# Village of Spring Lake
# Regular Council Meeting Agenda
# August 13, 2024 at 7:30 pm
# Village of Spring Lake Council Chambers
# 990 Bauer Avenue, Spring Lake, AB

*Council or Administration may attend via tele/video conference.*

*1.* Call to Order

*2.* Adoption of Agenda

2.1 Regular Council Meeting Agenda – August 13, 2024

*Recommendation: Motion to adopt*

*3.* Adoption of Council Minutes

3.1 Regular Council Meeting Minutes – July 9, 2024

*Recommendation: Motion to approve*

*4.* Presentations

4.1 S. Garner, Administrative Assistant Introduction

*5.* Delegations

None

*6.* Correspondence

6.1 Information Correspondence

- Financial Statements
- Parkland County, Re: June 2024 Enforcement Services Activity Report
- July 2024 Speed Sign Statistics
- Alberta Municipal Affairs, Re: CCBF Funding
- Alberta Municipal Affairs, Re: Newsletter
- Alberta Municipal Affairs, Re: Annual Report

6.2 Other Correspondences

*(none)*

*Recommendation: Motion to accept the above Correspondence and direction from Council*

*7.* *Reports*

7.1 Capital Region Assessment Services Commission – Councillor Quinn
7.2 Yellowhead Regional Library – Mayor Shewchuk
7.3 Environmental Advisory Committee – Councillor MacCormack
7.4 Website/Social Media Advisory Committee – Councillor Zaplotinsky
7.5 Event Planning Committee – Deputy Mayor Sera
7.6 Community League – Councillor MacCormack
7.7 FireSmart Committee – Councillor Zaplotinsky
7.8 Administration/Public Works – Emily House and Tony Siegel

*Recommendation: Motion to accept as information*

*8.* *New Business Items*

8.1 Monthly Tax Payment Plan Transaction Increase

*Recommendation: Discussion and motion from Council*

8.2 Road Closure and Reserve Land Disposal Information

*Recommendation: Discussion and direction from Council*

UNADOPTED

# Village of Spring Lake
# Regular Council Meeting Agenda
# August 13, 2024 at 7:30 pm
# Village of Spring Lake Council Chambers
# 990 Bauer Avenue, Spring Lake, AB

*Council or Administration may attend via tele/video conference.*

*9.* ***By-Laws and Policies***

9.1 Bylaw No. 408 - Community Standards Bylaw
*Recommendation: Discussion and direction from Council*

9.2 Policy No. 2024-01 – Committee Guidelines Policy
*Recommendation: Discussion and direction from Council*

9.3 Policy No. 202-02– CAO Review Policy
*Recommendation: Discussion and direction from Council*

*10.* ***Unfinished Business***

10.1 Long Term Capital Plan
*Recommendation: Update*

*11.* ***Additions***

None

*12.* ***Public Question/Answer***

- Maximum time allotment of 15 minutes

*13.* ***Closed Sessions***

13.1 Lands – Enforcement - Plan 2586CL, Block 2, Lot 5
As per FOIP Section 24

13.2 Lands – Enforcement - Plan 2219 CL, Block 5, Lot 5
As per FOIP Section 24

13.3 Lands – Proposed Recommendations and Advice
As per FOIP Section 22

*14.* ***Adjournment***

UNADOPTED

VILLAGE OF SPRING LAKE
PROVINCE OF ALBERTA
JULY 9, 2024
REGULAR COUNCIL MEETING
990 BAUER AVENUE, SPRING LAKE, ALBERTA
AT 7:30 P.M.

## *PRESENT*

| | |
|---|---|
| Mayor: | Jason Shewchuk |
| Deputy Mayor: | Melanie Sera |
| Councillors: | Adam MacCormack<br>Kasey Quinn<br>Chris Zaplotinsky |
| Administration: | Emily House, Chief Administrative Officer<br>Janet Zaplotinsky, Administrative Manager |
| Public Works: | Tony Siegel, Public Works Manager<br>Zach Archibald, Public Works Labourer |

There were six members of the public present.

## *1. CALL TO ORDER*

Mayor Shewchuk called the July 9, 2024 Regular Council Meeting to order at 7:30 p.m.

## *2. ADOPTION OF AGENDA*

### 2.1 Regular Council Meeting Agenda – June 11, 2024

Motion 2024-112 **MOVED BY** Councillor Quinn that Council adopts the July 9, 2024, Regular Council Meeting agenda with the following amendments.

11.1 Long Term Capital Plan

CARRIED

## *3. ADOPTION OF COUNCIL MINUTES*

### 3.1 Regular Council Meeting – June 11, 2024

Motion 2024-113 **MOVED BY** Councillor MacCormack that Council adopts the June 11, 2024, Regular Council Meeting minutes as presented.

CARRIED

## *4. PRESENTATIONS*

### 4.1 Z. Archibald, Public Works Labourer Introduction

Tony Siegel, Public Works Manager, introduced Zach Archibald, Spring Lake's newest member of the Public Works Department.

## *5. DELEGATIONS*

### 5.1 H. Smit and K. Palichuk, Yellowhead Regional Library

Mr. Smit and Ms. Palichuk were in attendance to make a presentation to Council regarding the services provided by the Yellowhead Regional Library (YRL). They also provided statistics on the usage of both the Stony Plain and the Spruce Grove Libraries by Village residents.

## *6. CORRESPONDENCE*

### 6.1 Information Correspondence

- Financial Reports including:
  - Payment of Accounts – June 2024
  - Revenue and Expense Summary – as of June 30, 2024
- Parkland County, Re: May 2024 Enforcement Services Activity Report
- June 2024 Electronic Speed Sign Statistics
- Alberta Municipal Affairs, Re: CCBF
- Alberta Municipal Affairs, Re: Newsletter

### 6.2 Other Correspondence

- M & A Spence, Residents, Re: Reserve Land

Motion 2024-114 **MOVED BY** Deputy Mayor Sera to accept the correspondence for information purposes.

CARRIED

Motion 2024-115 **MOVED BY** Councillor Zaplotinsky to direct Administration to send a letter to M & A Spence, to provide a copy of the Parkland County bylaw regarding maintenance of municipal lands to Council and to produce a timeline for Council regarding the process of selling off reserve land and closed road allowance on Shady Crescent.

CARRIED

## *7. REPORTS*

### 7.1 Assessment – Councillor Quinn

Councillor Quinn verbally reported that the next meeting is scheduled for September 2024. CRASC renewed the contract with their Financial Officer, Manager for five years.

### 7.2 Yellowhead Regional Library – Mayor Shewchuk

Mayor Shewchuk verbally reported that there was a meeting held in June 2024. A presentation from the Stony Plain library to Council is being scheduled for the September Regular Council Meeting.

### 7.3 Environmental Advisory Committee – Councillor MacCormack

Written report provided.

7.4 Website Advisory Committee – Councillor Zaplotinsky

Written report provided.

7.5 Event Planning Committee – Deputy Mayor Sera

Deputy Mayor Sera verbally reported that they had six vendors and sixteen resident garage sales participate at the Summer Vendor and Community Garage. The next Event Planning Committee will be scheduled for July 2024.

7.6 Community League – Councillor MacCormack

Councillor MacCormack verbally reported that the SLCL did not receive enough nominations for the vacant Board Member positions which resulted in a successful motion to dissolve the SLCL. The SLCL will be handling the administrative process of dissolving over the next few months and will be donating the remaining money to the Village of Spring Lake.

7.6 FireSmart Committee- Councillor Zaplotinsky

Written report provided.

7.7 Administration/Public Works – Emily House/Tony Siegel

Written report provided.

Motion 2024-116 **MOVED BY** Councillor Quinn that the reports, both written and verbally presented, be accepted as information.

CARRIED

## *8. NEW BUSINESS ITEMS*

8.1 MSI Capital Amending Memorandum of Agreement

Council discussed the documentation provided by Alberta Municipal Affairs and noted that the amending agreement is necessary as the Village reported sufficient expenditures on the 2023 Statement of Funding to meet the spending requirements set out in the previous agreement.

Motion 2024-117 **MOVED BY** Councillor Zaplotinsky that Council accept and ratify the MSI Capital Amending Memorandum of Agreement.

CARRIED

## *9. BYLAWS AND POLICIES*

9.1 Bylaw No. 408 - Community Standards Bylaw

Administration provided the draft of Bylaw No. 409 – Community Standards Bylaw to Council for 1st reading, discussion and direction.

Motion 2024-118 **MOVED BY** Deputy Mayor Sera that Council give 1st Reading to Bylaw No. 408 - Community Standards Bylaw.

CARRIED

Motion 2024-119 **MOVED BY** Councillor Zaplotinsky to direct Administration to make amendments to the addressing section of Bylaw No. 409 to provide more clarity and to table to the August 2024 Regular Council Meeting.

CARRIED

9.1 Policy No. 2024-01 – Committee Guidelines Policy

Administration provided the draft of Policy No. 2024-01 – Committee Guidelines Policy to Council for discussion and direction.

Motion 2024-120 **MOVED BY** Councillor Quinn to table Policy No. 2024-01 – Committee Guidelines Policy to the August 2024 Regular Council Meeting.

CARRIED

## *10. UNFINISHED BUSINESS*

None

## *11. ADDITIONS*

11.1 Long-Term Capital Plan

Council discussed the items that they would like provided to continue their long-term capital planning.

Motion 2024-121 **MOVED BY** Councillor MacCormack to table the Long-Term Capital Plan to the August 2024 Regular Council Meeting.

CARRIED

## *12. PUBLIC QUESTION AND ANSWER*

There were questions and comments regarding the social media calendar and FireSmart Workshop and Clean-Up Event.

## *13. CLOSED SESSION*

Motion 2024-122 **MOVED BY** Councillor Quinn that Council close the meeting to the public to discuss Agenda Item No. 13.1 Lands-Enforcement-Plan 2586CL, Block 2, Lot 5 as per FOIP Section 24, Agenda Item No. 13.2 Lands-Enforcement-Plan 2219 CL, Block 5, Lot 5 as per FOIP Section 24, Agenda Item No. 13.3 Lands-Proposed Recommendations and Advice as per FOIP Section 22 and 13.4 Personnel- Employment Update as per FOIP Section 17 at 10:01 pm

CARRIED

Present: Mayor Shewchuk, Deputy Mayor Sera, Councillor MacCormack, Councillor Quinn, Councillor Zaplotinsky, Chief Administrative Officer Emily House, Administrative Manager Janet Zaplotinsky, Public Works Manager Tony Siegel.

13.1 Lands – Enforcement – Plan 2586CL, Block 2, Lot 5
FOIP Section 24

13.2 Lands – Enforcement - Plan 2219 CL, Block 5, Lot 5
As per FOIP Section 24

13.3 Lands – Proposed Recommendations and Advice
As per FOIP Section 22

Motion 2024-123 **MOVED BY** Councillor Quinn to open the meeting to the public at 10:22 pm.

CARRIED

No motions arose from the Closed Session.

## *14. ADJOURNMENT*

Motion 2024-124 **MOVED BY** Deputy Mayor Sera that the July 9, 2024, Regular Council Meeting be adjourned at 10:23 pm.

CARRIED

_____
Mayor

_____
Administrator

ENFORCEMENT SERVICES
Phone: 780-968-8400 Fax: 780-968-8403

July 11, 2024

The Village of Spring Lake
990 Bauer Avenue
Spring Lake AB T7Z 1S9

Dear Emily,

**Subject: Enforcement Services Invoice for the Month of June 2024**

I am pleased to provide the Village of Spring Lake with a breakdown of the services provided by Parkland County Enforcement Services.

In the month of June 2024 there were four calls for service. Three files were brought forward from May.

| Date | File No. | Officer | Incident Type | Outcome | Cost |
|---|---|---|---|---|---|
| 2024/MAY/21 | 2024-148-0989 | BEREZANSKI | Spring Lake – Other | Brought forward from May. Still under investigation. | $0.00 |
| 2024/MAY/24 | 2024-148-1018 | WELLS | Spring Lake – Other | Brought forward from May. Complaint was received about an unsightly property in Spring Lake. Officer spoke with SOC who brought property into compliance. | $150.00 |
| 2024/MAY/29 | 2024-148-1080 | KLIMOSKO | Spring Lake – Traffic Bylaw | Brought forward from May. Still under investigation. | $0.00 |
| 2024/JUN/05 | 2024-148-1138 | BEAUMONT | Spring Lake – Traffic Bylaw | Complaint received about Spring Lake resident parking in a restricted zone. Officer spoke with SOC and educated them on the parking restrictions. | $0.00 |
| 2024/JUN/10 | 2024-148-1174 | BEAUMONT | Spring Lake – Dog Bylaw | Complaint received about a dog running loose in Spring Lake. Officer conducted a patrol and did not observe the dog. | $50.00 |
| 2024/JUN/15 | 2024-148-1214 | BEREZANSKI | Spring Lake – Traffic Bylaw | Complaint received about a parking concern in Spring Lake. Officer conducted a patrol, found no violation, and reported back to COM with alternative options. | $50.00 |
| 2024/JUN/27 | 2024-148-1334 | BEAUMONT | Spring Lake – Traffic Bylaw | Complaint was received about a Spring Lake resident parking in a | $0.00 |

| | | | | | |
|---|---|---|---|---|---|
| | | | | restricted zone. Officer spoke with SOC and educated them on the parking restrictions. | |
| TOTAL | | | | | $250.00 |

The pro-active patrols and traffic enforcement were provided as follows:

| Contract Hours | | | |
|---|---|---|---|
| Date/Time Start | Hours | Officer | Fine Revenue |
| 2024/JUN/04 1025Hrs | 0.50 | BEAUMONT | |
| 2024/JUN/05 0854Hrs | 0.50 | BEAUMONT | |
| 2024/JUN/08 1742Hrs | 0.50 | BEAUMONT | |
| 2024/JUN/09 2131Hrs | 0.50 | BEAUMONT | |
| 2024/JUN/10 2016Hrs | 0.50 | BEAUMONT | |
| 2024/JUN/11 2249Hrs | 0.50 | BEAUMONT | |
| 2024/JUN/15 1445Hrs | 0.50 | BEAUMONT | |
| 2024/JUN/16 1054Hrs | 0.50 | BEAUMONT | |
| 2024/JUN/17 0711Hrs | 0.58 | BEAUMONT | |
| 2024/JUN/26 1437Hrs | 0.50 | BEAUMONT | |
| 2024/JUN/27 1434Hrs | 0.50 | BEAUMONT | |
| 2024/JUN/27 2359Hrs | 0.42 | BEAUMONT | |
| 2024/JUN/28 1823Hrs | 0.50 | BEAUMONT | |
| Total Man Hours: | 6.50 Hrs. | | |

| Violation Tickets | | | | |
|---|---|---|---|---|
| Date/Time | Charge | Ticket # | Officer | Fine Amount |
| | | | | |
| Total | | | | $0.00 |

| | |
|---|---|
| Calls for Service: | $ 250.00 |
| Proactive Patrols Fee: | $ 600.00 |
| Monthly Admin. Fee: | $ 2,500.00 |
| **Total Cost** | **$3,350.00** |

Should you have any questions, please do not hesitate to contact me.
Yours truly,

Mackenzie Blackburn
Parkland County Enforcement Services
Phone: 780-968-8888 Ext.8277
Email: mackenzie.blackburn@parklandcounty.com

# Speed Stats

| Month: July | | Location: 517 Lakeside Dr | | Camera:402617 | |
|---|---|---|---|---|---|
| Day: | # Vehicles: | # Violators: | Top Speed: | Time: | Avg. Speed: |
| 1 | 107 | 16 | 41 | 1930 | 24 |
| 2 | 90 | 12 | 46 | 2300 | 24 |
| 3 | 96 | 16 | 53 | 800 | 25 |
| 4 | 104 | 21 | 57 | 1530 | 25 |
| 5 | 132 | 18 | 56 | 1700 | 24 |
| 6 | 110 | 12 | 50 | 1530 | 23 |
| 7 | 105 | 10 | 45 | 2000 | 24 |
| 8 | 109 | 11 | 46 | 830 | 23 |
| 9 | 112 | 33 | 41 | 1730 | 26 |
| 10 | 126 | 26 | 57 | 1830 | 26 |
| 11 | 120 | 24 | 46 | 1500 | 25 |
| 12 | 123 | 27 | 61 | 1530 | 25 |
| 13 | 83 | 16 | 53 | 1600 | 25 |
| 14 | 104 | 17 | 48 | 1830 | 25 |
| 15 | 149 | 22 | 50 | 1600 | 23 |
| 16 | 113 | 30 | 49 | 1030 | 26 |
| 17 | 107 | 25 | 48 | 1700 | 26 |
| 18 | 107 | 21 | 41 | 1500 | 25 |
| 19 | 101 | 26 | 43 | 1930 | 25 |
| 20 | 107 | 19 | 41 | 1130 | 25 |
| 21 | 96 | 18 | 43 | 2130 | 23 |
| 22 | 112 | 15 | 46 | 1230 | 24 |
| 23 | 116 | 17 | 46 | 1330 | 24 |
| 24 | 83 | 19 | 41 | 1230 | 24 |
| 25 | 104 | 22 | 48 | 1430 | 24 |
| 26 | 94 | 20 | 40 | 1430 | 24 |
| 27 | 85 | 9 | 41 | 1330 | 23 |
| 28 | 118 | 18 | 45 | 530 | 24 |
| 29 | 115 | 16 | 43 | 1300 | 24 |
| 30 | 104 | 14 | 41 | 900 | 23 |
| 31 | | | | | |

# Speed Stats

| Month:July | | Location: 324 Smith Cr | | Camera:402612 | |
|---|---|---|---|---|---|
| Day: | # Vehicles: | # Violators: | Top Speed: | Time: | Avg. Speed: |
| 1 | 58 | 7 | 91 | 930 | 20 |
| 2 | 68 | 4 | 45 | 1930 | 21 |
| 3 | 52 | 5 | 126 | 1600 | 22 |
| 4 | 55 | 9 | 75 | 2000 | 23 |
| 5 | 58 | 5 | 75 | 1200 | 21 |
| 6 | 48 | 7 | 66 | 1500 | 22 |
| 7 | 38 | 5 | 48 | 1330 | 21 |
| 8 | 65 | 11 | 51 | 930 | 22 |
| 9 | 49 | 13 | 142 | 1100 | 27 |
| 10 | 42 | 7 | 82 | 1330 | 23 |
| 11 | 57 | 6 | 98 | 1830 | 23 |
| 12 | 71 | 11 | 41 | 1300 | 22 |
| 13 | 55 | 8 | 41 | 1330 | 23 |
| 14 | 51 | 7 | 41 | 1600 | 20 |
| 15 | 46 | 5 | 41 | 2200 | 19 |
| 16 | 43 | 4 | 80 | 1330 | 22 |
| 17 | 56 | 11 | 45 | 1100 | 23 |
| 18 | 62 | 12 | 87 | 1430 | 23 |
| 19 | 46 | 5 | 72 | 900 | 21 |
| 20 | 55 | 2 | 53 | 1330 | 21 |
| 21 | 39 | 7 | 88 | 1300 | 24 |
| 22 | 63 | 13 | 95 | 800 | 24 |
| 23 | 53 | 9 | 104 | 1130 | 24 |
| 24 | 44 | 7 | 68 | 800 | 21 |
| 25 | 60 | 8 | 40 | 1530 | 21 |
| 26 | 46 | 8 | 45 | 1730 | 21 |
| 27 | 54 | 6 | 51 | 1230 | 23 |
| 28 | 47 | 6 | 48 | 1230 | 22 |
| 29 | 71 | 6 | 101 | 1300 | 21 |
| 30 | 50 | 0 | 37 | 1800 | 18 |
| 31 | | | | | |

# Weekly Report: Statistics Summary

Location: 243 Range Road 20 Southbound
Address: 243 Range Road 20, Spring Lake, Alberta, T7Z 2V2, Canada
Speed Limit: From schedule 50 km/h

Report Period: 2024-07-01 to 2024-08-04
Total Vehicle Count: 7271

| Hour | Total Vehicle | Average Vehicles | Total Violations | PercentViolations | MIN Speed | MAX Speed | Speed Average | 85% Speed km/h |
|---|---|---|---|---|---|---|---|---|
| 00:00 - 01:00 | 37 | 7 | 21 | 57 % | 33 | 66 | 51 | 60 |
| 01:00 - 02:00 | 21 | 4 | 12 | 57 % | 36 | 83 | 56 | 64 |
| 02:00 - 03:00 | 5 | 1 | 4 | H 80 % | 43 | 64 | 17 | 59 |
| 03:00 - 04:00 | 9 | 2 | 6 | 67 % | H 47 | 63 | 38 | 57 |
| 04:00 - 05:00 | 38 | 8 | 21 | 55 % | 27 | 74 | 51 | 62 |
| 05:00 - 06:00 | 146 | 29 | 58 | 40 % | 29 | 87 | 50 | 57 |
| 06:00 - 07:00 | 217 | 43 | 154 | 71 % | 18 | 81 | 54 | 63 |
| 07:00 - 08:00 | 308 | 62 | 165 | 54 % | 22 | H 98 | 52 | 61 |
| 08:00 - 09:00 | 354 | 71 | 118 | 33 % | 16 | 80 | 48 | 55 |
| 09:00 - 10:00 | 377 | 75 | 118 | 31 % | 8 | 82 | 46 | 54 |
| 10:00 - 11:00 | 418 | 84 | 131 | 31 % | 6 | 72 | 47 | 55 |
| 11:00 - 12:00 | 460 | 92 | 134 | 29 % | 14 | 74 | 46 | 53 |
| 12:00 - 13:00 | 423 | 85 | 135 | 32 % | 13 | 79 | 46 | 55 |
| 13:00 - 14:00 | 470 | 94 | 135 | 29 % | 7 | 87 | 47 | 55 |
| 14:00 - 15:00 | 508 | 102 | 131 | 26 % | 6 | 77 | 45 | 54 |
| 15:00 - 16:00 | 542 | 108 | 176 | 32 % | 6 | 83 | 47 | 54 |
| 16:00 - 17:00 | H 692 | H 138 | H 240 | 35 % | 7 | 77 | 48 | 55 |
| 17:00 - 18:00 | 589 | 118 | 185 | 31 % | 10 | 83 | 47 | 55 |
| 18:00 - 19:00 | 464 | 93 | 162 | 35 % | 10 | 80 | 48 | 55 |
| 19:00 - 20:00 | 381 | 76 | 103 | 27 % | 8 | 87 | 46 | 54 |
| 20:00 - 21:00 | 324 | 65 | 85 | 26 % | 5 | 81 | 47 | 54 |
| 21:00 - 22:00 | 253 | 51 | 86 | 34 % | 12 | 74 | 48 | 56 |

| Speed (km/h) | Count |
|---|---|
| 1-5 | 2 |
| 6-10 | 21 |
| 11-15 | 30 |
| 16-20 | 56 |
| 21-25 | 92 |
| 26-30 | 172 |
| 31-35 | 329 |
| 36-40 | 634 |
| 41-45 | 1313 |
| 46-50 | 2130 |
| 51-55 | 1384 |
| 56-60 | 610 |
| 61-65 | 279 |
| 66-70 | 129 |
| 71-75 | 48 |
| 76-80 | 22 |
| 81-85 | 15 |
| 86-90 | 3 |
| 91-95 | 1 |
| 96-100 | 1 |
| 101-105 | 0 |
| 106-110 | 0 |
| 111-115 | 0 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **22:00 - 23:00** | 149 | 30 | 66 | 44 % | 16 | 82 | 49 | 58 |
| **23:00 - 24:00** | 86 | 17 | 46 | 53 % | 15 | 81 | 50 | 60 |
| **Summary** | 7271 | 1455 | 2492 | AVG: 42 % | 5 | 98 | AVG: 47 | AVG: 57 |

| | |
|---|---|
| **116-120** | 0 |
| **121-125** | 0 |
| **126-130** | 0 |
| **131-135** | 0 |
| **136-140** | 0 |
| **141-145** | 0 |
| **146-150** | 0 |
| **151-155** | 0 |
| **156-160** | 0 |
| **Total** | 7271 |

H - highest value in the column, **bolded H** is highest H value in report
** "n/a" - means the sign did not collect any data at the time stipulated in the report. "n/a" values are NOT included in calculations.

# Weekly Report: Statistics Summary

Location: 2042 Spring Lake Dr.
Address: 2042 Spring Lake Drive, Spring Lake, Alberta, T7Z 0G8
Speed Limit: From schedule 30 km/h

Report Period: 2024-07-01 to 2024-08-04
Total Vehicle Count: 5692

| Hour | Total Vehicle | Average Vehicles | Total Violations | PercentViolations | MIN Speed | MAX Speed | Speed Average | 85% Speed km/h |
|---|---|---|---|---|---|---|---|---|
| 00:00 - 01:00 | 273 | 55 | 13 | 5 % | 6 | 49 | 25 | 25 |
| 01:00 - 02:00 | 162 | 32 | 2 | 1 % | 6 | 36 | 17 | 19 |
| 02:00 - 03:00 | 93 | 19 | 3 | 3 % | 5 | 48 | 23 | 21 |
| 03:00 - 04:00 | 180 | 36 | 3 | 2 % | 5 | 45 | 15 | 22 |
| 04:00 - 05:00 | 15 | 3 | 5 | 33 % | H 7 | 48 | 16 | 40 |
| 05:00 - 06:00 | 111 | 22 | 7 | 6 % | 6 | 49 | 21 | 19 |
| 06:00 - 07:00 | 90 | 18 | 17 | 19 % | 5 | 50 | 22 | 34 |
| 07:00 - 08:00 | 199 | 40 | 40 | 20 % | 5 | 51 | 23 | 33 |
| 08:00 - 09:00 | 235 | 47 | 68 | 29 % | 5 | 49 | 24 | 35 |
| 09:00 - 10:00 | 287 | 57 | 84 | 29 % | 5 | 62 | 27 | 36 |
| 10:00 - 11:00 | 258 | 52 | 110 | 43 % | 5 | 48 | 28 | 36 |
| 11:00 - 12:00 | 264 | 53 | 121 | H 46 % | 5 | H 69 | 28 | 36 |
| 12:00 - 13:00 | H 355 | H 71 | 116 | 33 % | 5 | 54 | 26 | 35 |
| 13:00 - 14:00 | 347 | 69 | 116 | 33 % | 5 | 60 | 26 | 35 |
| 14:00 - 15:00 | 332 | 66 | 110 | 33 % | 5 | 53 | 26 | 35 |
| 15:00 - 16:00 | 323 | 65 | 106 | 33 % | 5 | 53 | 27 | 35 |
| 16:00 - 17:00 | 347 | 69 | H 139 | 40 % | 5 | 55 | 29 | 37 |
| 17:00 - 18:00 | 277 | 55 | 105 | 38 % | 6 | 47 | 28 | 35 |
| 18:00 - 19:00 | 248 | 50 | 87 | 35 % | 5 | 54 | 27 | 34 |
| 19:00 - 20:00 | 253 | 51 | 71 | 28 % | 5 | 47 | 26 | 34 |
| 20:00 - 21:00 | 202 | 40 | 63 | 31 % | 6 | 58 | 27 | 34 |
| 21:00 - 22:00 | 337 | 67 | 58 | 17 % | 5 | 50 | 26 | 31 |

| Speed (km/h) | Count |
|---|---|
| 1-5 | 81 |
| 6-10 | 882 |
| 11-15 | 726 |
| 16-20 | 612 |
| 21-25 | 695 |
| 26-30 | 1194 |
| 31-35 | 875 |
| 36-40 | 398 |
| 41-45 | 146 |
| 46-50 | 54 |
| 51-55 | 21 |
| 56-60 | 5 |
| 61-65 | 2 |
| 66-70 | 1 |
| 71-75 | 0 |
| 76-80 | 0 |
| 81-85 | 0 |
| 86-90 | 0 |
| 91-95 | 0 |
| 96-100 | 0 |
| 101-105 | 0 |
| 106-110 | 0 |
| 111-115 | 0 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **22:00 - 23:00** | 299 | 60 | 39 | 13 % | 6 | 50 | 25 | 30 |
| **23:00 - 24:00** | 205 | 41 | 19 | 9 % | **H 7** | 57 | 28 | 28 |
| **Summary** | 5692 | 1138 | 1502 | AVG: 24 % | 5 | 69 | AVG: 25 | AVG: 32 |

| | |
|---|---|
| **116-120** | 0 |
| **121-125** | 0 |
| **126-130** | 0 |
| **131-135** | 0 |
| **136-140** | 0 |
| **141-145** | 0 |
| **146-150** | 0 |
| **151-155** | 0 |
| **156-160** | 0 |
| **Total** | 5692 |

**H** - highest value in the column, **bolded H** is highest H value in report
** "**n/a**" - means the sign did not collect any data at the time stipulated in the report. "**n/a**" values are NOT included in calculations.

ALBERTA
MUNICIPAL AFFAIRS
*Office of the Minister*
*MLA, Calgary-Hays*

AR115493

July 23, 2024

His Worship Jason Shewchuk
Mayor
Village of Spring Lake
990 Bauer Avenue
Spring Lake AB T7Z 2S9

Dear Mayor Shewchuk:

I am pleased to announce that Canada and Alberta have signed an agreement renewing the Canada Community-Building Fund (CCBF) to March 31, 2034. I can also confirm that Alberta will receive $265 million in funding in 2024 under the newly negotiated CCBF agreement. This partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

To that end, I am happy to confirm the allocation amounts to your community for the CCBF program. For the Village of Spring Lake, the 2024 CCBF allocation is $91,421.

Payments to local governments are anticipated to flow by the end of summer, as communities meet the payment criteria.

CCBF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at open.alberta.ca/publications.

Your community's allocation reflects an updated allocation formula under the CCBF agreement, which ensures base funding for all local governments, with the remainder of funds allocated on a per capita basis.

In addition, the renewed CCBF agreement involves several other changes, including to local government reporting and new housing-related reporting requirements for larger local governments. Municipal Affairs will share the updated CCBF program guidelines reflecting these changes as soon as possible.

…/2

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

Classification: Protected A

The department will also be providing a Memorandum of Agreement for the renewed CCBF. Execution of this agreement is a condition to receive your community's 2024 CCBF allocation.

I look forward to working together with you and the federal government to help your community in addressing its infrastructure needs.

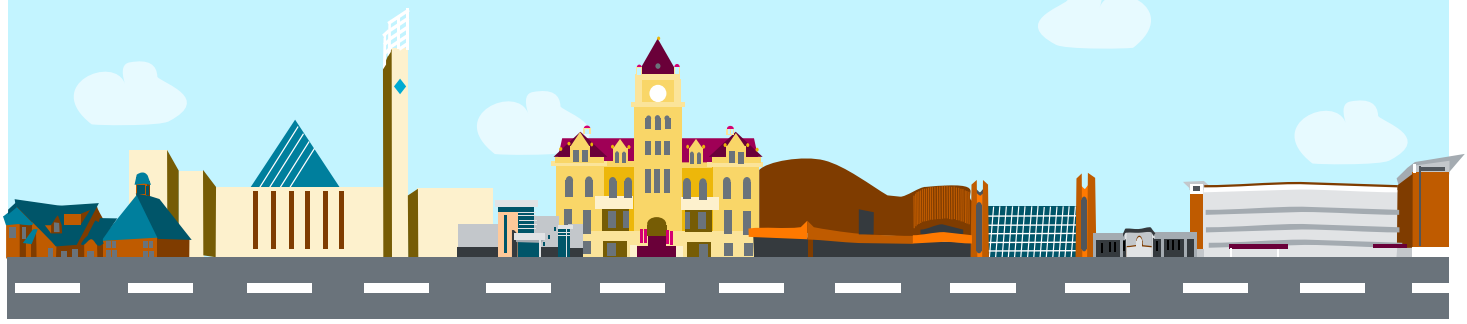
Sincerely,

Ric McIver
Minister

cc: Emily House, Chief Administrative Officer, Village of Spring Lake

# Municipal Musings | August 2024

Municipal Services Division Newsletter



## Key Updates

### Municipal Census

24 municipalities have notified the ministry that a municipal census will be conducted in 2024. These will be completed by July 31, 2024. Municipalities must use the Municipal Census Form to submit census results by September 1, 2024. Those that wish to include estimates for non-contacted dwellings and refusals are required to the use the required Estimates for Non-Contacted and Refusals template.

As part of the census process, Information Services will be conducting an audit of census results from September 1 to September 21, 2024. Census Coordinators may be contacted to provide further information on their municipal census. Final ministerial approval will take place by January 31, 2025, with the publication of the Municipal Affairs Population List.

From October to November, all municipalities that conducted a census in 2024 will be invited to participate in a review of the municipal census process. We look forward to receiving your input on the new census framework.

### Elections Database

The next municipal general elections and summer villages elections will be held in 2025. As all municipalities are required to submit their election results on the Elections Database (EDB), Municipal Affairs will be updating access to the EDB. All chief administrative officers will receive an email with user access information to the EDB in early January 2025, and will be required to submit all changes by January 31, 2025.

### Bill 20: the *Municipal Affairs Statutes Amendment Act, 2024* – Regulation Engagement

Engagement took place in July and August 2024 with municipal associations, Mid-Sized Cities Mayors' Caucus and the cities of Edmonton and Calgary. The topics discussed were municipal election expense limits, local political parties, defining 'public interest' and 'provincial policy' as it pertains to provincial oversight, Joint Use Planning Agreements, and code of conduct (provincial integrity commissioner). Thank you for your feedback on this engagement – a summary of what we heard will be shared.

Training sessions on changes to the *Municipal Government Act* (*MGA*) and the *Local Authorities Election Act* (*LAEA*) will be offered as part of the Municipal Affairs Administrators' Training Initiative (MAATI) in September and October 2024.

## Municipal Affairs on the Road

We hope to see you at:

- **ARMAA Conference:** Lethbridge, August 28 – 29
- **ABmunis Convention:** Red Deer, September 25 – 27

## Save the Date

- The 2024/25 Alberta Community Partnership program is now accepting applications for the fiscal year.
- **August 9 – 30, 2024:** RMA Fall Convention meeting request submissions
- **September 25, 2024:** LPRT New clerk and clerk refresher course
- **September 16 – October 31, 2024:** MAATI will be offered online. Registration for sessions will be available late August.
- **September 1, 2024:** Census results to be submitted.
- **October 1, 2024:** Deadline for applications to host an intern for the 2025 Municipal Internship Program.
- **October 9, 16, 23, 30, 2024:** EOEP Municipal Corporate Planning and Finance
- **February 3, 2025:** Deadline for applications for the Mediation and Cooperative Processes component.

### Bill 18: the *Provincial Priorities Act*

Municipal Affairs is in the process of drafting a regulation which will set out the approval process, requirements that must be met to enter into an agreement with a federal entity, and any exemptions to the legislation. Regulations under the *Provincial Priorities Act* are expected to take force in early 2025. Targeted consultation on the regulation will occur in August 2024.

It is anticipated that the regulation will apply to all municipalities in the province. Provincial grants for infrastructure, such as the Local Government Fiscal Framework, and programs negotiated between the province and federal government, such as the Gas Tax Fund, are not expected to be impacted by regulations under the *Provincial Priorities Act*.

## Program Overview: Municipal Accountability Program (MAP)

Contact the MAP Team:
map@gov.ab.ca

Toll free by dialing 310-0000 followed by 780-427-2225.

MAP is a collaborative program consisting of multi-year review cycles initiated by the Minister under the authority of Section 571 of the *MGA*. While this program is available to all municipalities upon the request of a council and with the approval of the Minister, municipalities with populations of 2,500 or less are automatically scheduled for a visit approximately once every five years.

With a focus on continuing to strengthen municipal accountability and transparency, the purpose of this program is to:

- enhance knowledge of legislative requirements with a primary focus on the *MGA*;
- assist municipalities in achieving legislative compliance;
- support municipalities in being well-managed, accountable, and transparent; and
- provide a collaborative partnership between Municipal Affairs and municipalities to address any legislative discrepancies that may exist.

To ensure that the program retains its value in the second five-year cycle, the program has been updated to include additional legislative requirements. Each review will revisit some of the mandatory requirements, as well as examine discretionary matters relevant to each municipality. Letters from Deputy Minister Cox were sent to the municipalities that will be receiving a MAP review within the 2024/25 fiscal year.

The Municipal Services Division will share highlights from MAP to spread the good news on the progress municipalities have made in addressing legislative compliance with the *MGA* and *LAEA*. Please watch for these highlights in future issues!

## Additional Resources

**Recently updated resources:**

- Municipal Affairs Administrators' Training Initiative 2023 virtual session recordings
- 2023 Municipal Affairs Population List
- Alberta Municipal Sustainability Strategy Self-Assessment Questionnaire
- Municipal data and statistics dashboards
- Recall of a municipal councillor handbook

**From:** MA Minister
**To:** MA Minister
**Subject:** Alberta Municipal Affairs' 2023-24 Annual Report
**Date:** July 22, 2024 3:48:04 PM

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As Minister of Municipal Affairs, I am pleased to announce that the ministry's *2023-24 Annual Report* is now available online at Municipal Affairs Annual Report - Open Government | Alberta. In addition, I have attached a copy of our *Annual Report 2023-24 Key Highlights* document, a new addition to our annual reporting process.

Looking back at what Municipal Affairs and its partners have accomplished over the past fiscal year, I am gratified to recognize the tremendous work that has been undertaken in securing the future of Alberta.

This annual report provides a comprehensive review of the ongoing programs and initiatives the ministry has undertaken over the past fiscal year to build stronger communities and make life better for Albertans. It offers a detailed analysis of ministerial performance in relation to our *2023-26 Business Plan*.

For example, we discuss how the **Local Government Fiscal Framework** replaced the Municipal Sustainability Initiative Capital program in 2024, and how we are continuing to support municipalities in Alberta with stable funding for capital projects.

We report on our work **amending the *Local Authorities Election Act*** to address the concerns regarding public trust in local elections as well as concerns raised after the 2021 municipal election.

The report covers our continuing work to address **unpaid oil and gas property taxes**, with the implementation of a quarterly monitoring process to collect and share municipal oil and gas tax arrears with the Alberta Energy Regulator (AER). A new directive requires the mandatory payment of municipal tax arrears over $20,000 as a necessary precondition for new well licences and approval of well licence transfers by the AER.

We talk about how in 2023-24, the ministry initiated a **review of the Intermunicipal Collaboration Framework requirements** in the *Municipal Government Act* to determine how the legislation could be improved.

In 2023-24, the ministry administered $39.7 million in **funding for public library services** in the province. Of this, $33.6 million was direct operating grant funding for 223 municipal, intermunicipal, First Nations, and Metis Settlement public library boards as well as seven regional library system boards.

Addressing **housing costs and increasing housing supply** for lower income Albertans is a key priority for the Government of Alberta. In support of this priority, Municipal Affairs is exploring opportunities to remove barriers to affordable construction and permit approvals while still maintaining high safety standards.

Also in the report is the $500,000 in **Fire Services Training Program grants** that was distributed to successful applicant organizations throughout the province – funding that can be used to enhance training opportunities and consequently improve safety for fire services

personnel and the public.

Finally, we report on the work of the **Land and Property Rights Tribunal**, including the recovery of compensation under Section 36 Surface Rights Act – in 2023-24, the tribunal directed more than $29 million to rural landowners, the typical payment to individual landowners being in the range of $3,500 per year.

I look forward to working with my colleagues, along with ministry staff and stakeholders, to continue to build healthy, vibrant, and sustainable municipalities for all Albertans.

Sincerely,

Ric McIver
Minister

# The Village of Spring Lake Website Stats (For Reference)

| Mouth | Facebook Followers 2023 | Facebook Followers 2024 | Facebook Reach 2023 | Facebook Reach 2024 | Instagram Followers 2023 | Instagram Followers 2024 | Instagram Reach 2023 | Instagram Reach 2024 | Total Unique Web Page Views 2023 | Total Unique Web Page Views 2024 | Total Web Page Views 2023 | Total Web Page Views 2024 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| January | 594 | 594 | 1300 | 664 | 60 | 81 | 60 | 64 | 5,861 | 7,116 | 21,759 | 25,977 |
| February | 512 | 593 | 1600 | 571 | 55 | 81 | 51 | 90 | 3,715 | 4,761 | 17,471 | 14,104 |
| March | 512 | 594 | 699 | 338 | 81 | 82 | 41 | 71 | 5,224 | 5,478 | 20,720 | 17,858 |
| April | 525 | 599 | 3,299 | 974 | 41 | 84 | 72 | 69 | 5,156 | 8,610 | 19,143 | 22,443 |
| May | 537 | 599 | 2,726 | 775 | 53 | 90 | 49 | 130 | 5,738 | 8,025 | 20,720 | 23,313 |
| June | 538 | 606 | 1,698 | 245 | 53 | 91 | 53 | 245 | 7,097 | 8,274 | 24,070 | 33,101 |
| July | 552 | 611 | 1,835 | 798 | 60 | 91 | 44 | 155 | 5,807 | 10,527 | 22,703 | 26,585 |
| August | 557 | | 2,437 | | 62 | | 58 | | 5,650 | | 24,159 | |
| September | 574 | | 4,891 (Spiked Sept 15th) | | 65 | | 73 | | 7,569 | | 23,840 | |
| October | 575 | | 773 (Down 83%) | | 59 | | 59 | | 8,811 | | 26,426 | |
| November | 576 | | 804 | | 69 | | 67 | | 8,592 | | 24,505 | |
| December | 589 | | 2,807 | | 78 | | 76 | | 8,159 | | 24,480 | |
| | Monthly Average - 558 | | Monthly Average - 2,363 | | Monthly Average - 60 | | Monthly Average - 61 | | Year Total - 77,379 | | Year Total - 269,385 | Total to Date - 138,865 |

**Definitions:**

**Followers** - The # of people that have opted-in to "Follow" your profile or Page.
**Reach** - The # of people who saw any content from your page or about your page.
**Unique Web Page Views** - A person who has viewed the website at least once and is counted only once in the reporting time period

# Village of Spring Lake

## FireSmart Committee – August 2024

We held are meeting on July 31, 2024 (delayed from July 11th due to fires). We finalized our tasks and plans for the Saturday Aug. 17th Fire Smart Event in within the village. We got Tony signed up on the FireSmart Canada website. This provides us with more information and also helps track or FireSmart progress.

Aug. 17, 2024 FireSmart Event Schedule
10am – 12pm – Fire Smart presentation at the Village Office
12pm – 1pm – Hotdog Lunch at the Village Office
1pm – about 3pm – Site Demo and Clean up at Lakeside Drive and Hermitage Drive.

Hope to see everyone there!

Our next Meeting is scheduled for Sept. 4, 2024

# Village of Spring Lake

## Public Works Report – August 2024

Overview of Public Works tasks in July 2024 is as follows:

- Grass maintenance on going
- Clean up tree clearing activities from FORTIS, Davey Tree Services
- TORO mower has been taken back to Future AG on June 26 as it started having hydraulic power issues. Hydraulic seal on other pump was gone. Replaced seal and filter $881.08 (5 hours labor)
- John Deere 777 mower clutch went approx. $920 to replace
- VT01 door handle cable broke. Picked up new one and replaced $336.50
- Road crack filling in progress
- TORO mower alternator and drive pump belts broke. New belt ordered July 30
- Horse arena cleaned up and dragged

# Village of Spring Lake

## CAO Report – August 2024

### Capital Projects

The Engineer is continuing to work with Alberta Environment and Protected Areas regarding the drainage outlet. Administration has received an ACO Account and have added the Engineer to the account for the Aboriginal Consultation. The Utility Right-a-Way Agreement had two small revisions which were made and we are waiting for the signed agreement from the landowner.

### 2024 Taxation Notices

There are still 16 properties that have not paid property taxes this year. Penalties have been processed on those properties with the penalty amount totaling $2,774.28 A letter has ben sent to the properties that have not paid their taxes advising them of the next penalty on September 1st.

### Municipal Assessor Presentation to Council

The Municipal Assessor has confirmed they will be attending the September 2024 Council Meeting to speak to Council about the municipal assessment process relating to Spring Lake.

### Internet Service Survey

Administration is currently working on producing a survey for residents on internet service. The survey will be released in September 2024. This is a strategy that was included in the updated Sustainability Plan.

### Internet Service Survey

Administration has reached out to the Village's Internet Service Provider to inquire about what is needed to provide a Wi-Fi hotspot infrastructure at the Spring Rose Park Recreational Area. This is a strategy that was included in the updated Sustainability Plan.

# Payments Anytime Services

## Application

**Business Name:** VILLAGE OF SPRING LAKE
**Member Number:** [redacted]
**MICR:**
**Originator #:**
**Originator Name:** Village of Spring Lake Taxes
**Purpose of Service*:**

☐ Accounts Payable (AP)
☐ Payroll
☐ Accounts Receivables
☒ Other Taxes

Transaction Type: 380
(see glossary)

** Separate originators must be established for each required service*

**Originator Type:** ☐ Manual Data Entry
☒ File Upload Software_____

| Authorized User Name | Authorized User Email | User Type (See Glossary) |
|---|---|---|
| Emily House | emily@springlakealberta.com | Super |
| | | |

**File Information** (see Glossary)

Maximum Amounts:

**Transaction**: $1,500 **File:** $45,000 **Daily**: $45,000 **Monthly**: $45,000

Frequency: Daily ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☒ Other☐_____

☐ Pre-settlement (credit files)

☐ Other Security: _____

☐ Hold on Account (debit files): $_____ ☐Term Deposit ☐Demand-# _____
☐AOD

Manual Release ☐ or Automatic Release ☒

Dual Authority: ☐ Yes ☒ No

Transaction Codes

**200** Payroll Deposit
**330** Insurance
**380** Taxes
**400** Rent/ Leases
**436** Utility Bill Payments
**450** Misc Payments
**460** Accounts Payable
**470** Fees/ Dues

servus credit union | business banking

# PaymentsAnytime Glossary of terms

Frequency
Daily, weekly, bi-weekly, semi-monthly, monthly, quarterly, annual and one-time collection(s) and one-time payment(s) may be made.

Lead Time
File transfers must be sent a minimum of 72 hours prior to due date. For Upload files, the files can be submitted up to a maximum of 30 days prior to due date.

File Upload (AFT) – Users can upload and release files from approved accounting software to the payments anytime website for release of electronic payables or receivables. (Once files are uploaded they are automatically released to perform transactions).

Manual Data Entry (CAFT) – Users can create and save files (payables and or receivable) for release directly on the payments anytime website as opposed to uploading a file. Often used for one time transactions and or preference.

Manual Release - Users that enter data manually (CAFT) and create files on the payments anytime website can initiate release of files on demand.

Automatic Manual Release - Users that enter data manually (CAFT) and create files on the payments anytime website can have files release automatically on pre determined dates.

Upload Release - Users that upload files to the payments anytime website from accounting software release automatically.

Dual Authority- Secondary authority is required for sending of files. Provides additional control release of files. (NOTE: not available on Automatic Manual Release)

Originator – Users will be given a separate originator names (user ID's) for each service required - AR, AP or payroll service.

E-mail Notification – For audit and control purposes multiple individuals can be included to receive an e-mail when ever a file is released.

User Types - Certain user controls can be established for individual users to limit their ability to view files and or release and upload files. Alternatively users may also be given unlimited access. Organizations that require 2 or more to sign may prefer to limit one set of users to upload or create files and another set of users to release. (Users can be given one or more types)

- Release Only – These users only have the ability to release files once created online by another user (can only be used for manual release/CAFT)
- Read Only – These users only have the ability to read files once created or uploaded to the payments anytime website by another user (can be established for manual or automatic release)
- Data Entry – These users have ability to create files and view data on the payments anytime website, other users must release (can only be established for manual entry/ CAFT)
- Super User *– These users have ability to perform all functions with no limitations (can be established for manual or automatic release)

* Note – File upload users are considered Super Users in the sense that once a file is uploaded it is considered fully released. Controls must be established at the business level.

Maximum File Limit - Maximum dollar limits can be established on originators to restrict release of files if a specific dollar amount is exceeded.

Maximum Transaction Limit- Maximum dollar limits can be established on originators to restrict the release of individual transactions if a specific dollar amount is exceeded.

Daily Maximum- Maximum dollar amount of files allowed to be sent in one day.

Pre Settlement – Files must be created or uploaded by a minimum of 3 days before due date. Funds from account are automatically debited on date file is sent.

# Road Closure/Reserve Disposal

Projected Timeline:

Road Closure

- Discuss Closure with AB Transportation and preliminary review – unknown
- Survey – one month
- Bylaw and 1st Reading – one month
- Submit Bylaw with 1st Rading to AB Transportation for approval – unknown
- 3rd Party Notification – one month
- Advertising – two weeks
- Objections – one month
- Preparing Road Closure Package – one month
- Submission to and Review by Road Closure Coordinator – unknown
- 2nd and 3rd Reading – one month

Municipal Land Disposal

- Survey – one month
- Market Analysis – one month
- Advertising – two weeks
- Public Hearing – one month

## Road closure bylaw

Describes the process for using a bylaw to close a road.

## Overview

A road authority, such as a municipality, county, town, village or hamlet prepares a bylaw to legally close all types of roads.

The most commonly closed road types include, but are not limited to:

- road plans
- roads within subdivision plans
- laneways or alleys
- statutory road allowances
- trails
- bridges or culverts

## Legislation

- Municipal Government Act (MGA):
- Section 22 Road closure (bylaw)
- Section 216.4 Public Hearings
- Section 187 to 190 Passing a Bylaw
- Section 606 Advertising

## Preparing the road closure package

The MGA grants the municipality (or other road authority) the ability to request the closure of a 'road' that they have determined is no longer needed for public travel.

Before initiating work on the closure package and prior to third party referrals, it is recommended that the municipality contact the Alberta Transportation District Office. Discussing the closure at this stage gives us an opportunity to review the proposal to:

- ensure that access to adjacent lands will not be affected
- determine whether current and future land owners have legal access to the provincial transportation network
- determine whether the road is required as part of the provincial transportation network
- determine whether the road closure will be supported by Alberta Transportation and Economic Corridors

## Bylaw

The municipality will draft the road closure bylaw.

## Sample Road Closure Bylaw

Required information in the bylaw includes:

- bylaw number
- name of the road authority (municipality, county, town or village)
- purpose of the closure: create title, disposal (sale) or lease
- advertising: including the name of the publication(s) and dates published (see Section 606 of the MGA)
- description of the proposed road closure
- Before drafting the road closure bylaw, the municipality requires a description of the closure area that will be accepted by Alberta Land Titles (unless closure is for lease). While some descriptions are clear from the plan or title, an Alberta Land Surveyor may be required to prepare a sketch/survey plan and description for the closure area. A survey plan or complete metes and bounds description is always required by Alberta Land Titles for partial closures, roads within subdivision plans and unsurveyed roads (road allowance).
- lines for signatures, dates, and readings

Council must give the first reading of the bylaw prior to submitting the signed and dated original bylaw proposing closure to Alberta Transportation and Economic Corridors for approval.

Note: Bylaws must receive third reading within 2 years of the first reading (MGA).

## Third party referrals

It is the responsibility of the municipality to ensure all third party interests are protected by an easement or (utility) right-of-way agreement when the vacant land created by the road closure is disposed of (sold, consolidated and titled). This is not a requirement if

the closure is for lease, although rights and responsibilities must be addressed in the lease agreement if there is any infrastructure that may require inspection or maintenance.

- His Majesty the King in Right of Alberta, as represented by the Minister of Transportation must be the grantor of all easement or (utility) right-of-way agreements.

- Landowner – Sample referral letter: landowners adjacent to the road closure and other area land owners who may be affected
- Utility providers – Sample referral letter: utility providers that may be in the area of the closure (telecommunications, power authorities, gas distribution)
- the owner or operator of any pipeline or right-of-way that crosses the subject closure area
- Environment and Parks – Sample referral letter: Provincial Approvals Section, if the road is adjacent to or through a water body or adjacent to crown land
- Include a list or copies of all third parties who received letters and whether right-of-way agreements are required.

Include all copies of the right-of-way agreement(s) in the package submitted to Alberta Transportation and Economic Corridors for signature.

### Advertising

The purpose of advertising the proposed road closure is to create public awareness and gives residents time to consider the consequences of loss of legal road access.

Road closure bylaws are advertised under section 606, MGA with publication in the local newspaper (usually a weekly) in 2 consecutive issues.

The advertisement includes:

- purpose of the closure (that is, to public travel, lease or disposal)
- description of the closure area (that is, plan number, legal description)
- sketch of the closure area
- time and place for the public hearing (generally the date for the first reading of the bylaw)
- deadline for written submissions objecting to the closure

Copies of the advertisement must be included in the package submitted to Alberta Transportation and Economic Corridors.

If the community no longer has a local newspaper, other advertising methods are described in Section 606(1) of MGA. Please advise Alberta Transportation and Economic Corridors and include a screen print if the closure was advertised electronically and the date range the notice was available to the public.

### Objections

If objections to the proposed closure were submitted in writing or raised at the public hearing, Council must determine whether the objections are valid and need to be addressed or whether they wish to continue with the closure process.

Copies of the objections must be included in the package submitted to Alberta Transportation and Economic Corridors along with the municipality's response to all objections. Alberta Transportation and Economic Corridors requires objections to be dealt with before the proposed closure is submitted for approval. If an agreement cannot be reached with an objector, a rationale should be provided in the cover letter for proceeding despite the objection.

### Cover letter

The rationale for the closure must be included in the cover letter. If objection(s) to the closure were received, the cover letter will provide information on how the objection(s) were addressed.

### Submission package

Scan and submit your proposed closure package to the Roadside Planning and Application Tracking Hub (RPATH). The package must include the following:

- cover letter requesting the closure, including rationale for the closure

- the bylaw with the first reading signed, sealed and dated
- sketch or survey plan for the closure
- proof of advertising (copy of the notice and newspaper clippings or screenshot from website)
- list or copies of referral letters sent including responses and all original copies of any easement or utility right-of-way agreements required
- copies of objections (written or from the public hearing)

After the district completes the review in RPATH, the municipality or their agent will be advised via email notification from RPATH. The original package may then be sent (including the original copy of the bylaw and all original copies of each easement or utility right-of-way agreement) by mail or courier to our Head Office at:

Technical Standards Branch
2nd Floor, Twin Atria Building
4999 98 Avenue NW
Edmonton, Alberta  T6B 2X3
Attn: Road Closure Coordinator

The Road Closure Coordinator completes the final review, has the bylaw and any easement or utility right-of-way agreements signed and returns the documents to the municipality or their agent for completion of second and third reading and registration at Alberta Land Titles (if required). Copies of the signed documents will be uploaded into RPATH for immediate viewing.

### After third reading of bylaw

The Road Closure Coordinator with Alberta Transportation and Economic Corridors must be notified:

- when the bylaw receives third and final reading by Council
- when the municipality receives the registration number from Alberta Land Titles when the closure is registered
- Bylaws closing road for lease are not registered at Alberta Land Titles because ownership of the land is not transferred.
- Registration rejected

If the Land Titles Office rejects the description of the closure area used in the bylaw, the municipality will prepare an amending bylaw following the same process as amending other municipal bylaws.

### Amending a Road Closure Bylaw

As the rejection is to the description and not the closure in principle, no advertising or review by Alberta Transportation and Economic Corridors is required. However, a copy of the signed amending bylaw must be emailed to trans.edm-rdclosures@gov.ab.ca or mailed to:

Technical Standards Branch
2nd Floor, Twin Atria Building
4999 98 Avenue NW
Edmonton, Alberta  T6B 2X3
Attn: Road Closure Coordinator

# VILLAGE OF SPRING LAKE

# BY-LAW #408

## A Bylaw of the Village of Spring Lake, in the Province of Alberta, to regulate Community Standards for Safety, Health, Welfare, Nuisances and Livability.

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**WHEREAS** the Municipal Government Act, RSA 2000 c M-26, authorizes council to pass bylaws for municipal purposes respecting the safety, health and welfare of people and protection of people and Property; and

**WHEREAS** the Municipal Government Act, RSA 2000 c M-26, authorizes council to pass bylaws for municipal purposes respecting nuisances, including unsightly property;

**WHEREAS** the Municipal Government Act, RSA 2000 c M-26, authorizes council to pass bylaws respecting the enforcement of bylaws, including the creation of offences, providing for inspections to determine if bylaws are being complied with, and remedying contraventions of bylaws;

**NOW THEREFORE** the Council for the Village of Spring Lake, duly assembled enacts the following:

### TITLE

1. This bylaw shall be known as the "Community Standards Bylaw".

### DEFINITIONS

2. The following definitions will apply to the corresponding words in this bylaw:
   - (a) “Address” means the address that is assigned and designated by the Village;
   - (b) "Appliance" means larger devices that are plugged into electricity mains, namely refrigerators but not limited to washing machines, dishwashers and dryers;
   - (c) “Boulevard” means that part of a highway that:
     - i. is not a roadway; and
     - ii. is that part of the sidewalk that is not especially adapted to the use of or ordinarily used by pedestrians;
   - (d) "Bow" means a device from which a projectile such as an arrow or bolt may be Discharged through the release of tension on a string or cable, and includes those devices commonly referred to as compound Bows, recurve Bows, long Bows and cross Bows;
   - (e) "Chief Administrative Officer" or "CAO" means the Chief Administrative Officer for
     - i. the Village appointed pursuant to the *Municipal Government Act,* RSA 2000 c M-26, or their delegate;
   - (f) “Collection date’’ means the date prescribed by the CAO.
   - (g) "Council" means the Council for the Village of Spring Lake;
   - (h) "Court" means the Alberta Court of Justice;

(i) "Discharge" means the propulsion of a projectile from a Bow, Gun, Slingshot or Other Firearm within the municipal boundaries of the Village of Spring Lake;

(j) "Disorderly Conduct" means any behavior that tends to disturb the public order or decorum, scandalize the community or offend the public sense of morality;

(k) "Dwelling Unit" means a self-contained residence comprising of a kitchen, washroom, living and sleeping facilities with a separate entrance from the exterior of a Building or from a common hall, lobby or stairway inside a Building;

(l) "Fight" means any confrontation involving violent physical contact between two or more people;

(m) "Graffiti" means any words, figures, letters or drawings scribbled, scratched or spray painted on a surface without the consent of the Owner of the Property on which they are placed;

(n) "Gun or Other Firearm" means any device from which a projectile may be Discharged by an explosion, chemical reaction or release of compressed air or other gas;

(o) "Highway" means a Highway as defined in the *Traffic Safety Act,* RSA 2000, c T-6 as amended;

(p) "Industrial Fluids" includes, but is not limited to engine oil, brake fluid, anti-freeze or hydraulic fluid;

(q) "Land Use Bylaw" means the Village of Spring Lake's Land Use Bylaw;

(r) "Motor Vehicle" means a Motor Vehicle as defined in *Traffic Safety Act,* RSA 2000, c T-6;

(s) "Naturalization" means a portion of a lot where a lawn or perennial garden previously maintained by the owner which has been allowed to re-establish a reproducing population of native species, through a combination of natural regeneration and deliberate plantings of species or other species to emulate a natural area;

(t) "Occupant" means any Person other than the registered Owner who is in possession or control of the Property, including but not limited to, a lessee, licensee, tenant or agent of the Owner;

(u) "Order" means an Order as described in Section 545 or Section 546 of the Municipal Government Act, or the Fees and Charges Bylaw;

(v) "Owner" means:

  (i) The Person as registered on the title at the Land Titles Offices;

  (ii) A Person who is recorded as the Owner of the Property of the Village's Assessment roll;

  (iii) A Person who has purchased or otherwise acquired Property, whether purchased or otherwise acquired directly from the Owner or from another purchase, and has not become the registered Owner thereof;

  (iv) A Person controlling the Property under construction, or;

  (v) A Person who is the Occupant of the Property under a lease, license, or permit;

(w) "Peace Officer" has the same meaning as in the Provincial Offences Procedure Act, RSA 2000, c P-34, and includes a Village appointed Bylaw Officer;

(x) "Person" means any individual, firm, partnership, association, corporation, or society;

(y) "Property" means any land, buildings, structures or premises, or any personal property located thereupon within the municipal boundaries of the Village;

(z) "Public Place" means any place including privately and publicly owned or leased Property, which the public reasonably has or is permitted to have access to, whether on payment or otherwise;

(aa) "Residential Area" means any residential area including a multiparcel residential subdivision;

(bb) "Slingshot" means any "Y" shaped device from which a projectile such as a ball bearing or similar object may be Discharged through the release of tension on an elasticized band commonly referred to as a Slingshot;

(cc) "Unsightly Condition" means:

i. In respect of a structure, a structure whose exterior shows signs of significant physical deterioration, relative to adjacent lands and land uses or relative to other lands and land uses that could reasonably be considered to be in the neighbourhood;

ii. In respect of land, land that shows signs of serious disregard for general maintenance and upkeep, relative to adjacent lands and land uses or relative to other lands and land uses that could reasonably be considered to be in the neighbourhood; and

iii. Nothing shall prohibit a property owner from undertaking naturalization efforts.

(dd) "Village" means the Village of Spring Lake;

(ee) "Violation Ticket" means a violation ticket as defined in the Provincial Offences Procedure Act, RSA 2000, c P-34.

## INTERPRETATION

3. The headings in this bylaw are for reference purposes only.

## ORDERS AND REVIEW

4. If a designated officer finds that a person is contravening this or any other enactment that the municipality is authorized to enforce or a bylaw, the designated officer may, by written Order, require the person responsible for the contravention to remedy it if the circumstances so require pursuant to sections 545 and 546 of the Municipal Government Act, RSA 2000 c M-26.

5. Every Person who fails to comply with an Order issued pursuant to this Bylaw within the time set out in the Order commits an offence.

## ENFORCEMENT

### General Penalty Provision

6. A person who contravenes this Bylaw by:

(a) doing any act or thing which the Person is prohibited from doing; or

(b) failing to do any act or thing the Person is required to do;

is guilty of an offence.

7. Any Person who is convicted of an offence pursuant to the Bylaw is liable on summary conviction to a fine not exceeding ten thousand dollars and in default of payment of any fine imposed to a period of imprisonment not exceeding six months.

## Violation Tickets and Penalties

8. Where a Peace Officer believes that a Person has contravened any provision of this Bylaw, the Peace Officer may commence proceedings against the Person by issuing a Violation Ticket pursuant to the Provincial Offences Procedures Act, RSA 2000, c P-34.
9. Where there is a specified penalty listed for an offence in the Village of Spring Lakes Fees and Charges Bylaw, that amount is the specified penalty for the offence.
10. Where there is a minimum penalty listed for an offence in the Village of Spring Lakes Fees and Charges Bylaw, that amount is the minimum penalty for the offence.
11. This section does not prevent any Peace Officer from issuing a Violation Ticket requiring a Court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedures Act, RSA 2000, c P-34, or from laying an Information in lieu of a Violation Ticket.
12. The levying and payment of any fine or the imprisonment of any period provided in this Bylaw shall not relieve a Person from the necessity of paying any fees, charges, or costs from which that Person is liable under the provisions of this Bylaw or any other Bylaw.
13. The Village can exercise discretion in the application of this Bylaw and its contents as defined in Section 529 of the Municipal Government Act, RSA 2000 c M-26.
14. If the complainant fails to supply evidence to a Village of Spring Lake representative on any issue within this Bylaw, the Village may elect not to investigate the complaint.
15. A Peace Officer may use discretion, mediation and provide increased awareness and education in lieu of applying Violation Tickets and penalties.
16. All Violation Tickets issued by the Village and heard by the Court are to be supported by witness statements and may require Court attendance by the complainant to validate facts. The final decision to proceed with a specified penalty will be at the discretion of the Court, when the matter is heard, and will be based on supporting evidence.

## False Information

17. No person shall provide false or misleading information to any Peace Officer, or Village employee.

## Interference with a Peace Officer

18. No person shall interfere with or obstruct a Peace Officer in the exercise of their powers and duties pursuant to this bylaw.

## UNSIGHTLY PROPERTIES

### Scope

19. The standards, requirement and prohibitions contained in this Part shall apply to all lands.

### Accumulation of Materials

20. No Owner or Occupant of a Property shall allow on the Property, the accumulation of;
    (a) any material that creates unpleasant odors; or
    (b) animal remains, parts of animal remains or animal feces.
21. No Owner or Occupant of a Property shall allow the open or exposed storage on the Property of any industrial fluid.
22. No Owner or Occupant of a Property shall allow the following to accumulate on the Property such that the accumulation is visible to a Person viewing from outside the Property:
    (a) loose garbage;
    (b) bottles, cans, boxes or packing materials;
    (c) household furniture or other household goods;
    (d) automobile parts;
    (e) parts of, or disassembled machinery, equipment, or appliances;
    (f) yard waste, including grass, tree and hedge cuttings;
    (g) smelly or messy compost heaps; or
    (h) uncut grass, which in the opinion of the Peace Officer, is excessive or which demonstrates neglect.

### Appliances

23. No Owner or Occupant of a Property shall allow an appliance to remain on the Property without first ensuring that the hinges and latches or lid or doors of the unit have been removed.
24. No Owner or Occupant of a Property shall allow any appliance to remain on the Property such that the appliance is visible to a Person viewing from outside the Property.
25. Notwithstanding Clauses 33 and 34, it shall not be an offence for an Owner or Occupant of a Property to allow an appliance on a Property:
    (a) if the appliance is not visible to a Person viewing from outside the Property; and
    (b) the appliance always remains locked with a padlock and key or similar device.

### Outdoor Storage of Building Materials

26. No Owner or Occupant of Property shall allow on the Property the accumulation of building materials, whether new or used, unless that Owner or Occupant can establish that Construction or renovation is being carried out on the Property and that:
    (a) construction/renovation has begun, or the beginning of work is imminent;
    (b) the materials found on the Property relate to the construction/renovation taking place on the Property in a quantity that is reasonable to complete the construction/renovation; and

(c) construction/renovation has not been suspended for a period in excess of one hundred and twenty days.

27. Owner or Occupant of a Property shall ensure that all building materials stored on a Property that are not in contravention of Clause 36 are stacked or stored in an orderly manner.

28. Notwithstanding anything in this part, it shall not be an offence to store a small amount of neatly stacked materials on a Property for basic Property maintenance, as determined by the sole discretion of a Peace Officer.

## VEHICLES

29. No Owner or occupant of a Property shall keep more than two unregistered or inoperative motor vehicles on the Property.

## GRAFFITI PREVENTION AND ABATEMENT

30. No Person shall create or apply Graffiti.

31. Every Owner or Occupant of a Property shall ensure that Graffiti placed on their Property is removed, painted over or otherwise permanently blocked from public view.

## NOISE

### Scope

32. The provision contained in this part shall not be interpreted to prevent:
    - (a) the ringing of bells in churches, religious establishments and schools;
    - (b) the sounding of any alarm or warning to announce a fire or other emergency;
    - (c) the playing of a band in connection with a parade allowed pursuant to any Village Bylaw; or
    - (d) the use of Signaling Devices on vehicles in the normal operation for the purpose of giving warning to other vehicles or Persons.

33. For the purpose of this part:
    - (a) "Concrete Mixer" means a machine that is mounted on a Truck chassis or Trailer capable of carrying concrete in a mixed or partially mixed form and pouring it at the location where it is to be used;
    - (b) "Construction" means the temporary process of demolishing or building any structure or repairing or improving a building that already exists, including landscaping, home repairs, Property improvement and any work in connection with that process;
    - (c) "Continuous Sound" means any sound, other than Construction noise, continuing for three minutes or more in any fifteen minute period;
    - (d) "Day-time" means the period beginning at:
        - i. 7:00 A.M. and ending at 10:00 P.M. on a Weekday; and
        - ii. 9:00 A.M. and ending at 10:00 P.M on a Weekend
    - (e) "Night-time" means the period beginning at 10:00 P.M. and ending the following day:
        - i. 7:00 A.M. if the following day is a Weekday; and

ii. 9:00 A.M. if the following day is a Weekend.

(f) "Point of Reception" means any location at the place of work or residence where the noise is heard by complainant;

(g) "Power Tool" includes any tool powered by an engine or motor, including those powered by compressed air, electricity or fossil fuel;

(h) "Signaling Device" means any device that produces an audible sound used for the purpose of drawing an individual's attention, including a horn, gong, bell, klaxon or public address system;

(i) "Truck" means any vehicle that has a gross allowable maximum vehicle weight in excess of four thousand five hundred kilograms as listed on the official registration certificate issued by the government of the Province of Alberta, regardless of the vehicles' actual weight at a specific time and includes a Truck-Tractor and Tractor Trailer including Refrigeration Unit, but does not include a Concrete Mixer;

(j) "Weekday" means Monday through Friday, inclusive unless it falls on a holiday as defined in the Interpretation Act, RSA 2000, c 1-8; and

(k) "Weekend" means Saturday and Sunday and any other holiday as defined in the Interpretation Act, RSA 2000, c 1-8.

34. This part does not purport to regulate the cumulative effect of noise created by vehicular traffic on roads.

## General Prohibitions of Noise from Properties

35. Except as authorized pursuant to this Bylaw no Person, Owner or Occupant of a Property shall make or cause or allow to be made or continue any noise which emanates from the Property and disturbs or annoys a Person including any loud outcry, clamor, shouting, movement, music, or activity.

36. No Person, Owner or Occupant of a Property shall permit a Motor Vehicle located on the Property to emit noise which emanates from that Property and disturbs or annoys a Person, including noise from excessive engine revving and stereo and amplification equipment in the Motor Vehicle.

## Activities In Residential Areas

37. During the Night-time, no Person shall operate:

(a) a lawn mower;

(b) a Power Tool outside of any building or structure;

(c) a snow clearing device powered by an engine of any kind; or

(d) an Off-Highway Vehicle.

38. No Person shall load or unload a Truck or Concrete Mixer in a Residential Area or within one hundred and fifty meters of a Residential Area during Night-Time.

39. A Person who owns, occupies, or controls a Truck must not at any time allow it to remain running for longer than twenty minutes when it is stationary in a Residential Area or within one hundred and fifty meters of a Residential Area.

## LIGHTS

40. No Owner or Occupant of a Property shall allow an outdoor light to shine directly into the adjacent dwelling or structure unless permitted or required pursuant to the Land Use Bylaw, a development permit, or similar approval.

## MAINTENANCE OF BUILDINGS, STRUCTURES AND FENCES

41. For the purposes of this part:
    - (a) "Fence" includes a privately built Fence and a developer-built community screening Fence.
    - (b) "Good Repair" means a condition where something is free from:
        - i. significant damage;
        - ii. a peeling surface;
        - iii. broken, missing, or fallen parts;
        - iv. rot or other significant deterioration;
        - v. openings which are not secured against trespassers or infiltration or air and precipitation; or
        - vi. other visual evidence of a lack of general maintenance.
    - (c) "Structure" includes any building, retaining wall, scaffolding, garbage, container, shed or portable shack.

### Obligation to Maintain

42. No Owner or Occupant of a Property shall allow a Structure or Fence to become a safety hazard.
43. Every Owner or Occupant of a Property shall ensure the following are maintained in Good Repair:
    - (a) Structure and their structural members, including:
        - i. foundations and foundation walls;
        - ii. exterior walls and their components;
        - iii. roofs;
        - iv. windows and their casings;
        - v. doors and their frames;
        - vi. protective and decorative finishes of all exterior surfaces of a Structure or Fence;
        - vii. exterior stairs, landings, porches, balconies, and decks; and
        - viii. fences and their structural members.

## ADDRESSING

44. The Owner or the Occupant of Building in the Village is responsible for displaying an Address.
45. An Urban Address shall be affixed to Building no higher than the ceiling level of the ground floor or in an equivalent height in the case of other Buildings, and at least 1.2 above ground and be on contrasting background and; the Urban Address displayed shall be clearly visible from the Roadway.

46. The minimum size of the characters of an Address shall meet the standards specified below:

| Building Setback from Adjacent Roadway | Minimum Character Size |
|---|---|
| 0 – 15 m (0 – 49.2 ft.) | 10 cm (4 inches) |
| 15 – 20 m (49.2 – 65.6 ft.) | 15 cm (6 inches) |
| Greater than 20 m (65.7 ft.) | 20 cm (8 inches) |

47. No Person shall display an Address that is not legible or clearly visible from the Roadway.
48. No Person shall display an incorrect Address that was not assigned by the Village.
49. No Person shall fail to maintain or otherwise allow an Address sign to fall into disrepair.
50. No Person shall fail to make any required changes to an Address within fourteen (14) days of written notification from the Village.

## EXCAVATION

51. No Owner or Occupant of a property shall allow an excavation, drain, ditch or other depression in the ground to become or remain a danger to public safety.

## LITTERING

52. For the purpose of this part "Refuse" means:
    a. rubbish, garbage, waste materials, paper, packages, containers, bottles, cans, or parts thereof;
    b. any article, product, machinery, Motor Vehicle, building materials, or other manufactured goods; or
    c. trees, shrubs, sewage, straw, hay, soil, gravel, rock, dead animals, dead fowl, or any material considered foreign to a Highway or Public Place.
53. No Person shall dispose of Refuse on any Highway or Public Place unless they dispose of it:
    a. in a container placed for the purposed of collecting it;
    b. at a sanitary landfill; or
    c. through a Village refuse disposal system.
54. No Person shall transport Refuse in or on a Motor Vehicle or Trailer on a Highway, if the refuse is likely to fall off or blow off the Motor Vehicle or Trailer, unless the Refuse being transported is adequately secured to prevent it from falling off or adequately covered to prevent it from blowing off the Motor Vehicle or Trailer.
55. If Refuse is disposed of from a Motor Vehicle or Trailer and it cannot be determined who the driver of the Motor Vehicle was, the Owner of the Motor Vehicle or Trailer shall be determined to be the Person who disposed of the Refuse from the Motor Vehicle or Trailer, unless they prove to the satisfaction of the Court that at the time of the offence the Motor Vehicle was not driven, the Trailer was not being towed or the Motor Vehicle or Trailer was not parked or left by them or by any other Person with his consent, express or implied.
56. No Person shall dispose of Refuse on any land other than their own unless the Owner or Person in control of the other land agrees to its disposal.

## WASTE BINS AND COLLECTION

57. A Person shall not place, cause or permit to be placed any waste bin on land they own or occupy unless the waste bin is:
    (a) equipped with a lid or cover capable of completely covering the waste bin; and
    (b) kept closed or covered at all times except for actual loading or unloading of waste.
58. A person shall not set out waste for collection on a highway or road collection location before 4:30 p.m. on the day before the collection date.
59. A Person shall not leave waste containers on a highway or road collection location later than 6:00 a.m. of the date after the collection date.

## PUBLIC BEHAVIOUR

60. A Person shall not urinate or defecate in public except in a facility designed and intended for such use.
61. No Person shall Discharge a Bow, Gun, Slingshot or Other Firearm within the Municipal boundaries of the Village of Spring Lake unless such Discharge occurs in accordance with the following:
    (a) a Discharge made by a Police Officer, Peace Officer, or a Fish and Wildlife Officer during the course of their duty.
62. No Person shall participate in a Fight or similar physical confrontation in any Public Place, or any place to which the public reasonably has access; this prohibition does not apply to the participants in a sanctioned organized sporting event who are governed by the rules of conduct of that sporting event.
63. Any Person not being in a Dwelling Unit, shall not cause a disturbance in or near a Public Place by any of the following:
    (a) Fighting, screaming, shouting, swearing or using insulting or obscene language;
    (b) being intoxicated by alcohol or other substances;
    (c) loitering in a Public Place;
    (d) disturbing the peace and quiet of the Occupants of a Dwelling Unit by Disorderly Conduct in a Public Place.
64. No Person shall vandalize public, private or Village property by:
    (a) removing, destroying, damaging, rendering inoperable, causing damage to or altering the appearance, characteristic, or feature, tampering with, mutilating, defacing, or climbing on any Building, Structure, fixture, chattel, monument, art, vase, fountain, wall, fence, wire, netting, Vehicle, tool, gate, seat, bench, exhibit, cage or ornament.
    (b) this prohibition shall not apply to any Person climbing on a Structure, wall or piece of equipment expressly designed for that purpose, including playground equipment, climbing wall or similar recreational equipment.

## SEVERABILITY

65. Should any provision of this bylaw be deemed invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.

## REPEAL

66. Bylaws 178, 310, 318 are hereby repealed.

## EFFECTIVE DATE

67. This bylaw shall come into force and take effect on the day of third reading and signing thereof.

READ A FIRST TIME this day of , 2024.
READ A SECOND TIME this day of , 2024.
READ A THIRD TIME this day of , 2024.

_____
Mayor

_____
Chief Administrative Officer

| | |
|---|---|
| Title: | Committee Guidelines |
| Policy No: | 2014-01 |
| Approval: | Village Council |
| Effective Date: | |
| Supersedes Policy No: | None |
| Amendments: | |

**Policy Statement:** The Council of the Village of Spring Lake will provide direction to standardize the guidelines for the formation, funding and reporting of committees.

## 1. Definitions

1.1 **Committee** - Made up of a combination of citizens, organizational representatives, Village staff representatives and members of Council to help handle Village affairs efficiently and orderly by representing the broader community by proving Council information, advice and recommendations regarding important community issues and topic

1.2 **Council** - the Council of the Village of Spring Lake, in the Province of Alberta.

1.3 **CAO** - the person appointed as the Chief Administrative Officer of the Village of Spring Lake.

1.4 **Village** - the Village of Spring Lake in the Province of Alberta.

## 2. Types of Committees

2.1 Standing Policy Committees
Council's Standing Policy Committee model allows our local government to look at issues throughout the Village with a more focused lens, providing for more Council deliberation and public participation. Standing Policy Committees are ongoing, permanent committees that report to Village Council.

2.2 Standing Committees
Standing Committees are ongoing committees established by Council, specializing in a specific matter or topic related to the community.

2.3 Special Purpose Committees
Special Purpose Committees are formed under the legislated powers of the Village but have their own constitution or bylaws.

2.4 Ad Hoc Committees
Ad Hoc Committees are short-term committees which have a specific purpose and clearly defined life span.

2.5 Joint Committees
Joint Committees are created through an agreement between two or more organizations.

2.6 External Boards/Committees
Community focused, grassroots boards and committees that have been formed by Village residents/members of the general public to address various issues of concern and advance the public interest.

## 3. Requests to Form Committee

3.1 When a request to create a Committee is brought to Council, Council will require the following information:

- Terms of reference
- Desired outcomes or goals of the committee
- How the outcomes and goals align with the needs of the Village and its residents.

## 4. Requests for Funding

4.1 If a committee is requesting funding from the Village, Council will require the following information:

- Plan, timeline, and budget outlining the steps, activities, resources, and costs required to execute the mandate of the Committee.
- Expected milestones of the Committee's activities.

## 5. Budgeting/Reporting

5.1 Council will require a request for funding by September 30 for the next year.

5.2 If a Council Liaison is appointed to the committee, the committee chair will provide a monthly written report to the Council Liaison to be received by the 30th of each month.

5.3 Council will require on an annual basis, the following:

- Progress report including analysis of the results of objectives and achievements.
- Budget vs Actual Financial Report.

## 6. Procedures

6.1 All committees must follow the Village of Spring Lake Procedural Bylaw, as amended from time to time.

## 7. Dissolution

7.1 A committee can dissolve if it is determined that the committee has fulfilled its mandate, no longer serves its intended purpose or for any other reason brought to the attention of Council.

| | |
|---|---|
| **Title:** | **CAO Performance Review Policy** |
| **Policy No:** | **2020-02** |
| **Approval:** | **Village Council** |
| **Effective Date:** | **September 8, 2020** |
| Supersedes Policy No: 2017-01 | |

**Policy Statement:** Council recognizes the importance of performance reviews in maintaining an effective and professional relationship between Council and the Village's Chief Administrative Officer. Regular annual reviews are a requirement under the Municipal Government Act and provide opportunity to consider job performance and professional development opportunities.

**Purpose:** To outline the Village of Spring Lake's policy in regard to Chief Administrative Officer (CAO) Performance Reviews.

**Principles:**

1. To ensure Council fulfills the Municipal Government Act requirement to provide an annual written performance evaluation for the CAO
2. To provide a framework for the CAO performance review that maintains, strengthens and/or makes necessary changes to the relationship between Council and the CAO.
3. To determine the appropriate professional development direction and opportunities for the CAO.

## 1. Definitions

1.1 **Council** - the Council of the Village of Spring Lake, in the Province of Alberta.

1.2 **CAO** - the person appointed as the Chief Administrative Officer of the Village of Spring Lake.

1.3 **Performance Review -** An annual written review involving a discussion about the CAO's development and performance. It involves setting a plan of action for the next period and reviewing what has been achieved in the last period.

## 2. Standards

2.1 Performance Review is to be held annually in September and is completed by the Mayor or Deputy Mayor with input from Council. The Performance Review will be conducted with the CAO during an in-camera session at the September Regular Council Meeting.

2.2 Salary and benefits shall be established in relation to the Village of Spring Lake's HR Policy 2011-02 using the Performance Review as reference.

2.3 Performance Review will be prepared in the attached format (Appendix A).

2.4 Professional development opportunities shall be discussed during the review process and recommendations can be provide to the CAO for consideration,

Appendix A

Village of Spring Lake

# CAO PERFORMANCE REVIEW

**Employee's Name:** _____

**Date Appointed to Position:** _____

**Date of Review Meeting:** _____

**Date of Last Review:** _____

## Purpose of Performance Evaluation

In accordance with Section 205 (1) of the Municipal Government Act, a Council must provide the Chief Administrative Officer (CAO) with an annual written performance evaluation of the results the Chief Administrative Officer has achieved with respect to fulfilling the C.A.O.'s responsibilities under section 207 of the Act.

## Performance evaluation for the CAO can serve any or all of the following purposes:

1. To formally discuss the relationship which should exist between the municipality and its' Chief Administrative Officer.
2. To relate performance to the role, responsibilities, authority and duties as previously defined.
3. To set objectives and criteria for future evaluation.
4. To recognize strengths and weaknesses and reward or correct.
5. To serve as a basis for salary adjustment.

## Performance Evaluation Format

1. Criteria in Which to Base Performance Review
2. Performance Review - Leadership Style
3. Performance Review - Relationship to Council
4. Performance Review - Relationship to Staff
5. Performance Review - Objectives and Accomplishments
6. Performance Review - Areas for Improvement
7. Follow-up
8. Sign Off

## Criteria in which to Base Performance Review

The following criteria are taken from the Municipal Administrators Handbook to assist Councils with potential criteria for the performance review of the C.A.O.

### 1. Relationship to Council

| Always | Frequently | Seldom | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Does the CAO respect the role of Council as a whole and of individual Councillors? |
| ☐ | ☐ | ☐ | Does the CAO convey support of Council to the staff and to those external to the organization? |
| ☐ | ☐ | ☐ | Does the CAO enjoy a reasonable workable relationship with the Mayor and Council? |
| ☐ | ☐ | ☐ | Does the CAO respect the power and authority of Council and thus understand the limitations of his/her own position? |

### 2. Relationship to Staff

| Always | Frequently | Seldom | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Does the CAO provide effective leadership to staff on an ongoing basis? |
| ☐ | ☐ | ☐ | Does the CAO appear to involve the senior staff in the decision making process? |
| ☐ | ☐ | ☐ | Does the CAO ensure that the staff is suitably informed with regards to the decisions of Council? |
| ☐ | ☐ | ☐ | Does the CAO appear to support senior staff in pursuing the appropriate training necessary to further enhance their skills development? |
| ☐ | ☐ | ☐ | Does the CAO appear to listen to staff input and respond accordingly? |
| ☐ | ☐ | ☐ | Is the CAO capable of motivating, counselling and disciplining as necessary? Are these roles regularly performed? |

### 3. Understanding the Community

| Always | Frequently | Seldom | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Does the CAO have a clear understanding of the background of most of the major issues and does he/she demonstrate understanding in the decision making process? |
| ☐ | ☐ | ☐ | Has the CAO taken steps to make sure he/she is aware of the key decision makers within the community and their views on the issues of the day? |
| ☐ | ☐ | ☐ | Has the CAO found suitable ways of ensuring the public is informed with regards to the services available at the Municipal Administration Office? |
| ☐ | ☐ | ☐ | Does the CAO appear to be effective in dealing with the public and the community leaders? |

**4. Management Practices**

How would you as a Council member, based on your knowledge and exposure to these areas, rate the CAO with regard to his/her ability in the following central areas of managerial expertise?

| Always | Frequently | Seldom | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Advisory role to Council; communication of issues and recommended solutions |
| ☐ | ☐ | ☐ | The development of policies for acceptance by Council |
| ☐ | ☐ | ☐ | The development of recommendations |
| ☐ | ☐ | ☐ | A systematic way of approaching the budget process and the provision of financial information to Council |
| ☐ | ☐ | ☐ | Management of computer systems |
| ☐ | ☐ | ☐ | Human resource management practice |

**5. Degree of Fit "With the Community"**

| Always | Frequently | Seldom | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Does the CAO seem to mix well with other members of the community? |
| ☐ | ☐ | ☐ | Does the style of the CAO adapt well to the style of this community? |
| ☐ | ☐ | ☐ | Does the CAO portray publicly his/her support of the corporate goals of the Council? |

## Rating Criteria

Rate each factor according to your perception of the performance of the CAO in the past year. Provide narrative comments or examples to illustrate.

1. Exceeds Expectations
2. Meets Expectations
3. Stronger Performance Required

---

## Leadership Style

**RATING**

a) Strength of administrative leadership, approachability & responsiveness _____

Comments:

_____

_____

_____

_____

_____

b) Quality of advice, guidance and direction given Council for the development of its decisions and policies _____

Comments:

_____

_____

_____

_____

c) Planning and organizing (setting long and short term objectives) _____

Comments:

_____

_____

_____

_____

## Relationship to Council

**RATING**

a) Understanding of the Council's mandate and responsibilities in relation to that of the CAO. Ability to respond quickly and appropriately to the direction of Council. _____

Comments:

_____

_____

_____

_____

b) Quality of communication with the employer. Ability to present reasonable & professional views in a straight-forward pleasant manner. _____

Comments:

_____

_____

_____

_____

c) Public respect for the role of elected officials. _____

Comments:

_____

_____

_____

_____

## Relationship to Staff

**RATING**

a) Communicate to staff the goals, objectives priorities and decisions of Council. _____

Comments:

_____

_____

_____

_____

_____

b) Delegates appropriate responsibilities and authority to staff. Provides follow-up assistance as necessary. Encourages staff growth as individuals. _____

Comments:

_____

_____

_____

_____

c) Provides good leadership, senses the need for direction and provides a good example. _____

Comments:

_____

_____

_____

_____

## Objectives

These should be developed by the CAO and reviewed with the Mayor and Council.

| Key Objectives | Results |
|---|---|
| a) | |
| b) | |
| c) | |
| d) | |
| e) | |

## Overall Impression of Performance and Results Achieved

_____

_____

_____

_____

_____

_____

_____

## Key Areas for Improvement (Rank in Order of Importance 1-5)

a) Policy advice: development of new initiatives _____
b) Leadership vis-à-vis staff _____
c) Budgetary advice and control _____
d) Relationship to Council _____
e) Relationship to Staff _____
f) Public image _____
g) Other _____

_____

_____

_____

## Follow-Up

Indicate those measures or steps which should be taken by the senior officer over the course of the next appraisal period to improve his/her performance (eg. Types of external or internal development courses/seminars, changes in management practices, etc.)

_____

_____

_____

## Sign Off

Signature of the CAO - this indicates only that this appraisal has been discussed with you, not whether you agree or not with the comments/rating.

| | |
|---|---|
| **Mayor or Deputy Mayor** | **Chief Administrative Officer** |
| **Date** | |

Village of Spring Lake

# CAO PERFORMANCE REVIEW

**Employee's Name:** _____

**Date Appointed to Position:** _____

**Date of Review Meeting:** _____

**Date of Last Review:** _____

## Purpose of Performance Evaluation

In accordance with Section 205 (1) of the Municipal Government Act, a Council must provide the Chief Administrative Officer (CAO) with an annual written performance evaluation of the results the Chief Administrative Officer has achieved with respect to fulfilling the C.A.O.'s responsibilities under section 207 of the Act.

## Performance evaluation for the CAO can serve any or all of the following purposes:

1. To formally discuss the relationship which should exist between the municipality and its' Chief Administrative Officer.
2. To relate performance to the role, responsibilities, authority and duties as previously defined.
3. To set objectives and criteria for future evaluation.
4. To recognize strengths and weaknesses and reward or correct.
5. To serve as a basis for salary adjustment.

## Performance Evaluation Format

1. Criteria in Which to Base Performance Review
2. Performance Review - Leadership Style
3. Performance Review - Relationship to Council
4. Performance Review - Relationship to Staff
5. Performance Review - Objectives and Accomplishments

~~6. Performance Review - Areas for Improvement~~

~~7.~~6. Follow-up

~~8.~~7. Sign Off

## Criteria in which to Base Performance Review

The following criteria are taken from the Municipal Administrators Handbook to assist Councils with potential criteria for the performance review of the C.A.O.. Additional comments can be added below each section ito provide background on the rating selected.

### 1. Relationship to Council

| Always | Frequently | Seldom | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Does the CAO respect the role of Council as a whole and of individual Councillors? |
| ☐ | ☐ | ☐ | Does the CAO convey support of Council to the staff and to those external to the organization? |
| ☐ | ☐ | ☐ | Does the CAO enjoy a reasonable workable relationship with the Mayor and Council? |
| ☐ | ☐ | ☐ | Does the CAO respect the power and authority of Council and thus understand the limitations of his/her own position? |

Comments:

### 2. Relationship to Staff

| Always | Frequently | Seldom | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Does the CAO provide effective leadership to staff on an ongoing basis? |
| ☐ | ☐ | ☐ | Does the CAO appear to involve the senior staff in the decision-making process? |
| ☐ | ☐ | ☐ | Does the CAO ensure that the staff is suitably informed with regards to the decisions of Council? |
| ☐ | ☐ | ☐ | Does the CAO appear to support senior staff in pursuing the appropriate training necessary to further enhance their skills development? |
| ☐ | ☐ | ☐ | Does the CAO appear to listen to staff input and respond accordingly? |
| ☐ | ☐ | ☐ | Is the CAO capable of motivating, counselling and disciplining as necessary? Are these roles regularly performed? |

Comments:

### 3. Understanding the Community

| Always | Frequently | Seldom | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Does the CAO have a clear understanding of the background of most of the major issues and does he/she demonstrate understanding in the decision making process? |
| ☐ | ☐ | ☐ | Has the CAO found suitable ways of ensuring the public is informed with regards to the services available at the Municipal Administration Office? |
| ☐ | ☐ | ☐ | Does the CAO appear to be effective in dealing with the public and the community leaders? |
| ☐ | ☐ | ☐ | Has the CAO taken steps to make sure he/she is aware of the key decision makers within the community and their views on the issues of the day? |

Comments:

**4. Management Practices**

How would you as a Council member, based on your knowledge and exposure to these areas, rate the CAO with regard to his/her ability in the following central areas of managerial expertise?

| Always | Frequently | Seldom | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Advisory role to Council; communication of issues and recommended solutions |
| ☐ | ☐ | ☐ | The development of policies for acceptance by Council |
| ☐ | ☐ | ☐ | The development of recommendations |
| ☐ | ☐ | ☐ | A systematic way of approaching the budget process and the provision of financial information to Council |
| ☐ | ☐ | ☐ | Management of computer systems |
| ☐ | ☐ | ☐ | Human resource management practice |

Comments:

**5. Degree of Fit "With the Community"**

| Always | Frequently | Seldom | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Does the CAO seem to mix well with other members of the community? |
| ☐ | ☐ | ☐ | Does the style of the CAO adapt well to the style of this community? |
| ☐ | ☐ | ☐ | Does the CAO portray publicly his/her support of the corporate goals of the Council? |

Comments:

## Rating Criteria

Rate each factor according to your perception of the performance of the CAO in the past year. Provide narrative comments or examples to illustrate.

1. Exceeds Expectations
2. Meets Expectations
3. Stronger Performance Required

---

## Leadership Style

**RATING**

a) Strength of administrative leadership, approachability & responsiveness _____

Comments:

_____

b) Quality of advice, guidance and direction given Council for the development of its decisions and policies _____

Comments:

_____

c) Planning and organizing (setting long and short-term objectives) _____

Comments:

_____

## Relationship to Council

**RATING**

a) Understanding of the Council's mandate and responsibilities in relation to that of the CAO. Ability to respond quickly and appropriately to the direction of Council. _____

Comments:

_____

b) Quality of communication with the employer. Ability to present reasonable & professional views in a straight-forward pleasant manner. _____

Comments:

_____

c) Public respect for the role of elected officials. _____

Comments:

_____

## Relationship to Staff

**RATING**

a) Communicate to staff the goals, objectives priorities and decisions of Council. _____

Comments:

_____

b) Delegates appropriate responsibilities and authority to staff. Provides follow-up assistance as necessary. Encourages staff growth as individuals. _____

Comments:

_____

c) Provides good leadership, senses the need for direction and provides a good example. _____

Comments:

_____

## Objectives and Accomplishments

These should be developed by the CAO and reviewed with the Mayor and Council.

| Key Objectives | Results |
|---|---|
| a) | |
| b) | |
| c) | |
| d) | |
| e) | |

## Key Objectives Planned for Next Year

a) _____

b) _____

c) _____

d) _____

e) _____

## Overall Impression of Performance and Results Achieved

_____

_____

_____

_____

_____

## ~~Key Areas for Improvement (Rank in Order of Importance 1-5)~~

~~a) Policy advice: development of new initiatives~~ _____
~~b) Leadership vis-à-vis staff~~ _____
~~c) Budgetary advice and control~~ _____
~~d) Relationship to Council~~ _____
~~e) Relationship to Staff~~ _____
~~f) Public image~~ _____
~~g) Other~~ _____

## Follow-Up

Indicate those measures or steps which should be taken by the senior officer over the course of the next appraisal period to improve his/her performance (eg. Types of external or internal development courses/seminars, changes in management practices, etc.)

## Sign Off

Signature of the CAO - this indicates only that this appraisal has been discussed with you, not whether you agree or not with the comments/rating.

**Mayor or Deputy Mayor**

**Chief Administrative Officer**

**Date**