

Agenda
 For Summer Village of Rochon Sands
 Regular Meeting of Council
December 12, 2023 @ 6:00 PM
 Municipal Office and Via Zoom for Public

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14. Adjournment	



November 13, 2023

Staff Sergeant Cam Russell
Detachment Commander
Stettler, Alberta

Dear Mayor's, Reeve, Council and CAO's,

Please find the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Stettler.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

S/Sgt. Cam Russell
Detachment Commander
Stettler RCMP



RCMP Provincial Policing Report

Detachment	Stettler
Detachment Commander	S/Sgt. Cam Russell
Quarter	Q2
Date of Report	November 13, 2023

Community Consultations

Date	September 13, 2023
Meeting Type	Meeting with Elected Officials
Topics Discussed	Introduction of new Commander, community engagement and partnerships
Notes/Comments	None identified

Date	September 19, 2023
Meeting Type	Meeting with Elected Officials
Topics Discussed	Introduction of new Commander, community engagement and partnerships
Notes/Comments	None Identified



Date	September 22, 2023
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Intro new Commander, School Resource Officer Position
Notes/Comments	Clarified all expectations of stakeholders for the SRO position



Community Priorities

<p>Priority 1</p>	<p>Crime Reduction</p>
<p>Current Status & Results</p>	<p>New commander in place, appears stats are in good shape, more thorough background will be obtained in Q3 with target initiatives once commander has time to be in the position for some time.</p>
<p>Priority 2</p>	<p>Enhanced Public Confidence and Community Engagement</p>
<p>Current Status & Results</p>	<p>New commander in place, since arriving commander has met with County Council, Town Council, Rural Crime Watch and the SRO Steering Committee, intensions shared with all groups to advise of commander being aware that community engagement is key for a successful relationship. At this time no issues brought up by any groups not being happy with efforts to engage. Further efforts and initiatives will be made in Q3.</p>



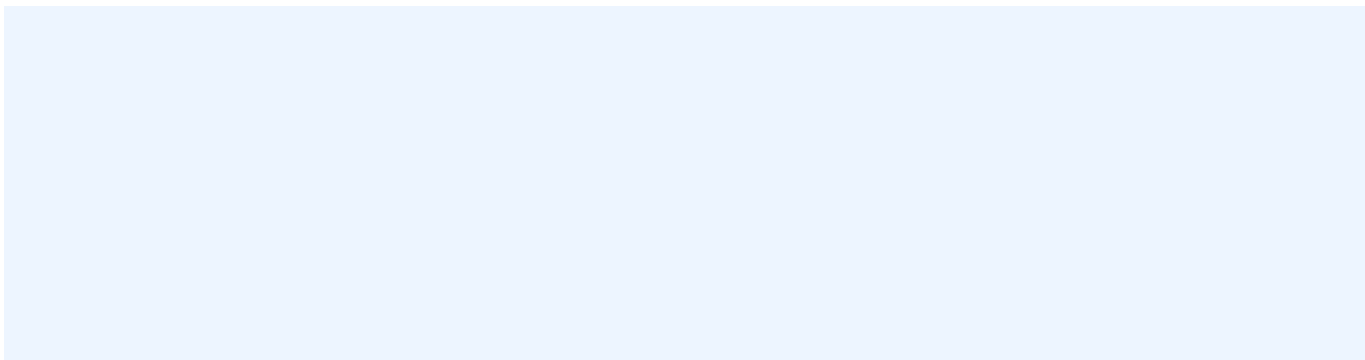
Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	65	71	9%	270	227	-16%
<i>Persons Crime</i>	16	12	-25%	45	68	51%
<i>Property Crime</i>	37	37	0%	182	132	-27%
<i>Other Criminal Code</i>	12	22	83%	43	27	-37%
Traffic Offences						
<i>Criminal Code Traffic</i>	9	7	-22%	24	28	17%
<i>Provincial Code Traffic</i>	75	284	279%	639	306	-52%
<i>Other Traffic</i>	0	0	N/A	2	1	-50%
CDSA Offences	0	2	N/A	7	2	-71%
Other Federal Acts	1	3	200%	9	4	-56%
Other Provincial Acts	19	19	0%	80	63	-21%
Municipal By-Laws	1	2	100%	7	2	-71%
Motor Vehicle Collisions	56	55	-2%	259	255	-2%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	4	5	0	0
Detachment Support	1	1	0	0

² Data extracted on September 30, 2023 and is subject to change.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the four established positions, five officers are currently working with none on special leave. There is one position with two officers assigned to it. There are no hard vacancies at this time.

Detachment Support: Of the one established position, one resource is currently working. There are no hard vacancies at this time.

Quarterly Financial Drivers

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Stettler Municipal Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	2	0	0	0	N/A	N/A	-0.2
Sexual Assaults		2	3	2	0	1	-50%	N/A	-0.5
Other Sexual Offences		4	1	0	0	0	-100%	N/A	-0.9
Assault		21	25	24	25	13	-38%	-48%	-1.6
Kidnapping/Hostage/Abduction		0	2	1	0	1	N/A	N/A	0.0
Extortion		0	0	1	1	0	N/A	-100%	0.1
Criminal Harassment		9	6	8	11	7	-22%	-36%	0.1
Uttering Threats		6	14	11	15	10	67%	-33%	0.9
TOTAL PERSONS		42	53	47	52	32	-24%	-38%	-2.1
Break & Enter		18	16	14	9	11	-39%	22%	-2.1
Theft of Motor Vehicle		8	22	10	13	3	-63%	-77%	-1.9
Theft Over \$5,000		0	3	1	0	6	N/A	N/A	0.9
Theft Under \$5,000		28	46	26	35	14	-50%	-60%	-3.9
Possn Stn Goods		10	7	9	7	3	-70%	-57%	-1.4
Fraud		14	13	16	19	10	-29%	-47%	-0.2
Arson		2	4	1	1	0	-100%	-100%	-0.7
Mischief - Damage To Property		24	30	16	13	23	-4%	77%	-1.9
Mischief - Other		3	13	10	16	11	267%	-31%	1.9
TOTAL PROPERTY		107	154	103	113	81	-24%	-28%	-9.3
Offensive Weapons		2	7	3	5	2	0%	-60%	-0.2
Disturbing the peace		23	15	12	18	22	-4%	22%	0.1
Fail to Comply & Breaches		32	16	25	13	15	-53%	15%	-3.7
OTHER CRIMINAL CODE		16	11	7	9	5	-69%	-44%	-2.4
TOTAL OTHER CRIMINAL CODE		73	49	47	45	44	-40%	-2%	-6.2
TOTAL CRIMINAL CODE		222	256	197	210	157	-29%	-25%	-17.6



Stettler Municipal Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	4	7	3	0	-100%	-100%	-0.3
Drug Enforcement - Trafficking		0	2	3	5	6	N/A	20%	1.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		1	6	10	8	6	500%	-25%	1.2
Cannabis Enforcement		0	1	0	0	0	N/A	N/A	-0.1
Federal - General		3	1	6	6	0	-100%	-100%	-0.1
TOTAL FEDERAL		4	8	16	14	6	50%	-57%	1.0
Liquor Act		1	3	4	3	4	300%	33%	0.6
Cannabis Act		0	1	1	2	0	N/A	-100%	0.1
Mental Health Act		17	20	22	23	18	6%	-22%	0.5
Other Provincial Stats		25	25	28	21	31	24%	48%	0.8
Total Provincial Stats		43	49	55	49	53	23%	8%	2.0
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		13	13	2	3	1	-92%	-67%	-3.4
Total Municipal		14	13	2	3	1	-93%	-67%	-3.6
Fatals		0	1	0	1	0	N/A	-100%	0.0
Injury MVC		4	1	1	1	1	-75%	0%	-0.6
Property Damage MVC (Reportable)		42	27	26	38	28	-33%	-26%	-1.7
Property Damage MVC (Non Reportable)		2	2	1	4	5	150%	25%	0.8
TOTAL MVC		48	31	28	44	34	-29%	-23%	-1.5
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	4	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		163	123	159	127	209	28%	65%	9.6
Other Traffic		0	1	2	0	0	N/A	N/A	-0.1
Criminal Code Traffic		13	13	12	15	10	-23%	-33%	-0.4
Common Police Activities									
False Alarms		28	16	20	14	13	-54%	-7%	-3.2
False/Abandoned 911 Call and 911 Act		0	8	10	12	3	N/A	-75%	1.0
Suspicious Person/Vehicle/Property		50	114	47	38	29	-42%	-24%	-11.8
Persons Reported Missing		5	6	2	2	1	-80%	-50%	-1.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		45	32	15	13	15	-67%	15%	-7.9
Form 10 (MHA) (Reported)		0	1	0	0	0	N/A	N/A	-0.1



Stettler Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	2	0	0	0	N/A	N/A	-0.2
Sexual Assaults		0	0	2	1	0	N/A	-100%	0.1
Other Sexual Offences		3	0	0	0	1	-67%	N/A	-0.4
Assault		15	20	8	10	4	-73%	-60%	-3.2
Kidnapping/Hostage/Abduction		1	0	0	0	0	-100%	N/A	-0.2
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	3	2	0	3	N/A	N/A	0.3
Uttering Threats		4	4	0	5	4	0%	-20%	0.1
TOTAL PERSONS		23	29	12	16	12	-48%	-25%	-3.5
Break & Enter		9	10	7	7	4	-56%	-43%	-1.3
Theft of Motor Vehicle		15	15	5	3	3	-80%	0%	-3.6
Theft Over \$5,000		0	3	2	0	2	N/A	N/A	0.1
Theft Under \$5,000		10	15	6	7	10	0%	43%	-0.8
Possn Stn Goods		11	7	6	8	3	-73%	-63%	-1.5
Fraud		3	2	1	5	3	0%	-40%	0.3
Arson		0	2	0	0	1	N/A	N/A	0.0
Mischief - Damage To Property		7	14	4	4	6	-14%	50%	-1.2
Mischief - Other		6	2	4	3	5	-17%	67%	-0.1
TOTAL PROPERTY		61	70	35	37	37	-39%	0%	-8.1
Offensive Weapons		4	2	2	0	3	-25%	N/A	-0.4
Disturbing the peace		3	6	2	2	11	267%	450%	1.2
Fail to Comply & Breaches		5	8	3	7	4	-20%	-43%	-0.3
OTHER CRIMINAL CODE		6	3	3	3	4	-33%	33%	-0.4
TOTAL OTHER CRIMINAL CODE		18	19	10	12	22	22%	83%	0.1
TOTAL CRIMINAL CODE		102	118	57	65	71	-30%	9%	-11.5



Stettler Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	3	2	0	1	0%	N/A	-0.3
Drug Enforcement - Trafficking		1	1	0	0	1	0%	N/A	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		2	4	2	0	2	0%	N/A	-0.4
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		2	1	1	1	1	-50%	0%	-0.2
TOTAL FEDERAL		4	5	4	1	3	-25%	200%	-0.6
Liquor Act		1	2	2	3	1	0%	-67%	0.1
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		8	8	3	3	6	-25%	100%	-0.9
Other Provincial Stats		10	16	11	13	12	20%	-8%	0.1
Total Provincial Stats		19	26	16	19	19	0%	0%	-0.7
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		1	4	2	1	2	100%	100%	-0.1
Total Municipal		1	4	2	1	2	100%	100%	-0.1
Fatals		0	0	2	2	0	N/A	-100%	0.2
Injury MVC		5	12	5	3	9	80%	200%	-0.1
Property Damage MVC (Reportable)		46	53	56	48	43	-7%	-10%	-1.1
Property Damage MVC (Non Reportable)		1	2	3	3	3	200%	0%	0.5
TOTAL MVC		52	67	66	56	55	6%	-2%	-0.5
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	4	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		244	255	139	75	284	16%	279%	-10.0
Other Traffic		1	4	0	0	0	-100%	N/A	-0.6
Criminal Code Traffic		9	15	5	9	7	-22%	-22%	-1.0
Common Police Activities									
False Alarms		7	5	3	3	4	-43%	33%	-0.8
False/Abandoned 911 Call and 911 Act		2	15	8	5	5	150%	0%	-0.4
Suspicious Person/Vehicle/Property		32	63	38	23	15	-53%	-35%	-7.4
Persons Reported Missing		2	2	0	2	3	50%	50%	0.2
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		17	10	6	4	6	-65%	50%	-2.8
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0

Regular Meeting of the Council of the Summer Village of Rochon Sands

held on November 14, 2023, at 6:00 PM
at the Municipal Office, #1 Hall Street, Rochon Sands
and via Zoom on Electronic Devices.

Present: Mayor D. Hiller
Councillor J. Byer
Councillor B. Brinson
Administrator J. Jacobson

Public (0):

1. Call to Order

Meeting called to order by Mayor Hiller @ 6:00 PM.

2. Approval of Agenda/Additions

8.1 Donation to the Jacobson Memorials Fund

RES 23-11-01 Motion by Mayor Hiller to accept the agenda as amended.

Carried

3. Public Hearing

3.1. None scheduled.

4. Delegations/Guests

4.1. None scheduled.

5. Approval of Previous Minutes

5.1. 10-10-2023 SVRS Council Organizational Meeting Minutes

RES 23-11-02 Motion by Councillor Brinson to accept the Summer Village of Rochon Sands 10-10-2023 Council Organizational Meeting Minutes as amended.

- 3. *Approval of Minutes of Organizational Meeting – December 13, 2022.... “Carried” missing from the Minutes.*

Carried

5.2. 10-10-2023 SVRS Regular Council Meeting Minutes

RES 23-11-03 Motion by Councillor Byer to accept the Summer Village of Rochon Sands 10-10-2023 Regular Council Meeting Minutes as presented.

Carried

6. Business Arising from Previous Minutes

6.1. Snak Shak Update

RES 23-11-04 Motion by Mayor Hiller to direct Administration:

1. To present 3 options for the Snak Shak that could be presented to Summer Village of Rochon Sands Ratepayers.
2. To prepare a draft **Request for Offer** that would allow the private sector to submit their own Snak Shak options.

Carried

7. Financial Reports

- 7.1. Financials - Operating Revenue & Expenditures to October 31, 2023
- 7.2. Financials - Capital Revenue & Expenditures to October 31, 2023
- 7.3. Financials - Prov Parks Rev & Exp Provincial Parks to October 31, 2023
- 7.4. Financials - October Cheque Listing to October 31, 2023
- 7.5. Financials - September Bank Reconciliation to September 30, 2023

RES 23-11-05 Motion by Councillor Byer to accept the financial reports and statements as presented.

Carried

8. New Business

- 8.1. Donation to the Jacobson Memorials Fund

RES 23-11-06 Motion by Councillor Byer to donate \$100 to the Jacobson Memorials Fund

Carried

9. Council/Committee Reports

- 9.1. Mayor's Report
 - No meetings

- 9.2. Councillor Reports

Councillor Brinson

- Attended Association of Summer Villages of Alberta Conference – met with the President of Bluecon International regarding sewage treatment and opportunity for SVRS, County of Stettler & SV of White Sands.

Councillor Byer

- Reported on the Association of Summer Villages of Alberta Conference – (FireSmart resource opportunities)
- Reported on the County of Stettler Housing Authority Meeting

10. CAO and Staff Reports

- 10.1. CAO Written Report

RES 23-11-09 Motion by Councillor Byer to accept Council/Committee and CAO reports as presented.

Carried

11. Correspondence/Information/Reports

- 11.1. Letter & Ministerial Order – Honourable Mike Ellis - Joint Emergency Management Advisory Committee
- 11.2. Stettler Regional Emergency Management Table Top Exercise, December 13, 2023
- 11.3. Buffalo Lake Inter-Municipal Steering Committee Letter

RES 23-10-10 Motion by Mayor Hiller to accept the letters and report as information.

Carried

12. In Camera

- 12.1. Not required

13. Next Regular Council Meeting Date – December 12, 2023

14. Adjournment

RES 23-10-11 Motion by Councillor Byer to adjourn the Regular Council Meeting at 7:31 pm.
Carried

Mayor

Administrator

Snak Shak Options

December 12, 2023

Submitted By Summer Village of Rochon Sands Administration

On November 14, 2023, by Council resolution **RES 23-11-04**, Council directed Administration:

1. To present 3 options for the Snak Shak that could be presented to Summer Village of Rochon Sands Ratepayers.
2. To prepare a draft **Request for Offer** that would allow the private sector to submit their own Snak Shak options.

ISSUE

The Snak Shak is a small fast-food operation that serves fast food and supplies some staple groceries. The Snak Shak services the Summer Village of Rochon Sands (SVRS) and surrounding area. The Snak Shak building is past it's life and needs to be replaced. The SVRS Council is exploring several options to replace the Snak Shak, including private sector solutions.

BACKGROUND

In 1978, a private sector initiative involved moving an old diner, which was located in Stettler, to the Summer Village of Rochon Sands. The SVRS Council, at the time, made an agreement to allow "Kyser's House of Hamburgers" to locate the building on municipal reserve land. In a June 30th, 1979 letter from SVRS Mayor Russell McKinney to the Deputy Minister of Municipal Affairs, stated that it was the intent of SVRS Council to have the "Snack Bar" moved to a more suitable location in 1980. Now called the "Snak Shak", the original building still exists in the same location.

The initial rent for the land was \$150/year. In 1979, Council increased the rent to \$300/year. The rent continued for several years at \$300/year. Leap 40 plus years into the future and the present lease agreement includes rent of \$450/year, property taxes (approximately \$800), and the operator is responsible for all utilities for the Snak Shak building during the months of operation.

Since 1978, the diner has had three operators. The present operator of the Snak Shak has been operating the business for the past 30 years plus.

The Snak Shak land and building is owned by the SVRS. The Alberta Health Services Inspector has granted the SVRS one more year of operation until the end of 2024.

Many scenarios have been presented to Council over the past few years for consideration for replacement of the Snak Shak with no consensus of financial/community support.

OPTIONS

Council has directed Administration to provide Snak Shak replacement building options that could be presented to SVRS ratepayers. In addition, Council directed Administration for a draft "Request for Offer" that would allow the private sector to submit Snak Shak replacement options.

Presently, the Snak Shak does not have its own water supply. The water is supplied by a water line running from the Rochon Sands Community Hall. A new water well is proposed within each of the building options. Each option contains a budget for a water well and new septic tank.

There is currently no natural gas supply to the Snak Shak. All commercial kitchen appliances are electrical appliances. Approximate utility costs (electricity) are \$900/monthly during the operating months from May to September.

Snak Shak revenues net approximately \$15,000 for the operating season between May long weekend and September long weekend.

The “Additional Options – Food for Thought” section (Container Restaurant and Modular Concept) was added to explore additional options. Approximate costing was included for the Container Restaurant option. These concepts require further investigation.

If the SVRS proceeds with the construction of a new building, operating costs have not been included in this report, only capital costs. Additional expertise would be required to determine operating costs for each option. Options 1-4 include public washrooms. A determination would be required as to whether the SVRS is responsible for the daily cleaning expenses of the public washrooms or if it would be the responsibility of the Snak Shak operator.

As this is a commercial building for the most part, this project was denied government grant funding June 13, 2023. The next section, Funding, outlines the costs of each option and the debt financing required. As per the Municipal Government Act, a Borrowing Bylaw is required by SVRS Council in order to apply for a capital loan.

Funding	Page 3
Options	
Option 1: December 2022 Snak Shak/Retail/Bathrooms/Municipal Storage Concept	Page 5
Option 2: Snak Shak with Residence	Page 7
Option 3: Industrial Diner Car	Page 9
Option 4: Snak Shak - Basic	Page 11
Additional Options - “Food for Thought”	
• Container Restaurant “Concept”	Page 13
• Modular “Concept”	Page 14
Request for Offer - DRAFT	Page 15
Conclusion	Page 17

FUNDING

The Summer Village of Rochon Sands submitted a grant application for capital for this project to the Alberta Government and was denied in June of 2023. A wholly owned municipal building would be eligible for some level of grant funding, however, as this project contains the commercial or commercial/residential component, this project is not eligible for Government Grant Funding.

Under the *Local Authorities Capital Financing Act*, the Government of Alberta provides local authorities with financing for capital projects. The SVRS is eligible to apply for a local authorities' capital loan through the Alberta Government. The loan figures used in this document are calculated from the Alberta Government Local Authorities Loan Calculator. The final interest rates would be calculated 2 weeks prior to issuance of a loan.

	Loan	Yearly Payment	2023 Municipal Tax	2023 municipal tax plus yearly loan payment	% increase in municipal tax
Option 1	\$610,000.00	\$45,110.26	\$271,000.00	\$ 316,110.26	16.65
Option 2	\$560,000.00	\$41,688.10	\$271,000.00	\$ 312,688.10	15.38
Option 3	\$460,000.00	\$34,243.80	\$271,000.00	\$ 305,243.80	12.64
Option 4	\$274,000.00	\$20,397.40	\$271,000.00	\$ 291,397.40	7.53
Container Option	\$150,000.00	\$11,166.46	\$271,000.00	\$ 282,166.46	4.12

Alberta Government Local Authorities Loan Calculator for the Options

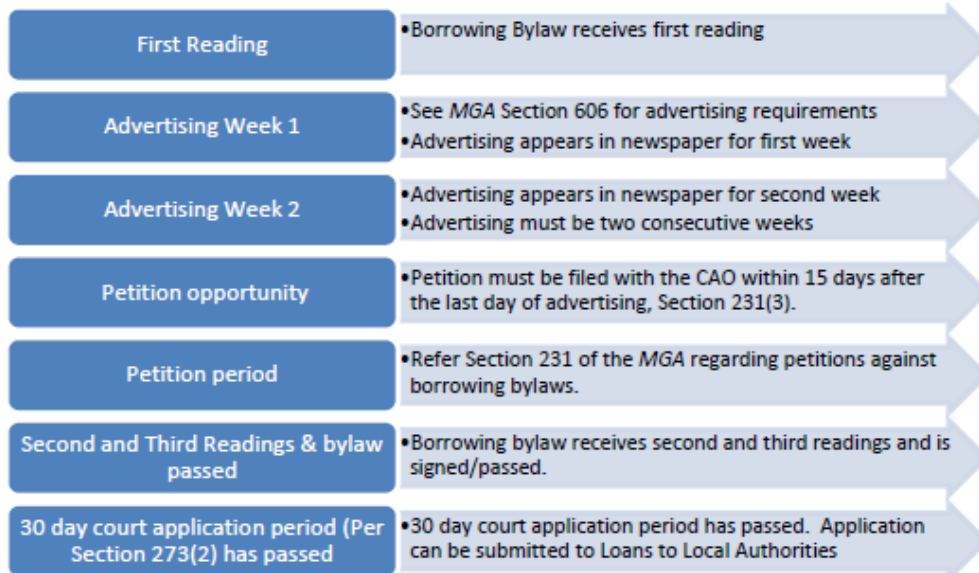
The SVRS would be required to submit a loan application to the Alberta Government as per the deadlines below.

The upcoming loan issuance dates and application deadlines are as follows:

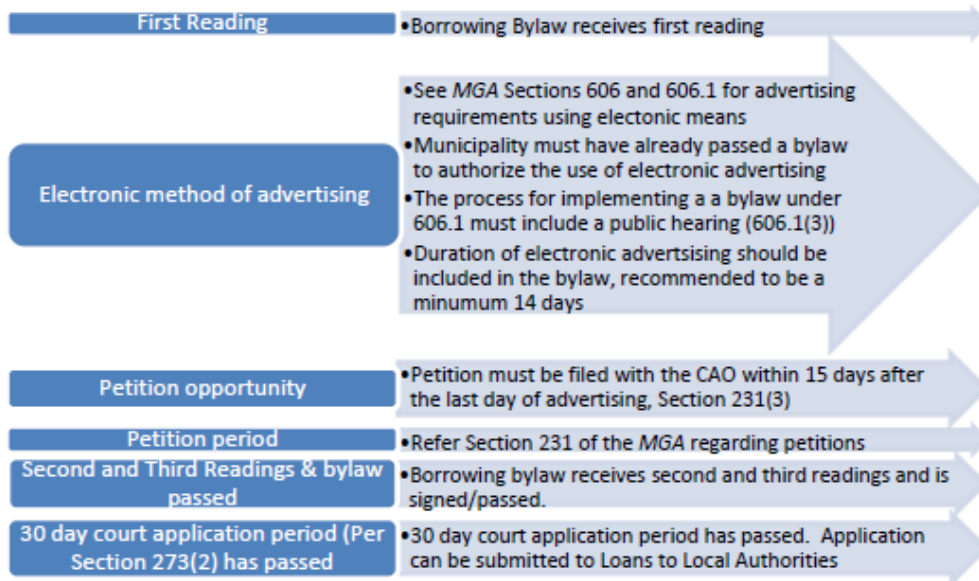
Issue date	Application deadline
December 15, 2023	October 31, 2023
March 15, 2024	January 31, 2024
June 17, 2024	April 30, 2024
September 16, 2024	July 31, 2024
December 16, 2024	October 31, 2024

Debt requirements must be met by the Municipality and the Local Authorities Loan Office will complete a risk assessment for the capital project. As per the MGA, a Borrowing Bylaw is required by SVRS Council in order to apply for a capital loan. The timeline for the borrowing bylaw process is below.

Timeline for Passing a Borrowing Bylaw – Newspaper Advertising



Timeline for Passing a Borrowing Bylaw – Electronic Advertising (Electronic advertising method must be authorized by previously held public hearing and bylaw)



This reference chart is intended to be a general reference for the timelines to pass a borrowing bylaw when advertising is required. It is not intended to be a definitive reference and municipalities are responsible to ensure that their borrowing bylaw and the passing of the bylaw meets all of the requirements of the *Municipal Government Act*.

OPTION DETAILS

Option 1 – December 2022 Snak Shak Concept/Retail/3 Bathrooms/Deck/Municipal Storage/Well/Septic Tank

- Included:
 - main floor – food service, commercial kitchen, retail area, 3 public washrooms (includes 1 wheelchair accessible)
 - basement – mechanical room, municipal storage area
 - deck
 - water well and septic tank
- Approximate Cost: \$610,000 (Capital costs only - operational costs are not included)
- Based on 25 Year Loan - \$45,110.26 debt servicing costs yearly as calculated in December of 2023
 - Equivalent to a municipal tax increase of 16.65% / year.

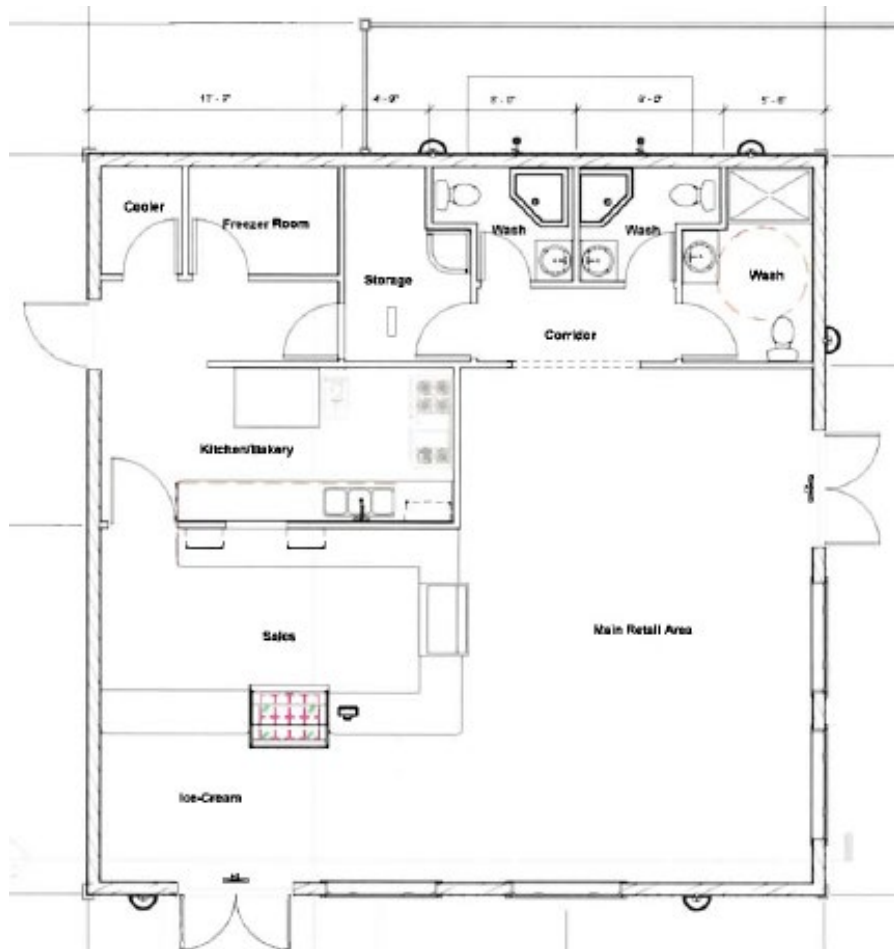
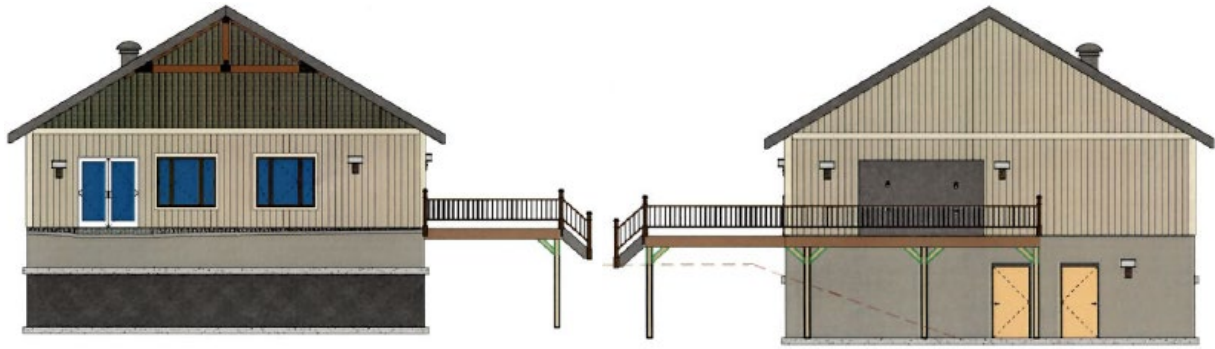
Pros

- Modern building
- Compliments Village Square
- Can order food inside as opposed to ordering food from outside through the diner window
 - Protects customer from inclement weather
- Retail space
- Some tables inside to “dine in”
- Deck area to “dine outside”
- 3 public washrooms (includes 1 wheelchair accessible)
- Space in basement for municipal storage

Cons

- Cost: \$610,000 – A combination of ratepayer taxes and rental income, the Summer Village would need to generate \$45,110.26 per year in revenues to service the loan for 25 years.
 - Equivalent to a municipal tax increase of 16.65% / year
- An in-depth business plan analysis is required to determine if the Snak Shak is sustainable to operate for 12 months of the year and at what lease rate.
 - If it is not viable to operate year-round, an additional 7 months of utilities would be incurred by the municipality.





Option 2 – Snak Shak with Residence

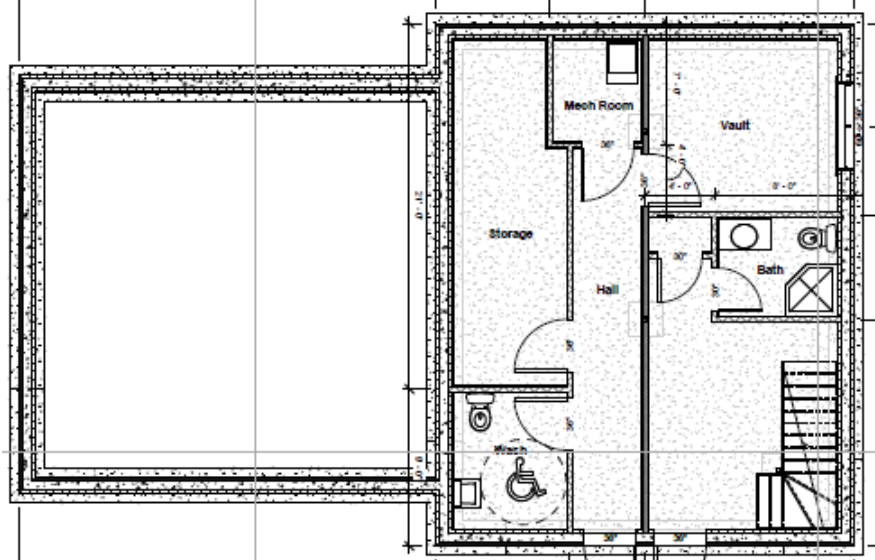
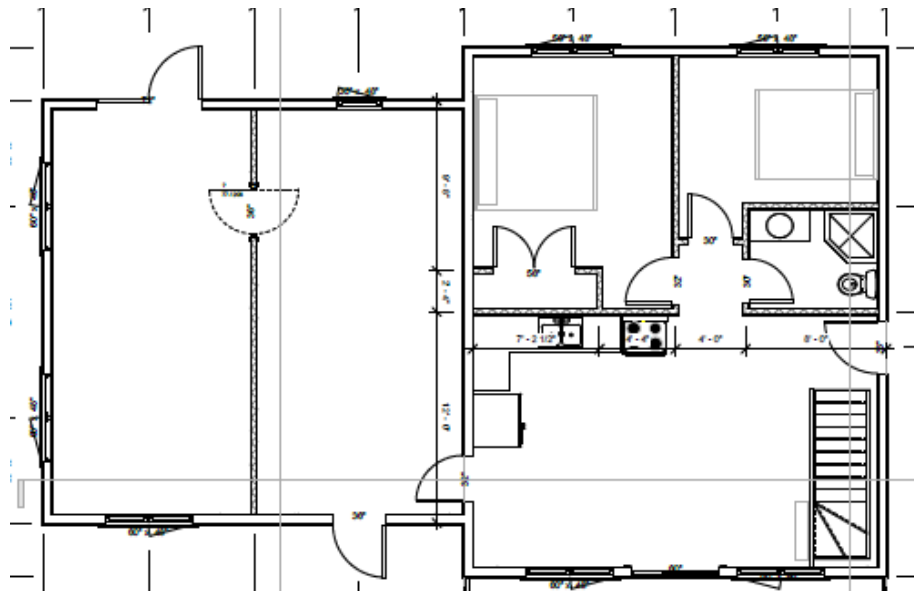
- Included:
 - main floor – commercial kitchen, 2 or 3 small tables for “dine in”
 - basement – 1 public washroom located with entry from the lower walkout level, mechanical room, municipal storage area
 - second floor – residence (2 bedrooms, kitchen/living space, 2 bathrooms)
 - deck
 - water well and septic tank
- Approximate Cost: \$560,000 (Capital costs only - operational costs are not included)
- Based on 25 Year Loan - \$41,688.10 yearly debt servicing costs as calculated in December of 2023.
 - Equivalent to a yearly municipal tax increase of 15.38%.

Pros

- Modern building
- Compliments Village Square
- Can order food inside as opposed to ordering food from outside through the diner window
 - Protects customer from inclement weather
- 2 or 3 tables inside to “dine in” (manageable by one employee)
- 1 public washroom
- Municipal storage
- The Snak Shak residence provides the Snak Shak operator with accommodation. Provides additional revenues for the Summer Village.
 - If the Snak Shak is not viable to operate year-round, the municipality can capture rent from the residence during the 7 month shoulder season.
- If the Snak Shak is not viable in the future, the SVRS has the option of parceling off the land and selling the structure as residential property, likely recouping the original investment. (This plan includes a concept of removing the commercial kitchen equipment and transforming the “Snak Shak” portion of the building into an attached garage.)

Cons

- Cost: \$560,000 – A combination of ratepayer taxes and rental income, the Summer Village would need to generate \$41,688.10 per year in revenues to service the loan for 25 years.
 - Equivalent to a municipal tax increase of 14% / year.
- The public washroom entrance is located under the deck of the residence (walkout facing West to the park).
 - Not desirable for renters to have public washroom under their deck.
- An in-depth business plan analysis is required to determine if the Snak Shak is sustainable to operate for 12 months of the year and at what lease rate.
 - If it is not viable to operate year-round, an additional 7 months of utilities would be incurred by the municipality for the Snak Shak portion of the building.
- Additional costs are incurred to the SVRS acting as a residential landlord. (advertising for rent / administration resources managing the rental)
- If the building is converted to a full residence, the SVRS will lose the public washroom and municipal storage space.



Option 3 – Industrial Diner Car

- Included:
 - diner car – 18 feet wide x 64 feet long – commercial kitchen, seating for 50 people, 2 public washrooms
 - diner car would be moved from its present location to the Snak Shak site and placed on piles
 - auxiliary building (720 sq ft) (additional storage for food staples / freezers / municipal storage)
 - water well and septic tank

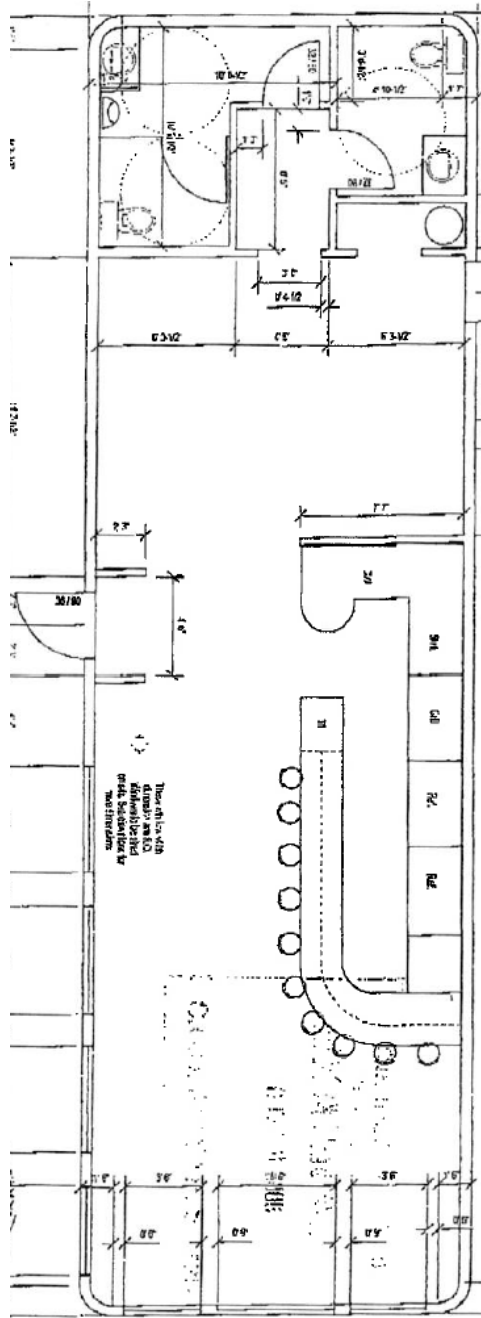
- Approximate Cost: \$460,000 (Capital costs only - operational costs are not included)
 - (includes diner car, diner car improvements, commercial kitchen improvements, site construction, auxiliary building, water well and septic tank)
- Based on 25 Year Loan - \$34,243.80 debt servicing costs yearly as calculated in December of 2023.
 - Equivalent to a municipal tax increase of 12.64% / year.

Pros

- Unique design
- Can order food inside as opposed to ordering food from outside through the diner window
 - Protects customer from inclement weather
- Inside seating area for approximately 50 people
- 2 public washrooms

Cons

- Cost: \$460,000 (approximate) – With a combination of ratepayer taxes and rental income, the Summer Village would need to generate \$34,243.80 per year in revenues to service the loan for 25 years.
- Equivalent to municipal tax increase of 12.64% / year.
- The operator would need to hire additional staff to service the additional seating in the diner thus increasing overhead. (The present Snak Shak has no indoor seating with service being provided through a serving window.)
- An in-depth business plan analysis is required to determine if the Snak Shak is sustainable to operate for 12 months of the year and at what lease rate.
 - If it is not viable to operate year-round, an additional 7 months of utilities would be incurred by the municipality.



Option 4: Snak Shak - Basic

- Included:
 - main floor – commercial kitchen, 2 or 3 small tables for “dine in”
 - 1 public washroom
 - deck
 - water well and septic tank

(NOTE: will use present auxiliary building onsite for additional food/freezer storage)
- Approximate Cost: \$274,000 (Capital costs only - operational costs are not included)
- Based on 25 Year Loan - \$20,397.40 yearly debt servicing costs as calculated in December of 2023.
 - Equivalent to a yearly municipal tax increase of 7.53%.

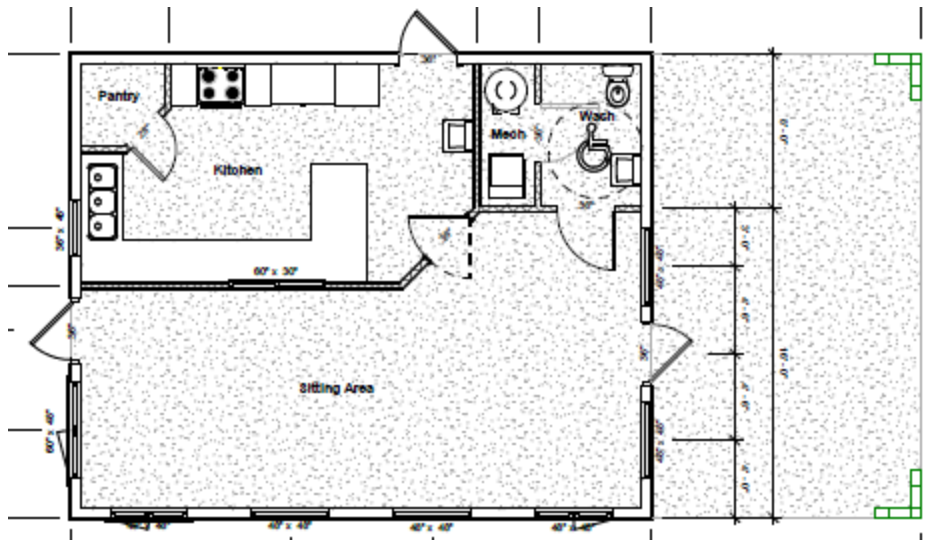
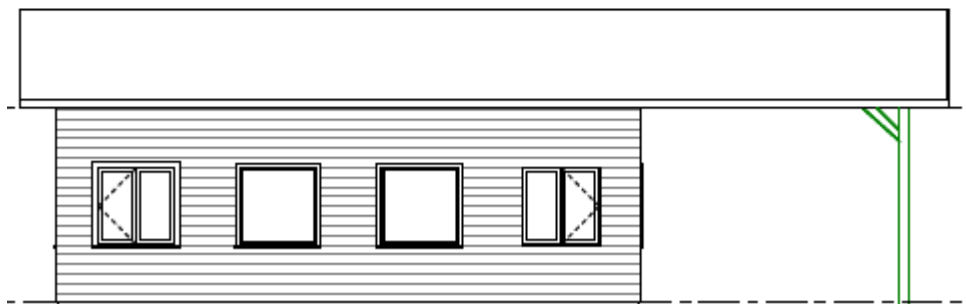
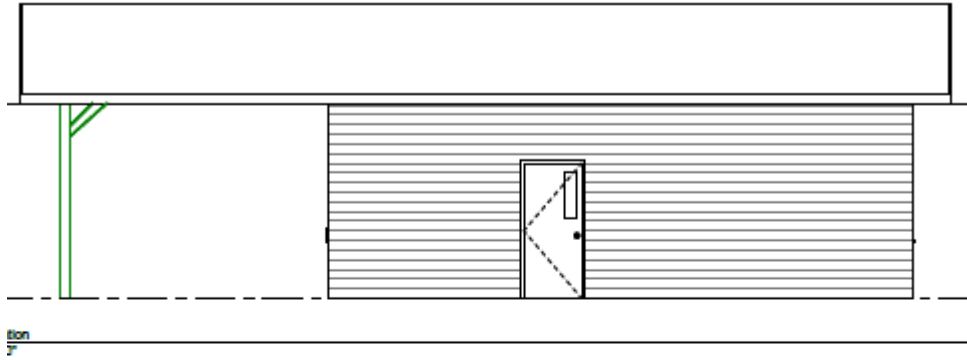
Pros

- Modern building
- Compliments Village Square
- 1 public washroom
- Can order food inside as opposed to ordering food from outside through the diner window
 - Protects customer from inclement weather
- 2 or 3 tables inside to “dine in” (manageable by one employee)
- Deck for outside dining

Cons

- Cost: \$274,000 – A combination of ratepayer taxes and rental income, the Summer Village would need to generate \$20,397.40 per year in revenues to service the loan for 25 years.
 - Equivalent to a municipal tax increase of 7.53% / year.
- No public washroom.
- An in-depth business plan analysis is required to determine if the Snak Shak is sustainable to operate for 12 months of the year and at what lease rate.
 - If it is not viable to operate year-round, an additional 7 months of utilities would be incurred by the municipality for the Snak Shak.





ADDITIONAL CONCEPTS – “FOOD FOR THOUGHT”

- **Container Restaurant Concept**
 - Images below are stock images. (Have not requested full design plans)
- Included:
 - Container building, commercial kitchen, piles
 - deck
 - water well and septic tank
 - (NOTE: will use present auxiliary building onsite for additional food/freezer storage)
- Approximate Cost: \$150,000 (Capital costs only - operational costs are not included)
- Based on 25 Year Loan - \$11,166.46 yearly debt servicing costs as calculated in December of 2023.
 - Equivalent to a yearly municipal tax increase of 4.12%.





Modular Coffee House – Caroline, Alberta

- **Modular Building Concept**

- The above is a modular coffee house located in Caroline, Alberta.
- SVRS administration has been unsuccessful in locating modular restaurants for sale at this time.
- The purpose of including this Coffee House is to illustrate potential modular options.

Draft – Request for Offer (RFO)

(additional information and input required)

Summer Village of Rochon Sands Request for Offer (RFO) – Diner/Snack Shack - Fast Food Opportunity

1. Introduction:

The Summer Village of Rochon Sands (SVRS) is a municipality located in Alberta on the South shores of Buffalo Lake.

This Request for Offer (“RFO”) is an invitation by the SVRS to prospective proponents to submit a creative solution to replace the Diner (“Snak Shak”) which is the only food service operation in the community.

2. Background:

In 1978, a private sector initiative involved moving an old diner, which was located in Stettler, to the Summer Village of Rochon Sands. The SVRS Council, at the time, made an agreement to allow “Kyser’s House of Hamburgers” to be located on municipal reserve land. Now called the “Snak Shak”, the original building still exists in the same location.

The present Snak Shak will be operating in 2024 with the present Leasee operating the Snak Shak. The present Operator has provided amazing service to the community for the past 30 plus years and has a loyal following of customers within the SVRS and the surrounding communities.

The Snak Shak is owned by the SVRS and requires replacement.

Many scenarios have been presented to Council over the past few years for consideration for replacement of the Snak Shak with no consensus of financial/community support.

The SVRS Council is faced with a decision to build a new structure and lease it as has been the practice or seek private sector options.

3. Scope of Work:

The purpose of the project is to seek options from the private sector to provide Snak Shak replacement options that would be in the best interests of the SVRS ratepayers. The SVRS Council is open to entertain all opportunities.

4. Evaluation Criteria:

The SVRS Council will evaluate submissions based on what is in the best interests of the ratepayers of the Summer Village of Rochon Sands. The SVRS Council may seek public input.

5. Confidentiality:

Confidential Information of SVRS

All information provided by or obtained from the SVRS in any form in connection with the RFO either before or after the issuance of the RFO.

- is the sole property of the SVRS and must be treated as confidential.
- must not be disclosed to any other party without prior written authorization from the SVRS.

Confidential Information of Proponent

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the SVRS. The confidentiality of such information will be maintained by the SVRS, except as otherwise required by law or by order of a court or tribunal. If a proponent has any questions about the collection

and use of personal information pursuant to the RFO, questions are to be submitted to the SVRS Contact.

6. Submission Instructions and Timeline:

- **Submission Format:** PDF
- **RFO Release Date:** TBD
- **Proposal Deadline:** TBD
- **Evaluation Period:** TBD
- **Decision Notification:** TBD
- **Submission Address:** Submissions to be emailed to cao@rochonsands.net

7. Contact Information:

John Jacobson
Chief Administrative Officer
Summer Village of Rochon Sands
Municipal Office
#1 Hall Street, Rochon Sands, AB T0C 3B0
Ph: 403.742.4717

- 8. Attachments:** site map, picture of present Snak Shak (to be added if Council moves forward with RFO process)

Thank you for considering our RFO. We look forward to receiving your offer.

Sincerely,

John Jacobson, CAO, Summer Village of Rochon Sands

CONCLUSION

The Snak Shak was a private sector initiative in 1978. It has served the community well but has come to the end of its lifespan. The Summer Village of Rochon Sands Council has inherited a very difficult situation.

The “Option” capital costs have been prepared to the best of the Administration’s ability. Yearly operational costs including utilities, maintenance and repairs, insurance , security, rent, and administrative costs are unknown, therefore are not included as a cost component in any of the options.

On average, net revenues during the high operating season from May to September are approximately \$15,000. An in-depth business plan analysis is required to determine if the Snak Shak is sustainable to operate for 12 months of the year and at what lease rate. If it is not viable to operate year-round, an additional 7 months of operational costs would be incurred by the municipality.

The administration has had communications with senior financial officials from Alberta Municipal Affairs including the Alberta Loans to Local Authorities Office regarding grants and local authority loans. This project does not qualify for government grants. Alberta Government officials stated that the Summer Village of Rochon Sands has a history of being managed very well financially. Risk is a concern for a municipality borrowing for a capital project that contains a significant commercial component.

The SVRS Council has directed administration to begin working on a draft Referral for Option. This would provide an opportunity for the private sector to submit solutions for the replacement of the Snak Shak.



SUMMER VILLAGE OF ROCHON SANDS
STATEMENT OF OPERATING REVENUE & EXPENDITURES
 For the Period Ending November 30, 2023

General Ledger	Description	2022 Actual	2023 Actual	2023 Budget
*	General Administration	(15,449.21)	(18,750.39)	(22,042.00)
*	Protective Services	(480.00)	4.00	(480.00)
*	Transporation	(2,520.00)	(3,200.00)	(4,000.00)
*	Planning & Development	(12,155.73)	(1,776.00)	(7,000.00)
*	Recreation & Parks	0.00	(10,000.00)	0.00
*	Provincial Parks	(205,824.46)	(197,559.63)	(220,200.00)
*	TOTAL Culture	(6,154.80)	(5,000.00)	(6,200.00)
*	Taxes	(443,978.97)	(465,599.40)	(465,752.00)
*	Other Revenue	(3,126.23)	(3,717.81)	(25,000.00)
**	TOTAL REVENUE	(689,689.40)	(705,599.23)	(750,674.00)
*	Council & Legislative	9,378.35	9,748.98	10,000.00
*	General Administration	105,409.21	98,808.83	140,100.00
*	Common Office	10,344.57	9,575.27	13,100.00
*	Assessor	12,274.44	13,010.08	10,900.00
*	Municipal Election	0.00	0.00	200.00
*	Policing	5,349.00	3,162.25	5,400.00
*	Fire Fighting & Preventive	17,578.00	18,301.80	17,500.00
*	Disaster Services	7,091.23	0.00	7,100.00
*	Ambulance	0.00	0.00	0.00
*	Bylaw Enforcement	0.00	0.00	1,000.00
*	Transportation	71,670.15	60,790.09	80,450.00
*	Water Department	2,196.65	6,777.54	6,000.00
*	Landfill & Recycling	10,918.00	7,524.00	15,700.00
*	Planning & Development	9,964.85	12,177.20	14,800.00
*	Parks & Recreation	41,856.20	18,453.12	44,440.00
*	Provincial Parks	155,604.21	155,052.33	154,951.00
*	Culture	9,224.53	14,227.22	6,800.00
*	Contingency	20,088.10	0.00	30,000.00
*	Requisitions	191,628.13	150,736.60	192,200.00
**	TOTAL EXPENSES	680,575.62	578,345.31	750,641.00
***	(SURPLUS)/DEFICIT-Before Amort	(9,113.78)	(127,253.92)	(33.00)

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS
STATEMENT OF CAPITAL REVENUE AND EXPENDITURES
 For the Period Ending November 30, 2023

General Ledger	Description	2023 YTD Actual	2023 Budget
CAPITAL REVENUE			
5-32-00-00-00-840	Trans - Provincial Grant	0.00	(140,000.00)
5-72-00-00-00-830	Parks & Rec - Federal Grant	0.00	(34,000.00)
5-72-00-00-00-840	Parks & Rec - Provincial Grant	0.00	(20,000.00)
*	TOTAL CAPITAL REVENUE	0.00	(194,000.00)
CAPITAL EXPENDITURE			
6-12-00-00-00-630	Admin - Computer	6,679.26	0.00
6-31-00-00-00-620	Common Services - Shop Reno	0.00	10,000.00
6-31-00-00-02-630	Common Services - Dump Trailer	0.00	10,000.00
6-31-00-00-03-630	Common Services - Tractor Attach	4,529.07	0.00
6-32-00-00-00-660	Parks & Rec - Trails	891.20	0.00
6-32-00-00-02-610	Trans - Hall Street Paving	69,141.59	100,000.00
6-32-00-00-03-610	Trans - Parking Lot	0.00	20,000.00
6-72-00-00-00-620	Parks & Rec - Snack Shack	2,500.00	20,000.00
6-72-30-00-00-660	Parks & Rec - Village Square	13,102.00	34,000.00
*	TOTAL CAPITAL EXPENDITURE	96,843.12	194,000.00
**	SURPLUS/(DEFICIT)	96,843.12	0.00

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

November Cheque Listing For Council

2023-Dec-7
5:13:05PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370417	2023-11-10	EDGSON, GAYLENE	886464	PAYMENT OFFICE CLEANING SEPT/OCT	120.00	120.00
202370418	2023-11-10	FIVE STAR VENTURES	32856 32877 32942	PAYMENT CARDBOARD RECYCLING CARDBOARD RECYCLING CARDBOARD RECYCLING	52.50 63.00 63.00	178.50
202370419	2023-11-10	LONGHURST CONSULTING	7179	PAYMENT IT SUPPORT	106.79	106.79
202370420	2023-11-10	RMA INSURANCE LTD.	INS00057345 INS00057408 INS00058442 INS00059074 INS00059773 INS00060936 INS00063281 RMA009947	PAYMENT LEGAL EXPENSES HEAVY EQUIP, PROPERTY, TERR MISC PROPERTY BOND AND CRIME BOILER AND MACHINERY AUTO LIABILITY AND TERRORISM RMA MEMBERSHIP	206.00 2,580.15 708.64 486.16 64.89 2,109.44 1,551.18 204.75	7,911.21
202370421	2023-11-10	STETTLER AND DISTRICT AMBULANCE	SALE0000000000	PAYMENT REPLACEMENT AED PAD FROM	242.55	242.55
202370422	2023-11-10	VAN ELECTRIC	531	PAYMENT HALL SEPTIC ALARM REPAIR	378.00	378.00
202370423	2023-11-10	RBC VISA	195 197 198	PAYMENT CREDIT CARD FEE ASVA CONF HOTEL OFFICE INTERNET	10.59 267.20 147.00	424.79
202370424	2023-11-10	TELUS COMMUNICATION	62	PAYMENT TELEPHONE OCTOBER	122.06	122.06
202370425	2023-11-10	UNITED FARMERS OF ALBERTA	4094	PAYMENT FUEL	1,629.45	1,629.45
202370426	2023-11-30	JACOBSON, JOHN C				
202370427	2023-11-24	CANADA REVENUE AGENCY	55 56	PAYMENT M202310 M202311	2,185.61 2,130.86	4,316.47
202370428	2023-11-24	LONGHURST CONSULTING	7264 7317	PAYMENT IT SUPPORT IT SUPPORT	1,246.88 590.63	1,837.51
202370429	2023-11-24	MUNICIPAL PROPERTY CONSULTANTS (2009) LT	2686	PAYMENT JULY TO DEC	4,005.75	4,005.75
202370430	2023-11-24	RMA INSURANCE LTD.	INS00063568	PAYMENT UMBRELLA LIABILITY	575.77	575.77
202370431	2023-11-24	SCHMIDEK, LORNE	40	PAYMENT CLEANING THE PARK OFFICE	110.00	110.00
202370432	2023-11-24	SYBAN SYSTEMS	nov	PAYMENT NOV	103.95	103.95

Total 26,679.09

*** End of Report ***

**SUMMER VILLAGE OF ROCHON SANDS
BANK RECONCILIATION
AS OF OCTOBER 31, 2023**

Net Balance at End of Previous Month	\$	228,894.68
ADD: General Receipts		9,720.52
Interest Earned		0.00
Investments Matured		<u>0.00</u>
SUBTOTAL		238,615.20
LESS: General Disbursements		46,400.17
Investments		0.00
Returned Cheques		140.00
Bank and Credit Card Fees		<u>169.09</u>
SUBTOTAL		46,709.26
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>191,905.94</u>
Balance at End of Month - Bank		207,996.54
ADD: Outstanding Deposits		(65.02)
LESS: Outstanding Cheques		<u>16,025.58</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>191,905.94</u>
INVESTMENTS:		
RBC Reserve Account		36,764.24
RBC Investment GIC#1 Maturing Dec 9, 2023 @ 3.0%		204,645.26
RBC Investment GIC#3 Maturing Dec 2, 2023 @ 4.75%		200,000.00
RBC Investment GIC#4 Maturing Dec 2, 2023 @ 3.9%		<u>250,000.00</u>
SUBTOTAL		<u>691,409.50</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$	883,315.44

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF ROCHON SANDS
BANK RECONCILIATION
AS OF NOVEMBER 30, 2023**

Net Balance at End of Previous Month	\$ 191,905.94
ADD: General Receipts	6,193.52
Interest Earned	0.00
Investments Matured	<u>0.00</u>
SUBTOTAL	198,099.46
LESS: General Disbursements	26,847.08
Investments	0.00
Returned Cheques	0.00
Bank and Credit Card Fees	<u>127.85</u>
SUBTOTAL	<u>26,974.93</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>\$ 171,124.53</u></u>
Balance at End of Month - Bank	183,597.29
ADD: Outstanding Deposits	(65.02)
LESS: Outstanding Cheques	<u>12,407.74</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>\$ 171,124.53</u></u>
INVESTMENTS:	
RBC Reserve Account	36,848.41
RBC Investment GIC#1 Maturing Dec 9, 2023 @ 3.0%	204,645.26
RBC Investment GIC#3 Maturing Dec 2, 2023 @ 4.75%	200,000.00
RBC Investment GIC#4 Maturing Dec 2, 2023 @ 3.9%	<u>250,000.00</u>
SUBTOTAL	<u>691,493.67</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 862,618.20

MAYOR

CHIEF ADMINISTRATIVE OFFICER



SUMMER VILLAGE OF ROCHON SANDS

Tax Trial Balance (Debit Balances)

2023-Dec-6

Trial Balance As Of

9:21:57AM

Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
3,017.44	543.14	543.14	3,560.58	3,560.58	0.00	0.00	0.00	0.00
2,310.37	490.86	352.06	1,557.91	1,557.91	0.00	0.00	0.00	0.00



SUMMER VILLAGE OF ROCHON SANDS

Tax Trial Balance (Debit Balances)

Trial Balance As Of

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty Outstanding	Current	1 Year	2 Years	3 Years	Over 3
		Tax Levy	5,327.81	Local Improvement Levy		0.00			
		Additional Tax Levy	0.00	Accumulated Penalty		1,034.00			
				Outstanding Penalty		895.20			
Sub Ledger									
		Current	5,118.49						
		1 Year	0.00						
		2 Years	0.00						
		3 Years	0.00						
		Over 3	0.00						
		Outstanding	5,118.49						

*** End of Report ***

**The Summer Village of Rochon Sands
Request for Decision**

Meeting: Regular Council
Meeting Date: December 12, 2024
Originated by: John Jacobson - Chief Administrative Officer
Title: Interim Operating Budget 2024
Agenda Item Number: 8.1

Background/Proposal/Issue:

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

Since the Summer Village's 2024 Operating Budget will not be adopted until Spring 2024, an Interim Operating Budget is required to provide legal expenditure authority per Section 248 of the *MGA*.

The Interim Operating Budget is not used to set property tax rates; rather its purpose is to be used as the authority to provide services, programs and overall corporate continuity. An Interim Operating Budget ceases to have any effect when the Operating Budget and Tax (Mill) Rate Bylaw is finally adopted in 2024.

Recommended Action/Options:

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

Proposed Motion by Council:

That the Summer Village of Rochon Sands Council adopt, per Sections 242(2) and 248 of the *Municipal Government Act*, the 2023 Operating Budget as the 2024 Interim Operating Budget until final budgets are approved in 2024.



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Interim Budget for 2024

General Ledger	Description	2023 Budget	2024 Budget
Administration			
1-12-01-00-00-510	Admin - Penalties	0.00	0.00
1-12-01-00-00-590	Admin - Other Revenue	(500.00)	(500.00)
1-12-01-00-00-595	Admin - Bottle Donation	(2,500.00)	(2,500.00)
1-12-01-00-01-490	Admin - Tax Info/Certificate	(150.00)	(150.00)
1-12-01-00-01-520	Admin - Dock Permit	(1,000.00)	(1,000.00)
1-12-01-00-01-560	Admin - SVWS Rent	(2,500.00)	(2,500.00)
1-12-01-00-01-840	Admin - Provincial Grant	(15,392.00)	(15,392.00)
1-12-99-94-00-990	Admin - Cont Fr Surplus	0.00	0.00
*P	Total Administration Revenue	(22,042.00)	(22,042.00)
Protective Services			
1-25-00-00-00-560	Ambulance - Rent	(480.00)	(480.00)
*P	Total Protective Services Reve	(480.00)	(480.00)
Common Services			
1-32-00-00-00-830	Trans - Federal Gas - Tax Grant	0.00	0.00
1-32-00-00-00-832	Trans - Federal Summer Wages Grant	(4,000.00)	(4,000.00)
1-32-00-00-00-840	Trans - MSI Grant	0.00	0.00
1-32-00-00-00-841	Trans - BMTG Grant	0.00	0.00
*P	Total Common Services Revenue	(4,000.00)	(4,000.00)
Planning & Development			
1-61-00-00-00-520	Planning & Dev - Development Permit	(3,000.00)	(3,000.00)
1-61-00-00-01-520	Planning & Dev - Building Permit	(2,000.00)	(2,000.00)
1-61-00-00-05-520	Planning & Dev - PGE Permit	(2,000.00)	(2,000.00)
1-66-00-00-00-400	Subd Land Dev - Land Sale	0.00	0.00
*	Total Planning & Dev Revenue	(7,000.00)	(7,000.00)



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Interim Budget for 2024

General Ledger	Description	2023 Budget	2024 Budget
Parks & Recreation			
1-72-30-00-00-595	Parks & Rec - Village Square Donation	0.00	0.00
*P	Total Parks & Recreation Reven	0.00	0.00
Provincial Parks			
1-72-80-00-00-411	Prov Park - Rochon - Sani Dump Fee	(1,000.00)	(1,000.00)
1-72-80-00-00-490	Prov Park - Rochon - Ice Sales	(2,400.00)	(2,400.00)
1-72-80-00-00-491	Prov Park - Rochon - Firewood Sales	(16,000.00)	(16,000.00)
1-72-80-00-00-492	Prov Park - Rochon - Misc Sales	(300.00)	(300.00)
1-72-80-00-00-560	Prov Park - Rochon - Camping Fee	(100,000.00)	(100,000.00)
1-72-80-00-00-561	Prov Park - Rochon - Reservation Fee	(14,000.00)	(14,000.00)
1-72-80-00-00-562	Prov Park - Rochon - Group Site Fee	(38,000.00)	(38,000.00)
1-72-80-00-00-563	Prov Park - Rochon - Amendment Fee	0.00	0.00
1-72-80-00-00-590	Prov Park - Rochon - Day Use Honourarium	(3,000.00)	(3,000.00)
1-72-80-00-00-832	Prov Park - Federal Summer Wage Grant	(5,500.00)	(5,500.00)
1-72-90-00-00-560	Prov Park - Narrows - Camping Fee	(40,000.00)	(40,000.00)
*P	Total Provincial Parks Revenue	(220,200.00)	(220,200.00)
Culture			
1-74-00-00-00-595	Culture - Bottle Donation	(1,200.00)	(1,200.00)
1-74-00-00-00-830	Culture - Canada Day Grant	(5,000.00)	(5,000.00)
*P	TOTAL Culture Revenue	(6,200.00)	(6,200.00)
Excess Collection of Req			
1-97-00-00-00-990	Excess Collection of Requisition	(250.00)	(250.00)
*	Total Excess Collection of Req	(250.00)	(250.00)
Taxes			
1-99-01-00-01-111	Taxes - Municipal	(271,710.00)	(271,710.00)
1-99-01-00-02-111	Taxes - School - Residential	(162,742.00)	(162,742.00)
1-99-01-00-03-111	Taxes - School - Non Residential	(1,500.00)	(1,500.00)
1-99-01-00-05-111	Taxes - Senior Housing	(29,500.00)	(29,500.00)
1-99-01-00-06-111	Taxes - Designated Industrial (DIP)	(50.00)	(50.00)
*P	Total Taxes	(465,502.00)	(465,502.00)
Other			
1-99-02-00-01-510	Penalties & Cost on Taxes	(1,000.00)	(1,000.00)
1-99-02-00-02-550	Return on Investments	(24,000.00)	(24,000.00)
*P	Total Other Revenue	(25,000.00)	(25,000.00)
**	TOTAL REVENUE	(750,674.00)	(750,674.00)



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Interim Budget for 2024

General Ledger	Description	2023 Budget	2024 Budget
Council & Legislative			
2-11-00-00-00-151	Legislative - Mayor Honorarium	3,000.00	3,000.00
2-11-00-00-01-151	Legislative - Council Honorarium	6,000.00	6,000.00
2-11-00-00-01-211	Legislative - Council Meeting	500.00	500.00
2-11-00-00-00-510	Legislative - Other Goods & Services	500.00	500.00
2-11-01-00-00-211	Legislative - Travel & Subsistence	0.00	0.00
2-11-01-00-00-216	Legislative - Council Training	0.00	0.00
*P	Total Council & Legislative Ex	10,000.00	10,000.00
Administrative Services			
2-12-01-00-00-111	Admin - Salary	58,000.00	58,000.00
2-12-01-00-00-112	Admin - Wages	34,000.00	34,000.00
2-12-01-00-00-130	Admin - Benefits	4,000.00	4,000.00
2-12-01-00-00-131	Admin - WCB Premium	1,200.00	1,200.00
2-12-01-00-00-200	Admin - Contracted Services	7,500.00	7,500.00
2-12-01-00-00-211	Admin - Travel & Subsistence	1,200.00	1,200.00
2-12-01-00-00-214	Admin - Association Membership	3,000.00	3,000.00
2-12-01-00-00-216	Admin - Training	2,000.00	2,000.00
2-12-01-00-00-225	Admin - Land Title	200.00	200.00
2-12-01-00-00-231	Admin - Accounting & Audit	11,000.00	11,000.00
2-12-01-00-00-232	Admin - Legal Fees	2,000.00	2,000.00
2-12-01-00-00-239	Admin - Computer Maintenance	3,000.00	3,000.00
2-12-01-00-00-240	Admin - IT Support	4,000.00	4,000.00
2-12-01-00-00-273	Admin - Web Site Maintenance	500.00	500.00
2-12-01-00-00-274	Admin - Insurance	3,000.00	3,000.00
2-12-01-00-00-510	Admin - Other Goods & Services	2,000.00	2,000.00
2-12-01-00-00-810	Admin - Bank Fees	500.00	500.00
2-12-01-00-00-811	Admin - Credit Card Fees	500.00	500.00
2-12-01-00-00-920	Admin - Uncollectable Accounts	2,000.00	2,000.00
2-12-01-00-00-991	Admin - Cash over/short	0.00	0.00
2-12-01-00-01-520	Admin - Dock Permit	500.00	500.00
2-12-99-92-00-762	Admin - Contributed to Capital	0.00	0.00
*	Total Administrative Services	140,100.00	140,100.00



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Interim Budget for 2024

General Ledger	Description	2023 Budget	2024 Budget
Common Office			
2-12-02-00-00-221	Office - Advertising	500.00	500.00
2-12-02-00-00-222	Office - Telephone	2,000.00	2,000.00
2-12-02-00-00-223	Office - Postage	1,000.00	1,000.00
2-12-02-00-00-273	Office - Internet	1,200.00	1,200.00
2-12-02-00-00-511	Office - Other Goods & Services	4,000.00	4,000.00
2-12-02-00-00-581	Office - Natural Gas	2,000.00	2,000.00
2-12-02-00-00-582	Office - Power	2,400.00	2,400.00
*P	Total Common Office Expense	13,100.00	13,100.00
Assessor			
2-12-11-00-00-239	Assessor	10,000.00	10,000.00
2-12-11-00-02-239	Regional ARB	900.00	900.00
*P	Total Assessor Expense	10,900.00	10,900.00
Municipal Election			
2-12-12-00-00-227	Election	200.00	200.00
*P	Total Municipal Election Expen	200.00	200.00
Municipal Protective Service			
2-21-00-00-00-200	Police - Enhanced Policing	5,400.00	5,400.00
2-23-00-00-00-200	Fire - Regional Agreement	17,500.00	17,500.00
2-24-00-00-00-200	Disaster - Regional Agreement	7,100.00	7,100.00
2-26-00-00-00-200	Bylaw - Enforcement	1,000.00	1,000.00
2-25-00-00-00-560	Ambulance - Ambulance Services	0.00	0.00
2-23-00-00-00-350	Fire - Fire Fighting	0.00	0.00
*P	Total Protective Service Expen	31,000.00	31,000.00
Transportation			
2-32-00-00-00-112	Trans - Supervisor Wages	18,000.00	18,000.00
2-32-00-00-00-113	Trans - Casual Wages	1,000.00	1,000.00
2-32-00-00-00-116	Trans - Summer Casual	15,000.00	15,000.00
2-32-00-00-00-130	Trans - Staff Appreciation	900.00	900.00
2-32-00-00-00-131	Trans - WCB Premium	1,200.00	1,200.00
2-32-00-00-00-200	Trans - Contracted Services	5,000.00	5,000.00
2-32-00-00-00-254	Trans - Purchase Equip Repair	2,000.00	2,000.00
2-32-00-00-00-274	Trans - Insurance	950.00	950.00
2-32-00-00-00-510	Trans - Other Goods & Services	2,800.00	2,800.00
2-32-00-00-00-521	Trans - Fuel	6,000.00	6,000.00
2-32-00-00-00-529	Trans - Equip Repair Parts	1,500.00	1,500.00
2-32-01-00-00-582	Trans - Bldg Power	2,600.00	2,600.00
2-32-02-00-00-540	Trans - Street Lights - Other	500.00	500.00
2-32-02-00-00-582	Trans - Street Lights Power	17,000.00	17,000.00
2-32-03-00-01-239	Trans - Snow Removal - Contractor	2,500.00	2,500.00
2-32-03-00-01-510	Trans - Snow Removal Supply	3,500.00	3,500.00
*P	Total Transportation Expense	80,450.00	80,450.00
Water Supply			



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Interim Budget for 2024

General Ledger	Description	2023 Budget	2024 Budget
2-41-00-00-00-831	Water - SMRWSC Interest	3,000.00	3,000.00
2-41-00-00-00-832	Water - SMRWSC Principal	3,000.00	3,000.00
*P	Total Water Supply Expense	6,000.00	6,000.00
Landfill & Recycling			
2-43-00-00-00-200	Landfill - SRWMA Agreement	14,300.00	14,300.00
2-43-10-00-00-239	Recycling - Contracted Services	1,400.00	1,400.00
*P	Total Landfill & Recycling Exp	15,700.00	15,700.00
Subdivision & Development			
2-61-00-00-00-200	Plan & Dev - Contracted Services	4,000.00	4,000.00
2-61-00-00-00-201	Plan & Dev - Mediation	500.00	500.00
2-61-00-00-00-214	Plan & Dev - SDAB Membership	500.00	500.00
2-61-00-00-00-232	Plan & Dev - South Shore IDP	500.00	500.00
2-61-00-00-00-300	Plan & Dev - Referral Costs	3,000.00	3,000.00
2-61-00-00-01-519	Plan & Dev - Safety Code Inspect	5,300.00	5,300.00
2-66-00-00-00-200	Subd Land Dev - Subdivison Fees	1,000.00	1,000.00
*P	Total Subd & Dev Expense	14,800.00	14,800.00



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Interim Budget for 2024

General Ledger	Description	2023 Budget	2024 Budget
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Recreation & Parks

2-72-00-00-00-200	Parks & Rec- County Recreation Agreement	3,500.00	3,500.00
2-72-00-00-00-274	Parks & Rec - Insurance	850.00	850.00
2-72-00-00-00-510	Parks & Rec - Other Goods & Services	6,000.00	6,000.00
2-72-10-00-00-582	Parks & Rec - Golf Power	450.00	450.00
2-72-20-00-00-582	Parks & Rec - Marina - Power	240.00	240.00
2-72-30-00-00-239	Parks & Rec - Village Sq Services	1,000.00	1,000.00
2-72-30-00-00-253	Parks & Rec - Tennis Courts	0.00	0.00
2-72-30-00-00-510	Parks & Rec - Village Sq - Sewer Pumpout	1,900.00	1,900.00
2-72-30-00-00-582	Parks & Rec - Village Sq - Power	0.00	0.00
2-72-40-00-00-290	Parks & Rec - Disc Golf - Goods&Services	500.00	500.00
2-72-99-91-00-764	Parks - Transfer to Reserve	30,000.00	30,000.00
*P	Total Recreation & Parks Expen	44,440.00	44,440.00

Provincial Campgrounds

2-72-80-00-00-111	Prov Park - Rochon - Admin Salary	6,000.00	6,000.00
2-72-80-00-00-112	Prov Park - Rochon - Office Manager	8,000.00	8,000.00
2-72-80-00-00-113	Prov Park - Rochon - Office Wages	10,000.00	10,000.00
2-72-80-00-00-131	Prov Park - Rochon - WCB Fee	1,200.00	1,200.00
2-72-80-00-00-214	Prov Park - Rochon - License	1.00	1.00
2-72-80-00-00-221	Prov Park - Rochon - Adveristing	500.00	500.00
2-72-80-00-00-222	Prov Park - Rochon - Telephone	600.00	600.00
2-72-80-00-00-239	Prov Park - Rochon- Computer Maintenance	1,000.00	1,000.00
2-72-80-00-00-252	Prov Park - Rochon - Pur Bldg Repair	3,000.00	3,000.00
2-72-80-00-00-253	Prov Park - Rochon - Pur Site Repair	8,000.00	8,000.00
2-72-80-00-00-254	Prov Park - Rochon - Pur Equip Repair	1,000.00	1,000.00
2-72-80-00-00-273	Prov Park - Rochon - Internet	500.00	500.00
2-72-80-00-00-274	Prov Park - Rochon - Insurance	2,250.00	2,250.00
2-72-80-00-00-275	Prov Park - Rochon - Security	3,500.00	3,500.00
2-72-80-00-00-350	Prov Park - Rochon - Fire Fighting	0.00	0.00
2-72-80-00-00-510	Prov Park - Rochon - Goods & Services	5,000.00	5,000.00
2-72-80-00-00-511	Prov Park - Rochon - Office Supply	500.00	500.00
2-72-80-00-00-512	Prov Park - Rochon - Ice Supply	1,500.00	1,500.00
2-72-80-00-00-513	Prov Park - Rochon - Firewood Supply	12,000.00	12,000.00
2-72-80-00-00-514	Prov Park - Rochon - Other Resale Supply	0.00	0.00
2-72-80-00-00-519	Prov Park - Rochon - Supplies	2,000.00	2,000.00
2-72-80-00-00-521	Prov Park - Rochon - Fuel	2,000.00	2,000.00
2-72-80-00-00-554	Prov Park - Rochon - Repair Materials	3,500.00	3,500.00
2-72-80-00-00-581	Prov Park - Rochon - Natural Gas	3,000.00	3,000.00
2-72-80-00-00-582	Prov Park - Rochon - Power	8,000.00	8,000.00
2-72-80-00-00-583	Prov Park - Rochon - Potable Water	800.00	800.00
2-72-80-00-00-584	Prov Park - Rochon - Garbage	5,800.00	5,800.00
2-72-80-00-00-810	Prov Park - Rochon - Bank Fee	1,000.00	1,000.00
2-72-80-00-00-811	Prov Park - Rochon - Credit Card Fee	2,000.00	2,000.00
2-72-80-00-00-991	Prov Park - Rochon - Cash short/over	100.00	100.00
2-72-80-00-01-112	Prov Park - Rochon - Maintenance Manager	22,000.00	22,000.00
2-72-80-00-01-113	Prov Park - Rochon - Casual Wages	1,000.00	1,000.00
2-72-80-00-01-116	Prov Park - Rochon - Summer Wages	20,000.00	20,000.00
2-72-80-00-01-221	Prov Park - Rochon - Promotion	200.00	200.00
2-72-80-00-01-252	Prov Park - Rochon - Sewer Pumpout	5,000.00	5,000.00
2-72-90-00-00-200	Prov Park - Narrows - Campground Manager	12,000.00	12,000.00
2-72-90-00-00-253	Prov Park - Narrows - Pur Site Repair	0.00	0.00
2-72-90-00-00-510	Prov Park - Narrows - Goods & Services	1,000.00	1,000.00



SUMMER VILLAGE OF ROCHON SANDS

Budget 2023 Interim Budget for 2024

General Ledger	Description	2023 Budget	2024 Budget
2-72-90-00-00-554	Prov Park - Narrows - Repair Materials	0.00	0.00
2-72-90-00-00-584	Prov Park - Narrows - Garbage	0.00	0.00
2-72-90-00-01-113	Prov Park - Narrows - Casual Wages	1,000.00	1,000.00
2-72-90-00-01-252	Prov Park - Narrows - Sewer Pumpout	0.00	0.00
*P	Total Provincial Campgrounds	154,951.00	154,951.00
Cuture			
2-74-00-00-00-510	Culture - Canada Day	5,000.00	5,000.00
2-74-11-00-00-214	Library - Parkland Membership	800.00	800.00
2-74-40-00-00-510	Com Hall - Other Goods & Services	1,000.00	1,000.00
2-74-40-00-00-582	Com Hall - Power	0.00	0.00
*P	Total Cuture Expense	6,800.00	6,800.00
Contingency			
2-99-99-91-00-764	Contingency - Trsf to Reserve	30,000.00	30,000.00
*	Total Contingency	30,000.00	30,000.00
Non-Municipal Requisition			
2-99-01-00-00-743	Requisitions - Alberta School Foundation	162,700.00	162,700.00
2-99-01-00-00-746	Requisitions - Senior Housing	29,500.00	29,500.00
*P	Total Non-Municipal Requisitio	192,200.00	192,200.00
**P	TOTAL EXPENDITURES	750,641.00	750,641.00
***	CURRENT YEAR SURPLUS/DEFICIT	(33.00)	(33.00)
Amortization			
2-98-99-12-00-900	Admin - Amortization Expense	0.00	0.00
2-98-99-31-00-900	Com Ser - Amortization Expense	0.00	0.00
2-98-99-32-00-900	Trans - Amortization Expense	0.00	0.00
2-98-99-41-00-900	Water - Amortization Expense	0.00	0.00
2-98-99-43-00-900	Landfill - Amortization Expense	0.00	0.00
2-98-99-72-00-900	Parks & Rec - Amortization Expense	0.00	0.00
*	Total Amortization Expense	0.00	0.00
****	Current Year Surplus (Deficit)	(33.00)	(33.00)

*** End of Report ***

The Summer Village of Rochon Sands
Request for Decision

Meeting: Regular Council
Meeting Date: December 12, 2024
Originated by: John Jacobson - Chief Administrative Officer
Title: Municipal Office Christmas Hours of Operation
Agenda Item Number: 8.2

Background/Proposal/Issue:

In previous years, administration has requested the Summer Village Council support the closure of the Rochon Sands Office between Christmas and New Year, which has been supported by Council.

(It is proposed that Christmas Hours of Operation be included in future discussion of an updated HR Policy with the objective of being consistent with other municipalities.)

Discussion/Options/Benefits/Disadvantages:

Administration is requesting that Council consider closing the municipal office between Christmas and New Year which would be December 27, 28 and 29. SVRS Human Resources Policy provides employees with a "Christmas Floater Day".

This only affects the one full-time employee of the Summer Village of Rochon Sands, the CAO.

Costs/Source of Funding (if applicable):

There are no additional costs.

Recommended Action/Options:

Council to approve closing the Municipal office between Christmas and New Year – December 27, 28 and 29.

Public Works Road Maintenance will still be on call dependent on weather conditions as will the CAO.

Motion by Council:

CAO Report
December 2023

Bluecon International - Wastewater Treatment – Meeting with Jacob Wiebenga/President

While attending the Association of Summer Villages of Alberta Conference in October, Councillor Blaine Brinson met with the President of Bluecon International regarding sewage treatment and a potential opportunity for SVRS, the County of Stettler & SV of White Sands. At the November 14, 2023, SVRS Council meeting, it was suggested that Administration contact Jacob Wiebenga and acquire additional information and organize a meeting with SVRS and the other municipalities if they are interested. I had a 90-minute discussion with Jacob on December 1. In short, the Bluecon system processes “fresh wastewater”. Sewage from septic tanks cannot be processed by the Bluecon system. It is too “dense”, not liquid enough. Bluecon is headquartered in the Netherlands and Jacob is going to contact the engineering team to inquire if there may be solutions in addressing our needs regarding septic tank sewage.

Workplace Health & Safety Program – The SVRS Workplace Health & Safety Program requires updating and the SVRS plans to cost-share with the SV of White Sands with the hiring of a safety consultant to update the plans.

Completed professional development training in November for CAO.

- **Completed and Passed the Basic Emergency Management Online Training Course:**
 - The Basic Emergency Management (BEM) course is intended for individuals who have been identified for an emergency management role in their community’s emergency plan. Mandatory for the CAO/SVRS. This course is designed to:
 - provide background on emergency management principles
 - introduce key partners in emergency management
 - explain the implications of emergency management legislation

- **Municipal Affairs Administrators' Training Initiative - Training and education sessions for CAOs and municipal staff:**
 - Since 2013, Municipal Affairs has partnered with the Local Government Administration Association and the Alberta Rural Municipal Administrators’ Association to offer training and education sessions to chief administrative officers (CAOs), municipal staff, and other municipal officials across the province.
 - Electronic Meetings
 - Tax Recovery Basics

- MAP Program Cycle 2
- Accessible Communications
- Municipal Revenue Streams
- Regional Service Delivery
- Bylaws & Bylaw Enforcement
- Budget 101
- Viability Warning Lights
- Asset Retirement Obligation
- By-Elections
- MIRS and Tax Rate Bylaw
- Finance 101

Stettler Regional Emergency Management Agency (SREMA) Regional Agency Meeting – Attended a (SREMA) Regional Agency meeting on November 24, 2023. Attendees included representatives from the SV of White Sands, the Town of Stettler, the County of Stettler, the Village of Donalda, the Village of Big Valley, Alberta Government, and additional Emergency Service representatives. On October 18, 2023, Hon. Michael Ellis, Deputy Premier and Minister of Public Safety and Emergency Services, issued a Ministerial Order to delegate the powers and duties under the Emergency Management Act to the Stettler Regional Emergency Management Agency which the Summer Village of Rochon Sands is a member. It's a very positive collaboration of the Municipalities listed above. It was a high-level meeting discussing the SREMA Plan. Discussion also included Emergency Management Training required in the municipalities including the upcoming Emergency Management Table Top Exercise planned for December 13, 2023.

Emergency Management program Update – Met with Clint Sime, Manager of Protective Services and Director of Emergency Management - County of Stettler. Clint provided me with a binder containing the Regional Emergency Management Plan including an overview of SREMA and the responsibilities of the Summer Village of Rochon Sands. We discussed different emergency scenarios that the community could be faced with. It was very educational.

South Shore Growth Node Traffic Study Meeting – Attended a meeting with Stantec, County of Stettler and Summer Village of White Sands. Stantec presented a draft of their soon to be final South Shore Traffic Study Report. The objective of this project was to undertake a traffic study to identify the long-term intersection and road network improvements needed to accommodate traffic and manage traffic-related impacts as the South Shore growth node is further developed.

Local residents' Wednesday morning coffee get-together – as additional residents are living year-round in Rochon Sands and area, local residents organized a weekly Wednesday morning drop-in coffee get-together at the Hall which is open to anyone. I pop into the coffee get-togethers when I can as it is a good opportunity to socialize with community neighbours.

ABmunis Town Hall

Member priorities

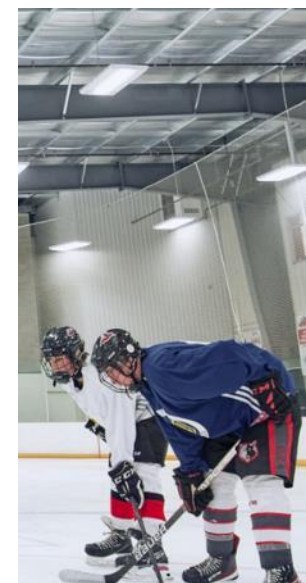
November 30, 2023





Welcome

We're glad you're here



Land acknowledgement

Alberta Municipalities respectfully acknowledges that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

We acknowledge the courageous and resilient community leadership of Indigenous leaders, of all ages, Knowledge Keepers, and Elders who are still with us today and those who have gone before us. We make this acknowledgement as an act of reconciliation, gratitude, and commitment to pursuing an inclusive, collaborative, and respectful path towards building strong communities.



Agenda

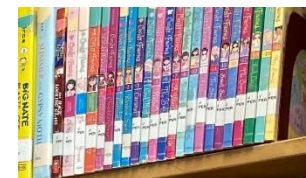
1. Consultation on the *Local Authorities Election Act*
2. Consultation on the *Municipal Government Act*
3. Local Government Fiscal Framework
4. Renewable Energy Development
5. Q&A

Post Event Materials

After this event, we will email you a copy of:

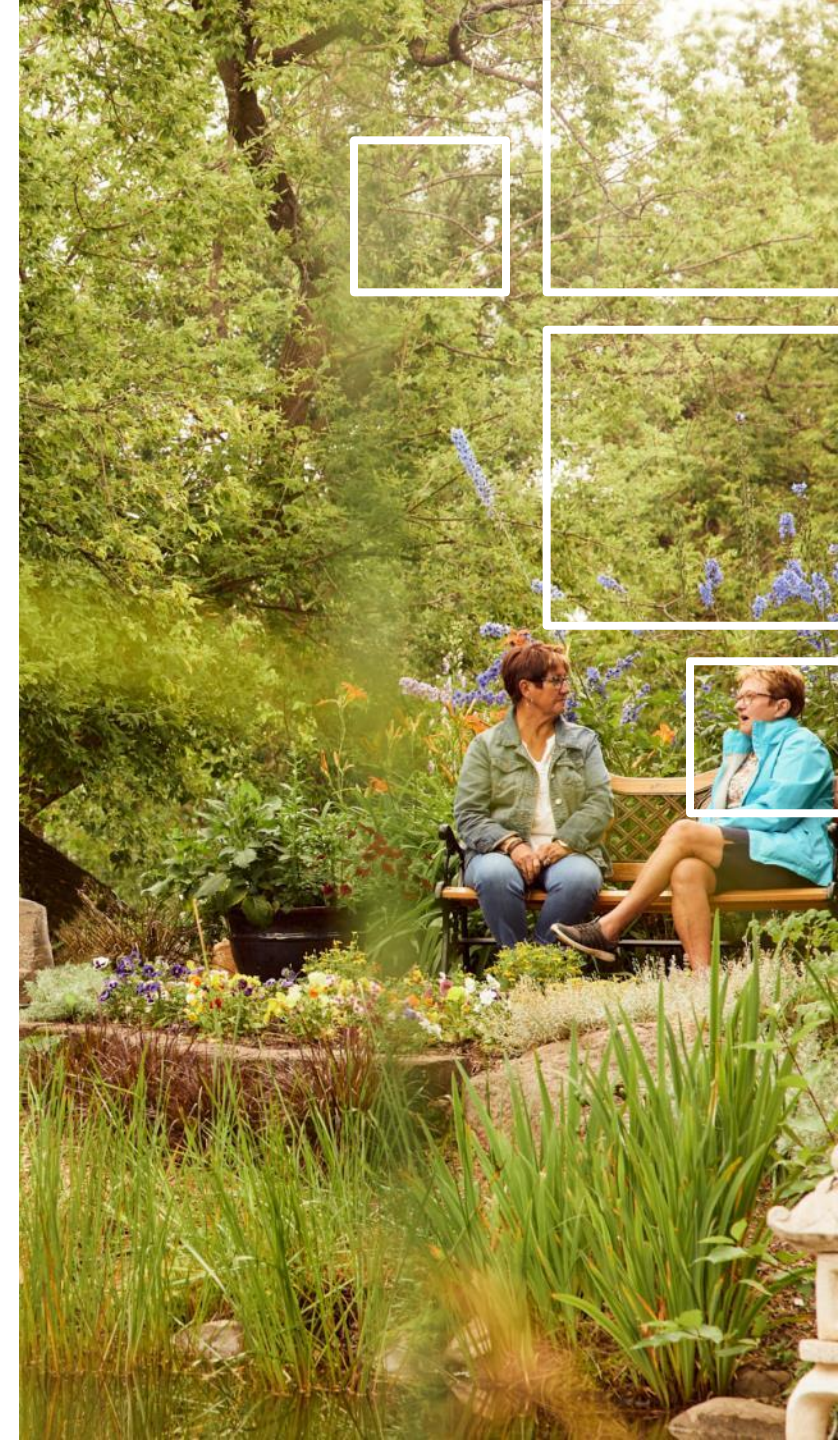
1. This presentation.
2. ABmunis' submission on the LAEA consultation.
3. ABmunis' submission on the MGA consultation.

Provincial Consultation: Local Authorities Election Act

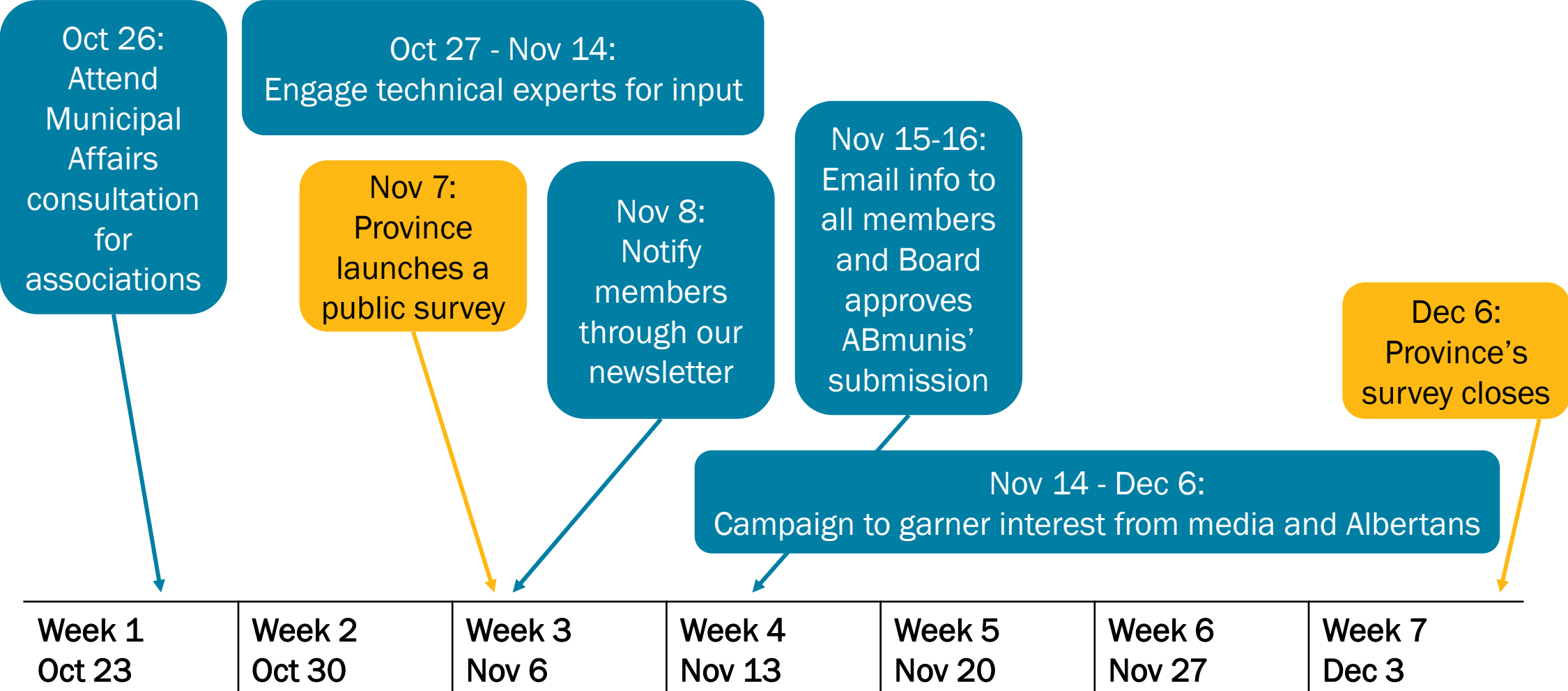


Scope of LAEA Consultation

- Political parties listed on election ballots
- Advance voting
- Making voter lists available to candidates
- Rules for postponement of local elections
- Ability to vouch for electors without ID
- Use of special ballots
- Using runoff elections for the mayor



Our Response to the LAEA Consultation



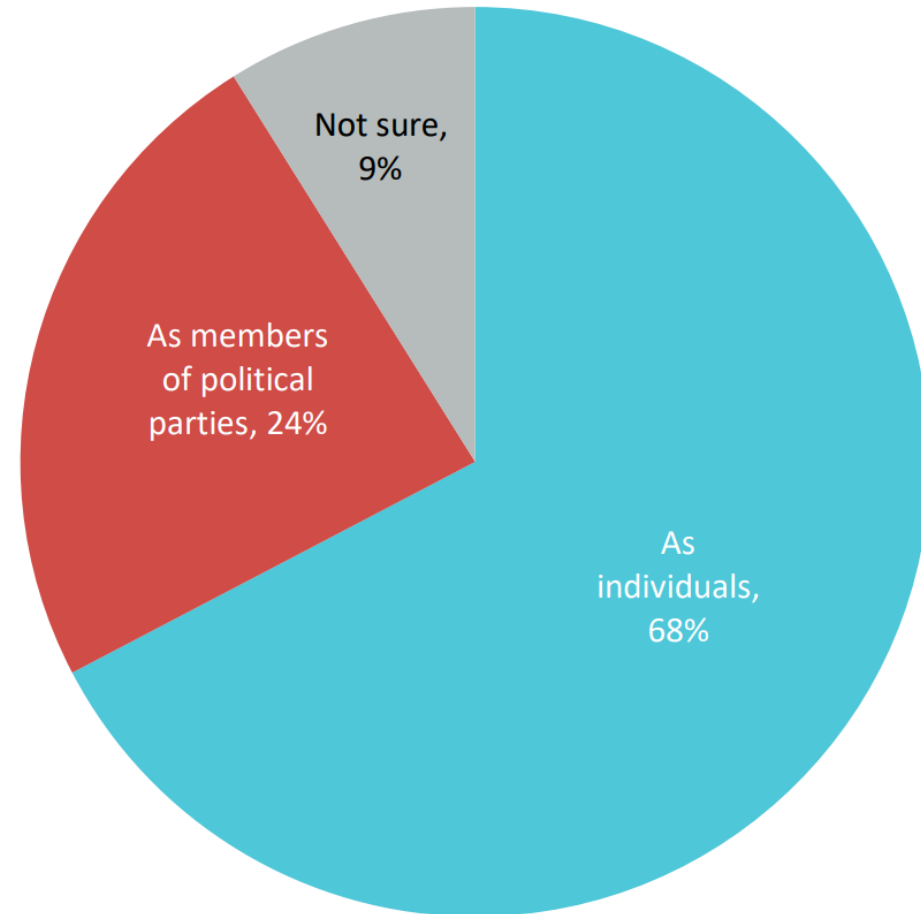
ABmunis' Janet Brown Opinion Research Poll

Party Affiliation in Municipal Elections

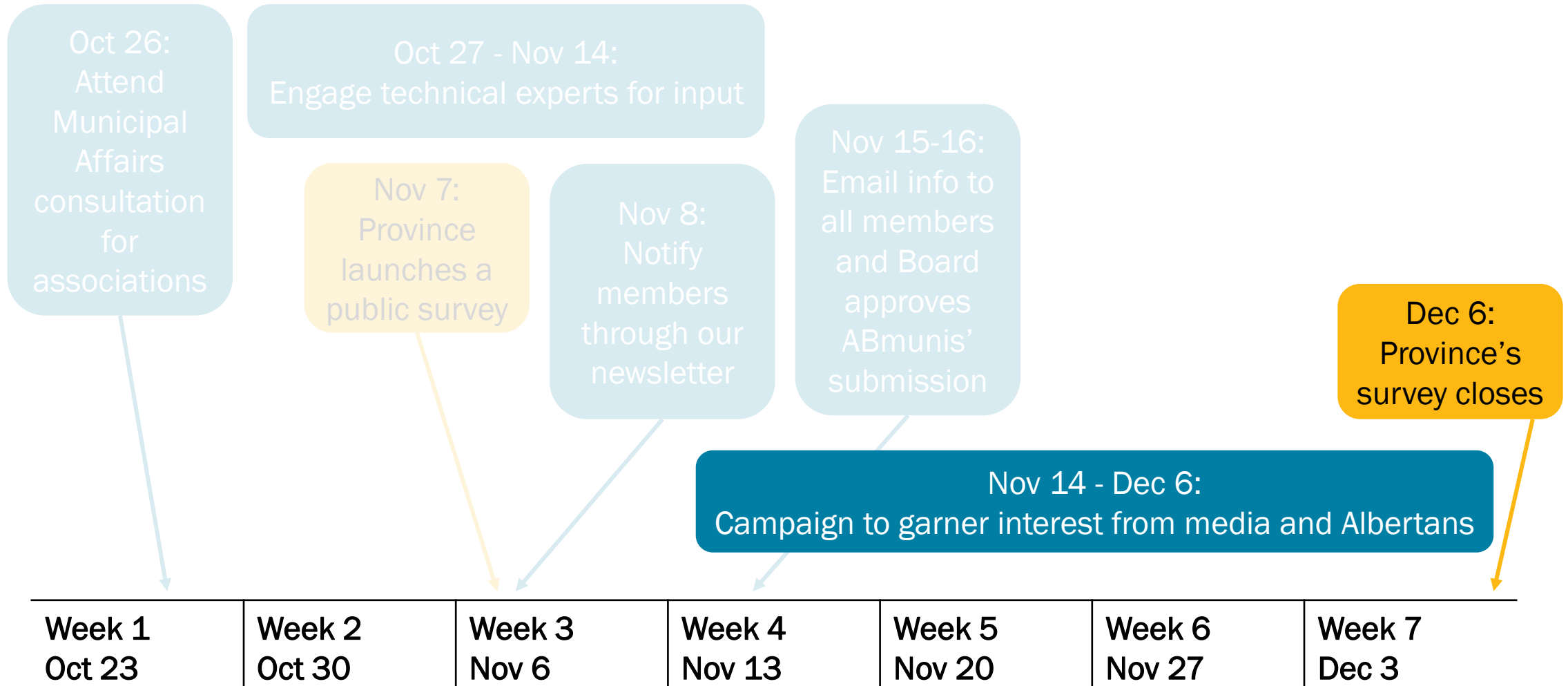
Survey respondents were reminded that most candidates who run in federal and provincial elections in Canada represent political parties, but this is not the case in municipal elections. They were then asked if they would prefer to see municipal candidates continue to run as individuals, or as members of a political party.

More than two in three Albertans (68%) would prefer to see municipal candidates run as individuals. One in four (24%) would prefer to see them run as members of a political party, and nine per cent are unsure.

Those with a post graduate education are particularly likely prefer to see candidates run as individuals (77%).



Our Response to the LAEA Consultation



News Coverage

ABmunis' LAEA information campaign

137

Total mentions of
ABmunis in
related news
articles
(Nov. 7-24)

93%

ABmunis' share
of voice on this
issue

LAEA Consultation: ABmunis' Key Positions

We oppose the listing of political parties on the election ballot because:

1. Contravenes the MGA requirement that councillors must “...consider the welfare and interests of the municipality as a whole...” – not a political party.
2. The MGA prevents councillors from meeting privately to ‘whip’ votes.
3. Potential to complicate collaboration inter-municipally and between municipalities and the province.
4. Risk of municipal elections being seen as mid-terms for provincial elections, taking the focus off local issues.
5. Risk of increased money within local elections.

Province’s survey:

https://your.alberta.ca/councillor-accountability-laea/survey_tools/laea



Provincial Consultation: Municipal Government Act



Scope of MGA Consultation

- Mandating orientation training for councillors
- Expanding the ability for councils to meet in private
- Authority for the Minister to remove a councillor
- Changes to recall legislation
- Rules for councillors to disclose business interests or other personal history
- Rules for councillor disqualification
- Clarify councillor conflicts of interest



MGA Consultation: ABmunis' Key Positions

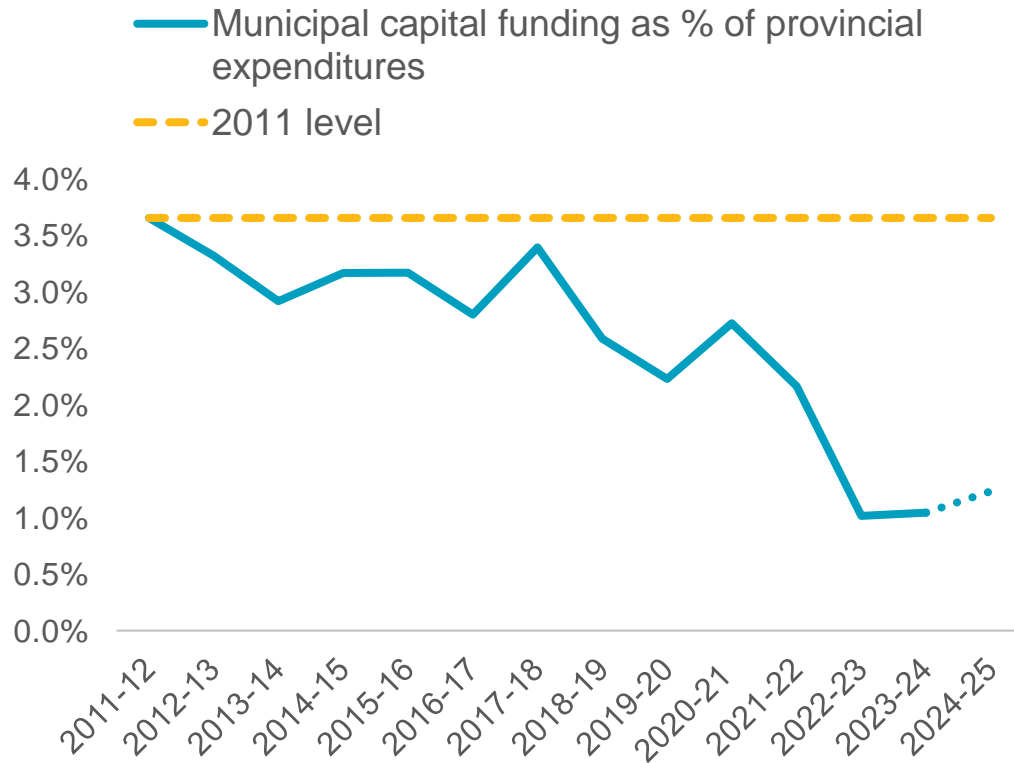
- Support mandatory training
- More time needed for review of the *Recall Act*
- MGA should prescribe that municipalities be able to meet in private to deal with interpersonal issues between councillors and to develop strategic plans
- Disqualified candidates should automatically be removed from council instead of requiring the municipality to apply to the courts
- More review needed of the benefits/risks of requiring candidates to disclose any criminal history.

Local Government Fiscal Framework

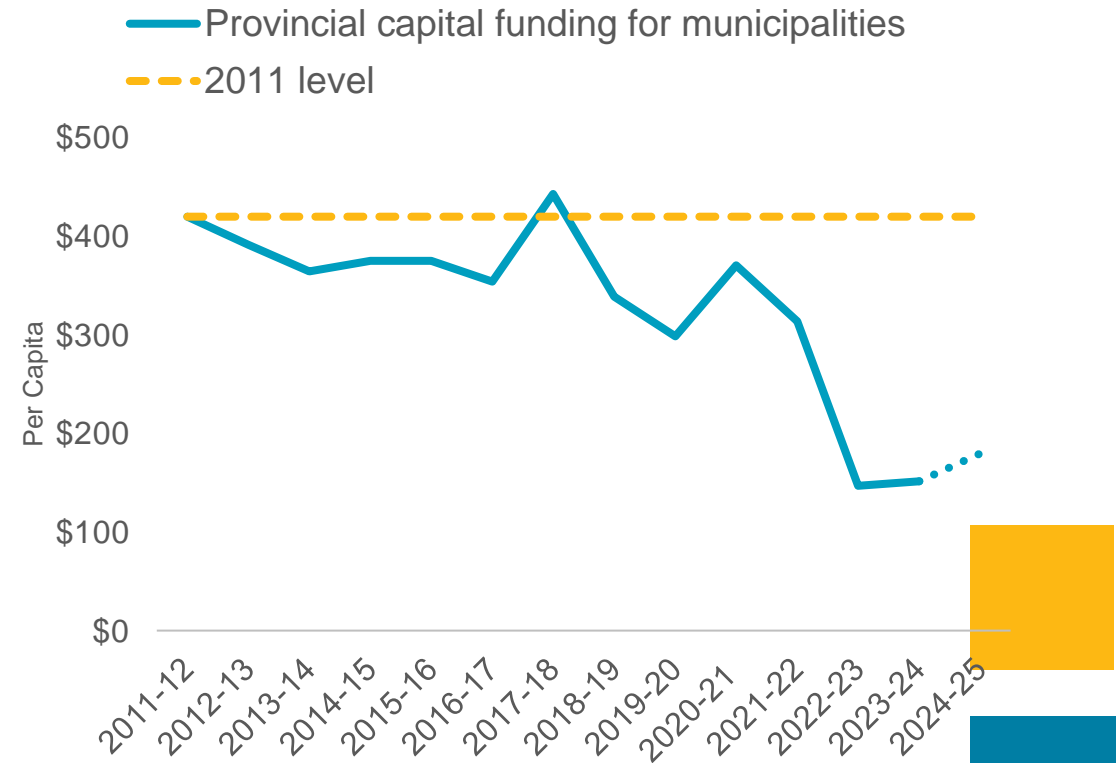


Time to Reverse the Trend

Capital Funding as a % of Provincial Expenditures



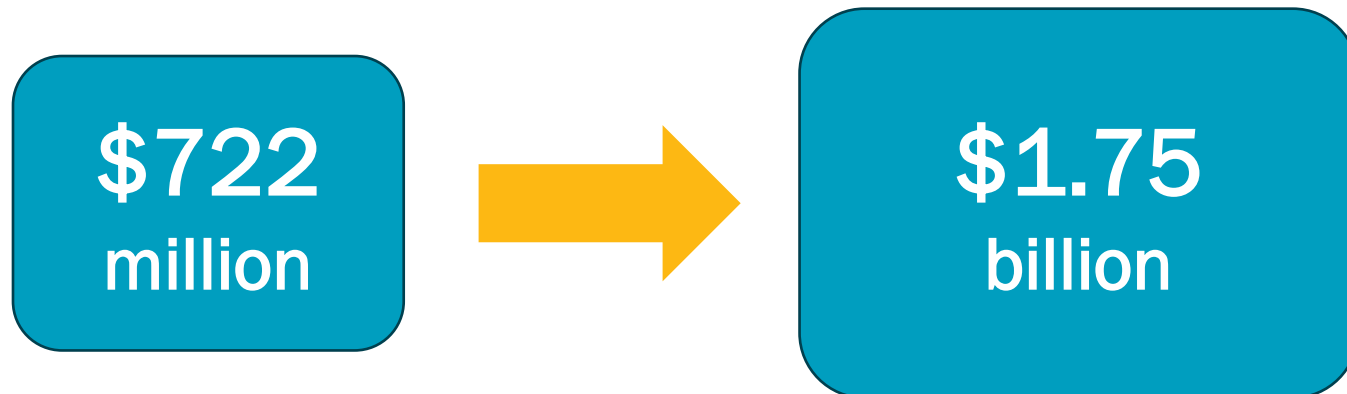
Capital Funding Per Capita



Figures are based on ABmunis calculations using the total of capital funding programs delivered by the Government of Alberta, excluding funding from the Government of Canada that flows through the Government of Alberta. Figures are sourced from the Government of Alberta's annual fiscal plans and consist of the Municipal Sustainability Initiative Capital, Basic Municipal Transportation Grant, Water for Life, Municipal Water and Wastewater Partnership, Strategic Transportation Infrastructure Program, First Nations Water Tie-In Program, GreenTRIP, Alberta Community Resiliency Program, and the Municipal Stimulus Program. Population is based on Statistics Canada Table 17-10-0005-01, Population Estimates on July 1st. The projection for 2024-25 is based on targets presented in the Government of Alberta's 2023 Fiscal Plan and estimated population based on the average annual change from 2011 to 2023.

Call to Restore Adequate Funding through the LGFF

98% of members approved a resolution at our 2023 Convention that calls for the starting amount of LGFF capital to be increased from:



Public Advocacy on LGFF in 2023

Medium	# of Impressions
Digital / online promotion	2.65 million
Social media posts	33,500
News media coverage	265 million
Total	267.7 million



Our Message is Stronger Together

~~One-time project funding~~

Increase the LGFF funding pot ✓

- Alberta is Calling campaign is attracting people to Alberta and we need to invest in infrastructure.
- Infrastructure is critical to our quality of life and ability to attract and retain people and business.
- Tell your MLA why increasing LGFF funding will support your community's long-term future.



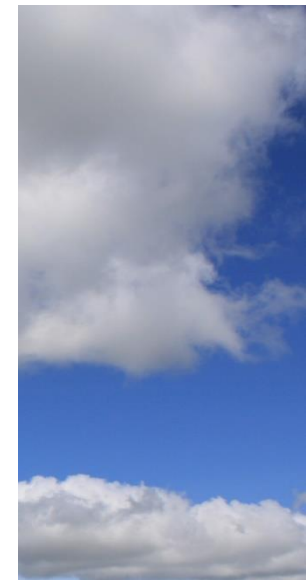
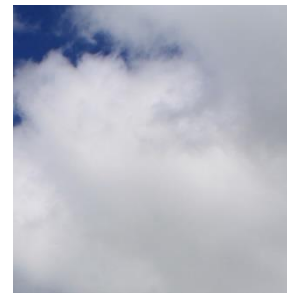
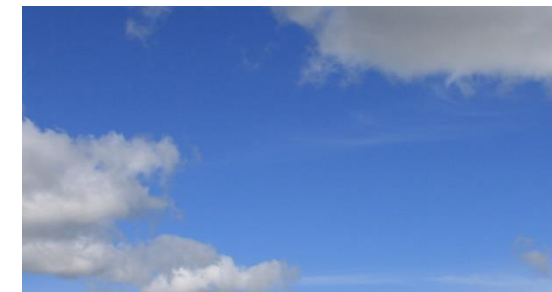
LGFF Capital Allocation Formula

- Fall 2022 – ABmunis and RMA made separate submissions.
- August 2023 – Minister presented a draft formula to ABmunis and RMA for input.
- Sept 2023 – ABmunis recommended improvements to the draft formula.
- Expecting the Minister of Municipal Affairs to announce the formula soon.





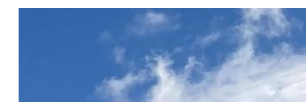
Renewable Energy Development (AUC Proceeding 28501)



Calls to Action

1. Complete the province's LAEA and MGA surveys
2. Encourage your residents to complete the LAEA survey
3. Tell MLAs and Ministers about your story and how provincial infrastructure is essential to your community's future.
4. Ignore suggestions about one-time funding and push for an increase in the LGFF pot.
5. Create ribbon cutting opportunities to give provincial leaders credit for their funding contributions.

Questions & Answers



Upcoming Events

- Dec 12 Building a Grant Calendar
- Mar 14-15 Municipal Leaders' Caucus (Edmonton)

www.abmunis.ca/events



Thank you

Questions can be emailed to
advocacy@abmunis.ca

300, 8616 51 Avenue NW
Edmonton, AB T6E 6E6

abmunis.ca

hello@abmunis.ca

310-MUNI



 **Alberta
Municipalities**
Strength
In Members



November 22, 2023

Honourable Ric McIver
Minister of Municipal Affairs
320 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister McIver:

Thank you for your ministry's engagement of Alberta Municipalities (ABmunis) for input on possible changes to the *Local Authorities Election Act* (LAEA).

Enclosed is ABmunis' response to Municipal Affairs' consultation questions. In addition to our enclosed responses, I will use this opportunity to reiterate our concern about the Government of Alberta's interest in encouraging the use of political parties at the municipal level. As you know, our members overwhelmingly passed a 2023 [resolution](#) that calls for the Government of Alberta to refrain from introducing partisan politics in local government elections.

Some have suggested that political parties could increase voter turnout in municipal elections. Voter turnout is an important issue but before any ideas are implemented, research should be conducted to fully understand the root issues associated with lower interest in municipal elections and then seek to explore possible solutions. ABmunis would be pleased to work with the Government of Alberta to explore options to increase resident engagement in municipal elections without the complexities of introducing political parties.

I also want to stress that the Government of Alberta has regularly updated the LAEA in small ways after each municipal election, but there would be value for the Government of Alberta and municipal stakeholders to undertake a holistic review of the LAEA through a working group where issues can be reviewed and researched over an extended time period to allow for comprehensive discussion and plans to better meet the future needs of local elections.

If you would like to discuss any aspect of our submission, I invite you to contact me by email at president@abmunis.ca or on my cell phone at (780) 312-0660. We look forward to your consideration of and response to this resolution.

Sincerely,



Tyler Gandam
President, Alberta Municipalities

Enclosure



Alberta Municipalities' Submission to Alberta Municipal Affairs' Consultation on the *Local Authorities Election Act*

On October 26, 2023, Alberta Municipal Affairs launched a consultation to review how the *Local Authorities Election Act* (LAEA) could be updated to strengthen integrity and public trust in local elections. This document represents ABmunis' responses to Alberta Municipal Affairs' discussion guide questions, which are focused on the themes of:

- A. Proof of Elector Eligibility
- B. Elector Lists
- C. Rules for Election Postponement in Case of Unforeseen Circumstances
- D. Political Parties
- E. Advance Voting
- F. Special Ballots
- G. Runoff Elections for Chief Elected Officials
- H. Elector Privacy (protecting voters)
- I. Third Party Advertisers
- J. Ballot Recounts for Elections Using Tabulators

ABmunis responses are presented in **blue font**.


A. Proof of Elector Eligibility

The LAEA outlines requirements for proof of eligibility for an elector. Electors must have proper identification. Voter identification requirements are one piece of identification issued by a federal, provincial, or local government that contains a photograph of the person, the person's name and the address of the person's residence; or one piece of identification authorized by the Chief Electoral Officer under the Election Act. Identification requirements may also be established by the municipality, by bylaw, to verify an elector's name and address. The LAEA also outlines stipulations regarding attesting and vouching for an elector without proper identification. Attesting is the act in which another elector can vouch on behalf of an elector who does not have proper identification.

1. Should the LAEA be amended to remove the ability for another elector to vouch on an elector's behalf?

No. ABmunis recommends that the ability to vouch for another elector be maintained in the legislation. The consequences of removing this ability would:

- Deprive some Albertans from the right to vote as this practice is generally used in scenarios where:
 - Seniors have moved into care homes and no longer drive a vehicle resulting in them no longer having a picture ID with their current address and no utility bill in their name.
 - Persons that are homeless and do not have adequate picture ID.
 - Persons who have forgotten their ID and have a significant distance to travel home or face physical challenges to leave and return to a voting station with the proper ID (e.g., seniors).
- Create confusion for voters since vouching is accepted for provincial and federal elections.



It is our understanding that vouching is used infrequently and if the Government of Alberta is concerned about the potential for fraudulent voting through vouching, ABmunis recommends that further review be conducted with regards to the communication and reporting process and potential penalties for someone to fraudulently vouch for an ineligible elector.

2. Are there any challenges with the current LAEA voter identification requirements?

Yes. Many people living in smaller communities have their post office box number listed on their government-issued ID instead of their physical address. This can cause challenges to confirm if an individual lives within the municipality's electoral boundaries.

B. Elector List

Currently under section 50 of the LAEA, local authorities are granted the ability to prepare a list of electors via bylaw. The LAEA stipulates that the elected authority must conduct an enumeration of electors to create the list of electors. Elections Alberta maintains a list of electors for provincial elections and may provide this information to municipalities for local elections.

- 1. Should Elections Alberta be required to share a voter list for local elections?**
- 2. Should municipalities be required to create a municipal list of electors for local elections based on the provincial voter registry?**
- 3. What would be the implications if a list of electors were required for local elections? What are the pros and/or cons of requiring or using an elector list?**

It is not clear what problem would be solved by requiring a municipal list of electors whether it be based on the provincial voter registry or a local enumeration. Any system has advantages and disadvantages. The moment an elector list is published, it is immediately inaccurate due to the thousands of people that are moving to different municipalities or different wards within a municipality. With an elector list, electors would still need to produce sufficient identification on election day in order to vote.

If implemented, this would add additional costs for municipal governments to create databases and systems to safeguard the personal information of electors. In addition, systems would need to be in place and ongoing administrative costs to allow electors to request that their personal information be removed from the elector list.

Overall, it is not clear what purpose municipal elector lists would serve for the municipal government unless the intention is to provide candidates or political parties with additional information to assist their campaign for election. ABmunis opposes any changes that encourage the introduction of political parties within municipal government. Therefore, ABmunis recommends that a broader review of the entire LAEA be conducted with stakeholders where there is an opportunity to review the issue of elector lists in alignment with overarching principles and other components of the LAEA.



4. Should candidates have access to the municipal list of electors upon request with individual names and personal information? Why or why not?

No. Our goal should be to strengthen public trust in Alberta municipal elections. Any instance where electors perceive that their private information has been released to persons that are not in a position to need that information has the potential to create distrust with that system.

Candidates are not bound by rules of confidentiality that would normally apply to persons who are elected or employed with organizations that are entrusted with personal information. Elections Alberta's [Guideline on Access to and Disclosure of Alberta's List of Electors](#) speaks directly to the importance of personal privacy and the safeguarding of information. There are also significantly more candidates that run in municipal elections so there is a greater risk of personal information being misused. There are examples where personal information has been misused in the past and there is a risk of non-serious candidates running for office solely to access personal information of Albertans.

Even if limited personal information was shared with candidates, any perception that candidates have access to personal information opens the door for the public to question what information has been shared without their permission, which can lead to a public relations problem and overall distrust with the municipal government.

C. Rules for Election Postponement in Case of Unforeseen Circumstances

Natural disasters and other unforeseen circumstances can affect elections. The province of Alberta has been affected by wildfires, floods, snowstorms and tornadoes, all of which have at some point caused concern among authorities and candidates about access to voting stations.

- 1. Should elections be postponed in the case of unforeseen circumstances?**
- 2. What considerations should be taken into account for the postponement of an election?**

Yes, there is merit for the LAEA to clarify rules for the postponement of an election in the event of exceptional circumstances that will prevent electors from accessing voting stations. This would be beneficial for defining rules for elections and by-elections. ABmunis recommends that a thorough review be conducted with stakeholders to determine the appropriate criteria and process for when an election should be postponed. The review should consider:

- The advantages and disadvantages of aligning the rules for election postponement with the rules for declaring a state of local emergency.
- What position, organizational body, or government should have the authority to declare postponement of a local election. Assigning this authority to the council may create an unfair perception that councillors seeking re-election are delaying the election for political purposes. Alternatives such as assigning authority to an independent body or the provincial government should be explored.
- Situations in which returning officers should have the authority to extend voting hours at a voting station (e.g., power outage on voting day that delays voting).



D. Political Parties

There are no LAEA provisions prohibiting a candidate or councillor from being part of an organization such as a political party. The LAEA provides strict parameters for the contents of ballots to elect candidates. The ballot must only contain the name of each candidate arranged alphabetically by surname, or if approved by bylaw, in a randomized order. Accordingly, the LAEA does not permit a political affiliation or endorsement to be included on a ballot. The Act also does not contain provisions addressing financial reporting and accountability measures for these organizations.

1. Should the LAEA be amended to allow political party affiliation to be listed on the electoral ballot?

No. At ABmunis' 2023 Convention, ABmunis members voted overwhelmingly in favour for the Government of Alberta to:

- Refrain from introducing partisan politics in local government elections, and
- That the LAEA should be amended to prohibit political party endorsements of local candidates, donations directly or indirectly to local candidates, or any other measure to prohibit political parties and partisanship in local elections.

We recognize that some people have expressed concerns about the level of voter turnout in municipal elections and the suggestion that political parties could make it easier for electors to understand the positions of municipal candidates. While increasing voter turnout in municipal elections is a worthwhile goal, our members and the public are not supportive of political parties at the local level and there are other steps that could be taken to help increase voter turnout.

In September 2023, Janet Brown Opinion Research conducted a [public poll](#) on behalf of ABmunis that found:

- 3 in 4 Albertans would prefer to see municipal candidates run as independents as opposed to part of a political party, and
- 81% of Albertans agree that municipal officials who are part of a political party would vote along party lines, and not necessarily in the best interest of the community.

The Government of Alberta conducted its own public survey in 2020 that asked for input on issues that would increase fundraising and political parties within local elections. The results overwhelmingly demonstrated that Albertans do not want additional money or partisanship injected into local elections.

If increasing voter turnout is the primary goal, ABmunis would be interested in partnering with the Government of Alberta to consider alternative initiatives that could increase resident engagement in municipal elections without the introduction of political parties. There could be many reasons for why voter turnout is lower in municipal elections, but research should be undertaken to understand those reasons before assuming that political parties are the solution.

2. What are the pros/cons, opportunities and issues related to this?

ABmunis appreciates that political parties play important roles at the provincial and federal levels of government where the scale of the issues and geographies involved require party apparatuses to support representation and access. Municipal governments are the closest



level of government to the people where councillors may be next-door neighbours or volunteer together on local groups.

The implementation of political parties at the municipal level would require a broader rewrite of Part 5 of the *Municipal Government Act* (MGA). In particular, political parties would contravene section 153(a) that stipulates that councillors have the duty to “consider the welfare and interests of the municipality as a whole and to bring to council’s attention anything that would promote the welfare or interests of the municipality”. Each member of council is a spokesperson for the entire community – not themselves or any individual group. In addition, there are strict rules around meetings and decision making that does not allow for whipped votes as is seen at the provincial and federal level.

The presence of political parties could also inadvertently complicate collaboration, not just among municipalities, but also in partnerships between municipalities, school boards, and the provincial government. Collaboration is a linchpin for the future of municipalities and anything that undermines collaboration would undermine the efficient and effective delivery of local service delivery.

Political parties do exist at the local level in other jurisdictions with mixed outcomes. In the United Kingdom, local elections are often seen as referendums on the party in charge at the national level. Given the timing of our local elections two years after provincial elections, there is a significant risk that instead of focusing on important local issues, they would end up being proxy mid-term elections for the provincial government.

ABmunis is also concerned that the use of political parties and party fundraising could result in money being raised in other parts of Alberta being used to influence elections in a municipality in another part of the province. The addition of political parties would create several issues around fundraising such as the window for fundraising and tax receipts for parties versus individual candidates which could create an uneven playing field that disadvantages individual grass roots Albertans.

Overall, the incursion of political parties creates a number of complex election, and post-election governance challenges.

3. If political parties are permitted, should they follow the same financial disclosure rules as provincial political parties?

If the Government of Alberta opts to disregard input from municipal stakeholders and the views of the majority of Albertans and proceeds to permit political parties at the municipal level, then broader independent consultation should be undertaken to set prescriptive rules for how political parties may operate.



E. Advance Voting

Any municipality with a population over 5,000 must allow for an advance vote period. That period cannot be held within 24 hours of the general election day, and the actual days and hours are set by the returning officer.

1. Are there any issues with the current rules for advance voting?

ABmunis is supportive of the existing rules for advance voting.

2. Should electors have the ability to cast a vote at a polling station outside of their ward or municipality?

ABmunis is supportive of electors being able to cast a vote at a polling station outside of their ward or municipality that is within a reasonable geographic area. For example, many municipal districts and counties will locate voting stations in an urban centre surrounded by the municipal district even though the voting station is technically not within the municipal district's legal land boundaries. This approach is most commonly used because the urban centre has facilities with sufficient capacity to accommodate a large number of people.

In larger cities, offering the ability to vote at a polling station outside their ward but still within the city is beneficial to support accessibility for voters during the advance voting period.

It is not reasonable to expect a municipality to offer voting opportunities in other regions of the province based on an elector's personal or work commitments. The offering of advance voting and special ballots is sufficient to meet the needs of people who know they will be outside of their municipality or ward on election day or when advance voting is open.

F. Special Ballots

Special ballots, commonly known as mail-in voting, allow an elector to vote who would otherwise not be able to attend a polling station on election day. To be eligible to vote by a special ballot, an elector must have a physical disability, be absent from the local jurisdiction, or be working at a polling station on election day other than that of their place of residence.

1. Should the criteria for special ballots be removed or expanded?

Yes, the requirements for who is eligible to vote by special ballot should be removed. The requirement to force people to disclose their disability to qualify for a special ballot is not inclusive and creates a public relations challenge for the municipality. This is especially relevant since the LAEA also allows people to receive a special ballot due to travel, yet municipalities do not require those persons to provide proof of their travel plans.

Each municipality should maintain the authority to determine whether special ballots will be used during the election.

2. If expanded, what other criteria could be used for special ballots?

ABmunis has no recommendations.

G. Runoff Elections for Chief Elected Officials

A runoff election system is a voting system used to elect a single winner who has more than a pre-established percentage of the votes. For example, this can be facilitated by rounds of voting or ranked ballots. Under the two-round election system, the election process usually proceeds to a second round only if in the first round no candidate received a simple majority (more than 50%) of votes cast, or some other lower prescribed percentage. There are various methods to structure a runoff ballot. The following questions relate only to municipalities where the chief elected official is elected at large, rather than selected by council.

1. **Would a runoff election lead to a stronger and more accountable local electoral system?**
2. **What are the pros and/or cons of a runoff election?**
3. **Are there any issues or opportunities that exist with adopting this system of election for chief elected officials?**
4. **If a runoff election system was adopted, should it apply to all municipalities that elect their chief elected official, or only a subset of those municipalities (e.g., population, municipal type, etc.)**

ABmunis is not supportive of using runoff elections for the chief elected official for the following reasons:

- It creates confusion for voters because the voting process would be inconsistent with the voting processes used in federal and provincial elections. It is important to maintain consistency in voting processes to build trust in our overall electoral system.
- If the structure of a runoff election required a second vote to determine the chief elected official, it would:
 - create logistical challenges in the swearing in of new councillors while still waiting for the position of the chief electoral officer to be determined.
 - possibly lead to greater voter apathy due to the requirement to vote twice within a short period of time.
 - create inefficiency due to the delay of the election of the full council and delays in necessary governance decisions to support the operation of the municipality.
 - create a situation where next year's budget cannot be approved by the end of the year because the full council will not be in place for budget deliberations in November of the election year.
- It creates a perception that the chief elected official is more important or has special powers over other councillors. While the chief elected official often receives more information, per section 154 of the MGA, the chief elected official has no unique power compared to a councillor, other than the chief elected official chairs the meetings of council. One of the benefits of the existing municipal governance model is that the authority to enact decisions is shared equally by all elected officials. Therefore, if the electoral process were to be changed for the chief elected official, the same changes should apply for the election of all councillor positions to avoid creating a public perception that the chief elected official holds special powers.

Overall, the background information provided by Municipal Affairs does not offer any context on what problems would be solved by using a runoff election and ABmunis recommends that the existing first-past-the-post system be maintained until there can be a broader independent review to understand the current concerns and advantages and disadvantages of alternative election processes.



Revisiting Prior Discussion Topics from 2022

H. Elector Privacy (protecting voters)

Through prior engagement, stakeholders were asked their opinions regarding “objecting to an individual who has shown up to vote”. Allowing candidates, their scrutineers, or their official agents the opportunity to object to electors had some support from respondents. The rationale provided was to ensure accountability and an opportunity to discourage fraudulent voters. The responses also indicated a need for further discussions on this topic.

- 1. Should candidates, their scrutineers, or their official agent continue to have the opportunity to object to an individual who has shown up to vote? Please explain your answer.**

ABmunis recommends that this issue would be better addressed through a broader review of the LAEA through a technical working group, but we note that removal of this authority would still require a mechanism to prevent an ineligible person from voting.

I. Third Party Advertisers

Third party advertisement is an important aspect of the election process. The participants in the engagement sessions, and the written feedback, were in agreement that Third Party Advertisers (TPAs) involved in advertising for or against an issue on a ballot (e.g., plebiscite), should be required to register. Respondents to the survey also indicated a need for more clarity on definitions of some of the terms (such as “promoting”, “issues”, and “influence” etc.), the provision of guidelines, and addressing any impacts on transparency of legislative changes relating to TPAs. Stakeholders also supported that issues-based TPA campaigns should follow the same financial rules as candidate-based TPAs.


- 1. Should issues-based TPAs follow the same financial obligations and regulations as candidate-based TPAs?**

Yes. We should strive to improve transparency and accountability in any form of advertising related to municipal elections. This includes preventing possible collusion between an issue based TPA and any candidate that would contravene section 166 of the LAEA.

ABmunis maintains our position that TPAs should be held to similar standards and limits as individual candidates to maintain a level playing field between independent candidates and third parties.

J. Ballot Recounts for Elections Using Tabulators

Section 84(1) of the LAEA enables an elected authority to, by bylaw, provide for the taking of the votes of electors by means of voting machines, vote recorders or automated voting systems (note: this does not include online computer voting). Section 84(3) states that a judicial recount is not available for votes collected by voting machines, vote recorders or automated voting systems including tabulators.

- 
1. **Should elections conducted with electronic voting equipment be eligible for judicial recount, whereby the judge can determine how to recount ballots?**

Yes. ABmunis recommends that elections conducted with electronic voting equipment should be eligible for judicial recount.

If possible, ABmunis requests that Municipal Affairs explain the background and reasoning that section 84(3) was added to the LAEA.



November 24, 2023

Honourable Ric McIver
Minister of Municipal Affairs
320 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

Dear Minister McIver:

Thank you for your ministry's engagement of Alberta Municipalities (ABmunis) for input on possible changes to the *Municipal Government Act* to enhance accountability and public trust in local elected officials.

ABmunis has reviewed Municipal Affairs' discussion guide questions and enclosed is our response to the consultation questions.

If you would like to discuss any aspect of our submission, I invite you to contact me by email at president@abmunis.ca or on my cell phone at (780) 312-0660. We look forward to your consideration of and response to this resolution.

Sincerely,



Tyler Gandam
President, Alberta Municipalities

Enclosure



Alberta Municipalities' Submission to Alberta Municipal Affairs' Consultation on MGA Provisions for Councillor Accountability

On October 24, 2023, the Government of Alberta began consulting on potential changes to the *Municipal Government Act* (MGA) to explore opportunities to enhance accountability and public trust in local elected officials. This document represents ABmunis' responses to Alberta Municipal Affairs' discussion guide questions focusing on the themes of:

- A. Disqualification Rules for Councillors
- B. Councillor Training
- C. Disclosure by Council Candidates
- D. Allowing Council to Caucus in Private
- E. Minister's Authority to Remove a Councillor
- F. Clarifying Conflicts of Interest for Councillors
- G. Changes to Recall Legislation
- H. Revisiting Code of Conduct Discussions from 2022

ABmunis responses are presented in **blue font**.

A. Disqualification Rules for Councillors

Section 174 of the MGA provides criteria for councillor disqualification, such as a councillor not being eligible for nomination as a candidate, failing to file the disclosure statement as required in the Local Authorities Election Act (LAEA), absence from all council meetings for eight consecutive weeks, or taking a position as judge of a court, a member of the Senate or House of Commons. The MGA currently requires a disqualified councillor to resign their seat voluntarily. If a disqualified councillor does not resign, the council or a member of the public must take them to court. The court process results in considerable delays as well as costs for taxpayers.

1. **Should the MGA be amended to make a councillor's seat vacant upon disqualification, thus putting the onus on the councillor to make an application to court to dispute the disqualification?**

Yes. The existing approach is inefficient and gives undue power to the disqualified councillor. This is particularly problematic for small municipalities that have limited fiscal resources to pursue court action due to the expected legal costs. In most cases, the rules for disqualification are generally clear such that the councillor's seat should automatically become vacant, except for issues of a pecuniary interest.

Disqualification for a Pecuniary Interest

Issues of a pecuniary interest are more subjective and therefore, there may be merit for the existing voluntary resignation rule to continue to be applied for MGA sections 174(1)(g) to 174(1)(i). This may help prevent unsubstantiated accusations of a pecuniary interest from being weaponized to automatically disqualify a councillor.



Prevention of Ineligible Candidates on the Ballot

ABmunis members have expressed concern in cases where a candidate's nomination is signed by individuals who are not eligible electors in the municipality. While we are recommending that any councillor be automatically disqualified if it is found that they were not an eligible candidate, we question if there needs to be further review of the rules to prevent a candidate's name from even being listed on the ballot where circumstances apply. We recommend that this issue be reviewed with municipal associations.

B. Councillor Training

Section 201.1 of the MGA requires municipalities to offer orientation training to each councillor within 90 days of the councillor taking the oath of office. This is intended to ensure a councillor is informed of their responsibilities and mandate of their role. However, it is not mandatory for the councillor to attend the orientation training.

1. Do you think it should be mandatory for councillors to attend orientation training?


Yes. Making orientation training mandatory will help to equip all councillors with foundational knowledge of their role and responsibilities, best practices, and legal and legislative requirements. This may help alleviate miscommunication and misunderstandings which contribute to tension between councillors and between council and administration. Orientation training is a standard practice for any employee position and while councillors are elected and serve in a governance capacity, the same standard should be applied wherein orientation training is an essential component for councillors to effectively serve in their role.

If orientation training were to be made mandatory, ABmunis recommends that enforcement of this requirement should be overseen by an independent provincial or regional body (e.g., Alberta Ombudsman) and that the MGA clarify the consequences of not participating in orientation training. This responsibility should not be placed on the municipality's CAO due to the potential conflict with council's oversight of the CAO's employment.

2. If yes, should the training be made mandatory before a Councillor takes the oath, within 90 days of taking the oath (as in the current legislation) or at some other time?

ABmunis acknowledges that making orientation training a mandatory requirement has the potential to bring forth various risks and complexities such as:

- Challenges for elected officials to access the training on a timely basis based on availability of trainers and the frequency that training is offered.
- Challenges for elected officials in rural and remote regions to access training based on travel challenges in winter months.
- Circumstances when elected officials are unable to attend a scheduled regional training due to sickness, work responsibilities, lack of childcare, medical needs, or other reasons.
- How to manage situations where an elected official attends only a portion of the training.
- Who is responsible to enforce the requirement.
- The risk of this requirement being weaponized to penalize or disqualify a councillor (e.g., organizing a training session when it is known a councillor cannot attend).



Under the current environment and availability of training options, the 90-day time period would be insufficient to mandate orientation training. Due to the value that orientation training be completed as earlier as possible in the council term, ABmunis recommends that the Government of Alberta:

1. Work with ABmunis and other municipal stakeholders to create an on-demand online course that elected officials can complete at their own pace within the required 90-day time period.
2. Use a simple reporting process where the CAO submits a notice when all councillors have completed the training. Should a councillor refuse to take training ABmunis recommends that enforcement of this requirement should be supported by an independent provincial or regional body (e.g., Alberta Ombudsman), similar to our recommendation for a third party to help investigate code of conduct violations. This responsibility should not be placed on the municipality's CAO due to the potential conflict with council's oversight of the CAO's employment.
3. Following a review by an independent provincial or regional body, the legislation should clarify that non-compliance will result in disqualification and removal from council.

In addition to these supports, the Alberta Elected Officials Program could adjust the curriculum of its Munis 101 course so that it can be delivered in an online format, but this option still carries the risk of scheduling challenges for elected officials, which is why the development of an on-demand course would be particularly valuable. The intention of creating an on-demand course is not to replace in-person or other online training but to serve as an option for elected officials whose personal schedules do not align with scheduled training or for elected officials who are elected in a by-election when the availability of training options is limited.


C. Disclosure by Council Candidates

Section 171 of the MGA allows municipalities to pass a bylaw that would require councillors to disclose information about family members, employers, or corporations the councillor may own or be a partner in. Section 172 of the Act sets out requirements for council members to disclose any pecuniary interest in any matter before council and to abstain from voting on any question relating to the matter. Under section 174, failure to follow the pecuniary interest requirements can result in councillor disqualification. The MGA does not have any rules for what candidates for council must disclose. The LAEA provides financial disclosure rules for candidates of what financial information must be disclosed after the election.

1. Other than financial information, what should candidates for municipal office disclose?

Any consideration of expanding requirements for disclosure must consider the constraints of municipal administration to oversee and enforce the rules on candidates. In general, municipalities do not have the resources to verify any additional disclosure information (e.g., criminal record, removal from professional associations, etc.) and make the information public prior to election day. If disclosure requirements are expanded, ABmunis recommends that an independent provincial body be responsible for oversight and enforcement to:

- Ensure sufficient capacity is available, and

- 
- To avoid placing the CAO and municipal staff in a position where enforcement of the disclosure requirements may create a perception that the CAO or municipal staff is unfairly targeting a candidate and the potential risk of repercussions to the CAO or staff's employment with the municipality should that candidate be elected.

2. Should financial disclosure be mandatory for council candidates prior to an election?

Yes. In the interests of transparency and public trust in municipal elected officials, council candidates should be required to disclose required financial information prior to the election. Recognizing that candidates may receive donations right up to the election, it will be impossible for candidates to disclose all financial information prior to the election. ABmunis recommends that the LAEA prescribe a time period (e.g., 14 days) prior to the election day when candidates must disclose available financial information. The municipality shall then be responsible to make each candidate's financial disclosure available to the public either by posting a copy at the municipal office or online.

3. Should council candidates be required to disclose other information that is not financial in nature?

ABmunis has discussed the advantages and disadvantages of requiring additional disclosures such as a criminal record check. We believe that this issue requires additional time and coordinated review with municipal stakeholders based on questions such as:

- Should all criminal acts, no matter their severity, be required for disclosure? (e.g., driving under the influence versus assault)
- Should the disclosure requirement apply to all criminal acts in the candidate's life or only those in recent history? This speaks to the question of creating a disadvantage for a candidate for a mistake that was made decades prior.
- Would a vulnerable sector check be more appropriate than a criminal record check as it relates to the position of public office and dealings with the public?
- Would a candidate be blocked from submitting their nomination if the RCMP were delayed in providing the criminal/vulnerable sector record check?

If new disclosure requirements are added, the intention should only be to better inform the public prior to the election and not serve to disqualify a candidate from running for office.

4. Should financial disclosure be mandatory for all councillors?

Yes, all councillors should be treated equally for any disclosure requirements.

D. Allowing Council to Caucus in Private

Section 193 of the MGA requires that when council meets, they do so at pre-scheduled meetings. Section 197 and 198 of the MGA establish that meetings must be open to the public and everyone has a right to attend. Any change to the schedule must include at least 24 hours notice to the public and any councillor who was not present at the meeting when the schedule was changed. Some commentators have suggested that councils should be able to caucus (meet) in private to discuss broad strategic issues in another forum, and this might also provide an avenue to address interpersonal dynamics with greater privacy. All decisions of council would still need to be made in an open public meeting.



1. Should councils have the ability to meet in private, beyond the current provisions for closed sessions?

Yes, there is merit for the MGA to be expanded to allow council to meet in private without the public, but only in prescribed situations such as:

- To address interpersonal dynamics that could reduce the need for formal code of conduct processes.
- To workshop ideas for the development or update of the municipality's strategic or statutory plans.

While any decisions should still be made in an open public meeting, the ability to caucus in private allows councillors to speak to issues more directly without concern for how their comments may be interpreted by the media or public. This is already a common practice by municipalities but would be helpful to clarify in the MGA.

2. Should there be limitations on what could be discussed in such meetings?

Yes. Careful consideration needs to be given to potential unintended consequences of enabling greater private discourse. For example, care needs to be given that this provision does not enable council to meet privately to discuss regularly day-to-day business items.

In addition, the role of the CAO in these meetings needs to be carefully considered as it is vitally important for the CAO to be kept abreast of council discussions to effectively administer council decisions with a clear understanding of the council dynamics behind them.

These questions warrant further discussion with municipal legal experts, elected officials, CAOs and municipal clerks to enable clear guidelines that enable good governance.

E. Minister's Authority to Remove a Councillor

Section 602.39 of the MGA provides the Minister with the authority to dismiss a councillor. This can happen as the result of not following ministerial directives or orders following an inspection or a report of an official administrator. In practice, procedural fairness requirements create challenges for the Minister to provide timely decisions to remove a council or councillor.

- 1. Do you think that the current process of dismissing a council or councillor needs to be changed?**
- 2. What other options are there for a more streamlined process to address instances of severely inappropriate councillor behaviour?**

Recognizing that procedural fairness requirements limit the ability for the Minister to make timely decisions for removal of a council or councillor, there may be value for a broader review to be conducted with legal experts and stakeholders to identify alternative measures such as suspending a councillor from conducting municipal business for a defined period.

ABmunis recommends that the rules that enable the Minister to remove a council or councillor should continue to be highly prescriptive and should only be exercised in extreme circumstances. We acknowledge that the introduction of the *Recall Act* in 2022 provides electors with additional democratic power to remove a councillor where circumstances are deemed warranted.



F. Clarifying Conflicts of Interest

The MGA requires councillors to disclose when they or their immediate family may have a financial interest in a decision before council. This could include votes on a subdivision or a development permit, or a zoning or other land use related bylaw that may benefit the councillor or their family.

1. **Are there additional situations where a councillor may be considered being in a conflict of interest?**

Any additions to conflict of interest rules must consider if the parameters under which a councillor needs to recuse themselves from votes could result in a loss of quorum. This is particularly relevant in small communities where some councils only have three or five councillors.

2. **If yes, what additional provisions should be added to the MGA?**

No recommendations.

G. Changes to Recall Legislation


As of April 2023, municipal recall is a new tool that allows the public to hold councillors accountable. A petitioner must collect signatures from eligible voters that represent 40 per cent or more of the population as a whole within 60 days. This threshold can be challenging to meet, especially in larger municipalities or in municipalities with a large number of residents who are not eligible to vote. In some cases, petitioners must solicit more signatures than the total voter turnout of the previous election. This makes the use of these provisions out of reach for some municipalities.

1. **Should the threshold for a municipal recall petition be revisited, and if so, should it be:**
 - a. based on percentage of total number of electors?
 - b. based on the percentage of electors who voted in the previous election?
 - c. tiered by population size?
 - d. Any other suggestions?

Due to the short period that the *Recall Act* has been in place, ABmunis is recommending that no changes be made to allow further time for review of the strengths and weaknesses of the existing legislation.

Councillors have a challenging job where they often need to make decisions that may be unpopular in the near term but are intended to benefit the community in the long term. Therefore, the threshold for recall should be sufficiently high such that members of the public are deterred from attempting to use it as a weapon to try to remove a councillor from office based on a personal dispute or based on a councillor not taking a certain policy position.

Our current democratic process and four-year election cycle already provide the public with the ability to retire a councillor from municipal office. Recall legislation should only serve a purpose in extreme circumstances where a councillor's actions are so egregious that a high proportion of residents deem it worthy to remove the councillor from office mid-term to avoid further disruption and harm to the municipality.



We acknowledge that basing recall thresholds on total population instead of the number of electors may create some inequities. For example, it may be more difficult to achieve the required number of signatures in municipalities with a higher proportion of youth due to the lower number of available electors as a percentage of the population. However, this would be a minor inequity and as of right now, there is no clear case for changing the recall legislation. Therefore, ABmunis recommends that recall legislation be brought back for review after a more suitable time period has passed.

If the Government of Alberta opts to change the threshold measure to a percentage of electors, ABmunis recommends that the percentage threshold be increased to at least 50 per cent of electors to avoid recall legislation being used to attempt to reverse a close election result.

H. Revisiting Prior Discussion Topics from 2022

During the 2022 engagement sessions, the following topics were discussed:

- Strengthening code of conduct legislation;
- Simplifying the code of conduct investigation process and responsibility to investigate;
- Role of third party in investigating code of conduct Issue;
- Enforcement of code of conduct; and
- Provincial role in code of conduct disputes.

ABmunis would like to take this opportunity to express appreciation for the Minister of Municipal Affairs in maintaining provisions for code of conduct provisions in the MGA despite the challenges that the Ministry has experienced in supporting municipalities to implement the codes. We also appreciate the financial support of the ministry that enabled us to partner with the Rural Municipalities of Alberta (RMA) to develop an updated “Code of Conduct: A Guide for Municipalities”.

We would also like to take this opportunity to reiterate a position we have long shared with RMA that a province-wide third-party investigation unit should be established to support more effective implementation of the codes by:

- supporting triaging of code complaints to dismiss spurious complaints and point municipalities to alternative options to resolve conflicts.
- provide investigation services that avoids councils investigating themselves, or administrators being asked to investigate their employers.
- helping to ensure procedural fairness is maintained throughout the process.

There may be an opportunity to expand the role of the Ombudsman or establish a similar body. While ABmunis appreciates that this would require provincial resources, the investment in a strong process of investigation and a body that can support municipalities in implementing good governance practices could save municipalities and the Ministry of Municipal Affairs being embroiled in conflict and reduce the need for taxpayers to fund legal costs.

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA

2022-2023 ANNUAL REPORT



October 19 & 20, 2023 Annual Conference & AGM



Association of
SUMMER VILLAGES
OF ALBERTA



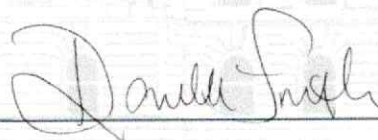
MESSAGE FROM THE PREMIER OF ALBERTA

On behalf of the Government of Alberta, it is my pleasure to welcome everyone to the 65th annual Association of Summer Villages of Alberta (ASVA) conference and annual general meeting.

Summer villages have played an important role in Alberta's history, and since its inception in 1958, the ASVA has been integral in lake stewardship. Summer villages have grown to offer year-round activities and amenities, and to help share vital information with their residents. That is clearly demonstrated in the focus on emergency management at this year's conference.

Congratulations to the current and former board members of the ASVA for 65 years of success as you continue to advocate for the 51 Alberta summer villages you serve. I am grateful for the hours you put in serving your communities.

Best wishes for an excellent conference and annual general meeting.



Danielle Smith

Honourable Danielle Smith, Premier of Alberta





MESSAGE FROM THE PRESIDENT

The ASVA is celebrating its 65th year of existence and successful work on behalf of our members. It was back in 1958 that the Summer Villages got together to form the ASVA. The association came to life based on the successful advocacy work done by a few summer villages to increase infrastructure grant funding. Here we are 65 years later, still working together and advocating for changes to infrastructure funding on the new LGFF program.

Over those 65 years Summer Villages have changed. We are no longer just seasonal recreational communities operating for only a portion of the year. The growth in permanent year-round dwellings and Residents has been phenomenal. In the last decade there are many Summer Villages that have grown as fast as Alberta's large cities. Now, fifty percent of the Summer Villages are similar in size to a regular Village.

As more people choose to live in Summer Villages, that drives the need for year-round infrastructure. Like all other municipalities, Summer Villages now require all-weather roads, water and waste water systems, municipal buildings, trail systems, recreational facilities, and broad band.

Today, Summer Villages are vibrant communities that have many residents living there year-round and with many more residents utilizing their lake home throughout the entire year. Summer Villages have become sustainable municipalities that are a well-respected, recognized level of government and stewards of our lakes.

In closing, I would like to take this opportunity to thank all of the past ASVA Board members and Executive Directors that came before us. Their work provided a strong foundation for the association. I also want to thank the current Board members for their dedication and hard work representing our members. We were fortunate to have Kathy Krawchuck join us this year as Executive Director. Her knowledge and experience in local municipal government will serve our members well. I am happy to say that all Summer Villages remain as ASVA members. The ASVA has never been stronger and we are well positioned for the future.

Mike Pashak

A handwritten signature in dark ink, appearing to read "Mike Pashak". The signature is written in a cursive, flowing style.

MESSAGE FROM THE EXECUTIVE DIRECTOR

For those of you who don't know me, my name is Kathy Krawchuk, the new Executive Director for the ASVA, as of March 01, 2023.



I have had a career in municipal government for 32 years, with the opportunity to work in many areas including, clerk duties, utilities, accounts payable, accounts receivable, overlooked the enforcement & public works departments, economic development and then CAO for 12 years.

It's nice to see that all 51 Summer Villages remain members of the ASVA. With this lasting support, it continually sends the message to our Province of how resilient, sustainable and resourceful Summer Villages really are.

I am looking forward to working with the Board on upcoming initiatives and being of assistance to all the Summer Villages.

Thank you for attending ASVA's 65th Anniversary Conference, October 19 & 20, 2023.

A handwritten signature in blue ink that reads "Kathy Krawchuk". The signature is cursive and fluid.

KATHY KRAWCHUK
EXECUTIVE DIRECTOR, ASVA

**ON BEHALF OF THE ASVA
THANK YOU AND FAREWELL TO OUTGOING
BOARD MEMBERS
2022-2023**

**Christine Holmes, Director
January 2023**



**Roger Montpelier, Director
February 2023**



**Dennis Evans, Director
July 2022**



**Fred Black, Director
September 2022**



**Dr. Peter Pellatt – Past President
Retired – November 2022**



**EXECUTIVE DIRECTORS
2022-2023**

**Deb Hamilton
Interim Executive Director – February 2023**



2023 BOARD OF DIRECTORS

EXECUTIVE

SUMMER VILLAGE

LAKE LOCATION



President – Mike Pashak

Half Moon Bay

Sylvan Lake



Vice President – Brian Waterhouse

Sundance Beach

Pigeon Lake



Treasurer – Rob Dickie

Betula Beach

Wabamun Lake



Executive Director – Kathy Krawchuk

DIRECTORS



Kim Bancroft

Island Lake

Baptiste Lake



Gary Burns

Horseshoe Bay

Vincent Lake



Kathy Dion

Val Quentin

Lac Ste. Anne



Ren Giesbrecht

West Cove

Lac Ste. Anne



Julie Maplethorpe

Jarvis Bay

Sylvan Lake



Ian Rawlinson

Crystal Springs

Pigeon Lake



Curtis Schoepp

Whispering Hills

West Baptiste Lake



Marlene Walsh

Val Quentin

Lac Ste. Anne



ASVA - supporting the needs of Summer Villages:

Argentia Beach	Norris Beach
Betula Beach	Parkland Beach
Birch Cove	Pelican Narrows
Birchcliff	Point Alison
Bondiss	Poplar Bay
Bonnyville Beach	Rochon Sands
Burnstick Lake	Ross Haven
Castle Island	Sandy Beach
Crystal Springs	Seba Beach
Ghost Lake	Silver Beach
Golden Days	Silver Sands
Grandview	South Baptiste
Gull Lake	South View
Half Moon Bay	Sunbreaker Cove
Horseshoe Bay	Sundance Beach
Island Lake	Sunrise Beach
Island Lake South	Sunset Beach
Itaska Beach	Sunset Point
Jarvis Bay	Val Quentin
Kapasiwin	Waiparous
Lakeview	West Baptiste
Larkspur	West Cove
Ma-Me-O Beach	Whispering Hills
Mewatha Beach	White Sands
Nakamun Park	Yellowstone
Norglenwold	

ASVA - Who We Are

The Association of Summer Villages of Alberta was established in 1958 and later as a not-for-profit municipal organization in 1977. We have 100% membership of all 51 Summer Villages located in Alberta. We are here to serve and represent the interests of Summer Villages in Alberta.

VISION

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

MISSION "ACE"

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

GOALS "ACE" – Advocacy, Communication, and Education

A - Advocacy

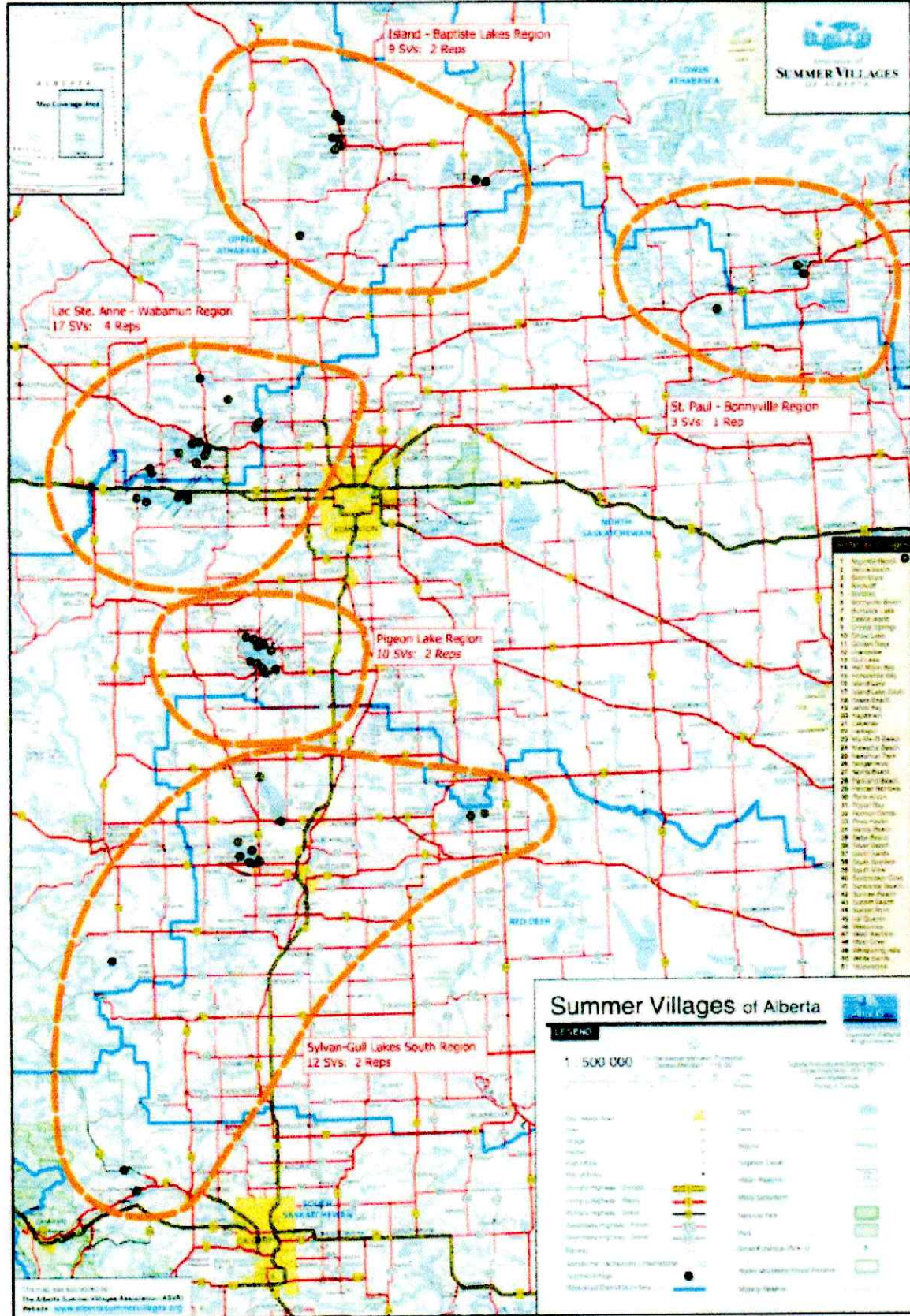
1. Advocacy / Liaison with Provincial Government – will meet with government to advocate for solutions that support summer villages and promotes the collective position of summer villages to decision makers, members and stakeholders.
2. Participation on Provincial Issues and Initiatives – ASVA partners with all levels of government, municipalities, industry, stakeholder groups, to resolve issues / challenges, and promote opportunities for cooperation.
3. ASVA will honour its duty to consult with indigenous peoples.
4. ASVA will advocate summer villages working together to build common solutions.
5. ASVA will effectively and transparently manage the ASVA as a high profile municipal association which is accepted and recognized by our sister associations, other municipalities, and the provincial government.

C - Communication

6. ASVA provides useful 2-way communication and reliable information tailored to the specific needs of summer villages and all levels of government.
7. ASVA utilizes a variety of communication techniques, including electronic and social media.

E – Education

8. Through ASVA's Annual Conference and workshops, we bring together skills and provide expertise to advise on governance and stewardship
9. ASVA provides access to a variety of resources and encourages networking opportunities.
10. ASVA supports solutions that help members collaborate and meet their sustainable, viability objectives.
11. ASVA facilitates educational opportunities to support members in governance and environmental stewardship responsibilities.



ASVA - 2022/2023 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.

The ASVA continues to work with our sister organizations, Alberta Municipalities (ABmunis) and Rural Municipalities Association (RMA), on common issues. We continue to educate them on key priorities for Summer Villages and to garner their support on those priorities.

This past year ASVA was very pleased to welcome Kathy Krawchuk as our new Executive Director. Kathy brings a wealth of knowledge to the role having been in local municipal government her entire career and with 12 years as a CAO.

Our largest advocacy work was the Local Government Fiscal Framework (LGFF). The ASVA President met multiple times with ABmunis, RMA, and the Minister of Municipal Affairs and department staff to share our thoughts on the issue. Last October, the ASVA submitted a proposal to Municipal Affairs on how the funds in the new LGFF program should be allocated between municipalities. This proposal was shared with members at the 2022 ASVA annual conference. This summer Municipal Affairs shared their preliminary proposal for the allocation formula and asked for feedback. Although 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 has provided comments on their proposal. Minister Ric McIver has indicated that the LGFF allocation formula will be finalized before year end.

The ASVA Board of Directors updated its strategic plan in 2022. This new plan focuses on these four goals:

1. ASVA is recognized as the primary advocate for and on behalf of Summer Villages.
2. ASVA plays a key role ensuring SVs are informed on critical issues and that SVs have the knowledge and skills that enhance their capacity to deliver municipal services.
3. ASVA will deliver projects to enhance the autonomous nature of SVs and strengthen the SVs' capacity to deliver municipal services within their communities.
4. ASVA will model to ASVA members effective governance by actively improving its Board governance practices.

The updated strategic plan had ASVA focus on its internal governance, protocol, and practices. That work allowed the ASVA to tweak its Vision and Mission statements to better support our members. We also updated a number of policies to strengthen our financial management and to provide succession planning.

The ASVA conducted a Board Effectiveness Survey. ASVA wanted 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 a number of opportunities for improvement. The Board has completed improvements. This work dovetailed nicely with our strategic plan.

The ASVA developed an Executive Director 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 provide the right support for the Executive Director.

The 2023 Alberta Election saw the UCP return to government. With the election over there are a number of familiar faces returning to key positions within the government. The majority of Summer Villages (44 of 51) have the same MLA returning.

The ASVA President also serves on ABmunis Board of Directors representing Summer Villages. He attended the Summer Municipal Leaders Conference meetings in Delburne and Spruce Grove. The topics included potable water issues in the province, future of intermunicipal collaboration policy, and a debrief on the Alberta election. Each meeting had approximately 60 participants. Local MLAs attended to give greetings. One of things noticed was the Summer Village attendance at these events is minimal. The topics are usually relevant to Summer Villages and future work will be done to encourage more attendance at this type of event.

ASVA supported the SV Half Moon Bay to create a golf cart resolution that was accepted by ABmunis for inclusion in the upcoming convention. The resolution states, "IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act and regulations plus the Use Of Highway And Rules Of The Road Regulation 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." Thanks to Curtis Schoepp, SV Whispering Hills, for bringing this issue forward and leading the charge for change. British Columbia and Ontario currently have pilot projects underway and earlier this year Saskatchewan went directly to allowing golf carts with Municipal bylaws approving their use.

ASVA Forest Health and Management pilot project was successfully completed this past year. The main purpose of this project was to provide direct education and professional support to Summer Villages about the value of proper management of trees and forests in a rural community setting. The project provided 11 Summer Villages with the opportunity to receive

professional advice and assistance on tree and forestry management. Each Summer Village was provided a written report.

The Minister of Municipal Affairs released the new Municipal Census Regulation and Municipal Census Manual on April 11, 2023. The new Regulation and census manual will allow municipalities to conduct their own census starting in 2024. The Ministry will accept municipal census data going forward for the purposes of determining population and potentially for use in grant funding. The regulation includes the collection of Temporary Resident population. Further work by ASVA is required to understand how this classification will be used and if there a benefit for Summer Villages to conduct their own census.

Provincial Association of Resort Communities of Saskatchewan (PARCS), who knew there were other associations like us. The ASVA President had an opportunity this year to interact with the PARCS President. Their issues are similar to our issues. It was interesting to hear how similar our two organizations are including part-time Executive Directors. Saskatchewan has 40 resort villages that are typically located on the shoreline of a lake. Saskatchewan's largest and smallest resort villages are Candle Lake and Lumsden Beach with populations of 765 and 10 respectively. PARCS was founded in 1983, and like ASVA, it was a group that recognized the need for a collective voice for issues relating specifically to Resort Villages. The ASVA will continue to build the relationship with PARCS and looks forward to the benefits that will come from that relationship.

In the upcoming year, the ASVA will continue to work its key priorities such as LGFF, Municipal Census regulations, identification of future grant programs, Aquatic Invasive Species and lake health, the need for improved policing and bylaw enforcement, water and wastewater systems, and rural health issues. We will also follow the Government of Alberta's work related to reviewing the feasibility of amending the Education Property Tax to assist municipalities with retaining more funding for local priorities. We will continue to look for opportunities to participate on various committees that deal with provincial issues and initiatives.

Colleen Ewashko, Chartered Professional Accountant

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COMPILATION ENGAGEMENT REPORT

To Management of Association of Summer Villages of Alberta

On the basis of information provided by management, I have compiled the statement of financial position of the Association of Summer Villages of Alberta as at December 31, 2022, the statement of operations and changes in cash flow for the year then ended, and Notes 1 & 2, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.



July 3, 2023

Colleen Ewashko, Chartered Professional Accountant
Thorhild, AB

Association of Summer Villages of Alberta

Statement of Financial Position

As at December 31, 2022

ASSETS			
		2022	2021
CURRENT ASSETS			
Cash	\$	90,347	\$ 54,297
Accounts Receivable		12,990	-
Grants Receivable		3,925	-
Term Deposits		-	52,000
		107,262	106,297
Computer Equipment		794	794
TOTAL ASSETS	\$	108,056	\$ 107,091
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable		22,244	-
Visa Payable		-	76
Deferred Revenues		-	11,775
		22,244	11,851
LONG TERM LIABILITIES			
TOTAL LIABILITIES		22,244	11,851
NET ASSETS			
Unrestricted Net Assets			
Balance, beginning of year		94,446	89,499
Surplus (deficit)		(9,429)	4,947
		85,018	94,446
Net investment in capital assets		794	794
TOTAL NET ASSETS		85,812	95,240
TOTAL LIABILITIES & NET ASSETS	\$	108,056	\$ 107,091

Approved By

Date

August 8, 2022

Mike Pashek, President
Name & Position

[Signature]
Signature

Colleen Ewashko
Chartered Professional Accountant

Association of Summer Villages of Alberta
Statement of Operations
For the Year Ending December 31, 2022

	2022	2021
REVENUE		
ASVA Conference	\$ 38,387	\$ 6,693
Dues	43,140	42,165
Grants	15,700	-
Interest Income	182	534
Workshops	2,000	-
Total Operating Revenues	99,410	49,393
OPERATING EXPENSES		
Administration	33,437	30,875
ASVA Conference	40,664	1,870
Bank Charges & Interest	259	132
Board Remuneration	6,569	5,668
Gifts	762	-
Courses, Workshops, etc	5,972	-
Insurance	2,091	1,949
Meeting Expenses	1,403	-
Memberships	-	525
Office & Telecommunication	1,598	2,400
Professional Fees	1,155	656
Project Costs	14,825	-
Website	105	372
Total Operating Expenses	108,838	44,446
Total Surplus (Deficit) for the period	\$ (9,429)	\$ 4,947

Approved By

Date August 8, 2023

Mike Pashak, President
Name & Position


Signature

Colleen Ewashko
Chartered Professional Accountant

Association of Summer Villages of Alberta
Statement of Changes in Cash Flows
For the Year Ending December 31, 2022

	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from grants	\$ -	\$ 11,775
Cash received from dues	43,140	42,165
Cash received for Conferences & Courses	18,897	6,693
Cash received from interest	182	534
Cash paid for materials and services	(78,170)	(43,463)
Cash provided by (used in) operating activities	(15,950)	17,704
CASH PROVIDED BY (USED IN) INVESTMENT ACTIVITIES		
Purchase of capital assets		
CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		
Net Cash Provided by (Used In) Financing & Investment	-	-
NET INCREASE (DECREASE) IN CASH & INVESTMENTS	(15,950)	17,704
CASH AND INVESTMENTS, BEGINNING OF YEAR	106,297	88,593
CASH AND INVESTMENTS, END OF YEAR	\$ 90,347	\$ 106,297
Consisting of		
Operating Bank Account	\$ 90,347	\$ 54,297
Term Deposits	-	52,000
	\$ 90,347	\$ 106,297

Approved By

Date August 8, 2023

Mike Pashuk, President
Name & Position

[Signature]
Signature

Colleen Ewashko
Chartered Professional Accountant

Association of Summer Villages of Alberta

Notes to the Compiled Financial Information

Year ended December 31, 2022

Note 1- Basis of Accounting

The basis of accounting to be applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the additions of:

- Investments are recorded at historical cost;
 - Accounts payable and accrued liabilities;
 - Accounts receivable;
 - Capital assets recorded at historical cost with no amortization;
 - Revenue is recognized using the deferral method and restricted contributions are recognized as revenue in the year in which the related expenses are incurred.
-

Note 2- Deferred Revenues

Deferred revenues consisted of funds received from the Alberta Real Estate Foundation for a project to provide advice and encourage proper forest management in Summer Villages.



WHERE DOES OUR HOUSEHOLD RECYCLING GO?



1

E360 collects curbside recycling for the Town of Stettler, while Five Star Ventures manages recycling from the County of Stettler transfer sites

2

These companies haul our recycling to Cascades Recovery+ in Calgary

3

At Cascades Recovery+, materials are sorted both by people and machinery

4

Cardboard and paper are baled and sent to various pulp and paper mills; some to be made into more paper and some to be returned to Cascades Containerboard Packaging in Calgary to be made into cardboard boxes

5

Plastics are baled and shipped to Merlin Plastics in Delta, B.C. to be made into plastic pellets for packaging materials

It takes far more resources and time to mine and refine the earth's raw materials than it does to reuse and recycle them!

RECYCLING & RE-USE

WHAT ELSE CAN BE RECYCLED AT OUR TRANSFER SITES?

- **HOUSEHOLD & VEHICLE BATTERIES**
- **ALL ELECTRONICS (EXCLUDING LARGE APPLIANCES)**
- **MATTRESSES (STETTLER TRANSFER SITE ONLY)**
- **METAL**
- **FRIDGES**
- **AIR CONDITIONERS**
- **TIRES**
- **OIL JUGS & FILTERS**

DID YOU KNOW THAT OIL CAN BE RECYCLED TOO?

Bring your used oil to Stettler UFA or Foesiers Heavy Duty Service!

BROUGHT TO YOU BY:



RECYCLING ONE PART OF A CIRCULAR ECONOMY

WHAT IS A CIRCULAR ECONOMY?

In a circular economy, products are made and used in a way that emphasizes durability, repair, reuse, remanufacturing, and recycling to keep products, components and materials circulating in the economy. This minimizes the use of the world's natural resources, cuts waste, and reduces carbon emissions.

Recycling is just one part of a circular economy of long-term use for products. Re-use and repair are also crucial!

LINEAR ECONOMY

RECYCLING ECONOMY

CIRCULAR ECONOMY

