

**SUMMER VILLAGE OF CRYSTAL SPRINGS  
REGULAR COUNCIL MEETING  
Wednesday, July 11, 2018 at 4:00 p.m.  
Summer Villages Office Council Chambers  
605-2<sup>nd</sup> Ave, Ma-Me-O Beach, AB**

---

**AGENDA**

- A. CALL TO ORDER**
- B. DELEGATIONS / PRESENTATIONS**
  - 1. None
- C. ADOPTION / ADDITIONS TO AGENDA**
- D. ADOPTION OF MINUTES OF PREVIOUS COUNCIL MEETINGS**
  - 1. Regular Council Minutes of June 13, 2018
  - 2. Special Council Minutes of June 27, 2018
- E. READING OF BYLAWS**
  - 1. Bylaw #237, Procedural Bylaw
- F. COUNCIL & CAO REPORTS**
  - 1. None
- G. DISCUSSION ITEMS**
  - 1. South Pigeon Lake Regional Wastewater Services Commission
  - 2. Local Wastewater Project
  - 3. Fertilizer Bylaw Review
  - 4. Annual Information Meeting
  - 5. Crystal Springs Store Property
  - 6. Parks & Recreation Update
- H. FINANCIAL REPORTS**
  - 1. Financial Report.
- I. CORRESPONDENCE / INFORMATION ITEMS**
  - 1. Operating Spending Plan
  - 2. Municipal Inspection Reporting
  - 3. Royal Canadian Legion Funding Request
- J. IN CAMERA**
  - 1. None
- K. ADJOURNMENT**

# Summer Village of Crystal Springs

Box 100, 605-2<sup>nd</sup> Avenue, Ma-Me-O Beach, AB T0C 1X0

Tel: 780-586-2494

Email: [information@svoofficepl.com](mailto:information@svoofficepl.com)

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

## Minutes

### Regular Council Meeting

June 13, 2018

### Summer Villages Office Council Chambers

#### Present:

Ian Rawlinson, Mayor

Sylvia Roy, Chief Administrative Officer

Ron LaJeunesse, Deputy Mayor

Margaret Gagnon, Councilor

#### A. CALL TO ORDER

Mayor Rawlinson called the meeting to order at 3:00 pm.

#### B. DELEGATIONS

None.

#### C. ADOPTION OF AGENDA

Res. #18-099

Moved by Councillor Gagnon to approve the agenda as amended.

CARRIED

#### D. ADOPTION OF MINUTES

1. Regular Council Meeting Minutes of May 9, 2018

Res. # 18-100

Moved by Deputy Mayor LaJeunesse to approve the Crystal Springs Regular Council Meeting Minutes of May 9, 2018 as presented.

CARRIED

#### E. READING OF BYLAWS

1. Policy 24-2018, Budget and Financial Procedures Policy

Res. # 18-101

Moved by Mayor Rawlinson to approve Crystal Springs Policy 24-2018, Budget and Financial Procedures Policy, as presented.

CARRIED

2. Bylaw #234, Natural Gas Distribution System Franchise Agreement

Res. # 18-102

Moved by Mayor Rawlinson to give Second Reading to Bylaw #234, Natural Gas Distribution System Franchise Agreement, as presented.

CARRIED

Res. # 18-103

Moved by Deputy Mayor LaJeunesse to give Third Reading to Bylaw #234, Natural Gas Distribution System Franchise Agreement, as presented.

CARRIED

D1-1

**F. COUNCIL & CAO REPORTS**

None

**G. DISCUSSION ITEMS**

1. Local Wastewater Project

Res. # 18-104

Moved by Deputy Mayor LaJeunesse to receive the local wastewater project update as information.

CARRIED

Res. # 18-105

Moved by Mayor Rawlinson that the Summer Village of Crystal Springs allow for \$2500 for supplementary remediation due to construction of the wastewater project at Administration's discretion.

CARRIED

2. Fertilizer Bylaw Review

Res. # 18-106

Moved by Mayor Rawlinson that Summer Village of Crystal Springs Administration draft a fertilizer bylaw based on the Sundance Beach bylaw, for discussion at the next Council Meeting.

CARRIED

3. Pigeon Lake Watershed Management Plan 2018

Res. # 18-107

Moved by Deputy Mayor LaJeunesse:

Council, having read and considered the Pigeon Lake Management Plan – 2018, resolves as follows:

1. To work collaboratively with other Pigeon Lake watershed municipalities, the Pigeon Lake Watershed Association and the Pigeon Lake Watershed Steering Committee to implement the Pigeon Lake Management Plan – 2018.
2. To reference and consider the recommendations of the Pigeon Lake Management Plan – 2018 in the development of new or updated Statutory Plans required under the Municipal Government Act and in the ordinary business of the municipality.

CARRIED

4. Crystal Springs Road

a) Road Access, Speed and Volume

Res. # 18-108

Moved by Mayor Rawlinson that Administration perform preliminary research into the legality of implementing a dead end road.

CARRIED

b) Road Renewal

Res. # 18-109

Moved by Deputy Mayor LaJeunesse that Administration arrange an informal meeting with an engineer and Grandview Council to examine options for road reconstruction.

CARRIED

5. Boat Launch/ Swim Platform

Res. # 18-110

Moved by Mayor Rawlinson that the "Boat Launch" agenda item be tabled to a future Council Meeting.

CARRIED

Res. # 18-111

Moved by Councillor Gagnon to receive the swim platform update as information.

CARRIED

6. Family & Community Support Services Report

Res. # 18-112

Moved by Deputy Mayor LaJeunesse:

1. That Council undertake an informal community "needs assessment" by publicizing the potential availability of the program through "Crystal Clear", inquiring as to resident interest in enrollment.
2. That if service is to be renewed, an income eligibility requirement be instituted for Crystal Springs applicants.
3. That following a review of the results of recommendation #1, that Council consider applying to the Provincial FCSS program for the reinstatement of the program for calendar years 2019 and 2020.

CARRIED

7. Annual Information Meeting

Res. # 18-113

Moved by Mayor Rawlinson that the Annual Information Meeting update be received as information.

CARRIED

8. Footbridge

Res. # 18-114

Moved by Deputy Mayor LaJeunesse that the Summer Village of Crystal Springs proceed with the west end footbridge replacement with funding sources to come from the operating budget, external funding and donations in kind.

CARRIED

H. FINANCIAL REPORTS

1. None.

I. CORRESPONDENCE/ INFORMATION ITEMS

1. Park Enhancement Project
2. Website Statistics
3. MSI Funding
4. ASVA 60th Anniversary Conference
5. ALMS Annual Conference

Res. # 18-115

Moved by Mayor Rawlinson that the above 5 items be received as information.

CARRIED

**J. IN-CAMERA**

**K. ADJOURNMENT**

**Res. # 18-116**

**Moved by Mayor Rawlinson that the meeting be adjourned at 4:52 pm.**

**CARRIED**

---

**Ian Rawlinson, Mayor**  
**Summer Village of Crystal Springs**

---

**Sylvia Roy, C.A.O.**  
**Summer Village of Crystal Springs**

# Summer Village of Crystal Springs

Box 100, 605-2<sup>nd</sup> Avenue, Ma-Me-O Beach, AB T0C 1X0

Tel: 780-586-2494

Email: [information@swofficepl.com](mailto:information@swofficepl.com)

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

## Minutes

### Special Council Meeting

June 27, 2018

### Summer Villages Office Council Chambers

#### Present:

Ian Rawlinson, Mayor

Ron LaJeunesse, Deputy Mayor

Margaret Gagnon, Councilor

Sylvia Roy, Chief Administrative Officer

Gail Coleman, A/ Chief Administrative Officer

#### A. CALL TO ORDER

Mayor Rawlinson called the meeting to order at 1:02 pm.

#### B. DELEGATIONS

None.

#### C. ADOPTION OF AGENDA

Res. #18-117

Moved by Mayor Rawlinson to approve the agenda as amended.

CARRIED

#### D. ADOPTION OF MINUTES

None.

#### E. READING OF BYLAWS

None.

#### F. COUNCIL & CAO REPORTS

None

#### G. DISCUSSION ITEMS

##### 1. Local Wastewater Project

##### a) Contract Change Order

Res. #18-118

Moved by Mayor Rawlinson to approve the development of the Contract Change Order as recommended by MPE, at an estimated cost of \$54,000 from the contingency budget.

CARRIED

##### b) Homeowners Who Have Not Contacted THS

Res. #18-119

Moved by Deputy Mayor LaJeunesse that Crystal Springs residents who have not yet contacted THS be contacted by phone and given 24 hours from the time of contact to confirm their interest with THS.

CARRIED

D2-1

**H. FINANCIAL REPORTS**

None.

**I. CORRESPONDENCE/ INFORMATION ITEMS**

None.

**J. IN-CAMERA**

None.

**K. ADJOURNMENT**

Res. # 18-120

Moved by Mayor Rawlinson that the meeting be adjourned at 1:26 pm.

**CARRIED**

---

Ian Rawlinson, Mayor  
Summer Village of Crystal Springs

---

Sylvia Roy, C.A.O.  
Summer Village of Crystal Springs

# The Summer Village of Crystal Springs

## BYLAW NO. 237

### Procedural Bylaw

**A BYLAW OF THE SUMMER VILLAGE OF CRYSTAL SPRINGS, IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEEDINGS OF COUNCIL OF THE SUMMER VILLAGE OF CRYSTAL SPRINGS AND TO DEFINE CERTAIN DUTIES OF THE COUNCIL.**

**WHEREAS** Section 145 of the *Municipal Government Act*, being Chapter M26 of the Revised Statutes of Alberta, 2000 as amended, provides that Council may make rules and regulations for called meetings, governing its proceedings and the conduct of its members;

**AND WHEREAS** the Council of the Summer Village of Crystal Springs, in the Province of Alberta, consider it desirable to adopt a procedural bylaw;

**NOW THEREFORE** the Council of the Summer Village of Crystal Springs hereby enacts as follows:

#### **Section 1 – Title**

This bylaw may be cited as the "The Procedural Bylaw".

#### **Section 2 – Purpose**

The purpose of this bylaw is to identify procedures for Council and Board and Committee meetings, conduct, and decision making. This bylaw also provides a means for individuals to address Council.

#### **Section 3 – Definitions**

In this bylaw, unless the context otherwise requires:

- (a) "Act" means the *Municipal Government Act* being Chapter M26 of the Revised Statutes of Alberta, 2000 as amended, or repealed and replaced;
- (b) "Acting Mayor" is the Deputy Mayor selected by Council to preside at any meeting of Council in the absence or incapacity of the Mayor;
- (c) "Agenda" means the agenda for a Regular or Special Council Meeting.
- (d) "CAO" means the Chief Administrative Officer of the Summer Village;
- (e) "Council" means the Mayor, Deputy Mayor and Councillor of the Summer Village;



- (f) "Deputy Mayor" means the member who is appointed by Council at the annual Organizational Meeting, to act as Mayor in the absence of or incapacity of the Mayor;
- (g) "Mayor" means the member who is appointed by Council at the annual Organizational Meeting;
- (h) "Member" means a member of Council, duly elected and continuing to hold office;
- (i) "Quorum" means the majority:
  - (i) of the valid, subsisting members of Council, or
  - (ii) in the case of the Committee, Board, Commission or other organized and recognized group, a majority of the members thereof.
- (j) "Summer Village" means the corporation of the Summer Village of Crystal Springs, in the Province of Alberta and, where the context so requires, means the area included within the boundaries of the Summer Village and its property;
- (k) "Public Hearing" is a meeting of council which is convened to hear matters pursuant to the *Municipal Government Act*;
- (l) "Special Meeting" is a meeting called by the Mayor or CAO pursuant to the *Municipal Government Act*.

#### **Section 4 – Application**

- (a) This Bylaw applies to all meetings of Council and all meetings of Boards and Council Committees.

#### **Section 5 – Agenda**

- (a) The agenda shall list the items and order of business to be conducted at the meeting.
- (b) The CAO shall ensure copies of the Agenda are:
  - (i) Delivered so that they will be received in each case not less than 48 hours prior to the commencement of the meeting for which they were prepared;
  - (ii) Distributed to all Council members; and
  - (iii) Made available to the general public as required.

- (c) Only that material which has been received by the time of the delivery of the agenda shall be considered at the meeting for which the Agenda is prepared, unless Council approves an amended agenda.
- (d) If supporting materials do not arrive before the agenda is delivered, they may be added to the agenda before it is approved by Council.

### **Section 6 – Organizational Meetings**

- (a) An organizational meeting of Council shall be held annually, prior to the 31st of August, according to Section 192 of the *Municipal Government Act*.
- (b) The CAO, in conjunction with the Mayor, shall set the time and place for the organizational meeting. The business of the meeting shall be limited to:
  - (i) The administration of the oath and the introduction of members should the meeting follow the general municipal election or by-election;
  - (ii) The appointment of the Mayor and the Deputy Mayor;
  - (iii) The appointment of members to committees and boards which Council is entitled to make; and
  - (iv) Any other business required by the *Municipal Government Act*, or which Council or the CAO may direct.
- (c) At the organizational meeting, the CAO shall:
  - (i) Take the chair;
  - (ii) Call the meeting to order;
  - (iii) Ensure that the official oath as prescribed by the Oaths of Office Act has been administered to every member of Council; and
  - (iv) Preside over the meeting until the oath as prescribed by the Oaths of Office Act has been administered and the Mayor has been appointed.
- (d) Council at its organizational meeting shall appoint members of the various other Commissions, Committees, Boards and other bodies which are within Council's jurisdiction.

### **Section 7 – Committees**

- (a) The membership of a Committee shall be provided for by the enabling bylaw.
- (b) The Mayor or any member of Council can be a member of all committees to which Council has the right to appoint members, pursuant to the *Municipal Government Act*, and he shall be counted in making up the quorum, if present.

- (c) Each Committee shall select one of its members to be the Chairman unless Council designates:
  - (i) The Chairman of a committee; or
  - (ii) The manner in which the Chairman shall be selected.
- (d) Meetings of Committees shall be open to members of Council, who may take part in any discussion or debate, but only those members specifically named or appointed ex-officio to the Committee shall be entitled to vote.
- (e) When a Committee established by Council is of the opinion that a meeting is to be held in-camera, the motion which is passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera. The meeting may only be held in accordance with Section 197(2) of the *Municipal Government Act*.
- (f) The Chairman shall preside at every meeting and shall vote on all questions; in the absence of the Chairman the Vice-Chairman shall preside.
- (g) The business of Committees shall be conducted in accordance with the rules governing the procedures of Council except for the following:
  - (i) There shall be no limit to the number of times a member may speak to a question;
  - (ii) The Committee's decision shall be that of the majority of the members voting.
- (h) The Recording Secretary shall not record the names of the members voting, however, an individual member may ask that the minutes record his opposition.

### **Section 8 – Meetings of Council**

- (a) Every regular meeting of Council shall commence no earlier than when the meeting is called to order.
- (b) Council may cancel any meeting but the Mayor must inform the CAO in writing.
- (c) Special Council meetings may be called in accordance with Section 194 of the *Municipal Government Act*.
- (d) Attendance is required at all Council meetings. In extenuating circumstances, Council members may attend and be counted present via conference call in instances where they are unable to be physically present.

## Section 9 – Order of Business at Meetings

- (a) Subject to the other provisions of this Section, the order of business for a meeting shall be the order of the items contained in the Agenda.
- (b) The normal order of business for the Regular Meeting of Council shall be as follows:
  - (i) Call to order
  - (ii) Adopt/Amend Agenda
  - (iii) Adoption of Minutes
  - (iv) Delegates
  - (v) Bylaws and Policies
  - (vi) Council and CAO Reports
  - (vii) Business
  - (viii) Financial Reports
  - (ix) Correspondence
  - (x) In-Camera (as required)
  - (xi) Adjournment
- (c) When a change in the order of business is desired, it shall be done by adoption of the amended agenda.
- (d) A member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest in accordance with Section 172 of the *Municipal Government Act*.
- (e) The CAO will submit a preliminary agenda to Council, members of Council are to advise the CAO of any additional items.

## Section 10 – Start of a Council Meeting

- (a) When there are sufficient members present to form a quorum at the time set for the start of the meeting or as soon thereafter as a quorum is present, the Mayor shall take the chair and call the meeting to order.
- (b) If there are not sufficient members assembled at any meeting to constitute a quorum within thirty (30) minutes from the time set for the start of the meeting the Chair shall consider the meeting cancelled and it will be rescheduled by the CAO.
- (c) When Council is unable to meet for want of a quorum, the agenda delivered for that meeting shall be considered at the next Regular Meeting prior to the consideration of the agenda for the subsequent meeting or it shall be the agenda for a special meeting called for that purpose.

## Section 11 – Control and Conduct of Council Meetings

- (a) Council shall hold its meeting openly and no person shall be excluded except for improper conduct.
- (b) Council may, by resolution, go in-camera, which:
  - (i) May be held in private, subject to Section 197 of the *Municipal Government Act*; and
  - (ii) May exclude any persons.
- (c) Subject to being overruled by a majority vote of members, which vote shall be taken without debate, the Mayor:
  - (i) Shall maintain order and preserve decorum and may, if necessary, call a member to order;
  - (ii) Shall decide points of order without debate or comment other than to state the relevant section of the Bylaw;
  - (iii) Shall determine which member has a right to speak;
  - (iv) Shall ensure that all members who wish to speak on a motion have spoken and that the members are ready to vote and shall call the vote; and
  - (v) Shall rule when a motion is out of order.
- (d) The Mayor shall have the same rights and be subject to the same restrictions as to participation in debate as all other members.
- (e) The members of the public during a Council meeting:
  - (i) Shall not address Council without permission;
  - (ii) Shall maintain order and quiet; and
  - (iii) Shall not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council.
- (f) The Mayor may at any meeting expel and exclude any person who creates any disturbance or acts improperly.
- (g) No member shall, subject to the provisions of Section 172 of the *Municipal Government Act*, leave the Council chamber after a question is put to a vote until the vote is taken.

### Section 12 – Minutes of Council

- (a) The CAO or designate shall prepare the minutes of each council meeting and shall distribute a copy to each member of council for the next meeting.
- (b) The CAO or designate shall present the minutes to Council for adoption.
- (c) Any member of Council may make a motion requesting that the minutes be amended to correct any inaccuracy or omission.

### Section 13 – Tabling or Postponing Motions

- (a) A matter which has been postponed indefinitely or to a particular date shall not be considered by Council before the date set except on a majority vote by the members present.

### Section 14 – Motions Out of Order

- (a) It is the duty of the Mayor to determine what motions or amendments are in order, and decline to put any motion before Council which he deems to be clearly out of order or contrary to law.
- (b) When the Mayor decides a motion is out of order he shall advise Council and shall cite the applicable rule or authority.

### Section 15 – Voting on Motions

- (a) When this Bylaw requires that a motion be made, a bylaw be passed or any other action be taken by a vote of:
  - (i) A simple majority of Council, or
  - (ii) All members

the requirements shall be interpreted as meaning such majority, fraction or total of the members who are present on the matter, provided the *Municipal Government Act*, or some other relevant statute does not specify differently.

- (b) A question or motion shall be declared lost when it:
  - (i) Does not receive the required number of votes; or
  - (ii) Receives an equal division of votes.
- (c) Each member present shall vote on every division of every motion as outlined in Section 183 of the *Municipal Government Act*, unless that Act, or any other Provincial or Federal enactment, requires or permits the member to abstain, in which case the member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.

- (d) A member shall not vote on a matter if he is absent from the Council Chamber when the vote is called and the decision is made to take a recorded vote.
- (e) Any member may ask for a recorded vote.
- (f) A motion does not need to be seconded.
- (g) Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other presiding officer so directs.

**Section 16 – Reconsidering and Rescinding a Motion**

- (a) When a member wishes Council to reconsider, alter or rescind any motion already passed or action taken at a previous meeting, and when the matter does not appear in the Agenda, he shall bring the matter before Council by a Notice of Motion which shall:
  - (i) Be given at a Regular Meeting preceding the meeting at which he wishes Council to reconsider the matter;
  - (ii) Specify the meeting at which he proposes to bring the matter to Council; and
  - (iii) Indicate in the substantive portion of the motion the action which he proposes that Council take on the matter.
- (b) If notice of motion was not given, Council may, on a majority vote waive the requirement for notice contained in this section.
- (c) Notwithstanding the other provisions of this Section, no motion made or action taken by Council shall be reconsidered unless:
  - (i) It is a motion made or an action taken at the same meeting; or
  - (ii) It is a motion made or an action taken at a meeting held six (6) months or more before its reconsideration; or
  - (iii) Council by not less than a vote of majority approves reconsideration of a motion made or an action taken less than six (6) months before its reconsideration.
- (d) A member may move to reconsider a matter considered at the same meeting and if a majority of the members vote for reconsideration, the matter may again be dealt with at the same meeting.

**Section 17 – Presiding Officer Rules**

- (a) In all cases not provided for in the proceedings of Council or in Committee, the decision of the Mayor or other presiding officer shall be final and accepted without debate.

**Section 18 – Motion to Move In-Camera**

- (a) Council may upon the passing of a motion, move in-camera to discuss any matter.
- (b) The rules of order for the conduct of a meeting of council shall apply to a meeting in-camera.
- (c) When Council is of the opinion that a meeting of Council is to be held in-camera, the motion which is passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera, and the meeting may only be held in-camera in accordance with Section 197(2) of the *Municipal Government Act*.

**Section 19 – Motions in Council**

- (a) The Recording Secretary shall read the motions as presented.
- (b) Motions are debatable by Council.
- (c) Unless Council by a majority vote extends the time, no member shall speak longer than five (5) minutes on any original motion.
- (d) When a motion has been made and is being considered, no member may make any other motion except to:
  - (i) Amend the motion; or
  - (ii) Table or postpone the motion.
- (e) When a member feels he has been misquoted or misunderstood, he may, after receiving permission from the Mayor, explain a material part of his speech but he may not introduce any new matter and there shall be no debate on the explanation;
- (f) When the motion has been declared put, no member shall debate further on the motion or speak, except to request that the motion be read aloud.

**Section 20 – Bylaws**

- (a) Every Bylaw shall have three readings.



- (b) Every proposed bylaw should be introduced on a motion specifying in general terms its intent. When a proposed bylaw is read in Council, the CAO shall certify the reading and the date of the reading on the face thereof.
- (c) A bylaw appearing upon a Council Agenda when listed as ready for first reading shall be introduced by a member “that Bylaw No. (quoting the bylaw number) be read a first time”. After first reading, the bylaw may be debated, referred or laid over. If a bylaw fails to receive first reading, then it may be struck from the Agenda.
- (d) A bylaw shall receive second reading by a member making a motion “that Bylaw No. (quoting the bylaw number) now be read a second time”. The bylaw shall then be open to debate and amendment before it is ordered for a third reading.
- (e) Every bylaw shall be read a third time before it is signed by the Mayor or Deputy Mayor.
- (f) Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
- (g) If Council unanimously agrees that a bylaw may be presented for a third reading at a meeting at which it has received two readings, the third reading requires no greater a majority of affirmative votes to pass the bylaw than if it had received a third reading at a subsequent meeting.
- (h) Every bylaw of general application shall be printed or otherwise duplicated so as to be available to all interested parties; other bylaws shall be recorded and filed as well as amendments thereto, and the CAO shall retain the original of every bylaw on file and properly record any amendments thereto, and the CAO shall retain them when a bylaw has been read a third time and finally passed.
- (i) Every bylaw which has passed Council shall immediately after being sealed with the seal of the Corporation, signed by the Mayor and CAO, be securely held by the CAO.

#### **Section 21 – Persons Wishing to Address Council as a Delegation**

- (a) A person, or a representative of a delegation, or a group of persons who wish to bring any matter to the attention of the Council or have any matter addressed by Council in person shall submit a signed letter outlining the matter to be discussed, including any material to be presented, to the CAO no less than close of business five (5) days before the date of the scheduled meeting.
- (b) The CAO shall confirm the agenda date and time slot with the person, or representative of a delegation, or group of persons.

- (c) No person shall address Council for more than ten (10) minutes, unless approved by Council.

**Section 22 – Severability**

- (a) Should any section or part of this bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this bylaw and the bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this bylaw.

**Section 23 – Repeal**

- (a) THAT Bylaws 174, 206, 224 and all amendments thereto are hereby rescinded.

**Section 24 – Coming into Force**

This Bylaw shall come into force and effect upon final passing.

Read a first time this day of 2018.

Read a second time this day of 2018.

Given unanimous consent to proceed to third reading this day of 2018

Read a third and final time this day of 2018.

---

**Mayor Ian Rawlinson**  
**Summer Village of Crystal Springs**

---

**Sylvia Roy, C.A.O.**  
**Summer Village of Crystal Springs**



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED  
JUN 15 2018

AR94053

JUN 08 2018

c/o Rod Hawken  
South Pigeon Lake Regional Wastewater Services Commission  
PO Box 6960  
Wetaskiwin AB T9A 2G5

Dear Mr. Hawken,

I am pleased to provide a copy of Ministerial Order No. MSL:049/18 appointing the board of directors, and designating the chair, of the South Pigeon Lake Regional Wastewater Services Commission. The commission board members have been appointed for one year, after which time the directors are to be appointed in accordance with the commission's bylaws.

I encourage the board to approve a new bylaw respecting the appointment of its directors and the designation of its chair in accordance with Section 602.07(1)(a) of the *Municipal Government Act (MGA)* at its earliest convenience. As per Section 602.07(2) of the *MGA*, this bylaw must be submitted for my approval in order for it to come into force.

I wish the commission success in its future endeavours.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

Attachment: Ministerial Order MSL:049/18

cc: Ian Rawlinson, Mayor, Summer Village of Crystal Springs  
Don Davidson, Mayor, Summer Village of Grandview  
Don Fleming, Mayor, Summer Village of Ma-Me-O Beach  
Brian Keeler, Mayor, Summer Village of Norris Beach  
Fraser Hubbard, Mayor, Summer Village of Poplar Bay  
Kathy Rooyakkers, Reeve, County of Wetaskiwin No. 10



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

MINISTERIAL ORDER NO. MSL:049/18

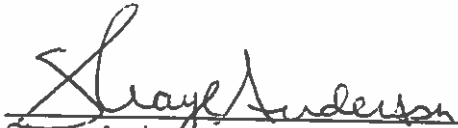
I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Section 602.04(2) of the *Municipal Government Act*, make the following order:

1. The following persons are appointed as the Board of Directors for the South Pigeon Lake Regional Wastewater Services Commission:

<u>Municipality</u>	<u>Director</u>
Summer Village of Crystal Springs	Ron LaJeunesse
Summer Village of Grandview	Don Davidson
Summer Village of Ma-Me-O Beach	John Slater
Summer Village of Norris Beach	Brian Keeler
Summer Village of Poplar Bay	Brian Meaney
County of Wetaskiwin No. 10	Ken Adair

2. Brian Keeler is designated as Chair of the Board of Directors.
3. The appointment of the board of directors is effective as of the date of signing and expires one year from this date.

Dated at Edmonton, Alberta, this 7<sup>th</sup> day of June, 2018.

  
Shaye Anderson  
Minister of Municipal Affairs

**SUMMER VILLAGE OF CRYSTAL SPRINGS**

**BYLAW #236**

**A BYLAW OF THE SUMMER VILLAGE OF CRYSTAL SPRINGS IN THE PROVINCE OF ALBERTA  
TO RESTRICT THE USE OF FERTILIZERS AND PESTICIDES**

**WHEREAS** the Municipal Government Act (Alberta) authorizes the council of a local municipality to pass a bylaw regulating the safety, health and welfare of people and the protection of people and property; people, activities and things in, on or near a public place that is open to the public; and the enforcement of bylaws;

**AND WHEREAS** the Council of the Summer Village is concerned with the water quality of Pigeon Lake and the detrimental effects of fertilizers and pesticides on water quality;

**AND WHEREAS** the Council of the Summer Village has deemed it necessary to have restrictions on the use of fertilizers and pesticides in the Summer Village;

**NOW THEREFORE**, under the authority of the Municipal Government Act (Alberta), the Council of the Summer Village, duly assembled, hereby enacts as follows:

**1 - NAME**

This Bylaw will be known as the "Restricted Use of Fertilizers and Pesticides Bylaw".

**2 - DEFINITIONS**

In this Bylaw, unless the context otherwise requires:

- (a) "Bylaw Enforcement Officer" means any person appointed by Council of the Summer Village or the Summer Village CAO to enforce this Bylaw.
- (b) "Council" means the elected council of the Summer Village.
- (c) "Fertilizer" means any substance or mixture of substances, containing nitrogen, phosphorus, potassium or other chemicals that is manufactured, sold or represented for use as a plant nutrient or aid to plant growth provided that, for greater certainty, "Fertilizer" does not include natural vegetative compost.
- (d) "Owner" means, with respect to a property located within the municipal boundaries of the Summer Village, (i) the registered owner of such property in the case of a property that is owned by a person or entity other than the Summer Village or the Sundance Beach Easement Holders Association, or,

(ii) the holder(s) of the easement or the license of occupation applicable to such property in the case of a property that is owned by the Summer Village or Sundance Beach Easement Holders Association or that is a public utility lot or a road allowance.

- (e) "Pesticide" means any substance or mixture of substances that is manufactured, sold or represented for destroying unwanted pests or other unwanted organisms or unwanted plants including, without limitation, weeds, fungi, insects and microbes.
- (f) "Summer Village" means the Summer Village of Crystal Springs.
- (g) "Summer Village CAO" means the chief administrative officer of the Summer Village.

### **3. PROHIBITION**

- (a) No person shall apply, spray, distribute or otherwise use, or cause to be applied, sprayed, distributed or otherwise used, any Fertilizers or Pesticides on any property located within the municipal boundaries of the Summer Village except (i) as permitted in accordance with sections 3(b) and (c) below, or (ii) with the prior written consent or approval of the Summer Village CAO. When deciding whether or not such consent or approval should be given, the Bylaw Enforcement Officer or the Summer Village CAO shall assess, in his/her opinion, whether the application or use of such Fertilizers or Pesticides could reasonably be expected to cause harm to, or adversely affect the water quality of, Pigeon Lake or the ground water under one or more properties located within the municipal boundaries of the Summer Village.
- (b) Notwithstanding section 3(a) above, Fertilizers may be applied to vegetable gardens, flower gardens, trees and shrubs provided that (i) the Fertilizer does not contain phosphorous or phosphate, and (ii) the application is done in moderation and in a reasonable manner.
- (c) Notwithstanding section 3(a) above, Pesticides may be used to control noxious weeds or prohibited noxious weeds, as such terms are defined in the Weed Control Act (Alberta) and its applicable regulations, and (ii) unwanted insects or pests (including, without limitation, bees, wasps, hornets, slugs and aphids), provided that in the case of each of clauses (i) and (ii), the application is done in moderation and in a reasonable manner.

### **4. ENFORCEMENT**

- (a) A person who contravenes this Bylaw is guilty of an offence.
- (b) In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on

which it continues and a person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

- (c) A person who is guilty of an offence is liable to pay a fine in an amount as outlined in Schedule "A".
- (e) Upon receiving a complaint or observing a breach of this Bylaw, a Bylaw Enforcement Officer may (i) issue a warning to the offender and/or the Owner of the applicable property, or (ii) issue a ticket to the offender and/or the Owner of the applicable property in the amount of the applicable fine.
- (f) In connection with the enforcement of this Bylaw, a Bylaw Enforcement Officer may (i) enter upon the applicable property at any reasonable time, and (ii) take any action which is reasonably required to enforce this Bylaw including, without limitation, taking samples of the soil or the plants located on the applicable property.
- (g) No person shall hinder or obstruct a Bylaw Enforcement Officer exercising a power or performing a duty under this Bylaw.
- (h) Any unpaid fines levied under this Bylaw shall form part of the property taxes payable by the Owner of the applicable property in respect of the immediately following taxation year.

## 5. GENERAL

- (a) Without restricting another power, duty or function granted by this Bylaw, the Summer Village CAO may (i) delegate any powers, duties or functions under this Bylaw to any employee or contractor of the Summer Village and (ii) establish forms for the purposes of this Bylaw.
- (b) Each separate provision of this Bylaw shall be deemed independent of all other provisions and if any provisions of this Bylaw shall be declared invalid, then all other provisions shall remain valid and enforceable.
- (c) This Bylaw shall replace Bylaw No. P31 and Bylaw No. P31 is hereby repealed.

## 6. EFFECTIVE DATE

This By-Law shall come into full force and effect upon third reading thereof.

Read a first time this day of, 2018.

Read a second time this day of, 2018.

Read a third time and finally passed this day of, 2018.

---

**Ian Rawlinson, Mayor**  
**Summer Village of Crystal Springs**

---

**Sylvia Roy, C.A.O.**  
**Summer Village of Crystal Springs**



**SUMMER VILLAGE OF CRYSTAL SPRINGS  
BYLAW #236 – RESTRICTED USE OF FERTILIZERS AND PESTICIDES BYLAW**

**SCHEDULE "A"**

**PENALTIES**

1. A penalty of \$250.00 (TWO HUNDRED AND FIFTY DOLLARS) shall be levied against and paid by any person who commits a breach of any of the provisions of this Bylaw.
2. A penalty of \$500.00 (FIVE HUNDRED DOLLARS) shall be levied against and paid by any person who commits for a second time a breach of any provision of this Bylaw provided the offence is committed within twelve (12) months of the commission of the first offence.
3. A penalty of \$1,000.00 (ONE THOUSAND DOLLARS) shall be levied against and paid by any person who commits for a third time a breach of any provision of this Bylaw provided the offence is committed within twelve (12) months of the commission of the second offence.
4. A penalty of \$2,000.00 (TWO THOUSAND DOLLARS) shall be levied against and paid by any person who commits a fourth breach and any subsequent breaches of any provision of this Bylaw provided the offence is committed within twelve (12) months of the commission of the third offence.

# SUMMER VILLAGE OF CRYSTAL SPRINGS

## 2018 ANNUAL INFORMATION MEETING

Saturday July 14, 2018 @ 10:00 a.m.

Crystal Springs Day Park

### SCHEDULED TOPICS

#### **COUNCIL:**

- Ian Rawlinson, Mayor
- Ron LaJeunesse, Deputy Mayor
- Margaret Gagnon, Councilor

#### **ADMINISTRATION:**

- Jeff Riege, A/CAO

1. **Welcome and Introductions** – Mayor Ian Rawlinson
2. **Wastewater Question & Answer**
3. **Financial** – Jeff Riege, A/CAO
  - a. Audited Financial Statements, December 31<sup>st</sup>, 2017
  - b. 2018 Budget Highlights
4. **Councillor Margaret Gagnon**
  - a. Intermunicipal Development Plan Committee
  - b. Capital Region Assessment Services Commission
5. **Deputy Ron LaJeunesse**
  - a. Recreation Committee
  - b. South Pigeon Lake Regional Wastewater Services Commission
  - c. Alliance of Pigeon Lake Municipalities
6. **Mayor Ian Rawlinson**
  - a. Public Works
7. **Question & Answer**

RECEIVED

JUL - 3 2018



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR93897

June 12, 2018

His Worship Ian Rawlinson  
Mayor, Summer Village of Crystal Springs  
Box 100, 605-2nd Avenue  
Ma-Me-O Beach AB T0C 1X0

Dear Mayor Rawlinson,

The Alberta government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative, we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2017 operating allocation and any estimated 2016 carry-forward to the priorities identified in your plan.

As partners in supporting Alberta's communities, I look forward to working together to move your local priorities forward.

Sincerely,

A handwritten signature in black ink that reads "Shaye Anderson".

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Sylvia Roy, Chief Administrative Officer, Summer Village of Crystal Springs

Deputy Minister  
18th Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-4826  
Fax 780-422-9561

AR94281

June 18, 2018

His Worship Ian Rawlinson  
Mayor  
Summer Village of Crystal Springs  
Box 100  
Ma-Me-O Beach AB T0C 1X0

Dear Mayor Rawlinson and Council:

Thank you for the email of June 14, 2018, from Sylvia Roy, Chief Administrative Officer, providing the monthly report as required in Directive 11 of Ministerial Order No. MSL:033/17.

The work of council in moving forward and addressing the Minister's Directives is commendable. I trust council and your CAO will remain committed to the governance and improvement plan, and continue to ensure strong leadership is maintained in your community.

I am pleased to advise all directives have been met to the satisfaction of the Minister. Monthly reporting is no longer required, and the inspection process has now concluded.

Sincerely,



Brad Pickering  
Deputy Minister

cc: Honourable Shaye Anderson, Minister of Municipal Affairs  
Sylvia Roy, Chief Administrative Officer, Summer Village of Crystal Springs

**Sylvia Roy**

---

**From:** Mort Henwood <mhenwood@campaign-office.com>  
**Sent:** Monday, June 18, 2018 11:18 AM  
**To:** Sylvia Roy  
**Subject:** [all] ALBERTA/ NWT COMMAND -ROYAL CANADIAN LEGION - MILITARY SERVICE RECOGNITION BOOK  
**Attachments:** ABCL18 RATES.pdf

## ***PLEASE SUPPORT OUR VETERANS***

### ***LEST WE FORGET***

Hello Sylvia

Thank you for taking your time today to review the following information regarding our the 11th Annual Military Service Recognition Book.

This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print.

We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters. Past copies can be viewed online by clicking here: [books](#)

As discussed we would like to extend an invitation to your organization to show support to our Veterans through a support advertisement. If you have any questions or concerns please do not hesitate to contact me at my number listed below, or simply by replying to this email. I will be in contact in a few days for your response. Thank you again for your consideration.

Respectfully,

**Mort Henwood**

**Alberta / NWT Command - Royal Canadian Legion  
Campaign Office 1-888-404-1877**





**Alberta-Northwest Territories Command  
The Royal Canadian Legion**

***“Military Service Recognition Book”***

Dear Sir/Madam:

Thank you for your interest in the **Alberta-Northwest Territories Command of The Royal Canadian Legion**, representing **Veterans** in Alberta and the NWT. Please accept this written request for your support, as per our recent telephone conversation.

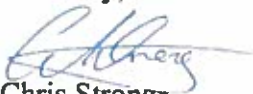
The **Alberta-NWT Command** is very proud to be printing another **10,000 copies** of our annual **“Military Service Recognition Book”** that helps recognize and honour many of our brave **Veterans** who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and also help our Command to improve our services to **Veterans** and the more than 170 communities that we serve throughout Alberta and the NWT. The Legion is recognized as one of Canada’s largest **“Community Service”** organizations and we are an integral part of all the communities we serve. This project ensures the Legion’s continued success in providing very worthwhile services.

Enclosed, please find a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Alberta-NWT Command Campaign Office** toll free at **1-888-404-1877**.

Thank you for your consideration and or support.

Sincerely,

  
Chris Strong  
President



**Alberta-Northwest Territory Command  
The Royal Canadian Legion**

*“Military Service Recognition Book”*

**Advertising Prices**

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,295.24	+ \$114.76	= \$2,410.00
Inside Front/Back Cover (Full Colour)	\$1,995.24	+ \$99.76	= \$2,095.00
Full Colour 2 Page Spread	\$3,190.48	+ \$159.52	= \$3,350.00
Full Page (Full Colour)	\$1,595.24	+ \$79.76	= \$1,675.00
Full Page	\$1,195.24	+ \$59.76	= \$1,255.00
½ Page (Full Colour)	\$895.24	+ \$44.76	= \$940.00
½ Page	\$695.24	+ \$34.76	= \$730.00
¼ Page (Full Colour)	\$542.86	+ \$27.14	= \$570.00
¼ Page	\$442.86	+ \$22.14	= \$465.00
1/10 Page (Full Colour)	\$323.81	+ \$16.19	= \$340.00
1/10 Page (Business Card)	\$271.43	+ \$13.57	= \$285.00

**G.S.T. Registration # R12 397 0410**

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Alberta-NWT Command.



PLEASE MAKE CHEQUE PAYABLE TO:  
**Alberta-NWT Command**  
**The Royal Canadian Legion**  
**(AB-NWT RCL)**  
**(Campaign Office)**  
**P O Box 2275**  
**Calgary, AB T2D 2M6**

