

AGENDA FOR THE REGULAR MEETING OF COUNCIL FOR THE
SUMMER VILLAGE OF ROSS HAVEN IN THE PROVINCE OF ALBERTA TO BE
HELD ON OCTOBER 10, 2024 AT THE ONOWAY CIVIC CENTRE – PUBLIC
PARTICIPATION IN-PERSON AND VIA ZOOM COMMENCING AT 7:00 P.M.

DETAILS FOR MEETING ACCESS POSTED ON THE ROSS HAVEN WEBSITE

1) Call to Order:

2) Acknowledgement:

(Read: "*We wish to acknowledge that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples*".)

3) Acceptance of Agenda:

4) Adoption of the Previous Minutes:

P 5-8

- Minutes of the Regular Meeting – September 12, 2024
(*Motion to approve minutes as read, or with amendments thereto*)

5) Public Hearings: None scheduled.

6) Delegations: None

7) New Business:

a) Review of Ross Haven Planning Documents - Update

The Summer Village of Ross Haven is embarking upon a review of the Municipality's Planning Documents, including:

Statutory Plans -

Municipal Sustainability Plan (March 2010),
Intermunicipal Collaboration Framework (2019), and
Municipal Development Plan (Sept 2011).

Land Use Bylaw –

Land Use Bylaw 232a-10 (2010),
Amendment 253-13 (2013),
Amendment 257-14 (2014), and
Amendment 263-16 (2016).

Note: The above noted documents are on the Ross Haven website www.rosshaven.ca, plus an Office Consolidation of the Land Use Bylaw prepared in 2017 to make the content of the bylaw and amendments more readable.

It is your Council's intent to review each document, identifying changes where needed. The Council and the CAO are planning to undertake this without any significant external aid or costs. The proposed schedule of Readings and Public Hearings is below.

Members of the community can provide their input by:

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1. Sending your comments by email to our CAO at cao@rosshaven.com
2. Providing input during the open session at any of our monthly council meetings,
3. Providing formal input / submission at the Public Hearing for the proposed Bylaws.

Planning Document Review Timeline - 2025				
Name	First Reading	Public Hearing	Second Reading	Third Reading & Final Reading
Municipal Development Plan	June	September	October	November
Municipal Sustainable Plan	June	September	October	November
Intermunicipal Collaborative Plan	June	September	October	November
Land Use Bylaw	July	September	October	November

(Action as directed by Council at meeting time.)

b) Development Permit Update – 2023 - 2024

23DP03-27 Plan 4883 KS, Block 5, Lot 10 : 410 – 4 STREET
DEMOLITION OF AN EXISTING DETACHED DWELLING, CONSTRUCTION OF A SINGLE
DETACHED DWELLING (175.8 SQ. M.) C/W ATTACHED GARAGE, INSTALLATION OF A SEWAGE
COLLECTION SYSTEM AND DRILLING OF A WELL.

23DP04-27 Plan 4883 KS, Block 5, Lot 10 : 410 – 4 STREET
INSTALLATION OF AN IN-GROUND POOL.

24DP02-27 Plan 4100 MC, Block 11, Lot 32 : 832 – 8 STREET
CONSTRUCTION OF AN ACCESSORY BUILDING (8' X 16' = 16.7 SQ. M.).

24DP03-27 Plan 4883 KS, Block 6, Lot 4 : 524 – 5 STREET
CONSTRUCTION OF AN ADDITION (Raised Deck = 31.2 sq. m.) TO AN EXISTING DETACHED
DWELLING (New)

(Action as directed by Council at meeting time.)

c) ARB Agreement Renewal Letter – 2025 to 2027

P 40-61

(Action as directed by Council at meeting time.)

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DETAILS FOR MEETING ACCESS POSTED ON THE ROSS HAVEN WEBSITE

d) Connect Mobility - ABF Funding, Project Bid, November 8, 2024

P 62-65 (Action as directed by Council at meeting time.).

8) Financial Reports:

P 9-14 a) September 2024 Financial Reports - Attached

(Motion to accept for information.).

9) Correspondence:

P 15-34 I. 2024 ASVA AGM Agenda Package

P 35 II. Letter from Minister McIver – Carbon Tax Survey

P 36-37 III. LGFF – Receipt of Operating Grant

P 38 IV. Letter from Reeve LSAC re: FireSmart Assessments

10) Councillor Reports:

a) Mayor - **Verbal Report**

P 66-67 b) Deputy Mayor

P 68 c) Councillor

(Motion to accept for information.).

11) Administrator's Report

P 39 a) CAO Report - Attached

(Motion to accept for information.).

12) Open Floor Discussion – (15 minute time limit)

13) Closed Session - None.

Adjournment: Next Meeting November 14, 2024 Regular Meeting of Council

MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
September 12, 2024
IN-PERSON AND VIA ZOOM

ATTENDANCE

Mayor, Ray Hutschal
Deputy Mayor, Lolita Chadd – Via Zoom
Councillor, Dieter Brandt
CAO, Tony Sonnleitner

Gallery: 0 ZOOM: 7 Residents

CALL TO ORDER

Mayor, R. Hutschal called the meeting to order at 7:00 p.m.

AGENDA

Res. A24-103

Moved by Councillor, D. Brandt that the meeting agenda be adopted as presented.

CARRIED

MINUTES

Res. A24-104

Moved by Councillor, D. Brandt that the following meeting minutes be approved:

- a) Minutes of the Organizational Meeting of Council – August 8, 2024.
- b) Minutes of the Regular Meeting – August 8, 2024.

CARRIED

DELEGATIONS

None

PUBLIC HEARINGS

None

NEW BUSINESS

- a) **Appointment of Travis Horne, Municipal Assessment Services Group Inc., as our new Assessor and Designated Officer of the Municipality, where Dan Kanuka is retiring.**

Res. A24-105

Moved by Councillor, D. Brandt that Travis Horne of Municipal Assessment Services Group Inc. be appointed the Municipal Assessor and a Designated Officer of the Summer Village of Ross Haven.

CARRIED

**MINUTES
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF ROSS HAVEN, ALBERTA
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b) 5th / 6th Street and 8th / 9th Street Parkway Projects.

Res. A24-106

Moved by Councillor, D. Brandt that Rockhill Contracting Ltd. be engaged to undertake:

- i. 5/6 Street Parkway Project at an approximate cost of \$4800.00; and
- ii. 8/9 Street Parkway Project at an approximate cost of \$7800.

The combined cost of both projects is not to exceed \$15,000.00 without additional motion of Council.

CARRIED

c) Canada Post – Letter of Request to have the Summer Village converted to Civic Addressing.

Res. A24-107

Moved by Councillor, D. Brandt that the Summer Village of Ross Haven send a letter to Canada Post that the Summer Village be converted to Civic Addressing.

CARRIED

d) Review of Ross Haven Planning Documents – Update.

Mayor, R. Hutscal provided an update on the progress of the Review of the Ross Haven Planning Documents, expressing that the expected timelines be extended to the Spring of 2025.

The Summer Village of Ross Haven is embarking upon a review of the Municipality's Planning Documents, including:

Statutory Plans -

Municipal Sustainability Plan (March 2010),
Intermunicipal Collaboration Framework (2019), and
Municipal Development Plan (Sept 2011).

Land Use Bylaw –

Land Use Bylaw 232a-10 (2010),
Amendment 253-13 (2013),
Amendment 257-14 (2014), and
Amendment 263-16 (2016).

Note: The above noted documents are on the Ross Haven website www.rosshaven.ca, plus an Office Consolidation of the Land Use Bylaw prepared in 2017 to make the content of the bylaw and amendments more readable.

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It is your Council’s intent to review each document, identifying changes where needed. The Council and the CAO are planning to undertake this without any significant external aid or costs. The proposed schedule of Readings and Public Hearings is below.

Members of the community can provide their input by:

1. Sending your comments by email to our CAO at cao@rosshaven.com
2. Providing input during the open session at any of our monthly council meetings,
3. Providing input at the Council Open House. The next Council Open House is scheduled for Fall 2024 (Date and Time TBD) at the Municipal Shop (700 Parkins Avenue).
4. Providing formal input / submission at the Public Hearing for the proposed Bylaws.

Planning Document Review Timeline				
Name	First Reading	Public Hearing	Second Reading	Third Reading & Final Reading
Municipal Development Plan	March	June	July	August
Municipal Sustainable Plan	March	June	July	August
Intermunicipal Collaborative Plan	March	June	July	August
Land Use Bylaw	April	July	August	September

No Action to be taken on this item – Information Only.

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e) Development Permit Update – 2024.

No new Development Permits. No Action to be taken on this item – Information Only.

f) 2025 – Proposed Budget - SVREMP.

Res. A24-108

Moved by Mayor, R. Hutscal that the SVREMP 2025 Proposed Budget be accepted for information.

CARRIED

FINANCIAL REPORTS

a) Financial Statements

Res. A24-109

Moved by Deputy Mayor, L. Chadd that the August 2024 financial statements be received as information.

CARRIED

CORRESPONDENCE

None

COUNCILLOR REPORTS

- a) Mayor, Ray Hutscal - Verbal**
- b) Deputy Mayor, Lolita Chadd – Verbal**
- c) Councillor, Dieter Brandt – Verbal**

Res. A24-110

Moved by Mayor, R. Hutscal that the verbal Councillor Reports be received as information.

CARRIED

CAO REPORT

- a) CAO, Tony Sonnleitner - Verbal**

No Motion.

OPEN FLOOR

Members of the community availed themselves of the opportunity to speak to Council at this meeting.

**MINUTES
REGULAR COUNCIL MEETING
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**CLOSED SESSION –
CONFIDENTIAL ITEM**

None

NEXT MEETING(S)

- The next regular meeting of Council is scheduled for October 10, 2024. The meeting will be held at the Onoway Civic Centre and via ZOOM. Check the Summer Village of Ross Haven website, www.rosshaven.ca, for details.
- Next Public Hearing : None Scheduled

Mayor, R. Hutschal adjourned the meeting at 7:35 p.m.

ADJOURNMENT

These minutes approved this 10th day of October, 2024.

Mayor

Chief Administrative Officer

Development Permits:

Permit #	Lot	Date	Website Use	Status
23DP03-27	410 – 4 St	Jul 23	Yes Demo, Construct SDD, Sewer + Well	Approved
23DP04-24	410 – 4 St	Sep 1	Yes Construct In-Ground Pool	Approved
23DP05-24	800 Parkins	Nov 7	Yes Construct Acc. Build (371.6 Sq. M.)	Approved
24DP01-24	508 – 5 St	May 24	Yes Construct Acc. Build (11.9 Sq. M.)	Approved
24DP02-24	832-8 St	July 22	Yes Construct Acc. Build (16.7 Sq. M.)	Approved

Summer Village of Ross Haven

Budget vs. Actuals: 2024 Budget - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4-9000 Property Taxes	340,884.00	337,263.50	3,620.50	101.07 %
4-9055 Lagoon/Sewer Fund Tax	56,210.00	56,450.00	-240.00	99.57 %
4-9100 School Taxes	78,091.79	164,061.00	-85,969.21	47.60 %
4-9115 Designated Industrial		0.00	0.00	
4-9150 ASFF Under-Levy		-6,827.18	6,827.18	
4-9205 Designated Industrial Requisition		17.88	-17.88	
4-9250 Lac Ste Anne Foundation	16,140.84	0.00	16,140.84	
4-9260 LSA Foundation Requisition		16,087.52	-16,087.52	
4-9299 CPO Ticket Revenue		500.00	-500.00	
4-9300 Grants - FCSS	4,813.02	6,141.00	-1,327.98	78.38 %
4-9302 Grants - MSI Operating		17,078.00	-17,078.00	
4-9303 Grants - STEP		0.00	0.00	
4-9304 Grants - Other		500.00	-500.00	
4-9305 Federal Gas Tax	-6.00		-6.00	
4-9306 Grant Canada Summer Jobs		2,100.00	-2,100.00	
4-9400 Interest Income	2,155.20	2,500.00	-344.80	86.21 %
4-9500 Development/Safety Codes		1,000.00	-1,000.00	
4-9550 Safety Codes	475.44	1,000.00	-524.56	47.54 %
4-9600 Tax Certificates, Maps, Snowplowing & Other Income	871.86	1,000.00	-128.14	87.19 %
4-9700 Fines & Penalties	1,075.90		1,075.90	
4-9800 Development Permits	495.00		495.00	
4-9915 Fire Smart Grant	500.00		500.00	
Total Income	\$501,707.05	\$598,871.72	\$ -97,164.67	83.78 %
GROSS PROFIT	\$501,707.05	\$598,871.72	\$ -97,164.67	83.78 %
Expenses				
6-1140 School Taxes Paid		157,233.80	-157,233.80	
6-1141 Lac Ste Anne Foundation Payable	16,087.52	16,087.52	0.00	100.00 %
6-1151 Council Remuneration		11,000.00	-11,000.00	
6-1211 Council Mileage & Subsistence		6,000.00	-6,000.00	
6-2159 Administrator Fee	43,820.70	51,905.70	-8,085.00	84.42 %
6-2160 Development Officer Fee	3,745.24	4,355.00	-609.76	86.00 %
6-2161 DEM/Dep DEM	1,610.61	2,000.00	-389.39	80.53 %
6-2162 Grant Officer	960.00	3,840.00	-2,880.00	25.00 %
6-2165 Wages	73,000.40	82,000.00	-8,999.60	89.02 %
6-2170 WCB Expense	1,288.46	1,600.00	-311.54	80.53 %
6-2175 Development Permit & Letters Of Compliance	195.00	1,000.00	-805.00	19.50 %
6-2176 Enforcement Expenses		5,000.00	-5,000.00	
6-2224 Municipal Memberships	6,561.68	4,750.00	1,811.68	138.14 %
6-2230 Professional Fees	6,567.80	8,000.00	-1,432.20	82.10 %
6-2274 Insurance	7,235.00	7,200.00	35.00	100.49 %
6-2510 Office & Misc Expense	4,131.13	5,500.00	-1,368.87	75.11 %
6-2511 Bank Charges	241.43	350.00	-108.57	68.98 %
6-2512 Cellphone & Communications	1,869.04	2,400.00	-530.96	77.88 %
6-2513 Meals & Entertainment	88.28	200.00	-111.72	44.14 %
6-3230 Interest expense	6.46		6.46	
6-3251 Road - R&M	6,327.79	7,000.00	-672.21	90.40 %

Summer Village of Ross Haven

Budget vs. Actuals: 2024 Budget - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-3520 Equipment - R&M	4,126.19	8,000.00	-3,873.81	51.58 %
6-3540 Utilities	19,475.81	26,000.00	-6,524.19	74.91 %
6-4511 FCSS & Recreation Programs		7,676.00	-7,676.00	
6-4512 Public works - Supplies	8,856.79	14,500.00	-5,643.21	61.08 %
6-4516 Parkways/Drainage	4,750.00		4,750.00	
6-4521 Trees & Park Improvements	1,695.00	2,500.00	-805.00	67.80 %
6-4550 Weed Control		500.00	-500.00	
6-5510 Garbage Disposal	4,454.15	6,750.00	-2,295.85	65.99 %
6-6200 Municipal Assessment Service	8,080.00	8,100.00	-20.00	99.75 %
6-7341 Policing	12,562.00	12,562.00	0.00	100.00 %
6-7371 LSA county - Police & Animal	4,022.37	5,000.00	-977.63	80.45 %
6-7373 Onoway Regional Fire Services	29,837.25	30,927.08	-1,089.83	96.48 %
6-7380 Lagoon/Wastewater - LSAC	46,028.80	56,450.00	-10,421.20	81.54 %
6-7381 North 43 Sewer Line		0.00	0.00	
6-7395 Wild Water Commission	9,698.18	10,460.64	-762.46	92.71 %
6-7396 Yellowhead Regional Library	670.05	800.00	-129.95	83.76 %
6-7501 RHCL	6,141.00	4,100.00	2,041.00	149.78 %
Expenses	13.80		13.80	
Total Expenses	\$334,147.93	\$571,747.74	\$ -237,599.81	58.44 %
NET OPERATING INCOME	\$167,559.12	\$27,123.98	\$140,435.14	617.75 %
Other Expenses				
6-2150 Amortization		62,400.00	-62,400.00	
Other Miscellaneous Expense	-167.41		-167.41	
Total Other Expenses	\$ -167.41	\$62,400.00	\$ -62,567.41	-0.27 %
NET OTHER INCOME	\$167.41	\$ -62,400.00	\$62,567.41	-0.27 %
NET INCOME	\$167,726.53	\$ -35,276.02	\$203,002.55	-475.47 %

Summer Village of Ross Haven

Balance Sheet

As of September 30, 2024

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1-1210 Operating Bank Account	108,580.00
1-1215 Savings Bank Account	301,094.54
In/out	0.00
Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$409,674.54
Accounts Receivable (A/R)	
1-2110 Accounts Receivable - Property taxes	4,026.56
Total Accounts Receivable (A/R)	\$4,026.56
1-1226 GIC Investments	420,000.00
1238 GIC 12 Renewal Aug 2, 2019	0.00
1239 GIC 0034 renewal Dec 10, 2019	0.00
1240 GIC 0035 Renewal Dec 10, 2019	0.00
1241 GIC 0036 Renewal date - July 29, 2020	0.00
1242 GIC 0037, Renewal Date June 7, 2020	0.00
1243 GIC Investments	-163,173.70
1245 GIC 0038	0.00
Total 1-1226 GIC Investments	256,826.30
1-2000 Accounts Receivable Set up by Accountant	0.00
1-2020 GIC Accrued Interest	5,293.15
1-2100 ASFF Under Levy	0.00
1-2111 Arrears Property Taxes	0.00
1-2150 Grants Receivable	314,794.00
1-2151 MSI Capital Receivable	91,668.00
Assets	0.00
Year End Accounts Receivable	0.00
Total Current Assets	\$1,082,282.55
Non-current Assets	
Property, plant and equipment	
1-6010 Land	2,094,041.00
1-6020 Land Improvements - 15 years	110,402.00
1-6021 Accu. Dep. - Land Improvement 15 years	-66,320.90
1-6025 Land Improvements - 20 years	28,433.00
1-6026 Accu. Dep. - Land Improvement 20 years	-23,459.55
1-6030 Buildings	423,452.00
1-6031 Accu. Dep. - Buildings	-242,041.96
1-6040 Engineered Paved Roads	493,683.40
1-6041 Accu. Dep. - Engineered Paved Roads	-449,625.74
1-6050 Engineered Gravel Roads	810,750.00
1-6051 Accu. Dep. - Engineered Gravel Roads	-810,750.00
1-6060 Machinery & Equipment	133,599.80

Summer Village of Ross Haven

Balance Sheet

As of September 30, 2024

	TOTAL
1-6061 Accu. Dep. - Machinery & Equipment	-105,957.43
1-6070 Vehicles	60,081.88
1-6071 Accu. Dep. - Vehicles	-30,513.40
1-6080 Water Drainage System	935,925.51
1-6081 Accu. Dep. - Water Drainage System	-98,604.20
1-6090 Work In Progress	20,772.50
1-6100 Accum. Dep. - Engineer Roads	-800.69
6090 Water Drainage System - WIP	0.00
6091 Engineered Structure Roads	5,338.00
Total Property, plant and equipment	\$3,288,405.22
Total Non Current Assets	\$3,288,405.22
Total Assets	\$4,370,687.77
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	0.00
Total Accounts Payable (A/P)	\$0.00
Credit Card	
2-2100 RBC Visa Previous CAO	0.00
2-2125 RBC VISA Tony	0.00
2-2150 RBC VISA Noel	2,609.91
Total Credit Card	\$2,609.91
1-2050 GST/HST Receivable	-12,071.42
2-2750 Accrued payables	14,016.71
2-2850 Prepaid Property Taxes	0.00
2-2855 Prepaid Taxes In/Out	0.00
3-8545 Deferred BMTG Grants	25,674.00
3-8550 Deferred FGTF Grants	232,187.00
3-8570 Deferred MSI Capital Grants	282,517.20
3-8575 MSI Operating Support Grant	0.00
3-8580 Deferred FCSS/Other Grants	6,168.26
3-8581 Deferred FORTIS Grant	4,450.00
3-8585 Deferred ACP Grants	0.00
3-8590 Deferred MSP Grant	0.00
3-8600 ACP Sidewalk Grant	6,413.14
GST/HST Suspense	7,533.82
Total Current Liabilities	\$569,498.62
Non-current Liabilities	
2-2800 Long Term Debt - Truck Loan	0.00
Total Non-current Liabilities	\$0.00
Total Liabilities	\$569,498.62

Summer Village of Ross Haven

Balance Sheet

As of September 30, 2024

	TOTAL
Equity	
3-8000 Accumulated Surplus	-231,125.65
3-8001 Operating reserve fund change	-221,124.00
3-8100 Equity in TCA	3,276,272.45
3-8140 Equity in TCA - additions	166,392.00
3-8200 Current Amortization Expense	-62,498.14
3-8300 Equity in TCA - Disposal	0.00
3-8500 Restricted Reserve	105,000.00
3-8540 Reserve - Lagoon/Wastewater	317,127.00
3-8541 Reserve fund Lagoon/Wastewater	-60,000.00
Retained Earnings	322,044.45
Profit for the year	189,101.04
Total Equity	\$3,801,189.15
Total Liabilities and Equity	\$4,370,687.77

Summer Village of Ross Haven

Profit and Loss

September 2024

	TOTAL
INCOME	
4-9400 Interest Income	500.09
4-9800 Development Permits	100.00
Total Income	\$600.09
GROSS PROFIT	
\$600.09	
EXPENSES	
6-2159 Administrator Fee	4,042.50
6-2160 Development Officer Fee	355.00
6-2165 Wages	5,962.09
6-2511 Bank Charges	12.91
6-3540 Utilities	2,091.70
6-5510 Garbage Disposal	965.40
Expenses	4.80
Total Expenses	\$13,434.40
PROFIT	\$ -12,834.31



66th ASVA
Annual General Meeting
“Navigating the Challenges Together”

**Sandman Signature Sherwood Park
Hotel**

**901 Pembina Road, Sherwood Park,
AB T8H 0Y7**

Thursday, October 17, 2024

3:45 PM

Bison Meadows Room

AGENDA

1. Call to Order by the President
2. Approval of the Agenda
3. Adoption of Minutes
October 19, 2023, Annual General Meeting
4. ASVA 2023-2024 Annual Report Section
Successes and Challenges
5. 2023 ASVA Audited Financial Statements
6. Resolutions Submitted to ASVA by the Summer Village of Grandview
 - 1) Res. #2024-179 – Advocacy for Process Improvement of the Municipal Accountability Program (MAP) for Increased Effectiveness (Attached)
 - 2) Res. #2024-180- Publicity for Summer Villages (Attached)
7. Date of the Next Annual General Meeting – October 16, 2025
8. ASVA’s 2024 Conference Sponsors
9. Adjournment



Association of
SUMMER VILLAGES
OF ALBERTA

2 - 51109 RR 271
Spruce Grove, AB
T7Y 1G7



65th Annual General Meeting
Thursday, October 19, 2023
3:43 pm
Royal Hotel West, Edmonton, AB

Minutes

1. Call to Order by the President

The 65th Annual General Meeting of the Association of Summer Villages of Alberta was called to order by President Pashak at 3:43p.m.

2. Approval of the Agenda as presented.

Moved by Ren Giesbrecht, SV of West Cove, that the agenda be approved as circulated.

Carried

3. Adoption of Minutes from 2022 Annual General Meeting

Moved by Gary Burns, SV of Horseshoe Bay, that the minutes from the October 20, 2022, Annual General Meeting, be approved as circulated.

Carried

4. ASVA Annual Report 2022-2023– Success and Challenges

President Pashak provided highlights of the ASVA Annual Report 2022-2023 – Successes and Challenges as information to the delegates in attendance for the 2023 Annual General Meeting.

5. 2022 Financial Statements

Vice President Brian Waterhouse addressed the 2022 Year End Financial Statement that was circulated to the membership.

Moved by Curtis Schoepp, SV of Whispering Hills, that the 2022 Year End Financial Statement be approved as circulated.

Carried

6. ASVA Special Resolutions – Proposed Amendments to the ASVA Bylaw

President Mike Pashak addressed Resolution 23-61 that was put forth by the Board to amend the ASVA Bylaw as circulated to the Members. The proposed amendments were

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passed by the Board on May 15th, 2023 and were first circulated to the member municipalities on August 08, 2023. The required Notice of Special Resolution was circulated to all member municipal offices on September 01, 2023, pursuant to the current Bylaws. Another copy was sent out to all member municipal offices with the AGM Notice and Agenda package on September 02, 2023. It was circulated again to all registered for the Annual General Meeting on October 9th, 2023.

Mike Pashak then read the Notice of Special Resolution to amend the ASVA Bylaw. The ASVA Board of Directors are the Mover of the resolution. Mike Pashak, SV Half Moon Bay seconded the resolution. The resolution requires 2/3 majority vote in favor to pass.

Moved by the ASVA Board of Directors, to accept the amendments made to the ASVA Bylaw that were circulated and attached to the Notice of Special Resolution as "Schedule A" on September 01, 2023, and again on October 9th, 2023.

***Carried
100% in favor***

7. Next Annual General Meeting

After discussion with the membership, it was determined that the date for the next Annual General Meeting for the ASVA is **Thursday, October 17, 2024.**

8. Adjournment – The meeting adjourned at 4:02p.m.

ASVA's
2023-2024 Accomplishments, Successes, and Challenges

Vision

Summer Villages are sustainable, year-round municipalities that are a well-respected, recognized level of government and advocate on behalf of our lake and river environments.

Mission

Inspire and support Summer Villages to achieve strong and effective local government through advocacy, communication, and education.

ASVA is busy working on the Summer Villages' behalf to ensure that the Alberta Government and our sister organizations, ABmunis and RMA, understand that our members continue to be strong, viable local governments. We continue to educate them on key priorities for Summer Villages and to garner their support on those priorities.

Once again, ASVA's largest advocacy work was the Local Government Fiscal Framework (LGFF). The ASVA sent multiple letters to the Minister of Municipal Affairs, Ric McIver, Municipal Affairs staff, and ABmunis to share ASVA's continued thoughts on the issue. There were Summer Village Councils that also took the opportunity to send their thoughts to Minister Ric McIver about the LGFF formula that was announced in late 2023. Even though the ASVA agrees with the majority of their proposed allocation factors, the base funding for Summer Villages is significantly below what ASVA and ABmunis had proposed.

The ASVA is supportive of ABmunis request that Municipal Affairs increase the LGFF Capital to \$1.75 billion (\$824M for non-charter municipalities, a 142% increase). This amount was determined based on a combination of factors including the growth in Alberta's population and the increased age of Alberta's existing local infrastructure. Even though this increase has a minor benefit for Summer Villages, it will provide some additional funding therefore a valuable piece of work. If this happens, the ASVA will work with other Villages and small Towns to reopen the allocation formula, as they are in a similar position to Summer Villages where they, too, are dependent on LGFF Base Funding.

Current LGFF guidelines state, "To provide flexibility in scheduling projects and/or to accommodate larger projects requiring more than one year's grant allocation, capital funding allocated and not expended in the year it was allocated may be carried forward to the next five subsequent years." ASVA is advocating to have this timeframe extended, perhaps out to 10 years for Summer Villages. We reason that it takes a long time to save up for large capital infrastructure projects. With borrowing costs no longer an eligible LGFF expense this may make sense that we need to save longer to limit the amount of debt and borrowing costs required to complete large-scale projects.

Education Property Tax is another concern for ASVA as reductions to this tax could allow Summer Villages tax space to retain more funding for local priorities. Minister Ric McIver, Municipal Affairs, along with the Minister of Education and the President of the Treasury Board and Minister of Finance, have been asked to review the feasibility of amending the Education Property Tax. During the LGFF discussions, Municipal Affairs believed that since Summer Villages have lower full-time year-round populations and provide fewer year-round services, they should get less LGFF funding. The ASVA feels that this belief could also be extended to the recovery of the Education Property Tax. The ASVA has suggested a few options to Municipal Affairs that could create tax space for Summer Villages to step into to fund local priorities.

In 2024, the new Municipal Census Regulation allowed municipalities to conduct their own census. The benefit for Summer Villages completing a census is that they will have a better understanding of the total number of people, whether they are year-round or seasonal or temporary, that they need to provide services for. The regulation identifies a Temporary Resident as one who spends the night on Census Day in that dwelling which is not their main residence, and who has a main residence elsewhere in Canada. It is these temporary residents or peaks in population that drive our infrastructure needs. Even though ASVA would like the Government of Alberta to consider including the Temporary Resident count in the total population count used for LGFF allocations, this information could be useful for infrastructure and emergency planning.

Last fall the Summer Village of Half Moon Bay, with help from ASVA and the Summer Village of Whispering Hills, put forward a resolution at the ABmunis Convention that would allow Municipalities, if they so desire, to approve the use of golf carts on certain approved roads and public lands within their municipality." Since then the ASVA has worked with Alberta Transportation and Economic Corridors to create a Golf Cart Pilot Project. Under certain road rules and with an approved municipal bylaw, Summer Villages can allow golf carts to operate on certain roads within their municipality. We know of municipalities that are in the process of making this a reality.

The ASVA sent a letter of support for the continued use of Phoslock or similar phosphorus-binding agents to help reduce algae blooms in Alberta lakes, especially in Pigeon Lake. The letter was sent to the Federal Minister of Environment and Climate Change, Steven Guilbeault, with CC's to Ministers of Health and Tourism, Mike Lake, MP and Dan Mazier MP. The request was to allow municipalities around Pigeon Lake to proceed with the application of Phoslock. MP Mike Lake has committed to following up on this issue.

The ASVA was asked to participate in a Municipal Affairs driven viability review of a Summer Village. This was the first time ASVA had been involved in this type of process. Our involvement in this process and the ABmunis webinar, *Assessing the Viability of Smaller Municipalities: The Alberta Model*, highlights how smaller Alberta municipalities can be caught in a fiscal bind because their budgets are tight and their revenue is limited. This all happens while costs for providing services, and maintaining infrastructure continue to rise, and where increasing taxes to fund those necessary expenditures frequently receives a lot of pushback from taxpayers. Adding to this issue is their small and often declining population base.

The ASVA Board and HR Committee conducted their Annual Performance Review on the Executive Director, in November 2023, as stated in the Performance Review Policy. This will be an annual activity for the ASVA Board and HR committee. It is important that the ASVA Board be aligned and continue providing the right support for the Executive Director.

The ASVA conducted its annual Board Effectiveness Survey in January 2024. ASVA wants to ensure that the ASVA Board continues to function effectively and will review its performance by conducting a formal assessment each year. The survey identified some opportunities for improvement, and the Board continues working on these improvements.

Government of Alberta (GOA) - The spring sitting of the Legislature concluded on May 29, 2024. Thirteen government-sponsored bills were passed by Alberta's Legislative Assembly. The three bills that are of most interest to municipalities include:

Bill 18 – Provincial Priorities Act (Smith)

The intent of this bill is to support Alberta's government in pushing back against overreach by the federal government. The bill will require provincial entities to obtain prior approval from Alberta's government before entering into, amending, extending or renewing an agreement with the federal government. As a result it may become more difficult for Summer Villages to receive Federal funding.

Bill 19 – Utilities Affordability Statutes Amendment Act, 2024 (Neudorf)

The Government of Alberta has been working on a number of items all aimed at controlling or reducing electricity costs for consumers. The key points of this bill are:

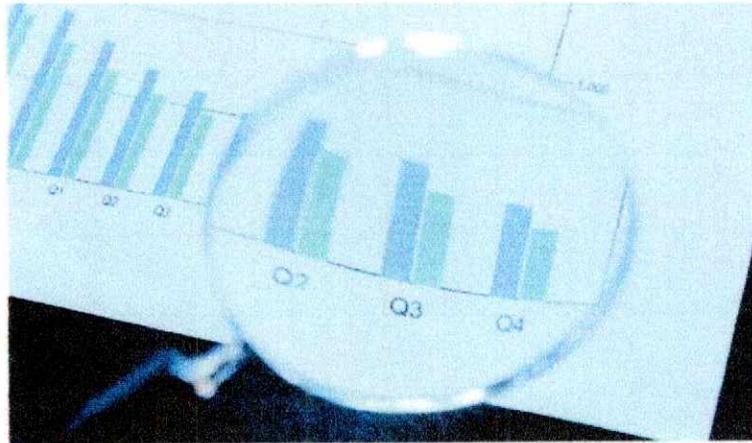
- Defining how local access fees on your electricity bill can be calculated, specifically, calculations cannot be based on variable costs of electricity or natural gas like what was done in Calgary;
- Ensuring the Alberta Utilities Commission has oversight over all Local Access Fee agreements; and
- The term "Regulated Rate Option" will be changed to "Rate of Last Resort" to better identify what this type of electricity rate is meant to be and help consumers move to contracted rates.

Bill 20 – Municipal Affairs Statutes Amendment Act, 2024 (McIver)

In its original form the Bill was a huge overreach by the GOA. Two amendments were made to show how the government was listening to feedback, but that may not be enough:

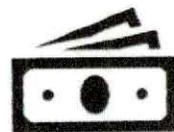
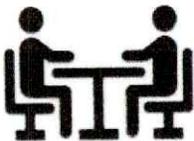
- 1) The first amendment allows Cabinet to remove a municipal Councillor by ordering a vote by the public to determine whether a councillor should be removed. That process would be limited to councillors, cabinet has deemed to be “unwilling, unable, or refusing” to do their job, or if such a vote is “in the public interest”. The criteria for determining this is unclear.
- 2) The second amendment addresses Bill 20 proposal to grant cabinet parallel power to repeal or alter bylaws passed by councils. It proposes setting out a series of requirements that must be met before Cabinet can intervene, including where the bylaw exceeds the scope of the Municipal Government Act (MGA), conflicts with the MGA, or any bylaw cabinet believes is “contrary to provincial policy”.

ASVA's 2023 Audited Financial Statement



Audited by ASVA Board Members - August 07, 2024

Kim Bancroft
Marlene Walsh



Association of Summer Villages of Alberta
Statement of Financial Position
As at December 31, 2023

ASSETS			
	2023	2022	
CURRENT ASSETS			
Cash	\$ 41,097	\$ 90,347	
Accounts Receivable	-	12,990	
Grants Receivable	-	3,925	
Term Deposits	30,000	-	
	71,097	107,262	
TOTAL ASSETS	\$ 71,097	\$ 107,262	
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable	819	22,245	
Visa Payable	75	-	
	894	22,245	
LONG TERM LIABILITIES	-	0	
TOTAL LIABILITIES	894	22,245	
NET ASSETS			
Unrestricted Net Assets			
Balance, beginning of year	85,017	94,448	
Surplus (deficit)	(14,814)	(9,429)	
Balance, end of year	70,204	85,017	
TOTAL NET ASSETS	70,204	85,017	
TOTAL LIABILITIES & NET ASSETS	\$ 71,097	\$ 107,262	

Audited, accepted and presented as a true and accurate statement of financial position by the appointed members of the audit committee

Approved By _____ Date August 7, 2024
Kim Bancroft, Director _____
Name & Position Signature

Approved By _____ Date August 8, 2024
Marlene Walsh _____
Name & Position Signature

Association of Summer Villages of Alberta
Statement of Operations
For the Year Ending December 31, 2023

	2023	2022
REVENUE		
ASVA Conference	\$ 57,571	\$ 38,387
Dues	44,135	43,140
Grants	-	15,700
Interest Income	68	183
Workshops	-	2,000
Total Operating Revenues	101,773	99,410
OPERATING EXPENSES		
ASVA Administration	62,601	33,437
ASVA Conference	32,163	40,684
Bank Charges & Interest	213	258
Board Remuneration	9,219	8,569
Courses, Workshops, Conferences	1,085	5,972
Gifts	96	762
Insurance	2,133	2,091
Meeting Expenses	1,302	1,403
Memberships	24	-
Office & Telecommunication	5,229	1,598
Professional Fees	2,305	1,155
Project Costs	-	14,825
Website	217	105
Total Operating Expenses	116,888	108,839
Total Surplus (Deficit) for the period	\$ (14,814)	\$ (9,429)

Audited, accepted and presented as a true and accurate statement of financial position by the appointed members of the audit committee

Approved By _____ Date August 7, 2024
Kim Bancroft, Director _____
 Name & Position Signature

Approved By _____ Date August 8, 2024
Marlene Walsh _____
 Name & Position Signature

**RESOLUTION PRESENTED TO
THE ASSOCIATION OF SUMMER VILLAGES OF ALBERTA AGM, October 18, 2024**

Title: Advocacy for Process Improvement of the Municipal Accountability Program (MAP) for Increased Effectiveness

Sponsored by the Summer Village of Grandview

WHEREAS Summer Villages strive to achieve outstanding governance in the fulfillment of its obligations to residents and to Municipal Affairs; and

WHEREAS Municipal has introduced the MAP review which is compulsory for municipalities with a population under 2500 to be done at a frequency of every 5 years; and

WHEREAS increasing reporting and other obligations imposed by Municipal Affairs is putting a noticeable strain on the administrative staff without receiving a direct benefit for the residents being served; and

WHEREAS routine reporting to Municipal Affairs provides valuable information pertaining the success of municipal governance within Summer Villages; and

WHEREAS successful organizations strive for continuous improvement through routinely examining and improving the processes through which they operate.

IT IS THEREFORE RESOLVED THAT the ASVA advocate to Alberta Municipal Affairs for improvements in the administration of the MAP Reviews such that needless and non-beneficial work can be avoided, and with input from the selected municipalities on where assistance would be beneficial to that particular municipality.

Background

In the case of the Summer Village of Grandview, the first round of MAP reviews was conducted in 2018 and now we have been advised that the second round will be done in 2024. Preparation of the 2018 review took considerable administrative time to prepare documents to be reviewed by Municipal Affairs staff. While it is important to have periodic reviews (audits) of compliance with the requirements of the MGA, the impact of the review could have been greatly improved with a few simple steps. First, trivial matters such as raising hands by Council Members during a vote, and changing "in camera" to "closed session" could easily be handled by such things as simple communications to all municipalities.

Second, the sharing of results should be done so all municipalities can benefit from common mistakes made by others. We did not receive any summary of such shortcomings. Municipal Affairs could provide a great service to both Administrations and Councils by publishing a newsletter of things to watch for in the conduct of municipal business.

Third, a second round of the MAP review is bound to place another burden on an already overworked administrative staff. We have heard that the compulsory review has now commenced for all municipalities under 2500 population, but we have not yet been advised of the scope of the review. Reports, including Audit Reports, are routinely filed with Municipal Affairs to satisfy the requirements of the MGA and various regulations. Municipalities also undergo a "Municipal Indicator" rating system to

demonstrate viability. If these Audit Reports and Municipal Indicator ratings are designed properly, the question arises as to why another MAP review would be required. If there is something missing, then the reporting system should be improved.

Finally, and perhaps most importantly, municipalities that are successful should be used as examples for other municipalities to emulate through the sharing of best practices.

There may be other improvements based on the experiences of other Summer Villages. An improved process for the MAP review that was less onerous for administrative staff while providing benefit to municipalities having difficulties would be a significant and worthwhile achievement.

**RESOLUTION PRESENTED TO
THE ASSOCIATION OF SUMMER VILLAGES OF ALBERTA AGM, October 18, 2024**

Title: Publicity for Summer Villages

Sponsored by the Summer Village of Grandview

WHEREAS Summer Villages hold a special place in the arena of municipal government with unique privileges for their residents and critical responsibilities in looking after lakes within Alberta; and

WHEREAS Summer Villages have often been disadvantaged, even threatened with dissolution because of their special characteristics; and

WHEREAS Summer Villages are successful and accountable to their residents and provide opportunities not available in larger municipalities for residents to become involved in municipal government; and

WHEREAS the value of Summer Villages within the larger framework of Alberta's municipalities is not well understood or appreciated by the general public or other municipalities.

IT IS THEREFORE RESOLVED that the Association of Summer Villages of Alberta prepare a fact sheet to describe the how Summer Villages are governed, their place within the larger context of Municipal Government and the value they provide all Albertans in protecting provincial lakes.

BACKGROUND

Summer Villages gained special governance status in 1913 as part of an effort to provide direct representation for governance and taxation. Provincial Statute Chapter 39, enacted in October 1913, established Lakeview, on Lake Wabamun, as a Summer Resort. The term Summer Village first occurred in the incorporation notice for Seba Beach in August 1920, followed three weeks later by the establishment of the Summer Village of Alberta Beach.

The unique aspect of Summer Villages within Alberta is that owning land that is not the principal residence entitles the owner to vote and hold office and thereby become involved in the affairs of the Summer Village. Such a privilege is not granted in other municipalities where owning land does not grant the right to vote. This is a matter of taxation without representation. A result of the "summer character" of our municipalities is being disadvantaged in the allocation of government capital funding where a Summer Village receives only a fraction of that received by a corresponding Village. Summer Villages have also been threatened with dissolution in a misdirected attempt to streamline government. Rumours persist that this threat will reappear.

It is recommended that the ASVA prepare a publicity document to describe the advantages of Summer Villages and tout the valuable role our municipalities play in the stewardship of Alberta's lakes. The purpose of this initiative is to prepare our residents to respond when the inevitable criticisms come about our existence.

A fact sheet on Summer Villages could be prepared with a volunteer committee supported by administrative staff providing statistics and data.

DEDICATED TO THIS YEAR'S CONFERENCE SPONSORS



ASVA THANKS ALL OF OUR
SPONSORS FOR THEIR
CONTINUED SUPPORT AND
BELIEVING IN THE ASVA

On behalf of the ASVA, we sincerely thank each and everyone of our Sponsors in making ASVA's 66th Annual Conference a HUGE success. With your generous support, ASVA will continue being an advocate for 49 strong, viable, effective and efficient Summer Villages, who are important to the ASVA. Together, we can make a difference!

ASVA Executive and Board of Directors



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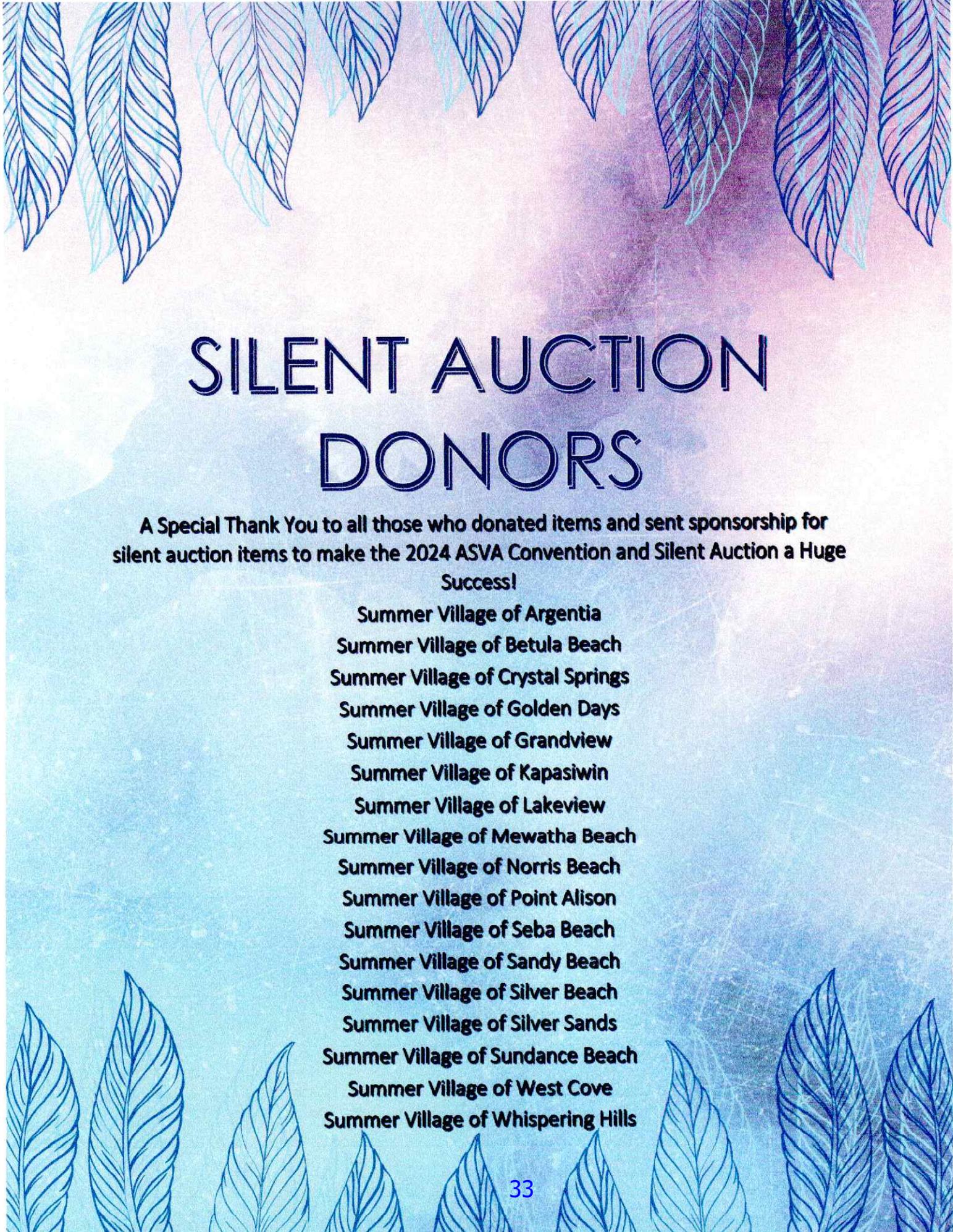


2024 COFFEE BREAK SPONSORS



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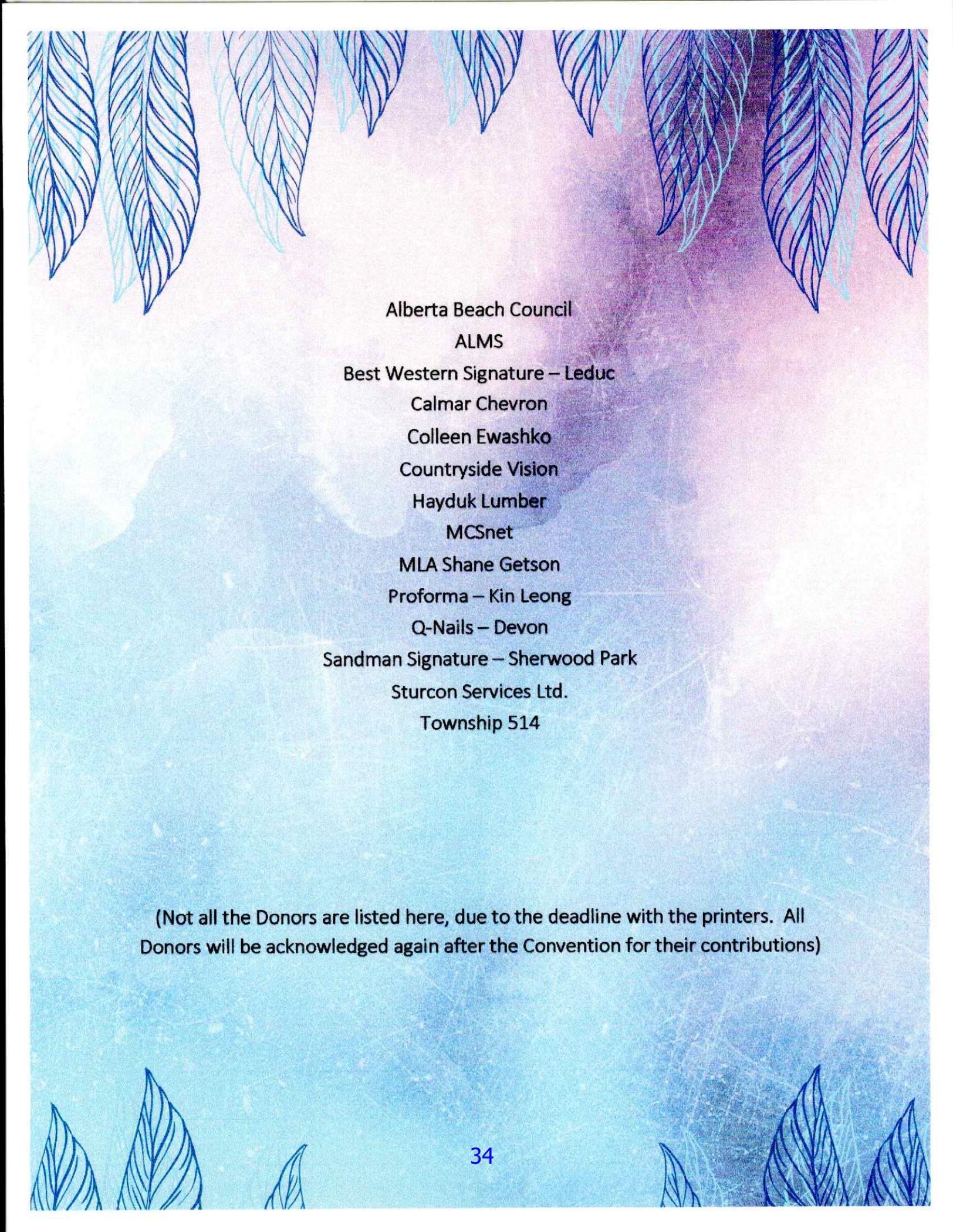
MILESTONE



SILENT AUCTION DONORS

A Special Thank You to all those who donated items and sent sponsorship for silent auction items to make the 2024 ASVA Convention and Silent Auction a Huge Success!

**Summer Village of Argentia
Summer Village of Betula Beach
Summer Village of Crystal Springs
Summer Village of Golden Days
Summer Village of Grandview
Summer Village of Kapasiwin
Summer Village of Lakeview
Summer Village of Mewatha Beach
Summer Village of Norris Beach
Summer Village of Point Alison
Summer Village of Seba Beach
Summer Village of Sandy Beach
Summer Village of Silver Beach
Summer Village of Silver Sands
Summer Village of Sundance Beach
Summer Village of West Cove
Summer Village of Whispering Hills**



Alberta Beach Council
ALMS

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MLA Shane Getson

Proforma – Kin Leong

Q-Nails – Devon

Sandman Signature – Sherwood Park

Sturcon Services Ltd.

Township 514

(Not all the Donors are listed here, due to the deadline with the printers. All Donors will be acknowledged again after the Convention for their contributions)



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR116752

October 2, 2024

Dear Chief Elected Officials:

The Government of Alberta is increasingly concerned about the federal carbon tax's impact on municipalities. For the provincial government to better understand the pressures municipalities are facing and advocate to the federal government on your behalf, we are requesting that all Alberta municipalities share data relating to the impact of the carbon tax on your operations, both directly and indirectly.

I am inviting you to share your municipality's feedback through this online survey, <https://extranet.gov.ab.ca/opinio6/s?s=64826>, which will be open until 4:00pm on October 9, 2024.

If you have any questions regarding the survey, I encourage you to connect with us at ma.engagement@gov.ab.ca.

I look forward to hearing your perspectives on this important issue.

Sincerely,

Ric McIver
Minister of Municipal Affairs

cc: Chief Administrative Officers

From: Tony Sonnleitner (Ross Haven) <CAO@rosshaven.ca>
Sent: October 2, 2024 6:12 PM
To: Tony Sonnleitner
Subject: Fwd: Payment Advice Notification

Tony Sonnleitner, CAO, Summer Village of Ross Haven

Begin forwarded message:

From: 1GXInvoiceInquiries@gov.ab.ca
Date: September 27, 2024 at 8:09:43 PM MDT
To: "Tony Sonnleitner (Ross Haven)" <CAO@rosshaven.ca>
Subject: Payment Advice Notification

Hello SUMMER VILLAGE OF ROSS HAVEN,

Please find below your electronic remittance advice for payments made to you by the Government of Alberta.

STATEMENT OF DEPOSIT

VENDOR		VENDOR ID	DATE ISSUED	
SUMMER VILLAGE OF ROSS HAVEN		0070000393	2-Oct-2024	
DEPOSITED AT BANK:	000305259	DEPOSIT NO	DATE	AMOUNT
BRANCH:	05259	2001820547	2-Oct-2024	\$17,078.00
ACCOUNT:	****6385	TOTAL		\$17,078.00
DEPOSIT NO:	2001820547	DEPOSIT DATE:	2-Oct-2024	
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
1901985693	LGFF-OPE-0273: LGFF-SUMMER VILLAGE OF ROSS HAVEN	E-LGFF - OPE-133	\$17,078.00	
	Total Payment From MA			\$17,078.00
		DEPOSIT TOTAL		\$17,078.00

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.

If you have received this email in error or wish to be opted out or excluded from receipt of this email, please email 1GXInvoiceInquiries@gov.ab.ca indicating that you do not wish to receive this email or contact Service Alberta Accounts Payable at 780-427-7481.

Regards:

[Service Alberta Accounts Payable on behalf of the Government of Alberta](#)

Please note: If you need to contact us please email 1GXInvoiceInquiries@gov.ab.ca or call our central inquiry line at 780-427-7481.

September 23, 2024

Onoway Regional Fire Services Member Municipalities
c/o Box 540
Onoway, AB T0E 1V0

Attn: Mayors

Re: FireSmart Assessments

Lac Ste. Anne County Fire Services has a team of Fire Fighters that are committed to promoting and implementing FireSmart principles that are intended to mitigate the potential negative effects of wildfire. Each member of this team has successfully completed formal Level 3 Home Ignition Zone Specialist training through FireSmart Alberta and are qualified to complete property assessments through the Advanced FireSmart Home Assessment Program.

We have received requests from residents within your municipalities to provide this service.

Unfortunately, with continued rhetoric expressing public criticism of Lac Ste. Anne County Fire Services, we concede that perhaps you would be better served to have this program delivered by Fire Rescue International, who repeatedly states that their service is superior to that of ours. We assume that they are adequately trained, qualified and certified to deliver FireSmart Alberta programs. As such, Lac Ste. Anne County Fire Services will not provide free property assessments to residents outside of our boundaries, with the exception of those municipalities we have service agreements with, or those that we are actively negotiating with.

Regards,



Joe Blakeman
Reeve, Lac Ste. Anne County

CAO REPORT

Regular Meeting of Council – October 10, 2024

5/6 & 8/9 Parkway and 7 & 8 Street Drainage Site Review

Attended walkthrough with Trent (Bolson) and Jerritt (Rock Hill) re: Works to be undertaken within the 5/6 and 8/9 Parkways, and also the drainage works on 7 and 8 Streets.

Carbon Tax Survey

Completed at the request of the Minister.

Enjoy Fall activities at the Lake!!

Office Use Only

Member or Participant

Municipality: _____

Received: _____

**PARTICIPANT
MEMORANDUM OF AGREEMENT
2025 - 2027**

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

Capital Region Assessment Services Commission

C.R.A.S.C.

1 January 2025

MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION (the “Commission”)

and

(the “Participant”)

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

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

NOW THEREFORE the Commission and the Participant agree as follows:

1. DEFINITIONS

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

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

2. TERM

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

3. OBLIGATIONS of the COMMISSION

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

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

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

Panelist Nominations:

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

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

4. OBLIGATIONS of the PARTICIPANT

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

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

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

5. FEES and EXPENSES

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

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

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

6. LEGAL EXPENSES

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

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

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

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

7. PARTICIPANT INFORMATION

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

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

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

8. TERMINATION

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

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

9. SURVIVAL

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

10. NOTICE

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

11. ASSIGNMENT

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

12. ENTIRE AGREEMENT

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

13. AMENDMENTS

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

OTHER:

14. Judicial Review of an ARB decision:

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

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

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

SCHEDULE "A"

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FEES and EXPENSES

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

2. Hearing Fees - Per Hearing

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

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

c. Presiding Officer:

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

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

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

d. Assessment Clerk:

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

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

3. Hearing Expenses

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

4. Judicial Review

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

COMMISSION’S SERVICE ADDRESS

The Commission's address for service of notices is:

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

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

PARTICIPANT’S SERVICE ADDRESS

The Participant’s address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City/Province _____

Postal Code _____

Telephone: _____

Email: _____

Office Use Only

Member or Participant

Municipality: _____

Received: _____

**PARTICIPANT
MEMORANDUM OF AGREEMENT
2025 - 2027**

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

Capital Region Assessment Services Commission

C.R.A.S.C.

1 January 2025

MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION (the “Commission”)

and

(the “Participant”)

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

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

NOW THEREFORE the Commission and the Participant agree as follows:

1. DEFINITIONS

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

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

2. TERM

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

3. OBLIGATIONS of the COMMISSION

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

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

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

Panelist Nominations:

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

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

4. OBLIGATIONS of the PARTICIPANT

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

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

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

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Edmonton, Alberta T5G 0X5

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Email: info@crasc.ca

PARTICIPANT’S SERVICE ADDRESS

The Participant’s address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City/Province _____

Postal Code _____

Telephone: _____

Email: _____

From: ddm@kronprinzconsulting.ca
Sent: October 7, 2024 2:20 PM
To: cao@birchcove.ca; svcastle@telus.net; cao@svnakamun.com; cao@rosshaven.ca; sv sandyb@xplornet.ca; administration@wildwillowenterprises.com; svsouthview@outlook.com; svsunrisebeach@wildwillowenterprises.com; office@sunsetpoint.ca; cao@valquentin.ca; svwestcove@outlook.com; office@svyellowstone.ca
Cc: merle.isaacson@connectmobility.ca
Subject: Connect Mobility - ABF Funding, Project Bid - November 2024
Attachments: 4AE82FAC-D4CF-4EFC-994C-4481419F56A2-L0-001.png; 9A726DC9-0530-4C84-A502-E92220B0190B-L0-001.png; 54507D65-36A5-40CC-B1DF-5ACA6D9D1AEE-L0-001.png; 3342792F-F27F-40BE-A930-207723028AA9-L0-001.png; D0DF2A57-D9C5-4C61-BA8A-79F9E3B0A216-L0-001.png; DA39905C-C778-420D-850C-F7858CD15F56-L0-001.png; Heat Map - Underserved Households in Alberta (1).pdf; Draft - ABF - Letter of Support Template (Oct. 7, 2024).docx

Good afternoon CAOs,

Further to earlier discussion on this matter, we received word last week that several of the communities within the SVLSACE partnership have now been included as "underserved" in the latest UBF/ABF eligibility criteria. Recall that previously communities had been struggling with confirming their eligibility and when we last discussed, Connect Mobility was working to do those verifications for us.

Maps of the underserved areas are attached for reference and the following status of each community is noted:

Approved- Summer Village Castle Island - 18 Dwellings

Approved - Summer Village Birch Cove - 61 Dwellings

Approved - Summer Village Nakamun Park - 151 Dwellings

Approved - Summer Village Ross Haven - 212 Dwellings

Partial coverage approved - Summer Village Sandy Beach - 258 Dwellings

Approved - Summer Village Silver Sands - 234 Dwellings

Approved - Summer Village South View - 86 Dwellings

Partial coverage approved - Summer Village Sunrise Beach - 139 Dwellings

Partial coverage approved - Summer Village Sunset Point - 336 Dwellings

Not covered - Summer Village Val Quentin - 160 Dwellings

Approved - Summer Village West Cove - 238 Dwellings

Approved - Summer Village Yellowstone - 149 Dwellings

For the communities listed above there is a opportunity to support a project bid for the next ABF intake (due November 8th, 2024) through Connect Mobility.

For any municipality interested in participating in this latest project application, please return a letter of support on municipal letterhead (template attached for your ease) to Merle (cc'ed to this email) before November 8th, 2024. For any questions on the project itself, please reach out to Merle directly.

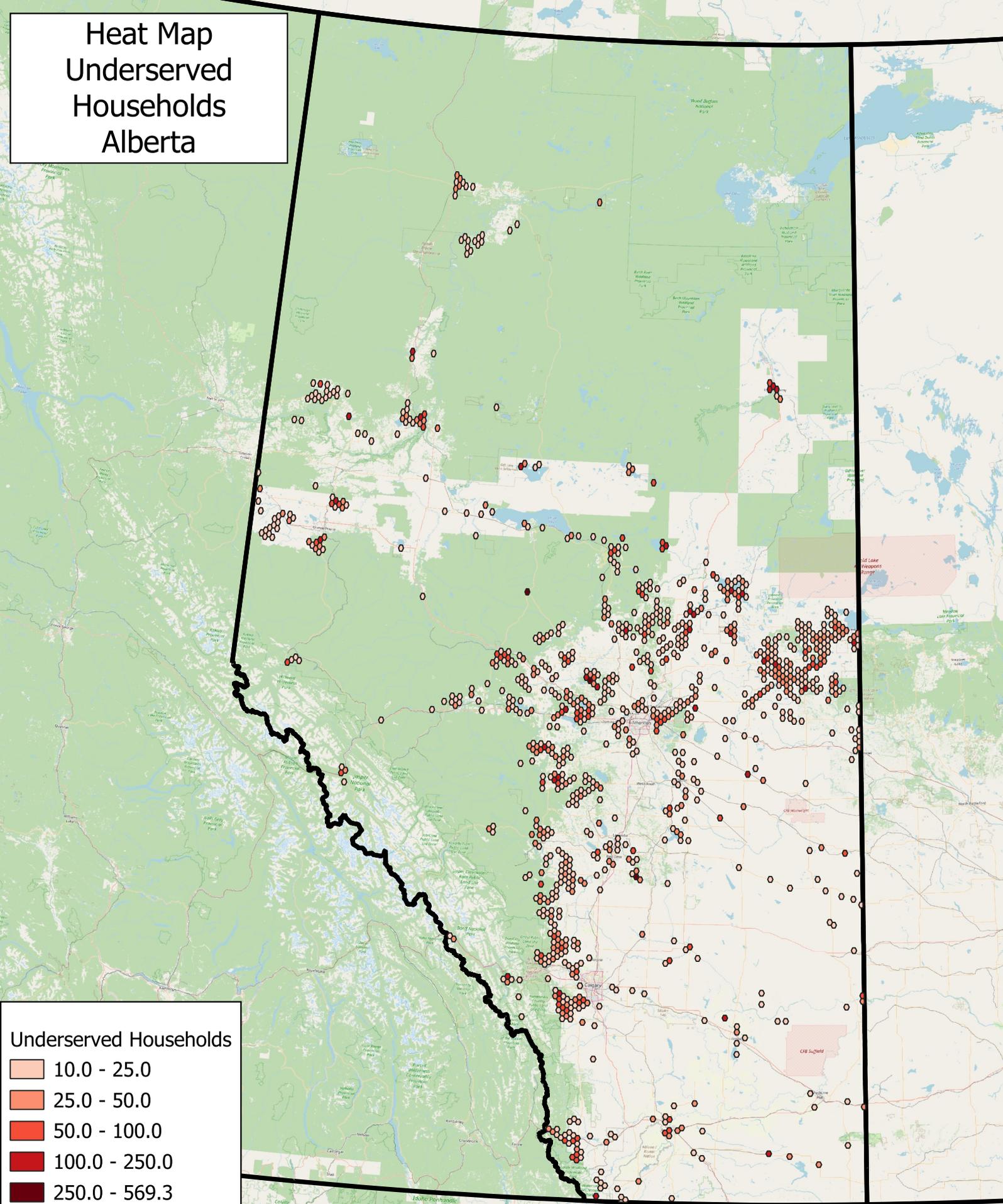
Thank you,

Dwight Darren Moskalyk

Administrator

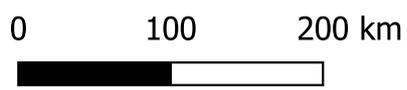
SVLSACE

Heat Map Underserved Households Alberta



Underserved Households

- 10.0 - 25.0
- 25.0 - 50.0
- 50.0 - 100.0
- 100.0 - 250.0
- 250.0 - 569.3



This map is based on ISP information as well as Innovation, Science and Economic Development Canada projections. Actual coverage may vary subject to deployment and environmental factors.

October 7, 2024

Connect Mobility
c/o Merle Isaacson
www.connectmobility.ca
#40, 12204-40th Street S.E.
Calgary, Alberta T2Z4K6
Cell: 403-540-0000

Dear Mr. Isaacson,

Re: Alberta Broadband Fund, Project Bid – November 2024 – Letter of Support

In reference to the above matter and previous communications on same, the Summer Village of (_____) is pleased to offer you this letter of support and have our municipality included in your upcoming project bid.

Access to reliable internet is more important than ever. As evidenced in the most recent mapping, our community is underserved by current market providers and the resulting service sits below Universal Broadband Fund standards. The opportunity to partner with Connect Mobility in delivering this service to our community is a priority that our council wholeheartedly supports.

We wish you every success in bidding on this project, and look forward to a successful award in the days ahead. Please keep us abreast of any developments, and do not hesitate to reach out for additional information that may be required of us during the process.

Regards,

(Mayor)
Mayor
Summer Village of (_____)

Cc: Council, Summer Village of (_____)
Chief Administrative Officer

COUNCILOR REPORT – LOLITA CHADD
October 10, 2024

Since we last met, I've attended;

September 28 – SVLSACE Meeting hosted by West Cove

a/ Annual Organizational meeting held

b/ Guest , Deborah Reid-Mickler from AB Munis – roundtable discussion on Bills 20 & 18 as well as recap the convention.

c/ SV Val Quentin asked that the issue of Blue Green Algae Abatement Technology be discussed. They are hoping to get regional support for a pilot project with grant funding. EM Fluids has been working with them to discuss strategies for addressing the algae blooms. It was felt that the group would express support and if any individual municipalities wished to endorse their support of this project, it is encouraged.

d/ Discussion on WILD Water policy development.

October 1 - ORFS Meeting

Discussion surrounding transitional items that need to be wrapped up by March 7, 2025.

A reminder to any member municipality that has not yet updated their Fire Bylaw to do so.

October 2 – Hwy 43 East Waste Commission Meeting

a/ Compactor/Packer repair is complete – invoice much higher than quoted. Board negotiating with Finning to reduce invoice amount.

b/ RCA Conference at the end of month. 2 Board members are confirmed to attend.

c/ Letters going out to members to see if there is any interest in purchasing crushed concrete before the Board goes ahead putting the crushing of concrete waste pile out to tender.

d/ I requested that the Commission website be updated as it is overdue.

October 3 – Fire Services CAO and Mayors Meeting

Discussion and planning for fire services without Onoway, post March 7, 2025.

October 4 – LSAC Regional Meeting

R.C.M.P.

a/ Evansburg, Mayerthorpe, and Parkland detachments represented. Manpower is basically full, Mayerthorpe receiving 2 new constables shortly.

b/ Overall, property crimes are down but fraud is up. Crime map can be googled, and you can see a tracking of all reported crimes, updated weekly.

c/ Parkland now has one full time mental health nurse on staff.

d/ Recruitment is up 77%

Lac Ste Anne County

a/ ICF discussion – in/out roads to Summer Villages a focus

b/ Firesmart Program – Have done 93 assessments. So far, 4 insurance companies recognize the program and have slightly reduced rates with good assessments. Only Connor Creek Grazing

Reserve is in provincial forest management area. Which means wildfire fighting costs anywhere else in County is the responsibility of the county, not the province.

c/ WILD Water phase 5 – funding approved.

d/ wastewater update

Northern Gateway Public Schools

a/ slight 1-2% increase in student numbers.

b/ capital funding update

c/ Joint Use Planning agreement

d/ Cameras on school buses – trying to track and fine drivers who are still passing buses with lights flashing.

MLA Shane Getson

General talk/update and took questions

Ste. Anne Natural Gas Co-op

a/ Emergency Response Planning updates

b/ Asked that all municipalities have their websites updated to include accurate contact information in case of an emergency

c/ Also asked all customers to be sure that SANG has current contact information on your account to notify of outages, etc.

10 October 2024 – Councillor Report – Dieter Brandt

05 Oct 2024

SVREMP Meeting

I met with the SVREMP Advisory Committee. There was discussion around Bill 21, a bill that has been passed by the provincial government. Even though it is passed, the rules have not been worked out yet. This bill gives the government the ability to take over an emergency scene if it so chooses. It will have the right to make all decisions in regard to when and what occurs but the financial obligations (paying for everything) will still be up to the municipality to pay.

We will need to update our bylaws as a village to reflect the changes to the SVREMP partnership once it has been signed off by the minister in charge..

Fire Rescue International (FRI) has now been certified to deliver FireSmart assessments.

Dieter Brandt

Councillor

Summer Village of Ross Haven