

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

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1. Call to Order	
2. Approval of Agenda/ Additions	
3. Public Hearing	
4. Delegations/Guests	
5. Approval of Previous Minutes	
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6. Business Arising from Previous Minutes	
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7. Financial Reports	
7.1. Financials – Council Operation Revenue & Expenditures - August 31, 2023	11
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8.4. Development Permit DENIAL 26 Beach Street West Billings - Shed	28
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9.1 Mayors Report	
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11. Correspondence/Information/Reports	
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12.1	
13. Next Regular Meeting Date – October 10, 2023	
14. Adjournment	

Regular Meeting of the Council
of the Summer Village of Rochon Sands held on
August 8, 2023, at 6:00 PM, at the Municipal Office,
#1 Hall Street, Rochon Sands, and
via Zoom on Electronic Devices.

Present: Mayor D. Hiller (absent)
Councillor J. Byer (Zoom)
Deputy Mayor B. Brinson
Administrator Dean Pickering
John Jacobson, the new administrator

Public (0):

1. Call to Order

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

2. Approval of Agenda/Additions

6.3 New CAO Appointment

6.4 Municipal Assets

6.5 IT Service Server Proposal

8.3 Fire Lane Signage

RES 23-08-01 Motion by Deputy Mayor Brinson to accept the agenda as amended.

Carried

3. Public Hearing –

3.1. None scheduled.

4. Delegations/Guests –

John Jacobson

5. Approval of Previous Minutes

5.1. 07-11-2023 SVRS Regular Council Meeting Minutes – Draft

RES 23-08-02 Motion by Deputy Mayor Brinson to accept SV Rochon Sands 07-11-2023 Draft Regular Council Minutes as amended.

Carried

6. Business Arising from Previous Minutes

6.1. Tremmel Construction – Snak Shak Options

RES 23-08-03 Motion by Councillor Byer to accept the Snak Shak Options as information.

Carried

6.2. Highway Road Closure Affidavit

RES 23-08-04 Motion by Deputy Mayor Brinson to accept the Highway Road Closure Affidavit as information.

Carried

6.3. New CAO Appointment

RES 23-08-05 Motion by Deputy Mayor Brinson to appoint John Jacobson as the new CAO for the Summer Village of Rochon Sands with the start date of September 5, 2023.
Carried

6.4. Municipal Assets

RES 23-08-06 Motion by Deputy Mayor Brinson accepts the Municipal Assets as information and the purchases of the LG 40” TV and the corner office desk for the sum of \$600.00.
Carried

6.5. Rochon Sands – IT Server Quote

RES 23-08-07 Motion by Deputy Mayor Brinson to accept the IT Server Quote as information and table to September for decision.
Carried

7. Financials

- 7.1. Financials – Council – Operations Rev Exp July 31, 2023
- 7.2. Financials – Capital Rev Exp to July 31, 2023
- 7.3. Financials – June Cheque Listing to July 31, 2023
- 7.4. Financials – YTD Trial Balance with Budget to July 31, 2023
- 7.5. Financials – YTD Tax Trial Balance to July 31, 2023
- 7.6. Financials – Prov Parks YTD Rev Exp Provincial Parks to July 31, 2023
- 7.7. Financials – Culture Rec & Parks Rev Exp YTD to July 31, 2023

RES 23-08-08 Motion by Deputy Mayor Brinson to accept the financial reports and statements as presented.
Carried

8. New Business

8.1. MPC (2009) Rochon Sands 2024 Assessment Proposal

RES 23-08-09 Motion by Councillor Byer to accept MPC (2009)’s Rochon Sands 2024 assessment proposal as presented.
Carried

8.2. County of Stettler Development Referral – Bar W Resort (NE 20-40-20-4)

RES 23-08-10 Motion by Deputy Mayor Brinson to appoint Gra-Core to send a draft letter to the council to review the reply to the County of Stettler Development Referral – Bar W Resort (NE 20-40-20-4).
Carried

8.3. Fire Lane Signage

RES 23-08-11 Motion by Councillor Byer to purchase four Fire Lane signs for the area by Sands Crescent.
Carried

9. Council/Committee Reports

- 9.1. Mayor’s Report
 - Absent
- 9.2. Councillors’ Report
 - Councillor Brinson
 - AGM meeting.
 - About 40 people attended.
 - The residents seemed to be pleased with the Summer Village.

- Councillor Byer
 - Fire lane sign
 - AGM went very well.
 - Concerns regarding staff deliberately setting fires during extremely dry spring conditions.

10. CAO and Staff Reports

10.1. CAO Report

- On holidays for a week
- Gathering and completing tax collection
- Getting items ready for White Sands departure
- Making a smooth transition for the new CAOs
- Basketball court completed
- Paving projects finished for 2023
- Lorne made a campsite in the provincial park

RES 23-08-12 Motion by Deputy Mayor Brinson to accept Council/Committee and CAO report as presented.

Carried

11. Information/Reports

- 11.1. Rochon Sands 2023 Q1 RCMP Community Letter
- 11.2. RCMP Stettler PPSA Q1
- 11.3. RCMP Stettler Provincial Crime Stats

RES 23-08-13 Motion by Councillor Byer to accept the correspondence as information.

Carried

12. In-Camera

RES 23-08-14 Motion by Deputy Mayor Brinson to move into In-Camera at 6:37pm.

Carried

- 12.1. Human Resources – Resignation of Erin Weinzierl
- 12.2. Human Resources – CAO Time-of-in-lieu, Holidays Earned and Taken, Expenses

RES 23-08-15 Motion by Councillor Byer to move out of camera at 6:51 pm.

Carried

13. Next Meeting Date

- 13.1. Next Regular Meeting Date – September 12, 2023

14. Adjournment

RES 23-08-16 Motion by Deputy Mayor Brinson to adjourn Regular Council meeting at 6:51 pm

Mayor

Administrator

Loss Control Consultants Limited

P.O. Box 31045 Bridgeland, Calgary AB, T2E 9A3 Tel: 780-429-5677, email: lccl.west@shaw.ca

August 24, 2023

Summer Village of Rochon Sands
#1 Hall Street
Rochon Sands AB T0C 3B0

Attention: Dean Pickering

Dear Dean,

Thank you for the opportunity to quote on the insurance appraisal requirements for the Summer Village of Rochon Sands.

PROPOSAL FOR AN INSURANCE APPRAISAL AND LOSS PREVENTION INSPECTION

We will inspect the following buildings located in Rochon Sands Provincial Park located in Alberta to develop quantity survey and loss prevention information:

Administration Office

Registration Booth

Storage Sheds (2)

Pumphouse

Group Shelter (2)

Maintenance Shop

Washroom, Double Combination Vault (5)

Washroom/Change, Double Combination Vault

Fee to appraise the buildings only \$4,800.00

Any additional buildings will be appraised at \$145.00 per hour

Our fees are subject to the applicable GST.

We will schedule the work upon receipt of a deposit or purchase order.

At this point we are currently booking onsite inspections mid to late September or late October.

We will develop values according to the wording of the insurance policy. We will provide an electronic copy of our report. The report consists of:

- * Certificate
- * Summary of Insurable Values
- * Loss Prevention Recommendations
- * Building Components Individually Costed
- * Building Details Listed
- * Insurance Drawing to Scale
- * Photographs of the Exterior
- * Values Determined According to Insurance Policy Wording
- * Bylaw Endorsement in Insurance Policy Taken into Account When Determining Values

Quoted rates will expire November 30, 2023, unless arrangements have been made for an extension.

Please contact me if you have questions. We will be happy to provide more information about our firm or insurance appraisal service if requested.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Cruickshank', written over a horizontal line. The signature is fluid and cursive, with a vertical line at the end.

Scott Cruickshank, CPPA

Tremmel Construction

**Box 482
Stettler Alberta
T0C 2L0**

Mike Tremmel 403-740-3166

Al Tremmel 403-742-9852

Budget for Summer Village of Rochon Sands to construct a new building for the Snak Shak as per plans.

**Material & labor (including equipment) to build new Snak Shak as per blueprints from Railside Design.
Finalized price will be provided when choice of building and details are decided upon by the council.**

\$585,000.00 to \$610,000.00 (GST is not included in this price)

Thank you for the opportunity to submit this estimate. If you have any questions, please call us at the above numbers.

Tremmel Construction

**Box 482
Stettler Alberta
T0C 2L0**

**Mike Tremmel 403-740-3166
Al Tremmel 403-742-9852**

Budget for Summer Village of Rochon Sands for Diner Car option for the Snak Shak.

**Material & labor (including equipment) to put in screw piles as a foundation for the Diner Car.
Diner Car & set up on site including mechanics are not included in this price.**

Construction of a secondary auxiliary building is included in this price, slab on grade, for bathrooms, showers and storage for the Snak Shak as per drawing attached.

Finalized price will be provided when choice of building is decided upon and blueprints are provided by the council.

\$183,469.00 (GST is not included in this price)

Thank you for the opportunity to submit this estimate. If you have any questions, please call us at the above numbers.

Tremmel Construction

**Box 482
Stettler Alberta
T0C 2L0**

Mike Tremmel 403-740-3166

Al Tremmel 403-742-9852

Budget for Summer Village of Rochon Sands for Diner Car + basement option for the Snak Shak.

Material & labor (including equipment) to put an ICF foundation in for Diner Car. Includes exterior stairs, basement bathrooms & showers and storage area for Snak Shak supplies. (diner car not included)

Finalized price will be provided when choice of building is decided and blueprint is provided by the council.

\$200,325.00 (GST is not included in this price)

Thank you for the opportunity to submit this estimate. If you have any questions, please call us at the above numbers.



SUMMER VILLAGE OF ROCHON SANDS
STATEMENT OF REVENUE AND EXPENDITURES
 For the month of August, 2023

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
*	General Administration	(22,042.00)	(1,260.22)	5.72
*	Protective Services	(480.00)	4.00	(0.83)
*	Transporation	(4,000.00)	(2,100.00)	52.50
*	Planning & Development	(7,000.00)	(1,900.00)	27.14
*	Recreation & Parks	(6,200.00)	(5,000.00)	80.65
*	Provincial Parks	(220,200.00)	(171,314.73)	77.80
*	Taxes & Penalties	(466,752.00)	(467,759.18)	100.22
*	Other Revenue	(24,000.00)	(887.88)	3.70
**	TOTAL REVENUE	(750,674.00)	(650,218.01)	86.62
*	Council & Legislative	10,000.00	9,000.00	90.00
*	General Administration	164,300.00	86,099.30	52.40
*	Policing	5,400.00	3,162.25	58.56
*	Fire Fighting & Preventive	17,500.00	19,900.43	113.72
*	Disaster Services	7,100.00	0.00	0.00
*	Bylaw Enforcement	1,000.00	0.00	0.00
*	Transportation	80,450.00	47,252.70	58.74
*	Water Department	6,000.00	3,388.77	56.48
*	Landfill & Recycling	15,700.00	4,313.50	27.47
*	Planning & Development	14,800.00	9,699.41	65.54
*	Parks & Recreation	45,440.00	19,516.78	42.95
*	Provincial Parks	153,951.00	120,120.27	78.03
*	Culture	6,800.00	1,236.03	18.18
*	Contingency	30,000.00	0.00	0.00
*	Requisitions	192,200.00	102,881.07	53.53
**	TOTAL EXPENSES	750,641.00	426,570.51	56.83
***	(SURPLUS)/DEFICIT-Before Amort	(33.00)	(223,647.50)	677,719.70

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

STATEMENT OF CAPITAL REVENUE AND EXPENDITURES For the month of August, 2023

General Ledger	Description	2023 YTD Budget	2023 YTD Actual	2023 YTD \$ Variance
CAPITAL REVENUE				
5-32-00-00-00-840	Trans - Provincial Grant	(93,333.36)	0.00	(93,333.36)
5-72-00-00-00-840	Parks & Rec - Provincial Grant	(13,333.36)	0.00	(13,333.36)
*	TOTAL CAPITAL REVENUE	(106,666.72)	0.00	(106,666.72)
CAPITAL EXPENDITURE				
6-32-00-00-00-660	Parks & Rec - Trails	0.00	891.20	(891.20)
6-72-30-00-00-660	Parks & Rec - Village Square	22,666.64	13,102.00	9,564.64
*	TOTAL CAPITAL EXPENDITURE	22,666.64	13,993.20	8,673.44
**	SURPLUS/(DEFICIT)	(84,000.08)	13,993.20	(97,993.28)

*** End of Report ***



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council - August 2023

2023-Sep-8
12:31:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370269	2023-08-08	COMBAT SPRAYING LTD.	7312	PAYMENT JULY	420.00	420.00
202370270	2023-08-08	CONTACT SAFETY SERVICE LTD.	13619	PAYMENT FIRE EXT. INSPECTIONS	537.60	537.60
202370271	2023-08-08	EDGSON, GAYLENE	886451	PAYMENT OFFICE CLEANING	105.00	105.00
202370272	2023-08-08	LONGHURST CONSULTING	6600	PAYMENT EMAIL HOSTING	37.49	37.49
202370273	2023-08-08	MR. T'S SEPTIC SERVICE LTD.	1546 1559	PAYMENT JULY AUGUST	157.50 157.50	315.00
202370274	2023-08-08	PITNEY WORKS	54621549	PAYMENT POSTAGE	59.90	59.90
202370275	2023-08-08	SYBAN SYSTEMS	5440-26072023 5443-26072023	PAYMENT JULY-AUG JUNE-AUG	207.90 311.85	519.75
202370276	2023-08-08	WSP CANADA INC.	20023886	PAYMENT BEACH STREET E SHORELINE	1,659.00	1,659.00
202370277	2023-08-08	RBC VISA	174 175 176 177 178 179	PAYMENT ADOBE SUB FLAT TIRE REPAIR CRAFT SUPPLIES FOR KID PROGRA WATER NARROWS PLAY STRUCTURE STARLINK	17.84 39.90 22.66 19.95 1,851.42 147.00	2,098.77
202370278	2023-08-15	WEINZIERL, ERIN L				
202370279	2023-08-15	PICKERING, RICHARD D				
202370280	2023-08-22	641619 ALBERTA LTD.	17 18	PAYMENT APRIL JUNE	826.87 799.32	1,626.19
202370281	2023-08-22	ATCO ELECTRIC LTD.	3016783-1	PAYMENT MISSED GST	36.75	36.75
202370282	2023-08-22	BRINSON, BLAINE OWEN JOSEPH	3	PAYMENT 2023 COUCIL REMUNERATION	3,000.00	3,000.00
202370283	2023-08-22	BROKOPP, PHYLLIS	17 18	PAYMENT FUEL AUGUST	128.40 3,000.00	3,128.40
202370284	2023-08-22	BYER, JAN	2	PAYMENT 2023 COUNCIL REMUNERATION	3,000.00	3,000.00
202370285	2023-08-22	FUTURE AG INC	IS77028 IS77029 IS77793	PAYMENT GRAPPLE RAKE TINE/WOOD RAKE OIL AND FILTERS	4,146.26 609.26 47.45	4,802.97
202370286	2023-08-22	HILLER, DANIEL ROBERT	3	PAYMENT 2023 COUNCIL REMUNERATION	3,000.00	3,000.00
202370287	2023-08-22	LINDEN AGRI-CENTER	25256S	PAYMENT OIL FILTER	9.35	9.35
202370288	2023-08-22	MIRROR FRESHWATER	27-2 31	PAYMENT ICE ICE	122.50 210.00	332.50
202370289	2023-08-22	MR. T'S SEPTIC SERVICE LTD.	1575 1590	PAYMENT AUG AUG	157.50 157.50	472.50



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council - August 2023

2023-Sep-8

12:31:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370289	2023-08-22	MR. T'S SEPTIC SERVICE LTD.	1612	AUG	157.50	472.50
202370290	2023-08-22	PICKERING, DEAN	15	PAYMENT JULY-AUG BLUE CROSS	199.00	199.00
202370291	2023-08-22	ROCHON SANDS HALL AND RECREATION	2	PAYMENT RES 23-06-12 HALL AND REC REPAIF	8,489.00	8,489.00
202370292	2023-08-22	SCHMIDEK, LORNE	34	PAYMENT DRINKS FOR PARK	26.52	26.52
202370293	2023-08-22	SNACK SHAK	35 36	PAYMENT STAFF LUNCH CANADA DAY ICE CREAM	134.80 657.00	791.80
202370294	2023-08-22	SUMMER VILLAGE OF WHITE SANDS	202350082	PAYMENT TV, DESK, CABINETS	700.00	700.00
202370295	2023-08-22	TOWN OF STETTLER	IVC042473	PAYMENT 2023 FIREAGREEMENT	18,301.80	18,301.80
202370296	2023-08-22	UPTOWN OFFICE SUPPLY	06922	PAYMENT DRY ERASE MARKER SET	20.95	20.95
202370297	2023-08-22	WEALTHSIMPLE INVESTMENTS INC.	20	PAYMENT #HQ4538J42CAD M202308	825.00	825.00
202370298	2023-08-31	WEINZIERL, ERIN L				
202370299	2023-08-31	SCHMIDEK, LORNE D				
202370300	2023-08-31	PICKERING, RICHARD D				
202370301	2023-08-31	HILDEBRAND, ABIGAIL M				
202370302	2023-08-31	DIEGEL, JASMINE				
202370303	2023-08-31	AMIRALTY, DAMIAN D				
202370304	2023-08-31	KNEELAND, HANNAH				
202370305	2023-08-31	ROSQUIST, LOLA				
202370306	2023-08-29	APEX	48 50	PAYMENT AUG 775 JULY 783	46.14 53.74	99.88
202370307	2023-08-29	APEX TREE SERVICES LTD.	1914	PAYMENT MULCHING IN THE PARK	2,940.00	2,940.00
202370308	2023-08-29	BASHAW CONCRETE PRODUCTS	BC31221	PAYMENT SAND FOR WINTER	505.72	505.72
202370309	2023-08-29	BROKOPP, PHYLLIS	20	PAYMENT SEPTEMBER	1,258.50	1,258.50
202370311	2023-08-29	CANOE PROCUREMENT OF CANADA, A DIVISION OF	AB178729	PAYMENT POSTS FOR NO PARKING SIGNS	410.24	410.24
202370312	2023-08-29	DIRECT ENERGY , 770001455755	32	PAYMENT AUG	338.29	338.29
202370313	2023-08-29	DIRECT ENERGY , 770001455987	27	PAYMENT AUG	150.86	150.86
202370314	2023-08-29	DIRECT ENERGY , 770001456209	32	PAYMENT AUG	904.60	904.60
202370315	2023-08-29	DIRECT ENERGY , 770001779105	32	PAYMENT AUG	141.94	141.94
202370316	2023-08-29	DIRECT ENERGY , 770001779345	29	PAYMENT AUG	1,453.71	1,453.71
202370317	2023-08-29	EDGSON, GAYLENE	886461	PAYMENT CLEANING	30.00	30.00



SUMMER VILLAGE OF ROCHON SANDS

Cheque Listing For Council - August 2023

2023-Sep-8

12:31:18PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
202370318	2023-08-29	MIRROR FRESHWATER	40-1	PAYMENT ICE	140.00	140.00
202370319	2023-08-29	MUNIWARE (A DIV OF CATALIST)	INV4322973	PAYMENT 2023 LICENSE AND SUPPORT FOR M	1,951.43	1,951.43
202370320	2023-08-29	ROSQUIST, LOLA	1	PAYMENT SUPPLIES	68.60	68.60
202370321	2023-08-29	SCHMIDEK, LORNE	36 37 38	PAYMENT BOBCAT WORK CLEANING PARK OFFICE SPRAY NOZZEL PARTS	800.00 285.00 44.08	1,129.08
202370322	2023-08-29	TELUS COMMUNICATION	52 53	PAYMENT JULY 50% AUG	2.41 68.88	71.29
202370323	2023-08-29	TELUS MOBILITY	27	PAYMENT JULY CELL	120.42	120.42
202370324	2023-08-29	UNITED FARMERS OF ALBERTA	SOINV4884790	PAYMENT FUEL	2,740.59	2,740.59
202370325	2023-08-29	VAN ELECTRIC	445	PAYMENT FIX POWER AT PARK	367.50	367.50

Total 92,595.85

*** End of Report ***

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

Net Balance at End of Previous Month	\$	85,897.28
ADD: General Receipts		255,392.42
Interest Earned		0.00
Investments Matured		<u>0.00</u>
SUBTOTAL		341,289.70
LESS: General Disbursements		129,403.30
Investments		0.00
Returned Cheques		0.00
Bank and Credit Card Fees		<u>239.40</u>
SUBTOTAL		<u>129,642.70</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>211,647.00</u>
Balance at End of Month - Bank		247,427.96
ADD: Outstanding Deposits		4,867.74
LESS: Outstanding Cheques		<u>40,648.70</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	\$	<u>211,647.00</u>
INVESTMENTS:		
RBC Reserve Account		36,443.78
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>691,089.04</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$	902,736.04

MAYOR

CHIEF ADMINISTRATIVE OFFICER

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

Net Balance at End of Previous Month	\$ 211,647.00
ADD: General Receipts	221,042.85
Interest Earned	0.00
Investments Matured	<u>0.00</u>
SUBTOTAL	432,689.85
LESS: General Disbursements	66,808.45
Investments	0.00
Returned Cheques	56.00
Bank and Credit Card Fees	<u>563.75</u>
SUBTOTAL	<u>67,428.20</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>\$ 365,261.65</u></u>
Balance at End of Month - Bank	404,044.76
ADD: Outstanding Deposits	626.01
LESS: Outstanding Cheques	<u>39,409.12</u>
NET BALANCE AT END OF CURRENT MONTH - GENERAL	<u><u>\$ 365,261.65</u></u>
INVESTMENTS:	
RBC Reserve Account	36,519.19
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>691,164.45</u>
TOTAL CASH ON HAND AND ON DEPOSIT	\$ 1,056,426.10

MAYOR

CHIEF ADMINISTRATIVE OFFICER



SUMMER VILLAGE OF ROCHON SANDS

Provincial Parks Rev Exp - August 2023

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
Provincial Parks Rev				
1-72-80-00-00-411	Prov Park - Rochon - Sani Dump Fee	(1,000.00)	(3,816.48)	381.64
1-72-80-00-00-490	Prov Park - Rochon - Ice Sales	(2,400.00)	(1,801.86)	75.07
1-72-80-00-00-491	Prov Park - Rochon - Firewood Sales	(16,000.00)	(13,160.55)	82.25
1-72-80-00-00-492	Prov Park - Rochon - Misc Sales	(300.00)	(1,014.30)	338.10
1-72-80-00-00-560	Prov Park - Rochon - Camping Fee	(100,000.00)	(85,114.35)	85.11
1-72-80-00-00-561	Prov Park - Rochon - Reservation Fee	(14,000.00)	(6,751.97)	48.22
1-72-80-00-00-562	Prov Park - Rochon - Group Site Fee	(38,000.00)	(30,268.39)	79.65
1-72-80-00-00-563	Prov Park - Rochon - Amendment Fee	0.00	(80.17)	0.00
1-72-80-00-00-590	Prov Park - Rochon - Day Use Honourarium	(3,000.00)	(1,875.94)	62.53
1-72-80-00-00-832	Prov Park - Federal Summer Wage Grant	(5,500.00)	(4,200.00)	76.36
1-72-90-00-00-560	Prov Park - Narrows - Camping Fee	(40,000.00)	(23,230.72)	58.07
*P TOTAL Provincial Parks Rev		(220,200.00)	(171,314.73)	77.80
Provincial Parks Exp				
2-72-80-00-00-111	Prov Park - Rochon - Admin Salary	6,000.00	0.00	0.00
2-72-80-00-00-112	Prov Park - Rochon - Office Manager	8,000.00	6,085.65	76.07
2-72-80-00-00-113	Prov Park - Rochon - Office Wages	10,000.00	13,649.19	136.49
2-72-80-00-00-131	Prov Park - Rochon - WCB Fee	1,200.00	514.06	42.83
2-72-80-00-00-214	Prov Park - Rochon - License	1.00	1.00	100.00
2-72-80-00-00-221	Prov Park - Rochon - Adveristing	500.00	0.00	0.00
2-72-80-00-00-222	Prov Park - Rochon - Telephone	600.00	71.63	11.93
2-72-80-00-00-239	Prov Park - Rochon - Computer Maintenance	1,000.00	0.00	0.00
2-72-80-00-00-252	Prov Park - Rochon - Pur Bldg Repair	11,000.00	2,800.00	25.45
2-72-80-00-00-253	Prov Park - Rochon - Pur Site Repair	0.00	1,220.00	0.00
2-72-80-00-00-254	Prov Park - Rochon - Pur Equip Repair	1,000.00	732.50	73.25
2-72-80-00-00-273	Prov Park - Rochon - Internet	500.00	693.00	138.60
2-72-80-00-00-274	Prov Park - Rochon - Insurance	2,250.00	2,109.23	93.74
2-72-80-00-00-275	Prov Park - Rochon - Security	3,500.00	0.00	0.00
2-72-80-00-00-510	Prov Park - Rochon - Goods & Services	5,000.00	13,926.66	278.53
2-72-80-00-00-511	Prov Park - Rochon - Office Supply	500.00	0.00	0.00
2-72-80-00-00-512	Prov Park - Rochon - Ice Supply	1,500.00	1,304.17	86.94
2-72-80-00-00-513	Prov Park - Rochon - Firewood Supply	12,000.00	14,000.00	116.66
2-72-80-00-00-514	Prov Park - Rochon - Other Resale Supply	0.00	0.00	0.00
2-72-80-00-00-519	Prov Park - Rochon - Supplies	2,000.00	0.00	0.00
2-72-80-00-00-521	Prov Park - Rochon - Fuel	2,000.00	2,162.16	108.10
2-72-80-00-00-554	Prov Park - Rochon - Repair Materials	3,500.00	341.86	9.76
2-72-80-00-00-581	Prov Park - Rochon - Natural Gas	3,000.00	1,796.75	59.89
2-72-80-00-00-582	Prov Park - Rochon - Power	8,000.00	3,048.39	38.10
2-72-80-00-00-583	Prov Park - Rochon - Potable Water	800.00	300.00	37.50
2-72-80-00-00-584	Prov Park - Rochon - Garbage	5,800.00	912.00	15.72
2-72-80-00-00-810	Prov Park - Rochon - Bank Fee	1,000.00	721.53	72.15
2-72-80-00-00-811	Prov Park - Rochon - Credit Card Fee	2,000.00	0.00	0.00
2-72-80-00-00-991	Prov Park - Rochon - Cash short/over	100.00	0.00	0.00
2-72-80-00-01-112	Prov Park - Rochon - Maintenance Manager	22,000.00	20,167.94	91.67
2-72-80-00-01-116	Prov Park - Rochon - Summer Wages	20,000.00	16,949.43	84.74
2-72-80-00-01-221	Prov Park - Rochon - Promotion	200.00	148.56	74.28
2-72-80-00-01-252	Prov Park - Rochon - Sewer Pumpout	5,000.00	3,225.00	64.50
2-72-90-00-00-200	Prov Park - Narrows - Campground Manager	12,000.00	8,517.00	70.97
2-72-90-00-00-510	Prov Park - Narrows - Goods & Services	1,000.00	3,062.54	306.25
*P TOTAL Provincial Parks Exp		152,951.00	118,460.25	77.45



SUMMER VILLAGE OF ROCHON SANDS

Provincial Parks Rev Exp - August 2023

General Ledger	Description	2023 Budget	2023 Actual	2023 % Variance
**P	TOTAL Provincial Parks Surplus	(67,249.00)	(52,854.48)	78.60

*** End of Report ***

August 23, 2023

To Rochon Sands Council,

Erskine School is interested in organizing a cross-country run at Rochon Sands. While we are still figuring out some of the details, this is what we are envisioning:

- Grade 1-9 Students from the local County of Stettler schools will be invited. At most, I would anticipate that 300 students could attend. For our first year, we are hoping to have 100 runners.
- Busses could park at the provincial park beach and we would congregate in Group area A, or at the hall. (Start location is dependent on which trails we run. I look forward to seeing the trail map that Dean has offered to provide)
- We anticipate using three different loops (Between the distances of 1-4 km)
- We would flag some areas of the trail and have volunteers posted to help with directions. All flags would be taken down again when the day is done.
- We would not be running a concession, students would need to bring lunches.
- We hope to organize for Wednesday, September 27th, or sometime within that two-week frame.

Please don't hesitate to reach out with questions or concerns.

Thanks so much for considering our request,

Sarah Chapman
Erskine School Teacher
403-741-8297



Apex Utilities Inc.
5509 45th Street
Leduc, AB T9E 6T6

August 29, 2023

Mayor Daniel Hiller and Council
S.V. of Rochon Sands
1 Hall Street
Rochon Sands, AB T0C 3B0

Dear Mayor Hiller and Council,

Re: TOTAL REVENUES DERIVED FROM DELIVERY TARIFF

As per Section 4 (a) of the Natural Gas Distribution Franchise Agreement currently in effect between the S.V. of Rochon Sands and Apex Utilities Inc., this correspondence serves to fulfill the Company's obligation to provide the Municipality with the following information:

1. The total revenues that were derived from the Delivery Tariff within the Municipal Area for the prior calendar year; and
2. An estimate of total revenues to be derived from the Delivery Tariff with the Municipal Area for the next calendar year.

This is provided to assist the Summer Village with its budgeting process and to determine whether a percentage change to the current franchise fee is necessary for the next calendar year. If a fee percentage change is necessary, the Municipality should advise the Company in writing of the franchise fee to be charged by November 15, 2023. Failing notification, the current franchise fee percentage of 0.0% will remain unchanged.

	2022 Actuals	2024 Estimates
Delivery Revenues (Rate 1, 11, 2 & 12)	\$104,545.79	\$145,429.47
Delivery Revenues (Rate 3 & 13)	<u>\$0.00</u>	<u>\$0.00</u>
Total Delivery Revenues	<u>\$104,545.79</u>	<u>\$145,429.47</u>
2022 Actual Franchise	<u>\$0.00</u>	
2024 Estimated Franchise Fee		<u>\$0.00</u>

If you have any questions regarding this process or about the information provided, please contact me directly at (780) 980-7305 or via email at irichelh@apexutilities.ca. I look forward to hearing from you.

Sincerely,

Apex Utilities Inc.

Irv Richelhoff
Supervisor Business Development

SUMMER VILLAGE OF ROCHON SANDS

Development Permit No. 2023-05

Form C1
Land Use Bylaw #244-19

DEVELOPMENT PERMIT

Development Involving: Carport extension

Municipal Address: 1 Choke Cherry Lane

Lot: 8 Block: 7 Registered Plan: 962 3927 TR 170

Registered Owner: Dave Nelson
(as further described in Application No. 2023-06 has been

APPROVED with the following conditions:

- That the carport align with the existing roof line of the existing house.
As per Land Use Bylaw #244-19 this development permit approval does not grant permission for any further variances.
The covered carport is not within 25' feet (7.62 m) from the front property line.
The remaining set back requirements adhere to Land Use Bylaw #244-19
The developer/owner is responsible for making suitable arrangements with the utility companies for provision of services and/or necessary easements.
Any excavation must not affect adjoining properties and cause minimal environmental disruption; and
All construction products and debris must be maintained with the development area and all construction waste is to be hauled directly to the Stettler Regional Landfill.

You are hereby authorized to proceed with the development as specified, provided: that any stated conditions are complied with; that development is in accordance with any approved plans and applications, and that other safety codes permits are obtained.

OTHER PERMITS ARE REQUIRED
In the interest of public safety and as required by the Safety Codes Act construction projects must be covered by the appropriate permits prior to commencement of construction (Building, Electrical, Gas, Plumbing and Private Sewer).
For information regarding how to obtain the required permits, contact IJD Inspections Ltd. at 1-877-617-8776

Should an appeal be made against the decision to the Subdivision and Development Appeal Board, the Development Permit shall cease to be effective.

Date of Decision: August 22, 2023

Date of Appeal: September 11, 2023

Date of Issue of Development Permit: September 12, 2023

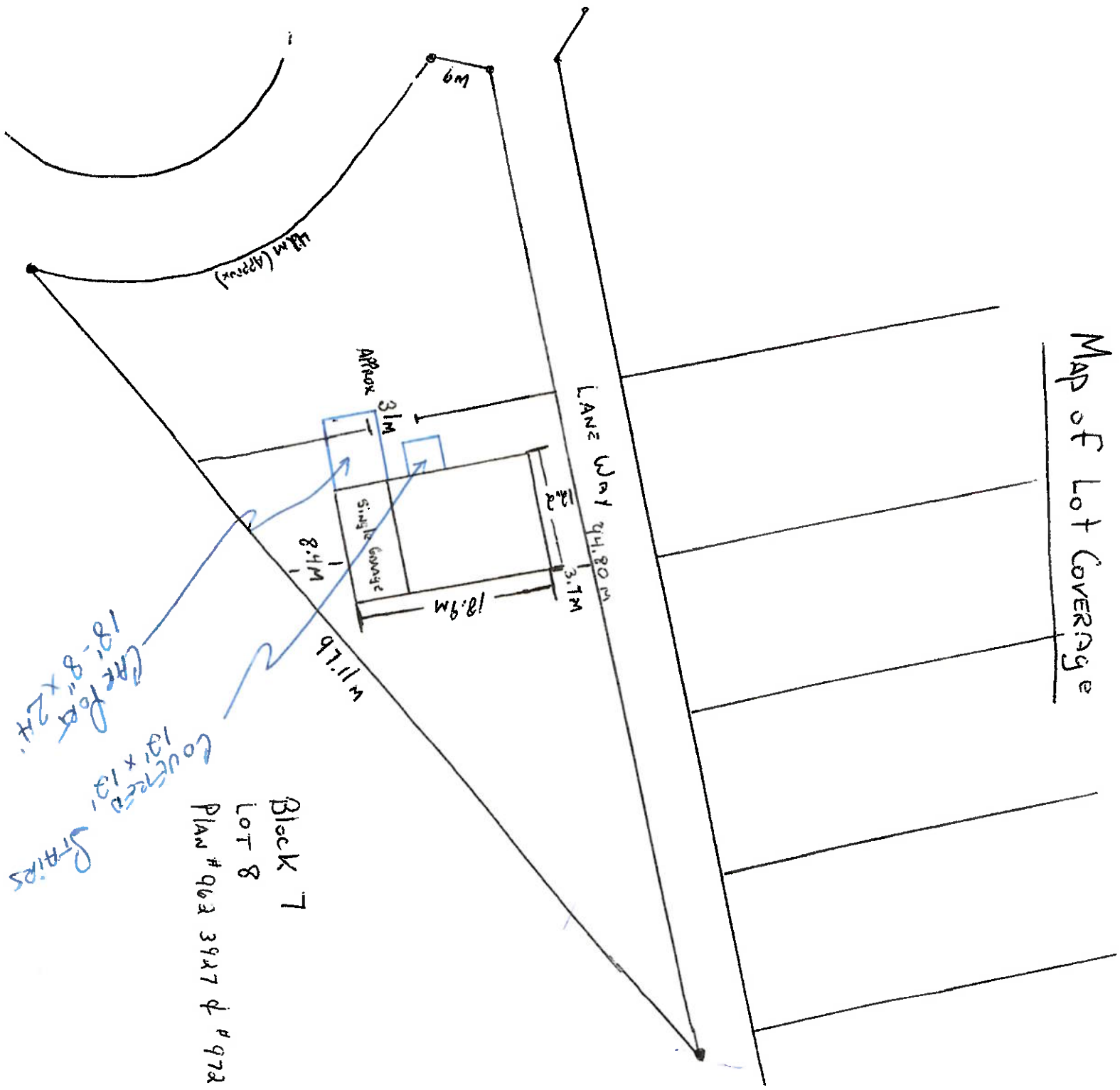
[Handwritten Signature]

Signature of Development Officer

Note:

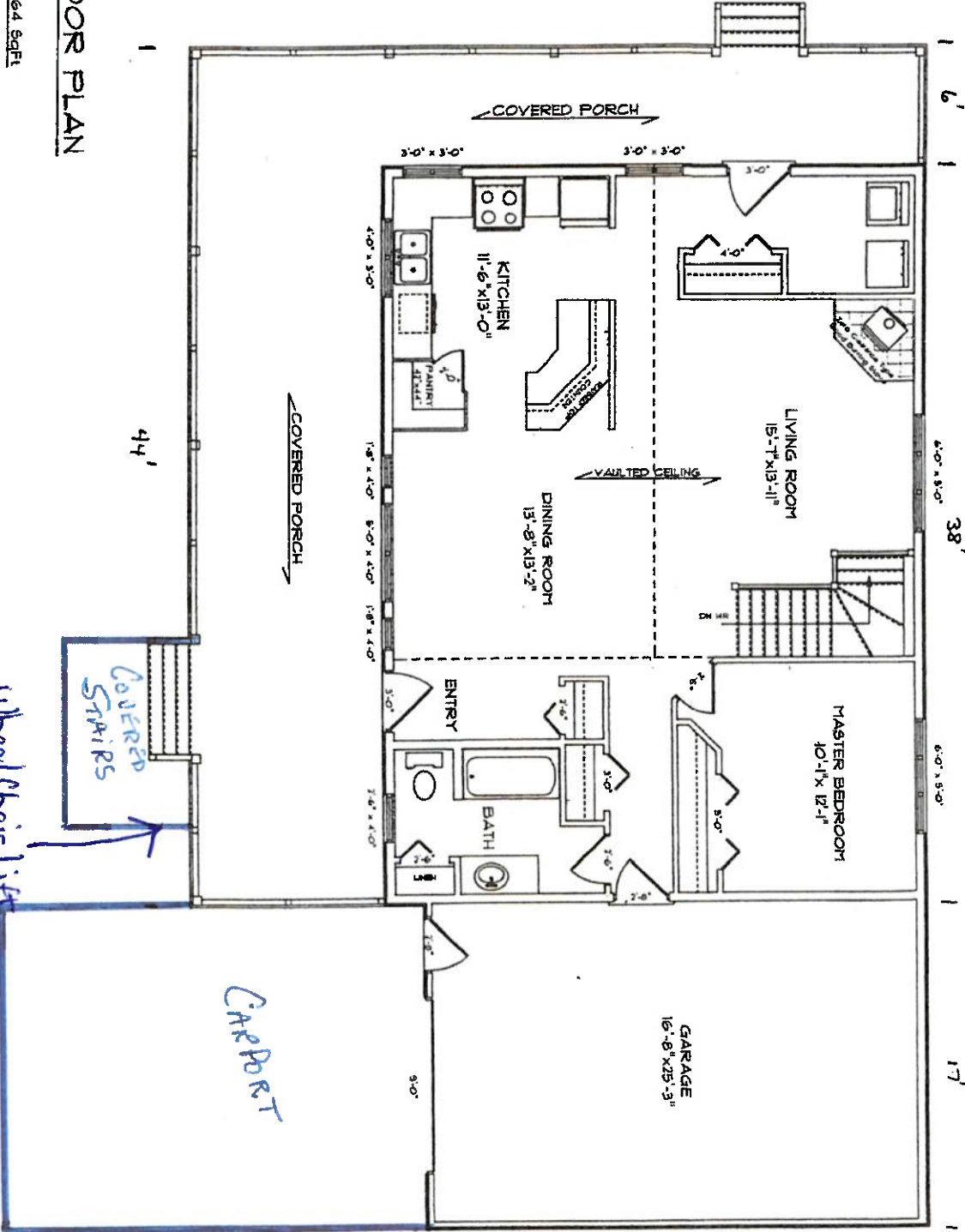
- The issuance of a Development Permit in accordance with the Notice of Decision is subject to the condition that does not become effective until 21 days after the Development Permit is issued.
The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Subdivision and Development Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board within 21 days after the date the Development Permit is issued.
Any development proceeded with by the Applicant prior to the expiry of the 21-day period is done solely at the risk of the Applicant.
This Permit is effective for a period of six (6) months. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, as determined by the Development Officer, this Permit ceases to be effective, unless an extension to this period, being no longer than an additional 12 months, has previously been granted by the Development Officer.
Compliance with the requirements of the Land Use Bylaw does not exempt any person from the requirements of any Federal, Provincial, or Municipal legislation or complying with any easement, covenant, agreement, or contract affecting the development.

Map of Lot Coverage



Block 7
LOT 8
PLAN # 962 3927 & # 972 3014

COVERED STRIPS
12' x 12'
THE POOL
18'8" X 24'



MAIN FLOOR PLAN

AREA
MAIN FLOOR = 1064 sqft

DATE: October 24, 2005
 OF: November 01, 2005



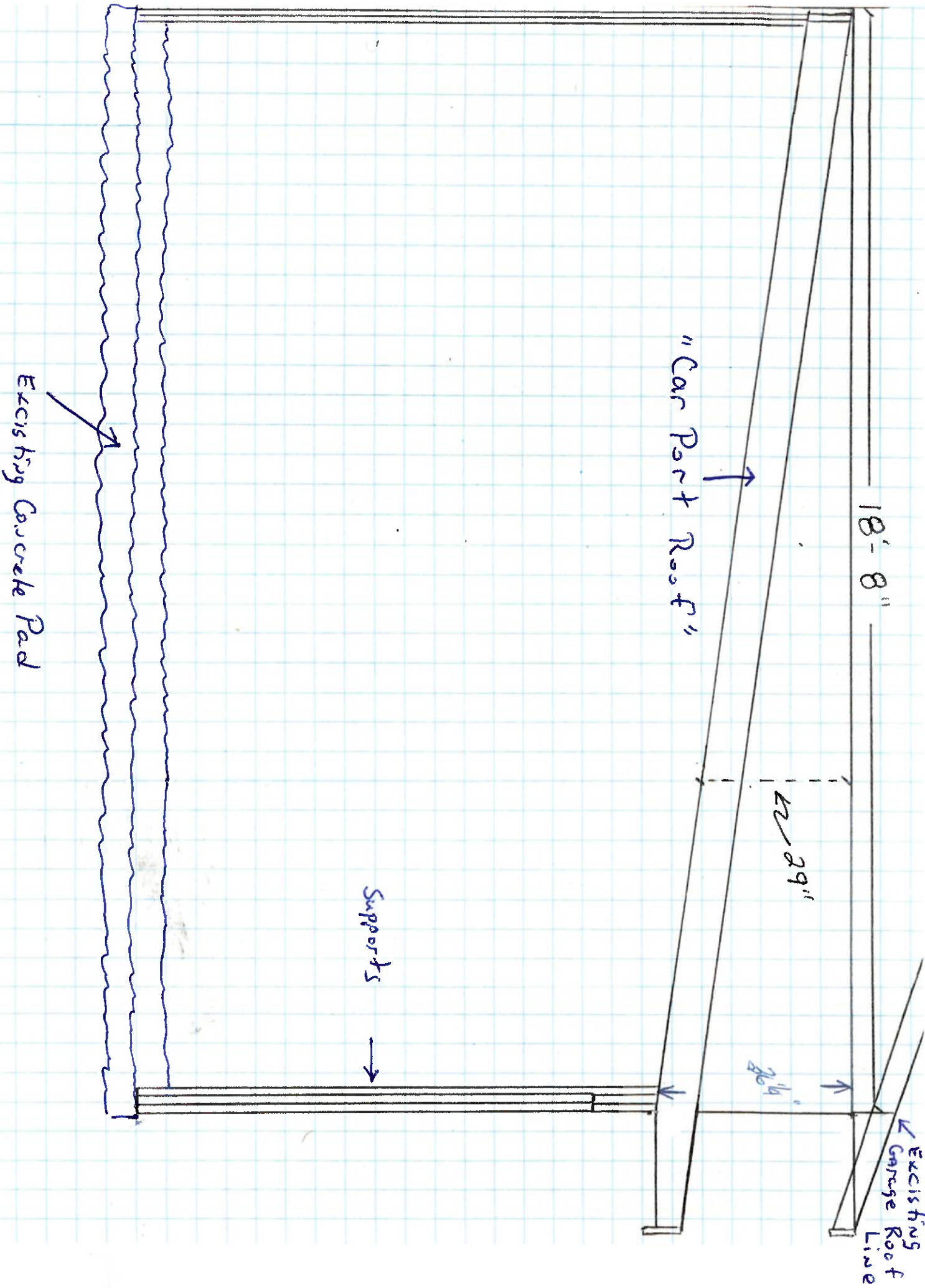
THIS DESIGN AND CONSTRUCTION DRAWING IS THE PROPERTY OF HIDINGCENTER. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS WITHOUT WRITTEN PERMISSION.

NOISE	CUSTOM NELSON
DATE	NOVEMBER 01, 2005

ORDER	NELSON
SALES ASSOCIATE	LES SCHWARTZ

FOR REFERENCE ONLY

PROJECT NUMBER	ROP-3671
PREPARED BY	C. Henschel
SHEET NUMBER	3 3



18'-8"

"Car Port Roof"

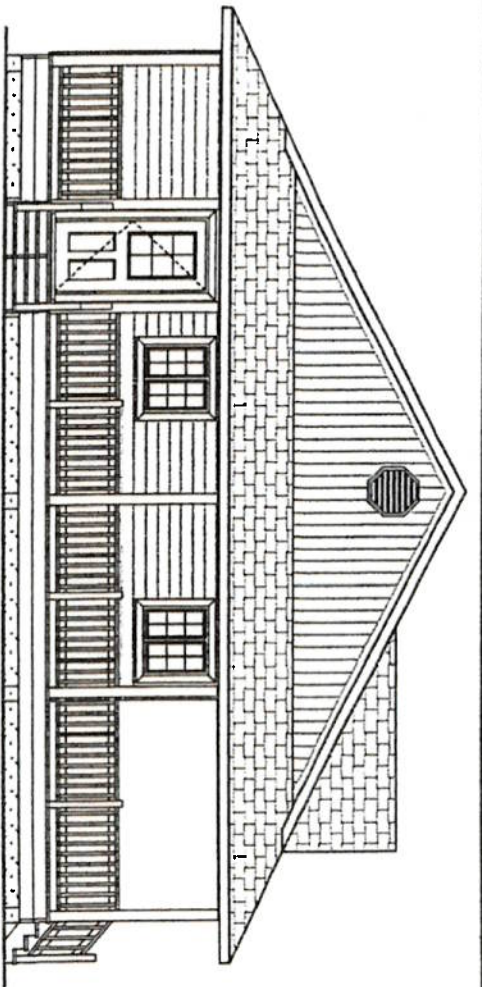
29"

20 1/4"

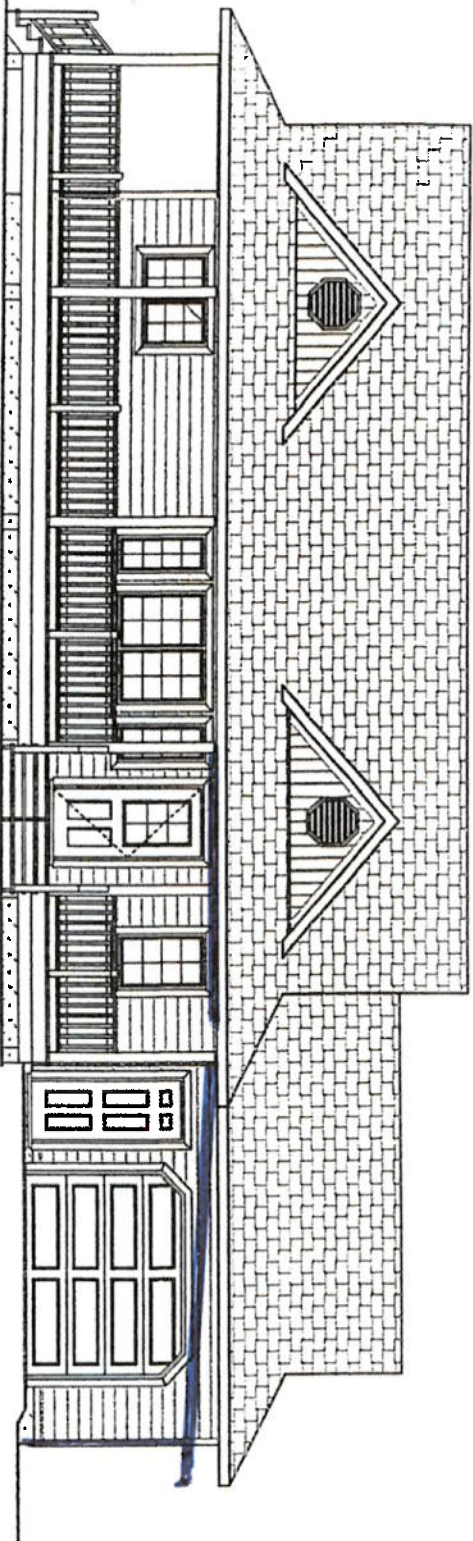
Existing Garage Roof Line

Existing Concrete Pad

Supports



LEFT ELEVATION



FRONT ELEVATION

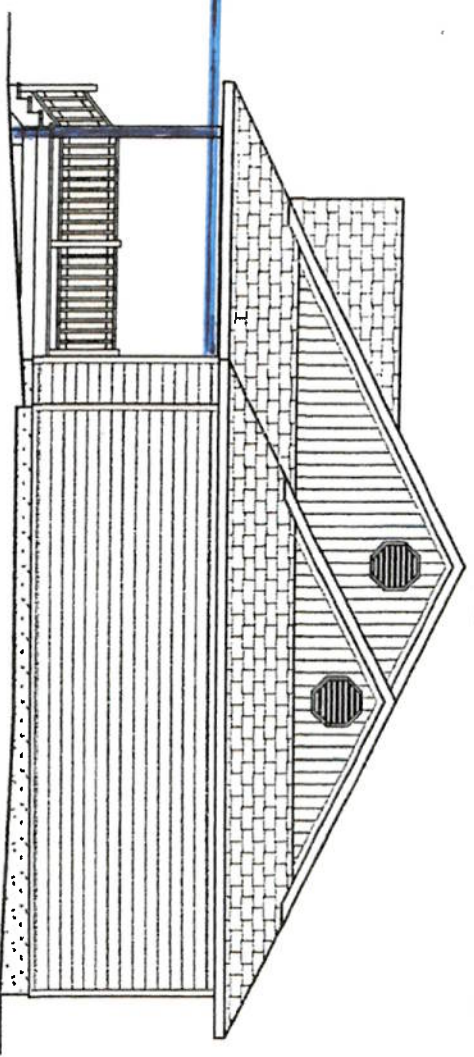
FOR
REFERENCE
ONLY

REVISIONS:
01 - 01-11-04 Update
02 - 01-21-04, Revise
03 - 01-21-04, Revise
04 - 01-21-04, Revise
05 - 01-21-04, Revise
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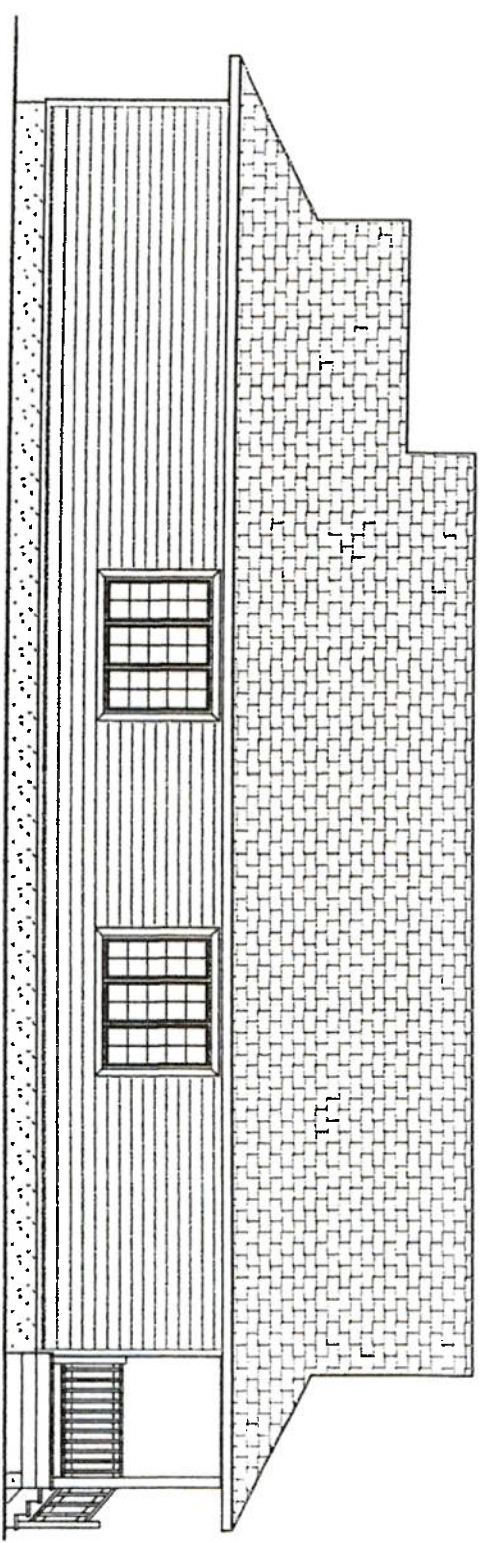


PROJECT NAME	DATE	SALES ASSOCIATE	PROJECT NUMBER
CUSTOMER	DRAWING	STORE LOCATION	PREPARED BY
CUSTOMER	FRONT & LEFT ELEVATIONS	STORE - 5737-4	C. Henschell
CUSTOMER	NOVEMBER 01, 2005	LES SCHWARTZ	SHEET NUMBER
			1 3

RIGHT ELEVATION



REAR ELEVATION



**FOR
REFERENCE
ONLY**

DATE: November 01, 2005
 DRAWN BY: [Name]
 CHECKED BY: [Name]



MODEL	CUSTOM NELSON	CUSTOMER	NELSON	PROJECT NUMBER	RC05-1671
DRAWING	REAR & RIGHT ELEVATIONS	STORE LOCATION	STORE - 5737-4	PREPARED BY	C. Hirschall
DATE	NOVEMBER 01, 2005	SALES ASSOCIATE	LES SCHWARTZ	SHEET NUMBER	2 3

SUMMER VILLAGE OF ROCHON SANDS

Development Permit No. 2023-08

Form C1
Land Use Bylaw #244-19

DEVELOPMENT PERMIT

Development Involving: Storage Shed

Municipal Address: 26 Beach Street West

Lot: 15 A (C) Block: 2 Registered Plan: 992-0392 TR 15

Registered Owner: Del & Dixie Billings
(as further described in Application No. 2023-08 has been **DENIED for the following reason:**

As per Land Use Bylaw #244-19 Section 3.2.1

No development permit will be required for any of the following types of development provided that such development complies with all applicable provisions of this Land Use Bylaw. In any situation involving a development, the applicant may consult with the Development Officer to ensure compliance with this Bylaw.

(h) construction of the first accessory building on a lot provided the floor area does not exceed 13.4 m² (144 ft²), the height does not exceed 2.5 m (8 ft) and that it complies with all other requirements for accessory buildings, including section 7.7, of this Bylaw.

This Development Application documentation would require a variance to be granted by Council as the proposed storage shed with an area of 192ft² exceeds the 144ft² maximum allowable square footage allowance. Only Council can approve this variance.

You are hereby **NOT Authorized** to proceed with the development specified, until development permit variances are authorized by the Summer Village of Rochon Sands Council. Any stated conditions must be complied with so that the development is in accordance with any approved plans and applications, and with other permits that are obtained.

OTHER PERMITS ARE REQUIRED

In the interest of public safety and as required by the Safety Codes Act construction projects must be covered by the appropriate permits prior to commencement of construction (Building, Electrical, Gas, Plumbing and Private Sewer).
For information regarding how to obtain the required permits, contact IJD Inspections Ltd.
at **1-877-617-8776**

Date of Application September 1, 2023

Should an appeal be made against the decision to the Subdivision and Development Appeal Board, the Development Permit shall cease to be effective.

Date of Decision: September 7, 2023

Date of DENIAL of Development Permit: September 7, 2023

Date of next Summer Village of Rochon Sands Council Meeting: September 12, 2023
- If Council approves the variances, the earliest construction date is 21 days after the approval.

The earliest Construction Start is estimated: October 4, 2023

Signature of Development Officer



SUMMER VILLAGE OF ROCHON SANDS

Application No. _____

Form A
Land Use Bylaw No.244-19

APPLICATION FOR DEVELOPMENT

I hereby make application under provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

Applicant: DEL + DIXIE BILLINGS Telephone No.: 403-350-4041

Email: del/dix@hotmail.com Cell Phone No. 403-350-4041

Applicant Address (if different from property owner): _____

Address of Property to be Developed: 26 Beach Street West

Lot: 15A(C) Block: 2 Plan No.: 9920392 Tax Roll # 15

Registered Owner: DEL + DIXIE BILLINGS

Mailing Address: 22 FLAGSTAFF CLOSE, RED DEER T4N6V1

Land Use District: _____

Parcel Area: _____

Building Information

Setbacks: Front Yard: _____ Side Yards: _____ & _____ Rear Yard: _____

Main Floor Area _____ Upper Floor Area (if applicable) _____

Parcel Coverage Area _____

Height of Main Building _____ No. of Off-street Parking Stalls _____

Proposed Accessory Use: _____

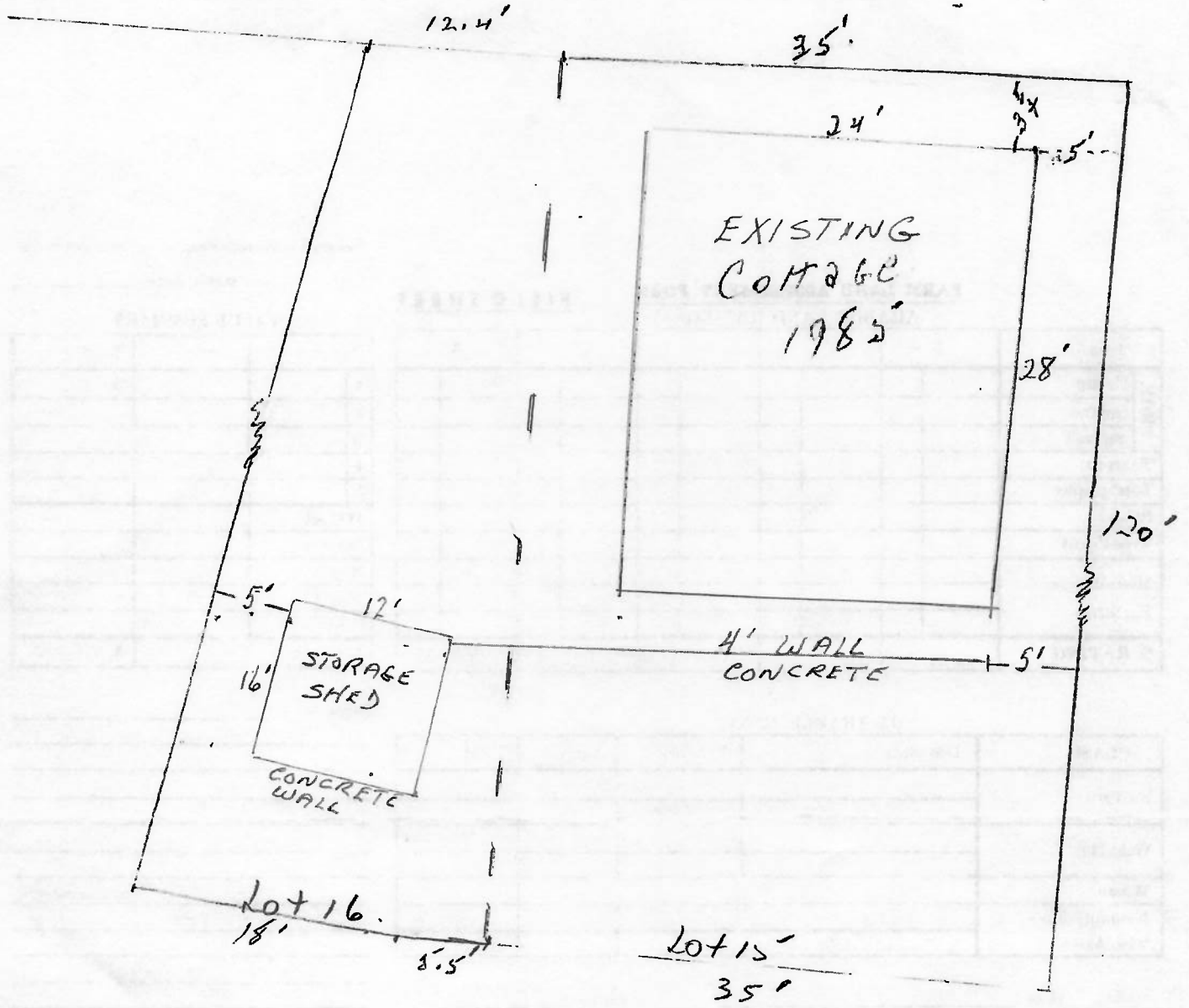
Date of Commencement _____ Estimated Date of Completion _____

SU Notion 2002

5

BILLINGS

26 Beach Street



SUMMER VILLAGE OF ROCHON SANDS

Development Permit No. 2023-007

Form C1
Land Use Bylaw #244-19

DEVELOPMENT PERMIT

Development Involving: Modular Home

Municipal Address: 33 Bay View Street , Rochon Sands, AB

Lot: 1B Block: 5 Plan: 9920392

Registered Owner: Jeremy Yousph

(as further described in Application No. 2023-007 has been **DENIED for the following reasons:**

- As per Land Use Bylaw #244-19 Section 8.7.4 (d) a maximum length to width ratio of 2.5:1, this development proposed exceeds the maximum ratio, this Modular Home is 56 feet in length and 20 feet in width, which is as ratio of 2.8:1. This Development Application documentation would require a variance to be granted by Council of a ratio of 0.3 under the existing Land Use Bylaw 244-19. Only Council can approve this variance.
- As per Land Use Bylaw #244-19 Section 8.7.3 Manufactured Homes shall be no older than ten (10) years, as the Modular Home was manufactured in 2011, this Development Application documentation would require a variance to be granted by Council as the Modular Home is older than 10 years. Only Council can approve this variance.
- Manufactured Homes are a Discretionary Use in Residential District (R1), under Land Use Bylaw No. 244-19.
- As per Land Use Bylaw #244-19, Section 8.7 MANUFACTURED HOMES
 - 8.7.1 Manufactured homes shall meet or exceed Canadian Standards Association (CSA) Z240 certification.
 - 8.7.2 Manufactured homes shall be placed on a permanent foundation consisting of a basement, crawl space or slab on grade.
 - 8.7.3 Manufactured Homes shall be no older than ten (10) years as of the date of a completed development permit application for their placement and shall be similar and consistent with the character of the area.

You are hereby NOT Authorized to proceed with the development specified, until development permit variances are authorized by the Summer Village of Rochon Sands Council.

Any stated conditions are complied with; that development is in accordance with any approved plans and applications, and that other permits are obtained.

OTHER PERMITS ARE REQUIRED

In the interest of public safety and as required by the Safety Codes Act construction projects must be covered by the appropriate permits prior to commencement of construction (Building, Electrical, Gas, Plumbing and Private Sewer).

For information regarding how to obtain the required permits, contact IJD Inspections Ltd. at 1-877-617-8776

Date of Application: September 6, 2023

Should an appeal be made against the decision to the Subdivision and Development Appeal Board, the Development Permit shall cease to be effective.

Date of Decision: September 7, 2023

Date of **DENIAL** of Development Permit: September 7, 2023

Date of next Summer Village of Rochon Sands Council Meeting: September 12, 2023

- If Council approves the variances, the earliest construction date is 21 days after the approval.

The earliest Construction Start is estimated: October 4, 2023

Signature of Development Officer



SUMMER VILLAGE OF ROCHON SANDS

Application No. _____

Form A
Land Use Bylaw No.244-19

APPLICATION FOR DEVELOPMENT

I hereby make application under provisions of the Land Use Bylaw for a Development Permit in accordance with the plans and supporting information submitted herewith and which form part of this application.

Applicant: YOUSPH Jeremy & Cassandra Telephone No.: 403-462-4524
Email: cassandras55@hotmail.com Cell Phone No. 403-816-2715

Applicant Address (if different from property owner): Box 1330, Carstairs, AB
TOM ONO

Address of Property to be Developed: 33 Bayview Street, Rochonsands, AB

Lot: 1B Block: 5 Plan No.: 9920392 Tax Roll # 130 T0C 3B0

Registered Owner: Jeremy & Cassandra Yousph

Mailing Address: Box 1330, Carstairs, AB, TOM ONO

Land Use District: Residential District -R1

Parcel Area: 10981 sq Feet

Building Information

Setbacks: Front Yard: 68' Side Yards: 10' & 24' Rear Yard: 20'

Main Floor Area 960 sqF Upper Floor Area (if applicable) N/A

Parcel Coverage Area 1120 sqF

Height of Main Building 18' No. of Off-street Parking Stalls _____

Proposed Accessory Use: _____

Date of Commencement ASAP Estimated Date of Completion Sept 2024



Manufactured Homes

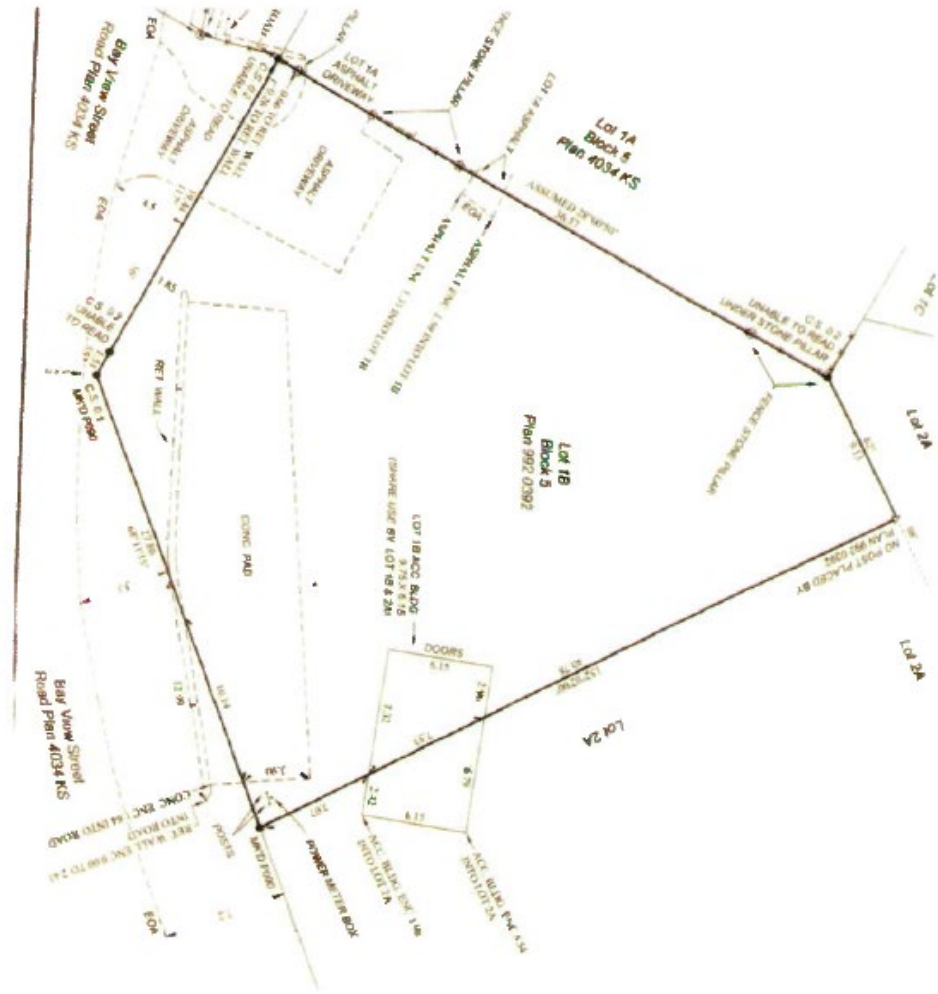
To be completed and attached to the Building Permit Application Form

- Make/Model of Unit 20133 Cowichan Lake House
 - Manufacturer Moduline Homes
 - Year built 2011
 - C.S.A. Label No Intertek Issue # MD-4029
 - Alberta Labour Label No Alberta Municipal Affairs
and Housing # 06-06453
- Foundation Type:
- Blocking or Piles
 - Screw Piles (must include manufactures specs and data sheet)
 - Concrete Foundation (must include foundation details)
 - PWF (must include engineer's stamped drawings)

Below: Draw a site plan that shows dimension and placement of stairs and/or deck(s)

See attached

Appendix A



and requirements. **Notes:** Accuracy refers to the Report 1 use of the opinion that:

1. The plan illustrates the boundaries of the Property in accordance with the requirements of the Survey Act and the Survey Regulation and the rights-of-way of the adjacent property.
2. The requirements are entirely within the limits of the Survey Act and the Survey Regulation.
3. No visible encroachments exist on the Property (except property (except Asphalt).
4. No visible encroachments exist on the Property.

Purpose: This Report has been prepared for the owner and any of their agents for the purpose of establishing the boundaries of the Property and for the purpose of providing a mortgage application, completion certificate, etc. Copying is permitted only if the plan remains attached. Where applicable, the extent of the Property does not include the area not shown during the survey of the land. The information shown on this plan is for information only. Users are encouraged to follow requirements.

Dated this 4th of June 2021

ALBERTA LAND SURVEYOR
 © DONNIE MCKEE, A.L.S. 2021
 THIS DOCUMENT IS NOT VALID UNLESS IT BE
 BOUND BY A REGISTERED SURVEY PLAN
 Date of Survey: May 17, 2021
 Certificate of Title No. 112,330,890
 Date of Title Search for copy of the title is attached
 PROPERTY SUBJECT TO:
 - NO RESTRICTIONS

NOTES

- Distances are in meters and bearings are in degrees.
- Easements are shown in red.
- Building setbacks and distances to building are shown in red.
- Distances to building corners are perpendicular to the boundary.
- All survey evidence is within 0.20 meters of the property shown (unless otherwise shown).

Scale: 1:250 | Plan Date: 05/17/21 | 1:250 | 1:250



Cowichan Model 20133

20' x 56' ~ 960 sq.ft. (Covered Porch Sq. Ft. Not Incl.)



1421 Brier Park Cres
In a continued effort to
Some homes may show optio



linemedicinehat.com
without prior notice.
room sizes are approximate.



County of Stettler No. 6
Box 1270
6602 – 44 Avenue
Stettler, Alberta T0C 2L0
T:403.742.4441 F: 403.742.1277
www.stettlercounty.ca

PLAYGROUND EQUIPMENT INSPECTION REPORT

General Site Information

Agency Requesting Inspection:

Location Name:

Purpose:

Inspection Date:

Time:

General Equipment Information

Manufacturer:

Installation Date:

Equipment Present:

Inspection Information

1. Equipment stability and broken/loose components

Satisfactory Unsatisfactory Not applicable

Comments:

2. Re-distribute loose-fill surfacing material to areas of "dishing" (ie slide exits, under swings, etc.)

Satisfactory Unsatisfactory Not applicable

Comments:

3. Check depth of protective surfacing to ensure adequate fall protection

Satisfactory Unsatisfactory Not applicable

Comments:

4. Broken glass and or foreign debris on play equipment or concealed in protective surfacing

Satisfactory Unsatisfactory Not applicable

Comments:

5. Unwrap any swings wrapped around swing top rail

Satisfactory Unsatisfactory Not applicable

Comments:

6. Check all moving components for maintenance concerns

Satisfactory Unsatisfactory Not applicable

Comments:

7. Check condition of site furnishings and site amenities for vandalism

Satisfactory Unsatisfactory Not applicable

Comments:

8. Check any wood components for cracking, splintering and gaps greater than 19mm

Satisfactory Unsatisfactory Not applicable

Comments:

9. Check condition of retaining wall/barrier

Satisfactory Unsatisfactory Not applicable

Comments:

10. Check condition of access into play area (pathway, fencing, etc)

Satisfactory Unsatisfactory Not applicable

Comments:

11. Check all fittings, bearing hangers, guardrails and components

Satisfactory Unsatisfactory Not applicable

Comments:

12. Check swing seats for damage and decay

Satisfactory Unsatisfactory Not applicable

Comments:

13. Check swing chains for kinked, twisted or broken chain

Satisfactory Unsatisfactory Not applicable

Comments:

14. Check slides for cracks and sharp points

Satisfactory Unsatisfactory Not applicable

Comments:

15. Check tires for drainage and or protruding steel components

Satisfactory Unsatisfactory Not applicable

Comments:

16. Check for graffiti and vandalism

Satisfactory Unsatisfactory Not applicable

17. Check for components requiring monitoring and/or repair from previous monthly or annual inspection report (has situation deteriorated? Was repair made? And if so, is it now compliant or has a new problem been created?)

Satisfactory Unsatisfactory Not applicable

Comments:

18. Check for seasonal or environmental issues (ie: gaps at slides created by expanding or shrinking components such as poly slides, sectional slides becoming disjointed, frost heave, etc)

Satisfactory Unsatisfactory Not applicable

Comments:

Gaps at top of slides are growing due to frost heaves, possibly caulk to prevent strings from getting caught.

19. Check for exposed foundations (concrete footings and other connecting devices)

Satisfactory Unsatisfactory Not applicable

Comments:

20. Remove any obvious hazards

Satisfactory Unsatisfactory Not applicable

Comments:

21. Check for drainage problems/issues.

Satisfactory Unsatisfactory Not applicable

Comments:

22. Check for owner/operators name, contact information and applicable age group in a "readily identifiable" and "clearly visible" location from the play area.

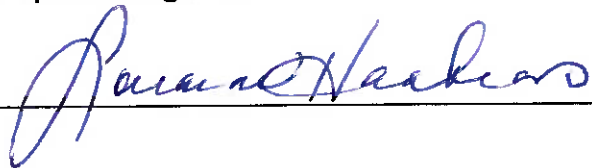
Satisfactory Unsatisfactory Not applicable

Comments:

Issues requiring immediate attention

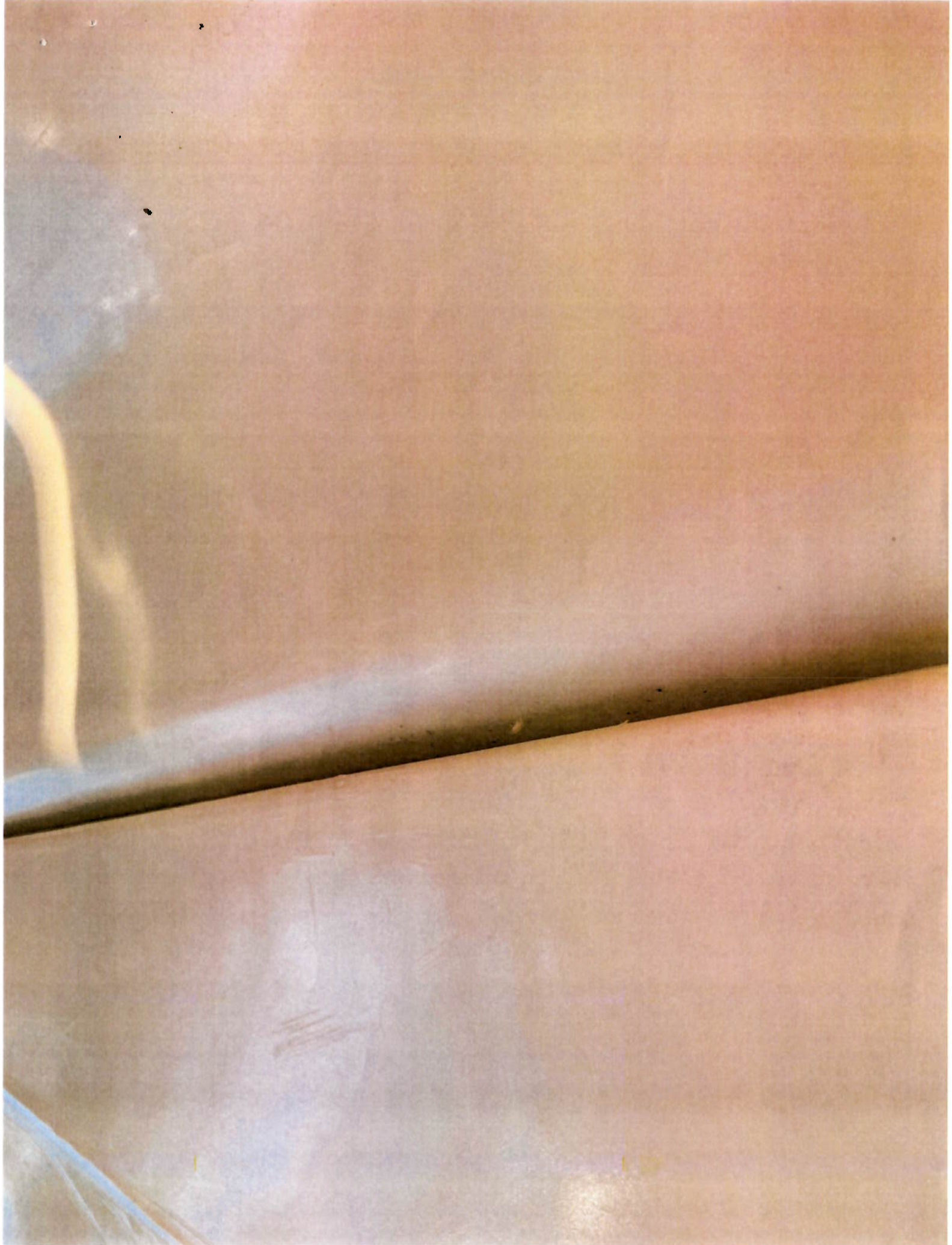
Additional comments:

Inspectors Signature:



***** Playground inspections are done according to the current CSA Group Standards Z614-14 which applies to outdoor public-use playground equipment and play spaces found at schools, parks, childcare facilities, institutions, multiple family dwellings, private resort, recreation developments, restaurants and other areas of public use.**







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PLAYGROUND EQUIPMENT INSPECTION REPORT

General Site Information

Agency Requesting Inspection:

Location Name:

Purpose:

Inspection Date:

Time:

County of Stettler
Rochon Sands (Snack Shack)
Annual
10/17/22
3:15 PM

General Equipment Information

Manufacturer:

Equipment Present:

Installation Date:

Playworks
2019
spring toys, swings, composite play structure
climbing wall

Inspection Information

1. Equipment stability and broken/loose components

Satisfactory Unsatisfactory Not applicable

Comments:

2. Re-distribute loose-fill surfacing material to areas of "dishing" (ie slide exits, under swings, etc.)

Satisfactory Unsatisfactory Not applicable

Comments:

3. Check depth of protective surfacing to ensure adequate fall protection

Satisfactory Unsatisfactory Not applicable

Comments:

4. Broken glass and or foreign debris on play equipment or concealed in protective surfacing

Satisfactory Unsatisfactory Not applicable

Comments:

5. Unwrap any swings wrapped around swing top rail
 Satisfactory Unsatisfactory Not applicable
Comments:

6. Check all moving components for maintenance concerns
 Satisfactory Unsatisfactory Not applicable
Comments:

7. Check condition of site furnishings and site amenities for vandalism
 Satisfactory Unsatisfactory Not applicable
Comments:

8. Check any wood components for cracking, splintering and gaps greater than 19mm
 Satisfactory Unsatisfactory Not applicable
Comments:

9. Check condition of retaining wall/barrier
 Satisfactory Unsatisfactory Not applicable
Comments:

10. Check condition of access into play area (pathway, fencing, etc)
 Satisfactory Unsatisfactory Not applicable
Comments:

11. Check all fittings, bearing hangers, guardrails and components
 Satisfactory Unsatisfactory Not applicable
Comments:

12. Check swing seats for damage and decay
 Satisfactory Unsatisfactory Not applicable
Comments:

13. Check swing chains for kinked, twisted or broken chain
 Satisfactory Unsatisfactory Not applicable
Comments:

14. Check slides for cracks and sharp points
Satisfactory Unsatisfactory Not applicable
Comments:

15. Check tires for drainage and or protruding steel components
Satisfactory Unsatisfactory Not applicable
Comments:

16. Check for graffiti and vandalism
Satisfactory Unsatisfactory Not applicable

17. Check for components requiring monitoring and/or repair from previous monthly or annual inspection report (has situation deteriorated? Was repair made? And if so, is it now compliant or has a new problem been created?)
Satisfactory Unsatisfactory Not applicable
Comments:

18. Check for seasonal or environmental issues (ie: gaps at slides created by expanding or shrinking components such as poly slides, sectional slides becoming disjointed, frost heave, etc)
Satisfactory Unsatisfactory Not applicable
Comments:

19. Check for exposed foundations (concrete footings and other connecting devices)
Satisfactory Unsatisfactory Not applicable
Comments:

* Under car "spring toy, concrete foundation is visible. Gravel needs to fully cover to reduce chance of injury. Please cover with minimum 6" of pea gravel.

20. Remove any obvious hazards
Satisfactory Unsatisfactory Not applicable
Comments:

21. Check for drainage problems/issues.
Satisfactory Unsatisfactory Not applicable
Comments:

22. Check for owner/operators name, contact information and applicable age group in a "readily identifiable" and "clearly visible" location from the play area.
Satisfactory Unsatisfactory Not applicable
Comments:

Issues requiring immediate attention

Additional comments:

Inspectors Signature:



***** Playground inspections are done according to the current CSA Group Standards Z614-14 which applies to outdoor public-use playground equipment and play spaces found at schools, parks, childcare facilities, institutions, multiple family dwellings, private resort, recreation developments, restaurants and other areas of public use.**





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PLAYGROUND EQUIPMENT INSPECTION REPORT

General Site Information

Agency Requesting Inspection: *Rochon Sands - beach front*
Location Name:
Purpose: *Annual*
Inspection Date: *10/17/22* Time: *3:27PM*

General Equipment Information

Manufacturer: *Childspace* Installation Date: *2000*
Equipment Present: *swings and 2 composite playgrounds*

Inspection Information

1. Equipment stability and broken/loose components
 Satisfactory Unsatisfactory Not applicable
Comments:
2. Re-distribute loose-fill surfacing material to areas of "dishing" (ie slide exits, under swings, etc.)
 Satisfactory Unsatisfactory Not applicable
Comments:
3. Check depth of protective surfacing to ensure adequate fall protection
 Satisfactory Unsatisfactory Not applicable
Comments:
4. Broken glass and or foreign debris on play equipment or concealed in protective surfacing
 Satisfactory Unsatisfactory Not applicable
Comments:

5. ~~Unwrap any swings wrapped around swing top rail~~

Satisfactory ~~Unsatisfactory~~ ~~Not applicable~~

Comments:

6. Check all moving components for maintenance concerns

Satisfactory ~~Unsatisfactory~~ ~~Not applicable~~

Comments:

7. Check condition of site furnishings and site amenities for vandalism

Satisfactory ~~Unsatisfactory~~ ~~Not applicable~~

Comments:

8. ~~Check any wood components for cracking, splintering and gaps greater than 19mm~~

Satisfactory ~~Unsatisfactory~~ ~~Not applicable~~

Comments:

9. ~~Check condition of retaining wall/barrier~~

Satisfactory ~~Unsatisfactory~~ ~~Not applicable~~

Comments:

10. ~~Check condition of access into play area (pathway, fencing, etc)~~

Satisfactory ~~Unsatisfactory~~ ~~Not applicable~~

Comments:

11. ~~Check all fittings, bearing hangers, guardrails and components~~

Satisfactory ~~Unsatisfactory~~ ~~Not applicable~~

Comments:

12. ~~Check swing seats for damage and decay~~

Satisfactory ~~Unsatisfactory~~ ~~Not applicable~~

Comments:

13. ~~Check swing chains for kinked, twisted or broken chain~~

Satisfactory ~~Unsatisfactory~~ ~~Not applicable~~

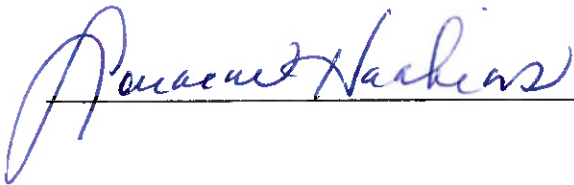
Comments:

14. Check slides for cracks and sharp points
Satisfactory Unsatisfactory Not applicable
Comments:
15. Check tires for drainage and or protruding steel components
Satisfactory Unsatisfactory Not applicable
Comments:
16. Check for graffiti and vandalism
Satisfactory Unsatisfactory Not applicable
17. Check for components requiring monitoring and/or repair from previous monthly or annual inspection report (has situation deteriorated? Was repair made? And if so, is it now compliant or has a new problem been created?)
Satisfactory Unsatisfactory Not applicable
Comments:
18. Check for seasonal or environmental issues (ie: gaps at slides created by expanding or shrinking components such as poly slides, sectional slides becoming disjointed, frost heave, etc)
Satisfactory Unsatisfactory Not applicable
Comments:
19. Check for exposed foundations (concrete footings and other connecting devices)
Satisfactory Unsatisfactory Not applicable
Comments:
20. Remove any obvious hazards
Satisfactory Unsatisfactory Not applicable
Comments:
21. Check for drainage problems/issues.
Satisfactory Unsatisfactory Not applicable
Comments:
22. Check for owner/operators name, contact information and applicable age group in a "readily identifiable" and "clearly visible" location from the play area.
Satisfactory Unsatisfactory Not applicable
Comments:

Issues requiring immediate attention

Additional comments:

Inspectors Signature:

A handwritten signature in blue ink, reading "Pamela Nashers", is written over a horizontal line.

***** Playground inspections are done according to the current CSA Group Standards Z614-14 which applies to outdoor public-use playground equipment and play spaces found at schools, parks, childcare facilities, institutions, multiple family dwellings, private resort, recreation developments, restaurants and other areas of public use.**



Association of
SUMMER VILLAGES
OF ALBERTA

August 29, 2023

To: Members of the Association of Summer Villages of Alberta

NOTICE OF SPECIAL RESOLUTION TO AMEND THE ASVA BYLAWS

Association of Summer Villages of Alberta

The Board of Directors of the Association of Summer Villages of Alberta (herein "ASVA") hereby gives notice that at the 2023 Annual General Meeting of the ASVA to be held October 19, 2023 at 4:00 p.m. through in person means, the Board of Directors will be proposing the following Special Resolution to amend the current ASVA Bylaws with the amended Bylaws attached hereto as Schedule "A":

WHEREAS Section 14 of the current ASVA Bylaws states that "The Board of Directors and/or any Member in good standing may propose to amend the Bylaws of the Society."

AND WHEREAS the Board of Directors of the ASVA, at their May 15, 2023 meeting endorsed the new proposed amendments Bylaws for submission to the Membership at the 2023 Annual General Meeting.

AND WHEREAS the proposed amended bylaws, attached as Schedule "A" removes many of the administrative verbiage contained in the current bylaw, is modernized and is policy driven.

AND WHEREAS attached as Schedule "B" are the existing Bylaws that are proposed to be amended, attached for comparative purposes.

AND WHEREAS the proposed amendments herein will not, by its nature, content or description, compromise, modify, alter affect or change in any way the fundamental and paramount principle of ASVA being that ASVA is owned and controlled by its Regular Members only.

NOW THEREFORE the Board of Directors of the ASVA proposes that a Special Resolution be passed at the Annual General Meeting of the ASVA to amend the existing ASVA Bylaws in their entirety with the Bylaws attached as Schedule "A".

The Association of Summer Villages of Alberta
Bylaws
Registered Society 50010034

Article I. Name

- 1.01.1 The name of the association shall be the Association of Summer Villages of Alberta (ASVA), referred to in these bylaws as the "Association."

Article II. Purpose of Bylaws

- 2.01 The purpose of these bylaws is to conform to the provisions of the Societies Act, R.S.A. 2000 cS-14 and set out how the Association will provide leadership in advocating local government interest to the Provincial Government and other organizations and provide services that address the need of its membership.
- 2.02 These bylaws establish a fundamental principal that the Association is owned and controlled by the regular members of the Association in every material way.

Article III. General

- 3.01 The Board of Directors may establish procedures for convening any meeting referred to in these Bylaws. Notice shall be by electronic or other communication facilities including conference calling, facsimile, e-mail or such other technology as may become available. All meeting notices shall include the date, time and location.
- 3.02 A reference in these Bylaws to an "Annual General Meeting" means a meeting of the membership held once a year at a time prescribed by the membership at the previous year's Annual General Meeting and always at a time after the general municipal elections.
- 3.03 A reference in these Bylaws to a "Special Meeting" means a meeting of the membership held at any time other than the Annual General Meeting.
- 3.04 An Annual General Meeting or a Special Meeting will be held at a place agreed upon by the Board.
- 3.05 In unforeseen circumstances such as a pandemic or emergency an Annual General Meeting or Special Meeting may be held by teleconference or virtual means.

- 3.06 The Board may establish policies regarding the terms of an Annual General Meeting or Special Meeting.
- 3.07 A minimum of six (6) weeks' notice as to the date, time and place of the Annual General Meeting or a Special Meeting must be given to the membership prior to the date that meeting will take place. The notice for any Special Meeting must also include the general nature of the business to be transacted.
- 3.08 Board meetings will be held six (6) times per year or at the call of the Chair. All efforts will be made to establish meetings every second month at the last meeting in the preceding year.
- A) Meetings will be held at a place agreed upon by the Board
 - B) Meetings may also be held by teleconference or virtual means if required and agreed upon by the Board.
- 3.09 A quorum for the transaction of business at an Annual General Meeting or Special Meetings of the membership shall consist of the regular members present. Members participating by teleconference or virtual means shall be counted as those members present.
- 3.10 A quorum for the transaction of business at a Board meeting shall be by a simple majority (50% plus 1). Members participating by teleconference or virtual means shall be counted as those members present.

Article IV. Membership

- 4.01 Any municipality, organization or business which:
- A) Desires to further the goals of the Association
 - B) Qualifies under a membership category described in 4.02, and
 - C) Pays the relevant Association membership fee may become a member of the Association.
- 4.02 The categories of membership are:
- A) "Regular Member" shall be available to any Summer Village located in Alberta whose representatives are their Elected Officials or CAO's.
 - B) "Associate Member" shall be determined by the Board of Directors when and if the need arises.
 - C) "Honorary Life Member" is any individual who has been appointed as an Honorary Life Member by the Board of Directors.

- 4.03 Any Regular Member may withdraw from membership in the Association at anytime by notice in writing.
- A) A Regular Member that wishes to withdraw from membership in the Association shall provide at least twelve months notice in writing to the Association accompanied by a certified copy of the resolution of Council.
 - B) Any notice of withdrawal of membership shall be presented to the Board of Directors.
 - C) A Regular Member that withdraws from membership is not entitled to reimbursement of any membership fees.
- 4.04 Membership fees shall be established by the Board of Directors of the Association on a yearly basis.
- A) Honorary Life Members are not required to pay a membership fee.
- 4.05 The membership year commences on the 1st day of January and ends on the 31st day of December of each year.
- 4.06 A "Member in Good Standing" is a Regular Member or Associate Member in respect of whom the Association has received the membership fee for the current membership year.
- 4.07 For the purpose of this section "ASVA Activities" means all activities of the Association under the mandate;
- A) Regular Members are entitled to have their representative, as defined in Section 4.02, participate in all Association activities, including the right to vote as set forth in Article V.
 - B) Associate Members are not entitled to participate in Association activities but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.
 - C) Honorary Life Members are not entitled to participate in Association activities but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.
- 4.08 If a Regular Member or Associate Member ceases to be a member in good standing, at the expiration of six months from the date for which membership fee was due, the Regular Member or Associate Member shall be automatically expelled from the ASVA and thereafter shall not be entitled to participate in Association activities or enjoy membership privileges until they have been brought into good standing and reinstated by the Board of Directors.

Article V. Voting Rights

- 5.01 Members entitled to vote at any Annual General Meeting or Special Meeting are those elected ~~officials' representatives~~ and CAO's in attendance whose Summer Villages are Regular Members of the ASVA in good standing.
- 5.02 Each member qualified to vote at any Annual General Meeting or Special Meeting shall be entitled to one vote by a show of hands.
- 5.03 Proxy voting is not allowed. A recorded vote is allowed if requested by majority vote of the Members present at the meeting.
- 5.04 Unless otherwise required by the bylaws, or pursuant to applicable law, any resolution put before the Members or any resolution put before the Board of Directors, must be supported by not less than a majority of the votes cast, failing which, the resolution shall fail.
- 5.05 A tied vote is a defeated vote.

Article VI. Nominations

- 6.01 Nominations shall be conducted in accordance to the election procedure set out in Policy by the Board of Directors.
- 6.02 The Board of Directors shall, in the year of provincial municipal elections, appoint a "Nominating Committee" in order to prepare and present a slate of candidates to the Annual General Meeting for consideration and election.
- 6.03 The procedure for selecting a Nominating Committee shall be set out in Policy by the Board of Directors.
- 6.04 Nominations will also be accepted from the floor at the Annual General Meeting.
- 6.05 To be eligible for nomination, a candidate must:
 - A) Be an elected ~~official representative~~ or CAO's of a Regular Member in good standing
 - B) Submit a completed nomination in the form prescribed by the Nomination Committee.

Article VII. Elections

- 7.01 The Nomination Chair shall act as the Returning Officer who shall be responsible for the fair and proper conduct of elections.
- 7.02 Elections shall be held at the Annual General Meeting.

Article VIII. Board of Directors

- 8.01 The ASVA Board of Director shall consist of up to a twelve (12) member Board. In order to maintain an equitable geographic provincial distribution of Board members, the province has been divided into five (5) regions as outlined in Policy. The following identify those regions and the number of Directors from each:
- A) Two (2) Directors – Island/Baptiste Lakes Region – Region 1
 - B) One (1) Director – St. Paul/Bonnyville Region – Region 2
 - C) Four (4) Directors – Lac Ste. Anne/Wabamun Region – Region 3
 - D) Two (2) Directors – Pigeon Lake Region – Region 4
 - E) Two (2) Directors – Sylvan/Gull Lakes & South Region – Region 5
 - F) One (1) Past President
- 8.02 Of the 12 Directors, no more than two (2) may be CAO's.
- 8.03 At no time shall there be two (2) or more ~~electd officials' representatives~~ from the same Summer Village. ~~CAO's may be from the same Summer Village as an elected official.~~
- 8.04 The Board of Directors shall ~~elect nominate~~ amongst themselves a:
- A) President
 - B) Vice President
 - C) Treasurer
- 8.05 Board Members serve a four (4) year term of office (consistent with Municipal elections) and are elected by the members at the Annual General Meeting in the year of those elections.
- 8.06 The Past President is ex-officio voting member of the Board of Directors and will remain until a new Past President is presented through a new presidential board election.
- 8.07 A President who is no longer an elected ~~official representative~~ immediately ceases to be a President and takes on the role of Past President.

- 8.08 A member of the Board of Directors ceases when:
- A) A Director is no longer an elected **official representative**, or a CAO is no longer an employee from the region they represent.
 - B) A Director misses three (3) consecutive regular meetings of the Board, unless authorized by resolution prior to the conclusion of the missed third consecutive regular meeting of the Board.
 - C) The Board of Directors, by resolution passed by at least two thirds (2/3) of the votes cast declare that a Board Member has ceased to be a Board Member.
- 8.09 In the case of Section 8.08 above, if the period until the next Annual General Meeting is less than 12 months, the position may remain vacant.
- 8.10 Should the office of the President become vacant; the remaining Board of Directors shall forthwith appoint, from amongst themselves, a President.
- 8.11 Should a vacancy occur in a Director position, the Board may appoint a replacement to serve until the next Annual General Meeting.
- 8.12 A member appointed to fill a vacancy in any position must be eligible for election to that position if an election were held.

Article IX. Board

- 9.01 The Board is responsible for:
- A) Governance of the Association and
 - B) Evaluating and approving plans, programs, policies and annual budget for the Association.
- 9.02 The Board shall govern the affairs of the Association between Annual General Meetings.
- 9.03 The Board may establish Ad Hoc Committees from time to time.
- 9.04 The Board may provide such accommodation, equipment and supplies as may be deemed necessary for the operation of the Association.
- 9.05 The Board may employ, contract, discipline or terminate, and fix the conditions of remuneration, employee benefits, hours of work and any other matter relative to the Executive Director.
- 9.06 The Board shall establish and publish the policies for:

- A) Appointing the financial institution and investment decisions
- B) The reimbursement of actual expenses incurred on Association business by any person
- C) The conduct of elections
- D) The submission and consideration of resolutions
- E) Any other policies the Boards wishes to publish.

Article X. Executive Committee Responsibilities

- 10.1 The President shall be elected, from among the Board of Directors, ~~for a four-year term.~~
- 10.2 The President shall, along with the Directors, manage the governance of the Association. Specific responsibilities of the President include, but are not limited to:
- A) Chairing, when present, all meetings of the Association and of the Board and its Executive Committee
 - B) Oversee the work of the Executive Director and Finance Manager
 - C) Act as the official representative for the Association
 - D) Sign all documents requiring his/her signature, including minutes, bylaws and special resolutions
 - E) Serves as ex-officio on all committees of the Board and attending such meetings at his/her discretion;
 - F) Such other duties as may, from time to time, be prescribed by resolution of the Board or that are otherwise incidental to this office.
- 10.3 The President, or other duly designated Board Member, shall put forth ~~their his~~ nomination to the Alberta Municipalities Association for the position of board member that represents Summer Villages.
- 10.4 The Vice President shall be elected, from amongst the Directors, ~~for a four-year term.~~
The Vice President shall:
- A) In the absence of the Chair, preside over meetings of the Association and of the Board and its Executive Committee and otherwise exercise all the powers and duties of the President.
 - B) Have such other duties as the Board may, by resolution, assign.
- 10.5 The Board may, in the absence of the President and Vice President, appoint from amongst the remaining Board Members, an Acting Chairperson.
- 10.6 The Treasurer shall be elected, from amongst the Directors, ~~for a four-year term.~~

- 10.7 The Treasurer is assigned the primary responsibility of overseeing the management and reporting of the organization's finances. The Treasurer will be elected at the same time as the President and Vice President.

Article XI. Financial

- 11.01 The fiscal year of the Association shall be the calendar year.
- 11.02 At any reasonable time any Regular Member in good standing or a representative of any Regular Member may inspect the books and records of the Association upon request to the Executive Director.
- A) The Executive Director may require that a request be made in writing and shall refuse to allow inspection of any portion of a book or record containing personal information.
 - B) The Executive Director shall notify the Board of each request.
- 11.03 The books, accounts and records of the Association shall ~~be reviewed~~ ~~audited~~ at least once each year by a duly qualified accountant who shall be appointed by the Board at their first meeting of each year and who shall prepare an externally compiled financial statement.
- 11.04 For the purpose of carrying out the objectives of the Association, the Board from time to time may, by resolution passed by at least two thirds (2/3) of the votes, borrow money on the credit of the Society.
- 11.05 The Board may expend the funds of the Association from time to time for such purposes as it considers necessary or advisable to enable the Association to carry out its business.
- 11.06 Directors may be paid a per diem to attend Board or related committee meetings and travel expenses as set out in policy by the Board.
- 11.07 Unless authorized at any meeting of the Board, no Director or member of the Association shall receive any remuneration for his or her services. This is outside those duties and per diems outlined in Section 11.06.
- 11.08 The Board may establish policies regarding any remuneration and other fees and charges.
- 11.09 The President has the authority to act on behalf of the Board and shall be reimbursed as per policy.
- 11.10 The Directors of the Association are indemnified and saved harmless for any loss or damage caused by anything said or done or omitted to be done in the performance or intended performance of their functions, duties or powers except if the person was dishonest, grossly negligent or guilty of willful misconduct.

Article XII. Executive Director

- 12.01 The Board shall appoint an Executive Director to manage the affairs of the Association.
- 12.02 The Executive Director is a non voting ex-official of the Board and the Executive Committee and reports directly to the President.
- 12.03 The Executive Director shall:
- A) Ensure that accurate minutes of all meetings of the Association, the Board, the Executive Committee and any other committees are recorded;
 - B) Manage the day-to-day operations of the Association within approved budgets and policies
 - C) Ensure all records and the Seal of the Association are kept safe.
- 12.04 The Executive Director may employ or contract any subordinate staff required within the expenditure authority included in the Association's budget.
- 12.05 The Board may employ or contract any subordinate staff required, as they deem necessary.

Article XIII. Signing Authority

- 13.01 Any financial instruments and the use of the Seal shall be signed by
- A) A Director designated as a signing authority by the Board, and
 - B) The Executive Director

Article XIV. Bylaw Amendments

- 14.01 When notice is required to be given under these Bylaws, the notice may be given by one of the following:
- A) Mail;
 - B) Facsimile; or
 - C) Electronic means
- 14.02 Written notice of a proposed amendment to these bylaws shall be provided to each Member not less than (6) six weeks before the meeting at which the amendment is to be proposed.
- 14.03 These bylaws shall only be approved, amended, rescinded or added to by a special resolution of the membership at the Annual General Meeting or a Special Meeting called by the Board of Directors.

14.04 Pursuant to the Societies Act, a special resolution is described as 75% of the members entitled to vote that are present at the Annual General Meeting or at a Special Meeting.

14.05 Once the Bylaws are approved by the membership, they shall be submitted to the appropriate authorities for review and approval.

Reviewed and Approved by the Association's Board of Directors this 15th day of June, 2020.

Reviewed and Approved by the Association's Membership this 15th day of October, 2020.

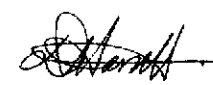
President of the ASVA: Mike Pashak

Signature:



Executive Director of the ASVA: Deb Hamilton

Signature:



**The Association of Summer Villages of Alberta
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Article I. Name

1.01.1 The name of the association shall be the Association of Summer Villages of Alberta (ASVA), referred to in these bylaws as the "Association."

Article II. Purpose of Bylaws

2.01 The purpose of these bylaws is to conform to the provisions of the Societies Act, R.S.A. 2000 cS-14 and set out how the Association will provide leadership in advocating local government interest to the Provincial Government and other organizations and provide services that address the need of its membership.

2.02 These bylaws establish a fundamental principal that the Association is owned and controlled by the regular members of the Association in every material way.

Article III. General

3.01 The Board of Directors may establish procedures for convening any meeting referred to in these Bylaws. Notice shall be by electronic or other communication facilities including conference calling, facsimile, e-mail or such other technology as may become available. All meeting notices shall include the date, time and location.

3.02 A reference in these Bylaws to an "Annual General Meeting" means a meeting of the membership held once a year at a time prescribed by the membership at the previous year's Annual General Meeting and always at a time after the general municipal elections.

3.03 A reference in these Bylaws to a "Special Meeting" means a meeting of the membership held at any time other than the Annual General Meeting.

3.04 An Annual General Meeting or a Special Meeting will be held at a place agreed upon by the Board.

3.05 In unforeseen circumstances such as a pandemic or emergency an Annual General Meeting or Special Meeting may be held by teleconference or virtual means.

3.06 The Board may establish policies regarding the terms of an Annual General Meeting or Special Meeting.

3.07 A minimum of six (6) weeks' notice as to the date, time and place of the Annual General Meeting or a Special Meeting must be given to the membership prior to the date that meeting

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will take place. The notice for any Special Meeting must also include the general nature of the business to be transacted.

- 3.08 Board meetings will be held six (6) times per year or at the call of the Chair. All efforts will be made to establish meetings every second month at the last meeting in the preceding year.
- A) Meetings will be held at a place agreed upon by the Board
 - B) Meetings may also be held by teleconference or virtual means if required and agreed upon by the Board.
- 3.09 A quorum for the transaction of business at an Annual General Meeting or Special Meetings of the membership shall consist of the regular members present.
- 3.10 A quorum for the transaction of business at a Board meeting shall be by a simple majority (50% plus 1). Members participating by teleconference or virtual means shall be counted as those members present.

Article IV. Membership

- 4.01 Any municipality, organization or business which:
- A) Desires to further the goals of the Association
 - B) Qualifies under a membership category described in 4.02, and
 - C) Pays the relevant Association membership fee
- may become a member of the Association.
- 4.02 The categories of membership are:
- A) "Regular Member" shall be available to any Summer Village located in Alberta whose representatives are their Elected Officials and CAO's.
 - B) "Associate Member" shall be determined by the Board of Directors when and if the need arises.
 - C) "Honorary Life Member" is any individual who has been appointed as an Honorary Life Member by the Board of Directors.
- 4.03 Any Regular Member may withdraw from membership in the Association at anytime by notice in writing.
- A) A Regular Member that wishes to withdraw from membership in the Association shall provide at least twelve months notice in writing to the Association accompanied by a certified copy of the resolution of Council.
 - B) Any notice of withdrawal of membership shall be presented to the Board of Directors.

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- C) A Regular Member that withdraws from membership is not entitled to reimbursement of any membership fees.
- 4.04 Membership fees shall be established by the Board of Directors of the Association on a yearly basis.
 - A) Honorary Life Members are not required to pay a membership fee.
- 4.05 The membership year commences on the 1st day of January and ends on the 31st day of December of each year.
- 4.06 A "Member in Good Standing" is a Regular Member or Associate Member in respect of whom the Association has received the membership fee for the current membership year.
- 4.07 For the purpose of this section "ASVA Activities" means all activities of the Association under the mandate;
 - A) Regular Members are entitled to have their representative, as defined in Section 4.02, participate in all Association activities, including the right to vote as set forth in Article V.
 - B) Associate Members are not entitled to participate in Association activities but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.
 - C) Honorary Life Members are not entitled to participate in Association activities but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.
- 4.08 If a Regular Member or Associate Member ceases to be a member in good standing, at the expiration of six months from the date for which membership fee was due, the Regular Member or Associate Member shall be automatically expelled from the ASVA and thereafter shall not be entitled to participate in Association activities or enjoy membership privileges until they have been brought into good standing and reinstated by the Board of Directors.

Article V. Voting Rights

- 5.01 Members entitled to vote at any Annual General Meeting or Special Meeting are those elected representatives and CAO's in attendance whose Summer Villages are Regular Members of the ASVA in good standing.
- 5.02 Each member qualified to vote at any Annual General Meeting or Special Meeting shall be entitled to one vote by a show of hands.

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- 5.03 Proxy voting is not allowed. A recorded vote is allowed if requested by majority vote of the members present at the meeting.
- 5.04 Unless otherwise required by the bylaws, or pursuant to applicable law, any resolution put before the Members or any resolution put before the Board of Directors, must be supported by not less than a majority of the votes cast, failing which, the resolution shall fail.
- 5.05 A tied vote is a defeated vote.

Article VI. Nominations

- 6.01 Nominations shall be conducted in accordance to the election procedure set out in Policy by the Board of Directors.
- 6.02 The Board of Directors shall, in the year of provincial municipal elections, appoint a "Nominating Committee" in order to prepare and present a slate of candidates to the Annual General Meeting for consideration and election.
- 6.03 The procedure for selecting a Nominating Committee shall be set out in Policy by the Board of Directors.
- 6.04 Nominations will also be accepted from the floor at the Annual General Meeting.
- 6.05 To be eligible for nomination, a candidate must:
- A) Be an elected representative or CAO's of a Regular Member in good standing
 - B) Submit a completed nomination in the form prescribed by the Nomination Committee.

Article VII. Elections

- 7.01 The Nomination Chair shall act as the Returning Officer who shall be responsible for the fair and proper conduct of elections.
- 7.02 Elections shall be held at the Annual General Meeting.

Article VIII. Board of Directors

- 8.01 The ASVA Board of Director shall consist of up to a twelve (12) member Board. In order to maintain an equitable geographic provincial distribution of Board members, the province has been divided into five (5) regions as outlined in Policy. The following identify those regions and the number of Directors from each:

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- A) Two (2) Directors – Island/Baptiste Lakes Region – Region 1
 - B) One (1) Director – St. Paul/Bonnyville Region – Region 2
 - C) Four (4) Directors – Lac Ste. Anne/Wabamun Region – Region 3
 - D) Two (2) Directors – Pigeon Lake Region – Region 4
 - E) Two (2) Directors – Sylvan/Gull Lakes & South Region – Region 5
 - F) One (1) Past President
- 8.02 Of the 12 Directors, no more than two (2) may be CAO's.
- 8.03 At no time shall there be two (2) or more representatives from the same Summer Village.
- 8.04 The Board of Directors shall nominate amongst themselves a:
- A) President
 - B) Vice President
 - C) Treasurer
- 8.05 Board Members serve a four (4) year term of office (consistent with Municipal elections) and are elected by the members at the Annual General Meeting in the year of those elections.
- 8.06 The Past President is ex-officio voting member of the Board of Directors and will remain until a new Past President is presented through a new presidential board election.
- 8.07 A President who is no longer an elected representative immediately ceases to be a President and takes on the role of Past President.
- 8.08 A member of the Board of Directors ceases when:
- A) A Director is no longer an elected representative, or a CAO is no longer an employee from the region they represent.
 - B) A Director misses three (3) consecutive regular meetings of the Board, unless authorized by resolution prior to the conclusion of the missed third consecutive regular meeting of the Board.
 - C) The Board of Directors, by resolution passed by at least two thirds (2/3) of the votes cast declare that a Board Member has ceased to be a Board Member.
- 8.09 In the case of Section 8.08 above, if the period until the next Annual General Meeting is less than 12 months, the position may remain vacant.
- 8.10 Should the office of the President become vacant; the remaining Board of Directors shall forthwith appoint, from amongst themselves, a President.

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- 8.11 Should a vacancy occur in a Director position, the Board may appoint a replacement to serve until the next Annual General Meeting.
- 8.12 A member appointed to fill a vacancy in any position must be eligible for election to that position if an election were held.

Article IX. Board

- 9.01 The Board is responsible for:
- A) Governance of the Association and
 - B) Evaluating and approving plans, programs, policies and annual budget for the Association.
- 9.02 The Board shall govern the affairs of the Association between Annual General Meetings.
- 9.03 The Board may establish Ad Hoc Committees from time to time.
- 9.04 The Board may provide such accommodation, equipment and supplies as may be deemed necessary for the operation of the Association.
- 9.05 The Board may employ, contract, discipline or terminate, and fix the conditions of remuneration, employee benefits, hours of work and any other matter relative to the Executive Director.
- 9.06 The Board shall establish and publish the policies for:
- A) Appointing the financial institution and investment decisions
 - B) The reimbursement of actual expenses incurred on Association business by any person
 - C) The conduct of elections
 - D) The submission and consideration of resolutions
 - E) Any other policies the Boards wishes to publish.

Article X. Executive Committee Responsibilities

- 10.1 The President shall be elected, from among the Board of Directors, for a four-year term.
- 10.2 The President shall, along with the Directors, manage the governance of the Association. Specific responsibilities of the President include, but are not limited to:
- A) Chairing, when present, all meetings of the Association and of the Board and its Executive Committee
 - B) Oversee the work of the Executive Director

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- C) Act as the official representative for the Association
 - D) Sign all documents requiring his/her signature, including minutes, bylaws and special resolutions
 - E) Serves as ex-officio on all committees of the Board and attending such meetings at his/her discretion;
 - F) Such other duties as may, from time to time, be prescribed by resolution of the Board or that are otherwise incidental to this office.
- 10.3 The Vice President shall be elected, from amongst the Directors, for a four-year term.
The Vice President shall:
- A) In the absence of the Chair, preside over meetings of the Association and of the Board and its Executive Committee and otherwise exercise all the powers and duties of the President.
 - B) Have such other duties as the Board may, by resolution, assign.
- 10.4 The Board may, in the absence of the President and Vice President, appoint from amongst the remaining Board Members, an Acting Chairperson.
- 10.5 The Treasurer shall be elected, from amongst the Directors, for a four-year term.
- 10.6 The Treasurer is assigned the primary responsibility of overseeing the management and reporting of the organization's finances. The Treasurer will be elected at the same time as the President and Vice President.

Article XI. Financial

- 11.01 The fiscal year of the Association shall be the calendar year.
- 11.02 At any reasonable time any Regular Member in good standing or a representative of any Regular Member may inspect the books and records of the Association upon request to the Executive Director.
- A) The Executive Director may require that a request be made in writing and shall refuse to allow inspection of any portion of a book or record containing personal information.
 - B) The Executive Director shall notify the Board of each request.
- 11.03 The books, accounts and records of the Association shall be audited at least once each year by a duly qualified accountant who shall be appointed by the Board at their first meeting of each year.

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- 11.04 For the purpose of carrying out the objectives of the Association, the Board from time to time may, by resolution passed by at least two thirds (2/3) of the votes, borrow money on the credit of the Society.
- 11.05 The Board may expend the funds of the Association from time to time for such purposes as it considers necessary or advisable to enable the Association to carry out its business.
- 11.06 Directors may be paid a per diem to attend Board or related committee meetings and travel expenses as set out in policy by the Board.
- 11.07 Unless authorized at any meeting of the Board, no Director or member of the Association shall receive any remuneration for his or her services. This is outside those duties and per diems outlined in Section 11.06.
- 11.08 The Board may establish policies regarding any remuneration and other fees and charges.
- 11.09 The President has the authority to act on behalf of the Board and shall be reimbursed as per policy.
- 11.10 The Directors of the Association are indemnified and saved harmless for any loss or damage caused by anything said or done or omitted to be done in the performance or intended performance of their functions, duties or powers except if the person was dishonest, grossly negligent or guilty of willful misconduct.

Article XII. Executive Director

- 12.01 The Board shall appoint an Executive Director to manage the affairs of the Association.
- 12.02 The Executive Director is a non voting ex-official of the Board and the Executive Committee and reports directly to the President.
- 12.03 The Executive Director shall:
 - A) Ensure that accurate minutes of all meetings of the Association, the Board, the Executive Committee and any other committees are recorded;
 - B) Manage the day to day operations of the Association within approved budgets and policies
 - C) Ensure all records and the Seal of the Association are kept safe.
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Reviewed and Approved by the Association's Board of Directors this 15th day of June, 2020.

Reviewed and Approved by the Association's Membership this 15th day of October, 2020.

President of the ASVA: Mike Pashak

Signature:



Executive Director of the ASVA: Deb Hamilton

Signature:



2023 ASVA 65th Conference Agenda

THURSDAY OCTOBER 19, 2023

7:00	REGISTRATION & BREAKFAST - Emerald Ballroom		
8:00	Opening Remarks & Introduction of Minister		President Mike Pashak
8:15	Minister of Environment & Parks or Municipal Affairs Updates (TBD)		Honorable Minister Rebecca Schulz or Minister Ric McIvor
8:30	TITLE SPONSOR - INTRODUCTION OF NEXT SPEAKER	ABmunis	ABmunis Representatives
8:35	Know Better, Do Better: Aligning Land Use Bylaw Regulations with Watershed Management Best Practices	Municipal Planning Services	Jane Dauphinee, RPP, MCIP & James Haney, Senior Planner
9:05	INTRODUCTION OF NEXT SPEAKER		Vice President, Brian Waterhouse
9:10	Updates on Lake Monitoring & Management in Alberta	Alberta Lake Management Society	Bradley Peter, Executive Director
9:30	INTRODUCTION OF NEXT SPEAKER		Director, Gary Burns
9:35	Government Grants for Broadband & MCSnet's Construction to Enhance Broadband within it's Service Area	MCSnet	Rhonda Lafrance, Chief Marketing Officer
9:55	COFFEE BREAK & TRADESHOW - Hotel Foyer		
10:15	INTRODUCTION OF NEXT SPEAKER		Director, Curtis Schoepp
10:20	Nurse Practitioner Direct Reimbursement Model: The Path to Primary Care Access for all Albertans	Nurse Practitioners Association of Alberta	Dr. Susan Prendergast, PhD.NP - President & Jennifer Mador, NP, Director Rural Prime Care
10:50	INTRODUCTION OF NEXT SPEAKER		Director, Julie Maplethorpe
10:55	Getting Ready for Next Generation 911: Municipal Address Management - The Next Step	Summer Village of Silver Beach & Alberta Municipal Data Sharing Partnership	Deputy Mayor Robert Gibbs and Don Kitchener
11:25	INTRODUCTION OF NEXT SPEAKER		Director, Marlene Walsh
11:30	Building a Climate Plan in Small Municipalities	Summer Village of Birchcliff and Climate Caucus Canada	Mayor Roger Dufresne & Alex Lidstone, ED
12:00	LUNCH & TRADESHOW- Emerald Ballroom		
1:00	INTRODUCTION OF NEXT SPEAKER		Director, Ian Rawlinson
1:05	Code of Conduct: Dealing with a Complaint	Brownlee LLP	Alifeyah Gulamhusein, Partner
1:25	INTRODUCTION OF NEXT SPEAKER		Director, Kathy Dion
1:30	Alberta Invasive Species	Alberta Invasive Species Council	Megan Evans, ED
1:50	INTRODUCTION OF NEXT SPEAKER		Treasurer, Rob Dickie
1:55	Recent species' threats to Alberta waters and will ensure Summer Villages know how to Access Support and Resources	Aquatic Invasive Species Prov. Gov	Nicole Kimmel, Specialist
2:15	COFFEE BREAK & TRADESHOW Hotel Foyer		
2:35	INTRODUCTION OF NEXT SPEAKER		Director Kim Bancroft
2:40	Municipal Accountability Program (MAP 2) Review - 2nd Generation	Municipal Affairs	Ruth Mccuaig, Municipal Accountability Advisor
3:15	INTRODUCTION OF NEXT SPEAKER		Director Ren Giesbrecht
3:20	Climate Resilience Capacity Building in Summer Villages	ABmunis	Ronak Patel, Program Manager, Sustainability Services
3:45	AGM Quick Set Up		
4:00	AGM MEETING		
6:00	COCKTAILS		
6:30	BANQUET - AWARDS - ENTERTAINMENT		
	Friday, October 20, 2023		
8:00	REGISTRATION & BREAKFAST -Emerald Ballroom		
9:00	WELCOME BACK MEMBERS - INTRODUCTION OF KEYNOTE SPEAKER		President, Mike Pashak
9:10	KEYNOTE - Lac Ste Anne Wildfire Experiences & Emergency Preparedness Plan during the 2023 Wildfires and Evacuations - What to Look for in your Communities EPP	Lac Ste. Anne County and Health & Safety Manager/Director of Emergency Management	Reeve Joe Blakeman and Carole Peacock, RMHSA
9:55	INTRODUCTION OF NEXT SPEAKER		Director, Marlene Walsh
10:00	Updates on the Wildfire and Evacuations in 2023	Alberta Emergency Management Agency	John Swist and Troy Carriere
10:35	INTRODUCTION OF NEXT SPEAKER		Vice President, Brian Waterhouse
10:40	Surviving Disaster	Leduc County Fire Chief	Fire Chief Keven Lefevre
11:15	INTRODUCTION OF NEXT SPEAKER		Director, Julie Maplethorpe
11:20	Applying the FireSmart System to Strengthen Community Wildfire Resilience	FireSmart Specialist	Laura Stewart
11:45	INTRODUCTION OF NEXT SPEAKER		Director, Ren Giesbrecht
11:50	To Be Determined	Transitional Solutions Inc.	Erica Thomas
12:15	CONFERENCE CLOSING REMARKS		President, Mike Pashak