
AGENDA



Summer Village of Sandy Beach

REGULAR MEETING of COUNCIL
MYRNA NOYES COMMUNITY HALL
63 Lakeshore Drive, SANDY BEACH, AB
May 19th, 2022 @ 7 PM.

Respectfully acknowledging Treaty 6 Territory, also traditional lands of First Nations and Métis people.

- 1.0 CALL TO ORDER** Action
- 2.0 ACCEPTANCE OF AGENDA** Action
- 3.0 APPROVAL OF MINUTES**
 - A. April 21st, 2022 Regular Council Meeting Minutes (*approve*); Action
- 4.0 DELEGATIONS** Sun & Sand Rec League;

BUSINESS

5.0 BUSINESS ARISING

- A. Hall Rentals; Action
- B. Wastewater; Action
- C. Lakeshore Traffic Signage; Action
- D. Westcove Fire Break OHV Barrier; Action

6.0 DEVELOPMENT MATTERS

7.0 NEW BUSINESS

- A. Action
- B. Action
- C. Action
- D. Personnel Items CLOSED SESSION FOIP Section 17; Action

REPORTS & Information

8.0 COUNCILLOR REPORT(S) (*one motion to accept all*)

- A. Mayor Report April Info/Action
- B. Deputy Mayor Report April Info/Action
- C. Councillor Report April Info/Action

9.0 CAO REPORT(S)

- A. Accounts Payable List (Year to Date) (*accept info*); Info/Action
- B. Action Items List April (*accept info*); Info/Action

10.0 CORRESPONDENCE

- A. to be determined;

NEXT MEETING 16th June, 2022 Info

ADJOURNMENT Action

COUNCIL MEETING MINUTES



Summer Village of Sandy Beach

April 21st, 2022 at 7 pm.
Myrna Noyes Community Hall
63 Lakeshore Drive, Sandy Beach, AB

IN ATTENDANCE

Denise Lambert, Mayor
Larysa Luciw, Deputy Mayor
Michael Harney, Councillor
Rudolf Liebenberg, Chief Administrative Officer (CAO)

1.0 CALL TO ORDER

Mayor Denise Lambert, called the meeting to order at 7.00 PM.

2.0 ACCEPTANCE OF AGENDA

MOVED by Deputy Mayor Larysa Luciw that the agenda be approved as presented and amended: Additions:

- Item 7(E) Trail System Lakeshore Drive;
- Item 7(F) Alexander First Nation;

Res. # 043 – 22

CARRIED

3.0 APPROVAL OF MINUTES

MOVED by Councillor Michael Harney that the attached minutes of the Regular Council Meeting March 17th, 2022 be approved as presented and printed with the correction that the expenses in Resolution #039 – 22 be separated out for the Deputy Mayor and the Mayor as claimed.

Res. # 044 – 22

CARRIED

4.0 DELEGATIONS

FCSS and made presentations about the need for FCSS to stay in the Village and Sun & Sand working with the Village about updating the new agreement and hall rental guidelines.

5.0 BUSINESS ARISING

A.

Operating BUDGET 2022-2024

Res. # 045 – 22

MOVED by Deputy Mayor Michael Harney that Council receive, accept, and approve the operational budget for 2022-2024 as presented in writing by Administration.

CARRIED

Capital BUDGET 2022-2024

Res. # 046 – 22

MOVED by Deputy Mayor Larysa Luciw that Council receive, accept and approve the capital budget for 2022-2024 as presented in writing by Administration.

CARRIED

B.

Property TAX BYLAW 01-2022

Res. # 047 – 22

MOVED by Councillor Michael Harney that Council amend an earlier resolution on minimum tax and set it for 2022 at \$625.

CARRIED

Property TAX BYLAW 01-2022

Res. # 048 – 22

MOVED by Councillor Michael Harney that Council gives first reading to Bylaw No. 01-2022.

CARRIED

COUNCIL MEETING MINUTES



Summer Village of Sandy Beach

April 21st, 2022 at 7 pm.
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- Res. # 049 – 22 MOVED by Deputy Mayor Larysa Luciw that Council gives second reading to Bylaw No. 01-2022. CARRIED
- Res. # 050 – 22 MOVED by Councillor Michael Harney that Council gives agreement to consider third and final reading of Bylaw No. 01-2022. UNANIMOUSLY CARRIED
- Res. # 051 – 22 MOVED by Deputy Mayor Larysa Luciw that Council gives third and final reading to Bylaw No. 01-2022. CARRIED
- C. Penalty on unpaid TAXES BYLAW 02-2022**
- Res. # 052 – 22 MOVED by Deputy Mayor Larysa Luciw that Council gives first reading to Bylaw No. 02-2022. CARRIED
- Res. # 053 – 22 MOVED by Councillor Michael Harney that Council gives second reading to Bylaw No. 02-2022. CARRIED
- Res. # 054 – 22 MOVED by Deputy Mayor Larysa Luciw that Council gives agreement to consider third and final reading of Bylaw No. 02-2022. UNANIMOUSLY CARRIED
- Res. # 055 – 22 MOVED by Councillor Michael Harney that Council gives third and final reading to Bylaw No. 02-2022. CARRIED
- D. Hall Rental Agreement**
- Res. # 056 – 22 MOVED by Councillor Michael Harney the current hall rental agreement be reviewed including a cost estimate of hall rentals and it be provided to Council for review at the May regular Council meeting. CARRIED
- Res. # 057 – 22 MOVED by Deputy Mayor Larysa Luciw a list of proposed dates for the hall by the Sun & Sand Recreation League be provided to Administration and that they will continue with the existing payment agreement and once the new agreement is finalized, costs paid to date be applied as a credit to the new annual rental cost. CARRIED

6.0 DEVELOPMENT MATTERS none

COUNCIL MEETING MINUTES



Summer Village of Sandy Beach

April 21st, 2022 at 7 pm.
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63 Lakeshore Drive, Sandy Beach, AB

7.0 NEW BUSINESS

- A. Website**
Res. # 055 – 22 MOVED by Councillor Michael Harney that Council authorize the purchase of the Tundra Plus option for the new website and these costs be paid from the appropriate budget line item: website.
CARRIED
- B. Survey**
Res. # 056 – 22 MOVED by Deputy Mayor Larysa Luciw that Council receive as information the presentation on the public survey by the Mayor Denise Lambert and that once the final results is available it be distributed for dissemination.
CARRIED
- C. Wastewater**
Res. # 057 – 22 MOVED by Councillor Michael Harney that Council authorize the Mayor and Administration to write a letter to the funders of the Darwell Transmission Line Phase A, stating that to date no information or reply, after repeated requests to the Darwell Commission, has been received on funding, operational cost and legal agreements for this project and the Summer Village of Sandy Beach Council request with the inclusion of the MLA, Minister and Alberta Environment, intervention to help resolve and clarify the questions raised by the Summer Village of Sandy Beach regarding the implementation and construction of this vital project.
CARRIED
- D. Director of Emergency Management Position**
Res. # 058 – 22 MOVED by Councillor Michael Harney that Council accept as information the verbal presentation on the position of Director of Emergency Management and a letter be written to either the SVLSACE and perhaps neighbouring municipalities on sourcing someone to accept the vacant position or providing a candidate from outside the community that can accept these positions under guidance of Alberta Emergency Management Agency.
CARRIED
- E. Trails: Lakeshore Drive**
Res. # 059 – 22 MOVED by Deputy Mayor Larysa Luciw that Council receive, accept and approve the trail work estimate supplied by Pisim Contracting Ltd for Phase 1 Trail system of this project and it be paid from MSI funding already assigned to this project.
CARRIED

COUNCIL MEETING MINUTES



Summer Village of Sandy Beach

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F.
Res. # 059 – 22 **Alexander First Nation Meeting April 3 follow up**
MOVED by Deputy Mayor Larysa Luciw that the Summer Village of Sandy Beach Council further discussion on information sharing and planning about mutual projects with Alexander First Nation. CARRIED

8.0 COUNCILLOR REPORTS

A.
Res. # 060 – 22 **All reports**
MOVED by Councillor Michael Harney that Council receive and accept as information all the written reports presented at this meeting. CARRIED

9.0 CAO REPORTS

A.
Res. # 061 – 22 **Accounts Payable List/Revenue & Expenses: March 2022**
MOVED by Councillor Michael Harney that Council receive as information the revenue and expense statement, and accept and approve the accounts payable list for March 2022 as presented in written format by Administration. CARRIED

B.
Res. # 062 – 22 **Action Item List**
MOVED by Deputy Mayor Larysa Luciw that Council receive and accept as information the action item list for April 2022 as presented in writing by the Chief Administrative Officer. CARRIED

10.0 CORRESPONDENCE

Res. # 063 – 22 MOVED by Councillor Michael Harney that Council receive as information all correspondence as presented in writing at this meeting. CARRIED

ADJOURNMENT Being that the agenda matters had been concluded the meeting was declared adjourned at 8.49 PM by Mayor Denise Lambert.

Mayor

Chief Administrative Officer

Hall Rental Discussion

As indicated at the meeting there is no current hall agreement with the Sun and Sand Recreation League (SSRL). We were asked to review the agreement and suggest what the sliding scale for rental fees would be for not only SSRL but other community groups and private functions (resident and non-resident). For our next council meeting a motion will be made to set the fee.

The previous rate of \$30 per **meeting is not realistic** as costs associated with opening the door (i.e., water, septic, power, cleaning) have increased since 2017. For council and administration who may not know the history of the hall, it was due to the work of volunteers and community members that the associated funding for the building was secured.

While there have been many changes to the volunteer base the purpose of the building remains, to bring community members together. I am not familiar with the SSRL bylaws or organizational goals but it has a long-standing presence and purpose.

I am suggesting that for:

- ❖ community group meetings the cost be \$75 per meeting for up to 2 hours;
- ❖ half-day rental (up to 4 hours) \$150.00;
- ❖ full day rental (up to 8 hours) \$300.00.
- ❖ Damage deposit to be determined.
- ❖ For all functions, the set-up and clean-up time needs to be discussed.

These are my initial thoughts and I trust rationale for other cost suggestions are provided for discussion. With respect to the hall bookings, I believe administration is the point of contact for date availability, contract signing, and receiving monies.

With respect to the keys, there should be one set at the office for renters and one set with a council member **willing to take on the responsibility** of ensuring availability for opening/closing doors to regularly organized groups.

Event insurance and proof of licensing are other items to be considered.

The Mayor

Hi there,

A. I attended the Sun and Sand Rec League meeting today. They are happy to take on Canada Day. Sandy, Sunrise and rec league will all be responsible for 1/3 of the cost. Some questions came up that I said I would and get back to them:

1. Who covers the liability for the park during that event? If its on village property, is it under village insurance? **They should take out their own liability – not Village responsibility.**

2. Does the Rec League need permission to do fire works from the village (at the park)? **No permit is required. They must get water support on their own.**

B. Another point that I think would be good practice is for them to be added as part of our monthly agenda and we would be added to theirs. Mandy Smallwood was discussing grants and showing the rec league has a good relationship with council is important for grants etc. Also a presence on our new website as well. They will be getting their own website but we should have their information on ours and the other way around. **Too much red-tape not necessary. They can find the info on the website.**

C. Rental of the hall. This was also discussed today. They discussed that they have had a standing agreement with Sandy beach for renting the hall for many many years. \$750 for up to 25 uses. They are looking forward to our meeting so that we can offer them the regular discounted rate so that they can plan future events. So they have some events planned but use of hall will be determined pending what council decides. **Monies for 2022 not received.**

Many people at the meeting today, good to see.

--

Larysa Luciw
Deputy Mayor of the Summer Village of Sandy Beach



Summer Village of Sandy Beach

RR 1 Site 1 Box 63, Onoway, AB T0E 1V0
Phone: 780.967.2873 Fax: 780.967.2813
Email: sv sandyb@xplornet.ca

May 19, 2022

Sun and Sand Recreation League
RR#1, Site #1, Comp 77,
Onoway, AB
T0E 1V0

RE: **Letter of Agreement 2022-2025**

This letter is an agreement between the Summer Village of Sandy Beach and the Sun and Sand Recreation League (hereafter referred to as SSRL).

Fee

An annual fee of \$2,500.00 to be paid by the SSRL by January 1, 2022.

Cleaning

SSRL agrees to be responsible for cleaning of the hall after every event. If the Summer Village feels that the cleaning was not done to an appropriate standard then SSRL will be notified and given first opportunity to rectify the outstanding issues. If the standard is still not met then the Summer Village will hire cleaning staff and will bill SSRL.

Hall Sign (FCSS Grant 2022) & Key

It will be the responsibility of SSRL to keep the message on their sign current and if the SSRL should use the sign it would be updated by the SSRL not the Summer Village of Sandy Beach. Village signs will not be used for Rec League display. The SSRL has their own key issued by Administration BUT the League must inform Administration as soon as possible as to their anticipated dates (no more than 5 a year) so electronic invites can be initiated and recorded. The SSRL must provide liability insurance of \$2,500,000 dollars prior to the agreement being signed as well as a annual damage deposit of \$1,000.

Term of the Agreement

The term of the agreement is from January 1, 2022 to December 31, 2023.

If the above letter of agreement is acceptable, please have authorized members of SSRL sign the agreement and forward the signed agreement to the Summer Village of Sandy Beach Administration office.

SUMMER VILLAGE OF SANDY BEACH

SUN & SAND RECREATION LEAGUE

Council Representative(s)

The Government of Alberta is responsible for identifying and submitting projects to the Government of Canada for the Investing in Canada Infrastructure Program (ICIP). This Expression of Interest (EOI) Form is the first stage in the application process. The form will be used by the Government of Alberta to determine eligibility and identify which projects will be submitted to the federal government for review and approval. Projects will be evaluated against a prioritization criteria, which includes the project's alignment with Government of Alberta priorities and project readiness.

This form is for expressing interest in the Green Infrastructure; Community, Culture and Recreation; and Rural and Northern Communities streams.

After submission, applicants will be notified by Alberta Infrastructure staff on the status of their application. Selected project applicants will be invited to complete the federal application form for ICIP funding. Further details on this next stage of the federal application process will be shared with selected applicants. Please note that projects are not approved for funding until the federal application form is submitted and Infrastructure Canada approves the project.

Projects with total eligible costs over \$10 million and select Green Infrastructure projects will require climate assessments as part of the project submission process. This includes a Greenhouse Gas Mitigation Assessment and the Climate Change Resilience Assessment. Applicants shortlisted by the Government of Alberta that meet the threshold will be advised to secure a vendor to conduct the required assessments.

If approved, projects with total estimated eligible expenditures of \$25 million dollars or more will be required to report on community employment benefits provided to at least three (3) of the federal target groups: apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small/medium-sized enterprises and social enterprises. Applicants should consider how this reporting requirement will be addressed by their projects, if applicable.

Please email questions or concerns to alberta.icip@gov.ab.ca

Contact Information	
Project Applicant Organization Name Darwell Lagoon Commission	
Project Contact Name and Title Joe Duplessie, Commission Manager	
Primary Contact Number 780-785-3411	Corporate Registry Number (if applicable)
(1) Project Applicant Type	
Select the Project Applicant Type from the eligible applicants listed below:	
<input type="checkbox"/> Municipality <input checked="" type="checkbox"/> A public sector body that is established by or under provincial statute or by regulation or is wholly-owned by Alberta, or a municipal government (e.g. crown corporation). <input type="checkbox"/> Not-for-Profit Organization <input type="checkbox"/> A band council within the meaning of Section 2 of the <i>Indian Act</i> <input type="checkbox"/> A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation. <input type="checkbox"/> A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure. <input type="checkbox"/> A Not-for-Profit Organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a municipality, or Alberta. <input type="checkbox"/> A For-Profit Organization, working in partnership with another eligible applicant. Not eligible under the Community, Culture and Recreation funding stream of the program.	

(2) Project Information

Project Title *(provide a title that describes the project)*

Darwell Regional Wastewater Transmission Line - Phase A (Alexander to Onoway)

Project Location *(Municipality/Community)*

Alexander FN, Sandy Beach, Onoway, Lac Ste Anne Cty

Email Address

jduplessie@lsac.ca

Does the applicant or will the applicant own the asset? ☒ Yes ☐ No

If 'No', please provide details regarding ownership.

Funding Stream

Select all applicable funding stream(s) and outcome(s)

Funding Stream	Immediate Outcome
<input type="checkbox"/> Green Infrastructure - Climate Change Mitigation	<input type="checkbox"/> Increased capacity to manage more renewable energy <input type="checkbox"/> Increased access to clean energy transportation <input type="checkbox"/> Increased energy efficient buildings <input type="checkbox"/> Increased generation of clean energy
<input type="checkbox"/> Green Infrastructure - Adaptation, Resilience and Disaster Mitigation	<input type="checkbox"/> Increased structural capacity to adapt to climate change impacts, natural disasters and extreme weather events <input type="checkbox"/> Increased natural capacity to adapt to climate change impacts, natural disasters and extreme weather events
<input checked="" type="checkbox"/> Green Infrastructure - Environmental Quality	<input checked="" type="checkbox"/> Increased capacity to treat and manage wastewater and stormwater <input type="checkbox"/> Increased quality of potable water <input type="checkbox"/> Increased capacity to reduce or remediate soil and air pollutants
<input type="checkbox"/> Community, Culture and Recreation Infrastructure	<input type="checkbox"/> Improved access to and increased quality of community, cultural and recreational infrastructure
<input type="checkbox"/> Rural and Northern Communities Infrastructure	<input type="checkbox"/> Improved food security <input type="checkbox"/> Improved and more reliable transportation access <input type="checkbox"/> Improved broadband connectivity <input type="checkbox"/> More efficient and secure energy <input type="checkbox"/> Improved education and health facilities (specific to Truth and Reconciliation Commission)

Project Description

(4) Please describe the project, rationale (need), and scope. Please include how the project will impact/benefit the community and/or region and address stakeholder needs.

This application is for Phase A of the Darwell Regional Wastewater Transmission Line which would include the construction of three new wastewater pumping stations (Alexander FN Lagoon Regional Lift Station, Sunrise/Sandy Beach Lagoon Regional Lift Station, and Phase A Booster Station) and the transmission line. Referred in this application as the "Phase A System," this installation would provide regional wastewater services to the Summer Villages of Sandy Beach and Sunrise Beach, Alexander First Nation, and development areas in Lac Ste. Anne County.

Sandy Lake, less than an hour east of Edmonton is a recreational lake and there has been growth and development in the Lake area. Because of the use on and around the Lake, water quality is a major concern for users and residents. The surface and subsurface drainage of untreated or poorly treated wastewater from private systems into the Lake is identified as one of the factors impacting water quality. There is a significant environmental motivation to develop systems which seek to divert this drainage for disposal in proper treatment facilities.

The Darwell Lagoon Commission is a regional services commission created in 2007 by the Government of Alberta pursuant to the *Municipal Government Act*. The Commission's purpose is to develop a regional wastewater transmission line to serve the communities in the Northwestern portion of Parkland County, the south portion of Lac Ste. Anne County, and the west area of Sturgeon County as well as the various towns, villages, and First Nations in or adjacent to the area. Several of these communities utilize facultative lagoons to treat wastewater, which discharge to the environment, and which generally are thought to require upgrades in the near or long term to comply with Federal Wastewater System Effluent Regulations on ammonia. Government bodies and local residents have raised concerns of this practice and a long-term strategy for wastewater treatment and disposal is required. The Darwell Regional Wastewater Transmission Line is the long-term strategy for the region that can be implemented in a phased approach.

Wastewater currently treated in existing public and private treatment systems would instead be collected and transferred to the Alberta Capital Region Wastewater Commission's (ACRWC) transmission lines located near the Town of Stony Plain and utilize their existing system to pump the wastewater to the ACRWC WWTP near Fort Saskatchewan.

Primary benefits of this regional approach include:

- Safeguarding and enhancement of the water quality in the region by decreasing the nutrient loading on water bodies;
- Providing long term wastewater transmission and treatment capacity to accommodate the continued expected population growth in the region;
- By increasing the treatment capacity for wastewater in the region, the water quality can be improved through the removal of private septic systems and in some cases outhouses, which have the potential to leak into the Lakes or leach into the ground and contaminate the groundwater.

The Commission's regional wastewater transmission line is comprised of many phases for the region based on the existing risk for the community:

Phase A - Construction of the transmission line from Alexander First Nation Lagoon, and Sandy Beach/Sunrise Beach Lagoon to the Onoway Lagoon. Septage receiving stations at each lagoon provides a facility into which septic trucks can discharge wastewater from private treatment systems.

Phase B - Construction of the transmission line from Darwell Lagoon to the Tri-Village Lagoon near Alberta Beach. Septage receiving stations at the lagoon will provide a facility into which septic trucks can discharge wastewater from private treatment systems.

Phase C - Construction of the transmission line from Tri-Village Lagoon into the transmission line near Onoway that connects to the ACRWC PLGS system near Stony Plain. This phase is anticipated to be required in the next 5-10 years.

Phase D - Construction of the transmission line from the North 43 Lagoon and Alexis Sioux Nation Lagoon to the regional transmission system. Septage receiving stations at the lagoon will provide a facility into which septic trucks can discharge wastewater from private treatment systems. This phase is not anticipated until 2030 unless regulations cannot be met or capacity is reached..

Phase E - Construction of the transmission line from West Cove to the transmission system and the connection of the Wabamun lagoon. Septage receiving stations at the lagoons will provide a facility into which septic trucks can discharge wastewater from private treatment systems. This phase is not anticipated until 2030 unless regulations cannot be met or capacity is reached.

Phase F - Construction of the transmission line from Seba Beach Lagoon to the transmission system. Septage receiving stations at the lagoon will provide a facility into which septic trucks can discharge wastewater from private treatment systems. This phase is not anticipated until 2030 unless regulations cannot be met or capacity is reached or if the municipality would like to reopen the Seba Beach Lagoon.

Phase G - Construction of the transmission line from Calahoo Lagoon, Villeneuve Lagoon, Riviere Qui Barre

Lagoon and Alcomdale Lagoon. Septage receiving stations at the lagoons will provide a facility into which septic trucks can discharge wastewater from private treatment systems. This phase is not anticipated until 2040 unless regulations cannot be met or capacity is reached.

Phase H - Construction of the transmission line from Glenevis Lagoon to the transmission system. Septage receiving stations at the lagoon will provide a facility into which septic trucks can discharge wastewater from private treatment systems. This phase is not anticipated until 2040 unless regulations cannot be met or capacity is reached.

No phases have been completed to date. The Sandy Beach/Sunrise Beach Lagoon is currently closed, and the users have been hauling their wastewater to the Onoway lagoon. Alexander First Nation is also in critical need to either connect to the system or upgrade their lagoons to increase their capacity. The Onoway Lagoon was designed for double the ultimate population of the Town of Onoway. Phase A would pump wastewater from the Alexander First Nation Lagoon and the Sandy Beach/Sunrise Lagoon to the Onoway Lagoon. The Onoway Lagoon has the capacity for the extra flows until phase C is constructed. Priority of Phase A is immediate with the priority of Phase C still to be determined. This funding application is for Phase A of the System.

(5) Describe how the project provides benefits to an Indigenous population off-reserve, if applicable.

Phase A of the regional transmission system is proposed to service the Alexander First Nation. The transmission system will provide a long term solution for wastewater collection for the First Nation and will enhance water quality and protect aquatic life by eliminating the need to discharge treated wastewater onto their land.

(6) Does this project address the physical and/or structural condition of an existing facility? ☐ Yes ☒ No

If 'Yes', please describe the current condition of the facility and any planned improvements to address the facility condition including any safety concerns.

(7) Describe the economic benefits of the project (e.g. enhanced employment opportunities).

There will be economic benefit arising from the initial development of the Phase A System in terms of:

- Engineering design services;
- Purchase of pipe and equipment;
- Construction related employment;

There will be economic benefit from ongoing operations of the Phase A System in terms of operations related employment and purchase of services.

There will be economic benefit from the regional related development in the Summer Villages surrounding Sandy Lake and Alexander First Nation as development would become financially more viable with regional wastewater services.

(8) Describe the environmental benefits of the project (e.g. improved air, soil or water quality, reduced GHG emissions, climate change mitigation).

The local environmental benefit from the Phase A System development will be the elimination of existing private wastewater treatment systems in the Summer Villages and Alexander First Nation and Lac Ste. Anne County by providing instead the opportunity for the development of piped collection systems and transmission of wastewater to a regional wastewater treatment system. The elimination of these private systems, some of which can be old, ineffective and poorly maintained, will remove a source of contamination to the Lake and to underground water resources.

The larger regional environmental benefits will be:

- the continued development of the Darwell Regional Wastewater Transmission System which will transmit wastewater from the region to the ACRWC transmission system and eventually their wastewater treatment facility near Fort Saskatchewan which is better positioned in the future to meet higher wastewater treatment standards, the protection of the North Saskatchewan River watershed and the safeguarding of the quality of the various drinking water sources for the region by participating in a system that discharges treated wastewater effluent downstream of the City of Edmonton water treatment plant intakes.

(9) Describe the social benefits of the project (e.g. serves a vulnerable population, enhances quality of life, heritage preservation, social supports or community building).

There are no direct social benefits from the development of the Phase A System. It is certainly beneficial that the Lake water and watersheds is of a quality that residents and users of the region to be able enjoy and use safely.

(10) Describe relevant consultations and/or engagement activities that have or will take place with targeted and/or impacted communities. Consider describing the diversity of views and participants that have been/will be sought.

The concept of regional wastewater services and the development of systems to provide these services throughout Alberta generally and in the region specifically has recently been developed. A Business Plan of the Commission, will have to be approved by all of the Municipal and/or First Nation Councils of the member communities of the Commission. The Phase A System is simply a progression toward the long accepted goal of developing the Darwell Regional Wastewater Transmission System.

(11) Is your organization working in partnership with other organization(s) on this project? ☒ Yes ☐ No

If 'Yes', please list the organizations and describe the nature of the partnership.

The Darwell Lagoon Commission is working with the following communities on the Darwell Regional Wastewater Transmission Line: Lac Ste. Anne County, Parkland County, Sturgeon County, North 43 Lagoon Commission, Town of Onoway, Village of Alberta Beach, TriVillage Regional Sewage Services Commission, SV of Sunset Point, SV of Sunrise Beach, SV of West Cove, SV of Val Quentin, SV of Kapasiwin SV of Sandy Beach, SV of Seba Beach, Village of Wabamun, Alexander First Nation, Alexis Nakota Sioux Nation, Paul First Nation. There is no formal partnership at this time but will be determined as the Business Plan and Governance structure is determined.

(12) Will this project mitigate compliance issues related to federal/provincial legislation, regulations and/or standards?

☒ Yes ☐ No

If 'Yes', describe how.

As the population in the area grows and the capacity of the lagoons is reached, all of the lagoons in the area will not be able to meet provincial and federal regulations without significant upgrades. Without significant upgrades or the construction of the Darwell Regional Wastewater transmission System, these lagoons would have to be closed. Even with lagoon upgrades, the region's waterbodies are land locked and acceptable discharge locations will be limited.

Project Management

(13) Does your organization have experience managing a similar project? ☒ Yes ☐ No

If 'Yes', describe the similar project.

If 'No', describe how you will manage/complete the project to mitigate for this level of experience.

As noted, the approach of the Commission has been to develop the Darwell Regional Wastewater System in stages. Members of our Commission have completed similar regional water and wastewater projects in the region such as WILD Water Line and North 43 Lagoon Commission Gunn Transmission Line.

(14) Please provide high level details/milestones on the Project Schedule.

1. Confirmation of Grant Funding - February 1, 2019
2. Completion of Preliminary Design - August 1, 2019
3. Completion of Detailed Design, completion of Project Tender Documents, Invitation to Tender Issued - December 1, 2019
4. Closing of Tenders - January 15, 2020
5. Award of Construction Contracts - February 1, 2020
6. Commence Construction- April 1, 2020
7. Complete Construction - Summer/Fall 2020
8. Substantial Completion - December 1, 2020
9. Commissioning of System - January, 2021
9. Begin Operation of System - February 1, 2021
10. Completion of construction, deficiencies and Contractors' obligations - May 1, 2021

If grant approval is received earlier then the project schedule can be advanced. The project schedule can also be accelerated to some degree to meet grant funding objectives.

(15) Please provide a description of project readiness including status of: risk mitigation plans, asset lifecycle costs, design drawings, and climate change impacts and mitigation measures, etc.

The project concept for the Phase A System has been well defined already and the capital costs, capital funding required of the Commission, the operating requirements, and the annual operating expense have been set out. A Business Plan needs to be updated to reflect the above.

While the preliminary and detail design work has not been completed, this project is similar to System components already constructed by the members of the Commission. The Commission engineers are familiar with what will be involved in the development of the Phase A System and the Commission will put in place a Project Manager who has been involved with all stages of other Regional Systems.

The pipeline alignment needs to be confirmed but is anticipated to use a right of way that is under the control of Commission Members - or the participating communities. The lift station sites at the lagoons has been tentatively identified.

In terms of environmental impact evaluation, the pipeline will be constructed along developed rural road rights of way. The evaluation will be completed as part of the preliminary design work.

With the completion of the Phase A System, the Commission will be able to provide wastewater services to the Summer Village of Sunrise Beach, Summer Village of Sandy Beach and Alexander First Nation. The Summer Villages have currently closed their lagoon due to capacity issues and Alexander First Nation is reviewing others major upgrade options. Diverting flows to the Onoway Lagoon and ultimately to a regional wastewater transmission line will solve all of these communities wastewater issues.

(16) <input checked="" type="checkbox"/> Forecasted Construction Start Date:	Date (yyyy-mm-dd)	<input checked="" type="checkbox"/> Forecasted Construction End Date:	Date (yyyy-mm-dd)
<input type="checkbox"/> Actual Construction Start Date:	2020-04-01	<input type="checkbox"/> Actual Construction End Date:	2021-05-01

(17) Project Funding

Has your organization applied for any provincial funding (e.g. Capital Plan or provincial grants)? ☒ Yes ☐ No

If 'Yes', please provide details below.

The Commission has previously made application for and received Water for Life grants for the Conceptual Study.

Has your organization received any provincial funding (e.g. Capital Plan or provincial grants)? ☒ Yes ☐ No

If 'Yes', please provide details below.

Water for Life Grant funding has been received for the conceptual design of the entire Darwell Regional Wastewater Transmission System.

Has your organization applied for any federal funding? ☐ Yes ☒ No

If 'Yes', please provide details below.

Has your organization received any federal funding? ☐ Yes ☒ No

If 'Yes', please provide details below.

Has your organization applied for other contributions for this project? Is your organization currently engaged in fundraising for this project (e.g. donations, charitable foundation, municipal, etc.)? ☐ Yes ☒ No

If 'Yes', please provide details below.

Has your organization received any other contributions for this project? Is fundraising completed (e.g. donations, charitable foundation, municipal, etc.)? ☐ Yes ☒ No

If 'Yes', please provide details below.

(18) Estimated Project Finances

Provide sources of funds and amounts below.

Source of Funds	Applied/Pending	Received	Amount (\$)
Total Project Costs			12,525,000
Total Eligible Costs			12,525,000
Requested Federal ICIP Contribution	<input type="checkbox"/>	<input type="checkbox"/>	5,010,000
Provincial Contribution	<input type="checkbox"/>	<input type="checkbox"/>	6,262,500
Ultimate Recipient (Project Applicant) Contribution	<input type="checkbox"/>	<input type="checkbox"/>	1,252,000
Other Contribution <i>Specify, one row for each source)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Project Information

(19) Will/Have you engaged any third parties to deliver on the project (e.g. Request for Proposals (RFPs) have been developed, consultations with contractors, contracts have been awarded)? ☒ Yes ☐ No

If 'Yes', please provide details below.

The Commission's engineers were contracted to prepare a conceptual design and an Opinion of Probable Cost in support of funding applications.

(20) Will any contracts be sole sourced? (This may impact funding eligibility.) ☐ Yes ☒ No

If 'Yes', please provide details below.

(21) Have any project costs already been incurred or do you expect any costs to be incurred within the next few months? Any costs incurred before federal funding approval are ineligible, except for costs associated with completing the climate lens assessments.

☒ Yes ☐ No

If 'Yes', please provide details below.

The cost for preparing an Opinion of Probable Cost has been incurred. It is fully expected that this expense will be ineligible for funding.

No other costs are expected to be incurred until confirmation of funding is received.

(22) Have any contracts already been signed that would make any of the requested projects costs be ineligible? Any costs related to contracts signed before federal funding approval are ineligible, except for costs associated with completing the climate lens assessments. ☐ Yes ☒ No

If 'Yes', please provide details below.

Climate Lens

(23) Does this project lead to reductions in greenhouse gas emissions in Alberta? (e.g. green improvements, solar panels, wind turbines, geothermal, biofuels, public transit system, etc.) ☐ Yes ☒ No

If yes, please provide details below (e.g. Direct or indirect reductions, quantity if known, ability to measure, etc.). If not known or not applicable, please indicate.

(24) Does this project help Albertans to adapt to, and/or become more resilient to, anticipated climate change impacts? (e.g. drought, extreme temperature, flooding, fires, pests/invasive species, snow and ice, storms and water/food scarcity) ☒ Yes ☐ No

If yes, please provide details below. If not known or not applicable, please indicate.

The Darwell Regional Wastewater Transmission Line will provide a regionalized wastewater treatment system for

a future projected population of over 17,000. The Phase A System under this application comprises of a future projected population of approximately 2,200.

Periods of drought and extreme heat will cause greater stress on Sandy Lake leaving the Lake water warmer and its quality degraded. The Lake may become more susceptible to toxic algal growth which has implications for public health and enjoyment of the Lake.

By removing all wastewater from human sources that has potential to enter the Lake, the Regional Wastewater Transmission System overall and the Phase A System specifically will reduce the stress on the Lake during these environmental circumstances.

Authorization

As the individual submitting this form, I have the authorization of the organization to submit this Expression of Interest Form on its behalf. ☒ Yes ☐ No

Verification

As the individual submitting this form, I certify that the information provided is correct. ☒ Yes ☐ No

GOVERNMENT OF ALBERTA

ALBERTA TRANSPORTATION

**ALBERTA MUNICIPAL WATER/WASTEWATER PARTNERSHIP
WATER FOR LIFE PROGRAM**

AGREEMENT FOR THE

DARWELL REGIONAL WASTEWATER TRANSMISSION LINE - PHASE "A"

MEMORANDUM OF AGREEMENT MADE THIS 25th DAY OF JULY A.D., 2019

HER MAJESTY THE QUEEN, in right of the Province of Alberta
herein represented by the Minister of Transportation
(hereinafter referred to as the "Province")

OF THE FIRST PART

- and -

DARWELL LAGOON COMMISSION

in the Province of Alberta (hereinafter referred to as the "Municipality")

OF THE SECOND PART

WHEREAS, the Province desires to transfer funds to the Municipality in accordance with the terms of the Alberta Municipal Water/Wastewater Partnership; and

WHEREAS, under the provisions of the Transportation Grants Regulation, being Alberta Regulation 79/2003, the Minister is authorized to make grants and to enter into an agreement with respect to any matter relating to the payment of a grant.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the Minister paying to the Municipality the financial assistance and performing the obligations provided in the Agreement, the Municipality, while this Agreement is in effect, will undertake its obligations in accordance with the provisions stated in this Agreement, and the parties agree as follows:

1. The Municipality hereby agrees:
 - (a) to finance the entire cost of the project,
 - (b) to undertake to acquire all necessary permits, licenses, authorities, property easements and lands required to allow the implementation of the Project,
 - (c) to retain competent engineering expertise as required to meet the design and construction standards acceptable to the Province,
 - (d) that when undertaking the construction on a Contract basis, the Municipality shall invite tenders; and where the Municipality recommends that any tender other than the low tender be accepted, the Municipality shall submit to the Province for its written approval its recommendation respecting such awarding, together with details of all tenders received; and
 - (e) that when undertaking the construction on a Day Labour basis; rates for equipment rental shall not exceed the Alberta Roadbuilders and Heavy Construction Association "Equipment Rental Rates Guide" currently in effect at the time the work is undertaken.
 - (f) to construct the Project at its sole risk in a proper and workmanlike manner, complete in all respects in accordance with the plans and specifications for the Project and pay all costs and expenses relating thereto,

- (g) to assume all liability for all damages of any nature whatsoever caused by the Municipality, its servants, workmen, or agents, in the construction, use, operation, maintenance, repair and replacement of the Project, or any part thereof, and will indemnify and save harmless the Minister in respect of all claims or demands or actions of whatever kind and nature that may be made against the Minister or his employees, workmen, or agents by reason of the financial assistance given to the Municipality for the construction of the Project under this Agreement,
- (h) to invest all funds (in excess of current expenditures) advanced from this grant, or received from the Alberta Capital Finance Authority with respect to the Project. The interest earned therefrom shall be applied to reduce the costs of the Project,
- (i) to provide to the Minister, copies, certified in a manner satisfactory to the Minister, of any documents that the Minister may deem necessary for the purpose of this Agreement,
- (j) to submit a statement of costs incurred and revenues received with respect to the Project, and attest in writing that the expenditures and revenues so submitted for the Project are reasonable, are attributable to the Project, and that the accounting of the same has been performed in a manner that complies with the intent and meaning of this Agreement,
- (k) to submit progress reports to the Province on a regular basis and to submit to the Province for its written approval any costs incurred above those listed in Schedule "A" for which the municipality is requesting funding, before such costs are incurred,

- (l) to allow the Province or its agents access to the Project site, any engineering drawings or documents, any books of accounts relating to expenditures claimed under this Agreement, and other such project-related documents as deemed necessary by the Province in performing an audit of the Project,
 - (m) to maintain the completed works at the municipality's own expense.
- 2. The Province agrees:
 - (a) to contribute to the Municipality an amount as listed in Schedule "A", under the terms of the Alberta Municipal Water/Wastewater Partnership.
 - (b) to issue payments as outlined in Schedule "B" attached.
- 3. The parties agree that their respective contributions toward the project are for the work comprising of the **Darwell Regional Wastewater Transmission Line – Phase 3 project**.
- 4. The parties hereto agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candor, from time to time, any modification or alteration thereof, that may be rendered necessary by changing conditions.

SCHEDULE "A"

"SCHEDULE OF COSTS"

GRANT NUMBER 706098
MUNICIPALITY: DARWELL LAGOON COMMISSION
GRANT PROGRAM: Water for Life Program
PROJECT NAME: Darwell Regional Wastewater Transmission Line -
Phase "A"
POPULATION: N/A
GRANT FUNDING PERCENTAGE: 90 Percent
CONSULTANT: To Be Determined

Total Estimated Project Costs \$12,525,000.00 \$

Less Ineligible Costs and/or Interest \$ N/A

Engineering (Eligible Costs Only) \$ included above

OTHER (Please specify) \$ N/A

TOTAL ESTIMATED ELIGIBLE COSTS \$12,525,000.00

MUNICIPALITY SHARE AT 10% \$ 1,252,500.00

ALBERTA TRANSPORTATION SHARE AT 90% \$11,272,500.00

Schedule B
Schedule of Payments

1. The Province hereby agrees to issue the following grant payments with respect to the Project, *subject to budget availability*:
 - (a) an initial payment in the amount to coincide with the progress of the project.
 - (b) a payment representing the balance of the grant after receipt of the final statement of costs together with:
 - i) a certification that the Project is complete and that no additional costs will be submitted, and
 - ii) such other documentation as requested by the Province.
 - (c) notwithstanding (1) and (a) above, upon identifying available budget funds in any fiscal year, issue at its discretion, any payments, including advance payments and/or payment in full.

MINISTER'S LETTER



ALBERTA
TRANSPORTATION

*Office of the Minister
Government House Leader
MLA, Edmonton - Highlands - Norwood*

March 15, 2019

AR 75230

Mr. Robert Kohn
Chairperson
Darwell Lagoon Commission
PO Box 219
Sangudo, AB T0E 2A0

Dear Mr. Kohn:

I am pleased to advise your council that your project, Darwell Regional Wastewater Transmission Line - Phase A, will be funded under the Water for Life program.

Based on your submission/application, Darwell Lagoon Commission will receive a grant of 90 per cent of the estimated eligible project costs, or up to \$11,272,500 for the project under this program. The final grant amount will be based on the actual eligible costs at the time of the project completion. You may wish to share this information internally with your council, but I would ask that you not make this public at this time.

Our government has made an historic investment in hospitals, schools, roads, bridges, transit, and water infrastructure. This investment will help stimulate Alberta's economic recovery and get Albertans back to work.

Alberta Transportation staff will be in contact with your administration to formalize the funding agreement to undertake this work.

Sincerely,

Brian Mason
Minister

LAC STE. ANNE COUNTY

BYLAW No. 36-2021

SEWAGE BYLAW

A BYLAW REGULATING AND PROVIDING FOR THE TERMS, CONDITIONS, RATES AND CHARGES FOR THE SUPPLY AND USE OF SEWAGE SERVICES PROVIDED BY LAC STE. ANNE COUNTY

WHEREAS, pursuant to section 3 of the *Municipal Government Act* the purposes of a municipality include providing services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality;

AND WHEREAS, pursuant to section 7(a) of the *Municipal Government Act* a council of a municipality may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS, pursuant to section 7(g) of the *Municipal Government Act* a council of a municipality may pass bylaws for municipal purposes respecting public utilities;

AND WHEREAS, pursuant to section 5.1 of the *Private Sewage Disposal Systems Regulation* a municipality may make bylaws restricting the type of systems recognized in the Alberta Private Sewage Systems Standard of Practice in force that can be constructed or used in new installations of private sewage disposal systems;

NOW THEREFORE the Council of Lac Ste. Anne County, in the Province of Alberta, duly assembled, enacts as follows:

PART I - TITLE AND DEFINITIONS

Bylaw Title

- 1 This Bylaw shall be known as "The Sewer Utility Bylaw".

Definitions

- 2 In this Bylaw, unless the context otherwise requires:
 - (a) **"Account"** means an agreement between a Customer and the County for the supply of Sewage Services of which the terms of this Bylaw shall form a part and includes the amounts payable from time to time by the Customer to the County;
 - (b) **"Alberta Private Sewage Systems Standard of Practice"** means the Alberta Private Sewage Systems Standard of Practice 2015, as amended or replaced from time to time, adopted by the *Private Sewage Disposal Systems Regulation*, A/R 229/97;

- (c) **“Chief Administrative Officer”** means the Chief Administrative Officer of the County or their delegate;
- (d) **“Council”** means the municipal council of Lac Ste. Anne County;
- (e) **“County”** means the municipal corporation of Lac Ste. Anne County and its duly authorized employees, agents, contractors and other representatives or the geographic area contained within the boundaries thereof, as the context requires;
- (f) **“Customer”** means any Person receiving Sewage Services and where the context or circumstances so require includes any Person who makes or has made an application for Sewage Services or otherwise seeks to receive Sewage Services and also includes any Person acting as an agent or representative of a Customer;
- (g) **“Dwelling”** means a private residence with sleeping and cooking facilities used or intended to be use as a residence;
- (h) **“Engineering Design Standards”** means the County’s Minimum Engineering Design Standards, or in the absence of such standards, generally accepted municipal engineering standards;
- (i) **“Emergency”** means a condition that creates an imminent danger or a real possibility of Property damage, or personal injury, or when a condition or situation is declared to be an emergency by Council, or the Federal or Provincial Crown, or other civil authority having jurisdiction;
- (j) **“Facilities”** means any infrastructure forming part of the Sewage System, including without limitation: Sewage treatment plants, Sewage lagoons, pumping stations, Sewer Mains, Sewer Service Lines, valves, fittings, chambers, Meters, and all other equipment and machinery of whatever kind owned by the County that is used for the collection, transmission, treatment and disposal of Sewage;
- (k) **“Hazardous Waste”** has the same meaning as in the *Environmental Protection and Enhancement Act* and any regulations thereunder;
- (l) **“Holding Tank”** means a tank designed to retain Sewage or effluent until it is transferred into mobile equipment for treatment off-site that meets or exceeds the requirements of CAN/CA-B66, “Design, Material, and Manufacturing Requirements for Prefabricated Septic Tanks and Sewage Holding Tanks”;
- (m) **“Multiple Dwelling”** means a wholly or partially residential development containing more than one Dwelling, whether or not the development is within a single building;
- (n) **“Municipal Tag”** means a tag or similar document issued by the County pursuant to the *Municipal Government Act* that alleges a bylaw offence and provides a Person with the opportunity to pay an amount to the County in lieu of prosecution for the offence;
- (o) **“Occupant”** means a Person occupying a Property, including a lessee or licensee, who has actual use, possession or control of the Property;

- (p) **“Owner”** means:
 - i. in the case of land, the Person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the parcel of land; or
 - ii. in the case of any property other than land, the Person in lawful possession of it;
- (q) **“Peace Officer”** includes a Bylaw Enforcement Officer appointed by the County, a Community Peace Officer whose appointment includes enforcement of the County’s Bylaws and a member of the Royal Canadian Mounted Police;
- (r) **“Person”** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative to whom the context applies according to law;
- (s) **“Private Drainage Line”** means that portion of a Service Connection, which extends from the Service Connection Point to and within a Customer’s Property, comprised of the Customer-owned assembly of pipes, fittings, fixtures, traps and appurtenances for the collection and transmission of Sewage into the Sewage System;
- (t) **“Private Sewage Disposal System”** means a system for the treatment and disposal of Sewage that is not connected to the Sewage System, including on-site Sewage treatment systems as defined in the Alberta Private Sewage Systems Standard of Practice, such as Holding Tanks, septic tanks, treatment field and mounds, open discharge systems, lagoons and Privies;
- (u) **“Privy”** means a small building having a toilet pedestal, or bench with a hole or holes, through which human excretion falls into an excavated pit or waterproof vault;
- (v) **“Property”** means:
 - i. in the case of land, a parcel of land including any buildings; or
 - ii. in other cases, personal property;
- (w) **“Recreational Vehicle”** means a vehicular or trailer type unit designed to provide temporary living quarters for recreational, camping, travel or seasonal use;
- (x) **“Service Areas”** means those geographic areas of the Municipality where Facilities are installed and Sewage Services are available to Customers, as more particularly described in Schedule “C” or in the Hamlet of Sangudo to this Bylaw;
- (y) **“Service Connection”** means all of the Facilities required to achieve a physical connection between the County’s Sewer Main abutting a Customer’s Property and a Private Drainage Line to allow a Customer to discharge Sewage, which includes a Sewer Service Line, a Service Connection Point and a Private Drainage Line,
- (z) **“Service Connection Point”** means the point on the Service Connection where a Sewer Service Line physically connects to a Private Drainage System;

- (aa) **“Sewage”** means the composite of liquid and water-carried wastes associated with the use of water for drinking, food preparation, washing, hygiene, sanitation or other domestic purposes, but does not include wastewater from industrial processes;
- (bb) **“Sewage Services”** includes the collection, transmission, treatment and disposal of Sewage, as applicable, and associated services offered to the Customer under this Bylaw;
- (cc) **“Sewage Services Guidelines”** means those guidelines, procedures, protocols, requirements, specifications or standards adopted by the Chief Administrative Officer from time to time, which are not inconsistent with the Terms and Conditions of Sewage Services attached as Schedule “C” to this Bylaw;
- (dd) **“Sewage System”** means the Facilities used by the County for the collection, transmission, treatment and disposal of Sewage, which is deemed to be a public utility within the meaning of the *Municipal Government Act*;
- (ee) **“Sewer Main”** means those pipes installed for the collection and transmission of Sewage within the County to which a Service Connection may be connected;
- (ff) **“Sewer Service Line”** means that portion of a Service Connection owned by the County that extends from the Sewer Main to the Service Connection Point;
- (gg) **“Terms and Conditions”** means the terms and conditions in respect of Sewage Services described in Schedules “A”, “B”, “C”, “D” and “E”;
- (hh) **“Violation Ticket”** has the same meaning as in the *Provincial Offences Procedure Act*;

PART II - PROVISION OF SEWAGE SERVICES

Terms and Conditions

- 3 All Sewage Services provided by the County shall be provided in accordance with Schedules “A”, “B”, “C”, “D” and “E” as applicable.

Fees and Charges

4

- (1) The County will provide Sewage Services to Customers within the Service Areas at the rates, fees or other charges specified in the respective Sewer Utility Rate Bylaw, as may be amended by Council by bylaw from time to time.
- (2) Where rates, fees or charges have not been established in Schedule “D” or the Sewer Utility Rate Bylaw for a particular service the Chief Administrative Officer may establish charges for services provided. Without limiting the generality of the foregoing, the Chief Administrative Officer may establish charges for the following:
 - (a) Service connection fees and/or developer contributions;

- (b) Repair or replacement of damaged County Facilities where the Facilities are under the Customer's care or have been operated or interfered with by the Customer;
 - (c) Disconnection of service for non-payment;
 - (d) Missed appointment;
 - (e) After hour service callout.
- (3) Subject to subsection (4), additional services provided by the County to a Customer will be billed to the Customer in accordance with an agreement between the Customer and the County.
- (4) Additional costs arising from:
- (a) requirements or requests for specific non-routine services not more particularly described in this Section or the acts or omissions of any particular Customer or defined group of Customers, or
 - (b) repairs or remedies of any loss or damage to Facilities or other property that is caused by a Customer or any other party for whom a Customer is responsible in law, including, without limitation, any costs or damages described in any judgment of a court in the County 's favour

may, at the Chief Administrative Officer's sole option (and in addition to any other legally available remedies), be added to a Customer's Account as an additional amount due and payable by the Customer to the County.

Sewage Services Guidelines

5

- (1) The Chief Administrative Officer may adopt, amend, repeal and replace Utility Service Guidelines from time to time as the Chief Administrative Officer deems advisable.
- (2) Without limiting the generality of subsection (1), Guidelines may deal with any or all of the following subject matters:
 - (a) procedures or requirements that a Customer must comply with before a Service Connection is installed or activated, or before Sewage Services are provided, or as a condition of ongoing provision of Sewage Services;
 - (b) Customer Accounts, including without limitation provisions or requirements concerning: opening an Account, making payments on an Account, consequences for failure to pay Accounts in full, lost bills, dishonoured cheques, collection of delinquent Accounts, adjusting improperly billed Accounts, Sewage Services application fees, handling of confidential Customer Account information, closing an Account, and any other matter relating to Customer Accounts;
 - (c) procedures or requirements concerning investigating Customer complaints and concerns; and
 - (d) procedures or requirements for upgrading, re-sizing, relocating or otherwise changing a Service Connection, whether at the instigation of the County or at the request of a Customer.

Notices

- 6 In any case in which written notice is required to be provided to a Customer pursuant to this Bylaw, the Chief Administrative Officer may serve notice:
- (a) personally;
 - (b) by mailing or delivering a copy of the notice to the last known address of the Customer as disclosed in the County's assessment roll for the Property; or
 - (c) if the Customer does not answer the door, by placing a door hanger on the door of the Property.

PART III - ENFORCEMENT

Offence

- 7 A Person who contravenes any provision of this Bylaw is guilty of an offence.

Continuing Offence

- 8 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

Vicarious Liability

- 9 For the purposes of this Bylaw, an act or omission by an employee or agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

Corporations and Partnerships

10

- (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

Fines and Penalties

11

- (1) A Person who is guilty of an offence is liable to a fine in an amount not less than \$100.00 and not exceeding \$10,000.00.
- (2) Without restricting the generality of subsection (1) the fine amounts established for use on Municipal Tags and Violation Tickets if a voluntary payment option is offered are as set out in Schedule "F".

Municipal Tag

12

- (1) A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (2) A Municipal Tag may be issued to such Person:
 - (a) either personally; or
 - (b) by mailing a copy to such Person at his last known post office address.
- (3) The Municipal Tag shall be in a form approved by the Chief Administrative Officer and shall state:
 - (a) the name of the Person;
 - (b) the offence;
 - (c) the specified penalty established by this Bylaw for the offence;
 - (d) that the penalty shall be paid within 30 days of the issuance of the Municipal Tag; and
 - (e) any other information as may be required by the Chief Administrator.

Payment in Lieu of Prosecution

- 13 Where a Municipal Tag is issued pursuant to this Bylaw, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the County the penalty specified within the time period indicated on the Municipal Tag.

Violation Ticket

14

- (1) If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*;

- (2) Notwithstanding subsection (1), a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw;
- (3) If a Violation Ticket is issued in respect of an offence, the Violation Ticket may;
- (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require a Person to appear in court without the alternative of making a voluntary payment.

Voluntary Payment

15 A Person who commits an offence may:

- (a) if a Violation Ticket is issued in respect of the offence; and
- (b) if the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

Obstruction

16 No Person shall obstruct, hinder or impede any authorized representative of the County in the exercise of any of their powers or duties pursuant to this Bylaw.

PART IV - GENERAL

Schedules

17 The following schedules are included in, and form part of, this Bylaw:

- (a) Schedule "A" – General Terms and Conditions;
- (b) Schedule "B" – Terms and Conditions of Sewage Services;
- (c) Schedule "C" – Service Areas;
- (d) Schedule "D" – Fees and Other Charges; and
- (e) Schedule "E" – Specified Penalties.

Severability

18 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

Repeal

19 This Bylaw repeals the following bylaws:

(a) County Bylaws 23-2019.

Enactment

20 This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS __8TH__ DAY OF
__DECEMBER__ 2021.

READ A SECOND TIME IN COUNCIL THIS __8TH__ DAY OF
__DECEMBER__ 2021..

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS __8TH__ DAY OF
__DECEMBER__ 2021.

Reeve

CHIEF ADMINISTRATIVE OFFICER

Date Signed

SCHEDULE "A"

GENERAL TERMS AND CONDITIONS

PART I - GENERAL SEWAGE PROVISIONS

Duty to Supply

1

- (1) The County having constructed, operated and maintained a Sewage System as a public utility shall continue, insofar as there is sufficient capacity and supply, to supply Sewage Services, upon such terms as Council considers advisable, to any Customer within the Service Areas situated along a Sewer Main.
- (2) All Sewage Services provided by the County shall be provided in accordance with these Terms and Conditions, and these Terms and Conditions shall apply to and be binding upon all Customers receiving Sewage Services from the County.

No Guarantee of Continuous Supply

2

- (1) The County does not guarantee or warrant the continuous capacity to collect, store and transmit Sewage and the County reserves the right to restrict the availability of Sewage Services or to disconnect Sewage Services, in whole or in part, with or without notice, in accordance with this Bylaw.
- (2) The County shall not be liable for damages, including losses caused by a break within the County's Sewage System or caused by the interference or cessation of Sewage Services for the proper maintenance of the County's Sewage System, or generally for any accident due to the operation of the County's Sewage System or for the disconnection of a Service Connection .

PART II - SERVICE CONNECTIONS

Application for Service Connection

3

- (1) A Customer requesting Sewage Services involving a new Service Connection shall apply to the Chief Administrative Officer by paying all associated fees and supplying information regarding the location of the Property to be served, the manner in which the Service Connection will be utilized, and any other information that may be reasonably required by the Chief Administrative Officer.
- (2) Upon receipt of all required information and fees, verification of the Customer's identity and the accuracy of the information, the Chief Administrative Officer will advise the Customer whether and on what terms the County is prepared to supply Sewage

Services to the Customer, the type and character of the Service Connection(s) it is prepared to approve for the Customer, and any conditions, including without limitation, payments by the Customer, that must be satisfied as a condition of installation of a Service Connection(s) and supply of Sewage Services.

Easements and Rights-of-Way

- 4 At the request of the Chief Administrative Officer, the Customer shall grant or cause to be granted to the County, without cost to the County, such easements or rights-of-way over, upon or under Property owned or controlled by the Customer as the County may reasonably require for the construction, installation, maintenance, repair, and operation of the Sewage System.

Design and Engineering Requirements for Service Connections

- 5 Detailed requirements for engineering and construction of Service Connections are set out in the Engineering Design Standards, or as may be otherwise directed by the Chief Administrative Officer. It is the Customer's responsibility to supply, at the Customer's cost, any plans and engineering reports pertaining to the Service Connection that the County may reasonably require, signed and sealed by a professional engineer.

Construction of Service Connections

6

- (1) The County shall provide and install all Facilities up to the Service Connection Point, subject to the terms of the Utilities Bylaw including without limitation, payments by the Customer.
- (2) The Customer shall be responsible for the installation and condition of the Private Drainage Line and all other piping and equipment or other facilities of any kind whatsoever on the Customer's side of the Service Connection Point, and:
 - (a) shall ensure that the Customer's proposed Private Drainage Line receives approval from the County prior to construction;
 - (b) shall not backfill the excavation until such time as the County has inspected the work or has advised approval of the work.

Customer Responsibility for Service Connection

7

- (1) The Customer assumes full responsibility for the proper use of any Service Connection and any Sewage Services provided by the County and for the condition, suitability and safety of any and all devices or equipment necessary for receiving Sewage Services that are located on the Customer's Property.
- (2) The Customer shall be responsible for determining whether the Customer requires any devices to protect the Customer's Property from damage that may result from the use of a Service Connection or Sewage Services, or to protect the safety or reliability of the Sewage System. The Customer shall provide and install any such devices at the Customer's sole expense.

Compliance with Requirements and Use of Service Connection

8

- (1) A Customer shall ensure that the Customer's facilities comply with the requirements of the Sewage Bylaw, all applicable statutes, codes, standards and regulations and with the County's specifications.
- (2) A Customer shall not use a Service Connection or any Utility Service received in a manner so as to interfere with any other Customer's use of a Service Connection, or Sewage Services.
- (3) A Customer who has breached subsection (2) shall, at the Chief Administrative Officer's request, take whatever action is required to correct such interference or disturbance at the Customer's expense.

Abandonment of Service Connection

- 9 Whenever a Customer wishes to abandon a Service Connection to accommodate subdivision or redevelopment of the Property the Customer shall first obtain approval from the Chief Administrative Officer for the method and location of abandonment and the Customer shall assume responsibility for all costs associated with the same.

Ownership of Facilities

10

- (1) The County retains ownership of all Facilities necessary to provide Sewage Services to a Customer, up to and including the Service Connection Point, unless a written agreement between the County and a Customer specifically provides otherwise.
- (2) Payment made by a Customer for costs incurred by the County for supplying and installing Facilities does not entitle the Customer to ownership of any such Facilities, unless a written agreement between the County and the Customer specifically provides otherwise.

Access to Facilities

11

- (1) No Person shall obstruct or impede the County's free and direct access to any Facilities.\
- (2) A Customer shall be responsible for managing vegetation on the Property owned or controlled by the Customer to maintain adequate clearances and reduce the risk of contact with the County's above-ground Facilities.
- (3) A Customer shall not install or allow to be installed on Property owned or controlled by the Customer any temporary or permanent structures that could interfere with the proper and safe operation of the County's Facilities or result in non-compliance with applicable statutes, regulations, standards or codes.

- (4) Where a Customer contravenes any provision of this Section and fails to remedy such contravention within 10 days after receiving from the Chief Administrative Officer a notice in writing to do so, then in addition to any other legal remedy available the Chief Administrative Officer may take any steps necessary to remedy the contravention and may charge any costs of doing so to the Customer's Account.

Interference with or Damage to Facilities

12

- (1) No Person shall interfere with or alter any Facilities or permit the same to be done by any Person other than an authorized agent of the County.
- (2) A Customer is responsible to pay for the cost of repairing, replacing or otherwise remedying any damage to or loss of Facilities located on the Customer's Property unless occasioned by circumstances as determined in the Chief Administrative Officer's sole discretion to have been beyond the Customer's control.

Protection of Facilities on Customer's Property

- 13 The Customer shall furnish and maintain, at no cost to the County, the necessary space and protective barriers to safeguard Facilities installed or to be installed upon the Customer's Property. If the Customer refuses, the Chief Administrative Officer may, at his or her option, furnish and maintain, and charge the Customer for furnishing and maintaining, the necessary protection. Such space and protective barriers shall be in conformity with applicable laws and regulations and subject to the Chief Administrative Officer's specifications and approval.

Customer to Pay Relocation Costs

- 14 The Customer shall pay all costs of relocating the County's Facilities at the Customer's request, if such relocation is for the Customer's convenience, or if necessary to remedy any violation of law or regulation caused by the Customer. If requested by the County, the Customer shall pay the estimated cost of the relocation in advance.

Prohibited Extension of Customer Owned Facilities

- 15 A Customer shall not extend or permit the extension of a, Private Drainage Line or any other Customer-owned piping, equipment or other assets that are connected directly or indirectly to the Sewage System, beyond the Property in respect of which they are used to supply Sewage Services through a Service Connection.

PART III - UTILITY ACCOUNTS

Requirement for Account

16

- (1) The Owner of a Property shall apply for an Account with the County and pay all applicable fees as a condition of obtaining Sewage Services, regardless of whether the provision of services requires installation of a new Service Connection(s) or construction of any new Facilities.

- (2) In the case of a Multiple Dwelling, the Chief Administrative Officer may require that a separate Account be opened in respect of each Dwelling within the Multiple Dwelling, regardless of the number of Service Connections through which sewage is delivered to the Multiple Dwelling.
- (3) Except as provided under this Utilities Bylaw, the County shall not grant Sewage Services to an Occupant that is not the Owner of the Property.
- (4) Notwithstanding subsection (3) above, an Owner may request to have bills mailed to an Occupant that is not the owner of the Property at a Property under the Owner's name; however, the Owner of a Property where Sewage Services are received shall be responsible for all services delivered or consumed and all fees, rates and charges levied for services delivered or consumed.
- (5) Upon the change of ownership of a Property supplied with Sewage Services, the new Owner shall apply for an Account with the County, failing which the County may deem an application to have been received from the new Owner of the Property and open an Account in the new Owner's name.

Security Deposits

17

- (1) The Chief Administrative Officer may, in his or her sole discretion, at the time of a Customer's application for Sewage Services or at any time thereafter require the Customer to post a security deposit or increase an existing security deposit.
- (2) The Chief Administrative Officer may, in his or her sole discretion, determine that a Customer is not required to post a security deposit or is no longer required to maintain an existing security deposit.
- (3) A deposit made by a Customer shall be returned to the Customer when a Customer's Sewage Services are terminated and the Customer's Account is closed. Where a Customer's Sewage Services are terminated and the Customer's Account is closed for non-payment, prior to any refund, the security deposit will be applied to the balance owing by the Customer to the County.
- (4) The County is not obliged to pay interest on any security deposit held by the County to a Customer.

Obligation to Pay

18

- (1) The Chief Administrative Officer may add to a Customer's Account the charges for all Sewage Services provided by the County to the Customer, and the Customer is obligated to pay in full all such charges without reduction or set-off for any reason whatsoever, on or before the due date for the charges.
- (2) The amount of the billing shall be based upon the rates, fees and charges set out in the Schedule "D".

- (3) Payment on Accounts may be made to the County at such locations designated, and under any payment methods approved, by the Chief Administrative Officer from time to time.

Past Due Accounts

19

- (1) A late payment charge shall be applied to all charges on a Customer's Account if the Customer's payment has not been received by the County by the due date. The Customer may also be charged a dishonored cheque charge for each cheque returned for insufficient funds.
- (2) Any charge on a Customer's Account remaining unpaid after the due date will be in arrears and constitute a debt owing to the County and is recoverable by any or all of the following methods, namely:
 - (a) by action, in any Court of competent jurisdiction;
 - (b) by disconnecting the Service Connection to the Customer, and imposing a re-connection fee prior to re-establishing Sewage Services;
 - (c) by the Chief Administrative Officer adding the outstanding Account balance to the tax roll of the Owner of the Property in accordance with the *Municipal Government Act*.

Disconnection without Notice

- 20 If the Chief Administrative Officer believes there is any actual or threatened danger to life or Property, or in any other circumstances the nature of which, in the Chief Administrative Officer's sole judgment, requires such action, the Chief Administrative Officer has the right to withhold connection or to disconnect a Service Connection without prior notice to the Customer.

Disconnection with Notice

- 21 The Chief Administrative Officer may withhold connection or may disconnect a Customer's Service Connection (without prejudice to any of the County's other remedies) after providing 48 hours advance notice to the Customer, as applicable, in the following circumstances:
 - (a) if the Customer neglects or refuses to pay when due any amounts required to be paid under this Bylaw, which amount is not the subject of a good faith dispute;
 - (b) as required by law;
 - (c) if the Customer is in violation of any provision of the Sewage Bylaw or any agreement between the Customer and the County for the provision of Sewage Services; or
 - (d) any other similar circumstances to those described above that the Chief Administrative Officer determines, in its sole discretion, acting reasonably, require the withholding or disconnecting of service upon 48 hours' notice.

Reconnection of Service

22 Before the County reconnects or restores Sewage Services, the Customer shall pay:

- (a) any amount owing to the County for the provision of Sewage Services;
- (b) the applicable reconnection charges; and
- (c) any applicable security deposit.

The County's Right of Entry

23

- (1) As a condition of receipt of Sewage Services and as operational needs dictate, authorized representatives of the County shall have the right to enter a Customer's Property at all reasonable times, or at any time during an Emergency, for the purpose of:
 - (a) installing, inspecting, maintaining, replacing, testing, monitoring, reading or removing the County's Facilities;
 - (b) investigating or responding to a Customer complaint or inquiry;
 - (c) conducting an unannounced inspection where the Chief Administrative Officer has reasonable grounds to believe that unauthorized use of Sewage Services or interference with Facilities has occurred or is occurring; and
 - (d) for any other purpose incidental to the provision of Sewage Services.
- (2) The Chief Administrative Officer will make reasonable efforts to notify the Customer in advance of entering a Customer's property or to notify any other Person who is at the Customer's property and appears to have authority to permit entry, except:
 - (a) in cases of an Emergency;
 - (b) where entry is permitted by order of a court or other authority having jurisdiction;
 - (c) where otherwise legally empowered to enter;
 - (d) where the purpose of the entry is in accordance with subsection (1)(c) above.
- (3) The Customer shall pay a no access fee sufficient to cover the County's reasonable out-of-pocket and administrative costs, if the County's lawful entry to a Customer's Property is prevented or hindered, whether by a Customer not keeping a scheduled appointment or for any other cause.

Removal of County Facilities

24 Where any Customer discontinues Sewage Services furnished by the County, or the County lawfully refuses to continue any longer to supply it, any authorized representative of the County may at all reasonable times enter the Customer's Property to remove any Facilities in or upon such Property.

False Information

- 25 No Person shall supply false information or make inaccurate or untrue statements in a document or information required to be supplied to the County pursuant to the Utilities Bylaw.

SCHEDULE "B"

TERMS AND CONDITIONS OF SEWAGE SERVICES

Unauthorized Use of Sewage System

1

- (1) No Person shall use the Sewage System, or allow the Sewage System to be used:
 - (a) in a manner that will impede the Sewage System's use by other Customers;
 - (b) unless an Account has been opened by the Customer; or
 - (c) in any other unauthorized manner.
- (2) If the Chief Administrative Officer finds an unauthorized use of the Sewage System including without restriction any tampering with any of the Facilities, the Chief Administrative Officer may make such changes in its Facilities or take such other corrective action as may be appropriate to ensure only the authorized use of the Facilities, and also to ensure the safety of the general public.
- (3) Upon finding an unauthorized use of the Sewage System, the Chief Administrative Officer may disconnect the Service Connection immediately, without notice and shall charge the Person all costs incurred in correcting the condition, in addition to any other rights and remedies that may be available to the County.
- (4) A Person that uses the Sewage System in contravention of this Section shall pay the following charges:
 - (a) the applicable rate for the Sewage Services used based on an estimate by the Chief Administrative Officer of the value the contravention of this Section;
 - (b) all costs incurred by the County in dealing with the contravention; and
 - (c) any other applicable fees or charges provided for in this Bylaw.

Required Connection to Existing Development

2

- (1) The Owner of any developed Property located adjacent to an existing Sewer Main shall make application to connect to the Sewage System, at the Owner's expense and in accordance with the provisions of this bylaw, no later than October 31st 2023.
- (2) The Owner of any developed Property located adjacent to a newly constructed Sewer Main shall make application to connect to the Sewage System, at the Owner's expense and in accordance with the provisions of this bylaw, within 12 months of the date the adjacent Sewer Main becomes operational.
- (3) Any Owner with an existing private sewage system that connects to an existing sewer main prior to October 31st 2023 shall have the connection fees outlined

in the Public Works Fees and Charges Bylaw waived for any initial connection to the system.

New Development Along Sewer Main

- 3 On Property within the Service Area Maps outlined in Schedule C or in the Hamlet of Sangudo , all new development, including redevelopment, must physically connect to the Sewage System prior to occupancy and no Private Sewage Disposal System shall be approved.
- 4 On Property within the Service Area Maps outlined in Schedule C or in the Hamlet of Sangudo, all new approved subdivisions shall be required to install sewer line and curb stops to the property line of all parcels including the remainder as a condition of subdivision.

New Development Without Sewer Main

- 5 On Property without access to a Sewer Main and outside Service Areas Maps Outlined in Schedule C or in the Hamlet of Sangudo, all new development, including redevelopment, must install an approved Private Sewage Disposal System.

New Development Near Water Bodies

- 6
 - (1) On Property without access to a Sewer Main and outside Service Areas Maps Outlined in Schedule C or in the Hamlet of Sangudo but having its nearest point less than 500 metres away from any river, lake, stream or other body of water shall install a Private Sewage Disposal System in line with Provincial Regulations.

Private Sewage Disposal Systems

- 7
 - (1) Once a Property is connected to the Sewage System, no Person shall, unless authorized in writing by the Chief Administrative Officer, maintain any Private Sewage Disposal System intended or used for the collection or disposal of Sewage on that Property.
 - (2) The Chief Administrative Officer may allow a Person to maintain a Private Sewage Disposal System subject to such terms and conditions as the Chief Administrative Officer deems necessary, including but not limited to imposing a limit on the period of time for which the Private Sewage Disposal System may be used.
 - (3) No Person who has been granted permission by the Chief Administrative Officer to maintain a private Sewage Disposal System shall allow that alternate facility to be connected, directly or indirectly, to the Sewage System.

Privies

- 8 No new Privy may be installed in the County unless it is equipped with a water-tight Holding Tank and otherwise complies with the Alberta Private Sewage Systems Standards of Practice, including any setback requirements.
- 9 On or before August 31st, 2001 all owners of properties with outdoor privies and toilet facilities lying within one (1) kilometer of any river, stream, or lake within Lac Ste. Anne County shall

install and maintain a holding tank as approved under the provisions of the Alberta Safety Codes Act and Regulations thereunder for the purpose of sewage treatment and disposal.

Recreational Vehicles

- 10 Any Recreational Vehicle that is parked on a vacant parcel of land for 72 hours or more must be:
- (a) connected to a water tight Holding Tank;
 - (b) moved offsite to discharge at an approved hauled Sewage discharge location; or
 - (c) pumped out by an approved sewage hauling operator with the Owner of the Recreational Vehicle retaining receipts which shall be produced at the request of the County.

Authorizations and Approvals for Private Sewer Line

11

- (1) The Customer shall be responsible for obtaining all permits, certificates, licenses, inspections, reports, and other authorizations necessary for the installation and operation of the Private Sewer Line.
- (2) The County shall not be required to commence Sewage Services to a Property unless and until the Customer has complied with the requirements of all governmental authorities, permits, certificates, licenses, inspections, reports and other authorizations, all right-of-way agreements, and all of the County's requirements applicable to the installation and operation of the Private Sewer Line. The County reserves the right, but is not obligated, to verify that all necessary authorizations have been obtained by the Customer.

Discharge into Sewage System

12

- (1) Except as agreed to in writing by the Chief Administrative Officer, no Person shall discharge or permit to be discharged into the Sewage System any matter other than domestic Sewage resulting from normal human living processes.
- (2) For greater certainty, and without in any way restricting subsection (1), no Person shall discharge or permit to be discharged into the Sewage System:
 - (a) any matter containing Hazardous Waste;
 - (b) any flammable liquid or explosive matter which, by itself or in combination with any other substance, is capable of causing or contributing to an explosion or supporting combustion;
 - (c) any matter which, by itself or in combination with any other substance, is capable of obstructing the flow of or interfering with the operation or performance of the Sewage System;
 - (d) any matter with corrosive properties which, by itself or in combination with any other substance, may cause damage to the Sewage System;

- (e) any condensing water, heated water or other liquids of a temperature higher than one hundred and seventy (170) degrees Fahrenheit;
- (f) the contents of any privy vault, manure pit or cesspool; or
- (g) the contents of a sump pump or surface drainage.

Commercial or Industrial Wastes

13

- (1) No wastewater or other matter resulting from any commercial, trade, industrial or manufacturing process shall be discharged or permitted to be discharged into the Sewage System unless prior approval has been granted by the Chief Administrative Officer and only then after any required pretreatment of the wastewater or other matter as prescribed by the Chief Administrative Officer.
- (2) All necessary pretreatment equipment or works shall be installed by the Customer, at the Customer's sole expense, prior to the construction of the Service Connection and thereafter shall be continuously maintained and operated by the Customer.

No Dilution

- 14 No Person shall dilute or permit to be diluted any wastewater in order to enable its discharge in compliance with these Terms and Conditions.

Oil, Grease and Sand Interceptors

15

- (1) The Customer of any Property on which there is commercial or institutional food preparation shall provide a grease and oil interceptor on all fixtures that may release oil and grease.
- (2) The Customer of any industrial, commercial or institutional Property where vehicles or equipment are serviced, repaired, disassembled or washed shall provide a grease, oil and sand interceptor on all fixtures that may release grease, oil or sand.
- (3) The Chief Administrative Officer may require a Customer of any Property to install an interceptor if the Chief Administrative Officer, in its sole discretion, determines that an interceptor is required.
- (4) All interceptors shall be:
 - (a) of sufficient capacity and appropriate design to perform the service for which the interceptors are used;
 - (b) located to be readily accessible for cleaning and inspection; and
 - (c) maintained by the Owner.

Protection of Sewage System

16

- (1) No Person shall remove, damage, destroy, alter or tamper with any Facilities forming part of the Sewage System, except as authorized by the Chief Administrative Officer.
- (2) No person shall interfere with the free discharge of any Sewer Main or part thereof, or do any act or thing that may impede or obstruct the flow to, or clog up, the Sewage System.
- (3) In case of a blockage, either wholly in in part, of the Sewage System by reason of negligence or the failure or omission to strictly comply with the provisions of this Bylaw, the Customer concerned or Person responsible shall be liable for all clogs and the cleaning of such blockages and for any other amount for which the County may be held liable for due to such blockages.

Hauled Sewage

- 17 No Person shall discharge or permit the discharge of hauled Sewage except at a hauled Sewage discharge location approved by the Chief Administrative Officer and only then in accordance with any terms and conditions imposed by the Chief Administrative Officer, including payment of applicable fees and charges.

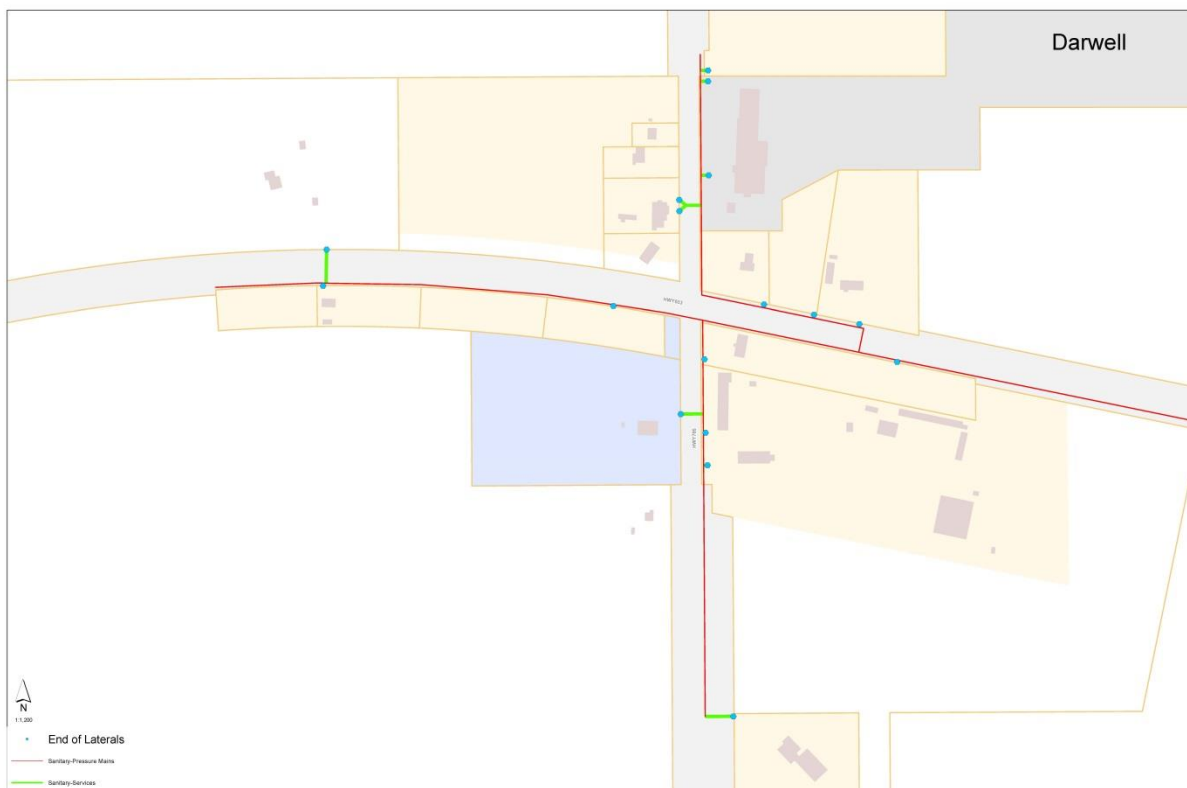
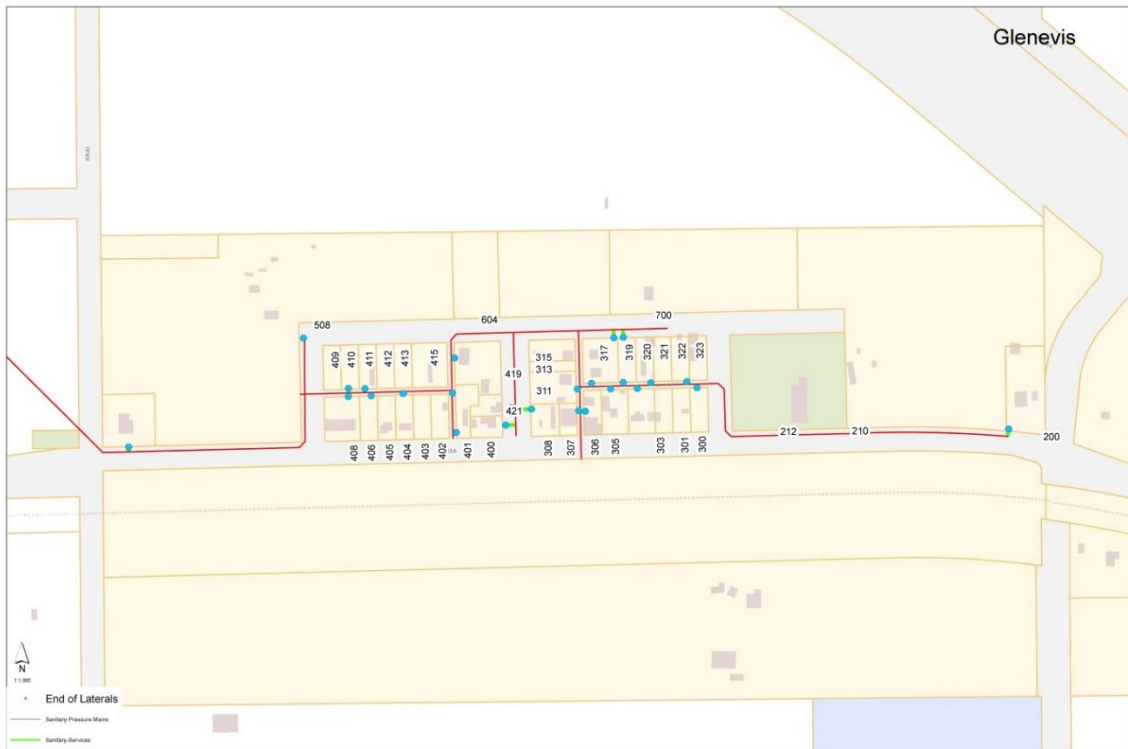
Spills

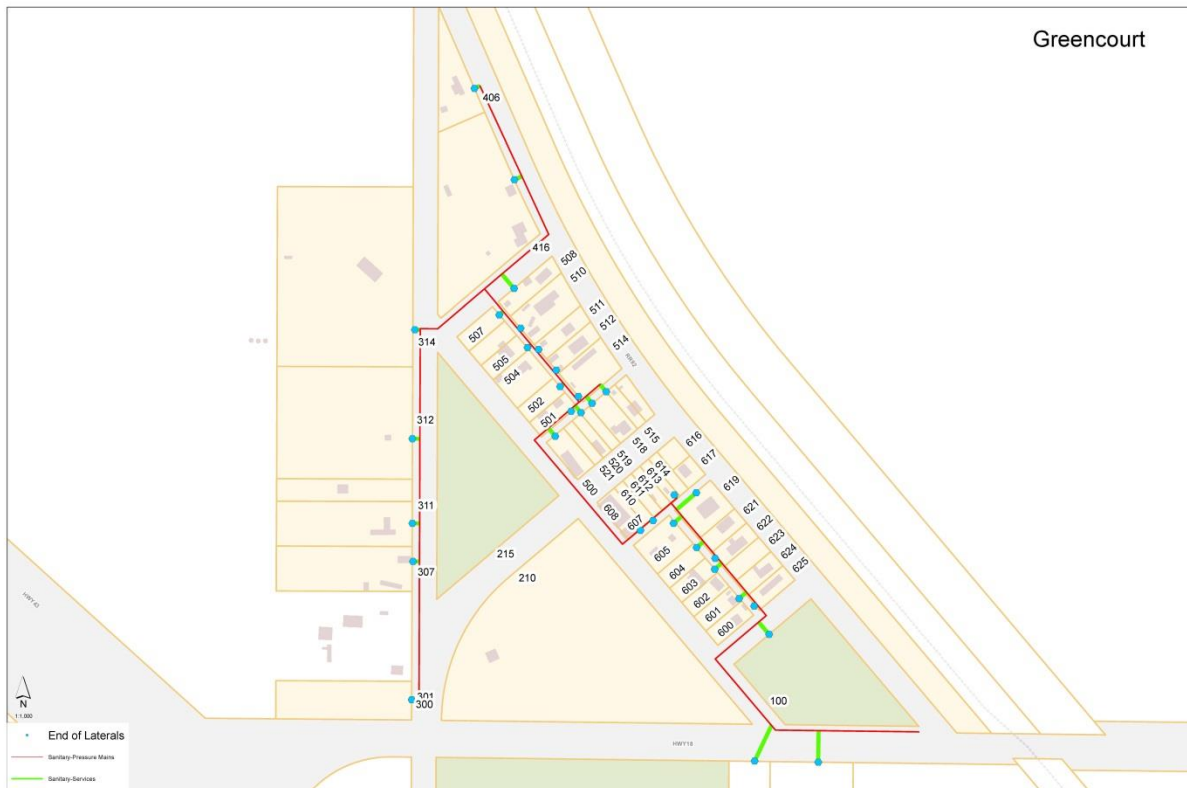
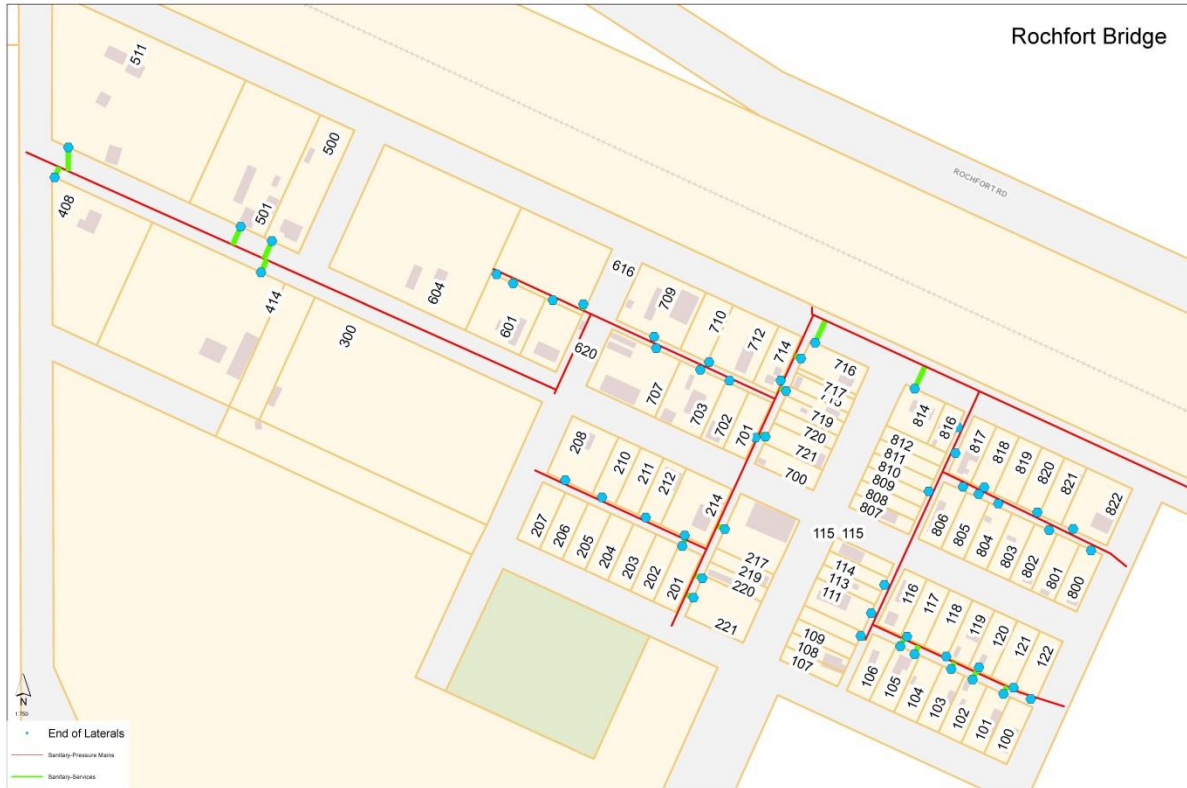
18

- (1) Any Person who discharges or permits the discharge of any Sewage or other matter contrary to this Bylaw shall, immediately after becoming aware of the discharge, notify:
 - (a) the Chief Administrative Officer and provide the following information:
 - i. name of the Person causing or permitting the discharge;
 - ii. location of the release;
 - iii. name and contact information of the Person reporting the discharge;
 - iv. date and time of the discharge;
 - v. type of material discharged and any known associated hazards;
 - vi. volume of the material discharged; and
 - vii. corrective action being taken, or anticipated to be taken, to control the discharge;
 - (b) the Owner of the Property, where the Person reporting the discharge is not the Owner and knows, or is readily able to ascertain the identity of the Owner; and
 - (c) any other Person whom the Person reporting knows or ought to know may be directly affected by the discharge.
- (2) The Person who discharged or permitted the discharge pursuant to subsection (1) shall, as soon as the Person becomes aware or ought to have become aware of the discharge, take all reasonable measures to:
 - (a) confine, remedy and repair the effects of the discharge; and

- (b) remove or otherwise dispose of the matter in a lawful manner so as to minimize all adverse effects.

SCHEDULE "C"
SERVICE AREAS





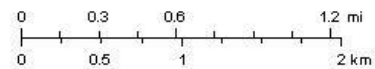
Lac Ste. Anne



November 9, 2017

1:36,112

- | | |
|-------------------------|--------------------------------|
| • Rural Address | • ssFitting |
| Land Parcels | • Sewer Shutoff |
| ● Proposed Overpass | — Sewer Laterals |
| — Proposed Service Road | — Sewer Mains |
| ● Manhole | □ Forced Main Development Zone |



LSACG & Department

Development App
LSACG & Department

SCHEDULE “D”
RATES, FEES AND CHARGES

Sewage Services

1

(1) , Fees and Charges for Sewage Services are as follows:

(1) Service Connection Fees

	Sewage Services
CHERRHILL	\$500.00
DARWELL	\$500.00
GREENCOURT	\$500.00
GLENEVIS	\$500.00
ROCHFORD	\$500.00
SANGUDO	\$500.00
North 43 Lagoon Connection (Residential Connection)	\$1500.00
North 43 Lagoon Connection (Commercial Connection)	\$3000.0

SCHEDULE "E"
SPECIFIED PENALTIES

Section	Offence	Specified Penalty
s. 16	Obstruct an authorized representative	\$250.00
Schedule "A", s. 6(2)(b)	Backfill before Service Connection inspection	\$500.00
Schedule "A", s. 9(2)(c)	Interfere with another Customer's Service Connection	\$1000.00
Schedule "A", s. 12(1)	Obstruct access to Facilities	\$250.00
Schedule "A", s. 12(2)	Failure to manage vegetation on Property	\$100.00
Schedule "A", s. 12(3)	Install structure that interferes with proper and safe operation of Facilities	\$500.00
Schedule "A", s. 11(1)	Interfere with or alter Facilities	\$1000.00
Schedule "A", s. 9	Extend Customer-owned infrastructure beyond Property	\$600.00
Schedule "A", s. 20	Supply false or inaccurate information	\$250.00
Schedule "B", s. 1(1)(a)	Use Sewage System in unauthorized manner	\$250.00
Schedule "B", s. 1(1)(b)	Impede Sewage Use of other Customers	\$200.00
Schedule "B", s. 1(1)(c)	Use Sewage Service without an account	\$300.00
Schedule "B", s. 7	Unauthorized alternate sewer supply	\$400.00
		\$250.00
Schedule "B", s. 10(1)	Discharge matter other than household waste	\$250.00
Schedule "B", s. 11(1)	Discharging industrial wastewater without approval or proper pretreatment	\$1000.00

Schedule "B", s. 12	Diluting wastewater to allow for discharge into Sewer	\$500.00
Schedule "B", s. 14(1)	Tampering with Sewage System without authorization	\$500.00
Schedule "B", s. 14(2)	Interfering with the free discharge of Sewer Main	\$250.00
Schedule "B", s. 15	Discharge of hauled Sewage at location not approved by the Chief Administrative Officer	\$250.00
Any subsequent offence		Double the specified penalty listed above



Summer Village of Sandy Beach

Page 1 of 1

Cheque Listing For Council

2022-Apr-28
3:36:08PM

ChequeD		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	ate					
20220101	2022-04-06		NB7-2022	PAYMENT NB7-2022 PAYROLL	1,075.21	1,075.21
20220102	2022-04-06	GFL Environmental Inc.	PG0000547176	PAYMENT ACCOUNT #PG-9028	521.68	521.68
20220103	2022-04-06	Government of Alberta	1800027128	PAYMENT POLICE FUNDING MODEL 2021-22	8,234.00	8,234.00
20220104	2022-04-06	Municipal Assessment Services Group Inc.	SV02356	PAYMENT 2021 ASSESSMENT SERVICES	2,226.00	2,226.00
20220105	2022-04-06		RM7-2022	PAYMENT RM7-2022 PAYROLL	1,018.72	1,018.72
20220106	2022-04-06		DP7-2022	PAYMENT DP7-2022 PAYROLL	1,316.32	1,316.32
20220107	2022-04-06		#030	PAYMENT MARCH 2022 BYLAW SERVICES	1,131.25	1,131.25
20220108	2022-04-06	UFA Co-operative Limited	MARCH 31,	PAYMENT ACCT#8872103 MARCH 2022.	646.70	646.70
20220109	2022-04-06	Xplornet Communications Inc	INV42184251	PAYMENT MARCH & APRIL 2022	146.98	146.98
20220110	2022-04-07	Canada Revenue Agency	March 23 PIER	PAYMENT MARCH 23 PIER	1,473.20	1,473.20
20220111	2022-04-20		NB8-2022	PAYMENT NB8-2022	1,277.71	1,277.71
20220112	2022-04-20	EPCOR	APRIL 6, 2022	PAYMENT ACCOUNT#21716709	1,349.87	1,349.87
20220113	2022-04-20	Highway 43 East Waste Commission	16425	PAYMENT MARCH 2022 DISPOSAL FEES	186.88	186.88
20220114	2022-04-20		RM8-2022	PAYMENT RM8-2022	1,208.56	1,208.56
20220115	2022-04-20		DP8-2022	PAYMENT DP8-2022	1,328.25	1,328.25
20220116	2022-04-20	Ste Anne Gas Co-op	874172 875983	PAYMENT ACCT#005034-00 ACCT#006593-00	156.01 594.96	750.97
20220117	2022-04-20	Taxservice	2388660	PAYMENT TAX RECOVERY FEES #438	420.00	420.00
20220118	2022-04-20	Telus	March 31, 2022	PAYMENT ACCT#38585081	180.97	180.97
20220119	2022-04-25	CB MAX EXCAVATING LTD.	2269	PAYMENT LAGOON WATER/SOIL	5,152.44	5,152.44
20220120	2022-04-25	Liebenberg, Christiaan	CAO APRIL-22	PAYMENT CAO APRIL 2022 PAY	4,326.43	4,326.43
20220121	2022-04-27	Canada Revenue Agency	2022 APRIL APRIL 2022	PAYMENT ACCT#13200 3666 RP0001 ACCT#13200 3666 RP0001	3,367.12 1,192.23	4,559.35
20220122	2022-04-27	Telus Mobility	APR. 9, 2022	PAYMENT ACCT#31932068	0.03	0.03

Total \$38,531.52

*** End of Report ***



Summer Village of Sandy Beach

Revenue/Expense Statement

Page 1 of 3

2022-Apr-28

3:39:01PM

General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining \$
Revenues				
1-00-00-110	Real Property Taxes	(1,250.00)	0.00	(1,250.00)
1-00-00-111	Minimum Levy	(6,850.00)	0.00	(6,850.00)
1-00-00-112	Taxes - Commercial	(5,500.00)	0.00	(5,500.00)
1-00-00-113	Taxes - Residential	(352,295.00)	0.00	(352,295.00)
1-00-00-115	Taxes-Linear	(3,100.00)	0.00	(3,100.00)
1-00-00-190	Snow and Maintenance	0.00	0.00	0.00
1-00-00-510	Penalties & Costs On Taxes	(8,100.00)	(2,681.35)	(5,418.65)
1-00-00-520	Lagoon Maintenance - split cost	0.00	(846.72)	846.72
1-00-00-530	Misc. Income	(17,500.00)	(2,930.00)	(14,570.00)
1-00-00-531	Village Land Sale Revenue	0.00	0.00	0.00
1-00-00-590	Other Revenue/Tax Certificates/GST	(2,500.00)	(425.00)	(2,075.00)
1-00-00-740	Provincial Government/Agencies	0.00	0.00	0.00
1-00-00-840	AMIP	0.00	0.00	0.00
1-00-00-990	Other Revenue/Tax Recovery	(26,150.00)	(470.00)	(25,680.00)
1-01-00-550	Interest Income	(2,000.00)	(1,126.08)	(873.92)
1-02-00-550	Interest Income Trust	(27,650.00)	0.00	(27,650.00)
1-12-00-560	Rentals/Shop Rent	(1,000.00)	0.00	(1,000.00)
1-12-00-561	Office Rent	0.00	0.00	0.00
1-32-00-830	Federal Infrastructure Grants Road Survey	0.00	0.00	0.00
1-32-00-840	Prov. Conditional Grants & MSP/MOST	(30,000.00)	0.00	(30,000.00)
1-32-00-841	MSI-Capital	(49,927.00)	(123,118.00)	73,191.00
1-32-00-842	MSI-Operating	(10,000.00)	0.00	(10,000.00)
1-32-00-844	GTF + FRIAA	(30,000.00)	0.00	(30,000.00)
1-32-00-845	OTHER Prov.Grants	(10,750.00)	0.00	(10,750.00)
1-32-00-846	Def. Rev. (Prof. Consult)	0.00	0.00	0.00
1-32-00-847	Snow/ Maintenance	0.00	0.00	0.00
1-32-00-848	Canada Day (Prov. Grant)	0.00	0.00	0.00
1-32-30-845	STEP	0.00	0.00	0.00
1-51-00-840	Provincial Conditional Grants/FCSS	(7,320.00)	(1,754.00)	(5,566.00)
1-61-00-410	Planning/Zoning/Dev. Charges	0.00	(38.40)	38.40
1-74-00-560	Rental Income/Facilities	(1,000.00)	0.00	(1,000.00)
1-74-00-840	Provincial Conditional Grants	0.00	0.00	0.00
1-99-00-750	School Foundation - Non-Residential	(2,208.00)	0.00	(2,208.00)
1-99-00-751	School Foundation - Residential	(114,472.00)	0.00	(114,472.00)
1-99-00-752	School Foundation - Linear	0.00	0.00	0.00
1-99-00-753	Senior Foundation	(9,755.00)	0.00	(9,755.00)
1-99-00-756	Senior Foundation - Residential	0.00	0.00	0.00
*P TOTAL Revenues		(719,327.00)	(133,389.55)	(585,937.45)



Summer Village of Sandy Beach

Revenue/Expense Statement

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2022-Apr-28

3:39:01PM

General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining \$
Expenses				
2-11-00-110	Honorariums	13,000.00	0.00	13,000.00
2-11-00-211	Mileage & Subsistence	1,850.00	716.94	1,133.06
2-11-00-510	General Supplies/Conventions	1,000.00	688.75	311.25
2-12-00-110	Salaries/Wages Administration	70,000.00	23,566.65	46,433.35
2-12-00-111	Ad Hoc Committee	0.00	0.00	0.00
2-12-00-130	Employer Contributions (O)	5,500.00	3,271.33	2,228.67
2-12-00-131	WCB	3,600.00	1,868.51	1,731.49
2-12-00-200	Contract Admin/DEM/DDEM	4,000.00	0.00	4,000.00
2-12-00-211	Travel & Subsistence	6,000.00	0.00	6,000.00
2-12-00-215	Freight, Postage, Telephone	7,000.00	2,008.14	4,991.86
2-12-00-216	Newsletter	500.00	0.00	500.00
2-12-00-217	Internet	850.00	279.96	570.04
2-12-00-218	Website	4,500.00	0.00	4,500.00
2-12-00-219	Conferences/CAO CLGM Coursework-MC	2,000.00	200.00	1,800.00
2-12-00-220	Subscriptions, Memberships, Printing, Ad	13,000.00	1,862.47	11,137.53
2-12-00-221	Dues and Memberships	0.00	975.00	(975.00)
2-12-00-222	Donations/Appreciations	0.00	0.00	0.00
2-12-00-230	Professional and Special Services	6,500.00	2,355.00	4,145.00
2-12-00-231	Audit	6,950.00	7,127.80	(177.80)
2-12-00-232	Assessment Services	9,000.00	4,201.00	4,799.00
2-12-00-233	WILD Waterline (Operating)	4,000.00	0.00	4,000.00
2-12-00-234	WILD Waterline (Debenture Phase I & II)	6,000.00	0.00	6,000.00
2-12-00-250	Repairs & Maintenance	2,500.00	569.89	1,930.11
2-12-00-260	Water/Sewer Admin Building	1,750.00	785.80	964.20
2-12-00-263	Computer	0.00	188.32	(188.32)
2-12-00-265	1985 Lot research	0.00	0.00	0.00
2-12-00-266	Organize Files-Archive	0.00	0.00	0.00
2-12-00-270	Bank Charges	350.00	67.00	283.00
2-12-00-274	Insurance and Bond Premiums	14,500.00	750.00	13,750.00
2-12-00-505	Canada Day Celebration	850.00	0.00	850.00
2-12-00-510	General Office Supplies	6,500.00	880.48	5,619.52
2-12-00-511	Computer Repairs	0.00	0.00	0.00
2-12-00-512	Financial Software	10,000.00	564.96	9,435.04
2-12-00-519	Other Services/Donations/Appreciations	500.00	0.00	500.00
2-12-00-540	Utilities-Administration EPCOR	2,500.00	909.64	1,590.36
2-12-00-762	Transfer to Capital Reserve - Water	2,500.00	0.00	2,500.00
2-12-00-810	Short Term Borrowing Costs	0.00	0.00	0.00
2-12-00-811	Interest Expense	0.00	0.00	0.00
2-12-00-990	Other/Miscellaneous	0.00	0.00	0.00
2-12-00-992	Bank Charges	0.00	57.30	(57.30)
2-12-00-994	Assessment Review Board	1,000.00	0.00	1,000.00
2-23-00-200	Fire / Sturgeon County	4,000.00	2,050.00	1,950.00
2-23-00-201	Fire Suppression/Support	4,000.00	630.00	3,370.00
2-25-00-212	Policing	11,000.00	8,234.00	2,766.00
2-25-00-220	Physician Recruitment	0.00	0.00	0.00
2-26-00-220	MSP (Fire, Police, Ambulance)	0.00	0.00	0.00
2-26-00-651	Amortization-vehicles	0.00	0.00	0.00
2-32-00-110	Salaries & Wages	90,000.00	37,622.00	52,378.00
2-32-00-111	Contract Services/Weed Inspector	600.00	410.00	190.00
2-32-00-130	Employer Contributions	8,000.00	2,792.52	5,207.48
2-32-00-200	Gravel/Maintenance/Drainage	1,000.00	700.00	300.00
2-32-00-201	Signs	1,000.00	0.00	1,000.00
2-32-00-202	Paving Reconstruction Roads	1,000.00	0.00	1,000.00
2-32-00-211	Fuel/Mileage/UFA	4,500.00	1,738.39	2,761.61



Summer Village of Sandy Beach

Revenue/Expense Statement

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2022-Apr-28

3:39:01PM

General Ledger	Description	2022 Budget	2022 Actual	2022 Budget Remaining \$
2-32-00-212	Reserve Roads	2,500.00	0.00	2,500.00
2-32-00-215	Telus (Shop/Public Works)	1,350.00	57.45	1,292.55
2-32-00-230	Tree Removal	10,500.00	0.00	10,500.00
2-32-00-240	Fire Mitigation	0.00	0.00	0.00
2-32-00-250	Road/Street Contractors-non Gov.	5,000.00	0.00	5,000.00
2-32-00-255	Repairs and Maint to other equipment	10,000.00	3,166.66	6,833.34
2-32-00-260	Snow Removal	1,000.00	0.00	1,000.00
2-32-00-270	Miscellaneous General Services/Bylaw	10,000.00	4,072.50	5,927.50
2-32-00-280	Equipment Purchases	5,500.00	0.00	5,500.00
2-32-00-350	Roads - Government Grant	0.00	0.00	0.00
2-32-00-510	General Goods & Supplies	6,000.00	1,082.29	4,917.71
2-32-00-511	Beautification	500.00	0.00	500.00
2-32-00-540	Utilities - Street Lights	14,750.00	5,421.38	9,328.62
2-32-00-611	Amortization - Engineered structures	0.00	0.00	0.00
2-32-00-621	Amortization-buildings	0.00	0.00	0.00
2-32-00-631	Amortization-machinery/equipment	0.00	0.00	0.00
2-32-00-651	Amortization-vehicles	0.00	0.00	0.00
2-32-00-762	Contributed to Capital Function	0.00	1,400.00	(1,400.00)
2-32-00-840	Prov. Conditional Grants & MSP/MOST	30,000.00	0.00	30,000.00
2-32-00-841	MSI - Capital	49,927.00	0.00	49,927.00
2-32-00-842	MSI - Operating	10,000.00	0.00	10,000.00
2-32-00-844	GTF + FRIAA	30,000.00	0.00	30,000.00
2-42-00-200	Lagoon Maintenance/Manager	1,000.00	107.57	892.43
2-42-00-210	Waste Water Service Cost	0.00	0.00	0.00
2-42-00-230	Professional Consult	8,000.00	4,907.09	3,092.91
2-42-00-641	Amortization-Wastewater	0.00	0.00	0.00
2-42-00-762	Transfer to Reserve- Sewage	2,500.00	0.00	2,500.00
2-43-00-200	Garbage Contract/GFL	11,500.00	2,166.95	9,333.05
2-43-00-270	Land Reclamation Site/Garbage Collection	7,500.00	0.00	7,500.00
2-43-00-350	Landfill - Hwy 43 Waste Commission	7,500.00	1,136.23	6,363.77
2-43-00-762	Transfer To Capital Functions	0.00	0.00	0.00
2-51-00-750	FCSS/Recreation	9,065.00	0.00	9,065.00
2-61-00-510	Development Officer Fees	6,500.00	1,065.00	5,435.00
2-61-00-511	Planning, Zoning & Development	1,000.00	0.00	1,000.00
2-61-00-512	Development Enforcement	2,000.00	500.00	1,500.00
2-62-00-211	East End Bus	250.00	0.00	250.00
2-71-00-540	Utilities Shop	5,500.00	3,556.34	1,943.66
2-71-00-541	Utilities Old Shop	1,250.00	230.27	1,019.73
2-71-00-762	Transfer to Reserve Equipment	2,500.00	0.00	2,500.00
2-72-00-200	Daypark/Recreation	500.00	0.00	500.00
2-72-00-540	Daypark Expenses/Utilities	2,000.00	0.00	2,000.00
2-72-00-541	MSI C-Playground Equipment	500.00	0.00	500.00
2-72-00-661	Amortization-land improvements	0.00	0.00	0.00
2-72-00-762	Transfers To Capital Functions	0.00	0.00	0.00
2-74-00-200	Hall Cleaning	500.00	0.00	500.00
2-74-00-210	General Services/Maintenance/Hall	500.00	0.00	500.00
2-74-00-510	General Goods and Supplies/Hall	500.00	0.00	500.00
2-74-00-540	Utilities-Hall	2,000.00	1,012.52	987.48
2-99-00-750	School Foundation - Non-Residential	2,208.00	0.00	2,208.00
2-99-00-751	School Foundation - Residential	114,472.00	24,783.76	89,688.24
2-99-00-753	Senior Foundation	9,755.00	9,754.54	0.46
*P TOTAL Expenses		719,327.00	172,492.40	546,834.60
**P (Profit)/Loss		0.00	39,102.85	(39,102.85)

*** End of Report ***

May 2022: ACTION ITEM List

Employee	Task	Action Taken	Progress	Date
Rudolf.	Municipality Accountability Review MAP	final work to be completed in May	In progress	May 2022
	Communications Strategy	Council direction - tabled	In progress	Sept 2022
	Survey	Results Feedback pending	In progress	May 2022
	Integrated Plans	Tabled until Nov 2022	In progress	Nov 2022
	Spending Policy 01-2021	Council to approve – draft submitted for review	In progress	Dec 2022
	MSI 2022	Application submitted: payment 2021 = \$121,000 received end of January 2022	Received	Feb 2022
	Website	Tundra updated – 7-week delay	In progress	Sept 2022
	Financials MuniWare	Completed	Completed	Nov 2021
	Audit 2021	Completed	Completed	March 2022
	Trails Lakeshore	Received = \$17,500 work to start early Spring	Ongoing	May 2022
	Tax Recovery	Letters sent in January	Ongoing	Dec 2022
	Meetings	Council meetings in Hall	Ongoing	Dec 2022
	Enforcement and Clean Up Orders	Ongoing	Ongoing	Dec 2022
	DEM/Emergency Management	Ongoing	Ongoing	Oct 2022
	Safety Codes Council Assessment Review	Completed and report received: 3 months action plan	In progress	Jan 2022
	Public Works	Brushing and spring maintenance	In progress	May 2022
	Meetings with staff	Office staff after Council meeting and PW every Tue.	In progress	Oct 2022
	Staff appraisals ANNUAL	Completed in October 2021	In progress	Oct 2021
	Budget 2022	Approved April 2022	Approved	April 2022
Robin.	Payroll – Accounts Payable - Invoices	Input invoices – entering payroll – printing cheques	On-Going	May 2022
	Administration/Financial Software	Correspondence and Letters mailed/system training	On-Going	May 2022
	Filing, website, phone calls, land titles	Keeping everything current	On-Going	May 2022
	Audit 2021	Working with Auditor	On-Going	March 2022
COUNCIL.	Training	MEO, Muni's 101 - contact details provided	90 days	Nov 2021
	Course work	BEM, ICS 100 - contact AEMA training directly	18 months	Feb 2023
	All Connect	Completed and on website	ongoing	April 2022
	Survey	Results pending	ongoing	May 2022
	Audit 2021	Completed FIR submitted	Completed	Feb 2022
	Alexander First Nation	Motion shared April 22 nd	Completed	April 2022