

**SUMMER VILLAGE OF WEST COVE  
AGENDA**

**Wednesday, March 27<sup>th</sup>, 2024 – 6:30 p.m.**

**West Cove Community Hall & via Zoom**

**As per Bylaw 448-2018 there will be no audio/video recordings of Meetings**

---

1.	<b><u>Call to Order</u></b>		The Summer Village of West Cove acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries. We pay our respect to the First Nations and Metis ancestors of this place, and we reaffirm our commitment to move forward in partnership with indigenous communities in a spirit of reconciliation and collaboration.
2.	<b><u>Agenda</u></b> Pages 1-5	a)	March 27 <sup>th</sup> , 2024 Regular Council Meeting  (approve as is or as amended)
3.	<b><u>Minutes:</u></b> Pages 6-10	a)	February 27 <sup>th</sup> , 2024 Regular Council Meeting Minutes  (approve as is or with amendments)
4.	<b><u>Appointments</u></b>		6:40 p.m. Laura Marcato, CPA, CA, Seniuk & Company, Chartered Professional Accountants - Ms. Marcato will be joining the meeting via zoom to present the Draft 2023 Financial Statements with Council.  (that the 2023 Draft Financial Statements presented by Laura Marcato of Seniuk & Company, Chartered Professional Accountants, be approved as presented or amended)  Or  (some other direction as given by Council at meeting time)
5.	<b><u>Bylaws</u></b>		N/A
6.	<b><u>Business</u></b> Pages 11-19	a)	Transportation Routing and Vehicle Information System Multi Jurisdiction (TRAVIS MJ) Agreement - TRAVIS MJ is a provincial oversize commercial vehicle permitting system. It provides a single electronic permit application process for operators and provides municipalities with a modern permit database tool to easily approve/deny permits issued by the province for travel on municipal roads. More information is provided in the Background section of the Agreement. The Summer Village's existing agreement with TRAVIS MJ is set to expire March 31 <sup>st</sup> , and a new 3 year agreement is here for consideration.

# SUMMER VILLAGE OF WEST COVE AGENDA

Wednesday, March 27<sup>th</sup>, 2024 – 6:30 p.m.

West Cove Community Hall & via Zoom

As per Bylaw 448-2018 there will be no audio/video recordings of Meetings

			<p><i>(that the Transportation Routing and Vehicle Information System Mutli Jurisdiction (TRAVIS MJ) Agreement, between the Summer Village of West Cove and His Majesty the King in right of Alberta for a 3 year period from April 1<sup>st</sup>, 2024 until March 31<sup>st</sup>, 2027, be approved and execution authorized)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
		b)	<p>Council Remuneration and Expense Reimbursement Policy – recently the Canada Revenue Agency automobile allowance rates increased to \$0.70/km. Our current policy has rates set at \$0.60/km, which has not been updated since August, 2020. Administration is inquiring if Council wishes to increase this rate to the CRA rate.</p> <p><i>(that the mileage rate be increased from \$0.60/km to \$0.70/km to align with the current Canada Revenue Agency rates, and that the Council Remuneration and Expense Reimbursement Policy be amended to reflect this increase to \$0.70/km)</i></p> <p>Or</p> <p><i>(that the mileage rate remain unchanged)</i></p> <p>Or</p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	Pages 20-27	c)	<p>Safety Codes Council, 2023 Annual Internal Review, Accreditation No. M000314, attached is the 2023 Annual Internal Review for the building, electrical, gas and plumbing permitting for 2023. There were no notable issues with respect to accreditation.</p> <p><i>(that the Safety Codes Council 2023 Annual Internal Review for the Summer Village of West Cove regarding building, electrical, and plumbing permitting be accepted as presented)</i></p>
	Pages 28-30	d)	<p>Alberta Municipalities 2024 Public Risk Conference – please refer to the attached, the noted conference is scheduled for April 18 and 19 in Edmonton at a cost of \$175.00/registrant and hotel rate at the Sheraton (if we can still get in) is \$129/night. There is also an opportunity to attend virtually. Administratively we would like to send someone to this, but it is not a good time to have someone away</p>

# SUMMER VILLAGE OF WEST COVE AGENDA

Wednesday, March 27<sup>th</sup>, 2024 – 6:30 p.m.

West Cove Community Hall & via Zoom

As per Bylaw 448-2018 there will be no audio/video recordings of Meetings

			<p>from the office. If someone from Council could attend that would be great.</p> <p><i>(authorize attendance to the Alberta Municipalities 2024 Public Risk Conference scheduled for April 18 and 19 in Edmonton at a cost of \$175.00/registrant)</i></p> <p>Or</p> <p><i>(accept for information)</i></p>
		e)	<p>2024 Draft Operating and Capital Budget – further to previous discussion, no changes to the operating side were expressed by Council at the last meeting. So we are presenting the same budget, which has a 6.03% increase in municipal tax dollars collected projected. The budget needs to be finalized at this meeting so Administration can prepare the applicable tax rate bylaw(s) for our April meeting.</p> <p>In 2023 a Special Tax was implemented for sewage lagoon desludging costs. The intent for calculation of the special tax was an initial collection of \$80,360 for 2023 and \$42,500 per year thereafter to offset the costs moving forward. With the consolidation of lots in the Summer Village, there are now 281 taxable properties within the corporate limits of the Summer Village of West Cove which would amount to a charge of \$151.25 per lot, down from \$280 in 2023.</p> <p>As well, in 2023 the minimum amount payable was set at \$936/property, in 2022 it was \$905 and in 2021, \$885. \$936.00 x 6.03% would see this increase to \$992/property. Administration is requesting discussion around the minimum amount payable for 2024.</p> <p><i>(that changes to the Draft 2024 Operating and Capital Budget be made as directed at meeting time, and that the final budget along with tax rate and/or special tax bylaw(s) be brought back to the April meeting for approval)</i></p>
		f)	
		g)	

# SUMMER VILLAGE OF WEST COVE AGENDA

Wednesday, March 27<sup>th</sup>, 2024 – 6:30 p.m.

West Cove Community Hall & via Zoom

As per Bylaw 448-2018 there will be no audio/video recordings of Meetings

7.	<b><u>Financial</u></b>	a)	N/A, included in budget
8.	<b><u>Councillors' Reports</u></b>	a)	Mayor
		b)	Deputy Mayor
		c)	Councillor  <i>(that Council accept the Council Reports for information)</i>
9.	<b><u>Administration Reports</u></b>  Page 31	a) b) c) d) e) f) g)	Continuing with 2023 Audit Prep Budgeting & Tax Rate/Special Tax Bylaws Attending various webinars & training sessions SDAB Appeal Update February 28 <sup>th</sup> , 2024 Action List  <i>(that Administration reports be accepted for information)</i>
10.	<b><u>Information and Correspondence</u></b>		
	Page 32	a)	Community Peace Officer report February, 2024
		b)	Water Well Workshop Update – scheduled for June 4 <sup>th</sup> , 2024 at the Darwell Seniors Center – 5:00 p.m.
	Pages 33-37	c)	Ste. Anne Regional Emergency Management Partnership – March 7 <sup>th</sup> , 2024 Meeting Minutes – these minutes outline what other municipalities are prioritizing with regard to Emergency Management and how it may related to West Cove and also highlights upcoming training and exercises.
	Pages 38-39	d)	Municipal Affairs – February 29 <sup>th</sup> , 2024 letter regarding Budget 2024
	Page 40	e)	Municipal Services Division – Update 2024 on Recall Petition Information and training.

**SUMMER VILLAGE OF WEST COVE  
AGENDA**

Wednesday, March 27<sup>th</sup>, 2024 – 6:30 p.m.

West Cove Community Hall & via Zoom

As per Bylaw 448-2018 there will be no audio/video recordings of Meetings

---

	Pages 41-42	f)	Municipal Affairs – February 28 <sup>th</sup> , 2024 email regarding potential changes to Intermunicipal Collaboration Framework (ICF) provisions in the Municipal Government Act.
	Pages 43-46	g)	Encroachment of Political Parties at the Local Level of Government – email from Alberta Municipalities President Tyler Gandam and additional information.
	Pages 47-49	h)	March 4 <sup>th</sup> , 2024 Letter from the Office of the Information and Privacy Commissioner of Alberta regarding changes to investigation procedures for Access Request Reviews and Privacy Complaints under FOIP, HIA and PIPA.
	Pages 50-51	i)	Alberta Municipal Affairs – correspondence from Minister Ric McIver of March 6 <sup>th</sup> , 2024 requesting submissions for the 2024 Minister's Awards for Municipal and Public Library Excellence.
	Page 52	j)	Alberta Municipal Affairs – correspondence from Minister Ric McIver of March 20 <sup>th</sup> , 2024 regarding the Provincial Education Requisition Credit Program Extension.
		k)	<i>(that Information and Correspondence items a) through j) be accepted for information)</i>
11	<b><u>Closed Session</u></b>		N/A
12	<b><u>Adjournment</u></b>		

---

Next Meetings:

April 24<sup>th</sup>, 2024  
June 26<sup>th</sup>, 2024  
July 31<sup>st</sup>, 2024  
August 28<sup>th</sup>, 2024  
September 25<sup>th</sup>, 2024  
November 27<sup>th</sup>, 2024

SUMMER VILLAGE OF WEST COVE  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, FEBRUARY 28<sup>TH</sup>, 2024  
SUMMER VILLAGE OF WEST COVE COMMUNITY HALL

	<b>PRESENT</b>	<p>Mayor: Ren Giesbrecht  Deputy Mayor: Chris Kelly  Councillor: Greg Woronuk</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (via zoom)  Diane Wannamaker, Administrative Assistant</p> <p>Public attendance (in person): 2</p> <p>Public via teleconference:</p>
1.	<b>CALL TO ORDER</b>	<p>Deputy Mayor Kelly called the meeting to order at 6:45 p.m.</p> <p>The Summer Village of West Cove acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries. We pay our respect to the First Nations and Metis ancestors of this place, and we reaffirm our commitment to move forward in partnership with indigenous communities in a spirit of reconciliation and collaboration.</p>
2.	<b>AGENDA</b> 24-231	<p><b>MOVED</b> by Mayor Giesbrecht that the February 28<sup>th</sup>, 2024 agenda be accepted with the following addition(s):</p> <p>6.h) Fortis Alberta - power installation request at lagoon site on behalf of Darwell Lagoon Commission/Lac Ste. Anne County</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b> 24-232	<p><b>MOVED</b> by Councillor Woronuk that the minutes of the January 31<sup>st</sup>, 2024 Council Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS</b> Wendy Henderson	<p>Wendy Henderson arrived for the meeting at 6:50 p.m. to provide a Directory of Emergency Management Report reviewing the recent Ste. Anne Summer Villages Regional Emergency Partnership Agency meeting and the FireSmart Property Inspection program as well as anticipated block captain events and expenses.</p>

SUMMER VILLAGE OF WEST COVE  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, FEBRUARY 28<sup>TH</sup>, 2024  
SUMMER VILLAGE OF WEST COVE COMMUNITY HALL

	24-233	<b>MOVED</b> by Mayor Giesbrecht that Director of Emergency Management, Wendy Henderson and Deputy Director of Emergency Management, Jim Deeks be authorized to take the virtual Firesmart Canada Ambassador Training and the NPR Specialist Training.  <b>CARRIED</b>
	24-234	<b>MOVED</b> by Councillor Woronuk that the request from Director of Emergency Management Wendy Henderson to host a block captain meeting for up to a maximum cost of \$200 and to purchase up to 15 safety vests for a maximum cost of \$300 be approved, and these costs be built into the 2024 Draft Operating Budget.  <b>CARRIED</b>
	24-235	<b>MOVED</b> by Mayor Giesbrecht that the presentation provided by Director of Emergency Management (DEM) Wendy Henderson on Emergency Management be accepted for information.  <b>CARRIED</b>
<b>5.</b>	<b>BYLAWS</b>	N/A
<b>6.</b>	<b>BUSINESS</b>	
	24-236	<b>MOVED</b> by Councillor Woronuk that the information provided on the potential establishment of an assessment subclass bylaw be accepted as presented and further that once additional information has been gathered, that this report be brought back to Council for further direction.  <b>CARRIED</b>
	24-237	<b>MOVED</b> by Mayor Giesbrecht that administration track costs for investigating and compiling a financial report with regard to lot consolidations in the Summer Village and that these costs be a separate paid item to Administration.  <b>CARRIED</b>
	24-238	<b>MOVED</b> by Mayor Giesbrecht that the following Assessment Review Board officials be appointed for 2024 for the Summer Village of West Cove:  <div style="display: flex; justify-content: space-between;"> <div> ARB Chairman  Certified ARB Clerk  Certified Panelists </div> <div> Raymond Ralph  Gerryl Amarin  Darlene Chartrand  Sheryl Exley  Tina Groszko  Stewart Hennig  Richard Knowles  Dennis Meier  Raymond Ralph </div> </div>  <b>CARRIED</b>

SUMMER VILLAGE OF WEST COVE  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, FEBRUARY 28<sup>TH</sup>, 2024  
SUMMER VILLAGE OF WEST COVE COMMUNITY HALL

24-239	<p><b>MOVED</b> by Councillor Woronuk that the Summer Village of West Cove co-host an Alberta Working Well Workshop in conjunction with other interested municipalities, up to a maximum cost of \$300.00 and further request that the radon issue with wells be discussed at the workshop.</p> <p style="text-align: right;"><b>CARRIED</b></p>
24-240	<p><b>MOVED</b> by Mayor Giesbrecht that Council and Administration be authorized to attend the ABMunis webinar respecting Alberta's 2024 Budget Overview scheduled for March 1<sup>st</sup>, 2024 from 3:00 p.m. to 4:30 p.m.</p> <p style="text-align: right;"><b>CARRIED</b></p>
24-241	<p><b>MOVED</b> by Deputy Mayor Kelly that those Council members and Administration wishing to attend the 2024 Alberta Municipalities Spring Municipal Leaders Caucus on March 14<sup>th</sup> and 15<sup>th</sup>, 2024 in Edmonton be authorized to do so.</p> <p style="text-align: right;"><b>CARRIED</b></p>
24-242	<p><b>MOVED</b> by Deputy Mayor Kelly that in conjunction with the Development Officer and Public Works Consultant, Administration draft a letter addressing the comments received by the Ombudsman to the landowner of 807 – 8<sup>th</sup> Street and forward to both the Ombudsman and landowner to complete the file.</p> <p style="text-align: right;"><b>CARRIED</b></p>
Wendy Henderson	<p>Ms. Henderson left the meeting at 7:26 p.m.</p>
24-243	<p><b>MOVED</b> by Mayor Giesbrecht that the request from the Darwell Lagoon Commission/Lac Ste. Anne County to have FortisAlberta install power service into their meter vault located at the West Cove lagoon site as part of their Phase B Line Construction be approved as presented, with all associated costs being borne by the Commission/County.</p> <p style="text-align: right;"><b>CARRIED</b></p>
24-244	<p><b>MOVED</b> by Deputy Mayor Kelly that the following projects be included in the 2024 Draft Capital Budget:</p> <ul style="list-style-type: none"> <li>- Digital speed sign</li> <li>- Log clean up and road allowance rehabilitation (east road allowance on lagoon road)</li> <li>- Municipal Reserve erosion control (to tender state)</li> <li>- Community Hall Roof and Eavestrough replacement</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>

SUMMER VILLAGE OF WEST COVE  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, FEBRUARY 28<sup>TH</sup>, 2024  
SUMMER VILLAGE OF WEST COVE COMMUNITY HALL

	24-245	<p><b>MOVED</b> by Deputy Mayor Kelly that the Summer Village not proceed with the proposed 11<sup>th</sup> Street drainage upgrades as previously reviewed, and that upon confirmation from the Public Works Consultant that all other aspects related to this drainage project have been completed, that this project be deemed complete and grant reporting for same be closed out.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	24-246	<p><b>MOVED</b> by Mayor Giesbrecht that Administration make changes to the Draft 2024 Operating and Capital Budget as directed by Council at meeting time and that a revised Draft Budget comes back to the next Council meeting for review and final consideration.</p> <p style="text-align: right;"><b>CARRIED</b></p>
7.	<b>FINANCIAL</b>	N/A, included in budget.
8.	<b>COUNCIL REPORTS</b> 24-247	<p><b>MOVED</b> by Deputy Mayor Kelly that the Council reports be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
9.	<b>ADMINISTRATION REPORTS</b> 24-248	<p><b>MOVED</b> by Mayor Giesbrecht that the Administration reports be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
10.	<b>INFORMATION /CORRESPONDENCE</b> 24-249	<p><b>MOVED</b> by Councillor Woronuk that the following Information and correspondence be accepted:</p> <ul style="list-style-type: none"> <li>➤ Community Peace Officer Report January, 2024</li> <li>➤ Cheque received for lagoon gate \$13,279.88 from insurance</li> <li>➤ January 31<sup>st</sup>, 2024 email from Alberta Municipalities President, Tyhler Gandam, regarding the May 31<sup>st</sup>, 2024 deadline to submit a resolution</li> <li>➤ Article from Alberta Municipalities Casual Legal Services entitled "Taxes Start at Home." This article is based on the recent Court Decision out of the Summer Village of South View</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>

SUMMER VILLAGE OF WEST COVE  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, FEBRUARY 28<sup>TH</sup>, 2024  
SUMMER VILLAGE OF WEST COVE COMMUNITY HALL

11.	<b>CLOSED SESSION</b> 24-250	<p><b>MOVED</b> by Councillor Woronuk that pursuant to Section 197(2) of the Municipal Government Act, and Sections 23, 24 and 25 of the Freedom of Information and Protection of Privacy Act (FOIPP) – Solicitor Client Privileged, that Council go into a closed meeting session at 8:29 p.m. to discuss the following item:</p> <p style="padding-left: 40px;">➤ Local Public Body Confidences</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>The meeting recessed from 8:29 p.m. to 8:31 p.m.</p> <p>The following individuals were present at the Closed Meeting:</p> <p>Ren Giesbrecht  Chris Kelly  Greg Woronuk  Wendy Wildman  Diane Wannamaker</p>
	24-251	<p><b>MOVED</b> by Mayor Giesbrecht that Council return to an open meeting at 9:00 p.m.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>The meeting recessed from 9:00 p.m. to 9:03 p.m.</p>
	24-252	<p><b>MOVED</b> by Mayor Giesbrecht that all additional expenses relating to Development Permit No. 23DP06-37, 214 – 2<sup>nd</sup> Street including legal fees, Subdivision and Development Appeal Board and administrative costs be covered through reserve funding and reflected in the 2024 Draft Budget.</p> <p style="text-align: right;"><b>CARRIED</b></p>
12.	<b>ADJOURNMENT</b>	The meeting adjourned at 9:03 p.m.

\_\_\_\_\_  
Mayor, Ren Giesbrecht

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

## TRAVIS MJ Agreement

Kerry Von Hollen <Kerry.VonHollen@gov.ab.ca>

Wed 2024-03-06 11:15 AM

📎 1 attachments (85 KB)

TMJ Municipalities Agreement.pdf;

Good Day,

Your current TRAVIS MJ Agreement is almost at term. We do require a new agreement to be signed in order to continue with the participation of TRAVIS MJ. I have attached a copy of the new agreement. Please sign and return to myself, can be sent by email. If you have any questions please do not hesitate to ask.

Thank you

## Kerry Von Hollen

Junior Business Analyst

Modernization & Business Intelligence

Modernization & Strategic Integration

Alberta Transportation and Economic Corridors

Government of Alberta

[Kerry.vonhollen@gov.ab.ca](mailto:Kerry.vonhollen@gov.ab.ca)

Tel 403-755-6175

**511 Alberta - Alberta's Official Road Reports**

Go to [511.alberta.ca](https://511.alberta.ca) and follow [@511Alberta](https://twitter.com/511Alberta)



Classification: Protected A

## **Memorandum of Agreement**

The Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Between:

His Majesty the King in right of Alberta  
as represented by the Minister of Transportation and Economic Corridors  
(hereinafter, the "Province")

-and-

\_\_\_\_\_  
(hereinafter, the "Municipality")

### **Background**

The Province has developed the Transportation Routing and Vehicle Information System Multi Jurisdiction (TRAVIS-MJ) to address industry's need for a simplified, electronic oversize commercial vehicle permitting system. TRAVIS-MJ has the ability to accept a single electronic permit application and apply the rules and requirements of the Province and all affected municipalities to create a single permit document.

TRAVIS-MJ was designed to provide municipalities with a modern permit database tool which gives them the ability to easily approve/deny permits issued by the Province for travel on roads under their authority and to facilitate the sharing of permit revenue between the Province and the municipalities.

TRAVIS-MJ has the ability to charge permit applicants a fee set by the municipality for services provided by the municipality. This fee will be collected by the Province on behalf of each municipality and distributed to municipalities to ensure that the municipalities do not incur any cost in adopting TRAVIS-MJ. Participation in the TRAVIS-MJ initiative requires the maintenance of municipal data on the system as well as day-to-day operation to review and approve permit applications.

Therefore, in consideration of the following terms and conditions, Province and the Municipality agree as follows:

### **1.0 DEFINITIONS AND INTERPRETATION**

**1.1 Definitions** - In this Agreement, the following expressions have the following meanings:

"Agreement" means this Memorandum of Agreement;

“Fixed Municipal Fee” means the fee that the Municipality is authorized to charge permit applicants in accordance with the *Municipal Government Act* for overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and includes the costs of services attributable to approvals for overdimension permits where required to do so pursuant to the applicable permit;

“Parties” or “Party” means the Province and the Municipality or either of the Province or the Municipality;

“Regulation” means the *Commercial Vehicle Dimension and Weight Regulation*

“Total Fee” means the total of the Fixed Administration Fee and the Variable Fee, which is payable by the Province to the Municipality in accordance with this Agreement;

“TRAVIS-MJ” means the Transportation Routing and Vehicle Information System Multi Jurisdiction; and

“Variable Fee” means a prorated fee based on the percentage of actual distance travelled by a permitted commercial vehicle on roads located within the Municipality where the Municipality has direction, control and management of that road.

**1.2 Section Numbers** - References in this Agreement to section numbers are to the corresponding numbered provisions of this Agreement.

**1.3 Entire Agreement** - This Agreement is the entire agreement between the Province and the Municipality and supersedes all previous agreements, correspondence, negotiations and understandings. There are no agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.

## **2.0 TERM**

**2.1 Initial Term** – This Agreement will be in effect for a term of three (3) years, commencing on April 1, 2024 and expiring on March 31, 2027 (the “Term”), unless sooner terminated in accordance with this Agreement.

**2.2 Renewal** – Provided that the Municipality is not in default under this Agreement, the Municipality shall have the option exercisable on no less than six months and no more than 12 months’ written notice to the Province prior to the expiry of the Term to extend this Agreement for one additional term of three (3) years on the same terms and conditions as this Agreement except there will be no further right to extend the Term.

### **3.0 THE MUNICIPALITY'S RESPONSIBILITIES**

**3.1 Permit Applications** – The Municipality shall utilize TRAVIS-MJ for the purpose of accepting permit applications submitted by permit applicants through TRAVIS-MJ.

**3.2 Permit Approvals** – The Municipality shall use TRAVIS-MJ for the purpose of single trip overweight permit approvals where the Municipality has enacted a bylaw restricting overweight loads and approvals for overdimension permits where required to do so pursuant to the applicable permit.

**3.3 Data** – The Municipality is responsible for maintaining the business rules, road restrictions and other municipal data on TRAVIS-MJ. The Municipality shall provide timely road network data updates to the Province.

**3.4 Restriction on other Fees** – The Municipality shall not, either directly or through a contractor, charge permit applicants any fee, other than the Fixed Municipal Fee, for the review or approval of single trip overweight permits or overdimension permits.

**3.5 Road Damage Charges** – The Parties acknowledge and agree this Agreement does not prevent the Municipality from charging permit applicants for visible road or other infrastructure damage attributable to the permitted commercial vehicle.

**3.6 Road Use Agreements** – The Parties acknowledge and agree this Agreement does not prevent the Municipality from entering into road use agreements or from requiring bonds from permit applicants.

**3.7 Use of Contractor** – The Municipality may, at its discretion and sole cost, employ a contractor to perform data maintenance, permit approvals, or any other service related to TRAVIS-MJ provided that the use of a contractor by the Municipality does not relieve the Municipality of any of its responsibilities under this Agreement.

**3.8 Changes to Fees** – The Municipality may change the Fixed Municipal Fee provided that the Municipality notifies the Province in writing no less than six months' prior to such change taking effect.

### **4.0 PROVINCE'S RESPONSIBILITIES**

**4.1 Operation and Maintenance** – The Province will maintain and operate TRAVIS-MJ at its sole cost and expense.

**4.2 Access** – The Province will provide access to TRAVIS-MJ to the Municipality for the purpose of permit acceptance and approval and to update business rules, road restrictions and other municipal data on TRAVIS-MJ, provided that such access will be at no cost to the Municipality.

**4.3 Training and Support** – The Province shall provide the Municipality with TRAVIS-MJ training and ongoing support at no cost to the Municipality.

**4.4 Fee Schedule** – The Province will maintain the fee schedule for the Fixed Municipal Fee as generated by the Municipality in TRAVIS-MJ and will update that fee schedule as required at no cost to the Municipality.

## **5.0 COLLECTION AND PAYMENT OF FEES**

**5.1 Fixed Municipal Fee** – The Municipality may specify a Fixed Municipal Fee by notice in writing to the Province. The Province shall collect the Fixed Municipal Fee from permit applicants on behalf of the Municipality, using TRAVIS-MJ. The Municipality hereby designates the Province as its agent for this purpose.

**5.2 Variable Fee** – The Province will compute the Variable Fee using TRAVIS-MJ or, in the event TRAVIS-MJ is temporarily unavailable, such alternate comparable mechanisms that may be required. The Province shall collect the Variable Fee from permit applicants using the TRAVIS-MJ system.

**5.3 Payment of Fees to Municipality** – The Province shall remit the Total Fee collected to the Municipality within 30 days following the end of every quarter of each year during the Term, with the first quarter being from April to June. The Province shall provide a report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following March 31 of each year during the Term.

The Municipality acknowledges that where the Total Fee collected by the Province in a quarter totals less than \$25.00, the Total Fee will not be remitted to the Municipality at the end of that quarter, but will be carried over to the following quarter and added to the Total Fee collected in the following quarter. The Province will continue to carry over the Total Fee to each successive quarter until the Total Fee reaches at least \$25.00, or until March 31, at which time the Total Fee will be remitted to the Municipality regardless of the Total Fee collected.

**5.4 Applicant Cooperation** - The Municipality agrees to cooperate with the Province in the completion of any audit, evaluation or inspection of the Total Fee.

**5.5 GST** - The Municipality acknowledges that Goods and Services Tax (“GST”) must be remitted to the Receiver General of Canada on account of the Fixed Municipal Fee. The Province, acting as agent pursuant to Section 5.1, shall collect GST from permit applicants as agent for the Municipality and pay the same to the Municipality for purposes of remitting to the Receiver General of Canada. The Municipality shall indemnify and hold harmless the Province for any GST, interest, penalties or any related losses, costs or damages in respect of the Province acting as agent for the Municipality in the collection of the Fixed Municipal Fee from permit applicants.

## **6.0 FEES DISPUTE**

**6.1 Dispute Notification** – The Municipality will have 180 days following receipt of the report provided by the Province under Section 5.3 to notify the Province of any disputes concerning the Total Fee provided to the Municipality. Any such dispute concerning the Total Fee will be addressed through the dispute resolution process described in Article 11.

## **7.0 COMMUNICATION**

**7.1 Announcements** – The Municipality shall not make any public announcement or issue any press release regarding the entering into of this Agreement or the payment of the Total Fee except in consultation with Province and with the approval of the Province as to the content of the announcement or press release, which approval shall not be unreasonably withheld.

**7.2 Disclosure** – The Municipality acknowledges and agrees that the Province may disclose this Agreement and its contents by any means chosen by the Province including without limitation tabling it before the Legislature.

**7.3 Freedom of Information and Protection of Privacy Act** – The Municipality acknowledges that information and records maintained by the Province relating to this Agreement may be subject to the *Freedom of Information and Protection of Privacy Act* (Alberta).

**7.4 Use of Information** – The Municipality shall use all information provided pursuant to this Agreement solely for Municipal permit purposes and only with respect to municipal roads located within the Municipality where the Municipality has direction, control and management of that road. The Municipality acknowledges that any use of the information for any purpose other than that set out in this Agreement is prohibited.

**7.5 Information Security** – The Municipality shall ensure that such reasonable security measures are in place as are necessary or advisable to ensure the information is kept secure and confidential and is not accessible to any person other than designated staff.

**7.6 Third Party Requests** – The Municipality shall promptly notify the Province when it receives any third party subpoena, order or other request for the Information.

**7.7 Notification** – The Municipality shall immediately notify the Province of any actual or potential loss, unauthorized disclosure, access or use of the Information, or any other breach or potential breach of any term or condition contained in this Agreement.

## **8.0 TERMINATION**

**8.1 Termination** – This Agreement may be terminated as follows:

(a) by either Party on not less than six (6) months' prior written notice to the other Party; or

(b) forthwith by the Province if the Municipality fails to cure a default under this Agreement within the time period set out in the notice from the Province of the Municipality's default, which time period shall account for the Municipality's ability to cure the default taking commercially reasonable action.

**8.2 Effect of Termination** – In the event this Agreement is terminated under Section 8.1, the Province will pay the outstanding amount of the Total Fee owing to the Municipality as of the effective date of the termination. The Province shall provide a final report detailing the Total Fee calculations and the permits to which the fees were applied within 60 days following final payment of the outstanding Total Fee. The obligations set out in this Section 8.2 shall survive this Agreement.

## **9.0 NOTICE**

**9.1 Notices** - Any notice, consent or other communication under this Agreement must be in writing and is effective when delivered by any means, including fax transmission, to the following respective addresses:

(a) if to the Province:

Andrew Pillman  
Executive Director, Carrier & Vehicle Safety  
Transportation and Economic Corridors  
Room 401, 4920 51<sup>st</sup> Street  
Red Deer, Alberta  
T4N 6K8

(b) if to the Municipality:

Either Party may change its contact information by giving notice to the other Party in the above manner.

## **10.0 INDEMNITY AND LIABILITY**

**10.1 Municipal Indemnity** – The Municipality shall indemnify and hold harmless the Province, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Municipality is legally responsible, including those arising out of negligence or wilful acts by the Municipality, or the Municipality's employees or agents.

**10.2 Provincial Indemnity** – The Province shall indemnify and hold harmless the Municipality, its employees and agents from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Province is legally responsible, including those arising out of negligence or wilful acts by the Province, or the Province's employees or agents.

**10.3 Survival** – The indemnities provided by the Parties in Section 10.1 and Section 10.2 shall survive this Agreement.

**10.4 Errors and Omission** – The Municipality acknowledges and agrees that the Province is not liable for any errors or omissions in the TRAVIS data.

**10.5 Damage** – The Municipality acknowledges and agrees that the Province is not liable for damage to any municipal infrastructure or any other damage caused by commercial vehicles permitted in TRAVIS.

## **11.0 DISPUTE RESOLUTION**

**11.1 Consultation** - The Parties shall consult each other should there be any disputes arising from the interpretation or implementation of this Agreement, and shall, in good faith, make all reasonable efforts to resolve the matter.

**11.2 Reference to Senior Officials** – If negotiations fail to resolve the dispute within a reasonable timeframe, the dispute will be referred for a decision to senior officials designated by each Party whose decision will be considered to be final.

## **12.0 GENERAL**

**12.1 Amendment and Waiver** - No amendment of this Agreement is effective unless made in writing and signed by a duly authorized representative of each of the Province and the Municipality. No waiver of any provision of this Agreement is effective unless made in writing, and any such waiver has effect only in respect of the particular provision or circumstance stated in the waiver. No representation by either of the parties with respect to the performance of any obligation under this Agreement is capable of giving rise to an estoppel unless the representation is made in writing.

**12.2 Additional Assurances** - The Parties agree to from time to time do all such acts and provide such further assurances and instruments as may reasonably be required in order to carry out the provisions of this Agreement according to their spirit and intent; but this section shall not in any event be construed as obligating the Province to amend or enact any statute or regulation.

**12.3 Assignment** - The Municipality may not assign this Agreement or any right or benefit under it.

**12.4 Alberta Law applies** - This Agreement shall be construed, interpreted and applied in accordance with the laws and in the courts of the Province of Alberta.

The Parties have therefore executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

His Majesty the King in right of Alberta  
as represented by the Minister of  
Transportation and Economic Corridors

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Date



February 1, 2024

Victoria Message  
QMP Manager  
Summer Village of West Cove  
721 Valking Road  
West Cove AB T0E 0A2

Dear Victoria Message:

**RE: 2023 Annual Internal Review  
Summer Village of West Cove - Accreditation No: M000314**

The Summer Village of West Cove 2023 Annual Internal Review (AIR) for the building, electrical, gas and plumbing disciplines has been approved. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review and appreciate the comments made.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at [accreditation@safetycodes.ab.ca](mailto:accreditation@safetycodes.ab.ca).

Best Regards,

A handwritten signature in blue ink that reads 'PJBurrows'.

Peter Burrows  
Administrator of Accreditation

LM

**2023**

**Annual Internal Review**

**Accredited Municipality**

**Summer Village of West Cove**



## 2023- Municipal Accreditation

### Accreditation Information

**Accreditation ID:** M000314  
**Municipal Name:** Summer Village of West Cove  
**Population Size:** 149  
**Municipal Type:** Municipality  
**Accredited Disciplines:** Building, Electrical, Gas, Plumbing  
**Application Disciplines:** Building, Electrical, Gas, Plumbing

### QMP Information

QMP	Disciplines Covered	QMP Approved Date	QMP Manager Name (First name , Last name)	QMP Manager Job Title
304	Electrical, Plumbing, Building, Gas	2021-02-23	Victoria Message	Administrative Assistant

### Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Total
Permits issued	3	3	4	2	0	12
Permits Closed	2	2	6	1		11
Permits Open	4	3	1	1	0	9
Inspection Completed	5	3	10	3	0	21
Orders Issued	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0
Variances issued	0	0	0	0	0	0

### QMP Administration

a.	Are the contacts listed on Council Connect for your organization current?	Yes
b.	Is an accredited agency under contract to provide safety codes services?	Yes
c.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

### Accredited Agency Contract Information

Agency Name	B	EL	G	P	PS	Mun. %	Ag. %	Other	Services Type	Contract Start Date
A000202-The Inspections Group Inc.	Yes	Yes	Yes	Yes	Yes	45	55		Both	2018-05-01

### Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	Yes
i.	The municipality is not in arrears in its remittance of the Council Levy.	Yes
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes



iv.	Agency contracts are current and up-to-date.	
v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

### Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
<b>1. A000202-The Inspections Group Inc.</b>				
a. Overall satisfaction.		Yes		
b. Delivery of permit services.		Yes		
c. Delivery of inspection services.		Yes		
d. Timeliness and responsiveness of service delivery.		Yes		
e. Competency and knowledge of SCOs.		Yes		
f. Actions taken to improve the delivery of safety codes services.		Yes		
g. Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.		Yes		

### Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

### File Information

Discipline: Private Sewage	Permit Issue Date:	Permit Closure Date:
Issuing Organization:		
Permit Issuer:	DOP Number:	
Inspecting Organization:		
Inspecting SCO:	DOP Number:	
Discipline: Plumbing	Permit Issue Date: 2023-07-26	Permit Closure Date: 2023-11-02
Issuing Organization: Summer Village of West Cove		
Permit Issuer: Monica Hill	DOP Number: P10224	
Inspecting Organization: The Inspections Group		
Inspecting SCO: Bernie Fox	DOP Number: D10781	
Discipline: Gas	Permit Issue Date: 2023-04-12	Permit Closure Date: 2023-08-24
Issuing Organization: Summer Village of West Cove		
Permit Issuer: Tamara Gbalubi	DOP Number: P10546	
Inspecting Organization: The Inspections Group		
Inspecting SCO: Andre Chauvet	DOP Number: D10544	
Discipline: Building	Permit Issue Date: 2022-10-26	Permit Closure Date: 2023-03-30
Issuing Organization: Summer Village of West Cove		
Permit Issuer: Padraig Kuberis	DOP Number: 10513	
Inspecting Organization: The Inspections Group		
Inspecting SCO: Jeff Rion	DOP Number: D10174	



Discipline: Electrical

Permit Issue Date: 2023-08-31

Permit Closure Date: 2023-09-26

Issuing Organization: Summer Village of West Cove

Permit Issuer: Lovely Madrideo

DOP Number: P10674

Inspecting Organization: The Inspections Group

Inspecting SCO: Dan Bridges

DOP Number: D9497

### File Review

Building	a.	Construction Document Review	
		Was a construction document review required?	Yes
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	Yes
	ii.	Professional involvement occurred as required in the municipality's QMP.	Yes
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance Issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the Inspections identify deficiencies?	Yes
	1.	Were the deficiencies resolved prior to permit closure?	Yes
	2.	Were the deficiencies an unsafe conditions?	No
	3.	Was a verification of compliance accepted?	Yes
Electrical	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes

Electrical	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Gas	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
	1.	Were the deficiencies resolved prior to permit closure?	

Gas	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
Plumbing	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	No
Private Sewage	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
	a.	Construction Document Review	
		Was a construction document review required?	
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	
	c.	Orders	
	i.	Was an order issued?	
	ii.	If yes, the order is registered with the Council.	

Private Sewage	d.	Variances	
	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	
	iii.	The inspection reports describe the "work in place" at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	Was the permit closed with an unsafe condition?	
	vi.	Did the inspections identify deficiencies?	
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	

### Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

There were no notable concerns with respect to accreditation found during the internal review.

2. Any other general comments, concerns or issues the municipality would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

Please note the current contract with the Inspections Group is from 2018, with yearly auto renews - the last auto renew in 2021 was for a 6 year term, so that contract is valid till 2027. There was no notable issues or concerns noted, the Summer Village of West Cove continues to strive for improvement on an ongoing basis and a continued good working relationship with the Inspections Group.

### Municipal Acknowledgement and Signature

Signature: Victoria Message

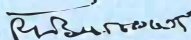
Date: 2024-02-01

Job Title: QMP Manager

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

### For Safety Council Use Only

#### Administrator of Accreditation Review and Approval

Signature: 

Date: 2024-02-01

## Fwd: Don't miss out! Public Risk Conference 2023 - Registration is open!

ASVA Exec Director <summervillages@gmail.com>

Thu 2023-04-06 5:31 PM

To: ASVA <summervillages@gmail.com>

Hi everyone,

For your information, thanks.

**Kathy Krawchuk**

Executive Director

Association of Summer Villages of Alberta

780-236-5456

[execdirector@asva.ca](mailto:execdirector@asva.ca)

[www.asva.ca](http://www.asva.ca)

----- Forwarded message -----

From: **Daniel Jackson** <[Daniel@abmunis.ca](mailto:Daniel@abmunis.ca)>

Date: Thu, 6 Apr 2023 at 14:08

Subject: Don't miss out! Public Risk Conference 2023 - Registration is open!

To:

Registration is now OPEN! The Alberta Municipalities 2023 Public Risk Conference is taking place May 4 & 5 at the DoubleTree Hotel in west Edmonton.

This day-and-a-half event will cover emerging risk and insurance topics affecting our membership, dive into important conversations, and arm you with tools to take back to your municipalities and associations. The [full agenda is available online](#) for your review.

Registration for members is just \$175 and includes a wide range of industry leading presentations, breakfast and lunch both days, a drop-in welcome reception upon check-in to the hotel, and a networking reception following day one. Not a member? Not a problem. We offer non-member registration for \$300.

New this year, the Public Risk Program will be offered virtually. Attendees who are unable to attend in-person will be able to sit in on live sessions and will be able to ask their questions virtually.

### [REGISTER NOW](#)

The DoubleTree is offering special rates for our attendee starting at just \$165 a night. [Click here to book your stay](#). Alternatively, guests can call the hotel directly at 780-484-0821 or toll free at 1-855-610-8733 and ask for the Alberta Municipalities Public Risk Conference room block.

For more information or if you have any questions, please email [events@abmunis.ca](mailto:events@abmunis.ca). We look forward to seeing you there.

2023 Public Risk Conference  
May 4 & 5, 2023  
DoubleTree West Edmonton  
**\*Subject to Change\***

Wednesday, May 3	
6:00 – 8:00 p.m.	Welcome Reception
Thursday, May 4	
7:30 – 8:30 a.m.	Registration and Breakfast
8:30 a.m.	Opening Remarks
8:35 a.m.	<p><b>Have Upstanding Citizens: Slip and Falls and Municipal Duty of Care: presented by DDC Lawyers LLP</b></p> <p>In conjunction with recent decisions and the <i>Municipal Government Act</i>, we will discuss the aspects of a municipality's duty of care and due diligence as it relates to how the work is carried out, components of a contract/snow removal policy and record keeping regarding snow and ice removal. Other important areas of discussion will focus on risk management, what types of systems should be in place to monitor the work and how to address unexpected/significant winter events.</p>
9:35 a.m.	<p><b>Navigating Property Values in Volatile Economic Times: presented by Suncorp Valuations</b></p> <p>The presentation will look at the impact the global pandemic had on the Canadian economy and where construction market emerged leaving property owners scrambling to ensure they understand today's costs and have adequate protection in-place.</p>
10:40 a.m.	Break
11:00 a.m.	<p><b>Water Damage Mitigation: presented by Service Master</b></p> <p>This session illustrates how water damage can occur and its effects on building materials. It will show how quickly secondary damage happens and the actions taken to reduce the damage, including the best water removal processes and equipment. The steps of mitigation as well as mold growth will also be discussed.</p>
12:00 p.m.	Lunch
1:00 p.m.	<p><b>Modernizing Liability Insurance for ABmunis members: presented by Alberta Municipalities</b></p> <p>It is important to stay on top of changes in the insurance market, and keeping the insurance wordings and coverages for your program up to date. In this session we will discuss the changes made to the liability insurance coverage wordings in 2023 and how that affects your organization.</p>

1:45 p.m.	<b>Emerging Issues and Stakeholder Collaboration: presented by Insurance Bureau of Canada</b>  Severe weather is increasing in frequency and severity across the country. In 2022, we experienced Canada's third costliest year for insured damages in our nation's history. Insurance is all about risk and Canada is becoming a riskier place to do business. What is being done to help develop solutions for some of our biggest severe weather challenges? This session will provide information on what the insurance industry is doing, and the collaborative work with government, to build more resilience across the country.
2:45 p.m.	Break
3:10 p.m.	<b>Trends in Municipal Defences: presented by Brownlee LLP</b>  This session will discuss MGA defences with updated case law on how municipalities are able to use the various statutory defences to immunize themselves from claims and lawsuits. We will discuss the various decisions we have been successful with where the claims has been dismissed either after a summary dismissal application or a full trial. There will also be info on various claims like occupiers' liability, personal injury, trespass, and collateral attacks. We will discuss the trends in the courts for future claims and interpretation of the MGA.
4:10 p.m.	<b><u>Claims R Us: Play along to win some toys!</u></b>
4:30 p.m.	Closing Remarks/Prizes for Day 1
4:30 to 7:00 p.m.	Networking Event

Friday, May 5	
8:00 a.m.	Breakfast
9:00 a.m.	<b>Workplace Harassment: Risky Business for Employers: presented by RMRP LLP</b>  Municipalities are unique employers in that their employees deal directly and regularly with the public. Unfortunately, this can often lead to municipal employees receiving harassment in the workplace. This presentation will review many of the risks for municipal employers arising from workplace harassment, and some strategies to deal with it.
10:00 a.m.	<b>How to Manage a Cyber Claim for Public Entities: presented by Marsh Canada</b>  This session will include examples of Canadian cyber claims that have been experienced as well as the importance of a prepared incident response plan. We will outline the role of a breach coach as well as the possible legal issues during breach response. Learn how to avoid decisions that result in insurance coverage loss.
11:00 a.m.	Break
11:15 a.m.	<b>Waivers, Assumptions of Risk, and Facility Use Agreements – How Local Governments Minimize Risk Through Contractual Means: presented by Dolden Wallace Folick LLP</b>  In this session, we will review the ways in which local governments are able to transfer liability risk by making use of waivers, assumption of risk language, and facility use agreements. They will cover the form and content required to ensure your contracts are enforceable and the importance of how they are presented to the public in advance of their execution
12:15 p.m.	Lunch (Closing remarks and Prizes at 12:45 p.m.)

**FEBRUARY 28<sup>TH</sup>, 2024 TO DO LIST – SV WEST COVE**

- Ensure minutes from the January 31<sup>st</sup>, 2024 Regular Council meeting are signed, sealed and posted to website **DONE**
- Initiate grant proposal for costs associated with preparation of DLO for MR stabilization project **ONGOING**
- Continue to investigate Bylaw(s) for lot consolidation in the Village **ONGOING**
- Advise Fortis that the application to install power to the lagoon site along the east road allowance of the lagoon road for the Darwell Waste Commission/LSAC is approved **DONE**
- Advise Wendy and Jim that they are approved to take 2 firesmart courses **DONE**
- Advise Wendy and Jim that they have a total of \$500 to spend on the course and safety vests **DONE**
- Work on the consolidation bylaw background information for Council **ONGOING**
- Advise CRAS that Assessment Review Board official appointments are approved **DONE**
- Advise the SV of Southview that West Cove will participate in co-hosting an Alberta Working Well Workshop and contribute costs in the amount of \$300 **DONE**
- Register those wishing to attend the ABMunis webinar respecting Alberta's 2024 Budget Overview **N/A**
- Register those wishing to attend the 2024 Alberta Municipalities Spring Municipal Leaders Caucus on March 14 & 15<sup>th</sup> **N/A**
- Draft a letter to Ms. Muir and Ombudsman in consultation with Tony and Jason addressing her queries regarding the drainage situation on 809 – 8<sup>th</sup> Street (Muir) **ONGOING**
- Consult with Public Works Consultant on the completion of the 11<sup>th</sup> street drainage project (i.e. is is complete?) **DONE**
- Ensure approved capital budget projects are initiated, as discussed **DONE**
- Request Jim to get estimates for community hall roof and eavestrough **REQUEST SENT, WAITING FOR RECEIPT OF ESTIMATES**
- Ensure any further costs on the Madi appeal (legal, SDAB, admin time etc) are covered through reserves **ONGOING**
- Follow up with Island View Harbor on the purchase of the solar power gate **ONGOING**
- admin get costs for septic repair at hall (backhoe to dig up or hydrovac) and bring back for budget considerations **ONGOING**
- Ensure digital speed sign and stump grinding are considerations for 2024 budget deliberations **ONGOING**

## Town of Mayerthorpe

Report Title : WEST COVE TOTAL CONTRACT HRS

Report Range

Start: 2024/02/01 0000

End: 2024/02/29 2359

### Man Hour Report by User

TOWN OF MAYERTHORPE

#### KASAMBA, GERVAIS

Event start: 2024/02/02 1530 Event end: 2024/02/02 1700 Time: (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2024/02/09 1430 Event end: 2024/02/09 1600 Time: (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2024/02/15 1430 Event end: 2024/02/15 1600 Time: (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2024/02/22 1300 Event end: 2024/02/22 1430 Time: (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

KASAMBA, GERVAIS : Total Time On Calls 6 Hours 0 Minutes

Total Group Time: 6 Hours 0 Minutes

All Officers: Total Time On Calls 6 Hours 0 Minutes



- Alberta Beach • Birch Cove • Nakamun Park
- Ross Haven • Sandy Beach • Silver Sands
- South View • Sunrise Beach
- Val Quentin • West Cove

### ADVISORY COMMITTEE MEETING MINUTES - THURSDAY, MARCH 7, 2024 AT 7:00 PM

#### LAND ACKNOWLEDGEMENT

The Ste Anne Summer Villages Regional Emergency Management Partnership honors and thanks the many First Nations on whose historical and traditional lands we reside, including the Metis, Cree, Dene, Saulteaux (sow toe), Blackfoot and Nakota Sioux (soo).

As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

1. **Call to Order:** Chair - Ren Giesbrecht called the meeting to order at 7:05 PM
2. [Attendance](#)
3. **Amendments & Acceptance of Agenda**  
Clr Roger Montpellier moved the Agenda be approved as presented **CARRIED**
4. [Approval of Minutes of Previous Meeting](#)  
Clr Roger Montpellier moved the Minutes of the previous meeting be approved as presented **CARRIED**
5. **NEW BUSINESS**
  - i) **Lac Ste Anne Regional Emergency Management Partnership Agreement Status Update**  
Janice advised that a letter was sent to Lac Ste Anne County advising of the municipalities remaining within the SVREMP partnership.  
A request for revision to the Ministerial Order will be submitted to Municipal Affairs along with copies of the signed agreements and bylaws for the participating municipalities.  
Administrators for those municipalities who still need to submit their signed agreements and bylaws will be contacted to provide the required documents.

**ii) 2024 Budget Approval**

Chairperson Ren Giesbrecht invited discussion on the proposed 2024 budget. Following a brief discussion, Mayor Sandi Benford moved the 2024 budget to be approved as presented. **CARRIED**

Janice advised that invoices will be sent out in March 2024

**iii) LSAC Training Exercise Update**

Carole Peacock from LSAC has submitted a grant application on behalf of the SVREMP, Onoway and Mayerthorpe. The grants will be awarded in late March.

A date will be established for the regional 2 day mock emergency exercise (likely in October) and all DEM's/DDEM's will be invited to participate along with Regional Partners including Fire Services; LSAC Fire Services; Protective Services, Industry Partners; NGO - AHS will be invited to participate.

On February 21, 2024 the SVREMP Agency meeting was held at West Cove Community Hall. Laura Stewart shared FireSmart Training

**iv) Vice Chairperson nomination and election**

Chairperson Ren Giesbrecht advised that Current Vice Chair Liz Turnbull will not be continuing this capacity.

Ren invited nominations for an alternate Vice Chairperson  
Liz Turnbull nominated Mayor Sandi Benford

Mayor Sandi accepted the nomination

Chairperson Ren Giesbrecht made the 2nd call for nominations  
Chairperson Ren Giesbrecht made the 3rd call for nominations

Chairperson Ren Giesbrecht called for a motion for nominations to cease  
Councillor Tara Elwood moved nominations cease. **CARRIED**

Congratulations to Mayor Sandi Benford on her appointment  
as SVREMP Vice Chairperson

**v) Signing Authority Updates**

Councillor Dieter Brandt moved that Mayor Gwen Jones be removed as signing authority and that Mayor Sandi Benford be added as signing authority for the Ste Anne Regional Emergency Management Partnership (SVREMP) **CARRIED**

**6. ROUND TABLE**

**SUNRISE BEACH**

Mayor Jon Ethier expressed concerns on behalf of Sunrise Beach residents with reference to the severe bulrush concerns at Sandy Lake. Jon would like to know if there are any government funds available to help fund this project. To help mitigate this challenge, the municipality would like to proceed with removal or burning of the brush by a fire department wanting to do a controlled burn. The bulrush have gone up in flame twice in the past few years. Jon is seeking guidance on who to contact for assistance. Janice advised that there may be opportunity to work with Firesmart to complete a Neighbourhood inspection. Councillor Elwood suggested that Alberta Environment be engaged in the conversation. Chris Vierath, Senior Lands Officer, Alberta Environment and Parks. Tel. # 780 788-7108, email [Chris.Vierath@gov.ab.ca](mailto:Chris.Vierath@gov.ab.ca)

**SILVER SANDS**

Deputy Mayor Liz Turnbull advised that work on the Block Captain Program is continuing. She is impressed how word of mouth stimulates Volunteerism

The Silver Sands Public Works Foreman attended the Firesmart Presentation

In Silver Sands there are a lot of reserves that are heavily treed with underbrush. The Summer Village has its work cut out to temper it as much as possible.

When fireban discussions occur, Liz recommended that a consistent approach for Use of Fireworks also be included in the conversation.

**ALBERTA BEACH**

In preparation for Hazard Season, Councillor Tara Elwood attended Hazard Season Outlook Training. She will also be attending the Public Risk Conference in Edmonton on April 18 - 19, 2024. For firebans, Tara suggested clarification is required on use of smokers for cooking.

**SOUTH VIEW**

Mayor Sandi Benford - had no update at this time

## **VAL QUENTIN**

Councillor Roger Montpellier acknowledged Janice and Marlene for helping to raise awareness throughout the year and at the Picnic in the Park. Roger has received comments on how much residents appreciate being informed. They really enjoy the information booths at the Picnic in the Park. He recommended inviting Chris Vierath to return again in 2024. Chris and his colleague are extremely knowledgeable and willing to share information.

## **ROSS HAVEN**

Councillor Dieter Brandt advised that the Ross Haven Hazard Assessment is scheduled for Friday, March 15, 2024 between 10 AM - Noon.

Dieter encouraged everyone to check out their information on [albertafirebans.ca](https://albertafirebans.ca) to ensure the information is current. Residents are being encouraged to refer to this website for timely and accurate information.

## **BIRCH COVE**

Mayor Steven Tymafichuk shared that progress has been made over the past two years with shoreline management at Birch Cove. A beach committee was formed and 3 water act approvals were submitted and approved. This provided the permission to remove dead willows, bulrushes and movement of rocks around by hand.

Steven also shared the importance of consistency when implementing firebans. He expressed concern with the differing opinions and approaches on what was permitted/ allowed and recommended consistent key messaging - verbiage be implemented.

Ren suggested that perhaps Janice and Marlene can work with LSACE to research and apply for a collaborative grant to review bylaws for consistency for partnership.

## **WEST COVE**

Ren shared that some mulching was completed previously and 100 ft strip was opened up on one side of the lagoon road. This resulted in considerable deadfall being left to dry out along the roadside. The trees were left for residents to pick up for firewood, however there is a significant amount left. This firewood is being cleared out so the area can be leveled off to reduce the fire material to minimize opportunity for fire to spread.

## **NEXTGEN 911**

West Cove has submitted their application and Ren encouraged other municipalities to work with Don Kitchener email: [support@amdsp.ca](mailto:support@amdsp.ca) to have village maps updated to include current addressing and road names.

## **AEMA**

John Swist emphasized that Preparedness is Everything

As a result of the recent Budget Release, their area has received some increase in funding that will be used for FTE for training and compliance officers

John indicated that successful grant funding candidates will be announced within the next two weeks.

Troy Carriere thanked participants for attending training and advised that additional training is available for those who may be interested. [AEMA Training](#)

Ren advised that a Fire Services Meeting is being held at LSAC County Chambers Office on Friday, March 22, 2024 at 10 AM.

Janice shared that Firesmart Basic Training was provided at the SVREMP Agency Meeting - Westcove Community Hall on February 21, 2024.

She also stressed the importance of completion of Training - DEM and DDEM - up to ICS 300 training.

**7. NEXT MEETING: At the call of the Advisory Committee Chairperson**

**Adjournment: 7:50 PM**

**Approved:**

---

**Ren Giesbrecht**

Chairperson

---

**Sandi Benford**

Vice Chairperson

MAR 04 2024



AR113944

February 29, 2024

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2024*, which my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance, has tabled in the Alberta Legislature. You will find below some details about *Budget 2024* that are most closely related to Alberta Municipal Affairs.

*Budget 2024* is a responsible plan for a growing province that invests more than \$1 billion to build stronger communities across Alberta. Through these important investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

I am particularly excited about the Local Government Fiscal Framework (LGFF), which will deliver predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta for many years to come. As we are all aware, the LGFF represents years of collaboration between the province and local governments, and the LGFF replaces the Municipal Sustainability Initiative (MSI) with a more sustainable model. We set the initial capital funding baseline for the LGFF at \$722 million to remain consistent with the average amount municipalities have received annually over the last three years of the MSI Capital program.

We now have a true partnership in place through the Revenue Index Factor, which will see municipal funding rise and fall at a one-to-one ratio that is based on changes in provincial revenue from three years prior. Our new framework will deliver the predictability and partnership that municipalities have long been asking for, and I would like to thank you once again for your input to the development of the LGFF to ensure it effectively supports communities and residents provincewide. The MSI Operating program will continue as LGFF Operating funding and will provide \$60 million in 2024/25 to local governments to assist with your operational costs and help to respond to inflationary pressures. More information about the LGFF and the 2024 allocations can be found online.

Additionally, *Budget 2024* includes \$60 million over three years for the Local Growth and Sustainability Grant, a new grant to help relieve some of the pressures facing fast-growing communities. This new grant will help address acute infrastructure priorities and economic development opportunities. More details about the program will be shared with you later this year.

.../2

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

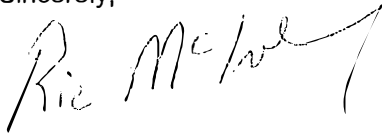
Printed on recycled paper

As with previous years, our budget includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also pleased to maintain the strong support we have for public libraries with more than \$33 million going towards operating grants for libraries across the province.

*Budget 2024* puts Albertans and Alberta families first by investing in strong health care, a modern education system, and supports to keep life affordable. This budget also invests in safe and supportive communities in Alberta by managing our resources wisely.

I look forward to continuing our work together over this next year as we continue to build strong and vibrant communities that contribute to a stronger province and a brighter future for Albertans and their families.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric McIver", written in a cursive style.

Ric McIver  
Minister



## Municipal Services Division

Update February 2024

---

### Recall Petition Populations

- The ministry is aware of some confusion in relation to the source of population data to be used for recall petitions under the *Municipal Government Act*.
- Ministerial Order MSD: 021/23 signed on April 6, 2023, provides recall guidance for Chief Administrative Officers (CAOs) and indicates that the 2019 Municipal Affairs Population List (MAPL), excluding the shadow population, is to be used for the purposes of recall petitions under section 240.5(a) of the *Municipal Government Act*. This Ministerial Order remains in effect.
- For purposes other than recall petitions, Ministerial Order MSD: 004/24 was signed on February 1, 2024, approving the 2023 MAPL.

### Municipal Affairs Administrators' Training Initiative (MAATI) – Spring Sessions

- MSD is hosting two in-person sessions as part of the spring MAATI program.
  - April 16 in Lethbridge
  - April 17 in Cochrane
- Registration information will be available on the [Training for Municipal Officials](#) webpage starting March 4.
- Virtual MAATI sessions will be offered from mid-April to mid-May. Registration information will be available on the [Training for Municipal Officials](#) webpage starting March 15.

## Municipal Affairs - Notice of ICF Engagement Sessions

municipalservicesdivision@gov.ab.ca <municipalservicesdivision@gov.ab.ca>

Wed 2/28/2024 9:07 AM

To: Summer Village Office <administration@wildwillowenterprises.com>

To all municipal Chief Administrative Officers...

As you are aware, Municipal Affairs is considering potential changes to Intermunicipal Collaboration Framework (ICF) provisions in the Municipal Government Act.

An online survey will be released shortly, inviting all municipal councils and administrations to provide their input on a variety of issues relating to ICFs.

In addition to the survey, Municipal Affairs has partnered with the Alberta Rural Municipal Administrators' Association and the Local Government Administration Association to offer two in-person engagement sessions for municipal administrators. The sessions are being scheduled in conjunction with the upcoming ABMunis Municipal Leaders Caucus and the RMA Spring Convention, in hopes of minimizing travel requirements for interested administrators.

The two sessions are scheduled as follows:

**Wednesday March 13, 2024 - 1:00 to 3:30 p.m.**

Commerce Place Conference Centre, located at 10155 102 Street NW, on the second floor of Commerce Place.

(Easiest access is via the main escalators in the central rotunda of Commerce Place; once on the second floor, turn south and head toward Jasper Avenue. The Conference Centre is on the right about 2/3 of the way toward Jasper Avenue.)

**Wednesday March 20, 2024 - 1:00 to 3:30 p.m.**

Edmonton Convention Centre. Information on the specific room for this conversation will be confirmed shortly and provided upon registration.

These sessions are intended for municipal administrators who have practical experience developing ICFs. The input shared in-person will supplement the feedback that will be gathered from an online survey for all municipalities that is expected to be launched in early March. Any CAOs who cannot attend this session will still have the opportunity to provide feedback via the online survey.

The session will cover the following topics:

- Content and definitions;
- Dispute resolution processes;

- Minister's role in ICFs; and
- Resources to support ICF development;
- Any other opportunities to improve the ICF legislation.

To ensure there is sufficient space, chairs, etc. for everyone, please RSVP your attendance to [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca). If you have any questions about the session, you can contact the Municipal Affairs' Engagement Team at that same email address.

Cheers

Gary Sandberg  
Assistant Deputy Minister  
Municipal Services  
Municipal Affairs

Dear Mayors, Councillors, and CAOs,

A public survey, an ABmunis resolution, and results of the province's own consultation processes indicate that Albertans do not want to see the encroachment of political parties at the local level. Despite this, the Government of Alberta has not committed to abandoning plans to enable parties to be included on local election ballots.

Today, ABmunis hosted a media availability calling for a commitment from the Government of Alberta to listen to Albertans. We need your help to amplify our call so that all political parties know Albertans' local leaders want local elections to be independent.

Attached for you to adapt and use are:

- Messages you can select from and adapt for local media; for email, letters or conversations with your local MLA; or for conversations with interested Albertans. (There are more messages than you would likely use in one communication so you can select and adapt the ones that will resonate best with your audience)
- Social media post examples and images.

We also encourage you to follow and share ABmunis' social media posts on [LinkedIn](#), [Twitter](#), and [Facebook](#).

Don't hesitate to reach out if you have questions or ideas related to ABmunis' campaign to keep local elections independent.

Thank you,

📧

**Tyler Gandam** | President

E: [president@abmunis.ca](mailto:president@abmunis.ca)  
300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-MUNI | 877-421-  
6644 | [www.abmunis.ca](http://www.abmunis.ca)

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

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

Messages on keeping local elections independent.

The following messages are provided for you to adapt and use in letters, emails or conversations with your MLA or communication with other interested Albertans. The messages are grouped into themes, and you are encouraged to select a couple that are most relevant to your audience.

- We all represent Albertans.
- Given the size of Alberta and Canada, political parties are necessary at the provincial and federal levels.
- However, at the local level, Albertans don't see political parties as adding value.

### Survey Results

- Since 2020, Albertans have indicated through three surveys, two of which were conducted by the provincial government, that they do not want to see political parties introduced in local elections.
- Through a 2020 provincial government survey on the *Local Authorities Election Act* (LAEA), Albertans commented that they do not want to see increased partisanship or increased influence of campaign donations at the local level.
- The results of a public survey, conducted by Janet Brown Opinion Research on behalf of ABmunis in early September 2023, indicate that most Albertans do not support the introduction of political parties at the local level. Specifically:
  - Sixty-eight per cent (68%) of respondents indicated that they would prefer to see municipal candidates run as individuals. Only 24 per cent of respondents would prefer to see municipal candidates run as members of a political party.
  - More than 80 per cent (81%) agree that municipal officials who are part of a political party would vote along party lines and not necessarily in the best interest of the community.
  - Sixty-nine per cent (69%) of respondents think that political parties would make municipal governments more divisive and less effective.
- Results from the Government of Alberta's November 2023 survey on proposed changes to the LAEA show that 70 per cent of Albertans are opposed to the introduction of political parties at the local level.

### Good Governance

- While political parties are an important part of the parliamentary system at the provincial and federal level, they are not a good fit with local government legislation and processes in Alberta.
- Political parties could contravene the *Municipal Government Act* (MGA) where it requires a councillor to consider the interests of the municipality as a whole and not the interests of the success of the party in decision making.

- Political parties would create an environment where all issues are discussed in private by party members resulting in a whipped vote versus the current system which encourages debate and openness to changing your mind based on public hearings and council discussion.
- In the United Kingdom, local elections are seen as referendums for higher levels of government, and we don't want to create that environment here.
- Parties could also lead to money being raised in one part of the province being used to influence the election in another region. This would again take the focus away from keeping local elections local.
- The Government of Alberta has spent years encouraging municipal governments to collaborate at a regional level to save money for Albertans. Introducing political parties at the local level could make regional collaboration an even more difficult task.
- Some councils have struggled with good governance, but political parties could make problems like split councils worse, not better.

#### Voter Turnout

- Vancouver and Montreal have political parties but have similar or sometimes lower voter turnout than comparable Canadian cities where political parties are not featured in local elections.

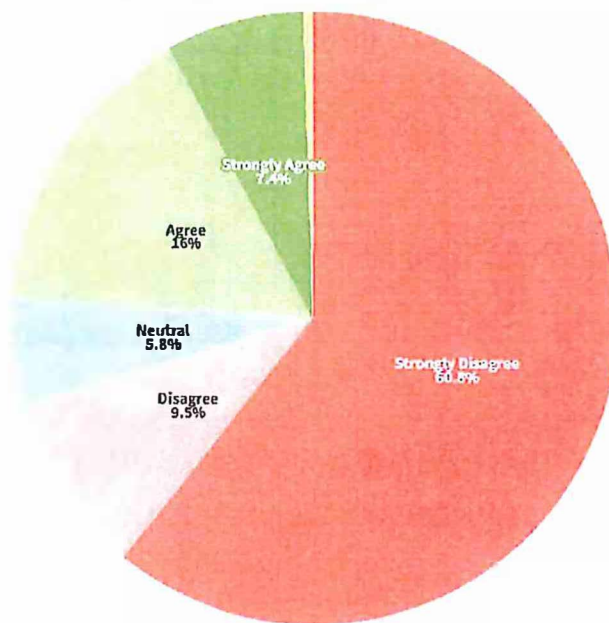
#### Trust and Integrity

- We recognize there is currently nothing preventing candidates from running on slates or for political parties, other than an historic lack of success.
- However, changes to legislation could be made that might make it easier for political parties or slates of candidates to raise funds. We know from previous reviews of the election rules that Albertans want to see less money involved in local elections, not more.
- The [mandate letter](#) from Premier Danielle Smith to Minister of Municipal Affairs Ric McIver instructed him to collaborate with Minister of Justice Mickey Amery to review the *Local Authorities Election Act* (LAEA) and make recommendations for any necessary amendments to "strengthen public trust in and the integrity of our municipal election laws".
- We believe the best way to strengthen trust and integrity is to listen to Albertans when they say they do not want political parties at the local level.

## Survey Shows Little Appetite for Adding Parties to Municipal Election Ballots

Responses to Alberta government's online survey

"The electoral ballot should be amended to allow political parties to be listed by municipal candidates"



Source: Government of Alberta survey - 7,650 responses from Nov. 7, 2023 to Dec. 6, 2023 • [Graphic: Matthew Black/Postmedia](#)



Office of the Information and  
Privacy Commissioner of Alberta

## **OIPC Changes to Investigation Procedures for Access Request Reviews and Privacy Complaints under FOIP, HIA and PIPA**

**March 4, 2024**

The Office of the Information and Privacy Commissioner (OIPC) is revising its investigation procedures for access request reviews and privacy complaints under Alberta's three access and privacy laws. These are the *Freedom of Information and Protection of Privacy Act* (FOIP), the *Health Information Act* (HIA) and the *Personal Information Protection Act* (PIPA).

The new procedures will take effect on April 1<sup>st</sup>, 2024. Key changes are highlighted below.

The OIPC will later publish an updated summary of its procedures on its website.

### **Why have we revised our processes?**

In our 2023-2026 Business Plan, the first goal identified is the enhancement of our internal processes to support our legislative mandate and improve timelines.

In our 2022-23 Annual Report, we reported a significant backlog in privacy complaints and in reviews of access request decisions. It has been taking too long to settle these cases.

In 2023, we examined our procedures with the goal of reducing the time it takes to process a file, while still maintaining quality and value. We found that in addition to high staff caseloads, reviews and complaints were sometimes delayed because of the use of formal submissions and written letters of finding.

If cases reached the inquiry stage, we also found that new issues would be raised at this late stage that were not addressed during the mediation phase. The new process will identify and communicate the issues to the parties at the outset. This will avoid delays and confusion previously caused when new issues were raised at the inquiry stage or when matters were brought up that are not within our jurisdiction to address.

By addressing these issues, the revised processes will help reduce our timelines for settling matters.

There is one change to note that will affect public bodies, custodians and organizations most significantly, especially initially. This is a new refer-back process for privacy complaints and single-issue 'adequacy of search' reviews to allow public bodies, organizations or custodians the opportunity to respond before the matter is dealt with by our office.

We do encourage parties to continue communicating to try to resolve issues, even when a review has been requested.

Head Office: 410, 9925 - 109 Street NW, Edmonton, Alberta, Canada, T5K 2J8 | telephone: 780-422-6860 | toll-free: 1-888-878-4044  
fax: 780-422-5682 | web: [oipc.ab.ca](http://oipc.ab.ca) | email: [generalinfo@oipc.ab.ca](mailto:generalinfo@oipc.ab.ca)

Below is a summary of the major process changes.

What are the new processes and who do they affect?

<b><i>Complete submission requirement</i></b>	Applicants and complainants must provide a completed form and all supporting documents in one submission. Otherwise, the submission will be returned. We will also be enforcing the 15-page limit.
<b><i>Contacts with parties at intake phase</i></b>	<p>Applicants and complainants will be contacted at the Intake stage to discuss their submission and obtain clarification. They must be available to participate in our process and respond to requests in a timely manner, usually by phone and/or email. Otherwise, a file may not be opened.</p> <p>The responding public body, custodian or organization may also be contacted at this stage, as required.</p>
<b><i>Refer-back for privacy complaints</i></b>	For complaints regarding the collection, use or disclosure of personal or health information, the OIPC will usually refer a complainant back to the public body, custodian or organization, if the complainant has not already given the entity an opportunity to resolve the complaint.
<b><i>Refer-back for adequacy of search reviews</i></b>	<p>For reviews where the <i>only</i> concern is that an applicant believes the public body, organization or custodian holds more responsive records than what were processed in the request (the OIPC calls this an 'adequate search concern'), an applicant will usually be told to submit the concern directly to the entity first, along with supporting evidence as to why they believe additional records exist.</p> <p>The applicant will be told the entity has 30 business days to respond before the applicant can bring the concern back to our office. At that point, we will consider whether further investigation by the OIPC is warranted.</p>
<b><i>Issue identification at intake phase</i></b>	<p>The OIPC will identify the review or complaint issues at the Intake phase. Only those issues that (a) have enough evidence; and, (b) are within our jurisdiction will move forward.</p> <p>Those issues will be communicated to the applicant or complainant to confirm their understanding and, if applicable, to advise on the limits of our jurisdiction.</p>
<b><i>Opening and notification</i></b>	If a case is opened, a copy of the written request for a review or complaint, along with an acknowledgement letter (containing the confirmed issues) will be sent to the parties, in accordance with the applicable Act.

The public body, custodian or organization will be asked to provide a contact person who will be responsible for working with the OIPC Investigator to settle the matter. The contact person must have the ability to settle the issues. This means that they must have timely access to the decision-maker or directly involve the decision-maker in the conversations.

***Investigation/review process***

An OIPC Investigator, known as a Senior Information and Privacy Manager (SIPM), will speak to the contact for the public body, custodian or organization to try to settle the matter. This will usually be done over the phone/virtual platform at an agreed time. A record chart or summary of issues may be shared in advance, when required, to facilitate the discussion.

The SIPM will document what was discussed or agreed to in a follow-up email. Aside from the original submission form and supporting documents, we will not be asking for or accepting written submissions unless circumstances warrant.

***Reaching a decision***

If the matter is settled, the SIPM will send correspondence to the parties detailing the outcome. The SIPM may also make recommendations.

***Follow up***

Where necessary, the SIPM will follow up with the public body, custodian or organization to ensure that any recommendations have been implemented or that implementation has been agreed to.

***Partial or no resolution***

In the case of partial or no resolution, the Request for Inquiry form used in the past will no longer be used.

If the public body/custodian/organization or the applicant/complainant does not accept the SIPM's decision and any recommendations, the file will be brought to the Commissioner to determine whether an inquiry will proceed on those matters that have not been settled.

Each statute allows the Commissioner to refuse to conduct an inquiry at the Commissioner's discretion for reasons set out in the legislation. The parties will be advised of the Commissioner's decision.

Our office looks forward to working with all parties to increase the timeliness and efficiency of our reviews.



AR113851

Dear Chief Elected Official or Library Board Chair:

I am pleased to invite your municipality or library board to provide submissions for the 2024 Minister's Awards for Municipal and Public Library Excellence. This program recognizes excellence in municipal government initiatives and provision of library services, and promotes knowledge-sharing to build capacity. These awards offer an opportunity to recognize the truly great work happening in communities across Alberta.

Submissions will be accepted in the following categories:

- **Building Economic Strength (open to all municipalities)** – An award will be given for an innovative initiative that builds the economic capacity and/or resiliency of the community, and/or improves the attractiveness of the community to businesses, investors, and visitors.
- **Enhancing Community Safety (open to all municipalities)** – An award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (for example: lighting, accessibility, traffic calming measures), and community services initiatives.
- **Partnership (open to all municipalities)** – An award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.
- **Public Library Services (open to Library Boards serving a population over 10,000)** – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community needs and provide direct benefit to the public.

...2

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

*Printed on recycled paper*

Classification: Protected A

- **Public Library Services** (open to Library Boards serving a population under 10,000) – Two awards will be given for library service initiatives that demonstrate excellence and/or innovation. The initiatives should demonstrate responsiveness to community need(s) and provide direct benefit to the public.
- **Red Tape Reduction** (open to all municipalities) – An award will be given for an innovative initiative that improves a municipal program or service by saving time, money, and resources, or impacts municipal operations by reducing regulatory, policy, or process requirements.
- **Service Delivery Enhancement** (open to all municipalities) – An award will be given for an innovative initiative that improves, or presents a new approach to, how a municipality can deliver a program or service.
- **Smaller Municipalities** (open to municipalities with populations less than 5,000) – An award will be given for a municipal initiative that demonstrates leadership, resourcefulness or innovation, or both, to better the community.

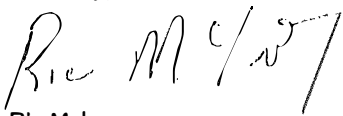
Details regarding eligibility and submission requirements are available on the Minister's Awards for Municipal and Public Library Excellence webpage at [www.alberta.ca/ministers-awards-for-municipal-excellence.aspx](http://www.alberta.ca/ministers-awards-for-municipal-excellence.aspx). The deadline for submission is April 15, 2024.

Questions about the program from municipalities can be sent to [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca) or program advisors may be reached at 780-427-2225 (toll-free by first dialing 310-0000).

Questions about the program from library boards can be sent to [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca) or program advisors can be reached at 780-427-4871 (toll-free by first dialing 310-0000).

I encourage you to share your stories, and I look forward to celebrating these successes with your communities.

Sincerely,



Ric McIver  
Minister



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR114060

**Subject: Provincial Education Requisition Credit Program Extension**

Our government recognizes delinquent oil and gas property tax payments continue to be a concern for many municipalities. To help address this issue, *Budget 2024* included the announcement of an extension to the Provincial Education Requisition Credit (PERC) program for an additional two years up to and including the 2025 tax year. The maximum annual credit limit is \$3 million.

The extension of PERC is in addition to other recent government initiatives including:

- establishing a mandatory condition with the Alberta Energy Regulator that property taxes are to be paid before approving well licence transfers or granting new well licences;
- strengthening the liability management framework and empowering the Alberta Energy Regulator to enforce it;
- passing new legislation to give municipalities priority over other creditors through a special lien where companies owe taxes; and
- providing the Rural Municipalities of Alberta with a \$300,000 grant to provide resources and training related to enforcing the special lien.

Furthermore, our government will continue working in collaboration with our partners in industry, the Rural Municipalities of Alberta, Alberta Municipalities, and the Alberta Energy Regulator, to ensure oil and gas companies pay their fair share of taxes that municipalities rely on for effective and efficient local service delivery to Albertans.

I look forward to continuing to work together on this important matter.

Sincerely,

Ric McIver  
Minister