

SUMMER VILLAGE OF WHITE SANDS COUNCIL MEETING
AGENDA
JUNE 5th, 2019
9:00 AM
TOWN OF STETTLER OFFICE

1. Call to Order
2. Additions to Agenda
3. Minutes
 - a. Adoption of the Minutes of the Regular Summer Village of White Sands Council Meeting held on May 10th, 2019 2-5
4. Financial
 - a. Accounts Payable as of May 10th, 2019 & May 24th, 2019 6-8
5. Administration/Current Concerns
 - a. 2019-2023 Capital Budget 9
 - b. 2019 Operating Budget 10-28
 - c. Policy IX: Purchasing Policy 29-30
 - d. Employment Documents 31-46
 - e. Policy VII: Employee Hiring 47-50
 - f. Policy VIII: Employment Safety 51-53
 - g. Land Use Bylaw/RV survey verbal
 - h. Council/Staff Reports verbal
6. Correspondence
 - a. none
7. Bylaws
 - a. Bylaw 169-19 re: Tax Rate Bylaw (to be dealt with under 5a) 26-27
 - b. Bylaw 170-19 re: Special Tax Rate Bylaw (to be dealt with under 5a) 28
 - c. Bylaw 171-19 re: Procedural Bylaw 54-61
8. Additions
9. In-Camera Session
 - a. FOIP Division 2, Section 17, Disclosure harmful to personal privacy
 - b. FOIP Division 2, Section 27, Privileged information
10. Next Meeting Date
11. Adjournment

**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL
HELD ON MAY 10, 2019
TOWN OF STETTLER BOARD ROOM**

Present: Mayor Lorne Thurston
Councillor Bill Sanchuck
Councillor Carl Cornelssen
Chief Administrative Officer Graham Scott
Development Contractor Leann Graham
Manager of Accounting & Financial Services Laurie Tait
Manager of Accounting & Financial Services Kim Hymers

Absent: None

1. **Call to Order:** Mayor Thurston called the Council Meeting to order at 9:04 a.m.

2. **Agenda Additions/Approval**

Motion 19:05:01 Moved by Councillor Sanchuck to approve the agenda with the following additions:
4 (b) Development Contractor

MOTION CARRIED
Unanimous

3. **Adoption of Minutes**

(a) Minutes of the Regular Council Meeting held on April 12, 2019

CAO G. Scott noted that the word Contract has been changed to Remuneration in Motion 19:04:18.

Motion 19:05:02 Moved by Councillor Cornelssen that the Minutes of the Regular Council Meeting held on April 12, 2019 be approved as amended.

MOTION CARRIED
Unanimous

4. **Delegations**

(a) Commissionaires re: Parking

Tabled until next meeting.

(b) Development Contractor

Development Contractor L. Graham reviewed the proposed questionnaire that will be distributed with the newsletter. Survey results will be presented at the next Council Meeting. An unsightly property tour will be conducted next week.

Development Contractor L. Graham left the meeting at 9:13 a.m.

5. **Financial**

(a) Bank Reconciliation as of March 31st, 2019 & April 30th, 2019

Motion 19:05:03 Moved by Councillor Sanchuck 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 30th, 2019

Motion 19:05:04

Moved by Councillor Cornelssen 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, 2019

CAO G. Scott advised that the information for Cheque #5751 payable to Vital Networks Inc. for the amount of \$210.00 is missing from the bottom of page 12.

Motion 19:05:05

Moved by Councillor Sanchuck that the Accounts Payable as of April 24th, 2019 in the total amount of \$34,543.23 having been paid, be accepted as presented.

MOTION CARRIED
Unanimous

6. Administration/Current Concerns

(a) Hall Society Request RE: Electronic Bulletin Board

The White Sands Community Hall Society approved the purchase of an electronic bulletin board, to be located at the Water Transfer station. The total cost of the project is estimated at \$6373.25.

Equipment is usually purchased with funds raised through bottle and can donations. Due to an unforeseen decrease in funds, this expenditure will place pressure on the ability to fund other planned activities. Therefore, the White Sands Community Hall Society is requesting the consideration of a 50/50 cost share for this endeavor, as they foresee the board benefitting the Hall and Council equally.

Discussion ensued and further information will be gathered and brought forward to the next meeting with regards to: Grant eligibility, add to Security System project; add Street Light.

(b) Purchasing Policy (example)

CAO G. Scott reviewed the policy example, as it pertains to purchasing. A draft policy will be presented at the next meeting based on purchasing history.

(c) Procedural Bylaw

CAO G. Scott reviewed the sample procedural bylaws. A draft polity will be presented at the next meeting.

(d) 2019 Budget Planning

CAO G. Scott reviewed the 2019 Operating Budget planning documents. Discussion ensued on possible items to be added to the 2018 Operating Budget: Business License Fee

(e) Council/Staff Reports

- Councillor Sanchuck

- Dust Control - project to start May 15, 2019. Equipment needed will include a grader and water truck (standby).
- Storage Compound – working on project cost.

- Councillor Cornelssen

- Trees - West of Shop to the gas line will be removed.

- Mayor Thurston

- Gate Keys – distributed to each Councillor. Residents can call for the gates to be opened. No keys will be given out anymore.
- Construction RV's – Maynard's Development asked for permission to park 4 trailers during the summer construction.
- Culverts – bulk purchase provided 25% discount.
- Basic Emergency Management/ISO 100 training on Sept 9.
- Fire Bylaw – will check if completed.
- Carriage Road – Insurance Risk review completed.

7. Correspondence

(a) Spring Newsletter

Accepted for information.

8. Bylaws none

9. Additions none

10. In-Camera Session (b) Labour – Section 16(1) - FOIP

Motion 19:05:06

Moved by Councillor Cornelssen 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 10:51 a.m.

Motion 19:05:07

Moved by Councillor Sanchuck that the Summer Village of White Sands Council return to the Regular Council Meeting.

MOTION CARRIED
Unanimous at 11:39 a.m.

Motion 19:05:08

Moved by Councillor Cornelssen that the Summer Village of White Sands Council approve the creation of a Maintenance Operator position.

MOTION CARRIED
Unanimous

11. Next Meeting Date: June 5, 2019, 9:00 a.m.

12. **Adjournment**

Motion 19:05:09

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

MOTION CARRIED
Unanimous at 11:48 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	5753
Cheque Date	First	Last		5762

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
DNR Pressure Welding Ltd.	5753	2019-05-10	\$585.52

Invoice Description	Invoice Number	Invoice Amount	

Trans - posts, cut & drill	WD1000189	\$585.52	

Five Star Ventures Ltd.	5754	2019-05-10	\$115.50

Invoice Description	Invoice Number	Invoice Amount	

Landfill - bin dump 2019.12.04	10546	\$31.50	
Landfill - bin dump 2019.04.24	043021	\$31.50	
Landfill - April bin rental	10737	\$52.50	

Gitzel & Company	5755	2019-05-10	\$4,200.00

Invoice Description	Invoice Number	Invoice Amount	

Admin - 2018 financial audit	63101	\$4,200.00	

Gra-Core Consulting & Investme	5756	2019-05-10	\$4,074.00

Invoice Description	Invoice Number	Invoice Amount	

Pl & Dev - Jan/Feb contract	2019-001	\$1,260.00	
Pl & Dev - March contract	2019-002	\$630.00	
Pl & Dev - April contract	2019-003	\$2,184.00	

IJD Inspections Ltd.	5757	2019-05-10	\$73.83

Invoice Description	Invoice Number	Invoice Amount	

Pl & Dev - April permits	WS2019-04	\$73.83	

Rural Municipalities of Albert	5758	2019-05-10	\$1,227.02

Invoice Description	Invoice Number	Invoice Amount	

Common Svc - misc signs	1121-50011836	\$1,050.57	
Common Svc - u-channel/bracket	1121-50011948	\$176.45	

Stettler Home Hardware	5759	2019-05-10	\$116.49

Invoice Description	Invoice Number	Invoice Amount	

Trans - oil, chain med 3.79L	116045	\$16.79	
Multi - Lamps & ballasts	115769	\$89.20	
Multi - Lamps	115782	\$10.50	

The Government of Alberta	5760	2019-05-10	\$46.06

Invoice Description	Invoice Number	Invoice Amount	

Admin - 2019 tax notifications	A0A0C7C	\$46.06	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount									
Town of Stettler	5761	2019-05-10	\$193.04									
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Multi - March xplornet</td> <td>IVC030814</td> <td>\$104.99</td> </tr> <tr> <td>Trans - Fuel Feb 2019</td> <td>IVC030814.1</td> <td>\$88.05</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Multi - March xplornet	IVC030814	\$104.99	Trans - Fuel Feb 2019	IVC030814.1	\$88.05
Invoice Description	Invoice Number	Invoice Amount										
Multi - March xplornet	IVC030814	\$104.99										
Trans - Fuel Feb 2019	IVC030814.1	\$88.05										
United Farmers of Alberta	5762	2019-05-10	\$178.47									
<table border="1"> <thead> <tr> <th>Invoice Description</th> <th>Invoice Number</th> <th>Invoice Amount</th> </tr> </thead> <tbody> <tr> <td>Parks & Rec - 2 x 6 lumber</td> <td>304208358</td> <td>\$150.76</td> </tr> <tr> <td>Parks & Rec - fleetweld</td> <td>304209953</td> <td>\$27.71</td> </tr> </tbody> </table>				Invoice Description	Invoice Number	Invoice Amount	Parks & Rec - 2 x 6 lumber	304208358	\$150.76	Parks & Rec - fleetweld	304209953	\$27.71
Invoice Description	Invoice Number	Invoice Amount										
Parks & Rec - 2 x 6 lumber	304208358	\$150.76										
Parks & Rec - fleetweld	304209953	\$27.71										
Total Cheques			\$10,809.93									

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	5763
Cheque Date	First	Last		5770

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services	5763	2019-05-24	\$113.15

Invoice Description	Invoice Number	Invoice Amount	
Trans/Multi - Apr gas bill	201904-3683	\$113.15	

Berger, Allen	5764	2019-05-24	\$4,668.11

Invoice Description	Invoice Number	Invoice Amount	
May contract	686182	\$4,368.11	
Trans - fuel & cellphone	2019.05.05	\$300.00	

Enmax	5765	2019-05-24	\$348.46

Invoice Description	Invoice Number	Invoice Amount	
Trans/Multi - Apr power bill	19-2840639	\$348.46	

Heartland Glass Ltd.	5766	2019-05-24	\$700.35

Invoice Description	Invoice Number	Invoice Amount	
Trans/Parks - padlocks	104041	\$700.35	

Heartland Marine & Motorsports	5767	2019-05-24	\$4,795.88

Invoice Description	Invoice Number	Invoice Amount	
Trans - transom & leak repairs	2458	\$4,795.88	

Lyon, Russell & Sara	5768	2019-05-24	\$2,367.84

Invoice Description	Invoice Number	Invoice Amount	
Security release	2019.05.16	\$2,367.84	

Sanchuck, Bill	5769	2019-05-24	\$101.00

Invoice Description	Invoice Number	Invoice Amount	
Council - Travel & honorarium	2019.05.10	\$101.00	

Town of Stettler	5770	2019-05-24	\$893.13

Invoice Description	Invoice Number	Invoice Amount	
Parks & Rec - PP10 salary rev	2019.05.09	\$893.13	

Total Cheques			\$13,987.92
=====			

2019-2023 Capital Budget

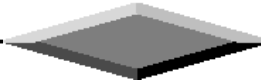
Account Number	Description	2019 Budget	2020 projected	2021 projected	2022 projected	2023 projected
1-	Grants - MSI					
1-	Grants - Federal Gas Tax		\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
1-	Grants - Basic Municipal		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
1-	Deferred Revenue	\$3,500,000.00	\$93,000.00			
1-	Capital Reserve					
1-	Borrow					
1-	Transfer from Operating	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
Total:		\$3,530,000.00	\$145,000.00	\$52,000.00	\$52,000.00	\$52,000.00

Account Number	Description	2019 Budget	2020 projected	2021 projected	2022 projected	2023 projected
2-	Public Works Storage Area	\$300,000.00	\$50,000.00			
2-	Carriage Road		\$50,000.00			
2-	Entrance to Village Project	\$10,000.00				
2-	Fireguard Access	\$20,000.00				
2-	Buffalo Rd Storm	\$10,000.00				
2-	Gravelling	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
2-	Road Treatment	\$15,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
2-	Equipment			\$7,000.00	\$7,000.00	\$7,000.00
Total		\$380,000.00	\$145,000.00	\$52,000.00	\$52,000.00	\$52,000.00

Variance:	\$3,150,000.00	\$0.00	\$0.00	\$0.00	\$0.00
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MEMORANDUM

To: Council
From: Graham Scott
Date: May 31, 2019
Re: Operations Budget Scenarios



Background

Council has asked to see various budget scenarios, and they are here summarized.

Options

Throughout:

- Scenario 1 (3%) is presented with the indicated green colour
- Scenario 2 (5%) is presented with the indicated purple colour
- And Scenario 3 (7%) is presented with the indicated blue colour

	Scenario 1 (3%)			Scenario 2 (5%)			Scenario 3 (7%)		
	Mil Rate	Taxes Levied		Mil Rate	Taxes Levied		Mil Rate	Taxes Levied	
Municipal Res	0.0015498	\$ 168,948		0.001583	\$ 172,567		0.0016161	\$ 176,175	
Municipal Non-Res	0.0048146	\$ 2,224		0.0049077	\$ 2,267		0.0050008	\$ 2,310	
Total Taxes:		\$ 630,761	5.4%		\$ 633,805	5.9%		\$ 636,845	6.4%
Property Tax:		\$ 171,172	6.0%		\$ 174,834	8.3%		\$ 178,485	10.6%
From Operating:		\$ 7,200			\$ 4,157			\$ 1,117	

To get a better idea of the effect of these Mil rates on the taxes paid by property, please see the following comparisons:

Roll #22 at 20
Lakeview
Avenue
Lakefront Lot with
permanent
residence
built in 1993

	2018	2019	\$ Change	2019	\$ Change	2019	\$ Change
Assessment	\$601,480.00	\$599,710.00	-\$1,770.00	"	"	"	"
Total Taxes	\$2,997.58	\$3,005.45	\$7.87	\$3,025.36	\$27.78	\$3,045.21	\$47.63

Roll #131 at
55 Lakeview
Avenue
Back Lot with
older cabin

	2018	2019	\$ Change	2019	\$ Change	2019	\$ Change
Assessment	\$139,640.00	\$136,690.00	-\$2,950.00	"	"	"	"
Total Taxes	\$960.72	\$967.74	\$7.03	\$967.74	\$7.03	\$967.74	\$7.03

Roll #172 at
61 Lakeview
Court

Pie Shaped
Lot with a
permanent
residence

	2018	2019	\$ Change	2019	\$ Change	2019	\$ Change
Assessment	\$291,710.00	\$293,600.00	\$1,890.00	"	"	"	"
Total Taxes	\$1,575.33	\$1,600.01	\$24.68	\$1,609.75	\$34.43	\$1,619.47	\$44.14

Vacant
Residential
Roll #168

Back Lot on
Front Street

	2018	2019	\$ Change	2019	\$ Change	2019	\$ Change
Assessment	\$95,570.00	\$93,730.00	-\$1,840.00	"	"	"	"
Total Taxes	\$826.68	\$837.08	\$10.40	\$837.08	\$10.40	\$837.08	\$10.40

Residential
Roll #254

Lakefront
Amie Avenue

	2018	2019	\$ Change	2019	\$ Change	2019	\$ Change
Assessment	\$639,420.00	\$588,120.00	-\$51,300.00	"	"	"	"
Total Taxes	\$3,171.77	\$2,952.24	-\$219.53	\$2,971.76	-\$200.01	\$2,991.23	-\$180.54

Roll #270 at
13 Destini
Drive

	2018	2019	\$ Change	2019	\$ Change	2019	\$ Change
Assessment	\$470,900.00	\$470,760.00	-\$140.00	"	"	"	"
Total Taxes	\$2,398.04	\$2,413.40	\$15.36	\$2,429.03	\$30.99	\$2,444.61	\$46.57

Roll #502 at
85 Buffalo
Road

	2018	2019	\$ Change	2019	\$ Change	2019	\$ Change
Assessment	\$496,380.00	\$496,340.00	-\$40.00	"	"	"	"
Total Taxes	\$2,515.03	\$2,530.85	\$15.82	\$2,547.32	\$32.29	\$2,563.75	\$48.72

Residential
Roll #690
Aspen Ridge
Close

	2018	2019	\$ Change	2019	\$ Change	2019	\$ Change
Assessment	\$440,400.00	\$445,160.00	\$4,760.00	"	"	"	"
Total Taxes	\$2,258.01	\$2,295.86	\$37.85	\$2,310.64	\$52.63	\$2,325.38	\$67.37

Vacant
Residential
Roll #835
Ranch Rd.

	2018	2019	\$ Change	2019	\$ Change	2019	\$ Change
Assessment	\$75,820.00	\$74,300.00	-\$1,520.00	"	"	"	"
Total Taxes	\$766.61	\$777.98	\$11.38	\$777.98	\$11.38	\$777.98	\$11.38

MEMORANDUM

To: Summer Village of White Sands Municipal Council
From: Administration
Date: May 23rd, 2019
Re: 2019 Operating Budget, Tax Rate Bylaw & Special Tax Bylaw

The Tax (Mill) Rate Bylaw #169-19 and the Special Tax Bylaw #170-19 have been prepared based on the 2019 Interim Operating Budget approved December 21st, 2018 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 2019 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 2019 taxation purposes increased by \$1,341,460 or 1.25% over 2018. Of this amount \$2,760,970 is due to new residential construction growth while \$1,419,510 was deflation in residential property assessment values.

The 2019 Operating Budget includes "Tax" revenue changes (from 2018) as follows:

2019 Tax revenue changes	New	Total
New residential development growth	+ \$4,057	\$4,057
Existing residential properties (+ 3%)	+ \$5,422	\$164,896
New previously minimum tax	\$0	\$0
Erosion of minimum tax @ \$300 per parcel	+ \$3,055	\$24,300
Special Tax @ \$252 per parcel (+ \$16)	+ \$10,948	\$101,808
Linear assessment (+ 3%)	+ \$65	\$2,224
Total:	+ \$23,549	\$297,285

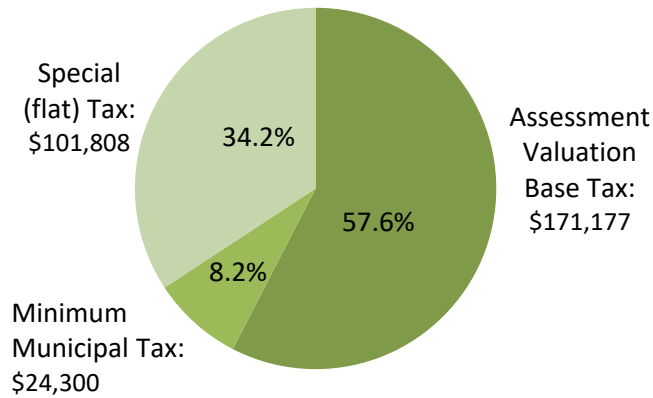
Combined this contributes to a 5.4% overall increase in taxes (from 2018) collected by the Summer Village with an approximate 3% municipal property tax increase from existing residential properties in 2019.

The Summer Village of White Sands will continue to generate needed tax revenues in 2019 from the minimum residential municipal tax of \$300 per parcel, and by the flat Special Tax per parcel of \$252 (an increase of \$16 from 2018). The Special Tax is required to pay for equally shared operational water commission related costs of \$21 (2018-\$20), operational costs associated with the maintenance of roads, boulevards & ditches in the Village of \$141 (2017-\$122), as well as to pay for regional standby fire protection apportionment of \$90 (2018-\$94). The decrease in water costs are related to a redistribution of administrative costs within the Shirley McClellan Water Commission.

Summer Village of White Sands
Budget Setting Report
As of June 6, 2019

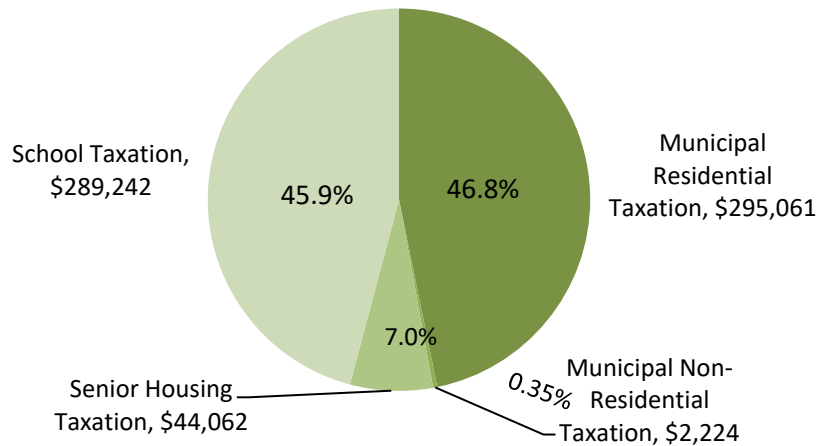
Council considers it appropriate to generate some municipal tax revenue on an assessment valuation basis and some on an equally shared (flat) basis given the seasonal recreational use/nature of most parcels (including those that are vacant). In 2019 there are 404 taxable properties in the Summer Village 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 = \$297,285



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 2019:

2019 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 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

Summer Village of White Sands
Budget Setting Report
As of June 6, 2019

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 has not yet received a residential equalized assessment valuation for 2019. This is the number upon which school tax is computed:

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%
2019	forthcoming		

A 2% increase in payment was estimated 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	3.6%
2019	\$289,242	\$5,671	2.00%

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	%
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%
2019	\$44,062	\$318	0.7%

4. Other Requisitions *

- (a) Stettler Waste Management Authority (SWMA) 2019 requisition estimate is \$15,860 representing an increase of \$3 from last year to \$65 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:

Summer Village of White Sands
Budget Setting Report
As of June 6, 2019

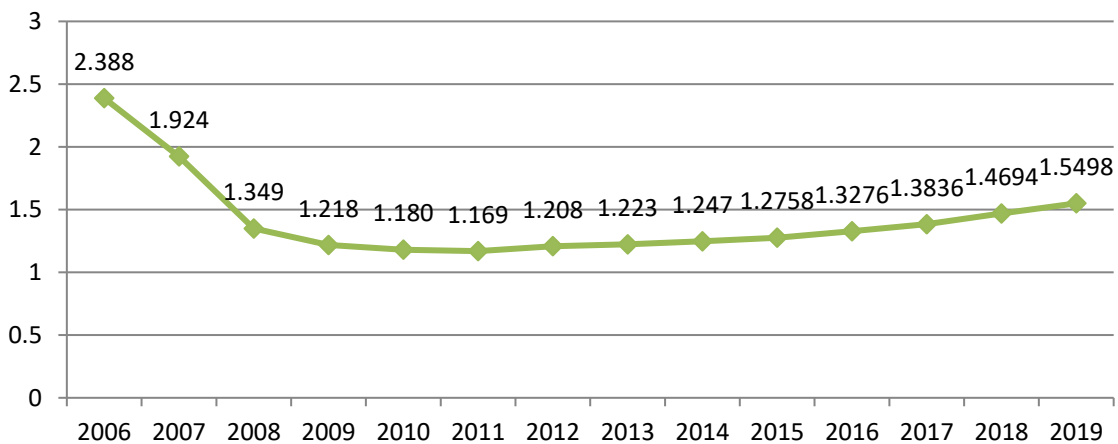
(307 built properties – 53 occupied buildings)/2 + 120 permanent population equals White Sand’s “Allocated Population” for 2019 being 244.

- (b) Stettler Regional Fire Department Agreement 2019 requisition estimate is \$36,000 representing \$92 per parcel based on 392 (taxable & exempt) parcels.
- (c) The Designated Industrial Property Requisition from the Province to pay for expenses associated with Industrial Assessment is \$36.31.

5. Municipal Property Taxes with Historical Comparisons

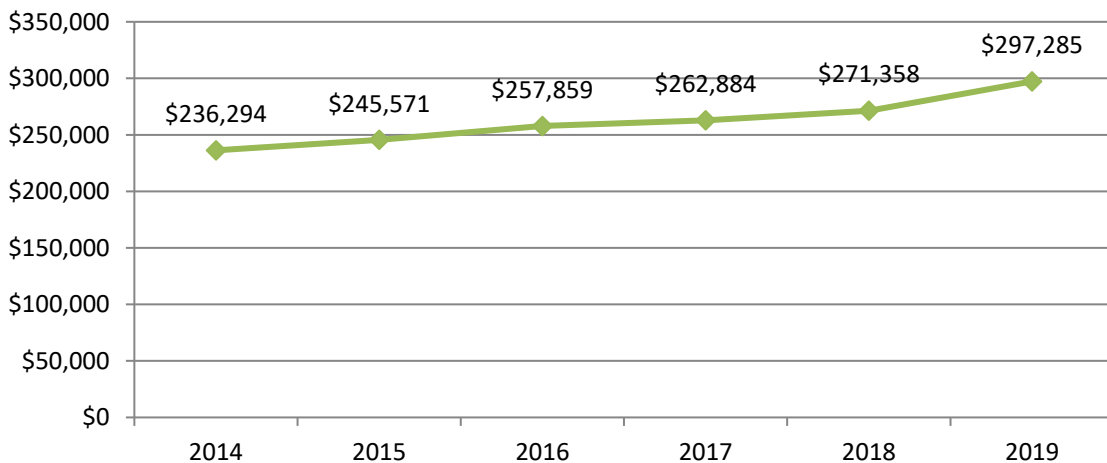
The 2019 Operating Budget establishes a residential municipal tax (mill) rate of \$1.5498 per \$1,000 of assessed value. Historically, the mill rate has been:

Municipal Tax (Mill) Rate



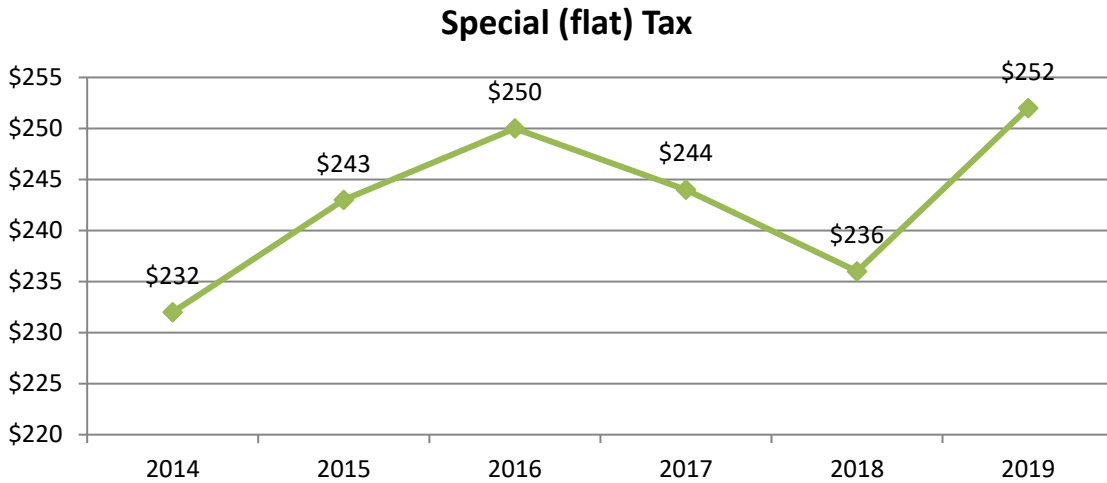
The 2019 Operating Budget includes \$297,285 in municipal tax revenue for 2019. Since 2013, the total municipal tax revenues have been as follows:

Total Municipal Tax Revenue



Summer Village of White Sands
Budget Setting Report
As of June 6, 2019

There is a 3% municipal assessment valuation tax percentage increase included in the 2019 Operating Budget. Each property will also see a \$16 increase in the Special (flat) Tax to \$252. Historically, this tax has been established as follows:



The current minimum property tax is staying at \$300 for 2019. It is estimated that \$24,300 will be generated from this minimum municipal property tax. This is a significant amount of tax revenue (7.0% 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 \$461,930. The 2019 Operating Budget includes revenue from a non-residential tax (mill) rate of 4.8146 generating \$2,224. This represents the same 3% tax increase as applied to all residential properties.

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
2019	\$461,930	4.8146	\$2,224

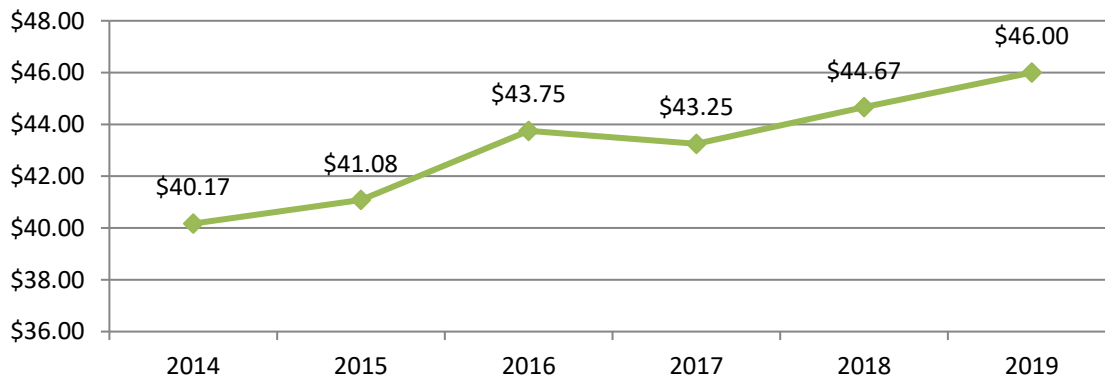
Summer Village of White Sands
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6. Summary

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 \$16 flat increase in the Special Tax levy.

In 2019 a property paying only the minimum tax will contribute \$552 to the municipality (\$300 + \$252). The \$300 minimum tax represents municipal taxation on a \$193,573 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 3.3% property tax increase on residential properties the municipal tax rate has increased. This increase is needed since new property growth of 1.25% 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 moving from a Maintenance Contractor to a Summer Village Employee, maintaining extra summer labour and getting the contingency/capital reserve contribution back to historic levels.

The 2019 Operating Budget estimates that expenditures will increase 2.9% from last year with \$30,000 available as a contingency, savings or for capital expenditure purposes.

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7. Property Tax Comparisons

	2016	2017	2018	2019	Variance	%
General Municipal	1.3276	1.3836	1.4694	1.5498	0.0858	+5.47
ASFF	2.4697	2.5744	2.6171	2.6389	0.0427	+0.83
County of Stettler Housing	0.3500	0.3838	0.4044	0.4026	0.0206	-0.45
Total	4.1473	4.3418	4.4909	4.5913	0.1004	+2.24

Land Assessment Comparison

Roll #	2017	2018	Variance 2017 vs 2018	2019	Variance 2019 vs 2018	% Variance
22	\$340,770	\$337,360	-\$3,410	\$330,610	-\$6,750	-2.00
131	\$119,740	\$119,740	\$0	\$117,370	-\$2,370	-1.98
172	\$101,620	\$102,400	\$780	\$100,470	-\$1,930	-1.88
168	\$94,760	\$95,570	\$810	\$93,730	-\$1,840	-1.93
254	\$340,180	\$340,180	\$0	\$333,540	-\$6,640	-1.95
690	\$134,390	\$134,390	\$0	\$131,610	-\$2,780	-2.07
835	\$75,070	\$75,820	\$750	\$74,300	-\$1,520	-2.00

Roll #22 at 20 Lakeview Avenue

Lakefront Lot with permanent residence built in 1993

\$
337,360

	2018	2019	\$ Change	% Variance
Assessment	\$601,480.00	\$599,710.00	-\$1,770.00	-0.29
Municipal - General	\$883.81	\$929.43	\$45.62	5.16
Municipal - Special	\$236.00	\$252.00	\$16.00	6.78
School	\$1,574.13	\$1,582.57	\$8.44	0.54
Seniors Housing	\$243.24	\$241.44	-\$1.80	-0.74
Total Taxes	\$2,937.19	\$3,005.45	\$68.26	2.32
Average per Month	\$244.77	\$250.45	\$5.69	2.32

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Roll #131 at 55 Lakeview Avenue
Back Lot with older cabin

Land
119740.00

	2018	2019	\$ Change	% Variance
Assessment	\$139,640.00	\$136,690.00	-\$2,950.00	-2.11
Municipal - General	\$300.00	\$300.00	\$0.00	0.00
Municipal - Special	\$236.00	\$252.00	\$16.00	6.78
School	\$365.45	\$360.71	-\$4.74	-1.30
Seniors	\$56.47	\$55.03	-\$1.44	-2.55
Total Taxes	\$957.92	\$967.74	\$9.82	1.03
Average per Month	\$79.83	\$80.65	\$0.82	1.03

Roll #172 at 61 Lakeview Court
Pie Shaped Lot with a permanent residence

Land
102400.00

	2018	2019	\$ Change	% Variance
Assessment	\$291,710.00	\$293,600.00	\$1,890.00	0.65
Municipal - General	\$428.64	\$455.02	\$26.38	6.15
Municipal - Special	\$236.00	\$252.00	\$16.00	6.78
School	\$763.43	\$774.78	\$11.35	1.49
Seniors	\$117.97	\$118.20	\$0.24	0.20
Total Taxes	\$1,546.04	\$1,600.01	\$53.97	3.49
Average per Month	\$128.84	\$133.33	\$4.50	3.49

Vacant Residential Roll #168
Back Lot on Front Street

Land
95570.00

	2018	2019	\$ Change	% Variance
Assessment	\$95,570.00	\$93,730.00	-\$1,840.00	-1.93
Municipal - General	\$300.00	\$300.00	\$0.00	0.00
Municipal - Special	\$236.00	\$252.00	\$16.00	6.78
School	\$250.12	\$247.34	-\$2.77	-1.11
Seniors	\$38.65	\$37.74	-\$0.91	-2.36
Total Taxes	\$824.76	\$837.08	\$12.32	1.49
Average per Month	\$68.73	\$69.76	\$1.03	1.49

Land

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Residential Roll #254

Lakefront Amie Avenue

340180.00

	2018	2019	\$ Change	% Variance
Assessment	\$639,420.00	\$588,120.00	-\$51,300.00	-8.02
Municipal - General	\$939.56	\$911.47	-\$28.10	-2.99
Municipal - Special	\$236.00	\$252.00	\$16.00	6.78
School	\$1,673.43	\$1,551.99	-\$121.44	-7.26
Seniors	\$258.58	\$236.78	-\$21.80	-8.43
Total Taxes	\$3,107.57	\$2,952.24	-\$155.34	-5.00
Average per Month	\$258.96	\$246.02	-\$12.94	-5.00

Residential Roll #690

Aspen Ridge Close

Land

134390.00

	2018	2019	\$ Change	% Variance
Assessment	\$440,400.00	\$445,160.00	\$4,760.00	1.08
Municipal - General	\$647.12	\$689.91	\$42.79	6.61
Municipal - Special	\$236.00	\$252.00	\$16.00	6.78
School	\$1,152.57	\$1,174.73	\$22.16	1.92
Seniors	\$178.10	\$179.22	\$1.12	0.63
Total Taxes	\$2,213.79	\$2,295.86	\$82.07	3.71
Average per Month	\$184.48	\$191.32	\$6.84	3.71

Vacant Residential Roll #835

Ranch Rd.

Land

75820.00

	2018	2019	\$ Change	% Variance
Assessment	\$75,820.00	\$74,300.00	-\$1,520.00	-2.00
Municipal - General	\$300.00	\$300.00	\$0.00	0.00
Municipal - Special	\$236.00	\$252.00	\$16.00	6.78
School	\$198.43	\$196.07	-\$2.36	-1.19
Seniors	\$30.66	\$29.91	-\$0.75	-2.44
Total Taxes	\$765.09	\$777.98	\$12.89	1.69
Average per Month	\$63.76	\$64.83	\$1.07	1.69

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REVENUES						
Account Number	Description	2018 Actual	2018 Budget	2019 Budget	2020 projected	2021 projected
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	\$1,200.00	\$50.00	\$50.00	\$50.00	\$50.00
1-12-01-00-00-840	Admin - Provincial Grant	\$11,369.00	\$11,369.00	\$10,000.00	\$11,369.00	\$11,369.00
1-12-01-00-01-490	Admin - Tax Information/Certificates	\$110.00	\$250.00	\$250.00	\$250.00	\$250.00
1-12-01-00-01-590	Admin - GST Interest					
1-12-99-91-00-920	Admin - Drawn from Op Reserve	\$10,000.00	\$10,000.00	\$7,200.00		
Total General Administration		\$22,679.00	\$21,669.00	\$17,500.00	\$11,669.00	\$11,669.00

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

1-25-00-00-00-560	Ambulance - Other Revenue	\$824.00	\$700.00	\$700.00	\$700.00	\$700.00
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	\$500.00	\$250.00	\$250.00	\$250.00	\$250.00
Total Protective Services		\$1,324.00	\$950.00	\$950.00	\$950.00	\$950.00

1-31-99-91-00-920	Common Services - Drawn from Op. Reserve					
Total Common Services		\$0.00	\$0.00	\$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	\$1,000.00	\$750.00	\$750.00	\$750.00	\$750.00
1-32-00-00-00-840	Trans - Conditional Grants					
1-32-00-00-01-840	Trans - Road Grants	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
1-32-99-91-00-920	Trans - Drawn from Operating Reserve	\$35,980.00				
1-32-99-92-00-940	Trans - Drawn from Capital					
1-32-99-94-00-990	Trans - Contributed from Surplus					
Total Transportation		\$48,980.00	\$12,750.00	\$12,750.00	\$12,750.00	\$12,750.00

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

1-61-00-00-00-520	Planning & Dev - Planning Permits	\$1,520.00	\$1,000.00	\$1,200.00	\$1,000.00	\$1,000.00
1-61-00-00-01-520	Planning & Dev - Building Permits	-\$811.85	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
1-61-00-00-02-520	Planning & Dev - RV Permit	\$9,300.00	\$11,000.00	\$8,000.00		
1-61-00-00-05-520	Planning & Dev - PGE Permits	\$409.80	\$1,200.00	\$1,200.00	\$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		\$10,417.95	\$15,700.00	\$12,900.00	\$4,700.00	\$4,700.00

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1-72-00-00-00-590	Recreation - Recycling Revenue					
1-72-00-00-00-840	Parks - Provincial Grant	\$1,454.04				
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		\$1,454.04	\$0.00	\$0.00	\$0.00	\$0.00

1-97-00-00-00-990	Excess Collection of Requisitions	\$2.36				
1-97-00-00-01-990	Under Collection of Requisitions	\$142.95				
Subtotal Excess Collections		\$145.31	\$0.00	\$0.00	\$0.00	\$0.00

1-99-01-00-01-111	Taxes - Municipal	\$181,616.95	\$180,498.00	\$195,477.00	\$213,069.93	\$217,331.33
1-99-01-00-01-120	Taxes - Municipal - Special Tax	\$90,860.00	\$90,860.00	\$101,808.00	\$106,898.40	\$109,036.37
Subtotal Municipal Taxes		\$272,476.95	\$271,358.00	\$297,285.00	\$319,968.33	\$326,367.70

1-99-01-00-02-111	Taxes - School - Residential	\$281,786.31	\$281,910.00	\$281,909.88	\$290,367.18	\$299,078.19
1-99-01-00-03-111	Taxes - School - Non-Residential	\$1,661.12	\$1,661.00	\$1,661.13	\$1,710.96	\$1,762.29
1-99-01-00-04-111	Taxes - Ambulance					
1-99-01-00-05-111	Taxes - Senior Housing	\$43,722.26	\$43,744.00	\$44,062.00	\$45,383.86	\$46,745.38
1-99-01-00-06-111	Taxes - DIP	\$15.23	\$15.00	\$36.31	\$15.00	\$15.00
Subtotal Non-Municipal Taxes		\$327,184.92	\$327,330.00	\$327,669.32	\$337,477.00	\$347,600.86

1-99-02-00-01-510	Penalties & Cost on Taxes	\$6,368.14	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
1-99-02-00-02-550	Return on Investments	\$11,919.35	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
1-99-02-00-04-740	Unconditional Provincial Grant					
Subtotal Other Revenue		\$18,287.49	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00

TOTAL REVENUE		\$702,949.66	\$660,257.00	\$679,554.32	\$698,014.33	\$714,537.56
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Summer Village of White Sands
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EXPENDITURES						
Account Number	Description	2018 Actual	2018 Budget	2019 Budget	2020 projected	2021 projected
2-11-00-00-151	Council - Honoraria	\$7,725.00	\$7,000.00	\$8,000.00	\$8,200.00	\$8,400.00
2-11-00-00-211	Council - Travel & Subsistence	\$3,328.96	\$7,000.00	\$6,000.00	\$6,200.00	\$6,400.00
Total Council & Legislative		\$11,053.96	\$14,000.00	\$14,000.00	\$14,400.00	\$14,800.00

2-12-00-00-200	Admin - Contracted Services	\$32,000.00	\$32,000.00	\$32,000.00	\$37,000.00	\$42,000.00
2-12-01-00-211	Admin - Travel & Subsistence	\$1,460.88	\$1,250.00	\$1,400.00	\$1,500.00	\$1,600.00
2-12-01-00-214	Admin - Association Memberships	\$2,132.51	\$2,700.00	\$2,500.00	\$2,600.00	\$2,700.00
2-12-01-00-225	Admin - Land Titles	\$104.00	\$50.00	\$50.00	\$50.00	\$50.00
2-12-01-00-227	Admin - Web Site Maintenance	\$1,900.00	\$1,900.00	\$1,900.00	\$1,900.00	\$1,900.00
2-12-01-00-231	Admin - Accounting & Audit	\$3,400.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
2-12-01-00-232	Admin - Legal Fees	\$17,643.84	\$14,000.00	\$4,000.00	\$4,000.00	\$4,000.00
2-12-01-00-260	Admin - Rentals					
2-12-01-00-274	Admin - Insurance & Bond	\$2,785.03	\$3,200.00	\$3,200.00	\$3,264.00	\$3,329.28
2-12-01-00-731	Admin - Contr. to Other Government	\$250.00				
2-12-01-00-810	Admin - Bank Charges & Interest	\$108.72	\$150.00	\$150.00	\$150.00	\$150.00
2-12-01-00-991	Admin - Cash Over/Short					
Subtotal Administration		\$61,784.98	\$59,250.00	\$49,200.00	\$54,464.00	\$59,729.28

2-12-02-00-221	Office - Advertising	\$281.65	\$250.00	\$300.00	\$300.00	\$300.00
2-12-02-00-222	Office - Telephone	\$269.68	\$300.00	\$300.00	\$300.00	\$300.00
2-12-02-00-223	Office - Postage	\$1,277.64	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
2-12-02-00-510	Office - Goods & Services	\$1,852.86	\$1,700.00	\$1,900.00	\$1,900.00	\$1,900.00
Subtotal Office		\$3,681.83	\$3,750.00	\$4,000.00	\$4,000.00	\$4,000.00

2-12-11-00-239	Assessor	\$11,289.00	\$12,000.00	\$12,500.00	\$13,000.00	\$13,500.00
2-12-11-00-02-239	Regional ARB		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Subtotal Assessor		\$11,289.00	\$14,000.00	\$14,500.00	\$15,000.00	\$15,500.00

2-12-12-00-227	Municipal Election					\$2,200.00
Subtotal Election		\$0.00	\$0.00	\$0.00	\$0.00	\$2,200.00
Total General Administration		\$76,755.81	\$77,000.00	\$67,700.00	\$73,464.00	\$81,429.28

2-23-00-00-158	Fire - Regional Chief					
2-23-00-00-200	Fire - Fire Agreement	\$35,185.92	\$36,000.00	\$36,000.00	\$36,720.00	\$37,454.40
2-23-00-00-264	Fire - Access Road Agreement	\$238.83				
2-23-00-00-350	Fire - Fire Fighting		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
2-23-99-91-00-764	Fire - Transfer to Reserve					
Subtotal Fire Fighting & Preventive		\$35,424.75	\$38,000.00	\$38,000.00	\$38,720.00	\$39,454.40

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2-24-00-00-158	Disaster Services - Coordinator	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Subtotal Disaster Services		\$500.00	\$500.00	\$500.00	\$500.00	\$500.00

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

2-26-00-00-158	Bylaw - Regional Officer					
2-26-00-00-200	Bylaw - Enforcement	\$871.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
2-26-99-91-00-764	Bylaw - Transfer to Reserve					
Subtotal Bylaw Enforcement		\$871.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Total Protective Services		\$36,795.75	\$41,500.00	\$41,500.00	\$42,220.00	\$42,954.40

2-31-00-00-562	Common Services - Small Equip/Tools	\$390.95	\$1,000.00	\$1,000.00	\$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		\$390.95	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

2-32-00-00-112	Trans - Wages	\$782.50	\$2,000.00	\$2,000.00	\$2,040.00	\$2,080.80
2-32-00-00-158	Trans - Regional Employee Safety		\$500.00	\$500.00	\$500.00	\$500.00
2-32-00-00-200	Trans - Contracted Services	\$31,969.32	\$32,000.00	\$37,800.00	\$38,556.00	\$39,327.12
2-32-00-00-222	Trans - Telephone	\$571.44	\$650.00	\$650.00	\$650.00	\$650.00
2-32-00-00-252	Trans - Building Pumpout	\$98.60	\$500.00	\$500.00	\$500.00	\$500.00
2-32-00-00-254	Trans - Purchase Equip Repair	\$4,605.10	\$4,000.00	\$4,000.00	\$4,080.00	\$4,161.60
2-32-00-00-274	Trans - Insurance	\$1,360.52	\$1,500.00	\$1,600.00	\$1,500.00	\$1,500.00
2-32-00-00-510	Trans - Goods & Services	\$12,398.13	\$9,000.00	\$12,000.00	\$12,240.00	\$12,484.80
2-32-00-00-521	Trans - Fuel	\$7,141.75	\$4,800.00	\$4,800.00	\$4,896.00	\$4,993.92
2-32-00-00-529	Trans - Equip Repair Parts	\$643.02	\$2,000.00	\$1,000.00	\$1,020.00	\$1,040.40
2-32-00-00-540	Trans - Street Lights					
2-32-00-00-552	Trans - Bldg - Power	\$632.74	\$750.00	\$750.00	\$765.00	\$780.30
2-32-00-00-581	Trans - Bldg - Gas	\$798.05	\$700.00	\$700.00	\$714.00	\$728.28
2-32-00-00-583	Trans - Bldg - Water	\$60.00	\$100.00	\$100.00	\$102.00	\$104.04
2-32-00-01-237	Trans - Bldg - Janitor					
2-32-15-00-00-263	Trans - Project 1 - Hired Equipment	\$2,233.00				
2-32-15-00-00-532	Trans - Project 1 - Gravel	\$675.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00
2-32-15-00-00-554	Trans - Project 1 - Materials					
2-32-99-91-00-764	Trans - Transfer to Reserve					
2-32-99-92-00-762	Trans - Contributed to Capital					
Total Transportation		\$63,969.17	\$70,500.00	\$78,400.00	\$79,563.00	\$80,851.26

2-41-00-00-200	Water - SMRWSC Debt	\$1,967.57	\$4,316.00	\$5,078.24	\$5,000.00	\$5,000.00
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2-41-00-00-214	Water - SMRWSC Membership	\$3,270.92	\$3,242.00	\$3,223.21	\$3,242.00	\$3,242.00
2-41-00-00-274	Water - Insurance	\$250.00				
2-41-00-00-510	Water - General Goods & Services					
2-41-00-00-582	Water - Power	\$1,892.56	\$1,900.00	\$2,000.00	\$2,040.00	\$2,080.80
2-41-99-92-00-762	Water - Contributed to Capital					
Total Water		\$7,381.05	\$9,458.00	\$10,301.45	\$10,282.00	\$10,322.80

2-43-00-00-112	Landfill - Wages					
2-43-00-00-200	Landfill - Contracted Services	\$3,899.16	\$2,500.00	\$3,150.00	\$3,213.00	\$3,277.26
2-43-00-00-239	Landfill - Requisition	\$15,128.00	\$15,128.00	\$15,860.00	\$17,000.00	\$17,340.00
2-43-99-91-00-764	Landfill - Transfer to Reserve					
Total Landfill		\$19,027.16	\$17,628.00	\$19,010.00	\$20,213.00	\$20,617.26

2-61-00-00-158	Planning & Dev - DAB Fees	\$409.29				
2-61-00-00-01-158	Planning & Dev - Honorarium	\$3,762.96	\$11,000.00	\$8,000.00		
2-61-00-00-200	Planning & Dev - Dev. Officer Contract	\$19,370.79	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00
2-61-00-00-211	Planning & Dev - Travel & Subs.					
2-61-00-00-221	Planning & Dev - Advertising		\$300.00	\$300.00	\$306.00	\$312.12
2-61-00-00-232	Planning & Dev - Buffalo Lake Plan					
2-61-00-00-519	Planning & Dev - Other Supplies	\$575.00	\$500.00	\$500.00	\$500.00	\$500.00
Total Planning & Development		\$24,118.04	\$30,800.00	\$27,800.00	\$19,806.00	\$19,812.12

2-72-00-00-112	Parks & Rec - Wages	\$20,399.91	\$19,400.00	\$21,000.00	\$21,420.00	\$21,848.40
2-72-00-00-200	Parks & Rec - Contracted Services	\$14,755.08	\$15,000.00	\$18,900.00	\$19,278.00	\$19,663.56
2-72-00-00-272	Parks & Rec - Damage Claims		\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
2-72-00-00-274	Parks & Rec - Insurance	\$610.75	\$650.00	\$650.00	\$663.00	\$676.26
2-72-00-00-510	Parks & Rec - General Goods & Services	\$4,525.56	\$5,000.00	\$5,000.00	\$5,100.00	\$5,202.00
2-72-00-00-518	Parks & Rec - Other Contribution	\$21.45				
2-72-00-00-582	Parks & Rec - Power					
2-72-15-00-00-263	Parks & Rec - Beach Improvements	\$284.11	\$1,500.00	\$1,500.00	\$1,530.00	\$1,560.60
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		\$40,596.86	\$42,550.00	\$48,050.00	\$48,991.00	\$49,950.82

2-74-11-00-00-214	Library - Parkland Membership	\$943.40	\$750.00	\$990.00	\$1,009.80	\$1,030.00
2-72-00-00-274	Multipurpose - Janitor	\$495.00	\$550.00	\$550.00	\$600.00	\$600.00

Summer Village of White Sands
Budget Setting Report
As of June 6, 2019

2-72-00-00-510	Multipurpose - Building Pumpout	\$481.40	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
2-72-00-00-518	Multipurpose - Wifi	\$1,174.08	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
2-72-00-00-582	Multipurpose - Supplies	\$249.25	\$1,500.00	\$500.00	\$500.00	\$500.00
2-72-15-00-263	Multipurpose - Gas	\$797.98	\$900.00	\$900.00	\$918.00	\$936.36
2-72-99-91-00-764	Multipurpose - Power	\$1,898.16	\$1,800.00	\$1,900.00	\$1,938.00	\$1,976.76
2-72-99-92-00-762	Multipurpose - Water	\$291.94	\$400.00	\$400.00	\$408.00	\$416.16
Total Culture		\$6,331.21	\$8,600.00	\$7,940.00	\$8,073.80	\$8,159.28

2-99-99-91-00-764	Contingency - Transfer to Reserve	\$85,280.00	\$19,300.00	\$30,000.00	\$39,400.00	\$37,300.00
Total Contingency		\$85,280.00	\$19,300.00	\$30,000.00	\$39,400.00	\$37,300.00

2-99-01-00-00-743	Requisitions - Alberta School Foundation Fund	\$283,571.01	\$283,571.00	\$289,242.42	\$295,027.27	\$300,927.81
2-99-01-00-00-746	Requisitions - Senior Housing	\$43,744.00	\$43,744.00	\$44,062.00	\$44,943.24	\$45,842.10
2-99-01-00-00-747	Designated Industrial Property	\$15.22	\$15.00	\$36.31	\$37.04	\$37.78
Total Non-Municipal Requisitions		\$327,330.23	\$327,330.00	\$333,340.73	\$340,007.54	\$346,807.70

TOTAL EXPENDITURES		\$699,030.19	\$659,666.00	\$679,042.18	\$697,420.34	\$714,004.91
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Total Expenditures	\$699,030.19	\$659,666.00	\$679,042.18	\$697,420.34	\$714,004.91
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Grand Total Revenues	\$702,949.66	\$660,257.00	\$679,554.32	\$698,014.33	\$714,537.56
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Surplus/(Deficit)	\$3,919.47	\$591.00	\$512.14	\$593.99	\$532.65
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BYLAW 169-19

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 2019 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 5, 2019; and

Whereas, the estimated municipal expenditures and transfers set out in the budget for the Summer Village of White Sands of Alberta for 2019 total \$679,042; and

Whereas, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$48,268, and the balance of \$630,774 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	\$287,675.49
Non-Residential	\$1,694.34
Designated Industrial Property	\$36.30
County of Stettler Housing Authority	\$44,079.50; 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	109,012,630
Non-Residential	<u>461,930</u>
Total	\$109,474,560

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	168,953.00	109,012,630	1.5498
- Non-Residential	2,224.00	461,930	4.8146
ASFF - Residential/Farmland	287,675.49	109,012,630	2.6389
Non-Residential	1,694.34	461,930	3.6680
County of Stettler Housing	44,079.50	109,474,560	0.4026
Designated Industrial Property	36.30	461,930	0.0786

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 5th day of June, 2019.

Read a second time this 5th day of June, 2019.

Read a third time and passed this 5th day of June, 2019.

Summer Village of White Sands

Mayor

Chief Administrative Officer

BYLAW 170-19

A BYLAW TO AUTHORIZE A SPECIAL TAX FOR THE 2019 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 5, 2019 has prepared and adopted a 2019 Operating Budget including detailed estimates of the municipal revenues and expenditures.

Whereas, the adopted 2019 Operating Budget for the Summer Village of White Sands includes estimated costs for the following services or purposes:

Waterworks, including Regional Commission costs:	\$8,480
Repair and Maintenance of roads, boulevards, water facilities and sewer facilities:	\$57,000
Regional Fire Protection	<u>\$36,360</u>
	\$101,860

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 \$101,860 in total. It is estimated that for the 2019 taxation year there are 404 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 2018 taxation year.

Waterworks, including Regional Commission costs:	\$21.00 (per parcel)
Repair and Maintenance of roads, boulevards, water facilities and sewer facilities:	\$141.00 (per parcel)
Regional Fire Protection	<u>\$90.00 (per parcel)</u>
	\$252.00 (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 5th day of June, 2019.

Read a second time this 5th day of June, 2019.

Read a third time and passed this 5th day of June, 2019.

Summer Village of White Sands

Mayor

Chief Administrative Officer

NWPTA or AIT) depending on, but not limited to, the following general factors:

- The urgency/timing of the need for the procurement.
- Advice of a professional/technical agency assisting in the procurement process.
- The nature of the specified procurement being subject to an authorized dealer district.
- Consideration of future repairs, maintenance and servicing costs (total cost of ownership).
- Organizational compatibility to assist staff operators.
- Organizational support for functional and quality characteristics (of selective brands) based on past performance and servicing.
- Balancing relative fairness with practicality.
- Availability/competitiveness of area suppliers/regional market.
- Consideration of shipping time and/or transportation constraints.

All tender/RFP offers exceeding the sum of \$25,000 shall be received by Administration and submitted to Council for final approval/acceptance. However purchases over \$25,000 of an immediate/urgent nature can be authorized by the CAO, or designate, based upon support/authorization obtained via a telephone and/or electronic poll of available Council Members (must be a majority). Under this circumstance the CAO's decision to proceed with the purchase shall be presented for (belated) authoritative review at a subsequent Council Meeting.

Administration may under certain circumstances deem it appropriate to sole source a purchase quotation from a single supplier. Relative to the purchasing authority levels within this policy, the appropriate level of authorization is required and must be supported with practical and/or reasonable rationale for the purchase decision; the general factors previously noted in this policy shall be taken into consideration by the appropriate level of purchasing authority prior to the authorization of a sole source supply.

MEMORANDUM

TO: Summer Village of White Sands Council

FROM: Graham Scott
CAO

DATE: June 5, 2019

RE: Maintenance Operator Compensation Review

Background:

The Summer Village of White Sands approved the creation of a Maintenance Operator Position. This position will change the maintenance services from contractor based to employee based.

Documents Preparation:

The following document and policies have been prepared to ensure accurate implementation for your consideration.

Organizational Chart
Policy VI - Employee Hiring and Employment Process
Maintenance Operator – Job Description
Policy VIII - Employee Safety Policy
Summer Village of White Sands Safety Manual

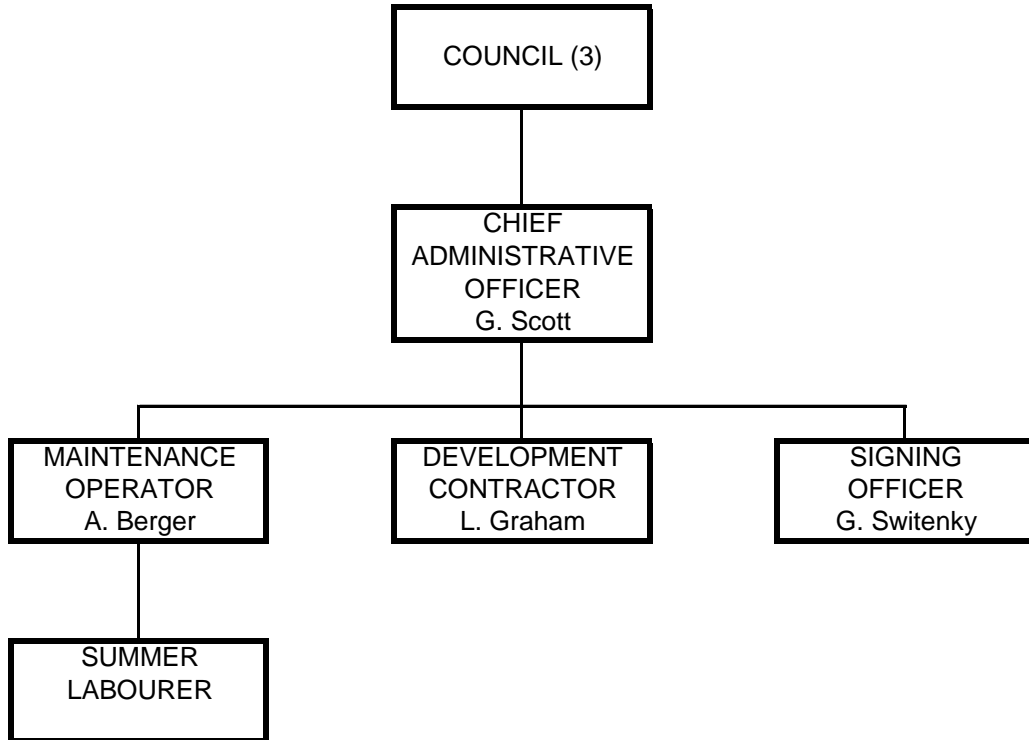
Recommendation:

That the Summer Village of White Sands Council approve the Organizational Chart, Policy VI - Employee Hiring and Employment Process, Policy VIII - Employee Safety Policy, Summer Village of White Sands Safety Manual and the Maintenance Contractor Job Description.

Recommendation:

That the Summer Village of White Sands Council approve the starting wage rate for the Maintenance Operator effective July 1, 2019 and the continuance of the Phone Allowance of \$50.00 per month.

SUMMER VILLAGE OF WHITE SANDS ORGANIZATIONAL CHART



svws/policy/organizationalchart.xls

SUMMER VILLAGE OF WHITE SANDS
Job Description: Maintenance Operator

General Responsibilities

1. To provide a report on the previous month's activities and next month's work plans to Administration on a monthly basis. This report may be written or verbal.
2. All budgeted expenditures greater than \$500.00 have to be authorized by Administration or Council prior to incurring such.
3. To inspect all roads, signs and gates on a monthly basis or more often if needed and keep a written record of such.
4. To inspect all playgrounds, gates, parks, trails and public areas on a monthly basis (when clear of snow) or more often if needed and keep a written record of such.
5. Clean, sanitize and stock outhouses.
6. To train and supervise summer staff with particular attention to safety.
7. Maintain the roads as much as our equipment will allow.
8. Advise Administration if the Hall has been left dirty or damaged.
9. Cut or make arrangements to cut the grass along roads and in public areas as required.
10. When the snow is off, keep walking trails clear.
11. Snow plow roads and clear driveways during winter months when notified by owners.
12. Clean culverts as required
13. Pump water where required
14. Trim or remove branches (or make arrangements) when required
15. Keep municipal garbage enclosures clean and free from debris
16. Strive to keep the Village equipment safe and maintain (or make arrangements to maintain) the equipment.
17. Monitor and supervise subcontractors as required.
18. Undertake special projects as authorized by Administration.

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Reviewed: _____

Reviewed: _____

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Reviewed: _____

General Workplace Safety

Procedures

1. Good Housekeeping shall be practiced at all times.
2. Unauthorized persons are NOT PERMITTED on Village Property.
3. Fighting, wrestling or general horseplay is NOT PERMITTED.
4. Possession or use of intoxicating liquor or illegal drugs on company property or being under the influence of intoxicating liquors or illegal drugs when reporting to work or while on duty is PROHIBITED.
5. DO NOT smoke or use open flame in a fuelling or fuel storage area or where batteries are being charged or stored.
6. All walkways, lanes, access ways and stairways shall be kept clear of obstruction at all times.
7. When ascending or descending ladders, face the ladder at all times.
8. All cautionary, safety and warning signs are there for a reason. READ AND HEED.
9. DO NOT deface or tamper with posted rules, signs, equipment or guards placed in or about the property.
10. Know where the fire extinguishers are located in your area and know how to use them.
11. It is FORBIDDEN AND UNLAWFUL to tamper with or use fire equipment for any purpose other than fire.
12. Running causes accidents. Slow down.
13. Lift or carry no more than you can handle.
14. Handrails are installed for a purpose, use them.
15. DO NOT use compressed air to clean dust or dirt from clothing or skin.

Vehicle Safety

1. Look and think ahead when driving.
2. Adjust your driving to road conditions.
3. Obey signs, lines and traffic signals.
4. Stay *3 seconds* behind other vehicles.
5. Be courteous, don't take chances.
6. Don't drink and drive.
7. Take extra care when backing a vehicle.
8. If you are not sure when backing, get out and look.
9. Concentrate on your driving. Stay alert.
10. If you are involved in an accident:
 - Aid the injured, get help.
 - Exchange information. (Insurance, License, etc.)
 - Take notes. (measurements, witnesses)
 - **Notify your supervisor.**
 - Fill out a vehicle accident report form.
 - Notify authorities (police, insurance, etc.)

Equipment Safety

Procedures

1. Replace all guards and shields when work is complete.
2. Tampering with or making unauthorized changes in safety devices IS PROHIBITED.
3. DO NOT use a makeshift to reach a higher level.
4. Projecting nails shall be removed from salvaged lumber.
5. Explosives must be handled or set off by AUTHORIZED PERSONNEL ONLY.
6. Gas, solvent or varsol SHALL NOT be used as a body cleanser.
7. When traffic signs are missing, defaced or pulled out, report the missing or defaced sign IMMEDIATELY.
8. When there are rocks or other obstructions on the road remove them and washouts or unusual conditions on roads shall be flagged and IMMEDIATELY reported for repair.
9. Every employee shall adhere to the rules and regulations of the Occupational Health and Safety Act.
10. If in doubt, don't do it until you know the safe way.
11. Draw attention to unsafe acts – be polite.

Clothing, Safety Equipment

General

1. Safety issue equipment such as hearing protection, respiratory protection, eye protection, etc. will be made available to any person requiring such protection. UTILIZE IT.
2. Safety equipment provided must be kept in good repair and the employee using it is responsible for its safe keeping.
3. All footwear worn must provide sufficient protection against injury to the feet.
4. Safety glasses with side shields shall be worn in all areas where a recognized hazard to the eye exists.
5. Adequate gloves are to be used when handling heavy or ragged material.
6. Rings, watches, neck jewellery, bracelets, earrings, gloves and loose clothing shall not be worn in areas where high speed machinery is in use.
7. Hair shall be cut short or kept completely confined.
8. Safety belts or harnesses must be worn where a hazard of falling exists.
9. Face shields shall be worn during grinding, chipping, etc. Welding helmets, goggles and masks are provided and must be used.
10. Hard hats are to be used in accordance with the Occupational Health and Safety Act.
11. In cold weather, proper clothing and protection shall be worn.
12. Proper clothing shall be worn to protect the skin from sun rays.
13. With respect to sanitation, see the Occupational Health and Safety Act, General Safety Regulations.

Foot Protection

General Information

Safety footwear is designed to protect against foot hazards in the workplace. Safety footwear protects against compression, puncture injuries and impact.

Safety footwear is divided into three grades which are indicated by coloured tags and symbols.

The tag color tells the amount of resistance the toe will supply to different weights dropped from different heights.

The symbol indicates the strength of the sole. For example, a triangle means puncture resistant sole able to withstand 135 kg (300 ft. lbs) without being punctured by a 5 cm (2 inch) nail. For more information, look at Alberta's OHS Statute and Regulations or CSA Standard "Protective Footwear" Z195-M1981.

In construction, it is recommended that only the green triangle grade of footwear, which also gives ankle support, be used.

Your choice of protective footwear should always over protect, not under protect.

Do:

- Choose footwear according to job hazard and CSA Standards;
- Lace up boot and tie laces securely. Boots don't protect if they are tripping hazard or fall off.
- Use a protective foot dressing to help the boot last longer and provide greater water resistance. Wet boots conduct current.
- Choose a high cut boot to provide ankle support (less injuries).

Don't

- Wear defective safety footwear (Ex. Exposed steel toe caps)
- Under protect your feet or modify safety footwear.

Limb and Body Protection

General Information

Due to the nature of the workplace and the number of different hazards, it is not possible to cover specialized limb and body protection in detail. These types of hazards are known as “job exposures” (exposure to fire, temperature extremes, body impacts, corrosives, molten metals, cuts from sharp or abrasive materials.) PPE in the category would be items such as:

- Leg, arm, chin and belly guards.
- Specialty hard pads and grips.
- Leather aprons and leggings.
- Full body suits.
- Flame and chemical resistant clothing and
- Various types of plastic boot covers and overshoes.

For more information on the types of specialty PPE you require, check your local OHS Office. With all PPE, following the manufacturer’s instructions on it’s use. Care and cleaning is critical and will help you get the full service life from your specialty PPE.

Hand PPE (Gloves and Mitts)

PPE for the hands include: finger guards, thimbles and cots, hand pads, gloves and barrier creams. Choose hand PPE that will protect against the job hazard. Gloves should fit well and be comfortable. This type of PPE has to protect against chemicals, scrapes, abrasions, heat and cold, punctures and electrical shocks.

Types

PPE for the hands come in many forms, each designed to protect against certain hazards. Gloves most commonly are made from leather, cotton, rubber, synthetic rubbers and other man made materials or combination of materials.

Vinyl coated or leather gloves are good for providing protection while handling wood or metal objects. When selecting hand PPE, keep the following in mind: look for anything at the job site that may be a hazard to the hands. If gloves are to be used, select the proper type for the job to be done. Inspect and maintain hand PPE regularly. If in doubt about the selection or need for glove or hand PPE consult your safety supplier, Material Safety Data Sheet (MSDS) or local OHS Office.

Do:

- Inspect hand PPE for defects before use.
- Wash all chemicals and fluids off gloves before removing them.
- Ensure that gloves fit properly.
- Follow manufacturer’s instructions on care and use of the hand PPE you are using,
- Ensure exposed skin is covered (no gap between the sleeve and the hand PPE,

Don’t:

- Wear gloves when working with moving machinery (gloves can get tangled or caught).
- Wear hand PPE with metal parts near electrical equipment.
- Use gloves or hand protection that is worn out or defective.

Eye and Face Protection

General Information

This PPE is designed to protect the worker from such hazards as:

- Flying objects and particles
- Molten metals
- Splashing liquids
- Ultraviolet, infrared and visible radiation (welding)

The PPE has two types. The first type, “**basic eye protection**” includes:

- Eye cup goggles
- Mono-frame goggles and spectacles with or without eye shields.

The second type is “**face protection**”, includes:

- Metal mesh face shields for radiant heat or hot and humid conditions
- Chemical and impact resistant (plastic) face shields
- Welder shields or helmets with specified cover
- Filter plates and lens.

Hardened glass prescription lens and sport glasses are not an acceptable substitute for proper, required industrial safety eye protection.

Comfort and fit are very important in the selection of safety eyewear. Lens coating, venting or fittings may be needed to prevent fogging or to fit with regular prescription eyeglasses.

Contact lenses should NOT be worn with face shields. Contact lenses may trap or absorb particles or gases causing eye irritation or blindness. Hard contact lenses may break into the eye when hit.

Basic eye protection should be worn with face shields. Face shields alone often are not enough to fully protect the eyes from work hazards. When eye and face protection are required, advice from the OHS office, Material Safety Data Sheet (MSDS) or your supplier will help with your selection.

For more information, look at:

- Alberta OHS Statute and Regulations
- CSA Standard “Industrial Eye and Face Protectors” Z94.3-M1982

DO:

- Ensure your eye protection fits properly (close to the face)
- Clean safety glasses daily, more often if needed.
- Store safety glasses in a safe, clean, dry place when not in use.
- Replace pitted, scratched, bent, poorly fitted PPE (damaged face/eye protection interferes with vision and will not provide the protection it was designed to deliver.

DON'T:

- Modify Face/Eye protection
- Use Face/Eye protection which does not have a CSA certification (CSA stamp for safety glasses is usually on the frame inside the temple near the hinges of the glasses.)

Eye Protection

1. All employees shall properly wear CSA Certified Safety Eye Protection when inside the shop while performing or in the immediate vicinity of performing the following duties:
 - Utilizing compressed air
 - Working with bench or hand grinders
 - Working with air and electrical impact wrenches
 - Utilizing drills, saws or any other power tool of a similar nature.
 - When any label, placard or Material Safety Data Sheet (MSDS) recommends the wearing of Safety Eye protection while using any chemical, powder, lubricant or any other such material or substance.
 - Operating the lathe.
 - Working under a piece of equipment on a creeper.
 - Repairing tires.
 - Any other job or task that presents a hazard to the eyes.
2. All employees shall ensure that all visitors and other employees comply with this policy.

Hearing Protection

1. Employees who exceed the permissible noise exposure levels are to wear adequate ear protection. The hearing protection will be provided by the Town and is available for all employees to use.
2. The following is a chart of the permissible noise exposure levels:

<u>Duration</u>	<u>Sound Level (dBA)</u>
12 hrs 41 mins	83
10 hrs 4 mins	84
8 hrs	85
4 hrs	88
2 hrs	91
1 hr	94
30 mins	97
15 mins	100
8 mins	103
4 mins	106
2 mins	109
56 secs	112
0	>115

Head Protection

General Information

Safety headgear is designed to protect the head from impact from falling objects, splashes from chemicals or harmful substances and contact with energized objects and equipment.

For example, in construction, the recommended type of protective head gear is the Class B hat which has the required “dielectric strength”. There are many designs but they all must meet the CSA requirements for Class B industrial head protection.

Most head protection is made up of two parts:

- The shell (light and rigid to deflect blows)
- The suspension (to absorb and distribute the energy of the blow).

Both parts of the head gear must be compatible and maintained according to manufacturer’s instructions. If attachments are used with head gear, they must be designed specifically for use with the specific head gear used. Bump caps are not considered a helmet. In Alberta the can only be used when the **only hazard** is where a worker might strike his/her head against a **stationary object**.

Inspection and Maintenance

Proper care is required for headgear to perform efficiently. The service life is affected by many factors including temperature, chemicals, sunlight and ultraviolet radiation (welding). The usual maintenance for head gear is simply washing with a mild detergent and rinsing thoroughly.

Do:

- Replace headgear that is pitted, holed, cracked or brittle.
- Replace headgear that has been subjected to a blow even though damage cannot be seen.
- Remove from service any headgear if its serviceability is in doubt.
- Replace headgear and components according to manufacturer’s instructions
- Consult OHS or your supplier for information.

Don’t:

- Drill, remove peaks, and alter the shell or suspension in any way.
- Use solvents or paints on the shells (makes the shell break down)
- Put chin straps over the brim of Class B headgear.
- Use any liner that contains metal or conductive material
- Carry anything in the hard hat while wearing the hard hat.

Working Alone

To work alone means to work alone at a work site where assistance is not readily available in the event of an injury, illness or emergency.

When working alone you must have an effective means of communication – 2 way radios, telephone or other communications device – to contact workers, employer or other person capable of assisting you.

When communication is not practical or readily available at your worksite, you, the worker should contact the employer or other workers at regular intervals of time reflecting the nature of your job.

Fire and Use of Fire Extinguishers

General

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why it is important to know which fire extinguisher to use and how to use it.

Always keep fire extinguishers visible and easy to get at. Fire extinguishers have to be properly maintained to do the job. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Types of Fires

Class A: These fires consist of wood, paper, rags, rubbish and other ordinary combustible materials.

Recommended Extinguisher: Water from a hose, pump type water can or pressurized extinguisher and soda acid extinguishers.

Fighting the Fire: Completely soak the fire, even the smoking embers.

Class B: Flammable liquids, oil and grease.

Recommended Extinguisher: ABC units, dry chemical, foam and carbon dioxide extinguisher.

Fighting the Fire: Start at the base of the fire and use a swinging motion from side to side, always keeping the fire in front of you.

Class C: Electrical Equipment

Recommended Extinguishers: Carbon dioxide and dry chemical (ABC Units) extinguishers.

Fighting the Fire: Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if the materials around the electrical fire are ignited.

Vehicles and Equipment

General

1. Persons operating mobile equipment must hold a valid Alberta driver's license and operates vehicle under the motor vehicle laws.
2. NEVER remove a lock out tag or in any way cause locked out equipment to become operable.
3. Access to all machinery switches must be kept clear of all obstructions.
4. DO NOT stand or walk under a suspended load.
5. All persons shall be safely and properly seated in a moving vehicle.
6. All loads must be secured.
7. Keep vehicles under control at all times by driving according to existing traffic rules and road and weather conditions.
8. Getting on and off a moving vehicle is PROHIBITED.
9. DO NOT ride on the step or running board of any vehicle.
10. All vehicles are to be shut off when refuelling.
11. When using jacks, make sure that the jack and work are properly aligned. Block up equipment or vehicles. Jacks are NOT considered blocking. Never go under equipment or vehicles which are supported only by a jack.

SUMMER VILLAGE OF WHITE SANDS

Prepared by: Administration Number: VII
Adopted by: White Sands Council Date: 2019 06 05

Title: **Employee Hiring and Employment Process**

Purpose: To establish practices, procedures, and conditions relevant to the selection and employment of personnel for the Summer Village of White Sands.

Definitions: Permanent Full-time: an employee who has been hired for an ongoing position, working full-time hours where there is no defined end date of employment.

Casual: an employee who has been hired for a pre-determined period of time not exceeding twelve (12) months, working full-time hours.

Seasonal: an employee who has been hired as a non-permanent seasonal nature for between five (5) and eleven (11) months, working full-time hours.

Part-time: an employee who has been hired for an ongoing position, working less than thirty (<30) hours/week.

Full-time Hours: a position requiring regularly scheduled hours of work at eight hours (8) hours/day forty (40) hours/week.

Responsibilities: Summer Village of White Sands Council shall approve and authorize any newly established permanent positions.

Hiring of employees is management's responsibility. Only the most qualified applicants available will be selected.

Hiring Responsibility:	<u>Position</u>	<u>Hiring Responsibility</u>
	(CAO)	Summer Village of White Sands Council
	Maintenance Operation	CAO
	Other Personnel	CAO -with Maintenance Operation input

New employees are to be carefully selected with respect to skills, attitude, education, experience, ability to meet the position requirements, previous service, and overall fit within the organization.

Job Postings: All job applicants (including former employees) must submit a resume.

When a vacancy occurs or a new position is created, notice of the position will be posted to ensure all interested applicants are advised and the hiring process can be completed in a timely manner. Preference in the evaluation process will be provided for any internal candidates with suitable qualifications.

Interviews: Applications are to be screened using the position qualifications. Applicants who are assessed as suitable will be selected for interviews. Interviews shall be scheduled and conducted by the applicable Supervisor utilizing consistent questions for all candidates. References must be contacted, qualifications shall be validated and any other hiring considerations checks which are part of the selection process should be conducted. A summary of evaluations with results will be reviewed by the CAO.

Offer Letter: An employment offer letter outlining start date, wages, probationary period, benefits, vacation, termination, confidentiality and acceptance will be approved by the CAO prior to presentation to applicant.

Orientation: Upon acceptance, orientation will be provided to review: workplace policies; health and safety policies; rules and regulations; other job specific information; payroll and benefit forms; facility tours; and staff introductions.

Probationary: All employees shall initially serve a probationary period of three (3) months. The probationary period may be extended for a second three (3) month period at the discretion of the CAO. The employment relationship may be ended at any time during the probationary period (without notice for both periods).

Discipline: When deemed necessary to warn an employee in a manner indicating that suspension or dismissal may follow, the employer shall give such warning in writing to the employee. The employee shall acknowledge receipt of the warning as a matter of record before it is placed in the personnel file. In consultation with the CAO and depending on the severity of the violation, the discipline process may start at Step 2, 3 or 4. A legal opinion may be necessary to determine with or without cause. Past written or other disciplinary notices shall be removed from the employee's personnel file after a period of twenty-four (24) months. Discipline process:

Step 1 - Verbal Warning – 1st time

Step 2 - Written Warning – 2nd time

Step 3 - Two-day Suspension – 3rd time

Step 4 - Dismissal – 4th time

Family Members: An employee is not affected if a family member is elected to Council after the employee has commenced employment with the Summer Village.

No members of the same family may work for the same department without the prior consideration and authorization from the CAO. For this purpose, same family, shall be defined as father, mother, son, daughter, brother, sister, husband/wife, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, niece, nephew, and any common-law relationship.

Hours of Work: The regular hours of work for full-time employees shall be based on eight (8) hours per day/forty (40) hours per week. There shall be an unpaid lunch break up to one-half (½) hour per day.

Normal hours of work shall be between 6:00 a.m. and 6:00 p.m. daily, Monday through Friday and shall be scheduled to the needs of the Village. An employee's work day shall begin at the time the employee reports for work at the Village Shop.

All time worked beyond the normal work day, on an employee's day off or on a Statutory Holiday shall be considered as overtime. All overtime must be pre-authorized by the employer. All time authorized by the employer and worked by the employee beyond their normal work day or normal work week shall be at time and one-half (1 ½).

Other Interests: Employees may be required to undergo a medical examination with a physician or appropriate practitioner selected by the Village to ensure suitability within the job description. The examination would be at the employer's expense.

Employees who are required to maintain a valid Operator's License for the purpose of their work with the Employer may be terminated from their employment in the event of the loss of the Operator's License for a period of more than six (6) months.

The Village shall provide hard hats, Hi-Vis and gloves as required for work to be carried out by the employees. The employer shall pay up to two hundred and fifty dollars (\$250.00) per year towards the purchase of CSA approved safety boots, payable upon the submission of receipts.

A fifty (\$50) dollar per month allowance shall be paid to the Maintenance Operator who shall supply their own phone.

Employees must conduct themselves, both on and off the job, in such a manner and act in such a way that there will be no adverse reflection upon the Village and ensure that they are ready, willing, and able to perform all job functions. Loyalty and full commitment towards employment with the Summer Village of White Sands is expected from all employees.

- i. The general housekeeping of the work areas and all equipment is the responsibility of all staff. Equipment and tools should be properly stored when not in use. When a tool is no longer in use, it should be put away in a ready-to-use condition. Only tools that are in good repair with all guards and safety devices in place shall be used.

B. PERSONAL SAFETY

1. **Head Protection** – Hard hats must be with each employee at all times, except when inside a building where a hazard from above does not exist. Hard hats must be worn at all times when:
 - a. A hazard exists from above.
 - b. When working around operating equipment.
 - c. When operating equipment without (R.O.P.'s) rollover protection.

WHEN UNSURE OF HAZARDS THAT EXIST – WEAR YOUR HARD HAT.

2. **Eye Protection:**
 - a. Safety glasses must be worn by employees when using tools such as the jackhammer, grinder, weed eater, mowers, tree-trimming equipment or when handling any type of chemical. Appropriate eye protection CSA Approved must be worn whenever a hazard to the eyes exists. For example, when working near flying objects or splashing liquids.
 - b. Welding helmets and protective dark glasses must be worn when the employee is welding or using a cutting torch.

3. **Ear Protection:**

Rule of thumb: Use hearing protection whenever you can't carry on a conversation at a normal volume of voice when 3 ft. apart. (85db).

 - a. Approved protective earmuffs or earplugs must be worn (when near diesel generators or while operating any piece of equipment that has a high noise frequency) whenever a hearing hazard exists.

4. **Hand Protection:**
 - a. Safety approved gloves must be worn by employees while welding or handling corrosive or toxic chemicals.
 - b. Rubber gloves must be worn by employees when the task exposes the employee to human bodily fluids.

5. **Breathing Protection:**

- a. Appropriate breathing apparatus must be worn by all employees (while handling pesticides or herbicides) exposed to chemicals, poisonous gases, or as required by WHMIS.
- b. Employees must not enter a confined space without conducting the proper poisonous gas tests and determining the oxygen presence.

6. **Protective Footwear:**

- a. CSA Class I footwear shall be worn at all times. The employee is responsible to provide their own CSA Class I footwear.

7. **High Visibility Clothing:**

- a. High visibility clothing must be worn at all times. Exceptions to this general are:
 - (i) While inside a vehicle or equipment in a fully enclosed cab.

Note: "For this policy the Alberta Occupational Health & Safety Act and Regulations will be the minimum standard of safety. Safety information in this policy may exceed O.H. & S. requirements".

All employees should be familiar with the O.H. & S. Act & Regulations. These safety regulations will be enforced through education, warnings and disciplinary action. Any abuse, harassment or refusal to follow orders will result in disciplinary action.

POLICY VIOLATION:

1. 1st time – Verbal Warning
2. 2nd time – Written Warning
3. 3rd time – Two-day Suspension
4. 4th time – Dismissal

BYLAW 171-19

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

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

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

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

Section 1 – Title

This bylaw may be cited as “The Procedural Bylaw”

Section 2 – Purpose

The purpose of this bylaw is to identify procedures for Council and Board and Committee Meetings, conduct, and decision-making. This bylaw also provides a means for individuals to address Council.

Section 3 – Definitions

In this bylaw, unless the context otherwise requires:

- (a) “Act” refers to the *Municipal Government Act* being Chapter M26 of the Revised Statutes of Alberta, 2000 as amended, or repealed and replaced;
- (b) “Acting Mayor” is the Deputy Mayor selected by Council to preside at any meeting of Council in the absence or incapacity of the Mayor;
- (c) “Agenda” means the agenda for a Regular or Special Council Meeting;
- (d) “CAO” means the Chief Administrative Officer of the Summer Village;
- (e) “Council” means the Mayor, Deputy Mayor and Councillors of the Summer Village
- (f) “Deputy Mayor” means the member who is appointed by Council at the annual Organizational Meeting, to act as Mayor in the absence or incapacity of the Mayor;
- (g) “Mayor” means the member who is appointed by Council at the annual Organizational Meeting;
- (h) “Member” means a member of Council, duly elected and continuing to hold office;
- (i) “Quorum” means the majority;
 - (i) of the valid, subsisting members of Council, or
 - (ii) in the case of the Committee, Board, Commission or other organized and recognized group, a majority of the members thereof.
- (j) “Summer Village” means the corporation of the Summer Village of White Sands, in the Province of Alberta and, where the context so requires, means the area included within the boundaries of the Summer Village and its property;

- (k) “Public Hearing” is a meeting of council which is convened to hear matters pursuant to the *Municipal Government Act*;
- (l) “Special Meeting” is a meeting called by the Mayor or CAO pursuant to the *Municipal Government Act*

Section 4 – Application

- (a) This Bylaw applies to all meetings of Council and all meetings of Boards and Council Committees.
- (b) In this Bylaw the reference to the male gender shall include the female, and the singular, shall include the plural and vice versa.

Section 5 – Agenda

- (a) The agenda shall list the items and order of business to be conducted at the meeting.
- (b) The CAO shall ensure copies of the Agenda are:
 - (i) Delivered so that they will be received in each case not less than 48 hours prior to the commencement of the meeting for which they were prepared;
 - (ii) Distributed to all Council members; and
 - (iii) Made available to the general public as required.
- (c) At the organizational meeting, the CAO shall:
 - (i) Take the chair;
 - (ii) Call the meeting to order;
 - (iii) Ensure that the official oath as prescribed by the Oaths of Office Act has been administered to every member of council; and
 - (iv) Preside over the meeting until the oath as prescribed by the Oaths of Office Act has been administered and the Mayor has been appointed.
- (d) Council at its organizational meeting shall appoint members of the various other Commissions, Committees, Boards and other bodies which are within Council’s jurisdiction.

Section 7 – Committees

- (a) The membership of a Committee shall be provided for by the enabling bylaw.
- (b) The Mayor or any member of Council can be a member of all committees to which Council has the right to appoint members, pursuant to the *Municipal Government Act*, and shall be counted in making up the quorum, if present.
- (c) Each Committee shall select one of its members to be the Chairman unless Council designates:
 - (i) The Chairman of a committee; or
 - (ii) The manner in which the Chairman shall be selected.
- (d) Meetings of Committees shall be open to members of Council, who may take part in any discussion or debate, but only those members specifically named or appointed ex-officio to the Committee shall be entitled to vote.

- (e) When a Committee established by Council is of the opinion that a meeting is to be held in-camera, the motion which is passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera. The meeting may only be held in accordance with Section 197(2) of the *Municipal Government Act*.
- (f) The Chairman shall preside at every meeting and shall vote on all questions; in the absence of the Chairman the Vice-Chairman shall preside.
- (g) The business of Committees shall be conducted in accordance with the rules governing the procedures of Council except for the following:
 - (i) There shall be no limit to the number of times a member may speak to a question;
 - (ii) The Committee's decision shall be that of the majority of the members voting.
- (h) The Recording Secretary shall not record the names of the members voting; however, an individual member may ask that the minutes record his opposition.

Section 8 – Meetings of Council

- (a) Every regular meeting of Council shall commence no earlier than when the meeting is called to order.
- (b) Council may cancel any meeting but the Mayor must inform the CAO in writing (email will suffice).
- (c) Special Council meetings may be called in accordance with Section 194 of the *Municipal Government Act*.
- (d) Attendance is required at all Council meetings. Council members may attend and be counted present via electronic means in instances where they are unable to be physically present.

Section 9 – Order of Business at Meetings

- (a) Subject to the other provisions of this Section, the order of business for a meeting shall be the order of the items contained in the Agenda.
- (b) The normal order of business for the Regular Meeting of Council shall be as follows:
 - (i) Call to order
 - (ii) Adopt/Amend Agenda
 - (iii) Adoption of Minutes
 - (iv) Delegates
 - (v) Bylaws and Policies
 - (vi) Council and CAO Reports
 - (vii) Business
 - (viii) Financial Reports
 - (ix) Correspondence
 - (x) In-Camera (as required)
 - (xi) Adjournment
- (c) When a change in the order of business is desired, it shall be done by adoption of the amended agenda.
- (d) A member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest in accordance with Section 172 of the *Municipal Government Act*.
- (e) The CAO will submit a preliminary agenda to Council, members of Council are to advise the CAO of any additional items.

Section 10 – Start of a Council Meeting

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

Section 11 – Control and Conduct of Council Meetings

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

Section 12 – Minutes of Council

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

Section 13 – Tabling or Postponing Motions

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

Section 14 – Motions out of Order

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

Section 15 – Voting on Motions

- (a) When this Bylaw requires that a motion be made, a bylaw be passed or any other action be taken by a vote of:
 - (i) A simple majority of Council, or
 - (ii) All members

the requirements shall be interpreted as meaning such majority, fraction or total of the members who are present on the matter, provided the *Municipal Government Act*, or some other relevant statute does not specify differently.

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

Section 16 – Reconsidering and Rescinding a Motion

- (a) When a member wishes Council to reconsider, alter or rescind any motion already passed or action taken at a previous meeting, and when the matter does not appear in the Agenda, he shall bring the matter before Council by a Notice of Motion which shall:
 - (i) Be given at a Regular Meeting preceding the meeting at which they wish Council to reconsider the matter;
 - (ii) Specify the meeting at which he proposes to bring the matter to Council; and
 - (iii) Indicate in the substantive portion of the motion the action which he proposes that Council take on the matter.
- (b) If notice of motion was not given, Council may, on a majority vote waive the requirement for notice contained in this section.
- (c) Notwithstanding the other provisions of this Section, no motion made or action taken by Council shall be reconsidered unless:
 - (i) It is a motion made or an action taken at the same meeting; or
 - (ii) It is a motion made or an action taken at a meeting held six (6) months or more before its reconsideration; or
 - (iii) Council by not less than a vote of majority approves reconsideration of a motion made or an action taken less than six (6) months before its reconsideration.
- (d) A member may move to reconsider a matter considered at the same meeting and if a majority of the members vote for reconsideration, the matter may again be dealt with at the same meeting.

Section 17 – Presiding Officer Rules

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

Section 18 – Motion to Move In-Camera

- (a) Council may upon the passing of a motion, move in-camera to discuss any matter.
- (b) The rules of order for the conduct of a meeting of Council shall apply to a meeting in-camera
- (c) When Council is of the opinion that a meeting of Council is to be held in-camera, the motion which is passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera, and the meeting may only be held in-camera in accordance with Section 197(2) of the *Municipal Government Act*.

Section 19 – Motions in Council

- (a) The Recording Secretary shall read the motions as presented.
- (b) Motions are debatable by Council.
- (c) Unless Council by a majority vote extends the time, no member shall speak longer than five (5) minutes on any original motion.

- (d) When a motion has been made and is being considered, no member may make any other motion except to:
 - (i) Amend the motion; or
 - (ii) Table or postpone the motion.
- (e) When a member feels he has been misquoted or misunderstood, he may, after receiving permission from the Mayor, explain a material part of his speech but he may not introduce any new matter and there shall be no debate on the explanation;
- (f) When the motion has been declared put, no member shall debate further on the motion or speak, except to request that the motion be read aloud.

Section 20 – Bylaws

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

Section 21 – Persons Wishing to Address Council as a Delegation

- (a) A person, or a representative of a delegation, or a group of persons who wish to bring any matter to the attention of the Council or have any matter addressed by Council in person shall submit a signed letter outlining the matter to be discussed, including any material to be presented, to the CAO no less than close of business five (5) days before the date of the scheduled meeting.

- (b) The CAO shall confirm the agenda date and time slot with the person, or representative of a delegation, or group of persons.
- (c) No person shall address Council for more than ten (10) minutes, unless approved by Council.

Section 22 – Severability

- (a) Should any section or part of this bylaw be found to have been properly enacted, then such section or part shall be regarded as being severable from the rest of this bylaw and the bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted has not been enacted as part of this bylaw.

Section 23 – Coming into Force

This Bylaw shall come into force and effect upon final passing.

Read a first time this day of , 2019.

Read a second time this day of , 2019.

Read a third time and passed this day of , 2019.

Summer Village of White Sands

Mayor

Chief Administrative Officer