

**SUMMER VILLAGE OF CASTLE ISLAND
AGENDA**

Tuesday, April 11th, 2023 – 5:00 p.m.
Wildwillow Administration Office
2317 Township Road 545 Lac Ste. Anne County

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	Tuesday, April 11 th , 2023 Regular Council Meeting <i>(that Council approve as is or as amended)</i>
3.	<u>Minutes:</u> <i>Pages 1-3</i>	a)	Monday, March 20 th , 2023 Regular Council Meeting <i>(approve as presented or with amendments)</i>
4.	<u>Appointments:</u>	a)	
5.	<u>Action Items:</u> <i>Pages 4-40</i>	a)	<p>Summer Village of Castle Island Quality Management Plan – the Summer Village of Castle Island is not an accredited municipality as it relates to Safety Codes. The attached Quality Management Plan, in conjunction with our accredited service provider contract is to ensure that we meet the parameters set out by the Safety Codes Council. The costs to the Summer Village will be a cost for Administration to retain our accreditation, which is estimated at \$1,500/year.</p> <p><i>(that Council review the Draft Quality Management Plan (2022) for the Summer Village of Castle Island, relating to safety codes procedures and reporting with and for the municipality and approve the same as presented to be forwarded to accreditation for approval)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>
	<i>Pages 41-47</i>	b)	<p>The Inspections Group Inc. is the municipality's accredited safety codes services provider for several years. During our Quality Management Plan update, the Inspections Group Inc. noted that we should also consider renewing our service agreement. Our previous agreement was passed January 25th, 2015 and amended two (2) additional terms on January 19th, 2018 and January 19th, 2021. The agreement was set as an auto renewal term and the provisions of the agreement mesh both parties expectations under the updated QMP (2022) as well. There is no notable direct costs to the municipality if they approve this agreement as the service provider retains a percentage of any collected permit fees and remits the balance to the municipality, which is 20% if service fee revenues.</p> <p><i>(that Council review the Service Agreement Amendment with Inspections Group Inc. and approve same, including the updated fee schedules as presented and authorize execution of the amending agreement)</i></p>

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			<i>(some other direction as given by Council at meeting time)</i>
<i>Pages 48-51</i>	c)	<p>West Inter Lake District (WILD) Regional Water Services Commission – please refer to the March 1st, 2023 letter from Commission Manager Dwight Moskalyk on the update to Phase III and IV Requisitions. The Operating and Governance remains basically unchanged from last year at \$118.43 and we will include Phase III and IV in the debenture payments in the 2023 budget (\$287.90). The municipality needs to decide if it wishes to debenture Phase III and IV capital costs, or pay them upfront.</p> <p>The Summer Village debentured Phase I, and then covered the Phase II capital costs.</p> <p>The Commission has retained both repayment options as provided in previous phases: debenture payments (25 years of semi-annual payments), or an upfront lumpsum payment. The only notable difference to this discussion is that with the current fiscal climate, the lumpsum amount is adjusted to reflect a financing cost to ensure the commission breaks even on a repayment schedule, which was approved at the last Board of Directors meeting. This means the upfront cost is slightly higher than previously discussed.</p> <p><i>(that the March 1st, 2023 letter from the West Inter Lake District (WILD) Regional Water Services Commission updating members on the Phase III and IV debenture payments be accepted for information, that the Summer Village of Castle Island debenture its costs for Phase III and IV construction through the Commission, and that our 2023 budget reflect \$118.43 for operating and governance costs and a total of \$287.90 for debenture payments, or pay the upfront costs of Phase III and IV upfront, \$5,247.25.</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>	
<i>Page 52</i>	d)	<p>West Inter Lake District (WILD) Regional Water Commission – 2023 Annual General Meeting – attached please find notification for the WILD Annual Meeting scheduled for April 22nd, 2023 at 11:00 a.m. at the Alberta Beach Agri-plex. Should Council wish to attend, an RSVP is requested by April 11th.</p> <p><i>(that Council and Administration be authorized to attend the WILD Water Commission Annual General Meeting 2023, on April 22nd, 2023 in Alberta Beach)</i></p>	
<i>Pages 53-54</i>	e)	<p>Regional Municipalities Meeting – please refer to the attached “save the date” notice that Lac Ste. Anne County will be hosting this next regional meeting on Tuesday, June 20th, 2023 at the Alberta Beach Senior Hall.</p>	

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**Tuesday, April 11th, 2023 – 5:00 p.m.
Wildwillow Administration Office
2317 Township Road 545 Lac Ste. Anne County**

			<p>The County is requesting agenda items be forwarded prior to June 13th, 2023.</p> <p><i>(that Council and Administration be authorized to attend the Regional Municipalities Meeting scheduled for Tuesday, June 20th, 2023 at the Alberta Beach Seniors)</i></p>
Pages 55-68	f)	<p>Regional Wastewater Transmission Concept – the attached was presented at a Darwell Lagoon Commission meeting on April 4th, 2023 to which consensus was to have all Commissions and Municipalities within the Sturgeon River Watershed pass motions supporting this regional concept as well as the proposed discharge of all effluent into an engineered wetlands. The DLC/Lac Ste. Anne County is requesting letters of support to this end.</p> <p><i>(that the Summer Village of Castle Island provide a letter supporting the concept of a regional wastewater transmission line within Lac Ste. Anne County with a proposed discharge into a tertiary engineered wetlands)</i></p>	
	g)	<p>Annual General Meeting – this item was deferred from the last meeting to begin the process of setting a date for the Annual General Meeting.</p> <p><i>(direction as given by Council at meeting time)</i></p>	
Page 69	h)	<p>Lake Isle & Lac Ste. Anne Water Quality Management Society – April 5th, 2023 Request for Donation – this request is for the 2023 Flowering Rush Project (flowering rush, blue/green algae, lake health)</p> <p><i>(that Council approve the donation of \$500.00 to the Lake Isle & Lac Ste. Anne Water Quality Management Society for the 2023 flowering rush project)</i></p> <p><i>(some other direction as given by Council at meeting time)</i></p>	
Forwarding under separate cover	i)	<p>Draft 2023 Operating & Capital Budget – while we are still trying to find our way around your financial records, we hope to have a draft budget to present and review at meeting time.</p> <p><i>(direction as given by Council at meeting time)</i></p>	
	j)		

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Tuesday, April 11th, 2023 – 5:00 p.m.
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5.	<u>Council Reports:</u>	a)	Mayor Kupchenko
		b)	Deputy Mayor Smith
		c)	Councillor Elkow <i>(accept Council reports as information)</i>
6.	<u>Development Permits</u>		N/A
7.	<u>Inspection Group Permits</u>		N/A
8.	<u>Financial</u>		N/A
9.	<u>Correspondence</u> <i>Page 70</i>	a)	Lac Ste. Anne Foundation 2023 Municipal Requisition – the Municipal Requisition for the Summer Village of Castle Island in 2023 is set at \$2,995.25.
		b)	Police Funding Model Costs 2022-2023 – costs for the Summer Village of Island Lake have increased from \$927.00 last year to \$1,294 this year, an increase of \$327.
	<i>Pages 71-74</i>	c)	Invasive Species Newsletter – please refer to the attached Newsletter written by Jay Byer, Councillor from the Summer Village of Rochon Sands and past president of the Alberta Invasive Species Council, who attended the AISC on behalf of the Alberta Summer Village Association. Some good information is provided.
	<i>Pages 75-80</i>	d)	Alberta Health Services, COVID-19 in Continuing Care Audit Report – February 23 rd , 2023 email outlining the recent auditors report on AHS services in continuing care facilities during the COVID-19 pandemic. Included are the recommendations made to address noted concerns/threats.

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Tuesday, April 11th, 2023 – 5:00 p.m.
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	<i>Pages 81-85</i>	e)	Association of Summer Villages of Alberta: - Winter Newsletter - March 2 nd thank you email from past Executive Director - March 8 th introduction email from new Executive Director, Kathy Krawchuk
	<i>Pages 86-87</i>	f)	Letter from the Town of Barrhead to the Office of the Minister of Environment & Protected Areas regarding the impact changes to the EPR Program would have on newspaper media. The EPR Program shifts the cost of recycling from municipalities and taxpayers to industries that produce products. The letter is urging the UPC to exempt newspapers from the revised EPR program.
		g)	
		h)	
		i)	
10.	<u>Chief Administrative Officer Report</u> <i>Pages 88-89</i>	a) b) c) d)	Emergency Management Update Transition of Services Update – Software System Financial Audit Update Alberta Public Safety & Emergency Services – March 1 st , 2023 letter on police funding, note the anticipated percentage increase for next years' budget 20% - 30%. <i>(accept Chief Administrative Officer Reports as information)</i>
11.	<u>Adjournment</u>		

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**Tuesday, April 11th, 2023 – 5:00 p.m.
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Next Meetings: April 22nd, 2023, West Inter Lake Water Comm. Annual Meeting
 Alberta Beach Agri Complex
 May 8th, 2023 Regular Council Meeting
 June 10th, 2023 SVLSACE Meeting (Silver Sands to host – Fallis)
 June 20th, 2023, Regional Municipalities Mtg. Alberta Beach (LSAC host)

SUMMER VILLAGE OF CASTLE ISLAND
REGULAR COUNCIL MEETING MINUTES
MONDAY, MARCH 20TH, 2023
SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY

	PRESENT	<p>Mayor: Ian Kupchenko Deputy Mayor: Calvin Smith Councillor: Jeff Elkow</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Diane Wannamaker, Administrative Assistant Shelley Vaughan, Administrative Assistant</p> <p>Public attendance (in person): 0</p>
1.	CALL TO ORDER	Mayor Kupchenko called the meeting to order at 5:00 p.m.
2.	AGENDA 23-01	<p>MOVED by Councillor Elkow that the March 20th, 2023 agenda be accepted as presented.</p> <p>- bush clearing for fence line for land tied into SV - dead fall clearing</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES 23-02	<p>MOVED by Deputy Mayor Smith that the minutes of the December 19th, 2022 Regular Council meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	ACTION ITEMS 23-03	<p>MOVED by Mayor Kupchenko that a Contract be entered into with Wildwillow Enterprises Inc. for the provision of Chief Administrative Officer and Administrative support services, effective January 1st, 2023.</p> <p style="text-align: right;">CARRIED</p>
	23-04	<p>MOVED by Mayor Kupchenko that Wendy Wildman of Wildwillow Enterprises Inc. be appointed as Chief Administrative Officer for the Summer Village of Castle Island effective January 1st, 2023.</p> <p style="text-align: right;">CARRIED</p>
	23-05	<p>MOVED by Mayor Kupchenko that the Signing Authority for the Summer Village of Castle Island be all of Council and the Chief Administrative Officer and Administrative Assistant, two signatures are required as follows: one signature to be any member of Council (Mayor Ian Kupchenko, Deputy Mayor Calvin Smith, Councillor Jeff Elkow) and; one signature to</p>

SUMMER VILLAGE OF CASTLE ISLAND
REGULAR COUNCIL MEETING MINUTES
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SUMMER VILLAGE ADMINISTRATION OFFICE
2317 TOWNSHIP ROAD 545, LAC STE. ANNE COUNTY

		be the Chief Administrative Officer Wendy Wildman or the Administrative Assistant, Diane Wannamaker) CARRIED
	23-06	MOVED by Deputy Mayor Smith that the Municipal Office location be confirmed as 2317 Township Road 545, Lac Ste. Anne County. CARRIED
	23-07	MOVED by Mayor Kupchenko that the Summer Village of Castle Island Council declare Senior's Week June 5 th – 11 th , 2023. CARRIED
	23-08	MOVED by Mayor Kupchenko that the Lac Ste. Anne East End Bus Society Annual Meeting scheduled for Tuesday, March 21 st , 2023 at 11:00 a.m. at Lac Ste. Anne County East End Administration Office, 2317 Township Road 545, Lac Ste. Anne County be accepted for information. CARRIED
	23-09	MOVED Mayor Kupchenko that Council and Administration be authorized to attend the lake health demonstration hosted by the Summer Village of Yellowstone on Saturday, July 22 nd , 2023 from 10:00 a.m. to 2:00 p.m. in Yellowstone. CARRIED
	23-10	MOVED by Councillor Elkow that the Summer Village of Castle Island agree to Onoway Regional Fire Services negotiating an amending agreement or a new agreement solely for the purpose of a proposed name change of the fire service provider from North West Fire Rescue – Onoway Ltd. to Fire Rescue International Ltd., a non-profit service provider. CARRIED
5.	COUNCIL REPORTS 23-11	MOVED by Councillor Elkow that the Council Reports be accepted as presented. This week will get documents from Rick Arndt, send to lawyer to review Try to get pricing back for tenders for gazebo CARRIED
6.	DEVELOPMENT PERMITS	N/A

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7.	INSPECTION GROUP PERMITS	N/A
8.	FINANCIAL	N/A
9.	CORRESPONDENCE 23-12	<p>MOVED by Deputy Mayor Smith that the following correspondence items be accepted as presented:</p> <ul style="list-style-type: none"> ➤ Onoway Regional Fire Services Media Release on February 13th, 2023 UFA fire in Onoway ➤ Alberta Municipal Affairs letter sent via email from Honorable Rebecca Schultz in an undated letter in March, 2023 regarding budget 2023. ➤ Wildwater Commission – 2023 Rates and Budget Estimates <p style="text-align: right;">CARRIED</p>
10.	CAO REPORT 23-13	<p>MOVED by Mayor Kupchenko that the CAO report be accepted as presented.</p> <p style="text-align: right;">CARRIED</p>
12.	ADJOURNMENT	The meeting adjourned at 7:00 p.m.

Mayor, Ian Kupchenko

Chief Administrative Officer, Wendy Wildman

Summer Village of Castle Island

Quality Management Plan



QMP Version: November 2022 v1.0

Summer Village of Castle Island

Quality Management Plan

This Quality Management Plan has been accepted
by the Administrator of Accreditation.

Administrator of Accreditation

Date



2.0

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Schedule A - Scope and Administration

2.0 Scope of Accreditation

The *Summer Village of Castle Island*, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

2.12 Building

- All parts of the:
 - National Building Code – 2019 Alberta Edition; and
 - National Energy Code of Canada for Buildings 2017.
 - Or**
 - Only those parts of the National Building Code – 2019 Alberta Edition:
 - pertaining to small buildings being 3 storeys or less in height, having a building area of 600m² or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial; and
- All parts of the:
- National Energy Code of Canada for Buildings 2017.

2.13 Electrical

- All parts of the:
 - CSA C22.1-21 Canadian Electrical Code (25th Edition).
- All parts of the:
 - Alberta Electrical Utility Code, 5th Edition, 2016.

2.14 Gas

- All parts of the
 - CSA-B149.1:20 Natural gas and propane installation code
 - CSA-B149.2:20 Propane storage and handling code
 - CSA-B108.1:21 Compressed natural gas refuelling stations installation code
 - CSA-B108.2:21 Liquefied natural gas refuelling stations installation code
- Excluding the**
- CSA-B109:17 Natural gas for vehicles installation code
 - CSA-B149.3:20 Code for the field approval of fuel related components on appliances and equipment
 - CSA B149.5:20 Installation code for propane fuel systems and containers on motor vehicles.

2.15 Plumbing

- All parts of the:
 - National Plumbing Code of Canada 2015, and
 - Alberta Private Sewage Systems Standard of Practice 2021

3.0 Quality Management Plan Administration

Summer Village of Castle Island

2.12 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

3.12.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

3.12.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

3.12.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

Summer Village of Castle Island

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

3.13 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

3.13.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

3.13.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence:
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

3.13.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

3.13.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

Summer Village of Castle Island

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

3.13.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

3.14 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

Summer Village of Castle Island

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

3.15 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

3.16 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

3.17 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

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All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

3.18 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

3.19 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

3.20 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

3.21 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

3.22 Cancellation of Accreditation

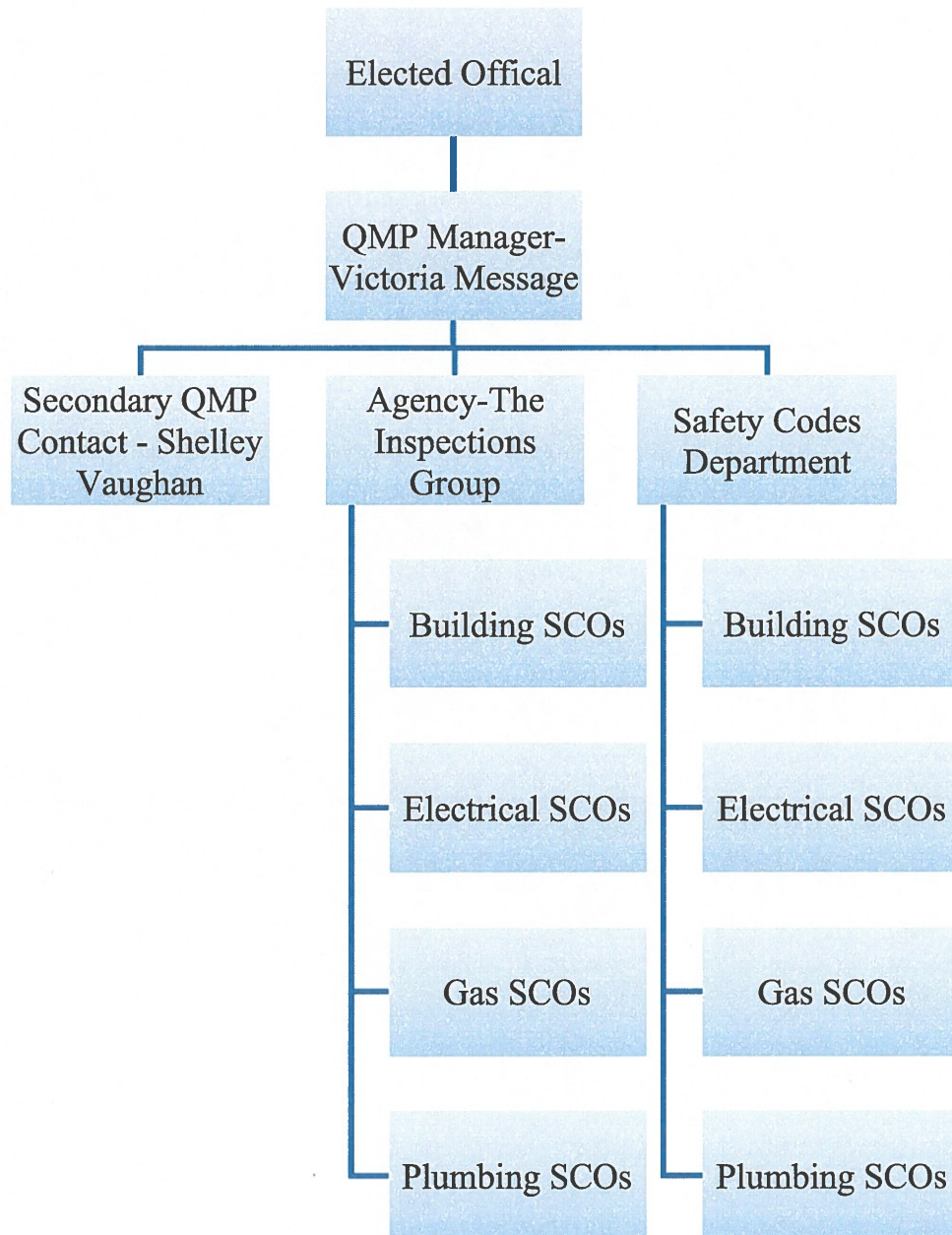
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

3.23 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP

2.12 Municipal Agreement – Update or Scope Change

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

**Signature of Municipal Employee Duly Authorized
to Enter Into this Agreement**

Date

Wendy Wildman
Name

CAO
Job Title

780-967-0271
Phone Number

svcastle@telus.net
Email Address

3.24 QMP Manager Information

Victoria Message
QMP Manager Name

QMP Manager/Administrative Assistant
Job Title

Box 8
Alberta Beach, AB T0E 0A0
Mailing Address

780-307-1054
Phone Number

tori@wildwillowenterprises.com
Email Address

3.25 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

4.0 Operational Requirements

2.12 Definitions

The following definitions apply.

4.12.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

4.12.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

4.12.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

4.12.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

4.13 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and
 - storage, purchase, or discharge of fireworks.

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- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

4.14 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

4.15 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.

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- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

4.16 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

4.17 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and
- the Municipality, if issued by their contracted accredited agency.

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Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

4.18 Permit Administration

4.18.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

4.18.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking;

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- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

4.18.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
 - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;
 - the qualifications of the person responsible for the undertaking and/or doing the work;

4.18.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

4.18.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and
- maintain the permit file according to its records management system.

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4.18.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

4.18.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

4.18.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

4.19 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

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An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

4.20 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

4.21 No-Entry Policy

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If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

4.22 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

4.23 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve

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property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C - Technical Discipline Service Delivery Standards

5.0 Technical Discipline Service Delivery Standards

2.12 Building

5.12.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the *National Building Code – 2019 Alberta Edition*;
- obtain any letters or schedules required to be provided by the *National Building Code – 2019 Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the *National Building Code – 2019 Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

5.12.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the *National Building Code – 2019 Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration, or demolition operations, obtain a fire safety plan for the project site in writing.

5.12.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the *National Building Code – 2019 Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

5.12.4 Building Site-Inspections

A building SCO will conduct site inspections at the stages indicated in the following tables:

Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year from permit issuance
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of over \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> ○ complete foundation prior to backfill AND ○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR ○ building envelope including insulation and vapour barrier prior to drywall AND ○ final inspection, including HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of over \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> ○ complete foundation prior to backfill AND ○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR ○ building envelope including insulation and vapour barrier prior to drywall AND ○ final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work over \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> ○ complete foundation prior to backfill AND ○ building envelope and HVAC rough-in OR ○ framing, structure, and building envelop prior to insulation and vapour barrier AND ○ final inspection, including HVAC completion within two (2) years of permit issuance

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Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage <li style="text-align: center;">OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ *foundation <li style="text-align: center;">OR ○ *framing, structure <li style="text-align: center;">OR ○ *HVAC rough-in <li style="text-align: center;">OR ○ *fire suppression systems <li style="text-align: center;">OR ○ *fire alarm system <li style="text-align: center;">OR ○ *HVAC completion <li style="text-align: center;">OR ○ *interior partitioning <li style="text-align: center;">OR ○ Medical Gas rough-in <li style="text-align: center;">AND ○ *final inspection within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation <li style="text-align: center;">OR ○ *framing, structure <li style="text-align: center;">OR ○ *HVAC rough-in <li style="text-align: center;">OR ○ *fire suppression systems <li style="text-align: center;">OR ○ *fire alarm system <li style="text-align: center;">OR ○ *HVAC completion <li style="text-align: center;">OR ○ *interior partitioning <li style="text-align: center;">OR ○ Medical Gas rough-in <li style="text-align: center;">AND ○ *final inspection within two (2) years of permit issuance

*** NOTE:** Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

Table 3. Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final inspection within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ Interior Partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within two (2) years of permit issuance

*** NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

5.12.5 Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

1. **Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
 - a. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.



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- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 180 days of permit issuance.
3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

5.13 Electrical

5.13.1 Electrical Permits

The Municipality will issue Electrical Permits.

5.13.2 Construction Document Review

An SCO or permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents, including plans and specifications, describing the work for any proposed electrical installation.

5.13.3 Electrical Installation Site-Inspections

An electrical SCO will conduct site inspections at the stages indicated in the following table:

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work over \$10,000	2	<ul style="list-style-type: none"> ○ rough-in inspection prior to cover-up OR ○ mid-term AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work less than \$10,000	1	<ul style="list-style-type: none"> ○ rough-in inspection, or final inspection, within one (1) year of permit issuance
Single Family Residential or Farm Buildings with value of work over \$2,500	2	<ul style="list-style-type: none"> ○ completed rough-in inspection prior to cover-up AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings with value of work less than \$2,500	1	<ul style="list-style-type: none"> ○ final inspection, within one (1) year of permit issuance
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> ○ rough-in inspection prior to cover-up OR ○ final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> ○ final inspection within 180 days of permit issuance
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> ○ mid- term inspection AND ○ final inspection, within one (1) year of permit issuance

5.13.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

- 1. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 9. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.



5.14 Gas

5.14.1 Gas Permits

The Municipality will issue Gas Permits.

5.14.2 Construction Document Review

An SCO or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

5.14.3 Gas Installation Site-Inspections

A gas SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> ○ rough-in AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> ○ rough-in AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"> ○ final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance

5.14.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

1. **Site Inspection of Vendors** that advertise, display, or offer for sale things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.

10. Site Inspection of Manufacturers will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

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5.15 Plumbing

5.15.1 Plumbing Permits

The Municipality will issue Plumbing permits.

5.15.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

5.15.3 Plumbing Installation Site-Inspections

A plumbing SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with more than 5 fixtures	2	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering <li style="text-align: center;">OR ○ rough-in above grade prior to covering <li style="text-align: center;">AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures or less	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering <li style="text-align: center;">OR ○ rough-in above grade prior to covering <li style="text-align: center;">OR ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with more than 5 fixtures	2	<ul style="list-style-type: none"> ○ completed rough-in below grade <li style="text-align: center;">OR ○ completed rough-in above grade prior to covering within 180 days of permit issuance <li style="text-align: center;">AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures or less	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> ○ final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection <li style="text-align: center;">AND ○ final inspection at substantial completion of work described on the permit within one (1) year of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> ○ one (1) site inspection prior to covering.

Summer Village of Castle Island

5.15.4 Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

The Municipality will, prior to permit issuance, require the permit applicant to provide all relevant installation details including:

- a site plan;
- the expected volume of sewage per day;
- the criteria used to determine the expected volume of sewage per day;
- description and details of all sewage system treatment and effluent disposal component(s); and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

5.15.5 Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

5.15.6 Miscellaneous Plumbing Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- 1. Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
- 12. Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.



SERVICE AGREEMENT AMENDMENT

This AMENDMENT made as of _____, 2023 between:

THE INSPECTIONS GROUP INC (the "Agency")

and

SUMMER VILLAGE OF CASTLE ISLAND (the "The Summer Village")

The Inspections Group Inc.
12010-111 Avenue
Edmonton AB T5G 0E6
Attention: Tim Roskey
Email: troskey@inspectionsgroup.com

Summer Village of Castle Island
PO Box 8
Alberta Beach AB T0E 0A0
Attention: Wendy Wildman
Email: svcastle@telus.net

Agency and Summer Village hereby agree as follows:

- A. The original Service Agreement dated January 25, 2015 expired January 24, 2018. This Agreement was amended two (2) additional terms January 19, 2018 and January 19, 2021. The Term (the "Term") of the last amendment is set now as an auto renewal Term.
- B. The **Agency** and **Summer Village** have agreed to amend the Service Agreement as described below.
 - i) Section 4 **PAYMENT OF PERMIT FEES** will hereby be amended as follows;

The **Agency** shall collect the Permit Fees set forth in the "Summer Village Fee Schedule" from the permit applicants. The **Agency** shall collect and remit Safety Codes Council fees thereon. The Agency shall retain 80% of the collected permit fees for all Safety Code permit issued in the **Summer Village**. The **Agency** will provide the **Summer Village** with a summary of all permits issued during each month and shall remit to the **Summer Village** at the end of each calendar month, 20% of the collected permit fees. The **Agency** shall pay the **Summer Village** these fees within thirty (30) days of the end of the calendar month.

Executed by the Parties' duly authorized representative.

The Inspections Group Inc.

Summer Village of Castle Island

Signed this 20 day of MARCH 2023

Signed this ___ day of _____, 20___



Tim Roskey, Chief Executive Officer

Wendy Wildman, Chief Administrative Officer



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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.52 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.41 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.39 per sq. ft. + SCC levy
	\$136.50 (minimum fee) + SCC levy

ACCESSORY BUILDINGS

Garages, decks, storage sheds (attached or detached) (flat rate) (under 624 sq. ft.)	\$136.50 + SCC levy
Shops, garages, decks, storage buildings (over 624 sq. ft.)	\$0.39 per sq. ft. + SCC levy
Uncovered Decks	\$105.00 + SCC levy
Relocation of Home (basement or foundation area)	\$0.39 per sq. ft. + SCC levy (Minimum \$136.50)
Placement of home (set up only)	\$367.50 (minimum fee) + SCC levy
Fireplaces (flat rate)	\$115.50 + SCC levy
Demolitions Residential (flat rate)	\$115.50 + SCC levy
Geothermal Heating	\$273.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.30 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,300.00 + (\$5.51 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$367.50 + SCC levy
Demolitions Commercial (flat rate)	\$168.00 + SCC levy

MANUFACTURED AND MODULAR HOME

Modular Home (RTM's, etc)	\$367.50 + SCC levy
Basement Development	\$0.39 sq. ft. + SCC levy (min \$150.00)
Manufactured Homes Set-up	\$189.00 + SCC levy
Basement Development (if on foundation)	\$0.39 sq. ft. + SCC levy (min \$150.00)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-Inspections will be charged a rate of \$150.00 per inspection (+ levy)..

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 (+ levy) per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (+ levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (+ levy).

(Effective: January 25, 2015)

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GAS PERMIT FEE SCHEDULE

Residential Installations	
Number of Outlets	Permit Fee
1	\$99.75
2	\$105.00
3	\$110.25
4	\$126.00
5	\$141.75
6	\$157.50
7	\$173.25
8	\$183.75
9	\$189.00
10	\$210.00
11	\$220.50
12	\$231.00
13	\$241.50
14	\$246.75
15	\$257.25
16	\$262.50
17	\$267.75
18	\$273.00
19	\$278.25
20	\$283.50

Non-Residential Installations			
B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
10,000	\$99.75	210,000	\$126.00
20,000	\$99.75	230,000	\$126.00
30,000	\$99.75	250,000	\$136.50
40,000	\$99.75	300,000	\$141.75
50,000	\$105.00	350,000	\$147.00
60,000	\$105.00	400,000	\$152.25
70,000	\$105.00	450,000	\$162.75
80,000	\$105.00	500,000	\$168.00
90,000	\$105.00	550,000	\$173.25
100,000	\$105.00	600,000	\$178.50
110,000	\$105.00	650,000	\$183.75
120,000	\$110.25	700,000	\$189.00
130,000	\$110.25	750,000	\$194.25
140,000	\$110.25	800,000	\$199.50
150,000	\$110.25	850,000	\$204.75
160,000	\$110.25	900,000	\$215.25
170,000	\$115.50	950,000	\$225.75
180,000	\$115.50	1,000,000	\$262.50
190,000	\$115.50	1,000,001 to 2,000,000	\$283.50
200,000	\$115.50	Over 2,000,000 Add \$5.25 per 100,000 BTU	

Propane and Small Installations

Propane Tank Sets (New or Replacements) \$99.75 per Unit
 Temporary Propane/Natural Gas Heating (Includes Tank Set) \$99.75 per Unit
 Gas/Propane Cylinder Refill Centers \$304.50 per Unit

Replacement Commercial or Industrial Appliances (per unit)

1 - 400,000 BTU Input \$157.50 per Unit
 400,001 - 3,000,000 BTU Input \$241.50 per Unit
 Over 3,000,000 BTU Input \$346.50 per Unit

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-Inspections will be charged a rate of \$150.00 per inspection (+ levy)..

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 (+ levy) per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (+ levy) for a maximum of 1 year.

Variations will be charged at a rate of \$125/hour (min 2 hr) (+ levy).

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(Effective: January 25, 2015)



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**PLUMBING PERMIT FEE SCHEDULE
 (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$99.75	21	\$199.50
2	\$99.75	22	\$204.75
3	\$105.00	23	\$210.00
4	\$110.25	24	\$215.25
5	\$115.50	25	\$220.50
6	\$120.75	26	\$225.75
7	\$126.00	27	\$231.00
8	\$131.25	28	\$236.25
9	\$136.50	29	\$241.50
10	\$141.75	30	\$246.75
11	\$147.00	31	\$252.00
12	\$152.25	32	\$257.25
13	\$157.50	33	\$262.50
14	\$162.75	34	\$267.75
15	\$168.00	35	\$273.00
16	\$173.25	36	\$278.25
17	\$178.50	37	\$283.50
18	\$183.75	38	\$288.75
19	\$189.00	39	\$294.00
20	\$194.25	40	\$299.25
Add \$3.15 per fixture over 40			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$399.00
 Holding Tanks - \$162.75

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-Inspections will be charged a rate of \$150.00 per inspection (+ levy)..

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 (+ levy) per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (+ levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (+ levy).

(Effective: January 25, 2015)

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PLUMBING PERMIT FEE SCHEDULE (COMMERCIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$99.75	35	\$273.00	69	\$451.50
2	\$99.75	36	\$278.25	70	\$456.75
3	\$105.00	37	\$283.50	71	\$462.00
4	\$110.25	38	\$288.75	72	\$467.25
5	\$115.50	39	\$294.00	73	\$472.50
6	\$120.75	40	\$299.25	74	\$477.75
7	\$126.00	41	\$304.50	75	\$483.00
8	\$131.25	42	\$309.75	76	\$488.25
9	\$136.50	43	\$315.00	77	\$493.50
10	\$141.75	44	\$320.25	78	\$498.75
11	\$147.00	45	\$325.50	79	\$504.00
12	\$152.25	46	\$330.75	80	\$509.25
13	\$157.50	47	\$336.00	81	\$514.50
14	\$162.75	48	\$341.25	82	\$519.75
15	\$168.00	49	\$346.50	83	\$525.00
16	\$173.25	50	\$351.75	84	\$530.25
17	\$178.50	51	\$357.00	85	\$535.50
18	\$183.75	52	\$362.25	86	\$540.75
19	\$189.00	53	\$367.50	87	\$546.00
20	\$194.25	54	\$372.75	88	\$551.25
21	\$199.50	55	\$378.00	89	\$556.50
22	\$204.75	56	\$383.25	90	\$561.75
23	\$210.00	57	\$388.50	91	\$567.00
24	\$215.25	58	\$393.75	92	\$572.25
25	\$220.50	59	\$399.00	93	\$577.50
26	\$225.75	60	\$404.25	94	\$582.75
27	\$231.00	61	\$409.50	95	\$588.00
28	\$236.25	62	\$414.75	96	\$593.25
29	\$241.50	63	\$420.00	97	\$598.50
30	\$246.75	64	\$425.25	98	\$603.75
31	\$252.00	65	\$430.50	99	\$609.00
32	\$257.25	66	\$435.75	100	\$614.25
33	\$262.50	67	\$441.00	Add \$3.15 each fixture over 100	
34	\$267.75	68	\$446.25		

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-Inspections will be charged a rate of \$150.00 per inspection (+ levy)..

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 (+ levy) per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (+ levy) for a maximum of 1 year.

Variations will be charged at a rate of \$125/hour (min 2 hr) (+ levy).

(Effective: January 25, 2015)

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ELECTRICAL PERMIT FEE SCHEDULE
(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$105.00	20,000.01 – 30,000	\$357.00	220,000.01 – 230,000	\$1,013.25
1,000.01 – 1,500	\$110.25	30,000.01 – 40,000	\$393.75	230,000.01 – 240,000	\$1,065.75
1,500.01 – 2,000	\$120.75	40,000.01 – 50,000	\$430.50	240,000.01 – 250,000	\$1,170.75
2,000.01 – 2,500	\$131.25	50,000.01 – 60,000	\$467.25	250,000.01 – 300,000	\$1,275.75
2,500.01 – 3,000	\$141.75	60,000.01 – 70,000	\$504.00	300,000.01 – 350,000	\$1,380.75
3,000.01 – 3,500	\$152.25	70,000.01 – 80,000	\$540.75	350,000.01 – 400,000	\$1,485.75
3,500.01 – 4,000	\$162.75	80,000.01 – 90,000	\$577.50	400,000.01 – 450,000	\$1,590.75
4,000.01 – 4,500	\$173.25	90,000.01 – 100,000	\$614.25	450,000.01 – 500,000	\$1,695.75
4,500.01 – 5,000	\$183.75	100,000.01 – 110,000	\$635.25	500,000.01 – 550,000	\$1,800.75
5,000.01 – 5,500	\$194.25	110,000.01 – 120,000	\$666.75	550,000.01 – 600,000	\$1,905.75
5,500.01 – 6,000	\$204.75	120,000.01 – 130,000	\$698.25	600,000.01 – 650,000	\$2,010.75
6,000.01 – 6,500	\$215.25	130,000.01 – 140,000	\$729.75	650,000.01 – 700,000	\$2,115.75
6,500.01 – 7,000	\$225.75	140,000.01 – 150,000	\$761.25	700,000.01 – 750,000	\$2,220.75
7,000.01 – 7,500	\$236.25	150,000.01 – 160,000	\$792.75	750,000.01 – 800,000	\$2,378.25
7,500.01 – 8,000	\$246.75	160,000.01 – 170,000	\$824.25	800,000.01 – 850,000	\$2,483.25
8,000.01 – 8,500	\$257.25	170,000.01 – 180,000	\$855.75	850,000.01 – 900,000	\$2,588.25
8,500.01 – 9,000	\$267.75	180,000.01 – 190,000	\$887.25	900,000.01 – 950,000	\$2,693.25
9,000.01 – 9,500	\$278.25	190,000.01 – 200,000	\$918.75	950,000.01 – 1,000,000	\$2,787.75
9,500.01 – 10,000	\$288.75	200,000.01 – 210,000	\$950.25	For each additional \$50,000 over \$1,000,000	\$2,787.75 + \$78.75 per unit
10,000.01 – 20,000	\$320.25	210,000.01 – 220,000	\$981.75		

For installation costs exceeding \$1,000,000.00, please contact The Inspections Group Inc. to verify permit fee.

Installation Cost – Total value of electrical materials, fixtures and supplies plus labor.

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-Inspections will be charged a rate of \$150.00 per inspection (+ levy)..

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 (+ levy) per permit, plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (+ levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (+ levy).

(Effective: January 25, 2015)

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Summer Village of Castle Island
Alberta Beach, AB T0E 0A0
Phone: (780) 967-0271
Fax: (780) 967-0431
www.summervillageofcastleisland.com

The Inspections Group Inc.
12010 – 111 Avenue NW
Edmonton AB T5G 0E6
Phone: 780 454-5048 / Toll Free: 866 554-5048
Fax: 780 454-5222 / Toll Free: 866 454-5222
www.inspectionsgroup.com

ELECTRICAL PERMIT FEE SCHEDULE (For “NEW” Single Family Residential)

Square Footage	Permit Fee
Up to 1200 square feet	\$173.25
1201 to 1500 square feet	\$189.00
1501 to 2000 square feet	\$215.25
2001 to 2500 square feet	\$241.50
Over 2500 square feet	\$267.75
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$120.75
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Mobile home connection	\$105.00
Detached Residential Garage	\$0.21 a sq. ft. (minimum fee \$105.00)

This fee schedule applies to “New” Single Family dwellings only (including manufactured, modular, RTM homes).

NOTE: Add applicable ‘Safety Codes Council’ levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

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Permit extensions will be charges at a flat rate of \$150.00 (+ levy) for a maximum of 1 year.

Variences will be charged at a rate of \$125/hour (min 2 hr) (+ levy).

**WEST INTER LAKE DISTRICT (WILD)
REGIONAL WATER SERVICES COMMISSION**

Box 8 Alberta Beach, AB. T0E 0A0
Ph: 780-967-0271 Fax: 780-967-0431
Email: wildwatercommission@gmail.com

March 1st, 2023

TO: ALL COMMISSION MEMBERS

(Sent by E-Mail)

Dear Member,

Re: WILD Water Commission – Update to Phase III and Phase IV Requisitions

Further to the correspondence sent on November 10th, 2022, I am providing this update to verify the Phase III and Phase IV capital costs, as well as summarize the total WILD Water requisitions for the 2023 for your budget deliberations. Since the November 2022 report, the Commission has now received approval of the Phase III and Phase IV debentures. As payment of these capital costs ultimately falls on the members of the Commission, we want to provide as much notice of the resulting actual costs as possible, as well as confirm repayment options.

Attached is an updated (condensed) report outlining the operating and capital costs for our members in 2023. I have included the summary sheet, and the updated Phase III and Phase IV sheets. As a result of higher borrowing costs (interest rates), the debenture payments related to these new capital costs are higher than our previous estimates, and the allowance for upfront payments is subject to a market premium, as directed by the Board. Appreciating the fact our members are also facing unique budgetary pressures, the Commission feels that the options provided ensure fair and equitable repayment options for all our members.

This update is for your budget purposes only. Invoices for the referenced requisitions will be forwarded in due course, as respective obligations become due. In the meantime, if you have any questions on this update, or want to discuss any aspect of the operation of the WILD Water Commission, please contact me to discuss further.

Regards,



Dwight Darren Moskalyk
Commission Manager
WILD Water Commission

Encl: Member Requisition and Debenture Estimates 2023 – Updated March 1st, 2023 (3 Pages)

WILD Water Commission - Projected Budget Requisitions per Member (2023)

Table of Established 2023 Fees and Debentures - Final

Member	Admin and Governance	Phase I Deb.	Phase II Deb.	Phase III Deb.	Phase IV Deb.	Total Requisitions 2023
Alberta Beach	\$ 13,086.93	\$ 24,710.12	\$ 16,159.14	\$ 17,768.59	\$ 14,045.18	\$ 85,769.95
Alexis Nakota Sioux Nation	\$ 9,899.22	\$ -	\$ -	\$ 13,440.53	\$ 10,624.06	\$ 33,963.80
Lac Ste. Anne County	\$ 7,877.31	\$ 14,873.57	\$ 9,726.54	\$ 10,695.31	\$ 8,454.10	\$ 51,626.85
Parkland County	\$ 11,510.89	\$ -	\$ -	\$ 15,628.75	\$ 12,353.74	\$ 39,493.38
Parkland County (Wabamun)	\$ 8,968.76	\$ -	\$ 11,074.21	\$ 12,177.21	\$ 9,625.47	\$ 41,845.65
Paul First Nation	\$ 12,971.04	\$ -	\$ -	\$ 17,611.25	\$ 13,920.80	\$ 44,503.09
S.V. of Castle Island	\$ 118.43	\$ -	\$ -	\$ 160.80	\$ 127.10	\$ 406.33
S.V. of Kapasiwin	\$ 107.40	\$ -	\$ -	\$ 145.82	\$ 115.26	\$ 368.48
S.V. of Lake View	\$ 290.18	\$ 547.90	\$ 358.30	\$ 393.99	\$ 311.43	\$ 1,901.80
S.V. of Nakamun Park	\$ 709.39	\$ 1,339.44	\$ -	\$ 963.16	\$ 761.33	\$ 3,773.32
S.V. of Ross Haven	\$ 1,596.10	\$ 3,013.68	\$ 1,970.79	\$ 2,167.08	\$ 1,712.97	\$ 10,460.61
S.V. of Sandy Beach	\$ 1,926.62	\$ 3,637.75	\$ 2,378.90	\$ 2,615.84	\$ 2,067.69	\$ 12,626.81
S.V. of Seba Beach	\$ 1,636.39	\$ 3,089.75	\$ 2,020.53	\$ 2,221.78	\$ 1,756.21	\$ 10,724.66
S.V. of Sunrise Beach	\$ 1,370.38	\$ 2,587.49	\$ 1,692.08	\$ 1,860.61	\$ 1,470.72	\$ 8,981.28
S.V. of Sunset Point	\$ 1,950.79	\$ 3,683.40	\$ 2,408.75	\$ 2,648.66	\$ 2,093.63	\$ 12,785.24
S.V. of Val Quentin	\$ 1,459.07	\$ 2,754.94	\$ 1,801.59	\$ 1,981.03	\$ 1,565.90	\$ 9,562.52
S.V. of West Cove	\$ 1,362.32	\$ 2,572.27	\$ -	\$ 1,849.67	\$ 1,462.07	\$ 7,246.34
S.V. of Yellowstone	\$ 1,370.38	\$ -	\$ -	\$ 1,860.61	\$ 1,470.72	\$ 4,701.71
Town of Onoway	\$ 13,038.42	\$ 24,618.53	\$ 16,099.24	\$ 17,702.73	\$ 13,993.12	\$ 85,452.04
Total	\$ 91,250.00	\$ 87,428.84	\$ 65,690.08	\$ 123,893.44	\$ 97,931.50	\$ 466,193.86

WILD Water Commission - Projected Budget Requisitions per Member (2023)

Phase III Capital Costs - Prospective 2023 Payments

Member	% Allocation	Phase III Capital Cost*	Or	Phase III Debenture*
Alberta Beach	14.34%	\$ 323,838.67		\$ 17,768.59
Alexis Nakota Sioux Nation	10.85%	\$ 244,958.17		\$ 13,440.53
Lac Ste. Anne County	8.63%	\$ 194,925.71		\$ 10,695.31
Parkland County	12.61%	\$ 284,839.34		\$ 15,628.75
Parkland County (Wabamun)	9.83%	\$ 221,933.79		\$ 12,177.21
Paul First Nation	14.21%	\$ 320,970.99		\$ 17,611.25
S.V. of Castle Island	0.13%	\$ 2,930.57		\$ 160.80
S.V. of Kapasiwin	0.12%	\$ 2,657.59		\$ 145.82
S.V. of Lake View	0.32%	\$ 7,180.57		\$ 393.99
S.V. of Nakamun Park	0.78%	\$ 17,553.98		\$ 963.16
S.V. of Ross Haven	1.75%	\$ 39,495.78		\$ 2,167.08
S.V. of Sandy Beach	2.11%	\$ 47,674.62		\$ 2,615.84
S.V. of Seba Beach	1.79%	\$ 40,492.71		\$ 2,221.78
S.V. of Sunrise Beach	1.50%	\$ 33,910.31		\$ 1,860.61
S.V. of Sunset Point	2.14%	\$ 48,272.77		\$ 2,648.66
S.V. of Val Quentin	1.60%	\$ 36,104.89		\$ 1,981.03
S.V. of West Cove	1.49%	\$ 33,710.92		\$ 1,849.67
S.V. of Yellowstone	1.50%	\$ 33,910.31		\$ 1,860.61
Town of Onoway	14.29%	\$ 322,638.34		\$ 17,702.73

* Note: The Commission will allow either payment of member portion upfront, or to debenture the member portion through the Commission (with annual payments), as in the past. For those members choosing to pay upfront, the amount owing is adjusted to reflect a market premium and cost of financing as directed by the Board (Motion 15-23).

WILD Water Commission - Projected Budget Requisitions per Member (2023)

Phase IV Capital Costs - Prospective 2023 Payments

Member	% Allocation	Phase IV Capital Cost*	Or	Phase IV Debenture*
Alberta Beach	14.34%	\$ 256,001.78		\$ 14,045.18
Alexis Nakota Sioux Nation	10.85%	\$ 193,644.96		\$ 10,624.06
Lac Ste. Anne County	8.63%	\$ 154,093.18		\$ 8,454.10
Parkland County	12.61%	\$ 225,171.93		\$ 12,353.74
Parkland County (Wabamun)	9.83%	\$ 175,443.67		\$ 9,625.47
Paul First Nation	14.21%	\$ 253,734.82		\$ 13,920.80
S.V. of Castle Island	0.13%	\$ 2,316.68		\$ 127.10
S.V. of Kapasiwin	0.12%	\$ 2,100.88		\$ 115.26
S.V. of Lake View	0.32%	\$ 5,676.40		\$ 311.43
S.V. of Nakamun Park	0.78%	\$ 13,876.82		\$ 761.33
S.V. of Ross Haven	1.75%	\$ 31,222.31		\$ 1,712.97
S.V. of Sandy Beach	2.11%	\$ 37,687.86		\$ 2,067.69
S.V. of Seba Beach	1.79%	\$ 32,010.40		\$ 1,756.21
S.V. of Sunrise Beach	1.50%	\$ 26,806.86		\$ 1,470.72
S.V. of Sunset Point	2.14%	\$ 38,160.72		\$ 2,093.63
S.V. of Val Quentin	1.60%	\$ 28,541.73		\$ 1,565.90
S.V. of West Cove	1.49%	\$ 26,649.24		\$ 1,462.07
S.V. of Yellowstone	1.50%	\$ 26,806.86		\$ 1,470.72
Town of Onoway	14.29%	\$ 255,052.89		\$ 13,993.12

Note: The Commission will allow either payment of member portion upfront, or to debenture the member portion through the Commission (with annual payments), as in the past. For those members choosing to pay upfront, the amount owing is adjusted to reflect a market premium and cost of financing as directed by the Board (Motion 15-23).

**WEST INTER LAKE DISTRICT (WILD)
REGIONAL WATER SERVICES COMMISSION**

Box 8 Alberta Beach, AB. T0E 0A0
Ph: 780-967-0271 Fax: 780-967-0431
Email: wildwatercommission@gmail.com

March 6th, 2023

TO: ALL COMMISSION MEMBERS
(Sent by Email)

Dear Member,

Re: WILD Water Commission - 2023 Annual General Meeting

Please be advised that the Board of Directors scheduled the 2023 Annual General Meeting to be held on April 22nd, 2023 at 11:00 a.m. at the Alberta Beach Agliplex located at 4811-46a avenue.

Members and guests are invited to stay after the meeting for a light lunch and refreshments. Please RSVP to Administration at wildwatercommission@gmail.com by 4:00pm on April 11th, 2023 that would be much appreciated.

On behalf of the Board of Directors and commission staff, thank you to all our members and stakeholders who continue to share in our successes. We look forward to another year of growth – as a regional utility and as a community partner.

Lorne Olsvik
Chairman
Director for Lac Ste. Anne County
WILD Water Commission

cc:  Members
Board of Directors
Commission Manager

Fw: Save the Date - Regional Municipalities Meeting

Summer Village Office <administration@wildwillowenterprises.com>

on behalf of

Cindy Suter <csuter@lsac.ca>

Wed 3/15/2023 10:28 AM

To: sandi.benford@gmail.com <sandi.benford@gmail.com>; jamwoslyng@gmail.com

<jamwoslyng@gmail.com>; bj.svsouthview@yahoo.com

<bj.svsouthview@yahoo.com>; lizturnbull@telusmail.net

<lizturnbull@telusmail.net>; berniepoulin@icloud.com <berniepoulin@icloud.com>; SolSeeker@outlook.com

<SolSeeker@outlook.com>; graemehorne@mail.com <graemehorne@mail.com>

Cc: wendy.wildwillowenterprises.com <wendy@wildwillowenterprises.com>

Please see meeting date change below for the next Regional Municipalities Meeting.

Thank you,

**Heather Luhtala,
Administration**

Summer Village of Silver Sands - www.summervillageofsilversands.com

Summer Village of South View - www.summervillageofsouthview.com

Email: administration@wildwillowenterprises.com

Phone: 587-873-5765

Fax: 780-967-0431

From: Cindy Suter <csuter@lsac.ca>

Sent: Tuesday, March 14, 2023 4:04 PM

To: Councillors2022 <Councillors2022@lsac.ca>; Brian Hartman <bhartman@lsac.ca>; Greg Edwards

<GEdwards@lsac.ca>; Matthew Ferris <mferris@lsac.ca>; Mike Primeau <mprimeau@lsac.ca>; Trista Court

<tcourt@lsac.ca>; Alexis Nakota Sioux Nation <chief@ansn.ca>; Steven TYMAFICHUK <s.tymafichuk@gmail.com>;

svcastle.kupchenko@gmail.com <svcastle.kupchenko@gmail.com>; Marge Hanssen

<marge.hanssen@svnakamun.com>; ray.hutscal@rosshaven.ca <ray.hutscal@rosshaven.ca>; Denise Lambert

<dmlambert.svsandyb@xplornet.ca>; berniepoulin@icloud.com <berniepoulin@icloud.com>;

sandi.benford@gmail.com <sandi.benford@gmail.com>; 'Jon Ethier' <jon@rideriverside.com>;

gwen.jones@sunsetpoint.ca <gwen.jones@sunsetpoint.ca>; k.dion@valquentin.ca <k.dion@valquentin.ca>;

renjgiesbrecht@gmail.com <renjgiesbrecht@gmail.com>; Don Bauer <mayor@svyellowstone.ca>; Janet Jabush

<Janet.Jabush@mayerthorpe.ca>; lkwasny@onoway.ca <lkwasny@onoway.ca>;

angeladuncan@albertabeach.com <angeladuncan@albertabeach.com>; cao@birchcove.ca <cao@birchcove.ca>;

Summer Village of Sandy Beach <cao.svsandyb@xplornet.ca>; Summer Village of Nakamun Park

<cao@svnakamun.com>; Summer Village Office <administration@wildwillowenterprises.com>; Sunset Point

<office@sunsetpoint.ca>; Yellowstone Office <office@svyellowstone.ca>; Summer Village of West Cove

<svwestcove@outlook.com>; Summer Village of Ross Haven <cao@rosshaven.ca>; Town of Mayerthorpe

<admin@mayerthorpe.ca>; Onoway CAO <cao@onoway.ca>

Cc: McGillivray, Kevin <kevin.mcgillivray@rcmp-grc.gc.ca>; Kevin Ouderkirk <KOuderkirk@steannegas.com>; Joe

Blakeman <JBlakeman@lsac.ca>; George Vaughan <GVaughan@lsac.ca>; Dodds, Bob <Bob.Dodds@rcmp-

grc.gc.ca>; Lorne Olsvik <lolsvik@lsac.ca>; Town CAO <cao@mayerthorpe.ca>; Nicholas Gelych

<NGelych@lsac.ca>; kevin.bird@ngps.ca <kevin.bird@ngps.ca>

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Subject: Save the Date - Regional Municipalities Meeting

When: Tuesday, June 20, 2023 9:30 AM-3:00 PM.

Where: Alberta Beach Seniors

The Reeve sends his apologies as we need to reschedule the meeting to Tuesday, June 20, 2023

Save the date. Agenda to follow. If you have agenda items please forward one week prior to the meeting, June 13, 2023.

Thank you.

Cindy

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Introduction

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Wastewater Regionalization Concept

Summary:

- The Darwell Lagoon Commission Wastewater Regionalization effort is a concept to establish a regional utility model for handling wastewater within Lac Ste. Ann County and surrounding areas

Core Objectives:

- Provide a means of safe, efficient, and financially viable wastewater collection, treatment, and disposal
- Meet CCME standards for ammonia in treated wastewater
- Protect the health of Alberta's lakes by promoting environmental stewardship within the Sturgeon River Watershed
- Utilize new and existing infrastructure and provide affordable solutions to all participants
- Strengthen community collaboration across the region.



Regional Wastewater Phasing Strategy

The Wastewater Regionalization Concept is a utility system that leverages local collections infrastructure and treatment lagoons as part of the region's greater wastewater servicing strategy. The Commission would implement regional transmission lift stations and piping to connect local communities to centralized treatment.

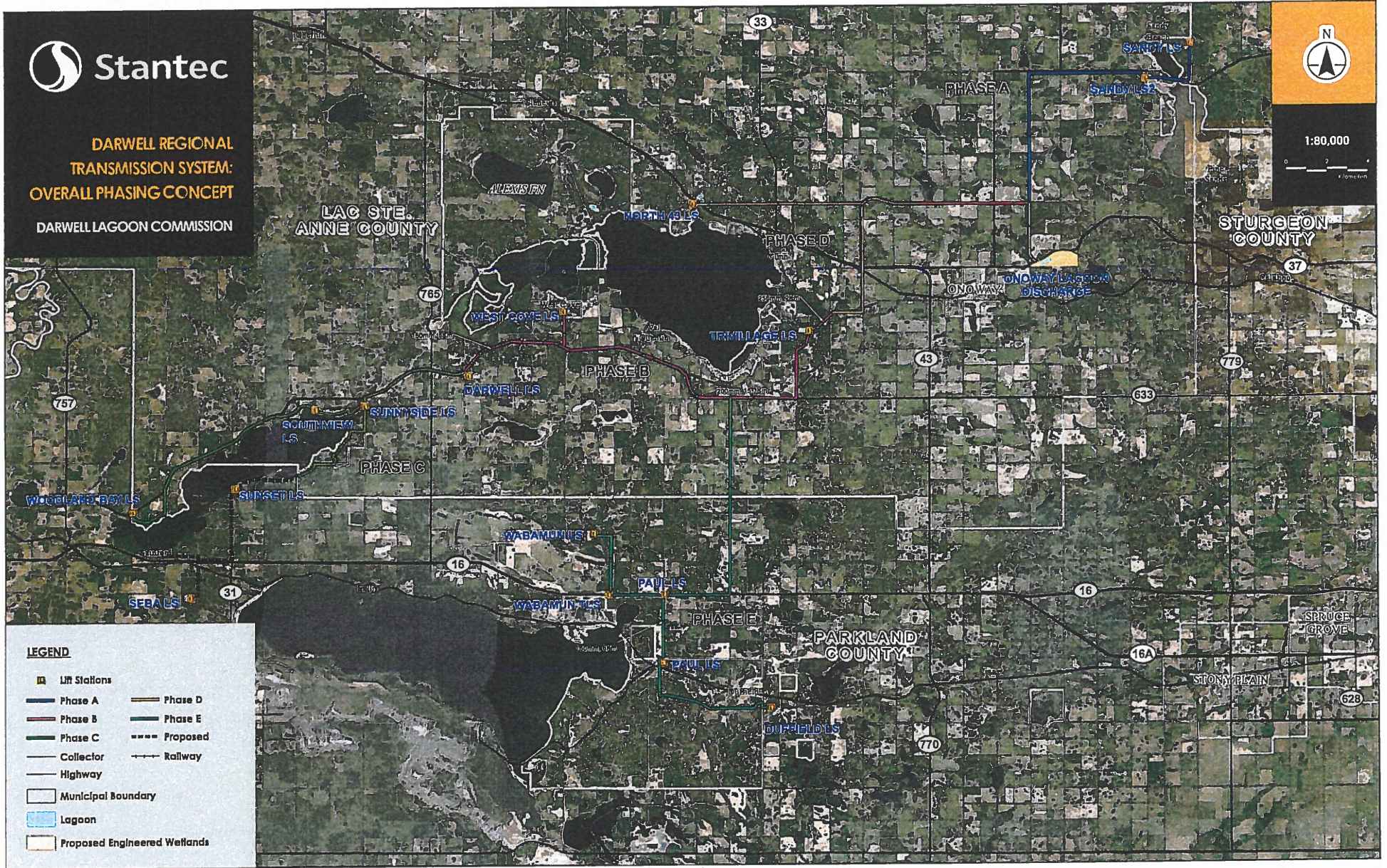
Planned system phasing splits the region into manageable construction contracts based on a ranking matrix prioritizing aging systems.

- Phase A – Sandy Beach, Sunrise Beach: Out for bid in April 2023
- Phase B – The Darwell Lagoon Commission: Construction completion expected Q4 2023
- Phase C – Isle Lake Communities: Currently in preliminary design
- Engineered Wetlands – Future
- Phase D – North 43 Lagoon Commission and the Tri-Village Lagoon Commission: Future
- Phase E – Wabamun Lake Communities: Future



**DARWELL REGIONAL
TRANSMISSION SYSTEM:
OVERALL PHASING CONCEPT**

DARWELL LAAGOON COMMISSION



LEGEND

- LRT Stations
- Phase A
- Phase B
- Phase C
- Phase D
- Phase E
- Proposed
- Collector
- Highway
- Municipal Boundary
- Lagoon
- Proposed Engineered Wetlands
- Railway



Serviceable Communities

The Wastewater Regionalization Concept study has considered extending wastewater service opportunities to both actively participating and potential future community partners including:

Summer Villages:

- Alberta Beach
- Castle Island
- Gunn
- Kapasiwin
- Point Allison
- Ross Haven
- Sandy Beach
- Seba Beach
- Silver Sands
- Southview
- Sunrise Beach
- Sunset Point
- Val Quentin
- West Cove
- Yellowstone

First Nation:

- Alexander
- Alexis
- Paul Band

Towns / Hamlets

- Duffield
- Gainford
- Onoway
- Wabamun

Wastewater Commissions:

- Darwell
- Tri-Village
- North 43



Regional Wastewater Transmission Concept



Wastewater Regionalization Methodology

The Wastewater Regionalization Concept study utilizes existing community infrastructure and constructed regional components, forming a regional wastewater utility.

Community Infrastructure:

- Local wastewater collection
- Local treatment lagoons

Regional Infrastructure:

- Community wastewater lift stations
- Conveyance piping
- Final wastewater treatment facilities
- Final wastewater outfall



Wastewater Regionalization Study Findings

Key Findings:

- Many existing wastewater treatment lagoons throughout the County are already at or nearing full capacity triggering potential non-compliance.
- The capital cost of upgrading existing lagoons may be unattainable by many study participants if undertaken alone.
- Regional wastewater conveyance forcemain is recognized as grant fundable
- A new stand-alone conventional wastewater treatment plant is cost prohibitive
- Utilization of the Town of Onoway's wastewater treatment lagoons is of comparable cost to regional conveyance to the ACRWC system and are likely to have a much lower utility treatment cost for system users
- Tertiary engineered wetlands are a feasible natural systems alternative to increase treatment capacity at Onoway as part of the regional utility model



Wastewater Regionalization: Current Direction



Darwell Engineered Wetlands

The Wastewater Regionalization steering committee has developed an engineered wetlands concept to retain water within the Sturgeon River Watershed.

- The Town of Onoway lagoons have been selected as the regional wastewater system termination point
- Engineered wetlands may be implemented to increase treatment capacity at Onoway to handle future regional utility wastewater volumes
- The Alberta Conservation Association (ACA) is assisting to determine future sustainability of the project
- Natural systems combine many environmental benefits with treatment functionality



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Engineered Wetlands Introduction

Wetlands are natural systems that use a combination of physical, chemical and biological treatment mechanisms to degrade, transform and sequester contaminants. Discharge from stormwater and wastewater systems have traditionally demonstrated water quality improvements for over a century. Providing tertiary polishing for final effluent.

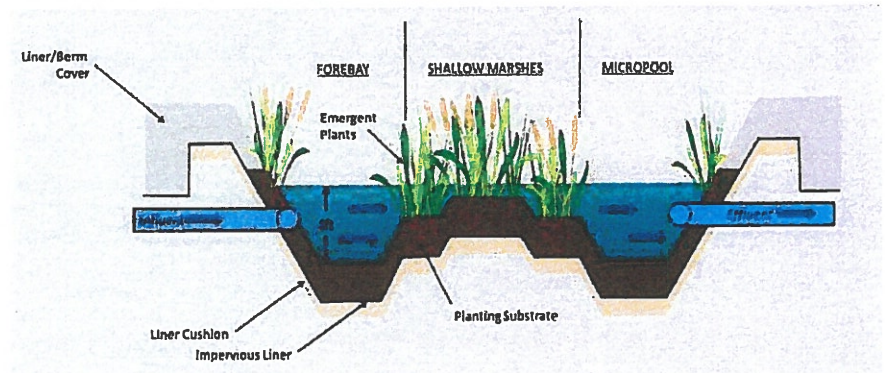
The DLC is targeting the implementation of an Engineered Wastewater Wetland system as an integral component of conventional lagoon treatment under the regional transmission main strategy, which has never been completed in Alberta. Recent advances in wetland technology have overcome traditional hurdles such as solids clogging, odor mitigation, temperature-related seasonality in treatment performance, expanding the application to include secondary wastewater treatment.



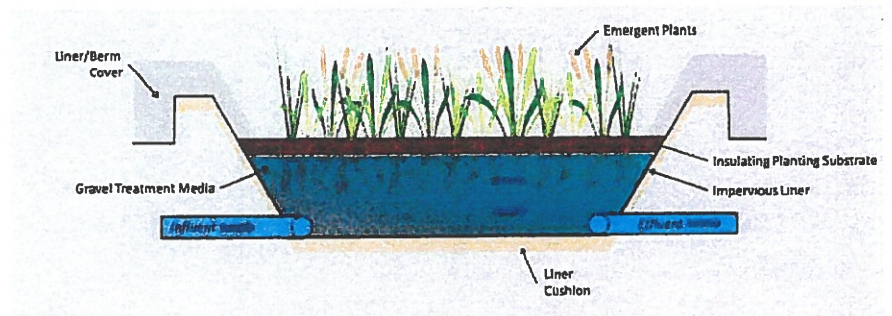
Engineered Wetlands Benefits

The simplicity of operation, low maintenance requirements, sustainability, and cost-efficiency offered by Engineered Wastewater Wetlands collectively constitute an attractive alternative to conventional treatment methods. These systems facilitate:

- Sedimentation, filtration, and accretion/burial for the removal of TSS and phosphorus
- Microbial degradation for the removal of TSS, BOD and nitrogen
- Microbial destruction of pathogens



Free Water Surface Engineered Wetland Flow Diagram



Subsurface Engineered Wetland Flow Diagram

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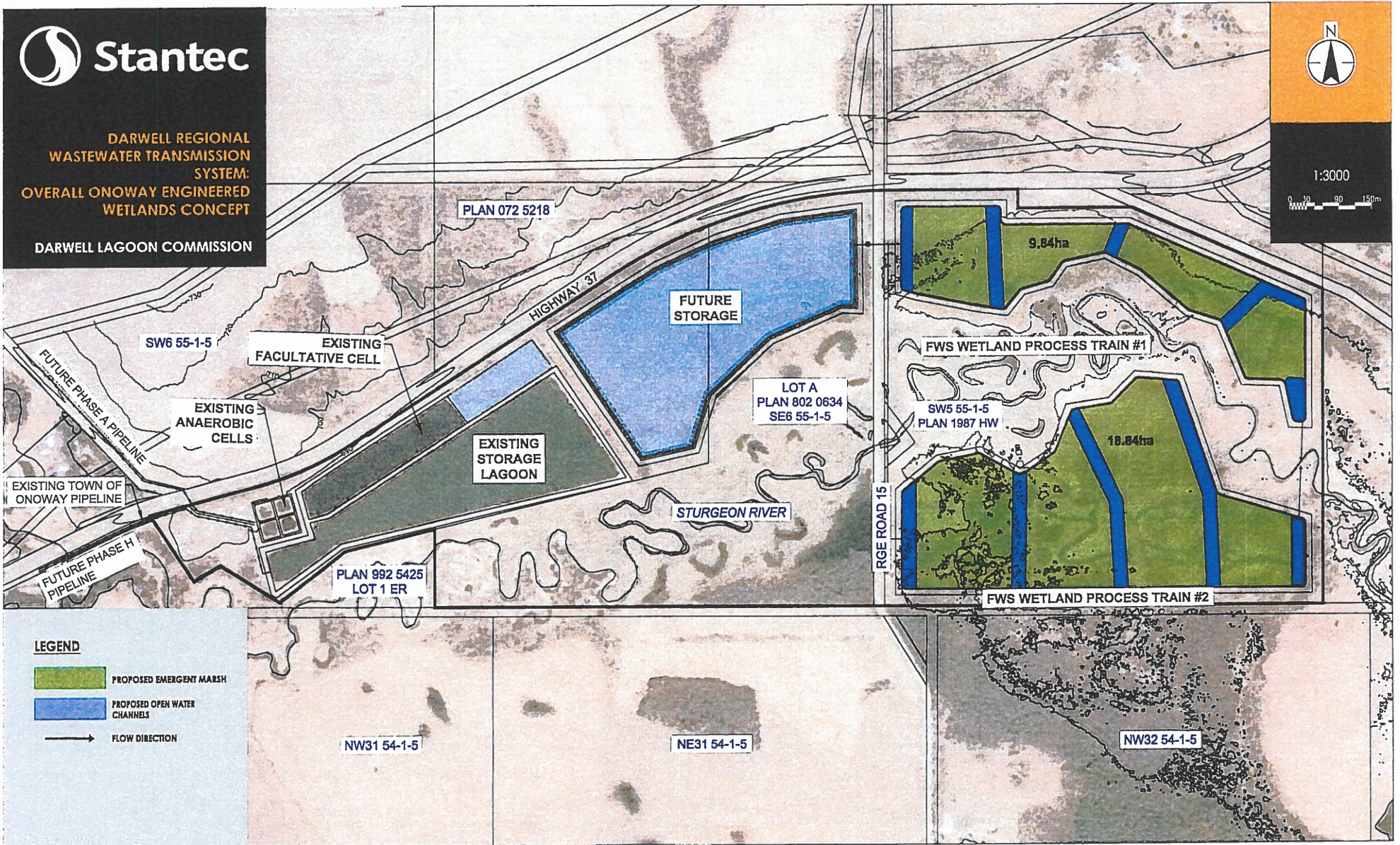


DARWELL REGIONAL
WASTEWATER TRANSMISSION
SYSTEM:
OVERALL ONWAY ENGINEERED
WETLANDS CONCEPT
DARWELL LAAGOON COMMISSION



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0 10 20 30 40 50 60 70 80 90 100 110 120 130 140 150m





Questions?

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LILSA

PO Box 152

Alberta Beach, AB

T0E 0A0

LILSAwaterquality@gmail.com

Invoice No. 2305



April 5, 2023

Donation Request To: Summer Village of Castle Island

Date	Description Donation	Amount Of Donation
2023	Flowering Rush Project (Flowering Rush, Blue/Green Algae, Lake Health)	\$500.00
	Total	\$500.00

Payable to LILSA either by cheque or etransfer

Box 152, Alberta Beach, AB T0E 1A0

lilsawaterquality@gmail.com

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Lac Ste. Anne
Foundation

November 29, 2022

**ADMINISTRATION
OFFICE**
4407 42A Avenue
Box 299
Mayerthorpe, AB
T0E 1N0
Phone: 780-786-3100
Fax: 780-786-4810

**PLEASANT VIEW
LODGE**
4407 42A Avenue
Box 299
Mayerthorpe, AB
T0E 1N0
Phone: 780-786-2393
Fax: 780-786-4810

**SPRUCEVIEW
LODGE & HEIGHTS**
12 Sunset Boulevard
Whitecourt, AB T7S 1S9
Phone: 780-778-5530
Fax: 780-778-5215

**CHATEAU LAC STE.
ANNE**
5129-49 Ave
Onoway, AB T0E 1V0
Phone: 780-967-0475
Fax: 780-967-0470

**SUPPORTIVE HOUSING
SERVICES**
4503-52 Ave
Whitecourt, AB T7S 1M4
Phone: 780-778-3623
Fax: 780-786-4810

Summer Village of Castle Island
7 Delwood Place
St. Albert, AB T8N 6Y5

Attention: Shelley Marsh, Chief Administrative Officer

RE: 2023 Municipal Requisition

Dear Shelley;

Please accept this letter as formal communication regarding the approved 2023 Municipal Requisition amounts for your Community.

As per the Lac Ste. Anne Foundation Municipal Requisition Policy;

The municipalities for which the organization provides supportive living accommodation shall be requisitioned annually based on the current year's approved budget. The total requisition shall be shared on the basis of the proportion that a municipality's equalized assessment bears to the total of the equalized assessments of all the municipalities to be requisitioned. Payments shall be made in quarterly installments the 1st banking day of January, April, July and October. Contributing Municipalities with total requisition in the annual amount less than \$20,000 shall pay on the 1st banking day of July.

Your total requisition amount is **\$2,995.35** based on the 2023 Provincial Equalized Assessment Report and will be invoiced for payment July 1, 2023.

Thank you for your ongoing support of the Lac Ste. Anne Foundation and its seniors.

If you have any questions or concerns, please contact me at 780-786-3167.

Yours truly,

Dena Krysik
Chief Administrative Officer

Invasive Species Update

In March, the Alberta Invasive Species Council held a very successful conference in Olds at the Olds College. The take home message from this conference was that Albertans cannot let their guard down when it comes to alien species invading our pristine environment. Here are several invaders and various campaigns highlighted at the conference:

Squeal on Pigs

Invasive wild boar at large and hybrid pigs appear to be increasing in Alberta. They can damage crops and landscapes. They are elusive and often times, only the damage caused by wild boar may be noticed. If you see unexplained disturbed land, contact AF.wildboar@gov.ab.ca or call 310.FARM to report this damage.



Understand your grass.

Many lakeshore cottagers are keen to see a thick, green lawn and are tempted to seed or sod down as close to the shore as possible. In order for them to ensure invasive annual grasses such as downy brome or Japanese brome do not take a foothold on lake areas, cottagers need to ensure their sod or seed does not contain invasive species by asking their suppliers if their products are invasive-free. As well, too much nitrogen fertilizer can leach into the water, when fertilizing your shoreline grasses, which can enhance devastating algae blooms in lake areas.



Down brome riparian infestation



Algae bloom

Burn it Where you Buy It

Firewood can contain invasive insects like emerald ash borer or harbor invasive tree diseases such as Dutch Elm Disease (DED). Don't get caught with DED when buying firewood further than 80 km from where you originally purchased it! Always burn it where you buy it and do not return to your Summer Village with it to avoid the spread of invasive insects and diseases.



Dutch Elm Disease

Do Not Transport Firewood

Elm Bark Beetle

Don't Let it Loose

Goldfish are a common pet in aquariums. When people get tired of their fish many have considered releasing them into lakes and streams, however this is illegal! Goldfish can survive in less than ideal conditions and disrupt our environments. If an aquarium pet or plant is no longer wanted, please return them to the pet store where purchased or donate them to a school, aquarium group, community organization or a rescue society. That also applies to aquarium moss balls. Some of these balls have been found to contain zebra mussels, which, if released in Alberta, could be an environmental disaster to our lakes.



Released oversized goldfish

Don't let it Loose Program

Aquarium moss balls

Clean, Drain and Dry your Boat.

Recreational activities, such as boating can spread invasive species. Not only can zebra and quagga mussels be transported on uncleaned watercrafts and undrained bilges or equipment, but aquatic species such as Eurasian water milfoil, the exclusionary phragmites, and the invasive Prussian carp can be transported to new areas. In specific, Prussian carp have been found in the Red Deer and North Saskatchewan watershed, so it is critical that, even if you are just moving your boat from a river to a nearby lake, to always clean, drain and dry any gear that comes in contact with the water.



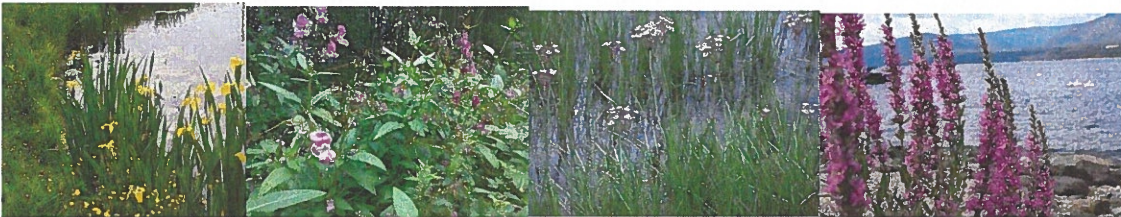
Prussian Carp

Clean Drain Dry Your Boat

Eurasian Watermilfoil

If You Don't Know, Now You Know:

Gardeners often are offered attractive species in the form of seeds or plant fragments. Emergent species have often been moved from one shore to line the edges of a pond or water feature. Many of the species can take over a lakeshore, ending the biodiversity and use of that water's edge. If you do not have full knowledge of what you might be bringing in to your pond, now you know to not do it. Some of these invasive ornamental species include yellow flag iris, flowering rush, Himalayan balsam, and purple loosestrife, and can all be found in Alberta.



Yellow Flag Iris

Himalayan Balsam

Flowering Rush

Purple Loosestrife

Don't go cray-cray with your fish bait.

The northern crayfish is native to the Beaver River system, where it is often collected and used as bait for sport fishing in that area. But that river system is where it needs to stay. Bringing it back in your tacklebox or wet well and letting it loose in other water ecosystems could potentially cause major disruption. This applies to all live bait! It is illegal to let any bait loose in aquatic ecosystem.



Northern Crayfish

Live bait.

All of these species and more were featured at the 2023 AISC conference. Continued updates on the battles against invasive species of all types will occur as successes and failures are noted—stay up to date with the AISC and join their newsletter or follow their social medial accounts on Facebook, Instagram and Twitter, @ABinvasives!

From: Community Engagement
Sent: February 23, 2023 12:22 PM
To: Community Engagement
Subject: Office of the Auditor General report – COVID-19 in Continuing Care

To all Alberta Municipal Elected Officials:

Today, Alberta's Office of Auditor General (OAG) [released a report](#) on Alberta Health Services' and Alberta Health's response to COVID-19 in Continuing Care facilities, examining the period of time from March 2020 to December 2020.

We grieve the loss of every resident who died during this unprecedented time, and our thoughts are with anyone who lost a family member or loved one.

The COVID-19 pandemic challenged our system, and older adults - including residents of continuing care facilities - were disproportionately impacted by the virus. This is true in North America, and globally.

Health jurisdictions across the world adapted quickly as the pandemic spread during the first wave, and in Alberta, the situation was no different. AHS consulted and collaborated with our counterparts regularly to learn more about the virus and adapted our response based on real-time impacts being felt across the country. We also worked collaboratively with operators.

Resident safety and quality of care remained at the core of every decision and action. Significant work went into protecting continuing care residents immediately during the first wave, and lessons were learned and applied in subsequent waves. These same learnings have also allowed us to better prepare for future events of this type and identify ongoing improvements to our system.

As best practices developed, AHS implemented them quickly across both continuing care and acute care, working to reduce spread of the virus, and to improve care for all.

For example:

- Site Preparedness Assessments were completed across the province, which helped sites prepare to avoid or deal more effectively with an outbreak. Comprehensive site inspections were conducted in April 2020, and by July 2020, all sites had been assessed, which saved lives.
- AHS implemented quality monitoring and inspection processes at the start of the pandemic response to ensure that sites were appropriately implementing staff and infection prevention and control practices to support care during outbreaks.
- On March 30, 2020, AHS began conducting Quality Monitoring Visits at sites with new COVID-19 outbreaks or where concerns were raised and focused on staffing levels, quality of care, IPC practices, and public health best practices.

The OAG report highlights that AHS did respond quickly to many of the challenges facing the continuing care sector during wave 1, and also identifies areas where that response could have been better.

We are grateful to the OAG for their report, and we accept all recommendations directed to AHS (please see attached) or where we have a supporting role to Alberta Health. AHS has already implemented

responses to the recommendations and will work with operators moving forward in support of the overall pandemic plan from Alberta Health.

Our work will further strengthen processes and policies designed to protect residents and loved ones, and build a sustainable and innovative continuing care system for all Albertans.

We are invested in making improvements, in increasing continuing care capacity, enhancing home care, and innovating and diversifying care options. We are invested in care for all Albertans.

Thank you for your continued interest and support in our work. For more information continuing care in Alberta, please visit <https://www.albertahealthservices.ca/cc/page15328.aspx>.

If you have any questions, please email us at continuingcare@ahs.ca.

Many thanks,

Janine Sakatch

(Pronouns: she/her)

Community Engagement & External Relations

Alberta Health Services



**Alberta Health
Services**

Healthy Albertans.
Healthy Communities.
Together.



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(5/16)

COVID-19 in Continuing Care Facilities – Recommendations from the Office of the Auditor General

Recommendation 1: Update and expand a pandemic plan common to the entire continuing care sector.

Responsibility: Alberta Health

- Alberta Health has been asked to develop an up-to-date, comprehensive, continuing care-focused pandemic plan relevant to all key stakeholders – Alberta Health, AHS, and facility operators. The plan will use pre-existing continuing care pandemic plans maintained by AHS and plans from operators for their sites as a starting point, and reflect learnings from the COVID-19 response.
- In March 2020, AHS updated its existing Pandemic Operational Guide and has continued updating it with lessons learned throughout the course of the pandemic.
- In June 2020, using learnings from wave 1, AHS also updated the *Guide to Assessment Treatment and Stabilization in Place Continuing Care* for COVID.
- AHS will work closely with Alberta Health to further update the pandemic plan, including relevant AHS plans. This includes working with operators to ensure their pandemic plans align with the provincial response.

Recommendation 2: Exercise and simulate updated plan regularly, with all parties.

Responsibility: Alberta Health.

- Alberta Health has been asked to lead periodic pandemic response exercises for Alberta's facility-based continuing care sector, based upon a continuing care specific plan, across all levels of the system, and involving operational and front-line staff.
- Simulations would be based on realistic disease examples, including respiratory diseases such as COVID-19.
- AHS will work with Alberta Health on this recommendation, both participating in simulations and reporting our lessons learned, while also providing recommendations and supports as needed.

Recommendation 3: Develop a continuing care staffing strategy to increase staffing system resilience.

Responsibility: Alberta Health.

- Alberta Health has been asked to develop and implement a staffing strategy for facility-based continuing care. This strategy would build on efforts already underway focused on staffing hours and staff mix from the response to the *Facility-Based Continuing Care review* recommendations and consider other factors that contributed to staff vulnerability during COVID-19.
- AHS will share with Alberta Health our operational knowledge, experience and expertise to support and inform the development of this strategy.

Recommendation 4: Formalize centre of expertise capacity for outbreak management.

Responsibility: Alberta Health Services.

- AHS has been asked to formalize multi-disciplinary outbreak response and support systems that would provide centre of expertise services, monitor and track, debrief and report on, communicable disease outbreaks at continuing care facilities, as well as other residential care and treatment facilities funded by AHS.
- AHS has existing provincial and zone-based expertise to support communicable disease outbreaks at continuing care facilities, including IPC specialists, CDC and public health experts.
- As the pandemic progressed, processes were adapted based on learnings to better support sites experiencing an outbreak. AHS took steps to protect residents of long-term care and designated supportive living from COVID-19 by implementing strict measures to prevent or limit the spread of the virus. Starting in wave 1, these measures included visitation restrictions, limiting staff to working at single sites, hiring temporary contracted staff, and isolation protocols for residents or staff who fell ill. Where possible, these measures also took into account the balance between protection and the mental health effects of isolation.
- Beginning in December 2020, AHS has also enhanced outbreak management support to outbreak zones and sites including infection prevention and control, public health and quality resources to support outbreak responses in continuing care facilities.
- Working with operators, system partners and stakeholders, AHS will continue to develop and formalize outbreak response systems specific to continuing care facilities.

Recommendation 5: Formalize operational improvements in outbreak testing.

Responsibility: Alberta Health Services.

- APL accepts the recommendations made by the OAG. During the COVID-19 pandemic, APL implemented many ongoing changes to expedite and improve the timeliness of the delivery of lab results during the COVID-19 pandemic.
- During the pandemic, APL took immediate steps to correct issues with the way that COVID-19 samples were being collected, including working with AHS and continuing care facilities to develop manual workarounds to get results to facilities as quickly as possible. As well, APL staff provided significant education to facilities on proper labelling and documentation for swabs. APL continues to collaborate and communicate with sites to educate and identify missing information on requisitions that direct the testing performed.
- In the summer of 2020, at a time where significant numbers of public swabs were being completed, APL began prioritizing testing of swabs from some high-priority areas, such as those under COVID-19 outbreak investigation, including continuing care and healthcare workers.

- In early fall, 2020, AHS worked with APL and continuing care facilities, equipping them with a significant number of testing supplies, reducing the need for sites to order supplies when needed, thereby reducing testing times.
- Processes that have been developed as the pandemic evolved have been or are being incorporated into routine practices and shared with operators to ensure alignment and adoption province wide.

Recommendation 6: Evaluate all existing infrastructure and set a strategy for improving facility infrastructure.

Responsibility: Alberta Health.

- Alberta Health has been asked to develop a priority list and strategy for upgrading or eliminating existing continuing care buildings based on a comprehensive assessment of all continuing care facilities to be completed by AHS.
- AHS has made good progress through holding preliminary conversations with operators of aging infrastructure to review modernization needs, and creating a priority list of needs.
- AHS will complete the assessments required by AH, to support their development of a priority infrastructure list.
- AHS has also already worked with Alberta Health and Alberta Infrastructure to update Continuing Care Design Standards and Best Practices in Alberta. These design standards will ensure new and modernized facilities incorporate the latest features for resident and staff safety.
- Changes include completing the move to private rooms in Continuing Care, ensuring more separation, and improved health and safety for continuing care staff during an outbreak.
- All ward accommodations were eliminated early in the pandemic, and selectively shared two-bed rooms were converted to private rooms based on zone assessments of risk.
- Working closely with operators, AHS will also continue to eliminate all two-bed resident accommodations.

Recommendation 7: Track resident illness and staff absences during communicable disease outbreaks in facilities.

Responsibility: Alberta Health Services.

- AHS has been asked to develop or adapt a surveillance system to track all resident cases and deaths, as well as information on staff absences, during any communicable disease or outbreak in facilities. This data would be used to inform risk and quality management at zone and provincial levels.
- AHS already tracks resident cases for communicable disease outbreaks in continuing care.
- The safety of our staff and our residents is a priority for AHS and we take every measure possible to ensure cases are tracked, and steps are taken to protect those in our care.

- Reviewing our current practice, AHS will develop additional process improvements, where possible, as well as new practices for tracking staff absences during communicable disease outbreaks.

Recommendation 8: Implement recommendations from Alberta Health Services internal reports.

Responsibility: Alberta Health Services.

- AHS has been asked to accumulate, evaluate and implement all recommendations, lessons learned, and other required actions identified in its own internal summary reports on continuing care outbreaks.
- AHS has consolidated the recommendations from internal reports and has completed a number of actions as the pandemic progressed. Some examples include:
 - AHS worked with the CMOH around the need to understand and recognize the health impacts on families and loved ones which contributed to Order changes.
 - The dedicated operator liaison remained in place throughout the pandemic and the email line remains open today.
 - As per initial CMOH orders, high-touch cleaning requirements were in place and persisted in IPC documents after orders were rescinded.
 - Recognizing the impact of suspended programs, AHS reviewed these programs and where there were alternatives, they were implemented. Programs were reinstated as soon as feasible.
 - AHS reviewed the approach to limiting Home Care and that strategy was removed as the impact of COVID-19 was better understood.
- AHS will report on actions taken as part of the COVID-19 response, and how the effective actions and lessons learned were incorporated into care. The work has been ongoing since the pandemic began and will continue indefinitely as AHS continues to improve on processes.
- We will continue to review recommendations to ensure we have considered all of them for both ongoing processes and future pandemic planning.



Association of
SUMMER VILLAGES
OF ALBERTA

2023 Winter Newsletter

Although I would like to say that Spring is just around the corner, it certainly looks like it is a long way off. No matter when it finally arrives, it does not stop all of us Summer Villagers from preparing for the next busy open water season. The last Statistics Canada census shows that Summer Villages are growing at a pace similar to Alberta's large metropolitan centers. That growth is driving new needs for all Summer Villages and the ASVA will always be here to help.

ASVA Executive Director

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

As we welcome Kathy to her new role, I also want to take this time to thank Deb Hamilton, ASVA Executive Director 2019-2021, for coming back for the last three months to help the ASVA during this transition period.

ASVA Membership Fee

In 2023, the membership fee is \$.0262 x equalized assessment / 1000 and the maximum membership fee is \$975. The ASVA Board of Directors were very pleased that they were able to keep the mil rate and maximum membership fee the same for the last two years.

ASVA Anniversary & Annual Conference

This year the ASVA will be celebrating its 65th year of existence and we plan to make this year's conference one to remember. The conference will be held on October 19th and 20th, put it in your calendars now and a save the date reminder will be out in the next couple of months.

It was back in 1958, that the Summer Villages got together and formed the ASVA. The association came to life based on the successful advocacy work done by a few summer villages to increase infrastructure grant funding. It is interesting that 65 years later we are still working together and advocating for changes to infrastructure funding on the soon to be new LGFF program.

ASVA Strategic Planning and Member Engagement

With feedback from members, the ASVA Board of Directors recently completed its update to the strategic plan. This new plan focuses on these four goals:

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

LGFF – Local Government Fiscal Framework (MSI replacement)

Last October, the ASVA submitted to Municipal Affairs a proposal for how the funds in the new LGFF program should be allocated between municipalities. At the ASVA annual conference there was a presentation on our proposal. Since that time the ASVA President has met twice with Minister Rebecca Schulz to discuss the proposal. Although there are more meetings scheduled, we have not received a commitment from the Alberta government as to when the allocation factors will be finalized.

While we are still waiting to hear from the Minister regarding how LGFF funding will be allocated, we were very pleased that the province has removed the 50% growth restriction for LGFF. This means that funding will rise and fall at the same rate as provincial revenues, making us partners in encouraging economic growth and opportunity. We are, however, disappointed that the province has not increase the starting point of the LGFF fund and we will continue to advocate for an increase to that base amount.

Alberta Government – 2023 Budget

This budget focused on growing the economy, creating good-paying jobs, strengthening health care and education, and keeping Alberta communities safe. One of the highlights for Summer Villages was the doubling of the MSI operating grant. While there was no increase to the MSI capital fund there were increases in other capital grant funds that may be beneficial for Summer Villages such as increases to the Alberta Municipal Water and Wastewater Program and the Water/Wastewater Projects - Water for Life program.

MSI – Municipal Sustainability Initiative

As this program comes to a close at the end of 2023, the ASVA does want to remind its members that the time limits to spend MSI capital funding will be strictly enforced when MSI ends. Municipalities who have not expended their 2007 to 2018 allocations,

including credit items on or before December 31, 2023 will be required to return those funds to the Government of Alberta and/or if applicable, the municipality will forfeit any 2007 to 2018 unpaid allocations. MSI funding from 2019 to 2023 will be transferred to the LGFF and Municipalities will still be able to access those allocations under LGFF.

ASVA has contacted Municipal Affairs to see if there is a list of Summer Villages that might be in this predicament. If the information is available, we will reach out individually to the Summer Villages. There are options available to help spend your MSI funds such as contributing funds for use towards eligible MSI projects in other municipalities, regional services commissions, or non-profit organizations.

Broadband

As part of the Alberta Broadband Strategy, the government committed \$36 million to the Alberta Broadband Fund (ABF) to help ensure every rural, remote, and Indigenous household in the province can access high-speed internet. This funding is part of Alberta's overall \$390-million commitment to improve access to high-speed internet. It will be used to implement solutions to connect rural, remote, and Indigenous communities that do not currently have access to federal target speeds of 50 megabits per second (Mbps) for downloads, and 10 Mbps for uploads.

Applications for the first intake have now closed but the good news is that this program is scheduled to run until March 2027. Check here for eligibility and program rules:

[Alberta Broadband Fund | Alberta.ca](#)

Final Thoughts

As the ASVA President, I am the Summer Village representative on the Alberta Municipalities Board of Directors. I am also happy to advise that I have been appointed to the Alberta Municipalities Small Communities Committee. Mayor Ren Giesbrecht from the SV of West Cove was also appointed to that committee and together we are committed to ensure the interests of Summer Villages are brought to the table and will strongly advocate on your behalf.

The ASVA is very proud to tell provincial decision-makers and all other stakeholders that our association is supported by 100% of the Summer Villages. If you have any questions, suggestions or comments, please never hesitate to call or email our Executive Director, Kathy Krawchuk at 780-236-5456 or execdirector@asva.ca or info@asva.ca

Warmest Regards.

Mike Pashak

President, ASVA

From: ASVA Exec Director
Sent: March 2, 2023 9:30 AM
To: ASVA
Subject:

CAO's:

I would like to take this opportunity to thank the board and the members for their support during this period of transition. I really enjoyed reconnecting with everyone again and working with this great Board of Directors. I know there are plans for a fantastic fall conference, celebrating 65 years of the association working and advocating for the summer villages. Watch in the coming months for information on this great event.

Thank you again and like all of you, I look forward to a great summer at the lake.

Kindest regards,

Deb Hamilton

Interim Executive Director
Association of Summer Villages of Alberta

780-236-5456

execdirector@asva.ca

www.asva.ca



Association of
SUMMER VILLAGES
OF ALBERTA

March 2, 2023

Attention Summer Villages

NEW EXECUTIVE DIRECTOR

The Board of Directors of the Association of Summer Villages of Alberta would like to announce the appointment of **Kathy Krawchuk** as the new Executive Director effective March 1, 2023. Kathy brings to the position a wealth of experience and an enthusiastic attitude. Please join the Board in welcoming her to the organization.



Kathy Krawchuk has spent her career working in the municipal government sector. She received her Local Government in Municipal Administration Certificate in 2013, National Advanced Certificate in Local Authority Administration in 2015 through the University of Alberta. In 2015 she received her Local Government Managers Designation through the Society of Local Government Managers. She was employed at one municipality throughout her 32-year career, working in a variety of areas including utilities, payables, economic development, assistant Chief Administrative Officer, and 12 years as Chief Administrative Officer. Throughout her Chief Administrative career, she was members of the Local Government Administration Association and the Canadian Association of Municipal Administrators.

Kathy enjoys spending quality time with her husband, family, and friends playing board games, recreational activities, travelling and relaxing by a backyard fire.

Kathy looks forward to working with the ASVA Board, Summer Village Councils and Chief Administrative Officers.

Mike Pashak
President

April 3, 2023

Office of the Minister
Environment & Protected Areas
224 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

RE: Exemption of Newspaper Media from EPR Program Revisions

Dear Minister Savage,

On March 14, Council heard from Evan Jamieson, President, Alberta Weekly Newspapers Association. Mr. Jamieson highlighted what impact changes to the EPR program would have on newspaper media.

The newspaper industry is already under extreme financial pressure due to increased costs of materials and inflation coupled with the decline in advertising spend and subscriptions. It might seem simple to discontinue physical publications in a digital world; however, digital excludes entire demographics of individuals who cannot access the internet. Newspapers serve as a source of information for those who still operate in an analogue world. A newspaper closing its doors due to additional expenses, will cut an entire demographic off from access to local, national, and international news.

We urge the UPC to follow in the footsteps of jurisdictions such as Great Britain and Ontario where newspapers have become exempt from similar EPR programs. Newspapers have multiple uses, offering a secondary purpose aside from providing information about the world. Among other uses, they are conducive as insulation for temperature sensitive products during transport and protect precious family heirlooms during a move. We urge you to recognize the importance of local papers and the impact the potential closure newspaper businesses would have on the social fabric of the communities they serve. Consider the challenges already faced. Follow in the footsteps of the Ontario government, and please exempt newspapers from the revised EPR program.

Regards,



Dave McKenzie
Mayor

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cc: **Glen van Dijken, MLA Westlock-Peace River**
Alberta Municipalities
All Alberta Municipalities



Public Safety and
Emergency Services

Public Security Division
10th Floor, John E. Brownlee Building
10365 97 Street
Edmonton, Alberta, Canada T5J 3W7
Telephone: 780-427-3457

March 1, 2023

Ms. Wendy Wildman
Chief Administrative Officer
Summer Village of Castle Island
Box 8
Alberta Beach AB T0E 0A0

Dear Ms. Wildman:

This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 20 per cent cost recovery for the fiscal year 2022/23. Total revenue generated is estimated to be \$44,784,300 and will be reinvested in Alberta policing initiatives. For fiscal year 2023/24 and going forward, municipalities will be invoiced based on a 30 per cent cost recovery. For your planning purposes, please use your invoiced amount for 2022/23 and add an additional 50 per cent to estimate your 2023/24 invoice total.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Gordon Crawford at gordon.crawford@gov.ab.ca. Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at lisa.gagnier@gov.ab.ca.

Sincerely,

M. A. (Marlin) Degrand, M.O.M.
Assistant Deputy Minister

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Cost Breakdown

The provincial payment generating \$44,784,300 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

Provincial Data

Revenue Generated 2022-23 after modifiers	Total Municipal Population (2021)	Total Equalized Assessment (2023)	Total Revenue Base Estimate
\$44,784,300	762,490	303,816,170,576	\$46,500,000

Municipal Data

Summer Village of Castle Island	Data/Cost Breakdown
2021 Population	10
2023 Equalized Assessment	\$13,838,005
Equalized Assessment per capita	\$1,383,801
Population % of total for PFM	0.00131%
Equalized Assessment % of total for PFM	0.00455%
Amount based on 50% Population (A)	\$ 305
Amount based on 50% Equalized Assessment (B)	\$1,058
Total share policing cost C = (A + B)	\$1,362
Less modifiers:	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$ 0
Subsidy from Shadow Population (variable %) (Note 2)	\$ 0
5% for No Detachment Subsidy (Note 3)	\$ 68
Total share with modifiers	\$1,294

Notes

Population provided by Alberta Treasury Board and Finance

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

Note 1: CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

Note 2: Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality's services but do not contribute to its tax base. Subsidy is up to 5% of total share.

Note 3: No detachment subsidy provided if town/municipality does not have access to a detachment.