

**ALBERTA BEACH  
REGULAR COUNCIL MEETING  
BEING HELD ELECTRONICALLY  
VIA ZOOM MEETING  
MAY 19, 2020 AT 7:00 P.M.**

**AGENDA**

1. CALL TO ORDER
2. CLOSED MEETING SESSION
3. AGENDA ADDITIONS / DELETIONS
4. AGENDA ADOPTION
5. DELEGATIONS
  - a. Mr. Allen Lee, Doyle & Company – Presentation of the Draft 2019 Financial Statements (Agenda item 9,b)
6. CONFIRMATION OF MINUTES
  - a. Regular Council Meeting of April 21, 2020
7. MUNICIPAL PLANNING COMMISSION MEETING
8. OLD BUSINESS & BUSINESS ARISING FROM THE MINUTES
  - a. Things To Do List
  - b. Covid-19 Re-opening Plans
9. FINANCIAL
  - a. List of Accounts
  - b. Audited 2019 Financial Statements (Draft)
  - c. 2020 Budget
10. COMMITTEES & REPORTS
11. CORRESPONDENCE – NO ACTION REQUIRED
  - a. AB Optics Ltd. – Introductory Letter
  - b. Alberta Campground Guide – Re-Opening your Campground Safely
  - c. Alberta Community & Social Services – FCSS Covid-19 Update
  - d. Alberta Health Services – 2020 Covid-19 Response – Record of Decision
  - e. Alberta Health Services – Alberta’s Relaunch Strategy
  - f. Alberta Municipal Affairs – 2020 MAP Review
  - g. Alberta Municipal Affairs – Municipal Governance during Covid-19 April 24<sup>th</sup> Issue
  - h. Alberta Municipal Affairs – Municipal Governance during Covid-19 May 1<sup>st</sup> Issue
  - i. Alberta Municipal Affairs – Municipal Governance Covid-19 Summary Update
  - j. Alberta Municipal Affairs – 2020 Municipal Sustainability Initiative Program Changes
  - k. Alberta Seniors & Housing – Minister’s Statement on Covid-19
  - l. Alberta Seniors & Housing – Newsletter & Message from the Minister
  - m. Alberta Urban Municipalities Association – Access to Health Care
  - n. Alberta Urban Municipalities Association – Canada Emergency Response Benefit (CERB)
  - o. Alberta Urban Municipalities Association – AUMA Resolution Submissions
  - p. Alberta Urban Municipalities Association – Alberta Relaunch Strategy
  - q. Alberta Urban Municipalities Association – Alberta Police Advisory Board Appointments
  - r. Alberta Urban Municipalities Association – Canada Emergency Business Account (CEBA)
  - s. Alberta Urban Municipalities Association – 2020 AUMA Convention Survey
  - t. Lac Ste. Anne County – Development Permit Notice of Decision (NE 07-54-02-W5M)
12. CORRESPONDENCE – REQUIRES ACTION
  - a. Alberta Seniors & Housing – Senior’s Week Declaration
  - b. Minnan Liu – Greeting Letter Request for 28<sup>th</sup> Falun Dafa Day Anniversary
  - c. Highway 43 East Waste Commission – Hazardous Waste Collection Bins
  - d. Jim Patrick – Outstanding Property Taxes (Lot 10, Block 3, Plan 6604AO)
13. NEW BUSINESS
  - a. Bylaw #274-20 A Bylaw to Authorize the Rates of Taxation for 2020
14. QUESTION PERIOD
15. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF COUNCIL  
OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA  
HELD ELECTRONICALLY VIA ZOOM MEETING  
APRIL 21, 2020 AT 7:00 P.M.

6.9

**PRESENT:**

Mayor .....Jim Benedict  
Deputy Mayor .....Angela Duncan  
Councillor .....Bud Love  
Councillor .....Judy Valiquette  
Councillor .....Daryl Weber  
CAO .....Kathy Skwarchuk

**CALL TO ORDER:**

Mayor Benedict called the meeting to order at 7:04 P.M.

**CLOSED MEETING SESSION:**

No closed meeting session was held.

**AGENDA ADDITIONS/DELETIONS:**

Addition 11.s Alberta Municipal Affairs- New Ministerial Orders on Timelines  
Addition 11.t Alberta Urban Municipalities Association- Letter to Minister regarding Shovel-ready Projects

**AGENDA ADOPTION:**

#051-20 MOVED BY Deputy Mayor Duncan that the agenda be adopted as amended.  
CARRIED UNANIMOUSLY

**DELEGATION:** None.

**CONFIRMATION OF MINUTES:**

#052-20 MOVED BY Councillor Weber that the minutes of the Regular Council Meeting of March 17, 2020 be adopted as presented.  
CARRIED UNANIMOUSLY

**MUNICIPAL PLANNING COMMISSION MEETING:**

No Municipal Planning Commission meeting was held.

**OLD BUSINESS & BUSINESS ARISING FROM THE MINUTES:**

#053-20 MICHENER ALLEN AUCTIONEERING – OFFER TO GUARANTEE TWO DISPERSAL UNITS:  
MOVED BY Mayor Benedict that the offer to guarantee two dispersal units received from Michener Allen Auctioneering Ltd. on the 1999 Sterling dump truck and the 2005 Thomas skid steer be rejected and further that the 2005 Thomas skid steer remain in the village fleet.  
CARRIED UNANIMOUSLY

**FINANCIAL:**

#054-20 LIST OF ACCOUNTS:  
MOVED BY Councillor Valiquette that the list of accounts in the amount of \$188,952.20 be accepted for information.  
CARRIED UNANIMOUSLY

#055-20 FINANCIAL REPORT:  
MOVED BY Deputy Mayor Duncan that the Financial Report for March 31, 2020 be accepted for information.  
CARRIED UNANIMOUSLY

#056-20 2020 DRAFT BUDGET:  
MOVED BY Mayor Benedict that the 2020 Draft Budget be accepted for information and further review.  
CARRIED UNANIMOUSLY

**COMMITTEE REPORTS:**

**DEPUTY MAYOR DUNCAN:**

ALBERTA BEACH AG SOCIETY AGLIPLIX OPERATIONS COMMITTEE – Deputy Mayor Duncan reported that the Ag Society has cancelled Poly Days for 2020 and the Farmers Market until further notice or government restrictions have been lifted.

EMERGENCY AND CONTINUITY PLANNING WEBINAR – Deputy Mayor Duncan reviewed and submitted report on the March 27<sup>th</sup> webinar (attached).

NON-RESIDENTIAL EDUCATION PROPERTY TAX WEBINAR – Deputy Mayor Duncan reviewed and submitted report on the April 15<sup>th</sup> webinar (attached).

FCSS COMMITTEE – Deputy Mayor Duncan reviewed and submitted report (attached).

ECONOMIC RECOVERY COMMITTEE – Deputy Mayor Duncan requested Council consider the formation of an Economic Recovery Committee to support the businesses and community groups through this public health emergency.

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COUNCILLOR VALIQUETTE:

No meetings to report.

COUNCILLOR WEBER:

COMMUNITY FUTURES YELLOWHEAD EAST – Councillor Weber reviewed and submitted report on the April 16<sup>th</sup> Zoom meeting (attached).

LAC STE. ANNE FOUNDATION – Councillor Weber reviewed and submitted report on the March 30<sup>th</sup> Zoom meeting (attached).

COUNCILLOR LOVE:

No meetings to report.

#057-20

ALBERTA BEACH 100 YEAR ANNIVERSARY POSTPONED:

MOVED BY Councillor Love that due to the public health emergency of the Covid-19 pandemic the Alberta Beach 100 Year Anniversary Celebration be postponed to next year.

CARRIED UNANIMOUSLY

MAYOR BENEDICT:

ALBERTA MUNICIPAL AFFAIRS WEEKLY WEBINARS – Mayor Benedict reviewed and submitted reports on the March 20<sup>th</sup>, 29<sup>th</sup>, April 7<sup>th</sup>, 14<sup>th</sup> & 20<sup>th</sup> weekly webinars regarding the public health emergency (attached).

REGIONAL FIRE SERVICES STEERING COMMITTEE – Mayor Benedict reviewed and submitted report on the March 20<sup>th</sup> conference call (attached).

LAC STE. ANNE COUNTY COVID-19 MEETING – Mayor Benedict reviewed and submitted report on the conference call held on April 6<sup>th</sup> to discuss the formation of a Human Needs Task Force in the area during the Covid-19 pandemic (attached).

DEVELOPMENT PERMIT REPORT:

Administration submitted a report on the 2020 Development Permits issued to date.

#058-20

MOVED BY Councillor Valiquette that the committee reports be accepted for information.

CARRIED UNANIMOUSLY

CORRESPONDENCE – FOR INFORMATION:

ALBERTA EDUCATION – 2020 EDUCATION PROPERTY TAX REQUISITIONS AND TAX DEFERRALS:

Correspondence was received from Alberta Education advising that the 2020 education property tax requisitions will be maintained at last year's level and further that the non-residential education tax will be deferred for six months.

ALBERTA JUSTICE & SOLICITOR GENERAL – RESPONSE LETTER – POLICE FUNDING MODEL:

A response letter was received from the Minister of Alberta Justice & Solicitor General regarding the new police funding model confirming that Alberta Beach does not qualify for exemption as the exemptions only apply to the municipalities that have funded full-time additional police officers through option 1 of the Enhanced Policing Program.

ALBERTA MUNICIPAL AFFAIRS – RESPONSE LETTER – REQUEST FOR ICF EXTENSIONS:

Correspondence was received from Alberta Municipal Affairs regarding the Ministerial Order MSD: 019/20 which extends the time-line for completion of the Intermunicipal Collaboration Frameworks (ICFs) as well as Intermunicipal Development Plans (IDP's).

ALBERTA MUNICIPAL AFFAIRS – MUNICIPAL GOVERNANCE DURING COVID-19:

Correspondence was received from Alberta Municipal Affairs regarding Municipal Governance during Covid-19 which included the March 27<sup>th</sup>, April 3<sup>rd</sup> and April 9<sup>th</sup> information issues.

ALBERTA MUNICIPAL AFFAIRS – SUMMER VILLAGE OF SILVER SANDS APPROVAL OF ACP FUNDING:

A copy of the Alberta Municipal Affairs letter to the Summer Village of Silver Sands was received advising on the approval of ACP funding in support of the Sturgeon River Watershed Alliance Intermunicipal Watershed Planning Project.

ALBERTA URBAN MUNICIPALITIES ASSOCIATION – LETTER TO MINISTER - STATE OF PUBLIC HEALTH EMERGENCY:

Correspondence was received from Alberta Urban Municipalities Association regarding their letter to the Minister of Alberta Municipal Affairs regarding the state of public health emergency.

ALBERTA URBAN MUNICIPALITIES ASSOCIATION – AUMA MEDIA STATEMENT - EDUCATION TAX RELIEF:

Correspondence was received from Alberta Urban Municipalities Association regarding their media release in support of the Province's education tax relief.

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**ALBERTA URBAN MUNICIPALITIES ASSOCIATION – AUMA GUIDE - ECONOMIC RESPONSE TO COVID-19:**

Correspondence was received from Alberta Urban Municipalities Association which included AUMA's Guide for Municipal Leaders on Canada's and Alberta's Economic Response to Covid-19.

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION – AUMA ELECTRONIC MEETING SUPPORT:**

Correspondence was received from Alberta Urban Municipalities Association offering electronic meeting support to member municipalities.

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION – LETTER OF GRATITUDE FROM LIEUTENANT GOVERNOR:**

Alberta Urban Municipalities Association forwarded a letter of gratitude from the Lieutenant Governor to thank the dedicated municipal leaders who are working hard across the province to respond to the Covid-19 pandemic.

**COMMUNITY FUTURES YELLOWHEAD EAST – BUSINESS RESOURCE DOCUMENTS:**

Correspondence was received from Community Futures Yellowhead East which included business resource documents and information on the Covid-19 Relief for both employers and employees.

**COMMUNITY FUTURES YELLOWHEAD EAST – ZOOM INFORMATION SHARING MEETINGS:**

Correspondence was received from Community Futures Yellowhead East regarding Zoom Information Sharing Meetings.

**GERALD SOROKA, MP – EMAIL TO MAYORS – ZOOM/SKYPE MEETING:**

Correspondence was received from Gerald Soroka, MP to the Mayor's in the Yellowhead Riding requesting input on the need for Zoom/Skype meetings.

**MPE ENGINEERING LTD. – ALBERTA BEACH BOAT LAUNCH:**

Correspondence was received from MPE Engineering Ltd. regarding engineering services on the proposed infilling of the southwest drainage channel in the Alberta Beach Boat Launch.

**RURAL MUNICIPALITIES OF ALBERTA – RMA EMPLOYEE CELLULAR PROGRAM:**

Correspondence was received from the Rural Municipalities of Alberta regarding information on the RMA Employee Cellular Program.

**TOWN OF MAYERTHORPE – AFRCS THIRD PARTY AGREEMENT:**

A letter was received from the Town of Mayerthorpe advising on the termination of the Alberta First Responders Radio Communication System (AFRCS) third party agreements and further advising that the agreements for the use of the radios must be directly with the province. It was further reported that Alberta Beach has submitted a request to the Province for an agreement on the AFRCS radios.

**ALBERTA MUNICIPAL AFFAIRS – NEW MINISTERIAL ORDERS ON TIMELINES:**

A letter was received from the Minister of Alberta Municipal Affairs regarding new Ministerial Orders extending various timelines during the public health emergency.

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION – LETTER TO MINISTER REGARDING SHOVEL-READY PROJECTS:**

Alberta Urban Municipalities Association's letter to the Minister of Alberta Municipal Affairs was received regarding Shovel-ready Projects. It was further reported that Alberta Beach has submitted a list of shovel-ready projects to the Province.

#059-20 MOVED BY Councillor Love that the correspondence be accepted for information.  
CARRIED UNANIMOUSLY

**CORRESPONDENCE – REQUIRING ACTION:**

#060-20 **ALBERTA PUBLIC WORKS ASSOCIATION – NATIONAL PUBLIC WORKS WEEK:**  
MOVED BY Deputy Mayor Duncan that Council approve the proclamation from the Alberta Public Works Association to proclaim Public Works Week in Alberta Beach between May 17-23, 2020.  
CARRIED UNANIMOUSLY

#061-20 **ALBERTA URBAN MUNICIPALITIES ASSOCIATION – AUMA'S ELECTRICITY AGGREGATION FOR 2021-2023:**  
MOVED BY Mayor Benedict that Council approve the Alberta Urban Municipalities Association's AMSC Electricity Aggregation on a three year term for 2021-2023.  
CARRIED UNANIMOUSLY

#062-20 **KIM KOZAK – INNOVATIVE PLANNING & DEVELOPMENT:**  
MOVED BY Councillor Weber that Council approve the Development Officer Contract from Innovative Planning & Development with the optional service of planning support effective May 1, 2020.  
CARRIED UNANIMOUSLY

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#063-20 **WICKED AUTOMOTIVE – LEASE:**  
MOVED BY Deputy Mayor Duncan that Council accept in principle the request to amend the lease with Wicked Automotive effective April 1, 2020 to August 30, 2020 and further that Mayor Benedict negotiate a rent reduction in exchange for providing mechanical work.  
CARRIED UNANIMOUSLY

**NEW BUSINESS:**  
#064-20 **BYLAW #272-20 A BYLAW TO ESTABLISH A DEVELOPMENT AUTHORITY:**  
MOVED BY Councillor Valiquette that Bylaw #272-20 being a bylaw to establish a Development Authority be read a first time.  
CARRIED UNANIMOUSLY

#065-20 MOVED BY Councillor Love that Bylaw #272-20 be read a second time.  
CARRIED UNANIMOUSLY

#066-20 MOVED BY Mayor Benedict that permission be given to read Bylaw #272-20 three times in one sitting.  
CARRIED UNANIMOUSLY

#067-20 MOVED BY Deputy Mayor Duncan that Bylaw #272-20 be read a third and final time.  
CARRIED UNANIMOUSLY

#068-20 **BYLAW #273-20 A BYLAW TO ESTABLISH A SUBDIVISION AUTHORITY:**  
MOVED BY Councillor Weber that Bylaw #273-20, being a bylaw to establish a Subdivision Authority be read a first time.  
CARRIED UNANIMOUSLY

#069-20 MOVED BY Councillor Love that Bylaw #273-20 be read a second time.  
CARRIED UNANIMOUSLY

#070-20 MOVED BY Mayor Benedict that permission be given to read Bylaw #273-20 three times in one sitting.  
CARRIED UNANIMOUSLY

#071-20 MOVED BY Councillor Valiquette that Bylaw #273-20 be read a third and final time.  
CARRIED UNANIMOUSLY

**QUESTION PERIOD:**

A suggestion was made that since the Alberta Beach 100 Year Anniversary Celebration is now postponed that Council prepare a press release and include a story with pictures for the actual 100<sup>th</sup> anniversary.

A question was asked if the village is sending out a message that people should not come out to their cabin, the Mayor responded that at this time the village is not, however the province is suggesting people stay in their principle residence.

**ADJOURNMENT:**

The meeting adjourned at 8:10 P.M.

\_\_\_\_\_  
Mayor – Jim Benedict

\_\_\_\_\_  
C.A.O. – Kathy Skwarchuk

ALBERTA BEACH  
MUNICIPAL PLANNING COMMISSION MEETING  
BEING HELD ELECTRONICALLY  
VIA ZOOM MEETING  
ON MAY 19, 2020 AT 7:00 P.M.

AGENDA

1. CALL TO ORDER
2. AGENDA ADDITIONS / DELETIONS
3. AGENDA ADOPTION
4. NEW BUSINESS
  - a. Request for Decision – Development Permit Application #20DP06-01  
Plan 201BT, Block 12, Lot 11 (5007 – 56 Street)  
Application for the variance of the front yard setback from 5.06 m. (16.8 ft.) to 3.28 m (10.76 ft.)  
for the proposed attached deck to the Modular Home.
5. ADJOURNMENT

**aboffice@albertabeach.com**

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**From:** Kim Kozak <development@albertabeach.com>  
**Sent:** May 14, 2020 8:06 PM  
**To:** aboffice@albertabeach.com  
**Subject:** 20DP06-01 MPC Report  
**Attachments:** 20DP06-01 - MPC Report Signed.pdf

Cathy,

Please find attached the complete MPC Report that I will present to the board on May 19, 2020.

Thank you for your patience in receiving this report.

Kim Kozak  
Development Officer  
Village of Alberta Beach  
587-988-7668  
development@albertabeach.com

**ALBERTA BEACH  
MUNICIPAL PLANNING COMMISSION (MPC)  
REQUEST FOR DECISION**

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**Date:** May 14, 2020, MPC Meeting  
**From:** Kim Kozak - Development Officer  
**To:** All Members of Alberta Beach Municipal Planning Commission (MPC)

**RECOMMENDATION**

That MPC passes a motion to approve Development Permit No. 20DP06-01 for a variance of the front yard setback, to the deck from the property line of 5.06 m (16.8 ft.) to 3.28 m (10.76 ft.).

**BACKGROUND INFORMATION**

- The subject lands are located at 5007-56 street, Plan 201BT, Block 12, Lot 11.
- The lands are identified within the Land Use District Map as R1 – Residential – Single Family District;
- Within the R1 District the required front yard setback is 7.6 m (24.9 ft.);
- An application has been brought forward to MPC on February 18, 2020, requesting for a front yard variance from 7.6 m (24.9 ft.) to 5.06 m (16.8 ft.), due to the location of the water well;
- The MPC approved the variance on February 18, 2020, on the grounds that access be provided to the water well;
- The applicant is seeking approval from the MPC, for a front yard variance of 3.28 m (10.76 ft.) on the west property line, due to the miscalculation of the water well located at the rear of the property;
- The Modular Home is approved through Development Permit No. 19DP21-01;
- To move the modular home closer to the north property line may not be feasible, due to the adjacent dwelling to the north of the subject lands has windows in their dwelling facing south
- To meet the Safety Codes Act, the modular would be a required to be sixteen (16) feet from the dwelling located on the adjacent lot, north of the subject lands.
- To modular home may not meet the required sixteen feet separation from the adjacent dwelling to the north of the property; therefore, the north side of the modular home would require to be built with a firewall, have no glazed openings, and non-vented soffits, and any other upgraded material requested by the Safety Codes Officer;
- The Inspection Groups Inc. has received the building permit application for the Modular Home on March 20, 2020;
- The construct of the foundation has started on the subject lands;
- Note that with no variance granted, there will be limited access to the well;
- On May 10, 2020, letters were mailed out to landowners within 100 feet of the subject lands. The letters state that Alberta Beach has received an application for a variance, and to provide



any feedback regarding the proposed development to the Development Authority by May 18, 2020; and

- The application was circulated to the Public Works Manager to provide comments by May 18, 2020.

### MUNICIPAL DEVELOPMENT PLAN BYLAW NO. 251-17

The application is consistent with Section 3.6 – General Residential Development of the Municipal Development Plan as the proposed development is an example of a range of housing types within a residential community.

### LAND USE BYLAW NO. 252-17

Section 3.7.2(c) – Decision on Development Permit Applications states, “the Development Officer may approve in accordance with this Bylaw a variance up to a maximum of 20% of the stated regulation. Any variance requests in excess of 20% shall be referred to the Municipal Planning Commission.”

The application is consistent with Section 5.2 – R1 Residential – Single Family District and Regulations, except for the front yard setback.

### DEVELOPMENT AUTHORITY'S OPINION

It is the opinion of the Development Authority; the variance of the front yard setback would not unduly interfere with the amenities of the neighbourhood, materially interfere with or affect the use, enjoyment, or value of neighbouring properties for the following reasons:

- An attached deck adds value to a dwelling;
- The deck is the closest structure to the front yard property line; It will be built entirely on the property; and
- The cost of any upgraded materials would cause hardship to the applicant.
- The proposed development exceeds the 20% variance of a setback requirement; therefore, the Development Authority does not have the authority to determine the decision of this application.

### CONCLUSION

That the Municipal Planning Commission APPROVE Development Permit No. 20DP06-01, in accordance with the Development Authority's recommended conditions:

1. All municipal taxes have been paid or are current with Alberta Beach.
2. That the applicant(s) display for no less than fourteen (14) days after the permit issued, in a conspicuous place on the subject property, the enclosed Public Notice.
3. The development shall be completed in accordance with the drawings submitted as part of the permit application and which forms a part of this approval.
4. The Applicant shall provide a Survey prepared by a qualified Alberta Land Surveyor – after completion of the foundation and prior to construction of the residence – confirming that the foundation complies with the submitted Site Plan as approved by the Development Authority.

5. The applicant shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to building, and all other permits which may be required in connection with the proposed development.
6. Positive grading away from structures (> or = to 1.5%) is required to ensure proper drainage.
7. The applicant shall complete the grading of the property to ensure that all surface runoff does not discharge from the site onto adjacent properties.
8. No person shall keep or permit to be kept in any part of a yard any excavation, storage, or piling of materials required during construction unless all safety measures are undertaken. The owner of the property shall assume full responsibility to ensure the situation does not prevail longer than necessary to complete construction.
9. The site shall be maintained in a clean and tidy condition during construction. Receptacle for control and disposal of rubbish must be provided, and regularly maintained.
10. Arrangements for the provision of sanitary facilities for the project site, satisfactory to the Development Authority, must be provided and maintained throughout construction.
11. The applicant shall prevent excess soil or debris from being spilled on public streets and lanes, and shall not place soil or any other material on adjacent properties without permission in writing from the adjacent property owner(s).
12. That all development shall be completed within twelve (12) months of the effective date of this permit.

OR

The Municipal Planning Commission may consider two (2) Alternative Motions, which are:

1. That the Municipal Planning Commission may table Development Permit No. 20DP06-01 pending additional information; or
2. That the Municipal Planning Commission may refuse Development Permit No. 20DP06-01.

May 14, 2020  
Date Report Written

  
Kim Kozak - Development Officer

### ATTACHMENTS

1. Development permit application
2. Elevation plans
3. Floor plan
4. Site plan
5. Approved development permit 20-DP01-01
6. Building permit application
7. Adjacent dwelling to the north of the subject lands
8. Notice of proposed development
9. Email to public works manager
10. Section 3.6 – General Residential Development of the MDP Bylaw 251- 17
11. Section 3.7 – Decision on Development Permit Applications of the LUB 252-17
12. Section 5.2 – R1 – Residential – Single Family of the LUB 252-17

200806-01

	<p align="center"><b>Development Permit Application</b></p> <p><b>ALBERTA BEACH</b>          4935-50<sup>th</sup> Avenue          PO Box 278          Alberta Beach, Alberta          T0E 0A0</p> <p>Phone: (587) 988-7668 (Development Officer)          Fax: (780) 924-3313          Email: <a href="mailto:development@albertabeach.com">development@albertabeach.com</a></p>
<p><b>R-1 or R-2 New Home Construction or Addition</b></p>	<p>Cost for Development Permit \$ _____ (See page 4)          Payment made directly to Alberta Beach. Paid - Y / N</p>

I HEREBY MAKE APPLICATION UNDER THE PROVISIONS OF THE LAND USE BYLAW FOR A DEVELOPMENT PERMIT, IN ACCORDANCE WITH THE PLANS AND SUPPORTING INFORMATION SUBMITTED HERewith AND WHICH FORM PART OF THIS APPLICATION.

Name: Pauline Warsfeld

Mailing Address: \_\_\_\_\_  
Edmonton Alberta T5P 2E3

Telephone @ Work: 780-777-7777 Home: \_\_\_\_\_ Fax: \_\_\_\_\_

Registered Owner (if different from above): Same

Mailing Address (if different from above): Same

Interest of Applicant (if not the registered owner): \_\_\_\_\_

This information is being collected under the authority of Sec. 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used by the Development Authority to determine a development permit. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at (780) 924-3181.

Legal Description:

Municipal Address: 5007-56 Street. Alberta Beach.

Lot: 11 Block: 12 Plan: 201 BT

Description of proposed development: Single Family Dwelling

Estimated cost of development: \$ 400,000

Estimated commencement date: May 8 / 2020

Estimated completion date: Aug 1 / 2020

Lot Width: 50'-0" (15.24 M) Lot Length: 139'-11 1/2" (42.66 M)

Area of Site: 650.14 M<sup>2</sup> Area of existing development: -

Area of proposed development: 235.7 M<sup>2</sup> Total % of Site Coverage: 36.25 %

**Owner(s)/Applicants consent to communicate with Alberta Beach and its applicable contractors through electronic means.**

Section 608 of the Municipal Government Act, R.S.A. 2000, c.M-26 provides that: Any document required by this or any other enactment or bylaw to be sent by a person may be sent by any electronic means so long as it is possible to make a copy of the document from the electronic signals used by the electronic means.

Being the registered owner(s) or Agents for the lands described on Page 1, for the purpose of this Development Permit's decision, I desire to enter into an agreement with Alberta Beach and its applicable contractors to communicate through electronic means:

Name: FAULLINE WOKSCOLD Signature: [Signature]

Date: May 7 2020 Email Address: [Redacted]

**APPLICATION FOR DEVELOPMENT PERMIT (R-1 or R-2)**

<u>Principal Building/Addition:</u> <u>(Y/N)</u>	<u>Proposed</u>	<u>Bylaw Requirements</u>	<u>Conforms</u> <u>(Yes or No)</u>
Front Yard Setback:	<u>10'-6" (3.28M)</u>	<u>&gt; or = 7.6 M</u>	<u>yes</u>
Lake Front Yard Setback:	<u>N/A</u>	<u>&gt; or = 8.0 M</u>	<u></u>
Rear Yard Setback:	<u>51'-7 1/2" (15.74M)</u>	<u>&gt; or = 7.6 M</u>	<u>yes</u>
Side Yard Setback:	<u>8'-0" (2.44M)</u>	<u>&gt; or = 1.5 M</u>	<u>yes</u>
Side Yard Setback:	<u>7'-9 7/8" (2.39M)</u>	<u>&gt; or = 1.5 M</u>	<u>yes</u>
Floor Area (lots < than 400 M2):	<u></u>	<u>&gt; or = 74.3 M2 (800 Ft2)</u>	<u></u>
Floor Area (lots > than 400 M2):	<u>137.5 M<sup>2</sup> (1480 Ft<sup>2</sup>)</u>	<u>&gt; or = 93.9 M2 (1000 Ft2)</u>	<u>yes</u>
Site Coverage (all structures):	<u>21.2 %</u>	<u>&lt; or = 40%</u>	<u>yes</u>
Height of Building:	<u>4.9 m</u>	<u>&lt; or = 9.0 M</u>	<u>yes</u>
No. of Off-Street Parking Stalls:	<u>2</u>	<u>&gt; or = 2 stalls</u>	<u>yes</u>

**For NEW HOME CONSTRUCTION – requirements of the “New Home Buyer Protection Act”**

a) Is this an application seeking to construct a new home? YES  NO

b) If YES, please provide details of the builders' (either contractor or property owner) new home warranty coverage as required by the Province of Alberta

<https://residentialprotection.alberta.ca> (Progressive Home Warranty)

c) If the property owner is electing to proceed with construction – without the required new home warranty coverage – please ensure that the required waiver from the Province of Alberta ([www.municipalaffairs.alberta.ca/NHBP](http://www.municipalaffairs.alberta.ca/NHBP)) is forwarded with this Development Permit application.

d) Failure to provide this information to the satisfaction of the Development Officer will result in an immediate denial of the Development Permit application for any new home.

**AUTHORIZATION AND RIGHT OF ENTRY:**

I/we, PAULINE WORSEFOLD am/are the registered owner, or the agent for the registered owner, authorized to act on behalf of the registered owner, and the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to this application for a Development Permit.

As provided for by Sec. 653(2) of the Municipal Government Act I/we also consent to an authorized person(s), designated by the Municipality as the Development Authority, to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application and completion of the proposed development.

Signature(s): *Pauline Worsfold*

Date: May 7/2000

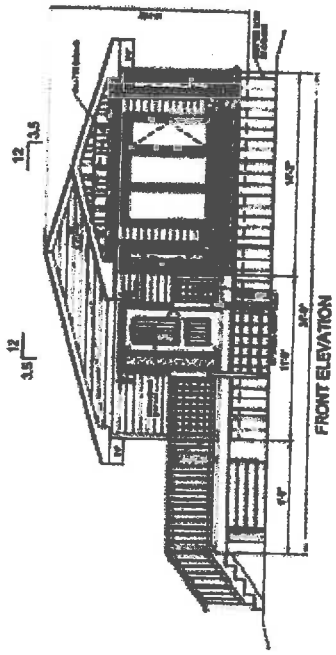
**Acknowledgement of Development Permit Application (must be dated and signed)**

I acknowledge that if this development permit application is approved that it is subject to an appeal permit as per Municipal Government Act, RSA 2000, C-26.1 and that the decision could be overturned or amended. I do accept that if I commence development prior to the appeal expiry date, I do so at my "own risk" accepting all legal responsibilities and with all required building permits issued.

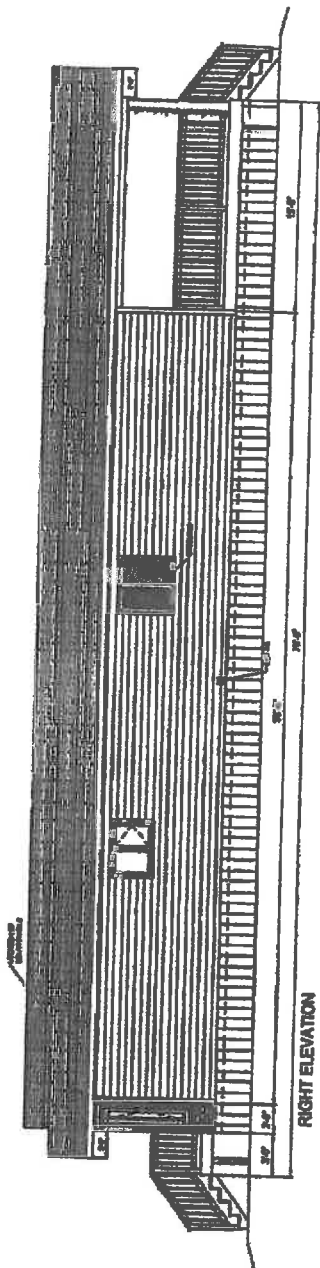
May 7 2000 Date *Pauline Worsfold* Applicant's Signature

Following for use of Alberta Beach Staff

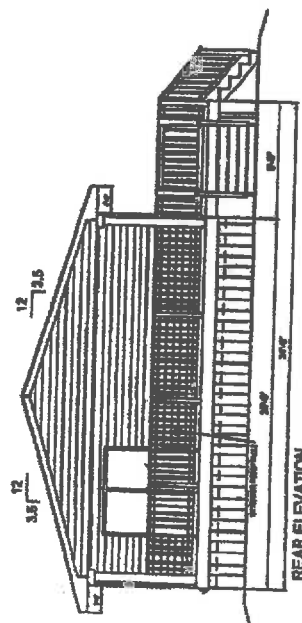
	YES	NO
Decision Rendered (date )		
Appeal Received (date - if applicable )		
SDAB Hearing held and closed (date )		
Development Permit Approved		
Copy to Assessor (not required if DP not approved)		
Copy to Property File		



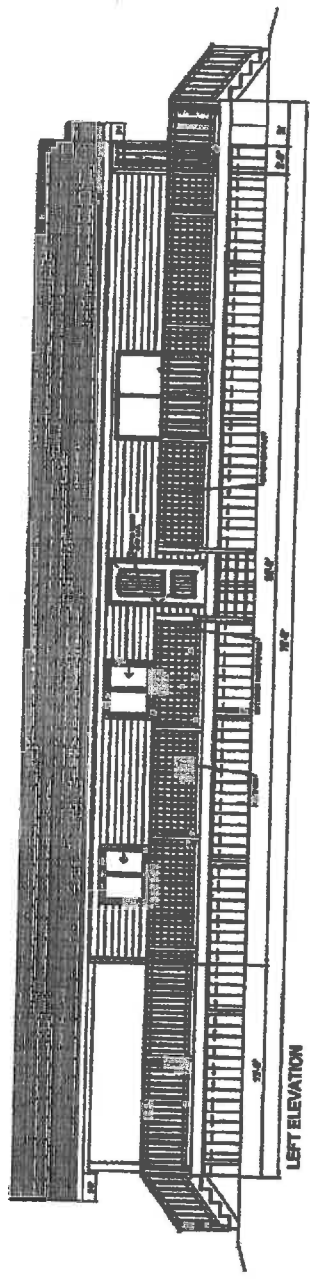
FRONT ELEVATION



RIGHT ELEVATION



REAR ELEVATION



LEFT ELEVATION



3609 - 512  
 P.O. Box 429  
 Burlington, VT 05401  
 Phone: (802) 255-5555  
 Fax: (802) 255-5555

REVISIONS

NO.	DATE	BY	DESCRIPTION
01	Mar. 23, 20		INITIAL RELEASE
02			
03			
04			

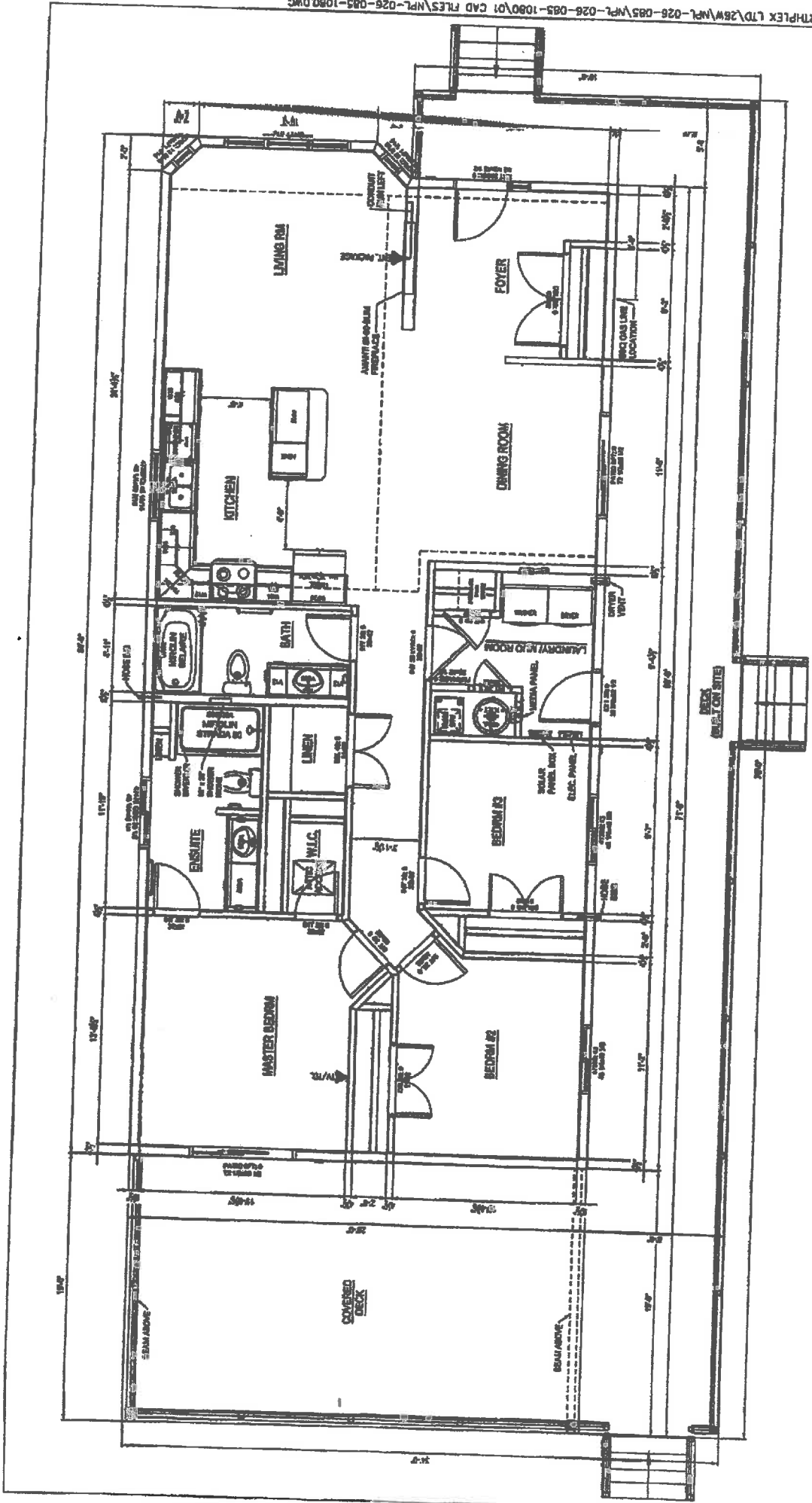
THIS DRAWING IS THE PROPERTY OF MODSOLID. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM MODSOLID. MODSOLID ASSUMES NO LIABILITY FOR ANY DAMAGE OR LOSS OF PROFITS, BUSINESS, OR REVENUE, OR FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING ATTORNEY'S FEES, ARISING FROM THE USE OF THIS DRAWING.

GLOBAL NUMBER: NPL-026-085-1080.DWG  
 PROJECT NAME: PAULINE WORSFOLD NORTHPLEX, LTD. 20'X50' 1400. SQ. FT

TITLE: ELEVATION WITH LOCK  
 DATE: Mar. 23, 20  
 SCALE: NTS  
 DRAWING BY: DUB  
 CHECKED BY: PK  
 PROJECT NUMBER: PN 945







**PROJECT NAME:** PAULINE WORSFOLD NORTHPLEX, LTD. 26'x33' 1480. SQ. FT

**DATE:** May 4, 20

**DESIGNER:** DUB

**PROJECT NO.:** PK

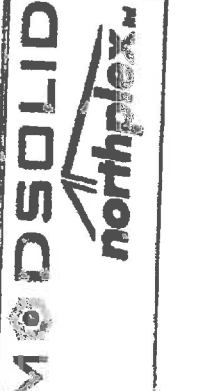
**PN 946**

**PROJECT INFO:** NPL-026-085-1080.DWG

**PROJECT NAME:** PAULINE WORSFOLD NORTHPLEX, LTD. 26'x33' 1480. SQ. FT

REVISION	NUMBER	DATE	BY	DESCRIPTION
	01	04.22.09		INITIAL RELEASE
	02			
	03			
	04			

3030 - 843  
 P.O. BOX 408  
 COMMERCE, AL 37414  
 PHONE (703) 366-0600  
 FAX (703) 366-0600





	<p><b><u>Development Permit 20DP01-01</u></b></p> <p><b>ALBERTA BEACH</b>          4935-50<sup>th</sup> Avenue          PO Box 278          Alberta Beach, Alberta          T0E 0A0</p> <p>Phone: 587-988-7668 (Development Officer)          Fax: 780-924-3313          Email: <a href="mailto:development@albertabeach.com">development@albertabeach.com</a></p>
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February 19, 2020

Pauline Worsfold

Edmonton, Alberta T5P 2E3

Re: Development Permit No. 20DP01-01  
 Plan: 201BT Block: 12 Lot: 11 (5007-56 Street)  
 R1 – Residential – Single Family District

**APPROVAL OF DEVELOPMENT PERMIT**

You are hereby notified that your application for a development permit has been **CONDITIONALLY APPROVED** by the Municipal Planning Commission, for a **VARIANCE** of the **FRONT YARD Setback** from 7.6 m (24.9 ft) to 5.06 m (16.8 ft), is subject to the following conditions:

1. All municipal taxes have been paid or are current with Alberta Beach.
2. That the applicant(s) display for no less than fourteen (14) days after the permit issued, in a conspicuous place on the subject property, the enclosed notice.
3. The deck shall be completed in accordance with the drawings, submitted as part of the permit application, and which forms a part of this approval.
4. The applicant shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to building, and all other permits which may be required in connection with the proposed development.
5. Positive grading away from structures (> or = to 1.5%) is required to ensure proper drainage.
6. The applicant shall complete the grading of the property to ensure that all surface runoff does not discharge from the site onto adjacent properties.
7. No person shall keep or permit to be kept in any part of a yard any excavation, storage, or piling of materials required during construction unless all safety measures are undertaken. The owner of the

property shall assume full responsibility to ensure the situation does not prevail longer than necessary to complete construction.

8. The site shall be maintained in a clean and tidy condition during construction. Receptacle for control and disposal of rubbish must be provided, and regularly maintained.
9. Arrangements for the provision of sanitary facilities for the project site, satisfactory to the Development Authority, must be provided and maintained throughout construction.
10. The applicant shall prevent excess soil or debris from being spilled on public streets and lanes, and shall not place soil or any other material on adjacent properties without permission in writing from the adjacent property owner(s).
11. That all development shall be completed within twelve (12) months of the effective date of this permit.

**NOTE:**

Additional approvals may be required from Provincial and/or Federal Departments or Agencies. It is the responsibility of the Applicant(s) to make themselves aware of any further requirements and secure approvals where required prior to commencing any development.

Please contact the Development Officer at 587-988-7668, if you have any questions regarding this approval.

Date Application deemed complete	January 25, 2019
Date of Decision	February 18, 2020
Effective date of Development Permit	March 10, 2020

  
\_\_\_\_\_  
(for) MUNICIPAL PLANNING COMMISSION

cc Kathy Skwarchuk (CAO) Alberta Beach

**NOTE:**

An appeal of any of the conditions of this approval may be made to the Subdivision and Development Appeal Board (SDAB) by serving written notice of appeal to the Secretary of the SDAB. Any appeal must be forwarded in writing (accompanied by the \$150 Appeal Fee) to the Secretary by mail so as to be received by the Secretary no later than fourteen (14) days after the Date of Decision (above). Further, any appeal may be faxed (see below) or may be delivered personally to the address below. The appeal should include a statement of the grounds for the appeal, and may be directed to:

Secretary of the Subdivision and Development Appeal Board – Alberta Beach  
PO Box 278  
Alberta Beach, Alberta T0E 0A0

Fax to 780-924-3313

**NOTES:**

1. *The issuance of this Development Permit is subject to the condition that it does not become effective until twenty-two (22) days after the Decision Date.*
2. *Any development or activity commenced prior to expiry of the appeal period is done so entirely at the risk of the Applicant.*
3. *A development permit issued is valid for twelve (12) months from the Effective Date. If upon expiry the development or activity has not been substantially commenced or has not been completed, this permit shall be deemed expired (null and void) unless the applicant has secured an extension from the approval authority.*
4. *The Applicant is reminded that compliance with this approval requires adherence with all approval conditions attached hereto.*
5. *This Permit approval is the authorization for development under the Land Use Bylaw but is not an approval under any other applicable regulations – including:*
  - a. *Water and sewage services are under the jurisdiction of agencies authorized by Alberta Municipal Affairs to issue permits and provide compliance monitoring in non-accredited municipalities – see below.*
  - b. *Any development activities proximate to natural gas lines, pipelines, power lines, or telephone lines may require work permits from the Gas Protection Branch (Alberta Labour), Alberta Energy Resources Conservation Board, and Alberta Utilities and Telecommunications.*
6. *This is **NOT A BUILDING PERMIT**, and where required by any regulation, all necessary Safety Code Permits must be secured separately.*

**Compliance Monitoring**

Agencies authorized by Alberta Municipal Affairs to issue Permits and provide Compliance Monitoring in Non-accredited municipalities include:

Agency Name	Phone	Fax	Building Permits	Electrical Permits	Gas Permits	Plumbing Permits
Superior Safety Codes Inc.	780-489-4777 1-866-999-4777	780-489-4711 1-866-900-4711	YES	YES	YES	YES
The Inspections Group Inc.	780-454-5048 1-866-654-5048	780-454-5222 1-866-454-5222	YES	YES	YES	YES

**PLEASE POST THE FINAL PAGE OF THIS PERMIT IN A VISIBLE LOCATION ON THE SUBJECT LANDS UNTIL THE EFFECTIVE DATE OF THE DEVELOPMENT PERMIT.**



**Alberta  
Safety Codes  
Authority**

A Division of the Safety Codes Council



**BUILDING PERMIT APPLICATION FORM**

Application Date (mm/dd/yyyy): 03/16/2020 Other Permits Required:  Electrical  Plumbing  Gas  Private Sewage  Not Applicable  
 Development Permit No. (only if applicable): 20DP01-01 (under separate application)  
 New Home Warranty No. (if applicable): \_\_\_\_\_ Builder License ID No. (if applicable): \_\_\_\_\_  
 Estimated Start Date (mm/dd/yyyy): 03/20/2020 Estimated Project Completion Date (mm/dd/yyyy): 07/31/2020  
 Permit Applicant:  Owner  Contractor Value of Work (labour and materials): \$ 250000

Owner Name (please print): Pauline Worsfold  
 Mailing Address: \_\_\_\_\_ City/Town/Village: Edmonton Province: AB Postal Code: T5P 2E3  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contracting Company Name (please print): Homes By Northplex Contact Name (please print): Glen Edison  
 Mailing Address: PO Box 4580 59504 RR 32 City/Town/Village: Barrhead Province: AB Postal Code: T7N 1A4  
 Email: gedison@northplex.ca Phone: 780-284-9588 Fax: \_\_\_\_\_

Project Location (Municipality): Alberta Beach Subdivision/Hamlet Name: \_\_\_\_\_ Tax Ref. No.: \_\_\_\_\_  
 Street/Rural Address: 50074 56 street Unit: \_\_\_\_\_ Postal Code: T0E0A0  
 Lot: 11 Block: 12 Plan: 201BT LSD: \_\_\_\_\_ Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ West of: \_\_\_\_\_  
 Directions: \_\_\_\_\_

Description of Work (please provide a complete and detailed description of the work to be completed including all applicable drawings/measurments):  
New Modular Home to be placed on engineered screw piles, new placement of two sheds needed to install home.

Work has not started  Work is in progress  Work is complete

TYPE OF OCCUPANCY	TYPE OF WORK	BUILDING AREA
<input checked="" type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Relocatable Industrial <input type="checkbox"/> Other: _____	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Relocation/Ready to Move <input type="checkbox"/> Change of Occupancy/Use <input type="checkbox"/> Temporary Structure <input type="checkbox"/> Removal Date: _____ <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Basement Development <input type="checkbox"/> Demolition	<input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage <input type="checkbox"/> Shed <input type="checkbox"/> Shop <input checked="" type="checkbox"/> Manufactured/Mobile Home CSA No.: <u>014896</u> Year: <u>2020</u> AMA No.: _____ <input type="checkbox"/> Solid Fuel/Pellet Stove/Fireplace <input type="checkbox"/> Swimming Pool/Hot Tub <input type="checkbox"/> Deck <input type="checkbox"/> Other: _____
		<input checked="" type="checkbox"/> feet <sup>2</sup> <input type="checkbox"/> meters <sup>2</sup> Ground Floor Area: <u>1500</u> 2nd Floor Area: <u>N/A</u> Basement Floor Area: <u>N/A</u> Garage: _____ Deck: _____ Other: _____ Total Developed Area: _____ Undeveloped Area: _____ No. of Storeys: _____ Developed: <input type="checkbox"/> Yes <input type="checkbox"/> No

FOIP Notification: Personal information collected on this form is collected under the authority of section 33(4) of the Alberta Freedom of Information and Protection of Privacy Act. It is used for processing permit applications, issuing permits, safety codes compliance monitoring, verification and program evaluation. The name of the permit holder and nature of the permit may be included on reports provided to a municipality or made available to the public as required or allowed by legislation. Concerns about this collection may be directed to ASCA Coordinator at 1-800-413-0089 or at Suite 810, 10403 Jasper Avenue, Edmonton, AB T5J 3M4.

Permit Applicant's Name (please print): \_\_\_\_\_ Permit Applicant's Signature: \_\_\_\_\_  
 Homeowner's signature (homeowner permit only) (Homeowner Declaration by signing this application I hereby certify that I own this land and occupy this dwelling)

**OFFICE USE ONLY**

Permit Fee: \$ \_\_\_\_\_ Travel Fee: \$ \_\_\_\_\_ SCC/Permit Issuers Name (please print): \_\_\_\_\_  
 SCC Levy: \$ \_\_\_\_\_ (\$1.50 or 4% of the permit fee maximum \$20.00) SCC/Permit Issuers Signature: \_\_\_\_\_  
 Total Cost: \$ \_\_\_\_\_ Designation No.: \_\_\_\_\_  
 Cash  Cheque  Debit Receipt No.: \_\_\_\_\_ Permit Issue Date: \_\_\_\_\_  
 Credit Card (attach signed credit card authorization form)  Invoiced (mm/dd/yyyy)

5011-56 Street.





## Notice of Proposed Development

**ALBERTA BEACH**  
4935-50<sup>th</sup> Avenue  
PO Box 278  
Alberta Beach, Alberta T0E 0A0

Phone: 587-988-7668 (Development Officer)  
Fax: 780-924-3313  
Email: [development@albertabeach.com](mailto:development@albertabeach.com)

May 10, 2020

XXXXXX

XXXXX

XXXXXX

Re: Development Permit No: 20DP07-01  
Municipal Address: 5007-56<sup>th</sup> Street  
Plan: 201BT, Block: 12, Lot: 11

---

As a property landowner, that is in close proximity to the above-noted property, you are being notified that Alberta Beach has received a development permit application requesting approval for a **Front yard variance of 3.28m.**

It is Council's desire to give the property landowners within 100 feet of the subject lands, who may or may not be affected by the proposed development, the opportunity to provide any feedback regarding the proposed development.

Pursuant to Section 5.2 – R1 – Residential – Single-Family District of Land Use Bylaw 252-17, a single detached dwelling is a permitted use within this district. However, a variance to a regulation is considered discretionary; therefore, the application is regarded as a discretionary use.

The Development Authority will bring forward the application with recommendations to the **Municipal Planning Commission** for consideration and the decision of the development permit application.

Please contact the undersigned at 587-988-7668 to provide your feedback regarding the proposed development no later than May 18, 2020.

Sincerely,

---

Kim Kozak  
Development Authority



**Subject:** DP Referral  
**From:** "Kim Kozak" <development@albertabeach.com>  
**Date:** Sun, May 10, 2020 4:58 pm  
**To:** "Bruce Parno" <dannellyelectric@live.ca>  
**Priority:** Normal

Hi Bruce,

Attached is a Development Permit application for a proposed front yard variance of 3.28 m of a dwelling located at 5007-56 street. Please provide me with your comments no later than May 18:

Respectfully,

Kim Kozak  
Development Officer  
Village of Alberta Beach  
587-988-7668  
[development@albertabeach.com](mailto:development@albertabeach.com)

### Attachments

20DP06-01 - Application.pdf application/pdf 6.8 MiB

Development Authority that a decision on the application can be properly made without such information.

2. A non-refundable processing fee, the amount of which being determined by Council from time to time, shall accompany each application for a development permit. Where the development was initiated prior to the Development Permit being issued, the fee for the said permit is double the normal rate.
3. The municipality may register a caveat pursuant to the provisions of the Land Titles Act and the Municipal Government Act in respect of the development agreement against the Certificate of Title for the land that is the subject of the development, with the said caveat being discharged when the agreement has been complied with.
4. In the case where an application for a development has been refused by the Development Authority or ultimately after appeal pursuant to Part 3 of this Bylaw, the submission of another application for development by the same applicant or any other applicant,
  - a) on the same parcel, and
  - b) for the same or similar use;may not be made for at least six (6) months after the date of refusal.

### 3.6 DEVELOPMENT PERMITS AND NOTICES

1. The Development Authority shall require, as a condition of a permit granted for a Discretionary Use, that the applicant display for no less than fourteen (14) days after the permit is issued, in a conspicuous place on the parcel or on streets abutting the parcel, a notice setting out the proposed use in a form prescribed by the Development Authority. No posting of such a notice is required for approvals of Permitted Uses.
2. A permit issued pursuant to this part shall come into effect:
  - a) after the twenty-first (21) day of the date of the issue of the Notice of Decision by the Development Officer on the application for development permit (14-day appeal period and 7 days for mailing in province); or

b) if an appeal is made, on the date that the appeal is finally determined and the permit may be modified or nullified thereby.

Any development proceeded with by the applicant prior to the expiry of the above is done solely at the risk of the applicant.

3. Where an appeal is made pursuant to Part 3 of this Bylaw, a development permit which has been granted shall not come into effect until the appeal has been determined and the permit has been confirmed, modified or nullified thereby.
4. When a permit has been issued for the development of a permitted use, and no provision of this Bylaw have been relaxed or varied, no mail notification shall be given of the decision except to the applicant.
5. When a permit other than a permit described in Section 3.6(4) hereof has been issued, the Development Authority shall immediately:
  - a) mail a copy of the notice of decision to all assessed owners of properties within a 30.5 m (100 ft.) radius of the subject property; and/or
  - b) require the applicant to post a notice of the decision conspicuously on the property for which the application has been made; and/or
  - c) publish in a newspaper circulating in the municipality a notice of the decision.
6. If the development authorized by a permit is not commenced within twelve (12) months from the date of its issue, of the date of decision of the Subdivision and Development Appeal Board, nor carried out with reasonable diligence as determined by the Development Officer, the permit ceases to be effective, unless an extension to this period, being no longer than an additional twelve (12) months, has previously been granted by the Development Officer.
7. The decision of the Development Officer on an application for a development permit shall be given to the applicant in writing.
8. If the Development Officer refuses an application for a development permit, the notice of decision shall contain the reasons for the refusal.

9. Notwithstanding other provisions of Section 3.6 of this Bylaw, in accordance with Section 685(3) of the Act, a development permit for a permitted use without variance does not require notification other than to the landowner and applicant.

### 3.7 DECISION ON DEVELOPMENT PERMIT APPLICATIONS

1. Permitted and Discretionary Use Applications (Non-Direct Control Districts).
  - a) The Development Authority shall be the approving authority for all proposed development, which is listed as either a permitted or discretionary use under a land use district under this Bylaw.
  - b) Upon receipt a completed application for a development permit for a permitted use, the Development Officer shall approve the application with or without conditions, where the proposed use conforms to this Bylaw. Generally, the Development Officer is authorized to approve all permitted use development permit applications.
  - c) Subject to Section 3.7.1(d), the Development Officer is authorized to decide all discretionary use development permit applications which are related to an approved use on the subject property.
  - d) All development permit applications which are discretionary and not related to an approved use on the subject property and/or which require a variance to any quantitative regulation (i.e., side yard setback) contained in this Bylaw shall be referred to the Municipal Planning Commission for decision.
  - e) The Municipal Planning Commission is authorized to decide all development permit applications that are referred to it by the Development Officer.
  - f) When approving a discretionary use application, the Development Authority may attach conditions to the approval to ensure that the proposal conforms to this Bylaw.

2. Variance Provisions:

- a) The Development Authority may conditionally approve a proposed use that does not comply with this Bylaw, if, in its opinion,
- (i) the proposed development would not,
    - A. unduly interfere with the amenities of the neighbourhood, or
    - B. materially interfere with or affect the use, enjoyment, or value of neighbouring properties, and
  - (ii) the proposed development conforms to the uses prescribed for that land or building in this Bylaw,
- b) Notwithstanding the above, a variance shall be considered only in cases of unnecessary hardship or practical difficulties to the use, character, or situation of land or building which are not generally common to other land in the same district.
- c) When considering a variance to quantitative criteria such as floor area or a site setback, the Development Officer may approve in accordance with this Bylaw a variance up to a maximum of 20% of the stated regulation. Any variance requests in excess of 20% shall be referred to the Municipal Planning Commission.

3. Development Permit Refusals:

When refusing an application for a development permit, the Development Authority shall clearly describe the reasons for the said refusal on the notice of decision.

4. Temporary Permits:

Where a development permit is not required on a permanent basis, the Development Authority may approve the development permit for a specified period of time. The

expiry date of all temporary development permits shall be clearly indicated on the notice of decision.

### **3.8 DEEMED REFUSALS ON DEVELOPMENT PERMIT APPLICATIONS**

In accordance with Section 684 of the Municipal Government Act, an application for a development permit shall at the option of the applicant, be deemed to be refused when the decision of the Development Authority, is not made within forty (40) days of the completed application being received by the Development Authority unless the applicant and the Development Authority have mutually entered into an agreement to extend the forty (40) day period.

### **3.9 SUSPENSION OR CANCELLATION OF DEVELOPMENT PERMITS**

1. If, after a development permit has been issued, the Development Authority becomes aware that:
  - a) the application for the development contains a misrepresentation;
  - b) facts concerning the application or the development were not disclosed at the time the application was considered;
  - c) the development permit was issued in error; or
  - d) the conditions of Development Permit Approval are not being complied with in to the satisfaction of the Development Authority,the Development Authority may suspend or cancel the notice of decision or the development permit by notice, in writing to the holder of it.
2. A person whose development permit is suspended or cancelled under this section may appeal to the Subdivision and Development Appeal Board.

## 5.2 R1 -- RESIDENTIAL -- SINGLE FAMILY

### 1. General Purpose of District

This land use district is generally intended to establish areas of single detached housing comprised of standard parcels and dwellings with the opportunity for a secondary suite.

### 2. Permitted Uses

- Buildings and uses accessory to permitted uses
- Garage Suite
- Garden Suite
- Home Office
- Modular home
- Recreational Vehicles and Temporary Living Accommodations
- Secondary Suites
- Single Detached Dwelling

### Discretionary Uses

- Bed & Breakfast
- Buildings and uses accessory to discretionary uses
- Day Home
- Home Occupations
- Parks and playgrounds
- Public or quasi-public uses
  
- Public utilities required to serve the immediate area
  
- Show homes
  
- Other uses which, in the opinion of the Development Authority, are similar to the permitted and discretionary uses.

### 3. Parcel Coverage

Coverage of all buildings shall not exceed 40% of the total parcel area.

### 4. Minimum Floor Area (not including attached garage)

- a) Where a lot has an area of less than or equal to 400.0 m<sup>2</sup> (4305.6 ft<sup>2</sup>), the minimum floor area shall be 74.3 m<sup>2</sup> (800.0 ft<sup>2</sup>);
- b) Where a lot has an area greater than 400.0 m<sup>2</sup> (4305.6 ft<sup>2</sup>), the minimum floor area shall be 93.0 m<sup>2</sup> (1000.0 ft<sup>2</sup>).

5. Maximum Height

The height of all structures shall not exceed 9.0 m (29.5 ft.) and is subject to the provision of this Bylaw.

6. Minimum Parcel Width and Area

All new parcels to be created shall have a minimum parcel width of 15.0 m (50.0 ft.) and a minimum parcel area not less than 557.4 m<sup>2</sup> (6000.0 ft<sup>2</sup>).

7. Minimum Front Yard Setback

- a) Lakefront lots: at the discretion of the Development Officer, but not less than 8.0 m (26.2 ft.).
- b) All other cases: 7.6 m (24.9 ft.).
- c) For accessory buildings see Section 4.10.

8. Minimum Side Yard Setback

- a) Minimum of 1.5 m (4.9 ft.).
- b) For accessory buildings see Section 4.10.

9. Minimum Rear Yard Setback

- a) Minimum of 7.6 m (24.9 ft.), except in the case of garages as in Section 4.10.
- b) For accessory buildings see Section 4.10.



## 10. Length to Width Ratio

No dwelling in this district shall have a length to width (or width to length) ratio of greater than 2.0 : 1.0. This rule shall not apply to those portions of a dwelling which are deemed by the Development Authority to be either deck or attached garage.

## 11. Other Provisions

- a) Administrative procedures and regulations: refer to Parts 1-3 of this Bylaw.
- b) General Parcel Provisions: refer to Part 4 of this Bylaw.
- c) Special Land Use Provisions: refer to Part 4 of this Bylaw.
- d) Parking and Loading Regulations: refer to Part 4 of this Bylaw.
- e) Sign Regulations: refer to Part 4 of this Bylaw.

**aboffice@albertabeach.com**

cc: Council

**From:** Allen Lee <allenlee@doyleca.com>  
**Sent:** Friday, May 8, 2020 8:56 AM  
**To:** aboffice@albertabeach.com  
**Subject:** Draft FS  
**Attachments:** 2019 Alberta Beach Draft FS V1.0.pdf

Hi Kathy,

Attached are the draft FS for your review and circulation to the Council.

I have made a few changes to the statements this year:

1. The management responsibility for financial reporting has changed from last year. More words based on sampleford!
2. On the statement of financial position we have added "Subsequent Event – Note 13", this is a general COVID-19 note I have included, if you or the council would like to change any wording or add or delete anything just let me know.
3. Also on the statement of financial position I have separated out the cash and make a new line item this year "Restricted Cash" – this cash is to cover the deferred revenue.
4. On the statement of operation under "OTHER" near the bottom for the capital funding, I separated the MSI capital funding from the funding Alberta Beach received from the contactor and TriVillage for the road repairs. Let me know if the wording is ok.
5. In the notes, I have changed note 3 that use to have a table with cash and then separating out the restricted cash for the boat launch, now there are separate notes 3 & 4.

If you have any questions on the above please don't hesitate to contact me.

Allen

**Alberta Beach**  
**Consolidated Financial Statements**  
**December 31, 2019**

PROHIBITED

# Alberta Beach

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## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of Alberta Beach is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this Financial Report. Management believes that the consolidated financial statements present fairly Alberta Beach's financial position as at December 31, 2019 and the results of its operations for the year then ended.

The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The consolidated financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirement on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the consolidated financial statements.

The Alberta Beach Council carries out its responsibilities for review of the consolidated financial statements principally through its meeting with management. This Council meets with management and the external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to the Council with and without the presence of management. The Alberta Beach Council has approved the consolidated financial statements.

The consolidated financial statements have been audited by Doyle & Company, Chartered Professional Accountants, independent external auditors appointed by Alberta Beach. The accompanying independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Village's consolidated financial statements.

Kathy Skwarchuk

Chief Administrative Officer

Allan J. Grykuliak, CPA, CA\*  
Scott T. Mockford, CPA, CA\*  
Allen Lee, CPA, CMA\*  
Jason Bondarevich, CPA, CA\*  
\*Operates as a professional Corporation

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Edmonton, Alberta T5H 0Y1  
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## INDEPENDENT AUDITOR'S REPORT

### To the Members of Council

#### Opinion

We have audited the consolidated financial statements of **Alberta Beach**, which comprise the consolidated statement of financial position as at December 31, 2019, and the results of its operations, changes in its net financial assets and cash flows for the years then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Alberta Beach as at December 31, 2019, the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process

#### Auditor's Responsibility for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than from one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls.

## INDEPENDENT AUDITOR'S REPORT - continued

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

### Report on Other Legal and Regulatory Requirements

#### Debt Limit Regulation

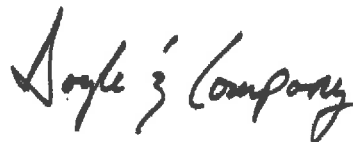
In accordance with Alberta Regulation 255/2000, we confirm that the municipality is in compliance with the Debt Limit Regulation. A detailed account of the Entity's debt limit can be found in note 8.

#### Supplementary Accounting Principles and Standards Regulation

In accordance with Alberta Regulation 313/2000, we confirm that the municipality is in compliance with the Supplementary Accounting Principles and Standards Regulation and note the information required can be found in note 14.

The engagement partner on the audit resulting in this independent auditor's report is Allen Lee, CPA, CMA.

Edmonton, Alberta  
May XX, 2020



Chartered Professional Accountants

**Alberta Beach**  
**Consolidated Statement of Financial Position**  
**As at December 31, 2019**

	2019	2018
	\$	\$
<b>FINANCIAL ASSETS</b>		
Cash and temporary investments (Note 3)	1,489,605	1,365,247
Restricted cash (Note 4)	188,113	472,887
Receivables		
Taxes and grants in place of taxes (Note 5)	139,123	99,480
Trade and other receivables (Note 6)	75,114	67,850
Supplies for resale inventory	8,969	7,887
	<b>1,900,924</b>	<b>2,013,351</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	30,449	42,579
Deposit liabilities	22,892	14,092
Deferred revenue (Note 7)	188,113	472,887
	<b>241,454</b>	<b>529,558</b>
<b>NET FINANCIAL ASSETS</b>	<b>1,659,470</b>	<b>1,483,793</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Schedule 2)	6,190,609	5,763,112
Prepaid expenses	42,471	37,621
	<b>6,233,080</b>	<b>5,800,733</b>
<b>ACCUMULATED SURPLUS (Schedule 1, Note 11)</b>	<b>7,892,550</b>	<b>7,284,526</b>

Subsequent Event - Note 13

Commitments - Note 15

The accompanying notes form part of these financial statements



**Alberta Beach**  
**Consolidated Statement of Operations**  
For the year ended December 31, 2019

	2019 Budget (Unaudited) \$	2019 Actual \$	2018 Actual \$
<b>REVENUE</b>			
Net municipal taxes (Schedule 3)	1,853,936	1,851,833	1,810,571
Campground user fees	254,400	236,784	253,408
Other user fees and sale of goods	12,350	15,088	14,993
Sales to other governments	18,500	17,677	18,075
Franchise fees	58,000	67,360	58,103
Government transfers for operating (Schedule 4)	100,827	105,470	53,727
Local government transfers	10,000	12,000	14,850
Licenses and permits	1,000	8,285	5,793
Fines	47,220	48,334	46,683
Penalties and costs of taxes	35,000	41,740	45,663
Investment income	10,000	26,321	11,885
Rental	109,680	114,133	84,199
Other	1,001	1,488	13,712
	<b>2,511,914</b>	<b>2,546,513</b>	<b>2,431,662</b>
<b>EXPENSES</b>			
Legislative	89,921	88,325	82,348
Administration	649,699	531,535	472,568
Bylaws enforcement	150,685	134,823	144,417
Roads, streets, walks, lighting	666,095	129,781	122,801
Water supply & distribution	59,184	59,184	47,456
Wastewater treatment and disposal	562,697	562,698	563,262
Waste management	112,100	109,143	109,549
Fire department	108,600	107,998	111,553
Public works	430,200	361,909	427,069
Planning & development	22,600	22,364	24,687
Campground	106,900	98,266	104,872
Ambulance	7,200	7,582	9,570
Assessment services	21,660	21,660	-
Recreation & facilities	105,708	102,222	117,430
Alberta Beach boat launch and wharf	51,600	1,300	1,920
	<b>3,144,849</b>	<b>2,338,790</b>	<b>2,339,502</b>
<b>EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES BEFORE OTHER</b>	<b>(632,935)</b>	<b>207,723</b>	<b>92,160</b>
<b>OTHER</b>			
Amortization of tangible capital assets	(65,000)	(338,336)	(322,113)
Government transfers for capital (Schedule 4)	540,095	360,128	750,644
Other capital funds for road repairs	-	378,509	-
<b>EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES</b>	<b>(157,840)</b>	<b>608,024</b>	<b>520,691</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>		<b>7,284,526</b>	<b>6,763,835</b>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>		<b>7,892,550</b>	<b>7,284,526</b>

The accompanying notes form part of these financial statements

**Alberta Beach**  
**Consolidated Statement of Change in Net Financial Assets**  
**For the year ended December 31, 2019**

	2019 Budget (Unaudited) \$	2019 Actual \$	2018 Actual \$
<b>EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES</b>	<b>(157,840)</b>	<b>608,024</b>	<b>520,691</b>
Acquisition of tangible capital assets	-	(816,306)	(848,046)
Proceeds on disposal of tangible capital assets	-	52,651	62,930
Amortization of tangible capital assets	65,000	338,336	322,113
(Gain) loss on sale of tangible capital assets	-	(2,178)	(1,236)
Prepaid expenses	-	(4,850)	750
	<b>65,000</b>	<b>(432,347)</b>	<b>(463,489)</b>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	<b>(92,840)</b>	<b>175,677</b>	<b>57,202</b>
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>-</b>	<b>1,483,793</b>	<b>1,426,591</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>-</b>	<b>1,659,470</b>	<b>1,483,793</b>

The accompanying notes form part of these financial statements

**Alberta Beach**  
**Consolidated Statement of Cash Flows**  
For the year ended December 31, 2019

	2019	2018
	\$	\$
<b>OPERATING</b>		
Excess of revenue over expenditures	608,024	520,691
Non-cash items included in excess of revenue over expenses:		
Amortization of tangible capital assets	338,336	322,113
(Gain) loss on sale of tangible capital assets.	(2,180)	(1,236)
Non-cash charges to operations (net change):		
Decrease (increase) in taxes and grants in place of taxes	(39,643)	18,600
Decrease (increase) in trade and other receivables	(7,264)	32,780
Decrease (increase) in supplies for resale inventory	(1,082)	(1,581)
Decrease (increase) in accounts prepaid expenses	(4,850)	750
Increase (decrease) in payables and accrued liabilities	(12,130)	17,326
Increase (decrease) in deposit liabilities	8,800	3,492
Increase (decrease) in deferred revenue	(284,774)	(161,109)
<b>Cash provided by operating transactions</b>	<b>603,237</b>	<b>751,826</b>
<b>CAPITAL</b>		
Proceeds on sale of tangible capital assets	52,653	62,930
Acquisition of tangible capital assets	(816,306)	(848,046)
<b>Cash applied to capital transactions</b>	<b>(763,653)</b>	<b>(785,116)</b>
<b>INVESTING</b>		
Decrease (increase) in restricted cash or cash equivalents	284,774	1,592
<b>CHANGE IN CASH EQUIVALENTS DURING THE YEAR</b>	<b>124,358</b>	<b>(31,698)</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<b>1,365,247</b>	<b>1,396,945</b>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b>1,489,605</b>	<b>1,365,247</b>

The accompanying notes form part of these financial statements

# Alberta Beach

## Schedule of Changes in Accumulated Surplus - Schedule 1

For the year ended December 31, 2019

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2019 \$	2018 \$
<b>Balance, Beginning of Year</b>	409,638	1,111,776	5,763,112	7,284,526	6,763,835
Excess (deficiency) of revenue over expenses	608,024	-	-	608,024	520,691
Unrestricted funds designated for future use	(2,625)	2,625	-	-	-
Current years funds used for tangible capital assets	(816,306)	-	816,306	-	-
Disposal of tangible capital assets	53,130	-	(53,130)	-	-
Annual amortization expenses	338,336	-	(338,336)	-	-
Accumulated amortization on disposed tangible capital assets	(2,657)	-	2,657	-	-
<b>Change in accumulated surplus</b>	<b>177,902</b>	<b>2,625</b>	<b>427,497</b>	<b>608,024</b>	<b>520,691</b>
<b>Balance, End of Year</b>	<b>587,540</b>	<b>1,114,401</b>	<b>6,190,609</b>	<b>7,892,550</b>	<b>7,284,526</b>

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# Alberta Beach

## Schedule of Tangible Capital Assets - Schedule 2

For the year ended December 31, 2019

	Land	Land Improvements	Buildings	Engineered Structures	Machinery and Equipment	Vehicles	2019	2018
							\$	\$
<b>COST:</b>								
Balance, Beginning of Year	1,349,990	630,439	2,759,249	4,707,906	842,988	321,795	10,612,367	9,857,537
Acquisition of tangible capital assets	-	-	-	738,637	77,669	-	816,306	848,046
Disposal of tangible capital assets	-	-	-	-	(53,130)	-	(53,130)	(93,216)
<b>Balance, End of Year</b>	<b>1,349,990</b>	<b>630,439</b>	<b>2,759,249</b>	<b>5,446,543</b>	<b>867,527</b>	<b>321,795</b>	<b>11,375,543</b>	<b>10,612,367</b>
<b>ACCUMULATED AMORTIZATION:</b>								
Balance, Beginning of Year	-	447,882	762,546	2,780,596	586,164	272,067	4,849,255	4,558,664
Annual amortization	-	29,964	57,483	204,357	29,370	17,162	338,336	322,113
Accumulated amortization on disposals	-	-	-	-	(2,657)	-	(2,657)	(31,522)
<b>Balance, End of Year</b>	<b>-</b>	<b>477,846</b>	<b>820,029</b>	<b>2,984,953</b>	<b>612,877</b>	<b>289,229</b>	<b>5,184,934</b>	<b>4,849,255</b>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>1,349,990</b>	<b>152,593</b>	<b>1,939,220</b>	<b>2,461,590</b>	<b>254,650</b>	<b>32,566</b>	<b>6,190,609</b>	<b>5,763,112</b>
<b>2018 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>1,349,990</b>	<b>182,557</b>	<b>1,995,703</b>	<b>1,927,310</b>	<b>256,824</b>	<b>49,728</b>		<b>5,763,112</b>

The accompanying notes form part of these financial statements

**Alberta Beach**  
**Schedule of Property and Other Taxes - Schedule 3**  
**For the year ended December 31, 2019**

	2019 Budget (Unaudited) \$	2019 Actual \$	2018 Actual \$
<b>TAXATION</b>			
Real property taxes	2,086,224	2,084,857	2,041,799
Linear property taxes	25,818	25,818	25,779
Sewer revitalization levy	245,700	245,700	245,700
	<b>2,357,742</b>	<b>2,356,375</b>	<b>2,313,278</b>
<b>REQUISITIONS</b>			
Alberta School Foundation Fund	465,221	476,630	464,519
Designated Industrial	-	160	69
Lac Ste Anne Foundation	38,585	38,585	38,119
Requisition Underlevy	-	(10,833)	-
	<b>503,806</b>	<b>504,542</b>	<b>502,707</b>
<b>NET MUNICIPAL TAXES</b>	<b>1,853,936</b>	<b>1,851,833</b>	<b>1,810,571</b>

The accompanying notes form part of these financial statements

**Alberta Beach**  
**Schedule of Government Transfers - Schedule 4**  
**For the year ended December 31, 2019**

	2019 Budget (Unaudited) \$	2019 Actual \$	2018 Actual \$
<b><u>TRANSFERS FOR OPERATING</u></b>			
Provincial Government - MSI Grant	25,169	25,774	25,169
Provincial Government - FCSS Grant	24,058	24,058	24,058
Provincial Government - STEP Grant	-	-	4,500
Revenue deferred from prior period	51,600	55,638	-
	<b>100,827</b>	<b>105,470</b>	<b>53,727</b>
<b><u>TRANSFERS FOR CAPITAL</u></b>			
Provincial Government - MSI Grant	540,095	360,128	750,644
<b>TOTAL GOVERNMENT TRANSFERS</b>	<b>640,922</b>	<b>465,598</b>	<b>804,371</b>

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# Alberta Beach

## Schedule of Consolidated Expenditures by Object - Schedule 5

For the year ended December 31, 2019

	2019 Budget (Unaudited) \$	2019 Actual \$	2018 Actual \$
<b>CONSOLIDATED EXPENSES BY OBJECT</b>			
Salaries, wages and benefits	860,043	790,841	848,503
Contracted and general services	1,269,813	622,863	563,026
Materials, goods, and utilities	396,496	306,588	315,990
Transfers to local boards and agencies	618,497	618,498	611,983
Amortization of tangible capital assets	65,000	338,336	322,113
<b>TOTAL EXPENSES</b>	<b>3,209,849</b>	<b>2,677,126</b>	<b>2,661,615</b>

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# Alberta Beach

## Schedule of Consolidated Segmented Disclosure - Schedule 6

For the year ended December 31, 2019

	General Government	Protective Services	Transportation Services	Planning & Development	Recreation & Culture	Environmental Services	2019 \$
<b>REVENUE</b>							
Net municipal taxes	1,606,133	-	-	-	-	245,700	1,851,833
Government transfers	30,774	6,800	738,637	-	25,358	-	801,569
User fees and sales of goods	11,733	37,553	3,059	-	237,034	1,672	291,051
Investment income	26,321	-	-	-	-	-	26,321
Other revenue	140,648	50,415	57,751	62,894	2,668	-	314,376
	<b>1,815,609</b>	<b>94,768</b>	<b>799,447</b>	<b>62,894</b>	<b>265,060</b>	<b>247,372</b>	<b>3,285,150</b>
<b>EXPENSES</b>							
Salaries, wages and benefits	379,990	87,935	268,012	-	-	54,904	790,841
Contracted and general services	181,678	133,824	40,119	77,238	109,062	66,398	608,319
Materials, goods and utilities	23,986	28,644	183,558	994	77,848	6,102	321,132
Transfers to local boards and agencies	-	-	-	-	14,877	603,621	618,498
Balance, End of Year	585,654	250,403	491,689	78,232	201,787	731,025	2,338,790
<b>EXCESS (SHORTFALL) OF REVENUE OVER</b>							
<b>EXPENSES BEFORE AMORTIZATION</b>	<b>1,229,955</b>	<b>(155,635)</b>	<b>307,758</b>	<b>(15,338)</b>	<b>63,273</b>	<b>(483,653)</b>	<b>946,360</b>
Amortization	4,506	20,809	292,836	-	20,185	-	338,336
<b>NET REVENUE</b>	<b>1,225,449</b>	<b>(176,444)</b>	<b>14,922</b>	<b>(15,338)</b>	<b>43,088</b>	<b>(483,653)</b>	<b>608,024</b>

The accompanying notes form part of these financial statements

# Alberta Beach

## Notes to the Consolidated Financial Statements

December 31, 2019

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### DESCRIPTION OF OPERATIONS

Alberta Beach is a local government authority providing municipal services. Alberta Beach is empowered through bylaws and policies approved by Council and pursuant to the Municipal Government Act.

#### 1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of Alberta Beach are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by Alberta Beach are as follows:

##### (a) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and changes in financial position of the reporting entity.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

##### (b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting record revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible assets are acquired.

##### (c) Cash and Cash Equivalents

Cash and cash equivalents consist of cash and cash instruments with a maturity date of less than 90 days deposited in a Canadian financial institution.

##### (d) Investments

Investments are recorded at cost. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

# Alberta Beach

## Notes to the Consolidated Financial Statements

December 31, 2019

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**1. SIGNIFICANT ACCOUNTING POLICIES - continued**

**(e) Requisition Over-levy and Under-levy**

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

**(f) Inventories for Resale**

Land and supplies held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under their respective function.

**(g) Tax Revenue**

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

**(h) Government Transfers**

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

**(i) Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets (Debt) for the year.

**Alberta Beach**  
**Notes to the Consolidated Financial Statements**  
**December 31, 2019**

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**1. SIGNIFICANT ACCOUNTING POLICIES - continued**

**(j) Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	Years
Buildings	25-50
Engineered structures	10-75
Land Improvements	10-25
Machinery and equipment	5-20
Vehicles	10

One-half the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

**i) Contributions of Tangible Capital Assets**

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

**ii) Leases**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operation leases and the related lease payments are charged to expenses as incurred.

**iii) Cultural and Historical Tangible Capital Assets**

Works of art for display are not recorded as tangible capital assets but are disclosed.

**(k) Financial Instruments**

**(i) Measurement of financial instruments**

Alberta Beach initially measures all of its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

Alberta Beach subsequently measures all of its financial assets and liabilities at amortized cost, except in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and temporary investments, taxes and grants in place of taxes, and trade and other receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, deposit liabilities, and deferred revenue.

# Alberta Beach

## Notes to the Consolidated Financial Statements

December 31, 2019

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**1. SIGNIFICANT ACCOUNTING POLICIES - continued**

**(k) Financial Instruments - continued**

**(ii) Impairment**

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would be reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

**2. MEASUREMENT UNCERTAINTY**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

**3. CASH AND TEMPORARY INVESTMENTS**

Council has designated funds of \$1,114,401 (2018 - \$1,111,776) for operating and capital reserves. See (Note 11) for details.

**4. RESTRICTED CASH**

Restricted cash received from various funding agencies can only be used for expenses according to the funders agreements. See Note 7 for details.

**Alberta Beach**  
**Notes to the Consolidated Financial Statements**  
**December 31, 2019**

**5. TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLES**

	2019	2018
	\$	\$
Current taxes and grants in place of taxes	108,466	80,474
Arrears taxes	30,657	19,006
	<b>139,123</b>	<b>99,480</b>

**6. TRADE AND OTHER RECEIVABLES**

	2019	2018
	\$	\$
Trade and other receivables	36,811	47,329
GST receivable	31,633	24,684
Requisition under levy	10,833	-
	<b>79,277</b>	<b>72,013</b>
Less: Allowance for doubtful accounts	4,163	4,163
	<b>75,114</b>	<b>67,850</b>

**7. DEFERRED REVENUE**

	2019	2018
	\$	\$
Municipal Sustainability Initiative (MSI) - Capital	19,059	250,943
Basic Municipal Transportation Grant (BMTG)	14,598	14,380
Donation for Trail System	1,000	1,000
LSA Recreation and Cultural Grant	3,500	2,500
Federal Gas Tax Fund (FGTF)	-	-
Alberta Community Partnership Grant (ACP)	98,871	152,447
Wharf Transfer Agreement	51,085	51,617
	<b>188,113</b>	<b>472,887</b>

Funds have been set aside for the above deferred revenue amount. See note 4.

# Alberta Beach

## Notes to the Consolidated Financial Statements

December 31, 2019

**8. DEBT LIMIT**

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/2000 for the Alberta Beach be disclosed as follow:

	2019	2018
	\$	\$
Total Debt Limit	3,819,770	3,647,493
Total Debt	-	-
<b>Amount of debt limit unused</b>	<b>3,819,770</b>	<b>3,647,493</b>
Debt Service Limit	636,628	607,916
Debt Service	-	-
<b>Amount of debt service limit unused</b>	<b>636,628</b>	<b>607,916</b>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/2000) and the debt service limit is calculated at 0.25 times such revenue excluding government capital transfers. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

**9. TANGIBLE CAPITAL ASSETS**

	2019	2018
	\$	\$
<b>Net Book Value</b>		
Land	1,349,990	1,349,990
Land improvements	152,593	182,557
Buildings	1,939,220	1,996,703
Engineering structures	2,461,590	1,927,310
Machinery and equipment	254,650	256,824
Vehicles	32,566	49,728
	<b>6,190,609</b>	<b>5,763,112</b>

**10. EQUITY IN TANGIBLE CAPITAL ASSETS**

	2019	2018
	\$	\$
Tangible capital assets (Schedule 2)	11,375,543	10,612,367
Accumulated amortization (Schedule 2)	(5,184,934)	(4,849,255)
	<b>6,190,609</b>	<b>5,763,112</b>

# Alberta Beach

## Notes to the Consolidated Financial Statements

December 31, 2019

### 11. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2019	2018
	\$	\$
Unrestricted surplus	587,540	409,638
Internally restricted surplus		
Operating reserves		
Economic development - 100 Year	2,625	-
Tax rate stabilization	187,907	187,907
Insurance proceeds - Hayland	44,537	44,537
Capital reserves		
Administrative - equipment	6,803	6,803
Building replacement	28,623	28,623
General capital	733,083	733,083
Parks and recreation	34,494	34,494
Police	25,164	25,164
Public works	40,960	40,960
Waste management	10,205	10,205
	1,114,401	1,111,776
Equity in Tangible Capital Assets (TCA)	6,190,609	5,763,112
	7,892,550	7,284,526

### 12. SEGMENTED DISCLOSURE

Alberta Beach provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Refer to the Schedule of Segmented Disclosure (Schedule 6).



# Alberta Beach

## Notes to the Consolidated Financial Statements

December 31, 2019

**13. SUBSEQUENT EVENT**

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus) which was declared a pandemic by the World Health Organization. This has an impact on municipal government operations through the restrictions put in place by the Canadian and provincial governments as well as the Alberta Health Services regarding travel, isolation/quarantine orders, closure of municipal facilities, cancellation or postponement of programs, and deferral of property tax and utility payments. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on Alberta Beach as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the virus, and the duration of the outbreak, including the duration of facility closures, program and service disruptions, and isolation/quarantine measures that are currently or maybe put in place by Canada and other countries to fight the virus.

**14. SALARY AND BENEFITS DISCLOSURE**

Disclosure of salaries and benefits for municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	Months	2019			2018
		Salary (1) \$	Benefits & Allowances (2) \$	Total \$	Total \$
<b>Mayor</b>					
J. Benedict	12	14,850	-	14,850	14,067
<b>Deputy Mayor</b>					
A. Duncan	12	12,253	-	12,253	13,242
<b>Councillors</b>					
J. Valiquette	12	10,067	-	10,067	10,239
D. Weber	12	13,492	-	13,492	11,014
Bud Love	12	10,567	-	10,567	10,589
<b>Chief Administrative Officer</b>					
K. Skwarchuk	12	120,428	-	120,428	114,655

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental death and dismemberment insurance, long and short term disability plans, professional memberships and tuition.

# Alberta Beach

## Notes to the Consolidated Financial Statements

December 31, 2019

### 15. COMMITMENTS

Alberta Beach is also responsible for 63.43% of the annual operating costs of Tri Village Regional Sewer Services Commission. The operating costs this year were \$231,172 (2018 - \$231,436).

Alberta Beach is part of the West Inter Lake District (WILD) Regional Water Services Commission and is committed to debenture principal and interest payments in the amount of \$12,381.97 each June and December until the debenture matures in 2039. This debenture was issued as part of the funding of phase 1 of the pipeline construction project from the Town of Stony Plain to the Village of Wabamun. The debenture payment this year was \$40,923 (2018 - \$32,843), the payments include principal and interest.

Alberta Beach is also responsible for 16.4% of the annual operating costs of West Inter Lake District (WILD) Regional Water Services Commission. The operating costs this year were \$18,261 (2018 - \$14,612).

### 16. RELATED PARTY TRANSACTIONS

Alberta Beach is a member of the Tri Village Regional Sewer Services Commission and made payments to the Commission as follows:

	2019	2018
	\$	\$
Service fees	231,172	231,436
Debentures	331,526	331,826
	<b>562,698</b>	<b>563,262</b>

These transactions are in the normal course of operations and have been valued in these financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

**Alberta Beach**  
**Notes to the Consolidated Financial Statements**  
**December 31, 2019**

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**17. FINANCIAL INSTRUMENTS**

**Credit Risk**

Alberta Beach is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayer and entities to which Alberta Beach provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

**Interest Rate Risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in interest rate. Alberta Beach is exposed to interest rate risk on its bank account balances and any of its fixed and/or floating interest rate financial instruments.

**Liquidity Risk**

Liquidity risk is the risk that Alberta Beach will encounter difficulty in meeting its obligations associated with financial liabilities. Alberta Beach manages its liquidity risk by monitoring its operating requirements and cash forecasts to ensure it has sufficient funds to fulfil its financial obligations.

**18. COMPARATIVE FIGURES**

Certain comparative figures have been restated to conform with the current year's presentation.

**19. BUDGET FIGURES**

Budget figures for 2019, as approved by Council, are included in the financial statements for information purposes and are unaudited.

**20. APPROVAL OF FINANCIAL STATEMENTS**

Council and Management have approved these financial statements.

# 2020 BUDGET

Analysis: INCOME STATEMENT

INCOME STATEMENT		(1)
Period 1: -	---- Begin	01Jan2020
	---- End	31Dec2020
	---- Type	B
(less)	---- Begin	000000000
Period 2: -	---- End	000000000
	---- Type	
Ratios:	% of Account	
Graphs:	# of Columns,Scale	0 0

Description	2020 BUDGET
REVENUE	
RESIDENTIAL TAXES (MUNICIPAL)	828,890.11
RESIDENTIAL TAXES (SCHOOL)	441,687.15
COMMERCIAL TAXES (MUNICIPAL)	95,794.42
COMMERCIAL TAXES (SCHOOL)	38,313.49
FARM TAXES (MUNICIPAL)	78.38
FARM TAXES (SCHOOL)	41.77
POWER & PIPELINE (MUNICIPAL)	16,598.87
POWER & PIPELINE (SCHOOL)	6,638.81
DIP \ MACH & EQUIP (MUNICIPAL)	1,670.68
DIP \ MACH & EQUIP (SCHOOL)	80.23
DESIGNATED INDUSTRIAL (DI)	138.51
MUNICIPAL SERVICES TAX	709,770.00
LIBRARY LEVY	0.00
MISC. OTHER LEVY	0.00
TOTAL TAXES	2,139,702.42
PENALTIES & COSTS ON TAXES	26,000.00
FRANCHISE - ATCO GAS	28,000.00
FRANCHISE - FORTIS	30,000.00
INVESTMENT INCOME	20,000.00
PROVINCIAL GRANTS	
RESTRUCTURING GRANT	0.00
CONDITIONAL FGTF	0.00
CONDITIONAL AMIP GRANT	0.00
CONDITIONAL MSI GRANT	22,446.00
FROM RESERVE\DEF.REV.	0.00
OTHER	0.00
ADMIN	
ADMINISTRATIVE SERVICE	4,800.00
SALES OF GOODS & SERVICES	494.19
TAX CERTIFICATES	100.00
PHOTOCOPIES\FAXES\POSTAGE	500.00
PENALTIES\COSTS - N.S.F. FEES	300.00
HAWKER PEDDLER LICENSES	0.00
RENTAL AND LEASE	21,800.00
PROV\FED CONDITIONAL GRANT	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00
PATROL	
SALES TO OTHER LOCAL GOV'T	21,655.00
SALES OF GOODS & SERVICES	0.00
Description	2020 BUDGET

Analysis: INCOME STATEMENT

Description	2020 BUDGET
FINES	4,000.00
SALE OF FIXED ASSETS	0.00
PROV CONDITIONAL GRANT	0.00
GRANTS FROM LOCAL AGENCIES	0.00
TRANSFER FROM RESERVES	0.00
FIRE DEPARTMENT - DONATIONS	0.00
FEES DUE TO COUNTY FROM UNPAID	0.00
RENTAL & LEASE	24,000.00
UTILITIES REIMBURSEMENT	3,800.00
PROVINCIAL CONDITIONAL GRANT	0.00
GRANTS FROM LOCAL AGENCIES	6,800.00
TRANSFER FROM RESERVES	0.00
DISASTER SERVICES	0.00
AMBULANCE GRANT	0.00
AMBULANCE STATION RENTAL	10,200.00
ANIMAL LICENSES	500.00
BY-LAW FINES	500.00
COMMON SERVICES	
PUBLIC WORKS SERVICES	0.00
SALES OF GOODS & SERVICES	1,000.00
RENTAL AND LEASE	42,000.00
CONDITIONAL GRANT	0.00
SALE OF FIXED ASSETS	0.00
TRANSFER FROM RESERVE	0.00
ROADS	
CONDITIONAL GRANT	0.00
SALE OF TCA	0.00
TRANSFER FROM RESERVE	0.00
STORM SEWER & DRAINAGE	
CONDITIONAL GRANT	0.00
GRANTS FROM LOCAL AGENCIES	0.00
SEWER	
LOCAL IMPROVEMENT CHGS	0.00
SEWER REVITALIZATION	245,700.00
PROV CONDITIONAL GRANT	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00
SOLID WASTE	
CONTRACT WITH OTHER MUNICIPAL	0.00
SALE OF GOODS & SERVICES	0.00
PROV CONDITIONAL GRANT	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00
ECONOMIC DEVELOPMENT	0.00
Description	2020 BUDGET

Analysis: INCOME STATEMENT

Description	2020 BUDGET
MUNICIPAL PLANNING	0.00
DEVELOPMENT PERMITS	2,000.00
COMPLIANCE CERTIFICATES	500.00
SUBDIVISION APPLICATIONS	0.00
ENCROACHMENT AGREEMENTS	0.00
PROV CONDITIONAL GRANT	0.00
TRANSFER FROM RESERVES\DEF.REV	137,028.00
SALE OF PUBLIC LAND	0.00
PIER & MARINA	0.00
TRANSFER RESERVE\DEF.REV.	51,085.00
PARKS	
FEDERAL\PROVINCIAL GRANT(ICAP)	0.00
CONDITIONAL GRANT	0.00
UNCONDITIONAL GRANT	0.00
GRANT FROM LOCAL AGENCIES	0.00
PARKING LOT REVENUE	0.00
TRANSFER FROM RESERVE	0.00
RECREATION FACILITIES	
SALE OF SERVICE - FEES\CHARGES	0.00
REGIONAL RECREATION	24,058.00
GRANT FROM LOCAL AGENCIES	0.00
CONDITIONAL PROVINCIAL GRANT	0.00
TRANSFER FROM RESERVE\DEF.REV.	2,000.00
CAMPGROUND	
USER FEES (SEASONAL)	175,000.00
WEEKEND SITES	0.00
CAMPGRD CABIN RENTAL	3,200.00
SALES OF GOODS & SERVICES	800.00
WINTER STORAGE	21,000.00
DEBIT MACHINE ADJUSTMENTS	0.00
RENTAL & LEASE	5,600.00
M.R.T.A. GRANT	0.00
TRANSFER FROM RESERVE	0.00
CULTURE	
LIBRARIAN WAGE REIMBURSEMENT	0.00
GAIN ON SALE OF FIXED ASSET	0.00
TOTAL OPERATING REVENUE	3,076,568.61
CAPITAL:	
CAPITAL PURCHASES-ADMIN	6,460.00
CAPITAL PURCHASES-PATROL	0.00
CAPITAL PURCHASES-PUBLIC WORKS	0.00
Description	2020 BUDGET

Analysis: INCOME STATEMENT

Description	2020 BUDGET
CAPITAL PURCHASES-RECREATION	0.00
CAPITAL PURCHASES-PARKS	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00
TOTAL	6,460.00
CAPITAL PROJECTS:	
CAPITAL PROJECT-ROADS	644,000.00
CAPITAL PROJECT-SHOP	0.00
CAPITAL PROJECT-DRAINAGE	14,600.00
CAPITAL PROJECT-WALK PATHS	0.00
CAPITAL PROJECT-47 ST UPGRADE	0.00
CAPITAL PROJECT-ADMIN BLDG	150,000.00
TOTAL	808,600.00
TOTAL CAPITAL REVENUE	815,060.00
REQUISITIONS:	
SCHOOL FOUNDATION	0.00
ASFF	475,928.20
OVER\UNDER LEVY UTILIZED	10,833.30
DESIGNATED INDUSTRIAL	138.51
TOTAL REQUISITIONS	486,900.01
BUSINESS INCOME PROFIT	0.00
TOTAL	3,404,728.60
Description	2020 BUDGET



Analysis: EXPENSE STATEMENT

EXPENSE STATEMENT		(1)
Period 1: -	--- Begin	01Jan2020
	--- End	31Dec2020
	--- Type	B
(less)	--- Begin	000000000
Period 2: -	--- End	000000000
	--- Type	
Ratios:	% of Account	
Graphs:	# of Columns,Scale	0 0

Description	2020 BUDGET
COUNCIL	
COUNCIL HONORARIUMS - MAYOR	9,550.00
COUNCIL HONORARIUMS	33,579.00
MEETING FEES	14,000.00
HONOURARIUM DEDUCTIONS	1,700.00
COUNCIL TRAVEL	2,000.00
CONFERENCES\CONVENTIONS	2,000.00
INTERNET & PHONE EXPENSE	6,000.00
COUNCIL PROMOTIONAL	9,000.00
MISC. SUPPLIES	1,000.00
TOTAL	78,829.00
ADMINISTRATION	
ADMINISTRATOR	111,700.00
SALARIES	172,780.00
PAYROLL TO\FROM BUS INC	0.00
SHARED SERVICES SALARIES	0.00
PAYROLL DEDUCTIONS	49,800.00
SCP PAYROLL	0.00
FROM\TO RESERVE	0.00
TRAINING	1,000.00
TRAVEL	200.00
FREIGHT, POSTAGE, DELIVERY	3,200.00
TELEPHONE\INTERNET\SATELLIT	4,000.00
ADVERTISING	1,500.00
SUBSCRIPTIONS\MEMBERSHIPS	2,700.00
PRINTING	1,500.00
LEGAL	3,000.00
AUDITOR	11,200.00
SERVICE CONTR-PHOTO,FAX,POS	5,000.00
SERVICE CONTR - ALARM	500.00
PURCHASED EQUIPMENT REPAIR	7,000.00
CONTRACT - JANITOR	6,000.00
INSURANCE	50,000.00
W.C.B.	9,700.00
STATIONERY & SUPPLIES	4,500.00
JANITORIAL SUPPLIES	750.00
MISCELLANEOUS SUPPLIES	3,000.00
VILLAGE PROMOTION	3,000.00
100 YEAR ANNIVERSARY	0.00
UTILITIES	5,300.00
DEBT REPAYMENT	0.00
SHORT TERM BORROWING FEES	0.00
Description	2020 BUDGET

Analysis: EXPENSE STATEMENT.

Description	2020 BUDGET
BANK CHARGES	850.00
TAX REBATES & CANCELLATIONS	0.00
OTHER & BLDG REPAIRS	8,500.00
BAD DEBT EXPENSE	0.00
CAPITAL PURCHASES	0.00
CAPITAL PROJECTS	0.00
CAPITAL PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	466,680.00
ELECTION \ CENSUS	
SALARIES & WAGES	0.00
ADVERTISING	0.00
GOODS & SUPPLIES	0.00
TOTAL	0.00
ASSESSMENT SERVICES	
ASSESSMENT SERVICES	24,870.00
TOTAL	24,870.00
PATROL	
ADMINISTRATION	0.00
SALARIES & WAGES	48,825.00
PROVINCIAL POLICE FUNDING	45,215.00
CITIZENS ON PATROL	0.00
PAYROLL DEDUCTIONS	9,000.00
TRAINING & DEVELOPMENT	500.00
MILEAGE & SUBSISTENCE	0.00
FREIGHT, POSTAGE, DELIVERY	0.00
TELEPHONE	5,500.00
ADVERTISING & PROMOTION	350.00
AUX PROG\CRIME PREVENTION	0.00
EQUIPMENT REPAIR	2,000.00
VEHICLE REPAIR	5,000.00
JANITOR EXPENSES	0.00
LICENSES & PERMITS	0.00
STATIONERY & OFFICE SUPPLIES	300.00
MISC. SUPPLIES	2,500.00
UNIFORMS & ACCOTREMENTS	2,000.00
FUEL & OIL	3,500.00
UTILITIES	3,600.00
CAPITAL PURCHASES	0.00
PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	128,290.00
BY-LAW ENFORCEMENT	
BYLAW\ANIMAL CONTROL	0.00
PARKING ENFORCEMENT	0.00
POUND FEES	500.00
GENERAL GOODS AND SERVICES	500.00
SIGNS	0.00
TOTAL	1,000.00
Description	2020 BUDGET

Analysis: EXPENSE STATEMENT

Description	2020 BUDGET
<b>FIREFIGHTING</b>	
FIRE DEPARTMENT HONORAIUMS	0.00
TELEPHONE	150.00
FIRE CONTRACT	86,421.00
JANITOR EXPENSES	0.00
GOODS AND SUPPLIES	700.00
MISCELLANEOUS	2,000.00
BUILDING REPAIR	2,000.00
UTILITIES	7,500.00
CAPITAL	0.00
TO RESERVE\DEF.REV.	0.00
<b>TOTAL</b>	<b>98,771.00</b>
<b>DISASTER SERVICES</b>	
GENERAL GOODS AND SERVICES	8,500.00
TO RESERVE\DEF.REV.	0.00
<b>AMBULANCE SERVICES</b>	
AMBULANCE CONTRACT	0.00
BUILDING REPAIRS	4,300.00
UTILITIES	4,200.00
CAPITAL PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
<b>TOTAL</b>	<b>8,500.00</b>
<b>COMMON SERVICES</b>	
PUBLIC WORKS MANAGER	0.00
PUBLIC WORKS WAGES	195,000.00
EXTRA PERSON	0.00
STEP & SCP PAYROLL	24,500.00
PAYROLL DEDUCTIONS - MGR	0.00
PAYROLL DEDUCTIONS	40,000.00
PAYROLL DEDUCTIONS - STEP	1,300.00
FROM\TO RESERVE	0.00
SHARED SERVICES SALARIES	0.00
PAYROLL TO BUSINESS INCOME	0.00
TRAINING & DEVELOPMENT	1,000.00
MILEAGE & SUBSISTENCE	200.00
POSTAGE, FREIGHT & DELIVERY	0.00
TELEPHONE	2,700.00
PURCHASED SERVICES	4,300.00
EQUIPMENT REPAIR	30,000.00
VEHICLE REPAIR	15,000.00
EQUIPMENT RENTAL	3,000.00
GENERAL GOODS	9,500.00
SIGNS	2,000.00
NON BUDGETED ITEMS	0.00
SAFETY SUPPLIES	2,500.00
FUEL & OIL	18,000.00
UTILITES - SHOP	14,000.00
BOAT LAUNCH MTCE	0.00
CAPITAL PURCHASES	0.00
Description	2020 BUDGET

Analysis: EXPENSE STATEMENT

Description	2020 BUDGET
CAPITAL PROJECTS	0.00
CAPITAL PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	363,000.00
ROADS AND STREETS	
GRAVEL\SAND\ETC.	18,000.00
CRACK FILLING\LINE PAINTING	15,000.00
UTILITIES - STREET LIGHTS	92,000.00
ROAD PROJECTS	0.00
ROAD PROJECTS	0.00
STREET LIGHT PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	125,000.00
STORM SEWER AND DRAINAGE	
GENERAL SUPPLY-CULVERTS	20,000.00
DRAINAGE PROJECTS	0.00
DRAINAGE STUDY	0.00
TOTAL	20,000.00
WATER SYSTEM	
WATER COMM. OPERATING	18,260.90
WATER COMM. DEBENTURE	40,923.00
TO RESERVE\DEF.REV.	0.00
TOTAL	59,183.90
SANITARY SEWER	
TVRSSC MAINTENANCE AGREE	242,980.00
TVRSSC SEWER REVITALIZATION	245,700.00
TVRSSC DEB. - LAGOON	85,826.00
TVRSSC UPGRADE	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	574,506.00
GARBAGE COLLECTION	
GARBAGE WAGES	50,000.00
GARBAGE CONTRACT	0.00
REGIONAL LAND FILL	20,000.00
RECYCLING	7,000.00
ANNUAL WASTE ROUND-UP	0.00
FUEL & OIL	6,000.00
TRUCK REPAIRS & MAINTENANCE	5,000.00
CAPITAL PURCHASES	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	88,000.00
COMPOST FACILITY	
PURCHASED SERVICE - CLEANUP	3,000.00
GENERAL SUPPLIES	0.00
TOTAL	3,000.00
Description	2020 BUDGET

Analysis: EXPENSE STATEMENT

Description	2020 BUDGET
MUNICIPAL PLANNING	
CONTRACT - DEVELOPMENT OFF	21,600.00
MUNICIPAL PLANNING	500.00
GENERAL GOODS & SUPPLIES	500.00
TO RESERVE\DEF.REV.	0.00
TOTAL	22,600.00
ECONOMIC DEVELOPMENT	
ADVERTISING AND PROMOTION	500.00
TELEPHONE AND UTILITIES	0.00
REVENUE & COST SHARE STUDY	137,028.00
GENERAL GOODS & SUPPLIES	500.00
TO RESERVE\DEF.REV.	0.00
TOTAL	138,028.00
LAC STE. ANNE FOUNDATION	38,134.99
PIER\BOAT LAUNCH	51,085.00
PIER TO RESERVE\DEF.REV.	0.00
RECREATION & FACILITIES	
REGIONAL RECREATION	30,073.00
GENERAL GOODS & SUPPLIES	10,000.00
EAST END BUS	11,210.71
LSA PHYSICIAN RECRUITMENT	0.00
UTILITIES	5,000.00
CAPITAL PURCHASES	0.00
PROJECTS	0.00
PROJECTS	0.00
PROJECTS	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	56,283.71
PARKS	
CONTRACT SERVICES	10,000.00
GENERAL GOODS & SUPPLIES	5,000.00
UTILITIES	4,700.00
PARKING LOT EXPENSES	3,388.00
PARK PROJECTS	0.00
PARK PROJECTS	0.00
CONTRIBUTED ASSETS	0.00
TO RESERVE\DEF.REV.	0.00
TOTAL	23,088.00
CAMPGROUND:	
ADVERTISING & SIGNS	0.00
POSTAGE, FREIGHT, DELIVERY	0.00
TELEPHONE & SATELLITE	1,800.00
PRINTING	200.00
CAMPGROUND MANAGER CONTRACT	45,850.00
CAMPGROUND SUMMER HELP	0.00
PAYROLL DEDUCTIONS	0.00
EQUIPMENT REPAIR	300.00
Description	2020 BUDGET

Analysis: EXPENSE STATEMENT

Description	2020 BUDGET
GENERAL GOODS & SUPPLIES	2,500.00
JANITORIAL SUPPLIES	300.00
WASTE DISPOSAL	2,300.00
FUEL & OIL	700.00
REPAIR MATERIALS	4,000.00
CONSTRUCTION MATERIALS	6,000.00
UTILITIES	24,000.00
IMPROVEMENTS	2,000.00
DEBIT\VISA BANK FEES	400.00
CAMPGROUND PROJECTS	0.00
CAMPGROUND PROJECTS TO RESERVE\DEF.REV.	0.00
TOTAL	90,350.00
CULTURE	
SALARIES & WAGES	0.00
PAYROLL DEDUCTIONS	0.00
REIMBURSE LIBR WAGE	0.00
UTILITIES	0.00
GRANT TO LIBRARY	10,500.00
YELLOWHEAD REGIONAL LIBRARY	4,469.00
TOTAL	14,969.00
LOSS ON SALE OF FIXED ASSET	0.00
AMORTIZATION OF TCA	65,000.00
CAPITAL:	
CAPITAL PURCHASES-ADMIN	6,460.00
CAPITAL PURCHASES-PATROL	0.00
CAPITAL PURCHASES-PUBLIC WORKS	42,000.00
CAPITAL PURCHASES-RECREATION	0.00
CAPITAL PURCHASES-PARKS	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00
TOTAL	48,460.00
CAPITAL PROJECTS:	
CAPITAL PROJECTS-ROADS	644,000.00
CAPITAL PROJECTS-SHOP	0.00
CAPITAL PROJECTS-DRAINAGE	14,600.00
CAPITAL PROJECTS-WALKING PATHS	0.00
CAPITAL PROJECTS-47 ST UPGRADE	0.00
CAPITAL PROJECTS-ADMIN BLDG	150,000.00
TOTAL	808,600.00
TOTAL CAPITAL EXPENSES	857,060.00
BUSINESS INCOME EXPENSES	0.00
TOTAL	3,404,728.60
Description	2020 BUDGET

	2019 Total Funding	Request 2020	Recommended 2020	Alberta Beach 2020	Val Quentin 2020	Sunset Point 2020	Castle Island 2020	2020 Total	Notes
A.B. Ag Society (Poly Days)	3,250.00	-	-	-	-	-	-	-	Cancelled - Covid 19 (Normal \$4000)
A.B. Ag Society (White Women Ward)	825.00	-	-	-	-	-	-	-	Waiting to hear
A.B. Ag Society - Halloween Family Dance	800.00	-	-	-	-	-	-	-	Waiting to hear
A.B. Ag Society (Covid 19 Food Hamper Delivery)	-	1,400.00	1,400.00	1,000.00	200.00	200.00	-	1,400.00	
A.B. Ag Society (Pickleball)	-	1,500.00	1,500.00	960.00	210.00	285.00	-	1,500.00	
A.B. Community League (Children's Christmas Party & Family Dance)	2,000.00	3,000.00	3,000.00	1,920.00	420.00	570.00	45.00	3,000.00	
A.B. Community League (Basketball)	4,222.47	2,850.00	2,850.00	1,824.00	399.00	541.50	50.00	2,850.00	
A.B. Library (Reading Program)	3,722.48	2,500.00	2,500.00	1,600.00	350.00	475.00	75.00	2,500.00	
A.B. Lion's Club (Smoke Days)	2,450.00	3,000.00	3,000.00	1,920.00	420.00	570.00	90.00	3,000.00	
Alberta Beach Playchool	1,200.00	1,500.00	1,500.00	960.00	210.00	285.00	45.00	1,500.00	
Gramme School Programs	1,650.00	1,400.00	1,400.00	895.00	195.00	265.00	42.00	1,400.00	
Mom's & Tot	2,000.00	2,000.00	2,000.00	1,280.00	280.00	380.00	60.00	2,000.00	
East End Bus	2,450.00	2,400.00	2,400.00	1,595.00	386.00	456.00	72.00	2,400.00	Don't normally put in a formal request
Boy Scouts	925.00	-	-	255.00	56.00	76.00	12.00	-	Don't normally put in a formal request
Girl Guides	925.00	-	-	255.00	56.00	76.00	12.00	-	Don't normally put in a formal request
Parent Link (LSAC)	400.00	-	-	-	-	-	-	-	Cancelled - Last provincial funding
Kids Program (LSAC)	400.00	-	-	-	-	-	-	-	Cancelled - Last provincial funding
Onaway High School	400.00	-	-	-	-	-	-	-	Confirm if they are running
Onaway Arena (ODAS)	825.00	1,000.00	1,000.00	640.00	140.00	190.00	30.00	1,000.00	
Onaway Curling Club	-	-	-	-	-	-	-	-	
LSAF Food Bank	-	-	-	-	-	-	-	-	
Sunset Point Community Info Sign	4,957.05	-	1,500.00	960.00	210.00	285.00	45.00	1,500.00	special permission due to Covid 19
Alberta Beach Community Info Sign	7,000.00	-	-	-	-	-	-	-	One Time Cost
Alberta Beach Centennial	-	6,685.50	-	-	-	-	-	-	One Time Cost
TOTAL MONETARY SPENT	39,627.00	29,283.50	24,850.00	16,008.00	3,483.00	4,655.50	703.50	24,850.00	One Time Cost - Event postponed until 2021. Any FCSS funding will come directly from AB Beach.
TOTAL FCSS MONEY AVAILABLE	-	-	-	25,562.05	5,299.00	7,457.05	1,014.90	39,627.00	
LESS MONETARY SPENT	-	-	-	16,008.00	3,483.00	4,655.50	703.50	24,850.00	
BALANCE OF FUNDING REMAINING	-	-	-	9,554.05	1,816.00	2,801.55	311.40	14,777.00	





**aboffice@albertabeach.com**

---

**From:** Kim Kozak <development@albertabeach.com>  
**Sent:** Tuesday, April 28, 2020 7:07 PM  
**To:** aboffice@albertabeach.com  
**Subject:** Fwd: Introduction of AB Optics  
**Attachments:** untitled-[1.2].html; AB Optics Final (1).jpg

FYI

----- Original Message -----

Subject: Fwd: Introduction of AB Optics  
From: "Craig Jones" <craigjones@peacelandcomm.ca>  
Date: Tue, April 28, 2020 11:40 am  
To: development@albertabeach.com

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

From: Sharon Jones <sharon@peacelandcomm.ca>  
Date: Tue, Apr 28, 2020 at 11:38 AM  
Subject: Introduction of AB Optics  
To: Craig Jones <craigjones@peacelandcomm.ca>

[image: AB Optics Final (1).jpg]

Town of Alberta Beach

4935 50 Ave

Alberta Beach, AB

TOE OEO

Dear Sir / Madam,

Please allow me to introduce myself. My name is Craig Jones owner / operator of AB Optics Ltd. and have recently acquired Eastlinks existing infrastructure in the Town of Alberta Beach.

We have many years of experience within the cable and telecommunications industry specialising in fibre optics and have completed turnkey projects for Bell, Supernet, Northwest Tel , Telus and Eastlink.

Our Aim is to deliver High speed internet and future video services to the homes in your community through a fiber optic network which we intend to overbuild on the existing infrastructure.

We are excited to announce that Alberta Beach will be the first of several communities where we intend to launch these services and look forward to working together with the Town of Alberta Beach to achieve this objective.

Sincerely Yours,

Craig Jones

780-876-3285

[craigjones@peacelandcomm.ca](mailto:craigjones@peacelandcomm.ca)

--

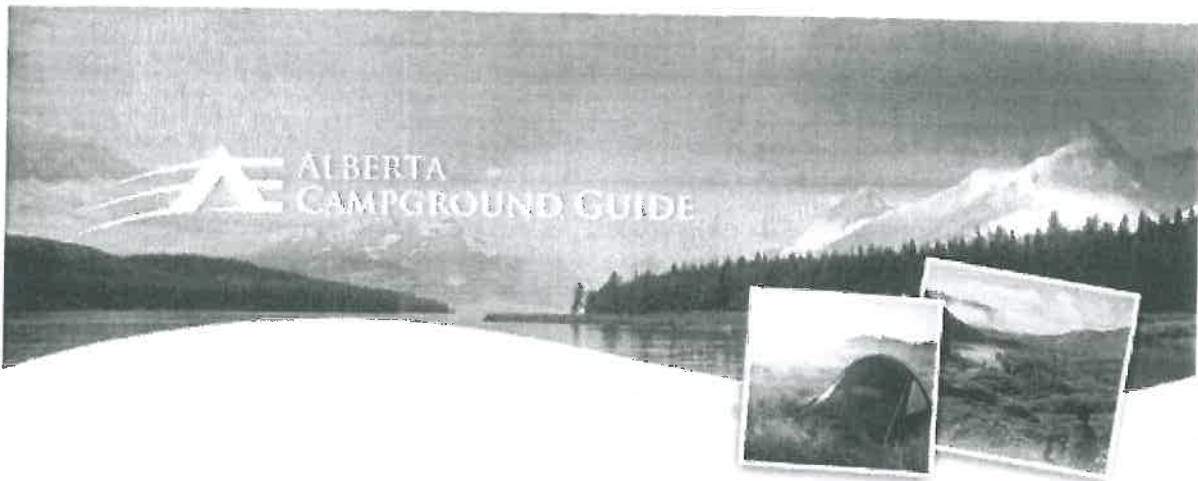
Thanks, Craig Jones  
9546-112st, Grande Prairie,  
Ab, T8V 5C1  
C.780-876-3285  
W.780-532-2166

**aboffice@albertabeach.com**

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**From:** Alberta Campground Guide <camp@ahla.ca>  
**Sent:** Thursday, May 7, 2020 5:09 PM  
**To:** aboffice@albertabeach.com  
**Subject:** Alberta Campground Guide: Re-Opening Your Campground Safely

Helping Alberta's Campgrounds Prosper



## **Alberta's Relaunch Plan: Information for Private Campgrounds**

As part of the Government of Alberta's relaunch plan released last week, Premier Kenney announced that private and municipal campgrounds and parks can open with physical distancing restrictions, subject to direction from their own local authority.

Campgrounds must take actions to protect workers, volunteers, and clients from the risk of transmission of infection, as per the Chief Medical Officer of Health Order 07-2020.

**In order for a campground to open, the following conditions must be met, as per Alberta Environment & Parks' direction to the RVDA (RV Dealers Association of Alberta):**

- Proper disinfection procedures are followed.
- Social distancing guidelines are adhered to.
- Campers remain within the confines of their campsite, which means no socializing with other campsites.
- Campgrounds follow the same restrictions as other businesses. For example, they cannot provide dine-in restaurant services, must protect visitors and workers against risk of transmission of infection, and are subject to mass gathering restrictions.

## **A Note About Returning Snowbirds**

Returning snowbirds should not be using private campgrounds to isolate unless that is their primary residence. They must follow the requirements laid out by the federal government and Alberta's Chief Medical Officer of Health, which includes mandatory isolation for 14 days upon re-entry to Canada.

**In order to ensure that private campgrounds are allowed to remain open in 2020, it is imperative that EVERY CAMPGROUND OPERATOR follows these recommendations.**

---

## **Parks and Campground Owners Association of Alberta (PCOAA) Guidelines**

**The PCOAA strongly recommends you speak with your Environmental Public Health Inspector as you prepare to open. They also encourage private campground operators to:**

- Offer self-contained camping only, including camper's own continuous water supply (e.g., connected to municipal service), sewage holding tanks, or otherwise connected to sewage services, and personal washroom facilities such as RVs and travel trailers.
- Close all shared washroom facilities, including showers.
- Restrict laundry facilities to a single user at a time, and high-touch surfaces must be disinfected between uses. Users should avoid shaking of dirty laundry indoors prior to washing.
- Supervise water fill stations. Operators must practise proper precautions.
- Limit campground capacity to 50%, utilizing every other campsite for spacing. Only one camping unit per site. Exceptions to 50% spacing may be considered for properties with sites that are greater than nine meters (30 ft) wide and for properties where the sites are individually owned or on long-term leases.
- Prohibit group camping.

- Close common buildings and recreational activities including but not limited to: playgrounds, swimming pools, water spray parks, water activities, boat rentals, train/tractor rides, hay rides, mini golf, games rooms, arcades, go-karts, amusement rides, gym facilities, group sports/courts, and any rental equipment.
- Cancel organized activities such as bingo, karaoke, exercise classes, garage sales, and the use of social halls.
- Prohibit social gatherings such as group bonfires, potlucks, happy hour, etc.
- Avoid direct contact with campers (e.g., remote check in).
- Provide information to campers about social distancing during check-in and check-out times. Post signage with rules and COVID-19 precautions.
- Require residents who are required to self-isolate because of international travel, contacts, or symptoms to stay in their RV or on their own campsite/pad.

Note: Beaches are to be assessed closer to swimming season.

## General Cleaning

- Create a defined schedule and follow AHS environmental cleaning recommendations. High-touch surfaces are a priority for cleaning and disinfection.
- Increase daily cleaning and disinfection of common areas and high-touch surfaces. Pay particular attention to surfaces such as doorknobs, light switches, taps, sinks, and counters.
- *Cleaning* refers to the removal of visible dirt, grime, and impurities. Cleaning does not kill germs but helps remove them from the surface.
- *Disinfecting* refers to using chemicals to kill germs on surfaces. This is most effective after surfaces are cleaned. Both steps are important to reduce the spread of infection.
- Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim. Be sure to follow the instructions on the label to disinfect effectively.

Alternatively, you can make bleach solution by mixing 20 ml (4 teaspoons) of unscented, household bleach with 1000 ml (4 cups) of water. Ensure the surface remains wet with the bleach water solution for one minute.

More information about cleaning and disinfection is available on the [Health Canada website](#).

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## Let Campers Know You're Open

Now is the time to let campers know you are open for business! Consumers have long relied on the Official Alberta Campground Guide for the most robust campground information in Alberta. [AlbertaCampgroundGuide.ca](http://AlbertaCampgroundGuide.ca) lets campers easily search listings with real-time rates and availability, then book directly with their campground of choice. This improved functionality was made possible with the support of Alberta Culture & Tourism.

If you were listed on the Alberta Campground Guide last year, you should have received your invoice in the mail. If it hasn't arrived yet, please contact us at [camp@ahla.ca](mailto:camp@ahla.ca).

If you were not listed on the Alberta Campground Guide last year, please contact us at [camp@ahla.ca](mailto:camp@ahla.ca) to ensure your campground comes up when campers are searching your area!

### Need to Make Changes to Your Listing?

To update your campground's listing, please visit [my.albertacampgroundguide.ca](http://my.albertacampgroundguide.ca). If you require your login information or need assistance, please contact us at [camp@ahla.ca](mailto:camp@ahla.ca).

---

## Campground Roll Call

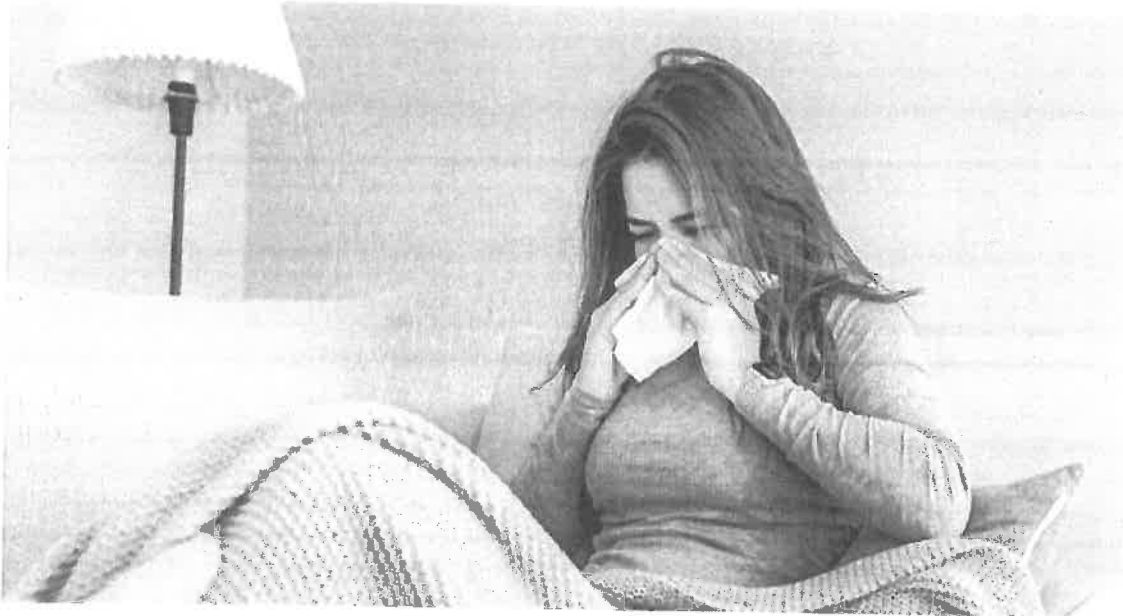


As the situation with COVID-19 progresses, the Alberta Hotel & Lodging Association (AHLA), which manages the Alberta Campground Guide, would like to find out how many campgrounds are open, how many plan to open for the 2020 camping season, and if operations are being modified because of COVID-19.

**Please take 2 minutes to fill out Roll Call to help us understand and inform government about the impact of COVID-19 on your business.**

This information will be held in strictest confidence and will only be used in the aggregate.

## Roll Call



### Support Resources for COVID-19

The Alberta Hotel & Lodging Association has posted some COVID-19 resources on [its website](#) to assist hotels with:

- [Printable Guide for Alberta Hotels](#)
- [Protecting staff & guests](#)
- [Liquidity](#)
- [Managing staff](#)
- [Resources for employees](#)

Many of these resources would also be helpful for campgrounds. We encourage you to check [ahla.ca/covid19](http://ahla.ca/covid19) to see the programs and resources available to support your business at this time. These pages are updated as new information becomes available.

[ahla.ca/COVID19](http://ahla.ca/COVID19)

[AlbertaCampgroundGuide.ca](http://AlbertaCampgroundGuide.ca)



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Alberta Hotel & Lodging Association  
2707 Ellwood Drive SW  
Edmonton, AB T6X 0P7  
[www.ahla.ca](http://www.ahla.ca)

Click [here](#) to unsubscribe or to change your Subscription Preferences.



CC: Council

**aboffice@albertabeach.com**

**From:** Arlene Wright <Arlene.Wright@gov.ab.ca>  
**Sent:** Monday, April 27, 2020 11:07 AM  
**To:** Arlene Wright  
**Cc:** Joyce Mellott; Ken Dropko  
**Subject:** COVID-19 Pandemic Update  
**Attachments:** FCSS Sign letter.pdf

**Sent on behalf of Joyce Mellott:**

Good Morning All:

Please see attached letter and provide information to your Mayors.

Take care and stay safe.

Arlene Wright for  
 Joyce Mellott  
 Senior Manager, FCSS  
 Family and Community Services  
 Preventive Community Services Division  
 Community and Social Services  
 Telephone: 780-415-6285  
 Cell: 780-913-3453  
[Joyce.mellott@gov.ab.ca](mailto:Joyce.mellott@gov.ab.ca)

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ALBERTA  
COMMUNITY AND SOCIAL SERVICES

*Office of the Minister*

April 27, 2020

Dear Mayors and Chief Administrative Officers:

We are dealing with a fast and rapidly changing landscape in response to the COVID-19 pandemic. As a government, we are committed to supporting our most vulnerable and at-risk people.

There is a growing use of food banks, and food security was identified as one of the most common areas for funding requests during the initial round of applications for the COVID-19 emergency social services funding. Community and Social Services (CSS) is temporarily relaxing the funding restrictions on Family and Community Support Services (FCSS) funding to help you address food security needs at the local level.

In response to COVID-19, CSS has temporarily suspended the regulatory restriction that prevents FCSS funding from addressing food security. This has been done through a Ministerial Order (attached) under the authority of the *Public Health Act*. With this amendment, FCSS programs will have more flexibility in providing secure access to food for vulnerable Albertans.

Food security is but one of many issues facing Albertans at this time. Given the magnitude of impact of COVID-19 on our province, I would like FCSS programs to work with your partner organizations and prioritize available funding to meeting COVID-19 needs in your local community.

Thank you for your support and ongoing commitment to meeting the needs of Albertans during this extra-ordinary time.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Sawhney', with a horizontal line underneath.

Rajan Sawhney  
Minister of Community and Social Services

Attachment

cc: Family and Community Support Services Program Directors



ALBERTA

COMMUNITY AND SOCIAL SERVICES  
*Office of the Minister*

## Ministerial Order No. 2020-15

WHEREAS the Lieutenant Governor in Council made Order in Council 080/2020 under section 52.1(1) of the *Public Health Act* (PHA) on March 17, 2020 declaring a state of public health emergency in Alberta due to pandemic COVID-19 and the significant likelihood of pandemic influenza;

WHEREAS Order in Council 080/2020 has effect for 90 days following March 17, 2020 under section 52.8(1)(a) of the PHA;

WHEREAS sections 52.1(2) and 52.1(3) of the PHA authorize the Minister of Community and Social Services (Minister) to make an order, without consultation, to suspend or modify the application or operation of all or part of an enactment, subject to the terms and conditions the Minister prescribes, if the Minister is satisfied that the application or operation of all or part of the enactment is not in the public interest;

WHEREAS section 2(a) of the *Family and Community Support Services Act* (Act) allows a municipality to provide for the establishment, administration and operation of a family and community support services program;

WHEREAS section 7(a) of the Act allows the Lieutenant Governor in Council, by regulation, to determine what constitutes a program for the purposes of the Act;

WHEREAS section 2.1 of the *Family and Community Support Services Regulation* (Regulation) sets out the service requirements for a program under the Act;

WHEREAS section 2.1(1) of the Regulation requires programs to be of a preventive nature that enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and section 2.1(2) of the Regulation sets out program prohibitions;

WHEREAS I am satisfied that the prohibition on providing direct assistance for food to sustain an individual or family set out in section 2.1(2)(b) of the Regulation is not in the public interest because during this COVID-19 crisis food security and providing food directly to individuals and families is preventive in nature and enhances the social well-being and safety of those individuals and families and allows them to remain independent, strengthens their ability to cope with the other consequences of the restrictions put in place to slow the spread of COVID-19 and be more resistant to the other impacts of COVID-19 and the associated social distancing restrictions;

THEREFORE, I, Rajan Sawhney, Minister of Community and Social Services, pursuant to section 52.1(2) of the PHA, do hereby order that:

1. The prohibition in section 2.1(2)(b) of the Regulation that direct assistance for food not be provided to individuals and families is suspended and that direct assistance for food is deemed to meet the criteria set out in section 2.1(1) of the Regulation.
2. This Order lapses, unless it is sooner continued by an order of the Lieutenant Governor in Council under section 52.811(3) of the PHA, at the earliest of the following:
  - (a) August 14, 2020;
  - (b) 60 days after Order in Council 080/2020 is terminated by the Lieutenant Governor in Council, if Order in Council 080/2020 is terminated before June 15, 2020;
  - (c) when the Order is terminated by the Minister under section 52.811(2) of the PHA because the Minister is satisfied that this Order is no longer in the public interest; or
  - (d) when this Order is terminated by the Lieutenant Governor in Council under section 52.811(1)(c) of the PHA.

DATED this 14 day of April, 2020.



---

Rajan Sawhney  
Minister of Community and Social Services

**RECORD OF DECISION – CMOH Order 07-2020**

**Re: 2020 COVID-19 Response**

I, Dr. Deena Hinshaw, Chief Medical Officer of Health (CMOH) have initiated an investigation into the existence of COVID-19 within the Province of Alberta.

This investigation has confirmed that COVID-19 is present in Alberta and constitutes a public health emergency as a novel or highly infectious agent that poses a significant risk to public health.

Under section 29(2.1) of the *Public Health Act* (the Act), I have the authority by order to prohibit a person from attending a location for any period and subject to any conditions that I consider appropriate, where I have determined that the person engaging in that activity could transmit an infectious agent. I also have the authority to take whatever other steps that are, in my opinion, necessary in order to lessen the impact of the public health emergency.

Therefore, having determined that certain activities could transmit COVID-19 as an infectious agent and that certain other steps are necessary to lessen the impact of the public health emergency, I hereby make the following Order:

Effective immediately, all persons in the Province of Alberta must adhere to the following restrictions and comply with the following prohibitions:

**Outdoor places**

1. The gathering of persons in excess of 15 people in a group, in an outdoor location, is prohibited.
2. Any persons gathering in an outdoor location must maintain a minimum of 2 metres distance from one another.

**Gatherings**

3. Subject to section 4 of this Order,
  - (a) the gathering of persons in excess of 15 people in a group, in an indoor location, is prohibited; and
  - (b) any persons gathering in an indoor location must maintain a minimum of 2 metres distance from one another.
4. Persons gathering in an indoor location who are all members of the same household are excepted from the requirement in section 3(b) of this Order.


5. For greater certainty, sections 1 through 3 apply to any type of public or private gathering, including but not limited to, weddings, funerals, religious services, informal events etc.

#### **Places of business**

6. The following types of non-essential places of business are no longer permitted to offer or provide services to the public at a location that is accessible to the public:
  - (a) any place of business offering or providing non-essential health services;
  - (b) any place of business offering or providing personal services;
  - (c) any place of business offering or providing wellness services, including but not limited to massage therapy services and reflexology services; and
  - (d) any retail store, including a retail store located in a shopping centre, or other similar place of business offering or providing only non-essential goods or services.
7. Despite section 6(a), health professionals can offer or provide non-essential health services at a place of business only if the services are deemed urgent by the health professional providing the service.
8. For the purposes of this Order, a “non-essential health service” includes any service that is generally done to protect, promote or maintain health of an individual and where an interruption in the provision of services will not result in an individual’s life, health or safety being immediately endangered.
9. For the purposes of this Order, an essential service is a service considered critical to preserving life, health, public safety and basic societal functioning.
10. For the purposes of this Order, a “personal service” means any of the following activities performed on, in or to a person’s skin, hair, nails or teeth or other parts of the body of a person, for the primary purpose of enhancing, preserving or altering the person’s appearance:
  - (a) puncturing;
  - (b) cutting;
  - (c) shaving;
  - (d) exfoliating;
  - (e) applying pressure;
  - (f) inserting, implanting, attaching or removing objects;
  - (g) applying suction;
  - (h) using energy-emitting equipment;
  - (i) removing;
  - (j) styling;

- (k) applying or injecting cosmetic products.
11. Any place of business that is still permitted to operate that offers or provides services to the public at a location that is accessible to the public must:
- (a) prevent the risk of transmission of infection to co-workers and members of the public by a worker or member of the public;
  - (b) provide for rapid response if a worker or member of the public develops symptoms of illness while at the place of business; and
  - (c) maintain high levels of workplace and worker hygiene.
12. Restaurants, cafes, coffee shops, food courts and other food-serving facilities, including those with a minors-allowed liquor license can continue to offer or provide take-out, drive thru and food delivery services only. For greater certainty, no dine-in services are permitted to be offered or provided.
13. Notwithstanding anything in this Order, the Chief Medical Officer of Health may exempt a person or classes of persons from the application of this Order.
14. This Order remains in effect until rescinded by the Chief Medical Officer of Health.

Signed on this 27 day of March, 2020.

  
Deena Hinshaw, MD  
Chief Medical Officer of Health

## Notifications

COVID-19: Stage 1 of relaunch starts May 14 in all areas except Calgary and Brooks. Continue acting safely to prevent the spread. Find out how.



[Home](#) → [Government](#) → [Priorities and initiatives](#) → [Key initiatives](#) → [Alberta's COVID-19 response](#) → [Alberta's relaunch strategy](#)

## Alberta's Relaunch Strategy

A safely staged COVID-19 recovery plan to relaunch our economy.

[See Stage 1 details](#)

Alberta's Relaunch Strategy puts safety first while gradually reopening businesses, resuming activities and getting people back to work. With strict safety guidelines in place, Albertans can and should confidently support Alberta businesses as we relaunch the economy.

While we face a long road to recovery, our collective efforts have helped slow the spread of COVID-19.

We must ensure the sacrifices we have already made are not wasted. To be successful, we must stay vigilant to slow the spread: follow public health measures, practice physical distancing and good hygiene, and continue acting responsibly.

- **Pandemic response**

Strongest public health guidelines were in place to flatten the curve.

Prior to May 14

- **STAGE 1: Starting May 14**

Some reopening of businesses and services, while protecting Albertans.

We are here

- **STAGE 2**

Further reopening of businesses with continued protections in place. Relaxing some public gathering restrictions.

Timing TBD

- **STAGE 3**

Opening all workplaces and relaxing public gathering restrictions.

Timing TBD

[Previous date](#) | [Next date](#)

## Conditions for relaunch



To ensure a safer reopening, the following elements must be in place for the first stage of relaunch:

- enhance our nation-leading testing capacity at the highest level in Canada
- robust and comprehensive contact tracing, aided by technology, to quickly notify people who may have been exposed
- support for people who test positive to enable effective isolation and contain spread
- stronger international border controls and airport screening, especially for international travellers
- rules and guidance for the use of masks in crowded spaces, like mass transit
- strong protections for the most vulnerable, including those in long-term care, continuing care and seniors lodges
- a rapid response plan in the event of possible outbreaks of COVID-19

## Key measures to watch and timing

Thanks to Albertans, the health care system continues to be able to cope with COVID-19.

The plan to move forward requires careful monitoring and respecting all guidelines outlined by the chief medical officer of health.

Each stage of relaunch will depend on our ability to keep infection numbers low. Health measures we are watching include hospitalizations and Intensive Care Unit (ICU) occupancy.

Confirmed cases will be monitored in real time to inform proactive responses in localized areas of the province.

## Relaunch stages

As we consider relaxing public health measures, we will evaluate, monitor and adjust course as needed. We may need to step back at times, but we will adjust and move forward together.

Enhanced infection prevention and control measures, including physical distancing requirements of at least 2 metres, will remain in place throughout all stages.

For more details:

- [Opening soon: Alberta's relaunch strategy \(PDF, 1 MB\)](#)
- [Workplace guidance for reopening on Alberta Biz Connect](#)
- PANDEMIC RESPONSE (Prior to May 14)

During the pandemic response, the strongest public health guidelines to manage COVID-19 and foundational elements to support relaunch were put in place.

Early actions allowed some activities to resume on or prior to May 14:

- Some scheduled, non-urgent surgeries.
- Dental and other regulated health-care workers such as physiotherapists, speech language pathologists, respiratory therapists, audiologists, social workers, occupational therapists, dieticians and more can resume services as long as they follow approved guidelines set by their professional colleges.
- Golf courses, with restrictions.
- Boat launch access in select provincial parks.
- Vehicle access to parking lots and staging areas on public lands and parks.
- Alberta Parks' online campground reservation system opens May 14 for bookings at select campgrounds starting June 1 onward, with some restrictions in place. Out-of-province bookings will not be processed. See: [Visiting Alberta Parks during COVID-19](#)

*With enhanced testing capacity and contact tracing ability, along with a rapid response plan in place in the event of possible outbreaks, Alberta is ready to take the first incremental steps to reopen some businesses and services starting May 14.*

- STAGE 1 (Starting May 14 for all areas except Calgary and Brooks)

Stage 1 allows some businesses to resume operations starting May 14 with enhanced infection prevention and controls in place.

- Cities of Calgary and Brooks will reopen more gradually due to higher case numbers.
- Business operators can determine if they are ready to open and ensure all guidance for workplaces is met.
- Mask use is strongly recommended in crowded public spaces, like mass transit, that do not allow for physical distancing of 2 metres apart.

### Lifted restrictions

- Retail businesses like clothing, furniture and book stores.
- All farmers' market vendors.
- Hairstyling and barber shops.
- Cafés, restaurants, pubs and bars can reopen for table service at 50% capacity.
- Some scheduled, non-urgent surgeries to resume gradually.
- Museums and art galleries.
- Daycares and out-of-school care, with occupancy limits.
- Day camps, including summer school, with occupancy limits.

- Post-secondary institutions will continue course delivery, with flexibility for in-person delivery once the existing public health order prohibiting in-person classes is lifted.
- Places of worship and funeral services, if they follow sector-specific guidance.

#### Continuing restrictions

- Gatherings of more than 15 people will not be permitted, unless otherwise identified in public health orders or guidance.
- Gatherings of 15 people or fewer must follow physical distancing and other public health guidelines.
- Public attendance at businesses, facilities and events that have close physical contact will not be permitted, including: arts and culture festivals, major sporting events and concerts.
- Movie theatres, pools, recreation centres, arenas, spas, nightclubs and gyms will remain closed.
- Visiting patients in health care facilities will remain limited.
- In-school classes for kindergarten to Grade 12 students will remain prohibited.

#### Recommendations

- Travel outside the province is not recommended.
- Calgary and Brooks residents are encouraged to wait for local services to reopen rather than travelling for services.
- Remote working is advised where possible.
- Download the ABTraceTogether mobile contact tracing app and use it when in public.

*Progression to Stage 2 will be determined by the success of Stage 1, considering health care system capacity, hospitalization and ICU cases, and infection rates.*

#### • STAGE 2 (Timing TBD)

Stage 2 will allow additional businesses and services to reopen and resume operations with 2 metre physical distancing requirements and other public health guidelines in place.

#### Lifted restrictions

- Potential opening of K-12 schools, with restrictions.
- Libraries, with restrictions.
- More surgeries scheduled, including backlog elimination.
- Services offered by some allied health disciplines like acupuncture and massage therapy.
- More personal services like artificial tanning, esthetics, cosmetic skin and body treatments, manicures, pedicures, waxing, facial treatments and reflexology.
- Larger gatherings permitted in some situations (number of people to be determined).
- Restaurants, cafes, lounges and bars continue operating at reduced capacity.
- Movie theatres and theatres, with restrictions.

#### Continuing restrictions

- Visits to patients in health care facilities will remain limited.
- Nightclubs, gyms, pools, recreation centres and arenas will remain closed.
- Arts and culture festivals, concerts and major sporting events will not be permitted.

#### Recommendations

- Travel outside the province is not recommended.

*Progression to Stage 3 will be determined based on success of stages 1 and 2.*

#### • STAGE 3 (Timing TBD)

Stage 3 timing will be determined based on health indicators. Some restrictions and enhanced protection controls will remain in place.

#### Lifted restrictions

- Fully reopening all businesses and services, with some restrictions.
- Larger gatherings permitted (number of people to be determined).
- Arts and culture festivals, concerts and major sporting events will be permitted with restrictions.
- Nightclubs, gyms, pools, recreation centres and arenas will reopen, with restrictions.
- Industry conferences can resume, with restrictions.
- No restrictions on non-essential travel.

#### Continuing restrictions

- Physical distancing restrictions will be maintained.

## Guidance for reopening

All workplaces are expected to develop and implement policies and procedures to address COVID-19.

More tips and guidance will be added as we continue the staged relaunch.

## **General guidance**

This guidance supports all workplaces in preventing the spread of COVID-19.

[General workplace guidance for business owners re-opening or continuing operations](#) (PDF, 108 KB)

[Template: Relaunch considerations for businesses](#) (DOCX, 49 KB)

[Enhanced infection prevention and control measures](#) (AHS)

[Occupational Health & Safety \(OHS\) resources](#)

[COVID-19 orders and legislation](#)

[Wearing non-medical masks](#) (PDF, 285 KB)

[Flushing water systems](#) (PDF, 180 KB)

## **Sector guidance**

This guidance supports sectors currently allowed to operate under public health orders.

[Disability service providers](#)

[Farmers' Markets](#) (PDF, 263 KB)

[Golf course operators](#) (PDF, 37 KB)

[Health non-essential services](#)

[Health sector PPE guidelines](#) (PDF, 88 KB)

[Homeless shelters](#) (AHS)

[Industrial work camps](#) (PDF, 715 KB)

[Outdoor shooting ranges](#) (PDF, 33 KB)

[Private and municipal campgrounds](#) (PDF, 83 KB)

## **Planning for operations**

This guidance is to prepare for Stage 1 relaunch when public health orders will allow operations to resume in all areas of Alberta, except the cities of Calgary and Brooks.

[Day camps](#) (PDF, 192 KB)

[Daycare & out-of-school care](#) (PDF, 288 KB)

[Hair salons and barbershops](#) (PDF, 33 KB)

[Museums and art galleries](#) (PDF, 135 KB)

[Outdoor recreation](#) (PDF, 82 KB)

[Places of Worship](#) (PDF, 267 KB)

[Restaurants](#) (PDF, 86 KB)

[Retail](#) (PDF, 80 KB)



## **Alberta Biz Connect**

Workplace guidance and support is available to help businesses and non-profits affected by COVID-19 to reopen and resume operations safely.

[Get support for your business](#)

## **Restricted and non-restricted services**

The list of businesses and sectors currently permitted to or are restricted from providing services at locations accessible to the public.

[View all services](#)





## **Help us, help you**

How we can cut red tape to help your business save time, create jobs and reduce costs?

[Share your ideas](#)

## **Do your part**

We're confident Albertans will face relaunch and recovery with the same focus, discipline and resilience they have shown throughout the COVID-19 pandemic.

We need to guard against complacency and be patient.

Our individual actions are the strongest tool we have to protect our health care system and each other as we work to relaunch our economy.

[Help prevent the spread](#)

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[Home](#)

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## COVID-19 INFORMATION

# RELAUNCH CONSIDERATIONS

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To open your business to the public, you must complete a plan to reduce the risk of transmission of COVID-19 among your staff and customers. The completed template must be posted in your place of business or online within 7 days of the public being able to attend your business.

The following template includes considerations to help guide you as you plan to open your business. This should be completed using Alberta Health's [Workplace Guidance for Business Owners](#), sector-specific guidelines, and any additional requirements your business or industry association provides.

## Guidelines:

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### Distancing Measures

**Considerations:** How will you ensure people maintain 2 metres between each other? Do you need to maintain directional traffic flow? Can staff stagger their breaks to limit congregating in break rooms? How will you limit the number of people in your space? Have you considered installing physical barriers (e.g., Plexiglas window or high-walled cubicle) to reduce exposure when 2-metre distancing is hard to maintain?

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### Cleaning

**Considerations:** How will you manage frequent cleaning on high touch surfaces (e.g., bathroom, chairs, door knobs, break rooms)? How will you train and ensure staff keep their work surfaces, order screens, debit machines, cash registers, and equipment clean?

# RELAUNCH CONSIDERATIONS

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## Screening for Symptoms

**Considerations:** How will you monitor staff and customers for symptoms of fever, sore throat, cough, runny nose or difficulty breathing? Have you educated your staff to do self-monitoring of symptoms? Have you identified a space where staff members can be separated from others if they develop symptoms while at work? Are you prepared for increases in absenteeism due to illness or isolation requirements? Have you considered absenteeism policies to enable staff members to stay home when ill, in quarantine (self-isolation), or if they are taking care of children or someone who is ill? Are you maintaining a log of staff attendance? What is your response plan for staff who come to work with symptoms?

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## Personal Protective Equipment (PPE) – where distancing measures cannot be maintained

**Considerations:** How will you promote PPE use (e.g., masks or gloves) when people are unable to be 2 metres apart? If 2 metres cannot be maintained and PPE is necessary, where will your staff obtain it? Will customers require their own PPE such as masks, or will you supply them? How will you inform customers before they enter your business that PPE such as masks are required?

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## Responsibilities

**Considerations:** Who will be responsible for ensuring staff and customers are following your precautions? Have you updated contact information for staff members so that they can be notified in the event of a known exposure?

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Owner/Manager: \_\_\_\_\_

Date: \_\_\_\_\_



## COVID-19 INFORMATION

# WORKPLACE GUIDANCE FOR BUSINESS OWNERS

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## Overview

This document has been developed to support all business and sectors (excluding health care settings) in reducing the risk of transmission of COVID-19 among workers, volunteers and patrons. This document outlines the criteria that should be addressed in individual, written workplace policies and procedures established to address the COVID-19 pandemic response. All workplaces are expected to develop and implement these policies and procedures prior to re-opening or continuing operations after May 1, 2020. Industries or business with specialized operations or aspects may be subject to additional guidance. Any additional guidance made available is intended to augment this document.

The guidance in this document includes:

- 1) Communication related to COVID-19
- 2) Sick staff and volunteers
  - a. Employee or volunteer NOT diagnosed with COVID-19
  - b. Employee or volunteer diagnosed with COVID-19
- 3) Prevention
  - a. Screening
  - b. Hygiene
  - c. Cleaning and disinfecting
  - d. Personal Protective Equipment
  - e. Workplace bathrooms and showers
  - f. Distancing & gatherings in the workplace
  - g. Retail Items
  - h. Home Delivery, Drive through, Take-out and Curbside Pick-up
- 4) Appendix A: Information on Isolation and Quarantine
- 5) Appendix B: COVID-19 Plan for Large Production Facilities

As the COVID-19 pandemic is an evolving situation, this document and the guidance within are subject to change and will be updated as appropriate.

This information is not intended to exempt employers from existing occupational health and safety (OHS) requirements. OHS questions and concerns can be directed to the OHS Contact Centre by telephone at 1-866-415-8690 (in Alberta) or 780-415-8690 (in Edmonton) or online.

## Communication related to COVID-19

- Encourage staff and volunteers to remain up to date with developments related to [COVID-19](#).
- Remind employees about available social and mental health supports during this stressful time, and encourage them to use these resources.
- Notify employees and volunteers and patrons of the steps being taken by the workplace to prevent the risk of transmission of infection, and the importance of their roles in these measures. These notifications should also include:
  - how workers and volunteers can mitigate risks when commuting to and from work (e.g., carpooling, public transit, chartered buses)
  - how workers and volunteers can mitigate risks of transmission in homes and shared living accommodations
  - how workers and volunteers can mitigate risks when engaging in other activities outside of work, including at secondary job locations
  - how patrons can mitigate risks when conducting business in store
- Post this information in areas where employees and volunteers can refer to them.
  - "Help prevent the spread" posters are [available](#).
  - When possible, provide necessary information in languages that are preferred by staff and volunteers.
- Prepare for increases in absenteeism due to illness among staff, volunteers and their families.
- Ensure employees and patrons are aware that Order 05-2020 requires individuals who have returned from travel outside of Canada to be in isolation for a minimum of 14 days.
  - If an individual becomes sick during the 14-day isolation period, they should remain in isolation for an additional ten days from the start of symptoms, or until the symptoms resolve, whichever is longer.
  - All non-essential travel outside Canada should be cancelled, as per the Government of Canada's travel advisory.

## Sick staff and volunteers

- Encourage employees with symptoms such as cough, fever, shortness of breath, runny nose, or sore throat symptoms to complete the self assessment and get tested for COVID-19.
- Order [05-2020](#) legally obligates individuals who have a cough, fever, shortness of breath, runny nose, or sore throat (that is not related to a pre-existing illness or health condition) to be in isolation for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
  - **These requirements must be followed regardless of whether or not the individual has been tested for COVID-19.**
- If an employee or volunteer does come to work sick, or becomes sick while at work, the following requirements apply:
  - Employees, volunteers or patrons who appear to have acute respiratory illness symptoms (e.g., cough, shortness of breath) upon arrival to the workplace, or become sick while at the workplace, should begin isolation at home immediately.
  - After being directed to leave the business, symptomatic employees should follow hand hygiene and respiratory etiquette and maintain at least 2 meters of distance from other employees, volunteers and patrons.
  - Arrangements should be made by the employer for transportation home where needed; public transportation like buses, taxis or ride sharing should be avoided.
  - Once a sick individual has left the workplace, clean and disinfect all surfaces and areas with which they may have come into contact.
  - The employer should immediately consider and record the names of all close contacts of the sick worker has been in contact with that day and in the 48 hours prior to when the symptoms started in the case. This information may be necessary if the sick worker later tests positive for COVID-19.
- More information on isolation and quarantine can be found in Appendix A

### Employee or volunteer diagnosed with COVID-19

- Order [05-2020](#) legally requires individuals to be in isolation for a minimum of 10 days if they have tested positive for COVID-19.
  - For clarity, the isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
- If an employee or volunteer is confirmed to have COVID-19, and it is determined that other people may have been exposed to that person, Alberta Health Services (AHS) may be in contact with the business to provide the necessary public health guidance. Records may be sought up to two-weeks prior to the individual becoming ill.
  - Employers should work cooperatively with AHS to ensure those potentially exposed to the individual receive the correct guidance.

## Prevention

- All businesses should:
  - Prevent the risk of transmission of infection amongst workers, volunteers or (as applicable) patrons;
  - Provide for rapid response if a worker, volunteer or member of the public develops symptoms of illness while at the place of business; and
  - Maintain high levels of hygiene.
- Conduct hazard assessments on all tasks performed in the business. Consider business closure or suspension of specific tasks where the risk of transmission of infection to staff, volunteers and patrons cannot be mitigated.

## Screening

- Employers should implement active daily screening of staff, volunteers and patrons for symptoms of fever, sore throat, cough, runny nose or difficulty breathing.
- Emphasize that anyone who is sick with cold-like symptoms such as cough, fever, runny nose, sore throat or shortness of breath, **MUST NOT** be in the workplace.
  - Patrons with these symptoms should not be allowed in the workplace and should be advised to return home.
  - Employers are encouraged to examine sick-leave policies to ensure they align with public health guidance. There should be no disincentive for staff or volunteers to stay home while sick or isolating.
  - Changes to the Employment Standards Code will allow full and part-time employees to take 14 days of job-protected leave if they are:
    - required to isolate
    - caring for a child or dependent adult who is required to isolate.
  - Employees are not required to have a medical note.
- To enable quick contact with employees, employers should maintain an up-to-date contact list for all staff and volunteers, including names, addresses and phone numbers.
- For the purposes of tracing close contacts, employers should be able to indicate
  - roles and positions of persons working in the workplace
  - who was working onsite at any given time
  - who an employee may have worked with on any given shift.
- If a workplace has patrons within 2 metres of employees, then lists of patrons by time and date should also be kept.

## Hygiene

- Employers and businesses should promote and facilitate frequent and proper hand hygiene for employees, volunteers and patrons.
  - It is strongly encouraged that businesses provide a means to sanitize hands at points of entry to the business and at other locations in a business where patrons and staff are known to handle goods.
- Employers should instruct staff and volunteers to wash their hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (greater than 60% alcohol content).
  - Hand washing with soap and water is required if the employee or volunteer has visibly dirty hands.
  - The [AHS Hand hygiene education webpage](#) has more information, posters and videos about hand hygiene.
  - Glove use alone is not a substitute for hand hygiene. Hands should be cleaned before and after using gloves.
- Employers should make every effort to encourage respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in the trash) is followed.
- The use of posters that remind staff, volunteers and patrons to practice respiratory etiquette and hand hygiene is strongly encouraged in work areas where they are easily seen (e.g., entrances, washrooms and staff rooms).
  - Posters are available [here](#).

## Cleaning and disinfecting

- Cleaning refers to the removal of visible soil. Cleaning does not kill germs but is highly effective at removing them from a surface. Disinfecting refers to using a chemical to kill germs on a surface. Disinfecting is only effective after surfaces have been cleaned.
  - Use a “wipe-twice” method to clean and disinfect. Wipe surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant.
- Develop and implement procedures for increasing the frequency of cleaning and disinfecting of high traffic areas, common areas, public washrooms and showering facilities.
- Frequently clean and disinfect high-touch/shared surfaces such as:
  - Doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings
  - Phones, computers, remote controls, keyboards, desktops, conference room equipment, cash registers, surface counters, customer service counters, menus
  - Equipment handles, hand tools, machinery control panels, seat belt buckles, joysticks, steering wheels and controls on powered mobile equipment
  - Staff rooms, kitchens, washrooms
- Regular household cleaning and disinfecting products are effective against COVID-19 when used according to the directions on the label.
  - Use a disinfectant that has a Drug Identification Number (DIN) and a virucidal claim (efficacy against viruses).
  - Alternatively, use a bleach-water solution with 100 ml of bleach to 900 ml water.
  - Health Canada has approved several [hard-surface disinfectants](#) and [hand sanitizers](#) for use against COVID-19. Use these lists to look up the DIN number of the product you are using or to find an approved product.
  - Make sure to follow instructions on the product label to disinfect effectively
- Disposable towels and spray cleaners, or disposable wipes, should be available to staff, volunteers and (as necessary) patrons to regularly clean commonly used surfaces.
- Remove all communal items that cannot be easily cleaned, such as newspapers, magazines, and stuffed toys.

## Personal Protective Equipment (PPE)

- Business owners should conduct hazard assessments to identify existing and potential hazards related to COVID-19. Where elimination of these hazards is not possible or reasonable, they should be controlled.
- PPE is based on risk of exposure to a pathogen that considers both the risk associated with a specific task/activity as well as the source of infection (e.g. ill person). PPE that is chosen should be appropriate to the hazard
- When hazards related to COVID-19 cannot be completely eliminated, the following hierarchy of controls are required:
  - **First choice: Engineering controls**  
These control the hazard at the source. Examples include placing barriers or partitions between staff, removing seats from lunch rooms and dining areas, re-arranging lockers, restricting general access to the business and increasing ventilation.
  - **Second choice: Administrative controls**  
These controls change the way workers, volunteer and patrons interact. Examples include policies for physical distancing, limiting hours of operations and respiratory etiquette and providing adequate facilities, supplies and reminders for hand hygiene. Increased frequency of cleaning as outlined above is also required.
  - **Third choice: PPE**  
PPE is necessary when physical distancing of 2 metres or physical barriers cannot be maintained by administrative and engineering controls. PPE controls the hazard at the worker, volunteer and client level. Examples of PPE include gloves, eye protection, gown, face protections, procedure/surgical masks or NIOSH-N95 masks<sup>1</sup>.

When a hazard cannot be controlled by a single control method, the business owner should utilize a combination of these controls to provide an acceptable level of safety.

- PPE should be stored, used and maintained as per the manufacturer's instruction for use, so it can perform its intended function to protect staff and volunteers.
- If a hazard assessment determines that PPE is necessary, the business owner should ensure that the PPE fits the workers and volunteers effectively.
  - If a mask is deemed necessary, surgical and non-surgical masks are most often sufficient.
  - Respirators (e.g. N95 masks) are only required when the work might cause large droplets containing COVID-19 to be aerosolized into tiny airborne particles<sup>1</sup>. This is not common in a majority of business settings.
  - Resources are available to assist in developing codes of practice for the use of respirators. A code of practice sets out information on the selection, maintenance and use of respiratory protective equipment.
- PPE should be discarded in a lined garbage bag in between clients.
- PPE, such as eye protection, may be reused by the same user, only if the manufacturer allows it and has provided clear cleaning and disinfecting instructions.
  - Assign a user's name and store separately from other PPE, after cleaning and disinfecting.

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<sup>1</sup> Specific medical procedures called aerosolized generating medical procedures (AGMP's) can transform larger, heavier COVID-19 droplets into tiny particles and may remain airborne for a period of time. Respiratory protection from aerosolized particles, during an AGMP requires fit-tested, seal checked NIOSH-N95 respirators.

## **Workplace bathrooms and showers**

- Maintain bathrooms and showers and any associated amenities in a clean and sanitary condition. The frequency of cleaning and disinfection will vary depending on usage.
  - Use a “wipe-twice” method to clean and disinfect high-touch shower surfaces such as faucets, door handles, soap and shampoo dispensers and towel bars. Wipe these kinds of surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant.
- Consider physical distancing of users in order to prevent the spread of COVID-19. Distancing can be facilitated by the use of partitioned stalls, decommissioning toilets or urinals that are less than 2 metres apart or staggering entry into locker rooms and showers so that fewer users are present at a time.
  - As the virus spreads in large droplets, it will fall to the ground once a shower is complete, presenting minimal risk to the next user.
- Post signage in bathrooms and shower areas that informs users of how to mitigate risks of COVID-19 transmission (E.g., hand hygiene, respiratory etiquette).
- Where necessary, maintain an adequate supply of soap, paper towel, toilet paper, hand sanitizer and other supplies.

## **Distancing & gatherings in the workplace**

- Order [07-2020](#) prohibits gatherings of more than 15 people, however this does not prohibit businesses from having more than 15 workers in a workplace.
- Examples of how to support distancing between employee, volunteers and patrons to reduce the risk of transmission amongst workers, volunteers and patrons include:
  - Maintaining a 2 metre separation between individuals (e.g., workers, volunteers, patrons) is preferred in any business.
  - Restricting the number of employees, volunteers and patrons in a business at any one time.
  - Installing a physical barrier, such as a cubicle, partition or window, to separate workers, volunteers and patrons.
  - Increasing separation between desks and workstations.
  - Eliminating or re-structuring of non-essential gatherings (e.g. meetings, training classes) of staff, patrons and volunteers. Typically, this involves moving in-person meetings to virtual media platforms like teleconference or video conference.
  - Limiting the number of people in shared spaces (such as lunchrooms) or staggering break periods. Removing chairs from spaces and taping markers at 6-foot distances may be helpful in preventing crowds.
  - Limiting hours of operation or setting specific hours for at-risk patrons.
  - Implementing contact-free modes of patron interaction such as home-delivery of goods or curbside pickup of items.
  - Placement of reference markers (e.g., markings on the floor in grocery line-ups) that set out two-meter distances.

## **Retail Items**

- Develop strategies to minimize the handling of retail objects before purchase.
  - Businesses should minimize the risk of 'trying-on' of garments by encouraging customers to sanitize hands before trying on clothes. Surfaces in changerooms should be cleaned and disinfected after use.
- Update return policies to prevent the risk of transmission of COVID-19 to workers, volunteers and patrons. This may include:
  - Eliminating the opportunity to return purchased goods (i.e. Final sale only)
  - Cleaning and disinfecting hard-surfaced, returned good prior to placing them back onto the sales floor; and
  - Storing soft-surface items for a period of 24 hours prior to resale.

## **Home Delivery, Drive through, Take-out and Curbside Pick-up**

- Any business still permitted to operate is allowed to sell their goods via delivery, drive-thru, take-out and curbside pick-up.
- Interactions between workers, volunteers and patrons that occur via delivery, drive-thru, take-out and curbside pick-up are intended to be completed as immediately as possible and with minimal to no interaction at a distance of less than 2 meters.
- For the purposes of conducting important duties (e.g., filling orders, counting inventory), staff and volunteers may continue to work within a business that has been otherwise ordered to restrict public access.
- Owners of businesses that offer delivery or onsite pick-up of goods to patrons should conduct a hazard assessment and mitigate any new risks including those related to traffic and the transmission of infection to workers, volunteers and patrons.
  - At this time it is understood that the risk of transmission of COVID-19 to patrons who pick-up goods, or have them delivered, is minimal so long as workers and volunteers are mitigating risks in the workplace (e.g., performing hand hygiene, not letting sick workers be in the workplace, conducting surface cleaning and disinfection) and during delivery.
- Owners should ensure that workers and volunteers follow requirements for hand hygiene when handling or delivering goods.
- It is strongly recommended that businesses offering delivery and curbside pick up remind patrons to observe physical distancing while collecting goods and to perform hand hygiene after handling goods.



## Resources

**Government of Alberta (Alberta Health)** – [COVID-19 Information for Albertans](#)

**Alberta Health Services** – [COVID-19 Self-Assessment Tool](#)

**Government of Canada** – [Coronavirus disease \(COVID-19\)](#)

### Information Privacy

FOIP-PIPA Help Desk: 780-427-5848

Toll free: 310-0000 before the phone number (in Alberta)

Email: [sa.accessandprivacy@gov.ab.ca](mailto:sa.accessandprivacy@gov.ab.ca)

*Health Information Act (HIA) Help Desk:*

780-427-8089

Toll free: 310-0000 before the phone number (in Alberta)

[hiahelpdesk@gov.ab.ca](mailto:hiahelpdesk@gov.ab.ca)

Office of the Information and Privacy Commissioner: [Privacy in a Pandemic](#)

## Appendix A: Information on Quarantine and Isolation

One of the first critical steps to preventing further transmission of disease is the implementation of quarantine and isolation procedures. It is important to understand the difference and the mandatory requirements for each.

When someone is exposed to a contagious disease, they may not always get sick. If they do become sick, there will be a period of time between being exposed and becoming sick. It can take up to 14 days for people to start experiencing COVID-19 symptoms (e.g., fever, cough, shortness of breath/difficulty breathing, sore throat or runny nose).

Quarantine and isolation refer to separating and restricting people from contact with all others to prevent transmission.

Quarantine	Isolation
Done when people are not yet sick, but have been exposed	Done when people are sick, to keep them from infecting others
<p>The quarantine period for COVID-19 is 14 days</p> <ul style="list-style-type: none"> <li>This is because it can take up to 14 days for an individual to develop symptoms</li> </ul>	<p>The isolation period for COVID-19 is 10 days or until symptoms resolve, whichever is longer</p>

Alberta's Chief Medical Officer of Health Order [05-2020](#) (see Order for full details and exemptions) states the situations where Albertans are legally obligated to quarantine or isolate:

- Albertans are legally required to be in quarantine for 14 days either:
  - Immediately upon return from travel outside of Canada, or
  - If they are a close contact of a person who tested positive for COVID-19.
- Albertans are legally required to be in isolation for 10 days, or until symptoms resolve, whichever takes longer, if they:
  - Are diagnosed with COVID-19.
  - Develop a cough, fever, shortness of breath/difficulty breathing, runny nose, or sore throat not related to a pre-existing illness or health condition or to a known exposure to COVID-19.
- Order 05-2020 includes the following restrictions and requirements for isolation:
  - Remaining at home, and 2 metres distant from others at all times;
  - Not attending work, school, social events or any other public gatherings;
  - Not taking public transportation.
- Persons in isolation are not required to remain in isolation if they test negative for COVID-19 and have no known exposure to COVID-19. However, they must not return to work until symptoms have resolved. Returning while still ill may result in others being infected with their illness (e.g. cold or flu) and forcing those persons to isolate.
- Order 05-2020 includes the following restrictions and requirements for quarantine:
  - Remaining at home
  - Not attending work, school, social events or any other public gatherings
  - Not taking public transportation
  - Watching for relevant symptoms

If persons in quarantine begin to experience symptoms (cough, fever, shortness of breath/difficulty breathing, runny nose, or sore throat) not related to a pre-existing illness or health condition or to a known exposure to COVID-19, they must enter isolation for a period of 10 additional days from the start of their symptoms, or until symptom resolve, whichever is longer. However, in no case shall the total stay in quarantine/isolation be less than 14 days. Staff are should use the AHS [Self-Assessment](#) tool for self-assessment.

## Appendix B: COVID-19 Plan for Large Production Facilities

Operators of large production facilities, such as food processing, manufacturing plants, etc., have a responsibility to prevent the risk of COVID-19 transmission to staff, contractors and other visitors at their facilities, and to provide for rapid response when a person develops relevant symptoms and is required to immediately isolate.

This appendix details the minimum criteria that operators should incorporate into their written rapid response plans to ensure their readiness to manage symptomatic individuals, confirmed cases of COVID-19 and to respond to an outbreak, should one occur.

Completed proactive plans should be implemented immediately, even if no cases have been reported in the facility. Written documentation should be readily available for government agencies to review, when requested, to facilitate the evaluation of facility readiness and also to aid in investigations of symptomatic workers and/or outbreaks.

**Operators of large production facilities should incorporate, at a minimum, the following measures into a written COVID-19 preparedness and response plan. The plan should be put in place immediately to prevent the possibility of spread, even before any cases are identified at the workplace:**

### 1. Site map

- I. Configuration and drawing that identifies all areas of the food facility/processing plant, including:
  - a. All buildings
  - b. Accommodation facilities, dining areas, washrooms and showers – where applicable
  - c. Recreational activity areas (e.g., fitness facilities, games rooms, etc.) – where applicable
  - d. Areas intended for isolation and quarantine, if staff residence is provided onsite
  - e. Medical and first aid offices and resources
  - f. Site and facility entry and exit points

### 2. Physical Distancing Requirements

- I. Describe how physical distancing requirements set out in the Workplace Guidance for Business Owners will be maintained throughout the facility.

### 3. Use of Administrative, Engineering and Personal Protective Equipment

- I. Describe how workers will be protected when physical distancing requirements set out in the Workplace Guidance for Business Owners cannot be maintained.

### 4. Cleaning and Disinfection

- I. Describe the capacity of staff to increase frequency of cleaning and disinfecting
- II. Describe protocols for increasing frequency of cleaning and disinfection around the facility.
  - a. Production areas
  - b. Cafeterias, locker rooms, change rooms, staff rooms and lunch rooms
  - c. High touch areas e.g. door knobs, handles, rails, washrooms
  - d. Communal equipment and materials e.g. vending machines, ice machines, water coolers
- III. Protocols for quality control monitoring of cleaning and disinfection

## 5. Staff and Visitor Inventory

- I. Describe the protocol for maintaining an up-to-date rolling 6 week inventory of all people visiting the work site including:
  - a. Full names, addresses, phone numbers for all staff
    - i. Particular attention should be paid to recognize instances where multiple workers reside in the same location (i.e. be aware of the potential for transmission in close quarters).
  - b. Check in and check out procedures for staff
  - c. Staff work assignments (where in the facility do staff perform their duties)
  - d. Method of transportation to and from work chosen by employees (e.g., carpooling, public transit, drive alone)
  - e. Contractor and visitor information (e.g., delivery drivers, repair workers) for those coming onto the site
    - i. Full names, addresses, phone numbers for contractors and visitors
    - ii. Company name, phone number and address
    - iii. Location in facility accessed by contractor/visitor
- II. Full name and contact information of all medical and safety personnel employed, and qualifications, including
  - a. OH&S representatives
  - b. Nurses
  - c. First aid trained staff
  - d. Other responsible persons

## 6. Site-specific isolation and quarantine protocols

- I. When to notify Alberta Health Services and how; who is responsible for doing so
- II. Describe procedures for the safe transport of symptomatic individuals to allow isolation at an offsite location (e.g., individual's home, isolation facility). If no capacity to isolate onsite, describe alternatives:
  - a. Identify off-site facilities
  - b. Notification of, and arrangements made with, off-site facilities
  - c. Safe transportation to homes or offsite facilities without exposing others
  - d. How transporting vehicles will be cleaned/disinfected
  - e. Informing staff who may have been exposed to a symptomatic worker of the need to self-monitor and to report if symptoms develop
  - f. Informing individual of legal obligations to prevent exposure to others during transport and isolation/quarantine periods at home or in off-site facilities
  - g. Protocol for consultation with AHS before allowing any individual to leave the work site for isolation/quarantine

- III. Describe how isolating/quarantining individuals will be monitored for deteriorating health if housed in company provided residences
- Describe capacity for emergency transportation – i.e. transport before the need for 911.
  - Describe capacity to have emergency vehicles respond in a short time frame?
  - Call 911 for individuals requiring emergency medical assistance. Let the operator know that they could have COVID-19, so they can make appropriate arrangements to care for them safely.

## 7. Screening

I. Protocol for screening of staff and visitors for COVID-19 upon arrival (Suggested questionnaire below). If a visitor answers YES to any of the questions, the individual SHOULD NOT be allowed on the business premises. Facilities should observe visitors for any of the symptoms listed above.

1.	Do you have any of the below symptoms:		
	• Fever (greater than 38.0C)	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Runny Nose	YES	NO
2.	Have you, or anyone in your household travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO
4.	Are you currently being investigated as a suspect case of COVID-19?	YES	NO
5.	Have you tested positive for COVID-19 within the last 10 days?	YES	NO

II. Protocol for conducting daily health check/screening of workers and visitors (e.g. delivery persons and repair persons) using the table above as a reference

III. Protocol for controlling entry and exit points from work site to ensure adequate screening

IV. Protocols for requiring staff and visitor reporting of illness

V. Procedures used by onsite health and safety staff to screen individuals:

- Questionnaire
- Temperature checks (if chosen as a screening method)
- Visual observation
- Other

## 8. Communication protocols

- I. Protocol for communicating health-related messaging to employees in their preferred language
- II. Protocol for rapid and mass communication with all staff, if necessary
- III. Protocol for ensuring symptomatic and isolating workers have the necessary specialized supports
- IV. Protocol for educating staff of the importance to protect themselves from infection while on and off work – for example, while at home, carpooling, etc
- V. Protocol for rapid response when issues are identified through screening, self-reporting or through communication of symptomatic contractors or visitors

## COVID-19 INFORMATION

# GUIDANCE FOR PRIVATE AND MUNICIPAL CAMPGROUNDS

## Overview

This guidance is intended to support operators in reducing the risk of transmission of COVID-19 in private and municipal campgrounds. Campground operators must also follow the [Workplace Guidance for Business Owners](#).

## COVID-19 Risk Mitigation

<b>General</b>	<ul style="list-style-type: none"><li>• Place appropriate <u>signage</u> around all entries and throughout the campground outlining policies and procedures such as:<ul style="list-style-type: none"><li>◦ Physical distancing expectations,</li><li>◦ Hand hygiene,</li><li>◦ Coughing and sneezing etiquette, and</li><li>◦ Cleaning and disinfection practices.</li></ul></li><li>• Public access to any recreational amenities and facilities (such as swimming pools and interpretive centers) within the campground remains prohibited at this time.</li><li>• Businesses within a campground that sell retail items may be open and must follow all public health orders and guidelines.</li><li>• Table service in food establishments within the campground, if applicable, must follow all public health orders and guidelines.</li><li>• People whose residence is their recreational vehicle in a campground who are required to isolate or quarantine, may do so in their vehicle.</li></ul>
<b>Booking</b>	<ul style="list-style-type: none"><li>• Where possible, campers should reserve their site online or by phone prior to arriving.</li><li>• For contact tracing purposes, campground owners should collect and keep on file the names and contact information for all persons staying at each campsite.</li><li>• Advise campers at the time of booking:<ul style="list-style-type: none"><li>◦ They should not enter the campground if they are experiencing symptoms including cough, fever, shortness of breath, runny nose or sore throat that are not related to a pre-existing illness or health condition, or are otherwise required to isolate or quarantine (except if the park is their residence).</li><li>◦ To meet physical distancing requirements, only members of the same household should stay together on a campsite.</li><li>◦ Bringing alcohol-based sanitizer is recommended for hand hygiene when soap and water are not available (e.g. on a hike).</li></ul></li><li>• Campers should check in advance to see if services or facilities that would normally be available are closed, so that they can plan accordingly.</li></ul>
<b>Physical Distancing</b>	<ul style="list-style-type: none"><li>• Encourage campers to observe gathering restrictions by staying in their own campsite unless using washrooms, showering facilities or leaving to shared public spaces such as trails.</li><li>• Close group campsites.</li><li>• Lower the number of campers by reducing the number of campsites that can be occupied or reserved.</li><li>• Limit the number of people in shared facilities such as washrooms and showers.</li><li>• Eliminate the use of public picnic shelters.</li><li>• Eliminate programming that requires people to gather, such as amphitheatre events and guided hikes.</li><li>• Close or implement appropriate risk mitigation measures in visitor centres.</li><li>• Control access to popular shared spaces such as green spaces, trails and beaches (e.g. limit parking, erect barriers, set maximum occupancy).</li><li>• Create sections in open spaces and setting limits of 15 people for each section.</li><li>• Display <u>posters</u> in common spaces reminding campers of physical distancing rules (e.g. beaches, picnic areas, kitchen huts, trailheads).</li><li>• Advise campers that if an amenity is busy, such as a shower facility, picnic shelter, beach or hiking trail, it is best to come back outside of peak times or use another amenity.</li></ul>

COVID-19 INFORMATION

# GUIDANCE FOR PRIVATE AND MUNICIPAL CAMPGROUNDS

<b>Cleaning Shared Spaces and Equipment</b>	<ul style="list-style-type: none"><li>• Proper cleaning and disinfection is a critical component of preventing disease transmission, especially high-touch surfaces in shared-use facilities, such as door handles, taps, toilet flush handles and laundry machine dials and buttons.</li><li>• Institute a log of daily cleaning and keep records, including inventory of gloves, masks and supplies.</li><li>• If operators do not have staff capacity to adequately and frequently clean high-touch surfaces, operators should close non-essential facilities.</li><li>• The cleaning of essential areas, such as washrooms, garbage bins, and water pumps should be prioritized over non-essential amenities such as playgrounds, showers, picnic shelters, and comfort camping facilities (e.g. yurts).</li><li>• Picnic tables in campsites should be cleaned and disinfected by the campground staff after a camper checks out.</li><li>• Rental equipment must be cleaned and disinfected after each use (e.g., watercraft, tents, lifejackets and sports equipment) and should only be shared among members of the same household.</li><li>• Use contactless payment and avoid cash payments where possible.</li><li>• Where handwashing facilities are not available, such as in pit toilets, hand sanitizer containing at least 60% alcohol should be provided.</li></ul>
<b>Recommendations for Campers</b>	<ul style="list-style-type: none"><li>• Wash or sanitize hands before and after visiting shared amenities with high-touch surfaces such as playgrounds, bear bins, self check-in stations, boat launches, docks, water fill stations, and dumping stations.</li><li>• If applicable, use washroom facilities in your recreational vehicle whenever possible to reduce traffic at shared-use facilities.</li><li>• Bring a cloth or sheet to cover the picnic table in your site before using it.</li><li>• Wear sandals or water shoes in showers.</li><li>• Dispose of trash in receptacles provided or take it with you to reduce risk for staff and other users.</li></ul>