moved by Councillor Cornelssen that the Summer Village of White Sands Council accept the correspondence item (a) for information.

MOTION CARRIED
Unanimous

10. **In-Camera Session** (a) Advice from Officials – Section 24 – FOIP

Motion 20:10:09 Moved by Councillor Sanchuck that the Summer Village of White Sands Council proceed into an In-Camera session with the CAO present to discuss the In-Camera items.

MOTION CARRIED
Unanimous at 10:38 a.m.

Motion 20:10:10 Moved by Councillor Sanchuck that the Summer Village of White Sands Council return to the regular meeting.

MOTION CARRIED
Unanimous at 11:40 a.m.

11. **Adjournment**

Motion 20:10:11 Moved by Councillor Cornelssen that this Regular Meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED
Unanimous at 11:40 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

MEMORANDUM

To: Mayor and Council
From: Graham Scott
Date: November 10, 2020
Re: Interim Operating Budget 2021

Section 242 of the *Municipal Government Act (MGA)* requires Council to adopt an operating budget for each calendar year. Section 242 further states that a Council may adopt an interim operating budget for part of a calendar year.

Since the Summer Village's 2021 Operating Budget will not be adopted until May/June 2021, an Interim Operating Budget is required to provide legal expenditure authority per Section 248 of the *MGA*.

The Interim Operating Budget is not used to set property tax rates; rather its purpose is to be used as the authority to provide services, programs and overall corporate continuity. An Interim Operating Budget ceases to have any effect when the Operating Budget and Tax (Mill) Rate Bylaw is finally adopted in 2021.

At this time of year, it has been usual administrative practice to recommend that Council approve the same level of interim operational expenditures for 2021 as was finally approved for the previous year 2020.

Recommendation:

That the Summer Village of White Sands Council adopt, per Sections 242(2) and 248 of the *Municipal Government Act*, a 2021 Interim Operating Budget with expenditures and surplus totaling \$691,625 for that part of 2021 prior to the Operating Budget being adopted by Council.

REVENUES

Account Number	Description	2019 Actual	2020 Budget	2021 Interim Budget
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	\$760.00	\$50.00	\$50.00
1-12-01-00-00-840	Admin - Provincial Grant	\$11,698.00	\$9,830.00	\$10,000.00
1-12-01-00-01-490	Admin - Tax Information/Certificates	\$555.00	\$250.00	\$250.00
1-12-01-00-01-590	Admin - GST Interest			
1-12-99-91-00-920	Admin - Drawn from Op Reserve			
Total Administration		\$13,013.00	\$10,130.00	\$10,300.00

1-23-99-91-00-920	Fire - Drawn fr. Op Reserve			
Total Fire Department		\$0.00	\$0.00	\$0.00

1-25-00-00-00-560	Ambulance - Other Revenue	\$824.00	\$824.00	\$824.00
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		\$250.00	\$250.00
Total Protective Services		\$824.00	\$1,074.00	\$1,074.00

1-31-99-91-00-920	Common Services - Drawn from Op. Reserve			
Total Common Services		\$0.00	\$0.00	\$0.00

1-32-00-00-00-550	Trans - Returns on Investments			
1-32-00-00-00-590	Trans - Multi-Purpose Room	\$1,800.00	\$750.00	\$750.00
1-32-00-00-00-840	Trans - Conditional Grants			
1-32-00-00-01-840	Trans - Road Grants	\$40,746.44	\$12,000.00	\$12,000.00
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		\$42,546.44	\$12,750.00	\$12,750.00

1-41-00-00-00-840	Water - Provincial Grant	\$10,399.49		
Total Water		\$10,399.49	\$0.00	\$0.00

1-61-00-00-00-520	Planning & Dev - Planning Permits	\$1,440.00	\$1,200.00	\$1,200.00
1-61-00-00-01-520	Planning & Dev - Building Permits	-\$758.59	\$2,000.00	\$2,000.00
1-61-00-00-02-520	Planning & Dev - RV Permit	\$8,832.00		
1-61-00-00-05-520	Planning & Dev - PGE Permits	\$938.46	\$1,200.00	\$1,200.00
1-61-00-00-00-840	Planning & Dev - Provincial Grant			
1-61-99-91-00-920	Planning & Dev - Drawn from Op Reserve			
Total Planning & Development		\$10,451.87	\$4,400.00	\$4,400.00

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 for Recreation & Parks		\$0.00	\$0.00	\$0.00

1-97-00-00-00-990	Excess Collection of Requisitions	\$18,590.13	\$18,554.00	
1-97-00-00-01-990	Under Collection of Requisitions	-\$142.95		
Subtotal Excess Collections		\$18,447.18	\$18,554.00	\$0.00

1-99-01-00-01-111	Taxes - Municipal	\$195,429.59	\$308,008.00	\$331,500.00
1-99-01-00-01-120	Taxes - Municipal - Special Tax	\$101,808.00		
Subtotal Municipal Taxes		\$297,237.59	\$308,008.00	\$331,500.00

1-99-01-00-02-111	Taxes - School - Residential	\$287,574.77	\$268,372.00	\$268,372.00
1-99-01-00-03-111	Taxes - School - Non-Residential	\$1,694.35	\$1,713.00	\$1,713.00
1-99-01-00-05-111	Taxes - Senior Housing	\$44,059.36	\$49,577.00	\$49,577.00
1-99-01-00-06-111	Taxes - DIP	\$36.31	\$35.00	\$35.00
Subtotal Non-Municipal Taxes		\$333,364.79	\$319,697.00	\$319,697.00

1-99-02-00-01-510	Penalties & Cost on Taxes	\$8,009.29	\$4,500.00	\$4,500.00
1-99-02-00-02-550	Return on Investments	\$13,771.97	\$8,000.00	\$8,000.00
1-99-02-00-04-740	Unconditional Provincial Grant			
Subtotal Other Revenue		\$21,781.26	\$12,500.00	\$12,500.00

TOTAL REVENUE		\$748,065.62	\$687,113.00	\$692,221.00
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EXPENDITURES

Account Number	Description	2019 Actual	2020 Budget	2021 Interim Budget
2-11-00-00-151	Council - Honoraria	\$6,648.17	\$8,000.00	\$8,000.00
2-11-00-00-211	Council - Travel & Subsistence	\$5,184.13	\$5,000.00	\$5,000.00
Total Council & Legislative		\$11,832.30	\$13,000.00	\$13,000.00

2-12-00-00-200	Admin - Contracted Services	\$32,000.00	\$32,000.00	\$32,000.00
2-12-01-00-211	Admin - Travel & Subsistence	\$127.14	\$600.00	\$600.00
2-12-01-00-214	Admin - Association Memberships	\$2,425.74	\$2,500.00	\$2,500.00
2-12-01-00-225	Admin - Land Titles	\$60.06	\$50.00	\$50.00
2-12-01-00-227	Admin - Web Site Maintenance	\$1,997.35	\$2,000.00	\$2,000.00
2-12-01-00-231	Admin - Accounting & Audit	\$4,500.00	\$4,000.00	\$4,000.00
2-12-01-00-232	Admin - Legal Fees	\$1,596.64	\$20,000.00	\$20,000.00
2-12-01-00-260	Admin - Rentals			
2-12-01-00-274	Admin - Insurance & Bond	\$2,752.10	\$3,200.00	\$3,200.00
2-12-01-00-731	Admin - Contr. to Other Government	\$250.00		
2-12-01-00-810	Admin - Bank Charges & Interest	\$146.56	\$150.00	\$150.00
2-12-01-00-920	Admin - Uncollectable Accounts	\$300.00		
2-12-01-00-991	Admin - Cash Over/Short	-\$0.04		
Subtotal Administration		\$46,155.55	\$64,500.00	\$64,500.00

2-12-02-00-221	Office - Advertising	\$471.31	\$400.00	\$400.00
2-12-02-00-222	Office - Telephone	\$100.00	\$200.00	\$200.00
2-12-02-00-223	Office - Postage	\$1,422.05	\$1,500.00	\$1,500.00
2-12-02-00-510	Office - Goods & Services	\$635.74	\$1,600.00	\$1,600.00
Subtotal Office		\$2,629.10	\$3,700.00	\$3,700.00

2-12-11-00-239	Assessor	\$12,033.20	\$12,500.00	\$12,500.00
2-12-11-00-239	Regional ARB		\$2,000.00	\$2,000.00
Subtotal Assessor		\$12,033.20	\$14,500.00	\$14,500.00

2-12-12-00-227	Municipal Election			\$ 2,000.00
Subtotal Election		\$0.00	\$0.00	\$2,000.00
Total General Administration		\$60,817.85	\$82,700.00	\$84,700.00

2-23-00-00-00-158	Fire - Regional Chief			
2-23-00-00-00-200	Fire - Fire Agreement	\$35,887.60	\$37,168.00	\$37,168.00
2-23-00-00-00-264	Fire - Access Road Agreement	\$254.89	\$260.00	\$260.00
2-23-00-00-00-350	Fire - Fire Fighting		\$2,000.00	\$2,000.00
2-23-99-91-00-764	Fire - Transfer to Reserve			
Subtotal Fire Fighting & Preventive		\$36,142.49	\$39,428.00	\$39,428.00

2-24-00-00-00-158	Disaster Services - Coordinator	\$5,000.00	\$5,000.00	\$5,000.00
Subtotal Disaster Services		\$5,000.00	\$5,000.00	\$5,000.00

2-25-00-00-00-765	Ambulance - Levy			
2-25-99-92-00-762	Ambulance - Contributed to Capital			
Subtotal Ambulance Services		\$0.00	\$0.00	\$0.00

2-26-00-00-00-158	Bylaw - Regional Officer			
2-26-00-00-00-200	Bylaw - Enforcement		\$3,000.00	\$3,000.00
2-26-00-00-00-300	Bylaw - RCMP		\$6,011.00	\$9,023.00
2-26-99-91-00-764	Bylaw - Transfer to Reserve			
Subtotal Bylaw Enforcement		\$0.00	\$9,011.00	\$12,023.00
Total Protective Services		\$41,142.49	\$53,439.00	\$56,451.00

2-31-00-00-00-562	Common Services - Small Equip/Tools		\$1,000.00	\$1,000.00
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		\$0.00	\$1,000.00	\$1,000.00

2-32-00-00-00-112	Trans - Wages	\$942.90	\$26,837.73	\$26,837.73
2-32-00-00-00-158	Trans - Regional Employee Safety		\$500.00	\$500.00
2-32-00-00-00-200	Trans - Contracted Services	\$32,770.29	\$13,870.00	\$13,870.00
2-32-00-00-00-222	Trans - Telephone	\$571.44	\$600.00	\$600.00
2-32-00-00-00-252	Trans - Building Pumpout	\$1,186.25	\$1,200.00	\$1,200.00
2-32-00-00-00-254	Trans - Purchase Equip Repair	\$4,512.60	\$4,500.00	\$4,500.00
2-32-00-00-00-274	Trans - Insurance	\$734.92	\$1,600.00	\$1,600.00
2-32-00-00-00-510	Trans - Goods & Services	\$14,484.73	\$15,000.00	\$15,000.00
2-32-00-00-00-521	Trans - Fuel	\$6,995.20	\$7,000.00	\$7,000.00
2-32-00-00-00-529	Trans - Equip Repair Parts		\$1,000.00	\$1,000.00
2-32-00-00-00-540	Trans - Street Lights			
2-32-00-00-00-552	Trans - Bldg - Power	\$560.84	\$750.00	\$750.00
2-32-00-00-00-581	Trans - Bldg - Gas	\$735.27	\$750.00	\$750.00
2-32-00-00-00-583	Trans - Bldg - Water		\$100.00	\$100.00
2-32-00-00-01-237	Trans - Bldg - Janitor			
2-32-15-00-00-263	Trans - Project 1 - Hired Equipment			
2-32-15-00-00-532	Trans - Project 1 - Gravel	\$1,300.00	\$10,000.00	\$10,000.00
2-32-15-00-00-554	Trans - Project 1 - Materials	\$700.49		
2-32-99-91-00-764	Trans - Transfer to Reserve	\$39,446.44		
2-32-99-92-00-762	Trans - Contributed to Capital			
Total Transportation		\$104,941.37	\$83,707.73	\$83,707.73

2-41-00-00-00-200	Water - SMRWSC Debt	\$1,916.18	\$4,410.00	\$4,410.00
2-41-00-00-00-214	Water - SMRWSC Membership	\$3,241.52		
2-41-00-00-00-274	Water - Insurance			
2-41-00-00-00-510	Water - General Goods & Services	\$81.10		
2-41-00-00-00-582	Water - Power	\$1,966.57	\$2,050.00	\$2,050.00
2-41-99-92-00-762	Water - Contributed to Capital			
Total Water		\$7,205.37	\$6,460.00	\$6,460.00

2-43-00-00-00-112	Landfill - Wages		\$1,910.59	\$1,910.59
2-43-00-00-00-200	Landfill - Contracted Services	\$4,090.81	\$1,480.00	\$1,480.00
2-43-00-00-00-239	Landfill - Requisition	\$15,860.00	\$16,056.00	\$16,056.00
2-43-99-91-00-764	Landfill - Transfer to Reserve			
Total Landfill		\$19,950.81	\$19,446.59	\$19,446.59

2-61-00-00-00-158	Planning & Dev - DAB Fees	\$310.72		
2-61-00-00-01-158	Planning & Dev - Honorarium	\$7,208.00	\$500.00	\$500.00
2-61-00-00-00-200	Planning & Dev - Dev. Officer Contract	\$13,612.00	\$20,000.00	\$20,000.00
2-61-00-00-00-211	Planning & Dev - Travel & Subs.			
2-61-00-00-00-221	Planning & Dev - Advertising		\$300.00	\$300.00
2-61-00-00-00-232	Planning & Dev - Buffalo Lake Plan			
2-61-00-00-00-519	Planning & Dev - Other Supplies		\$500.00	\$500.00
2-61-00-00-01-519	Planning & Dev - Safety Code Inspect	\$2,648.14		
Total Planning & Development		\$23,778.86	\$21,300.00	\$21,300.00

2-72-00-00-00-112	Parks & Rec - Wages	\$21,523.61	\$33,463.57	\$33,463.57
2-72-00-00-00-200	Parks & Rec - Contracted Services	\$15,124.73	\$6,400.00	\$6,400.00
2-72-00-00-00-252	Parks & Rec - Outhouse Pumpout	\$700.00		
2-72-00-00-00-272	Parks & Rec - Damage Claims		\$1,000.00	\$1,000.00
2-72-00-00-00-274	Parks & Rec - Insurance	\$1,432.03	\$2,000.00	\$2,000.00
2-72-00-00-00-510	Parks & Rec - General Goods & Services	\$10,519.45	\$6,000.00	\$6,000.00
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	\$223.98	\$1,500.00	\$1,500.00
2-72-99-91-00-764	Parks & Rec - Transfer to Reserve			
2-72-99-92-00-762	Parks & Rec - Contributed to Capital			
Total Parks & Recreation		\$49,523.80	\$50,363.57	\$50,363.57

2-74-11-00-00-214	Library - Parkland Membership	\$990.00	\$1,026.00	\$1,026.00
2-72-00-00-00-274	Multipurpose - Janitor	\$1,165.00	\$1,000.00	\$1,000.00
2-72-00-00-00-510	Multipurpose - Building Pumpout	\$518.75	\$550.00	\$550.00
2-72-00-00-00-518	Multipurpose - Wifi	\$1,399.88	\$1,400.00	\$1,400.00
2-72-00-00-00-582	Multipurpose - Supplies	\$465.91	\$500.00	\$500.00
2-72-15-00-00-263	Multipurpose - Gas	\$735.20	\$900.00	\$900.00
2-72-99-91-00-764	Multipurpose - Power	\$1,682.45	\$1,900.00	\$1,900.00
2-72-99-92-00-762	Multipurpose - Water	\$258.43	\$300.00	\$300.00
Total Culture		\$7,215.62	\$7,576.00	\$7,576.00

2-99-99-91-00-764	Contingency - Transfer to Reserve	\$30,000.00	\$9,371.00	\$9,371.00
Total Contingency		\$30,000.00	\$9,371.00	\$9,371.00

2-99-01-00-00-743	Requisitions - Alberta School Foundation Func	\$270,969.39	\$288,608.00	\$288,608.00
2-99-01-00-00-746	Requisitions - Senior Housing	\$44,062.00	\$49,606.00	\$49,606.00
2-99-01-00-00-747	Designated Industrial Property		\$35.00	\$35.00
Total Non-Municipal Requisitions		\$315,031.39	\$338,249.00	\$338,249.00

TOTAL EXPENDITURES		\$671,439.86	\$686,612.90	\$691,624.89
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Total Expenditures

\$671,439.86	\$686,612.90	\$691,624.89
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Grand Total Revenues

\$679,554.00	\$687,113.00	\$692,221.00
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Surplus/(Deficit)

\$8,114.14	\$500.10	\$596.11
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MEMORANDUM

To: Mayor and Council
From: Graham Scott
Date: November 10, 2020
Re: Maintenance Contractor Pay & Christmas Bonus

The annual increases in pay for our maintenance contractor have generally corresponded to negotiated union rates at the Town of Stettler. For 2020 this rate is 0%. There is no obligation to stay with this rate. Some details are shown in the table below (with 3 different scenarios shown for 2020):

year	monthly pay	annual pay	change
2021	\$4,350	\$52,199	2.0%
	\$4,308	\$51,687	1.0%
	\$4,286	\$51,431	0.5%
2020	\$4,265	\$51,175	2.0%
2019	\$4,181	\$50,172	1.5%
2018	\$4,119	\$49,426	2.0%
2017	\$4,038	\$48,457	1.5%
2016	\$3,978	\$47,741	3.0%
2015	\$3,863	\$46,350	3.0%
2014	\$3,750	\$45,000	2.7%
2013	\$3,650	\$43,800	4.3%

In addition to this, in past years a Christmas bonus has been paid to our maintenance contractor of \$300, and a contribution to all of the Town of Stettler staff of \$250 Heart of Alberta dollars.

Recommendation:

That the Summer Village of White Sands Council once again considers these items:

- Maintenance Wage
- Maintenance Bonus
- Administration & Finance Bonus

The Village of White Sands



ALBERTA ANIMAL SERVICES

ANIMAL CARE AND CONTROL

Serving Central Alberta Since 1988



SPECIAL PATROLS

FILE #	PATROL DATE	DESCRIPTION	HOURS	RATE	TOTAL
4242-4245	Sept.8	Investigation into several complaints	5	\$109.00	\$545.00
4250	Sept.9	Follow-up phone call with subject	1	\$109.00	\$109.00
4254	Sept.14	Patrol to deal with complaint	2	\$109.00	\$218.00
		TOTAL HOURS	8		\$872.00
		TOTAL COST	\$872.00		

BYLAW 155-16

A BYLAW OF THE SUMMER VILLAGE OF WHITE SANDS TO REGULATE THE DISPOSAL OF SEWAGE AND WASTEWATER WITHIN THE SUMMER VILLAGE.

WHEREAS authority is granted under the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended or replaced from time to time, to regulate and prohibit for Municipal purposes respecting the safety, health and welfare of people and property; and

WHEREAS authority is granted under the *Private Sewage Disposal Systems Regulation*, AR 229/97, as amended or replaced from time to time, that a municipality may make bylaws restricting the type of systems recognized in the Alberta Private Sewage Systems Standard of Practice in force that can be constructed or used in new installations of private sewage disposal systems.; and

WHEREAS there is a concern about the risk of contamination caused by private sewage systems and/or sewage holding tanks which are not constructed of reinforced pre-cast concrete; and

WHEREAS the Municipal Council of the Summer Village of White Sands deems it desirable to prohibit the disposal of sewage and waste water into the ground upon lands within the Summer Village;

NOW THEREFORE THE COUNCIL OF THE SUMMER VILLAGE OF WHITE SANDS ENACTS AS FOLLOWS:

1. In this bylaw,
 - a) "Council" means the Council of the Summer Village of White Sands.
 - b) "Owner" shall mean the person or persons registered as the owner or owners of a parcel of land within the Summer Village of White Sands.
 - c) "Sewage" is as defined in the current Private Sewage Disposal System Regulation.
 - d) "Sewage System" means a sewage system authorized by Section 5 of this Bylaw.
 - e) "Summer Village" means the Summer Village of White Sands.
2. Any Sewage System shall be installed and maintained in compliance with the provisions of the Alberta Safety Codes Act, R.S.A. 2000, c. S-1, the Alberta Private Sewage Systems Standard of Practice 2015, and the regulations thereunder as amended or repealed and replaced from time to time.
3. A Sewage System shall be installed and maintained on all those properties within the Summer Village of White Sands which are being used as permanent residences, cottages or for parking of recreational vehicles in excess of 21 days per year.
4. Notwithstanding Section 2 of this bylaw, a Sewage System shall be installed and maintained on all those properties within the Summer Village which have a Water System on them and or an outdoor privy.
5. Only Self-contained Sewage Systems will be permitted to be installed or replaced on parcels of land within all areas of the Summer Village of White Sands. Self-contained Sewage Systems include, connection to a municipal system, municipal/private co-op systems and private sewage holding tanks that are constructed of reinforced pre-cast concrete and meet applicable/relevant CAN/CSA standards, but do not include non-concrete self-contained sewage holding tanks, disposal fields, treatment mounds, pit privies, or any other Approved System for the disposal of sewage or waste water on a parcel of land which results in the disposal of sewage and/or waste water into the ground.

6. A Bylaw Enforcement Officer or any designated officer of the Summer Village of White Sands shall, subject to compliance with the requirements of Sections 542 and 543 of the Municipal Government Act (Alberta) R.S.A. 2000, Chapter M-26, be entitled to enter any lands within the Summer Village for the purpose of carrying out an inspection to determine compliance with this bylaw.
7. When the designated officer finds that a sewage system has been installed in a manner that contravenes this bylaw, the officer may, by notice in writing, order the registered owner, the person in possession of the land or buildings, or the person responsible for the contravention to :
 - a) demolish, remove or replace the system or
 - b) take such other measures so that the installation conforms with this bylaw
8. Where a person fails or refuses to comply with an order directed to him under this bylaw within the time specified in the notice the designated officer may enter upon the land or building and take such action as is necessary to carry out the order.
9. When the designated officer carries out an order, the Council shall cause the costs and expenses incurred in carrying out the order to be placed on the tax roll as an additional tax against the property concerned and that amount shall be collected in the same manner as taxes on land.
10. Any owner of a parcel of land which contravenes this bylaw is guilty of an offence and liable on conviction:
 - a) for the first offence, to a fine of \$500.00;
 - b) for the second offence, to a fine of \$1,000.00; and
 - c) for the third and each subsequent offence, to a fine of \$2,500.00;

and in addition to those fines, for each offence the owner of the parcel of land is additionally liable to a fine of \$100.00 per day for each day that the property remains in contravention of this bylaw.
11. Each separate provision of this Bylaw shall be deemed independent of all other provisions, and if any provisions of this Bylaw are declared invalid all other provisions shall remain valid and enforceable.
12. Bylaws No. 125-09, 124-09, 102-05, 101-05, 87-01, 84-99, 78, 72 & 57 are hereby repealed.

This bylaw shall come into force and effect on the date of its final reading.

READ a first time this 29th day of April, A.D. 2016.

READ a second time this 29th day of April, A.D. 2016.

READ a third time and finally passed this 29th day of April, A.D. 2016.

Mayor

CAO

Summer Village of Rochon Sands
In the Province of Alberta
Bylaw #254-20
“Wastewater Bylaw”

A BYLAW OF THE SUMMER VILLAGE OF ROCHON SANDS IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATION, MANAGEMENT AND MAINTENANCE OF PRIVATE WASTEWATER DISPOSAL SYSTEMS

Whereas, The Council of Summer Village of Rochon Sands deems it expedient and appropriate to ensure the proper treatment and disposal of wastewater under the Alberta Safety Codes Act, the Alberta Private Sewage Systems Standard of Practice and the Alberta Private Sewage Disposal Systems Regulation, within its boundaries;

Whereas, the Alberta Municipal Government Act, Ch. M-26 revised statutes of Alberta, 2000, provides the authority of Council to pass Bylaws respecting the safety, health and welfare of people and the protection of people and property, and Section 542 of the Act authorizes municipal inspections and enforcement of Bylaws;

Whereas, the Alberta Safety Codes Act Ch. S-1 revised statutes of Alberta, 2000, provides that municipalities may be designated as accredited municipalities, authorized to administer with respect to processes or activities under this Act;

Whereas, the Summer Village of Rochon Sands is an Accredited Municipality and authorized to administer the Safety Codes Act of Alberta with respect to, among other matters, private wastewater disposal systems within its municipal boundaries;

Whereas, the Summer Village of Rochon Sands is authorized under the Safety Codes Act to adopt Bylaws in the manner and respect to the extent authorized by the Alberta Private Sewage Disposal Systems Regulation, respecting private sewage disposal systems;

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

1. Title

1.2 This Bylaw shall be known as the “Wastewater Bylaw”;

2. Definitions:

“*Certified Maintenance Inspector*” means a person who is the holder of a Private Sewage Certificate of Competency granted by Alberta Municipal Affairs and who has been approved by the Summer Village of Rochon Sands;

“*Designated Officer*” means a person who is appointed by the Summer Village or Chief Administrative Officer of the Summer Village pursuant to the Municipal Government Act to carry out the powers, duties, and functions of a Designated Officer under this Bylaw or any other Bylaw of the Summer Village or enactment;

“*Enactment*” means any laws, regulations, orders or declarations of the Province of Alberta or any federal laws applicable therein, and any other Bylaws of the Summer Village, together with, in each case, any amendments thereto or substitutions therefor;

“*Holding Tank*” means a tank buried underground that permits no wastewater to escape until transferred for treatment offsite;

“*Inspection Report*” means an inspection report provided by a Safety Codes Officer in accordance with the Uniform Quality Management Plan adopted by the Summer Village of Rochon Sands or by a Certified Maintenance Inspector in accordance with this Bylaw;

“Municipal Government Act” means the Municipal Government Act, Revised Statutes of Alberta, 2000, C. M-26, as amended from time to time;

“Owner” means, with respect to the property located within the municipal boundaries of the Summer Village, the registered owner of the land at Alberta Land Titles, the holder of a licence of occupation, or property held or leased from the Summer Village of Rochon Sands as the case may be;

“Accredited Agency” means the agency or corporation under agreement with the Summer Village to act as designated officers on behalf of the Summer Village to provide services under the Safety Codes Act;

“Person” included an individual, corporation, partnership, association, or any other entity;

“Private Wastewater Disposal System” means an onsite wastewater treatment system as defined in the Standard of Practice, Septic Tanks, and the associated treatment fields, holding tanks, and Privies or Outhouses;

“Privy or Outhouse” means a small building having a toilet pedestal or bench with a hole or holes, through which human excrement falls into an excavated pit or waterproof vault;

“Safety Codes Act” means the Safety Codes Act, Revised Statutes of Alberta 2000, Chapter S-1 as amended from time to time;

“Safety Codes Officer” means an individual designated as a safety codes officer under Section 31 of the Alberta Safety Codes Act;

“Safety Codes Council” mean the Council as defined in the Safety Codes Act;

“Summer Village” means the Summer Village of Rochon Sands;

“Standard of Practice” means the Alberta Private Sewage Systems Standard of Practice, published by the Safety Code Council, as amended from time to time;

“Treatment Field” means a system of Wastewater dispersal and treatment by distributing within trenches containing void spaces that are covered with soil and includes a treatment field as further defined in the Standard of Practice;

“Uniform Quality Management Plan” means the Joint Uniform Quality Management Plan prepared by the Safety Codes Council and adopted by the Summer Village, as amended from time to time;

“Wastewater” means the composite of liquid and water carried wastes associated with the use of water for drinking, cooking, cleaning, washing, hygiene, sanitation, or other domestic purposes and includes “greywater and “sewage” as defined in the Standard of Practice but does not include liquid waste from industrial processes;

“Wastewater Collection System” means a piping system for collecting Wastewater operated by the Summer Village or a contractor selected by the Summer Village either alone or in cooperation with other municipalities;

3. Purpose and Application

- 3.1 The purpose of this bylaw is as follows:
- 3.2 To protect the safety and health of people and property by ensuring the existing and new Private Wastewater Disposal Systems located within the Summer Village of Rochon Sands treat Wastewater in a manner consistent with the objectives of the Standard of Practice;
- 3.3 To protect the waters and the watershed of Buffalo Lake;
- 3.4 To anticipate and allow for the possible transition to a municipal or regional Wastewater Collection System within the Summer Village and surrounding area, if and when available, in an orderly and effective manner;
- 3.5 This Bylaw is applicable to all properties located within the Summer Village boundaries of the Summer Village;
- 3.6 All Holding Tank installations shall conform to Standard of Practice;
- 3.7 All new installations of holding tanks shall be a minimum of 1500 gallons (6800 litres) capacity;
- 3.8 Nothing in this Bylaw relieves any person from complying with any enactment or any requirements of any permit, order or licence applicable within the municipal boundaries of the Summer Village;
- 3.9 Where a conflict exists between this Bylaw and any other enactment, the enactment shall prevail to the extent necessary to eliminate the conflict;

4. Inspections

- 4.1 All existing Private Wastewater Disposal Systems shall be inspected by a Certified Maintenance Inspector no later than September 30, 2020?? Or such other dates as may be designated by the Council of Rochon Sands. Inspection costs will be borne by the *Owner* and if unpaid, will be charged against the tax roll of the said property under the authority of this Bylaw, and the Municipal Government Act, for the next calendar year tax levy.
- 4.2 Following the initial inspection pursuant to section to 4.1 hereof, all *Private Wastewater Disposal Systems* shall be inspected by a *Certified Maintenance Inspector* at least every five (5) years.
- 4.3 All new and replacement Private Wastewater Disposal Systems shall be inspected by a Safety Codes Officer in accordance with the Safety Codes Act within 90 days of installation or replacement, as the case may be;
- 4.4 A Safety Codes Officer, upon having reasonable grounds for the belief that a violation of this Bylaw or the Safety Codes Act, may order the inspection of any Private Wastewater Disposal System at a reasonable time upon providing the Owner with reasonable notice of intent to conduct such an inspection;
- 4.5 Following an inspection pursuant to this Bylaw, the Safety Codes Officer or the Certified Maintenance Inspector shall issue an Inspection Report to the Owner and to the Summer Village. The *Inspection Report* shall be in the form approved by the Summer Village and shall otherwise comply with this Bylaw;
- 4.6 If the Inspection Report indicates any failure of the Private Wastewater Disposal System to comply with the Standard of Practice, the Owner **must** within 90 days of the date of issue of Inspection Report:

(a) remove the Private Wastewater Disposal System in a manner that will not cause any contamination or create any unsafe condition, and replace it with a Private Wastewater Disposal System that complies with the Standard of Practice;

(b) repair the Private Wastewater Disposal System so that it complies with the Standard of Practice or;

(c) in the case of a Private Wastewater Disposal System that uses a Treatment Field which does not comply with the Standard of Practice, replace the Treatment Field with a Holding Tank system that complies with the Standard of Practice and Safety Codes Act;

4.7 If a Private Wastewater Disposal System does not comply with the Standards of Practice but a Safety Codes Officer determines the deficiencies do not compromise the protection of health and safety of people and property or the waters and the watershed of Buffalo Lake, then the Safety Codes Officer may approve a variance in accordance with the Safety Codes Act;

4.8 In the event of a mandated removal, repair or replacement pursuant to Section 4.6 of this Bylaw, an owner may within the 90-day replacement period set out as of date of inspection report issued, may in writing to the Designated Officer, request a timeline extension to address the non-compliance issues or deficiencies as identified, bearing in mind the purpose of this Bylaw and;

(a) the nature and extent of the non-compliance;

(b) health and safety concerns; and

(c) environmental concerns;

5. Treatment Fields, Privies, or Outhouses, and Alternative Private Wastewater Disposal Systems

5.1 **New Treatment Fields shall not be permitted within the boundaries of the Summer Village;**

5.2 All existing Privies or Outhouses must be equipped with water tight holding tanks and must be constructed to comply with the Standards of Practice and any Bylaw of the Summer Village regarding the required setbacks from property lines;

5.3 An alternative Private Wastewater Disposal System, such as chemical toilets, may be used in the Summer Village provided that the contents are disposed of in a manner acceptable to Alberta Environment and Parks, and any other applicable enactment.

6. Development and Improvements

6.1 Holding Tank installations and modifications to existing Private Wastewater Disposal Systems shall not commence until all required permits have been issued by the accredited agency of the Summer Village;

6.2 Holding Tanks and modifications to existing Private Wastewater Disposal Systems must be inspected by a Safety Codes Officer after they have been installed or modified prior to backfill;

7. Severability

7.1 Each separate provision of this Bylaw shall be deemed independent of all other provisions, and if any provisions of this Bylaw are declared invalid all other provisions shall remain valid and enforceable;

8. Enforcement

- 8.1 If a Certified Maintenance Inspector identifies any failure to comply with the Standard of Practice for Private Wastewater Disposal Systems or any unsafe conditions applicable to a Private Wastewater Disposal System, then the Certified Maintenance Inspector shall report to a Safety Codes Officer and the Designated Officer of the Summer Village;
- 8.2 If a Safety Codes Officer or the Summer Village believes on reasonable grounds that a person has committed an offence pursuant to this Bylaw or the Safety Codes Act or any enactment, then the Safety Codes Officer or the Summer Village, as applicable, may commence proceedings against the person;
- 8.3 No Owner shall wilfully discharge Wastewater to surface on his property or any other property located within the municipal boundaries of the Summer Village;
- 8.4 Any person who contravenes this Bylaw is guilty of an offence and is liable to pay fines as determined in Schedule A, which forms part of this Bylaw, or may be liable to pay for damages, costs and expenses resulting from contravention of this Bylaw. Unpaid fines, levies, costs or expenses that are levied under this Bylaw and are not paid by the person by December 31 of the calendar year under which fines, levies, costs or expenses are assessed shall be added to the tax roll and become payable under the next years' property tax levy;
- 8.5 If any Owner fails to comply with this Bylaw and such failure is not remedied within the applicable time period, the Summer Village may at its sole discretion take all necessary actions to remedy such failures on behalf of the Owner and all costs and expenses incurred by the Summer Village in respect thereof, shall be payable by such Owner to the Summer Village immediately upon demand. Unpaid costs or expenses that are incurred by the Summer Village under this section that are not paid by the person by December 31 of the calendar year under which costs or expenses are incurred shall be added to the tax roll and become payable under the next years' property tax levy;
- 8.6 Nothing in this Bylaw diminishes or in any way affects the provisions of the Municipal Government Act relating to offences or penalties or the rights of the Summer Village pursuant to the Municipal Government Act or at common law to seek an entry order, order for compliance, injunction, or any other order to obtain compliance with this Bylaw. Nothing in this Bylaw diminishes or in any way affects the provisions of the Safety Codes Act relating to offences or penalties and/or obligations imposed by the Safety Codes Act relating to the reporting of accidents or unsafe conditions.

Effective Date

This Bylaw comes into effect on third and final reading.

READ a first time this 8th day of September, 2020.

READ a second time this ____ day of _____, 2018.

READ a third and final time this ____ day of _____, 2018.

Chief Elected Official

Chief Administrative Officer

Schedule A
Bylaw #254-20
“Wastewater Bylaw”

1. If a Safety Codes Officer or the Designated Officer for the Summer Village of Rochon Sands believes that a person has committed an offence pursuant to this Bylaw, either Officer may commence proceedings against that person:
 - (a) by issuing an order pursuant to the Safety Codes Act;
 - (b) by issuing an order pursuant to the Municipal Government Act;
 - (c) by issuing a ticket pursuant to the Provincial Offences Procedures Act in respect of the offence and also for any recurring offences within 60 day intervals;
2. A person who commits an offence pursuant to this Bylaw shall be subject to a fine of:
 - \$1,000 for the first offence;
 - \$2000 for the second offence and any subsequent offence

DRAFT

**SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
as of October 31st, 2020**

Net Balance at End of Previous Month	\$ 1,047,665.75
ADD: General Receipts	219,059.00
Interest Earned <i>(Prime 2.450% - 1.65% = 0.800%)</i>	775.04
Investments Matured	<u>0.00</u>
SUBTOTAL	1,267,499.79
LESS: General Disbursements	47,650.65
Investments	0.00
Returned Cheques	0.00
Bank Charges	<u>10.10</u>
SUBTOTAL	<u>47,660.75</u>
NET BALANCE AT END OF CURRENT MONTH	<u>\$ 1,219,839.04</u>
Balance at End of Month - Bank	1,240,792.40
ADD: Outstanding Deposits	0.00
LESS: Outstanding Cheques	<u>20,953.36</u>
NET BALANCE AT END OF CURRENT MONTH	<u>\$ 1,219,839.04</u>
INVESTMENTS:	0.00
	<u>0.00</u>
SUBTOTAL	<u>0.00</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 1,219,839.04

THIS STATEMENT SUBMITTED TO SUMMER VILLAGE OF WHITE SANDS THIS
1st DAY OF NOVEMBER 2020

MAYOR

CHIEF ADMINISTRATIVE OFFICER

GENERAL RECEIPTS SUMMARY		
Tax	AR	217,431
PI&Dev Permits		1,398
Refund AccPay		180
Other		50
	Total	219,059

**SUMMER VILLAGE OF WHITE SANDS
STATEMENT OF REVENUE AND EXPENDITURES
AS OF OCTOBER 31, 2020**

	YTD Actual	Variance	Annual Budget
Revenue			
General Administration	10,265.45	(135.45)	10,130.00
Protective Services	824.00	250.00	1,074.00
Roads, Streets, Transportation	150.00	12,600.00	12,750.00
Planning & Development	7,768.77	(3,368.77)	4,400.00
Recreation & Parks	-	-	-
Taxes/Penalties	631,215.71	19,543.29	650,759.00
Other Revenue	<u>12,256.91</u>	<u>(4,256.91)</u>	<u>8,000.00</u>
Total Revenue	\$ 662,480.84	\$ 24,632.16	\$ 687,113.00
Expenses			
Council & Legislative	8,224.76	4,775.24	13,000.00
General Administration	37,291.47	45,408.53	82,700.00
Fire Fighting & Preventive	36,750.00	2,678.00	39,428.00
Disaster Services	-	5,000.00	5,000.00
Ambulance	-	-	-
Bylaw Enforcement	872.00	8,139.00	9,011.00
Roads, Streets, Transportation	31,839.66	52,868.07	84,707.73
Water Department	2,430.87	4,029.13	6,460.00
Garbage Collection & Disposal	10,383.75	9,062.84	19,446.59
Planning & Development	18,207.12	3,092.88	21,300.00
Parks & Recreation	56,637.71	(6,274.14)	50,363.57
Culture	3,725.24	3,850.76	7,576.00
Requisitions	265,107.19	73,141.81	338,249.00
Contingency	<u>-</u>	<u>9,371.00</u>	<u>9,371.00</u>
Total Expenses	\$ 471,469.77	\$ 215,143.12	\$ 686,612.89
Surplus/Deficit	\$ 191,011.07	\$ (190,510.96)	\$ 500.11

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	6011
Cheque Date	First	Last		6018

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Berger, Allen	6011	2020-10-13	\$362.45
=====			
Invoice Description		Invoice Number	Invoice Amount
-----		-----	
Boot Allowance		2020.09.26	\$262.45
Trans - Telephone Sept & Oct		2020.10.01	\$100.00
=====			
Cornelssen, Carl	6012	2020-10-13	\$762.00
=====			
Invoice Description		Invoice Number	Invoice Amount
-----		-----	
Council - July-Oct mileage/hon		2020.10.08	\$762.00
=====			
Holliday Stanley & Patricia	6013	2020-10-13	\$8,025.50
=====			
Invoice Description		Invoice Number	Invoice Amount
-----		-----	
Security Release		2020.09.17	\$8,025.50
=====			
Pilsworth Brian & Iskiw, Flo	6014	2020-10-13	\$425.00
=====			
Invoice Description		Invoice Number	Invoice Amount
-----		-----	
Tax Refund		2020.09.28	\$425.00
=====			
Rural Municipalities of Albert	6015	2020-10-13	\$2,017.09
=====			
Invoice Description		Invoice Number	Invoice Amount
-----		-----	
Trans-G&S ATS Traffic - AB Ltd		1121-50018587	\$2,017.09
=====			
Stettler Home Hardware	6016	2020-10-13	\$180.20
=====			
Invoice Description		Invoice Number	Invoice Amount
-----		-----	
Gen-G&S-Craig's cove cover		2020.08.31	\$180.20
=====			
Tait, Lisa	6017	2020-10-13	\$180.00
=====			
Invoice Description		Invoice Number	Invoice Amount
-----		-----	
P&Dev - dev. permit posting		2020.10.01	\$180.00
=====			
Town of Stettler	6018	2020-10-13	\$4,074.18
=====			
Invoice Description		Invoice Number	Invoice Amount
-----		-----	
Salary Reversal PP20		2020.09.25	\$4,074.18
=====			

	Total Cheques		\$16,026.42
		=====	

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	6020
Cheque Date	First	Last		6034

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Animal Services	6020	2020-10-28	\$915.60

Invoice Description		Invoice Number	Invoice Amount

Sept Special Patrols		11857	\$915.60

Echoglen Gardens	6021	2020-10-28	\$1,337.70

Invoice Description		Invoice Number	Invoice Amount

Water - Truck Fill Trees		6449	\$1,337.70

Five Star Ventures Ltd.	6022	2020-10-28	\$178.50

Invoice Description		Invoice Number	Invoice Amount

Bin dump 2020.09.04		16884	\$31.50
Bin dump 2020.09.09		16987	\$31.50
Bin dump 2020.09.21		16993	\$31.50
Bin dump 2020.09.28		16999	\$31.50
Sept Bin Rental		17254	\$52.50

Heartland Glass Ltd.	6023	2020-10-28	\$13.65

Invoice Description		Invoice Number	Invoice Amount

Trans - G&S - Keys cut		105695	\$13.65

IJD Inspections Ltd.	6024	2020-10-28	\$349.78

Invoice Description		Invoice Number	Invoice Amount

Sept P & D - Levy & Permits		WS2020-09	\$349.78

JCM Inventures Inc.	6025	2020-10-28	\$677.33

Invoice Description		Invoice Number	Invoice Amount

Tax Refund		2020.10.20	\$677.33

Larson's Auto Electric	6026	2020-10-28	\$35.53

Invoice Description		Invoice Number	Invoice Amount

P&R-GEN-Saw chain		IN1109580	\$35.53

MacInnis, Corey	6027	2020-10-28	\$3,864.00

Invoice Description		Invoice Number	Invoice Amount

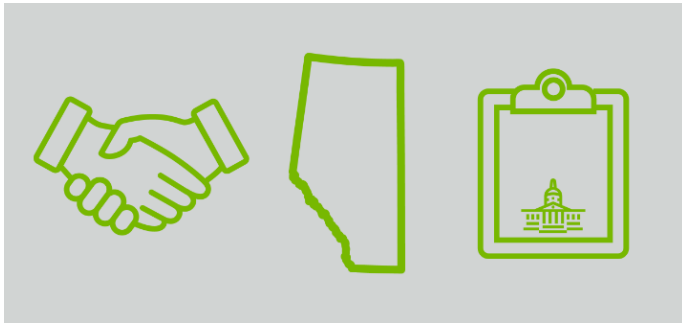
Security Release		2020.10.15	\$3,864.00

Mr T's Septic Service	6028	2020-10-28	\$735.00

Invoice Description		Invoice Number	Invoice Amount

P&R - Outhouse Pumpout		0417	\$735.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
North Star Trucking Ltd.	6029	2020-10-28	\$10,689.05
Invoice Description	Invoice Number	Invoice Amount	
Trans - Dust Control	320366	\$10,689.05	
Paul's Road Maintenance	6030	2020-10-28	\$1,470.00
Invoice Description	Invoice Number	Invoice Amount	
Trans - Blading & Dust Control	7863	\$1,470.00	
Sanchuck, Bill	6031	2020-10-28	\$306.00
Invoice Description	Invoice Number	Invoice Amount	
Council - Honorarium & Travel	2020.10.19	\$306.00	
Schwartz Home Building Centre	6032	2020-10-28	\$180.20
Invoice Description	Invoice Number	Invoice Amount	
P&R-G&S-Craig's Cove Cover	775166	\$180.20	
Shirley McClellan Regional Wat	6033	2020-10-28	\$21.02
Invoice Description	Invoice Number	Invoice Amount	
Multipurpose - Bulk Water	SMRWSC-001396	\$21.02	
Town of Stettler	6034	2020-10-28	\$10,333.48
Invoice Description	Invoice Number	Invoice Amount	
Admin Contract	IVC033294	\$8,400.00	
Ad - Summer Notice	IVC033295	\$143.61	
Filter, papertowel, post pound	IVC033296	\$199.17	
Trans - G&S Drivers Abstract	IVC033297	\$30.26	
Trans - Fuel July	IVC033298	\$538.39	
Multipurpose - Wifi July	IVC033299	\$104.99	
Trans- G&S	IVC033300	\$382.20	
Multipurpose - wifi Aug	IVC033301	\$104.99	
Postage July 21 - Sept 22	IVC033302	\$429.87	
Total Cheques			\$31,106.84



2021 Municipal Accountability Program

What is the Municipal Accountability Program (MAP)?

The Municipal Accountability Program collaboratively supports municipal governments by helping them to understand and achieve legislative compliance with acts and regulations, which fall under the purview of the Minister of Municipal Affairs, such as the *Municipal Government Act*, *Local Authorities Election Act*, *Emergency Management Act*, and *Libraries Act*, for example.

Municipalities with populations of 2,500 or less are automatically scheduled for a MAP review throughout a multi-year cycle. Ministry staff and chief administrative officers (CAOs) work collaboratively together, resulting in a report provided to the CAO, identifying areas of strength, as well as issues of legislation non-compliance.

Each MAP report includes recommendations and resources to assist in remedying identified concerns. Municipal Affairs maintains contact with each CAO, to provide support throughout the five-year cycle as requested.

The goal is to facilitate well-managed municipalities and foster strong collaborative relationships between the CAO and the ministry.

How is MAP conducted?

The focus of MAP is compliance with mandatory legislative provisions. The process includes document reviews and meetings with the CAO.

MAP is an administratively focused process, and does not include matters related to governance of the municipality, or involve the public.

What is reviewed in 2021?

The following is a list of the legislative areas reviewed for the 2021 MAP process:

- Location of the municipal office - MGA 204
- Council orientation and training - MGA 201.1
- CAO evaluations - MGA 205.1
- Provision of information to council by the CAO – MGA 153.1
- Signing of municipal documents – MGA 213
- Repair of roads, public places and public works – MGA 532
- Public presence at meetings – MGA 197(1)
- Closed meetings – MGA 197
- Annual organizational meeting – MGA 150, 152, 192
- Special meeting procedures – MGA 194
- Meetings through electronic communications – MGA 199
- Regular meeting change notices – MGA 193
- Council authority to act – MGA 180-181

- Meeting quorum – *MGA 167*
- Council voting procedures – *MGA 182-185*
- Recording of pecuniary interest – *MGA 172*
- Council meeting minutes – *MGA 172, 184, 185, 197, 208, 230*
- Code of conduct bylaw – *MGA 146.1, Code of Conduct for Elected Officials Regulation 200/2017*
- CAO bylaw and appointment – *MGA 205*
- Property tax bylaw content – *MGA 353-359, Matters Relating to Assessment Sub-classes Regulation 202/2017*
- Assessment review board bylaw – *MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017*
- Bylaw enforcement officer bylaw – *MGA 555-556*
- Discretionary bylaws - procedural bylaw – *MGA 145(b)*
- Discretionary bylaws - borrowing bylaws – *MGA 251-259, Debt Limit Regulation 255/2000*
- Discretionary bylaws – *MGA 7*
- Procedure for passing bylaws – *MGA 187-189*
- Revision bylaws and bylaw amendment procedures – *MGA 63-69, 191*
- Public participation policy – *MGA 216.1, Public Participation Policy Regulation 192/2017*
- Operating and capital budgets – *MGA 242-246, 248.1*
- Financial records and receipts – *MGA 268.1*
- Designation of financial institution(s) – *MGA 270*
- Fidelity bonds/insurance – *MGA 212.1*
- Auditor appointment, audited financial statements, and auditor report – *MGA 276, 280-281*
- Salary and benefit disclosure – *MGA 217, Supplementary Accounting Principles and Standards Regulation 313/2000*
- Auditor's management letter – *MGA 281*

Legend:

ALSA – Alberta Land Stewardship Act
EMA – Emergency Management Act
LAEA – Local Authorities Election Act
MGA – Municipal Government Act

- Three-year operating and five-year capital plans – *MGA 283.1, Municipal Corporate Planning Regulation 192/2017*
- Assessment and tax roll – *MGA 284.2(1), 307, 327, 329*
- Preparation and content of assessment notices – *MGA 308-309*
- Preparation and content of tax notices – *MGA 333-334*
- Certification of the date of mailing of assessment and tax notices – *MGA 310-311, 335-336*
- Tax arrears list and tax recovery – *MGA 412, 418, 436.03, 436.08*
- Subdivision and development authority – *MGA 623-626*
- Subdivision and development appeal board – *MGA 627-628, Subdivision and Development Appeal Board Regulation 195/2017*
- Land use bylaw - *MGA 230, 606, 639, 640, 642 (1), 692 (4), Subdivision and Development Regulation 43/2002*
- Municipal development plan - *MGA 230, 606, 632, 641, 692*
- Publishing plans and policies relating to planning decisions – *MGA 638.2*
- Returning officer and deputy returning officer(s) oaths - *LAEA 16, Local Authorities Election Forms Regulation 106/2007*
- Substitute returning officer appointment – *LAEA 13(2.1)*
- Election nomination forms and procedures - *LAEA 27, 28.1, 34, 97*
- Ballot account – *LAEA 88-89. 94, 100*
- Disposition of election materials – *LAEA 101*
- Election campaign disclosure statements – *LAEA 147.4*
- Municipal emergency organization and plans – *EMA 11-11.2, Local Authority Emergency Management Regulation 203/2018*
- Municipal and system library boards – *Libraries Act 3-5, 16, Libraries Regulation 141/1998*

Contact Us

To speak with a Municipal Accountability Advisor, call toll-free at 310-0000, then 780-427-2225, or email MAP@gov.ab.ca

