

**ALBERTA BEACH COUNCIL**  
**ROUND TABLE MEETING**  
**BEING HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS**  
**AND BEING HELD ELECTRONICALLY VIA ZOOM**  
**TUESDAY, OCTOBER 10, 2023 AT 3:30 P.M.**

**AGENDA**

- |          |   |
|----------|---|
| P. 2-7   | 1. Policy Review – General Village Policy G.3.2 Email & Internet Use Policy       |
| P. 8-11  | 2. Schedule of Fees & Rates Bylaw Amendments                                      |
| P. 12-18 | 3. Question Period at Regular Council Meetings (Council Procedure Bylaw attached) |
| P. 19-27 | 4. EM Fluids Inc. – Water/Wastewater Solutions                                    |
|          | 5.  |
|          | 6.  |
|          | 7.  |
|          | 8.  |

**POLICY: G.3.2 EMAIL & INTERNET USE POLICY**

**Overview:** Alberta Beach understands the importance of technology resources to enhance the operations of the Village. This policy sets out standards to regulate the use of hardware, software and personal devices while representing Alberta Beach.

**1. PURPOSE**

The purpose of this policy is to set out guidelines and to promote a high level of responsible behaviour in connection with the use of Alberta Beach Internet and email technology resources. This policy is meant to accomplish the following goals:

- a) To protect the reputation and resources of Alberta Beach, its customers, and the Internet/e-mail communities at large, from irresponsible or illegal activities;
- b) To ensure privacy, security and reliability of Alberta Beach's network and systems as well as the systems of Alberta Beach's clients and taxpayers;
- c) To establish guidelines for the acceptable use of Alberta Beach's IT resources;
- d) To define generally those actions which are considered abusive and prohibited; and
- e) To outline procedures for handling and reporting abuse of email and internet use to Alberta Beach.

**2. SCOPE**

This policy also applies to:

- a) All Electronic Messages created, received and maintained, under the custody and control of, or destroyed by Alberta Beach Council, Staff, or Agents from the effective date of this Policy;
- b) All Alberta Beach Staff, Councillors and Agents who have an electronic messaging account on an Alberta Beach IT resource system; and
- c) The use of personal email and other messaging systems where Alberta Beach business is conducted.

**3. POLICY STATEMENT**

Information technology resources are provided to Council Members, Staff and Agents to enhance the communication and productivity of Village operations, and to aid Council Members in addressing the needs and concerns of their constituents.

- a) Council Members, Staff and Agents are expected to use information technology resources (personal or otherwise) in an appropriate manner as defined in this Policy.
- b) Any use of Alberta Beach's IT resources that violates this Policy will be considered to be misconduct. Violations may be reviewed and may result in action being taken, up to and including loss of use of Alberta Beach's technology resources, seeking restitution, civil action, criminal prosecution, termination, or any combination thereof.

**3.1 General Policy Principles**

This Policy is based on the following principles:

- a) Alberta Beach recognizes that electronic messaging systems are everywhere in today's world and an integral part of sharing information and making decisions;

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- b) Alberta Beach is mandated, through the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 and the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25 thereto with and any amendments respect to the access to, gathering, use and disclosure of information, to preserve the Records in its custody and control;
- c) Records that are created, received, stored and transmitted via electronic messaging systems may qualify as Official Records, and in those cases must be retained by Alberta Beach; and
- d) Electronic messages that qualify as Official Records must be maintained.

**3.2** Alberta Beach's e-mail and Internet resources are business systems for use by authorized Alberta Beach staff to conduct legitimate Village business only. Use of internet/e-mail connection for any purpose that is not related to Village business is prohibited during working hours. Some incidental and occasional personal use of these systems is permitted during regularly scheduled breaks subject to the sections below.

**3.3** Although Alberta Beach respects the privacy of its staff, employee privacy does not extend to the staff's use of Alberta Beach's e-mail and Internet systems. Internet and e-mail use may be monitored from time to time, without notice, to evaluate customer service and to determine how the system is being used. Alberta Beach staff should not expect privacy when using IT resources. All monitoring of electronic systems shall be conducted by the CAO or designate who will log and audit Internet usage to ensure compliance with this policy. All IT resource communications and information downloaded from the Internet constitute municipal property.

**4. DEFINITIONS**

**"Agent"** shall include Alberta Beach Campground Managers, Alberta Beach Development Officer and any other person who has been given an Alberta Beach email account.

**"Alberta Beach"** shall mean the Municipal Corporation of Alberta Beach.

**"Alberta Beach Staff"** or **"staff"** means any individual employed or contracted by Alberta Beach. For the purposes of this Policy, this also includes Members of Council who are generally excluded from this definition and overall consideration in this Policy, except where they create, receive, or maintain electronic message Records that relate to Village matters. In those specific cases, Members of Council may be interpreted as "Alberta Beach Staff" insofar as this Policy is concerned.

**"Electronic Message"** means any form of information or Record created, stored on, received, or transmitted through an electronic or digital messaging system, along with any attachments (e.g., word processing documents, PDFs, etc.). Electronic messages include emails, text messages, personal messages (Short Messages Service or PINs), voicemails and messages via applications

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(e.g., Skype, Facebook, Messenger, and Twitter). Under applicable legislation, electronic messages can constitute records as defined by this policy.

**“IT Resources”** includes all: computer software, hardware and equipment owned or issued by the Village, including desktops, laptops, tablets, notebooks, servers or smart phones; telephones (including IP, cellular or traditional phones), and other audio/voice devices and networks, including voicemail; video conferencing systems and equipment; scanners, printers and fax machines and peripheral devices and removable media associated with the computer (such as USB drives, CDs, DVDs, etc.); transmission methods and services employed or contracted by the Village; computer hardware and equipment, including wired, wireless and cellular networks, whether accessed from within the Village’s premises or elsewhere; Internet and e-mail systems; data, information and other work products such as computer programs, databases, spreadsheets, etc., created and/or maintained in using these IT resources; and Municipal related data and information that is accessed, stored, created, processed, transmitted or filed in a personal electronic device.

**“Members of Council”** includes any elected official of Alberta Beach and any other individual Council Members have authorized to access and use Village technology resources on their behalf.

**“Misconduct”** any use of the Village’s IT resources that violates this policy.

**“Official Record”** means a record that documents a business transaction, activity or decision and had enduring value. Official Records may set policy or procedures, or be required for legislative, regulatory, legal, fiscal or operational purposes. Examples of Official Records are documents that: initiate, authorize, approve or complete a business transaction; provide advice or recommendations to support decisions; commit Alberta Beach to an action or expenditure; or relate to interactions or communications with external third parties.

**“Record”** means information and documentation created, modified and/or received by Alberta Beach during the course of business operations, and that is kept, used and maintained for a period of time. A Record may be in physical or electronic format or some other medium and will be handled in accordance with the categorization assigned to them.

**“Transitory Record”** means a Record that does not document a business transaction, activity or decision and has only temporary value. Transitory Records do not set policy or procedures, and are not required for legislative, regulatory, legal, fiscal or operational purposes. Documents that are needed for a limited time to complete a routine action or to prepare an Official Record are considered transitory and can be destroyed when the accuracy or completeness of the action has been verified or deemed correct. Some examples include the following: personal messages, miscellaneous notices, messages on upcoming special events, minor administrative details, convenience or duplicate copies of Official Records, publications and manuscripts, unsolicited advertising, and preliminary drafts which do not introduce significant changes in preparation of a final document and do not document official decisions.

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**5. GUIDELINES FOR USE OF ALBERTA BEACH IT RESOURCES**

**5.1 General Principles**

**a) Use:**

Village technology resources must be used only for their intended purpose, as described in the Guidelines for Use related to this Policy.

**b) Complying with Existing Laws and Village Policies:**

Technology resources must be used in activities in compliance with all applicable laws or regulations, including without limitation those at the federal, provincial, municipal levels; those civil laws in force between vendor and purchaser of technology resources, or any and all Village policies.

**c) Freedom of Information/Protection of Privacy:**

Village technology resources are to be used in a manner consistent with the provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25 thereto with and any amendments respect to the access to, gathering, use and disclosure of information.

- i. Councillors and Staff shall not use information gained through their positions for any private or personal benefit or gain.

**d) Preserving Assets:**

Village technology resources are valuable assets. Technology resource users are expected to exercise reasonable care to prevent abuse to or excessive wear of Village technology resources.

**e) Internet\Email Safety:**

Do not open, download, or execute any unexpected or suspicious files or email attachments unless you know what it is and can verify the sender's email, even if it appears to come from a friend or someone you know. If in doubt, call the sender to verify.

- i. These files or attachments may execute a disguised program (malware, adware, spyware, virus, etc.) that could damage or steal your data.
- ii. Never share passwords or login information, except as outlined in this policy.

**f) Email Addresses:**

Alberta Beach email addresses are issued for all departments. Alberta Beach Council Members will have the option of being issued an Alberta Beach email address to conduct village business and to have their contact information posted on the village website and listed on their business cards. Alberta Beach email addresses issued to Councillor's will be de-activated once they no longer serve on Council.

**g) Email Passwords:**

All passwords created by users or issued by the Village for any village email address account must be submitted to the CAO to keep on file with the exception of Council email addresses. Councillors will be responsible for their individual email accounts and Councillors no longer serving on Council will have their email address de-activated.

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**h) Electronic Communications:**

All files and electronic communications, including email, Internet and web content systems, created on, generated by or transmitted through the village's IT Resources are deemed to be the property of Alberta Beach. In addition, any village related data and information that is accessed, stored, created, processed, transmitted or filed in a personal electronic device or personal electronic messaging is deemed to be the property of Alberta Beach.

**5.2 Use of Village Technology Resources for Personal Purposes**

Occasional or incidental personal use of Village technology resources is permitted, provided such use does not:

- a) Violate any aspect of this policy;
- b) Adversely affect the availability of Village technology resources for the Village's business purposes;
- c) Adversely affect an individual's performance of duties and responsibilities;
- d) Include business activities (i.e. profit and not-for-profit) unrelated to municipal services;
- e) Include accessing information for personal gain or advantage that the average citizen could not obtain from the Village.

**5.3 Internet (Web) Access with Village IT Resources**

Members of Council and Staff have a responsibility to use technology resources including the Internet in a professional, lawful and ethical manner. Alberta Beach believes that the interests of the Village with respect to its Internet presence are best served by maintaining professional rules of conduct. The use of Internet for unlawful purposes including, but not limited to, copyright infringement, forgery, impersonation, and computer tampering (e.g. spreading viruses) is strictly prohibited.

**5.4 Uses**

In addition to specific examples outlined in other sections of this Policy, unacceptable use of Village technology resources includes, but is not limited to, knowingly or intentionally doing or allowing any of the following:

Accessing, displaying, uploading, downloading, viewing, reading, transmitting, circulating, saving, storing, distributing or possessing any form of material of a nature that is pornographic or sexual; obscene, lewd, offensive, or harassing; promotes violence, hatred, abuse or neglect.

**6. Guidelines for use of Personal Devices**

**6.1 Use of Personal Devices and/or electronic messaging for Village Duties & Responsibilities:**

- a) All electronic transmissions of records, including personal information, shall be in compliance with the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, Chapter F-25 and any amendments thereto Freedom of Information and Protection of Privacy Act and any applicable Village policies, procedures, and standards.
- b) Private messaging services (ie. Messenger or personal email accounts etc) being used for council business are subject to FOIP.

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- b) Although Alberta Beach respects the privacy of Council Members and its employees, Council and employee privacy does not extend to Council's and employee's use of Alberta Beach's e-mail and Internet systems. All email communications and information downloaded from the Internet constitute municipal property.

**7. Responsibilities**

The Chief Administrative Officer (CAO) or designate is responsible for administering this policy within the standards established.

DEPARTMENT: ALL DEPARTMENTS AND COUNCIL

ADOPTED AND APPROVED BY COUNCIL: SEPTEMBER 21, 2021

RESOLUTION #142-21

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BYLAW NO. ~~287-22~~

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**A BYLAW OF ALBERTA BEACH, IN THE PROVINCE OF ALBERTA TO ESTABLISH  
A SCHEDULE OF FEES AND RATES FOR THE MUNICIPALITY.**

**WHEREAS**, the Municipal Government Act, Chapter M26, Revised Statutes of Alberta 2000, authorizes a municipality to have the authority to establish fees and rates for the provision of goods and services; and

**WHEREAS**, Alberta Beach wishes to establish, in a bylaw, a schedule of fees and rates;

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of Alberta Beach, in the Province of Alberta, duly assembled, enacts as follows:

1. That this Bylaw may be cited as the "the Fees and Rates Bylaw".
2. That Alberta Beach shall charge fees and rates as established in Schedule A, "The Fees and Rates Schedule", attached hereto.
3. That this Bylaw shall be reviewed by Council annually.
4. That Bylaw ~~#277-20~~<sup>#287-22</sup> is hereby rescinded.
5. That this Bylaw shall come into force and effect upon the third and final reading and signing of this bylaw.

Read a first time this 18<sup>th</sup> day of January, 2022.

Read a second time this 18<sup>th</sup> day of January, 2022.

Read a third time and passed this 18<sup>th</sup> day of January, 2022.

SIGNED by the Deputy Mayor and C.A.O. this 20<sup>th</sup> day of January, 2022.

~~Deputy Mayor, Angela Duncan~~ Mayor, Tara Elwood

C.A.O., Kathy Skwarchuk

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SCHEDULE "A"  
THE FEES & RATES SCHEDULE

**ADMINISTRATIVE FEES:**

Photocopies for public at large:	
8 ½ x 11	\$0.25/copy
8 ½ x 14	\$0.25/copy
11 x 17	\$0.50/copy
Colour Photocopies for public at large:	
8 ½ x 11	\$0.50/copy
8 ½ x 14	\$0.50/copy
11 x 17	\$1.00/copy
Photocopies for Non-Profit Groups:	
8 ½ x 11	\$0.10/copy
8 ½ x 14	\$0.15/copy
11 x 17	\$0.25/copy
Colour Photocopies for Non-Profit Groups:	
8 ½ x 11	\$0.15/copy
8 ½ x 14	\$0.20/copy
11 x 17	\$0.50/copy
Laminating Fees:	
8 ½ x 11	\$1.00/copy
8 ½ x 14	\$1.50/copy
11 x 17	\$2.00/copy
Copies of Village documents	As per copy rates above
Fax (Sending & Receiving)	\$1.00/page
Fax Long Distance (extra)	\$1.00
Returned Cheque Fees	\$35.00
NSF Fees (Non Sufficient Funds)	\$35.00
Tax Certificates	\$50.00
Land Title Search / Certificate of Title	\$25.00
Tax Notification Fee	\$55.00
Tax Notification Fee - each additional named interest on Title	\$5.00
Land Use Bylaw	\$25.00
Municipal Development Plan	\$10.00
County Maps	\$10.00
Sand Bags (not filled) (if available) - per Bag	Sold at Cost
Blue Bags (if available) - per Bag	Sold at Cost
Souvenirs / Promotional Products	Sold at Cost + 5%
Overdue Account Penalties (not property taxes)	2% per Month

**PROPERTY TAX PENALTIES:**

Property Tax Penalties as per Penalty on Unpaid Taxes Bylaw per Bylaw

**DOG TAGS: LICENSE:**

Neutered/Spayed	\$10.00
Unaltered	\$20.00
Vicious	\$250.00
Replacement Tag	\$6.00 10.00
<i>Dog License Transfer Fee</i>	10.00

**SKUNK TRAPS:**

Deposit (Refundable on Return)	\$65.00
3 Day Rental (Alberta Beach Residents)	No Charge
Additional per Day Rental (Alberta Beach Residents)	\$5.00
3 Day Rental (Non-Residents)	\$25.00
Additional per Day Rental (Non-Residents)	\$10.00
Cleaning	\$20.00

**BUILDING RENTAL:**

Council Chambers – Full Day	\$100.00
Council Chambers – Half Day	\$50.00
Council Chambers – Not For Profit-Local Community Groups	No Charge

**FOOD VENDORS:**

Resident Food Vendor - per Calendar Year	\$35.00
Non-Resident Food Vendor - per Day	\$35.00
Non-Resident Food Vendor - per Calendar Year	\$350.00
FREE - Food Truck Fridays - No day rate charged	No Charge

**MOBILE SALES VENDORS:**

Resident Mobile Sales - per Calendar Year	\$35.00
Non-Resident Mobile Sales - per Day	\$35.00
Non-Resident Mobile Sales - per Calendar Year	\$350.00

*Add Lifetime Dog Licenses* →

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**AMUSEMENT VENDOR:**

Amusement Vendor - per Day	\$35.00
Amusement Vendor - per Calendar Year	\$350.00

**HAWKER PEDDLER FEES:**

Hawker Peddler - per Day	\$35.00
Hawker Peddler - per Calendar Year	\$350.00

**BUSKER:**

Buskers must be registered with the Village Office by donation

**SPECIAL EVENT:**

Special Event License (as approved by Council) as per Council

**DEVELOPMENT PERMIT FEES:**

Residential – Permitted	\$300.00
Residential – Discretionary	\$500.00
Additions and Accessory Buildings	\$150.00
Secondary Suite (Garage & Garden Suite) – Permitted	\$300.00
Secondary Suite (Garage & Garden Suite) – Discretionary	\$500.00
Commercial/Light Industrial – Permitted	\$300.00
Commercial/Light Industrial – Discretionary	\$500.00
Home Based Business – Home Occupations	\$150.00
Home Office Letter	\$50.00
Signs – Permanent or Temporary	\$50.00
Deck, Shed, Fence, Gazebo, Fabric Shelter	\$50.00
Retaining Wall, Culverts, Driveway Access	\$50.00
Holding Tank, Cistern, Well	\$50.00
Development Permit - Time Extension	\$50.00
Development Permit - Amendment	\$100.00
Development Permit - Request for Major Variance	\$100.00
Development Permit - Change in Scope	\$100.00
Demolition Permit	\$50.00
Emergency Municipal Planning Commission Meeting	\$500.00 (in addition to permit fee)
Security Deposit for Relocated or Moved-in Dwelling (Refundable)	\$5,000.00
Failure to Apply for Development Permit	Double

**(Permit fees double if construction starts prior to approval of development permit)**

**BYLAW AMENDMENTS APPLICATION FEES:**

(Application fees do not guarantee approval)	
Plan Cancellation Bylaw (Lot Consolidation)	\$400.00 <sup>750.00</sup>
Land Use Re-Districting Application	\$500.00 + all associated costs
Amendment to Land Use Bylaw	\$500.00 + all associated costs
Amendment to Municipal Development Plan	\$500.00 + all associated costs
Amendment to Intermunicipal Development Plan	\$500.00 + all associated costs
Amendment to Area Structure or Redevelopment Plan	\$500.00 + all associated costs

**LETTER OF COMPLIANCE:**

Standard	\$100.00
Rush (Less than 72 hours)	\$200.00

**LETTER OF CONCURRENCE:**

Cell/Internet/Communication Tower As per Council

**AGREEMENTS:**

Encroachment Agreement	\$400.00
Letter of Consent	\$50.00
Developer's Agreement	As per Council
Other Leases	As per Council

**SUBDIVISION FEES:**

Subdivision Application Fee	\$400.00
Additional Lots (per lot)	\$200.00
Endorsement &/or Condo Plan Endorsement Fees (per lot or unit)	\$50.00

**APPEAL FEES:**

Assessment Appeal Fee (residential)(refundable if successful)	\$50.00
Assessment Appeal Fee (non-residential)(refundable if successful)	\$150.00
Development Permit Appeal Fee	\$150.00
Subdivision Appeal Fee	\$150.00
Food Vendor, Mobile Sales Vendor, Amusement Vendor Appeal Fee	\$25.00
Hawker, Peddler or Busker Appeal Fee	\$25.00
Enforcement Appeal Fee	\$150.00

**SAFETY CODES PERMITS:**

Permits for Building, Electrical, Gas, Plumbing, Demolition) As per inspection agency

**SOLID WASTE & ORGANIC CARTS:**

Additional Residential Solid Waste Cart Deposit (Refundable) \$100.00  
 Additional Residential Organic Waste Cart Deposit (Refundable) \$100.00

**MUNICIPAL PUBLIC WORKS LABOUR & EQUIPMENT:**

Grader - per Hour (includes Operator) \$173.00  
 Skid Steer - per Hour (includes Operator) \$109.00  
 Backhoe - per Hour (Includes Operator) \$114.00  
 Gravel Truck - per Hour (includes Operator) \$111.00  
 Plow Truck - per Hour (includes Operator) \$176.00  
 Garbage Truck - per Hour (includes Operator) ~~\$125.00~~  
 Mower - per Hour \$75.00  
 Steamer c/w Tank - per Hour \$65.00  
 1/2 Ton Truck - per Hour \$24.00  
 Labourer - per Hour \$70.00  
 Management Consultant - per Hour \$80.00

Bruce is reviewing

Add  
 - 1 Ton truck with Dump Box 100.  
 - Manlift 50.00  
 - Elgin Sweeper 145.00

**MUNICIPAL RV PARK & CAMPGROUND:**

Season Rate: Full Service Site Paid by May 31<sup>st</sup> ~~\$3,000.00~~ 3,300.00  
 Full Service Site Paid after June 1<sup>st</sup> \$3,300.00  
 Monthly Rate: Full Service Site \$1,000.00 1400.00  
 Weekly Rates: Full Service Site \$300.00 400.00  
 Power & Water Site \$250.00 350.00  
 No Services Site \$200.00 300.00  
 Daily Rates: Full Service Site ~~\$50.00~~ 60.00  
 Power & Water Site \$45.00 55.00  
 No Services Site \$40.00 45.00  
 Cabin: Weekly (if available) \$600.00  
 Extra Person: Above rates based on 2 adults & 2 Dependent Children  
 Extra Person(s) per person \ per night \$5.00  
 Visitor Over Night Fee - Extra Tent Nightly Fee \$15.00  
 Seasonal Sites Additional Charges:  
 Extra Fridge - Monthly Fee ~~\$10.00~~ 15.00  
 Extra Freezer - Monthly Fee ~~\$10.00~~ 15.00  
 Winter Storage/Reserve Site (Due by Sept. 15<sup>th</sup> of current year) \$300.00  
 Winter Storage/Reserve Site (After Sept. 15<sup>th</sup> of current year) \$400.00  
 Boat Storage - Winter Storage \$100.00

Add  
 Seasonal rate:  
 Paid by May 7 of current year or weekly rates will apply.

**BEACHWAVE PARK:**

Fees may be waived by Council or C.A.O. or A.B. Ag Society Beachwave Park Operations Committee.  
 Fees not applicable to Alberta Beach Minor Ball or ABADASA  
 Ball Diamond - per Day per Diamond \$50.00  
 Concession - per Day \$150.00  
 Open Shelter/Washroom - per Day \$75.00  
 Rink - per Day \$100.00  
 Damage Deposit (Refundable) ~~\$250.00~~ 300.00

Add or LSAC County Recreation Programs

**FIRE RATES:**

As per Fire Bylaw

**FOIP - ACCESS TO INFORMATION:**

Reports generated by Alberta Beach \$20.00 plus copy rates above  
 Reports adopted by Council \$20.00 plus copy rates above  
 Minutes, Bylaws, Correspondence As per copy rates above  
 Administrative Fee - per Hour for search of information exceeding 1 hr) \$35.00 (in addition to above fees)  
 Third Party Costs to Access Information \$all costs (in addition to above fees)

**GST:**

Gst will be charged in addition to above fees where applicable. As applicable

FINE/PENALTY SCHEDULES:

See applicable Bylaw.

**ALBERTA BEACH  
BYLAW NO. 290-22  
COUNCIL PROCEDURE BYLAW**

**Being a Bylaw of Alberta Beach to regulate the proceedings and the conduct of business at the Alberta Beach Council and Committee Meetings.**

**WHEREAS**, the Council of Alberta Beach feels it is expedient to make rules and regulations for calling meetings, governing its proceedings and the conduct of its members;

**NOW THEREFORE**, the Council of Alberta Beach in the Province of Alberta, duly assembled enacts as follows:

**1. TITLE:**

This Bylaw may be cited as the "Council Procedure Bylaw".

**2. DEFINITIONS:**

In this bylaw:

- a) "Act" means the "Municipal Government Act", RCA 2000, Chapter M-26, amendments and regulations thereto;
- b) "Acting Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of both the Mayor and the Deputy-Mayor;
- c) "Agenda" means the agenda for a regular or special meeting of Council prepared pursuant to the "Agenda" Section of this bylaw;
- d) "Bylaw" means a bylaw of Alberta Beach;
- e) "CAO" means Chief Administrative Officer or designate, for the municipality;
- f) "Committee" means a body of members delegated to consider, investigate, take action on or report on some legislative matters;
- g) "Council" means the Mayor and Councillors of Alberta Beach for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
- h) "Deputy Mayor" means the member of Council who is elected by Council at the Organizational meeting to hold that position;
- i) "Delegation" means any person that has permission of Council to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee;
- j) "Disruption" means any act meant to impede the proceedings of a meeting whether the source be Council members, delegates or public at large;
- k) "Mayor" means the member of Council who is elected by Council at the Organizational meeting to hold that position and serves as chairperson of Council meetings;
- l) "Member" means a member of Council, duly elected and continuing to hold office or a person at large appointed by Council to a committee of Council;
- m) "Municipality" means the Municipality of Alberta Beach, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- n) "Point of Order" means a demand that the Chair enforce the rules of procedure;
- o) "Postpone" means to delay the consideration of any matter either to definite time when further information is to be obtained or indefinitely;
- p) "Presiding Officer" means the member selected to serve as chairperson of that particular committee or Council; Mayor.
- q) "Quorum" means the majority of the valid members of all the Councillors that comprise the Council;
- r) "Table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- s) "Village" means the Village of Alberta Beach;

**3. APPLICATION OF BYLAW:**

- a) This bylaw applies to all members of Council, staff, visitors and delegates attending a Council meeting. This Bylaw applies to:

Council Meeting  
Question Period  
See page 5 of Bylaw.  
(p. 16 in Agenda package)

**ALBERTA BEACH  
BYLAW NO. 290-22  
COUNCIL PROCEDURE BYLAW**

1. All Regular and Special Council meetings.
2. The conduct of the meetings of all Committees of Council.

**4. ORGANIZATION MEETING OF COUNCIL:**

- a) The Organization meeting of Council shall be held annually in October, the time and place of which shall be set by the CAO in accordance with Section 192 of the Act.
- b) Every member of Council, the Mayor and Deputy Mayor shall make and subscribe to the Official Oath prescribed by the Oaths of Office Act before entering upon the duties of Council and shall deposit the Oath with the CAO.
- c) Unless Council determines, by a unanimous vote taken at a previous Council meeting, that a subsequent meeting of Council shall be held at a different place, all Council meetings including the Annual Organizational Council meeting shall be held at the Council Chambers, at the municipal office in Alberta Beach. If it is decided to hold any Council meeting at a location other than the Council Chambers, the CAO shall affix a notice of such change of location to the agenda for the meeting when the same is delivered electronically to the members of Council and the public.
- d) The CAO shall call the meeting to order.
- e) The CAO shall call for nominations for the position of Mayor and the Council shall vote to appoint a Mayor.
- f) The Mayor shall call for nominations for the position of Deputy Mayor and the Council shall vote to appoint a Deputy Mayor.
- g) The following shall also be ratified at the annual Organization meeting:
  1. Address of Municipal Office
  2. Regular Council Meeting Date & Time
  3. Signing Authorities
  4. Banking Authority
  5. Auditor Appointment
  6. Solicitor Appointments
  7. Assessor Appointment as Designated Officer
  8. Assessment Review Board
  9. Assessment Review Board Clerks as Designated Officers
  10. Development Authority as Designated Officer
  11. Subdivision Authority as Designated Officer
  12. Subdivision & Development Appeal Board Members
  13. Subdivision & Development Appeal Board Clerks as Designated Officers
  14. Municipal Planning Commission Members
  15. Bylaw Enforcement Officers as Designated Officer
  16. FOIP Coordinator
  17. Designated Officer Appointments
  18. Director of Emergency Management
  19. Round Table Meeting Date & Time
  20. Council Committee Appointments
  21. Adjournment

**5. REGULAR COUNCIL MEETING AGENDA AND ORDER OF BUSINESS:**

- a) Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. Any member of Council, Village official, or any other person wishing to have an item of business placed on the agenda shall make the submission to the CAO no later than 4:00 p.m. on the Thursday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
- b) The agenda for each regular and special meeting shall be prepared by the CAO and submitted with copies of all pertinent correspondence, statements and reports to each member of Council at least 48 hours prior to said meeting. The agenda package shall be sent electronically to each member of Council.
- c) Agenda packages shall be posted on the village website a minimum of 24 hours prior to the Council meeting.

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- d) No item of business shall be considered by the Council if the item has not been placed on the agenda, unless members of Council present agree to the item being added to the agenda.
  - e) Where the deadlines in section 5.a & b are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
  - f) The business intended to be dealt with at a Regular Council meeting shall be stated in the agenda in the following order, where applicable:
    - 1. Call to Order
    - 2. Land Acknowledgement
    - 3. Agenda Additions
    - 4. Adoption of Agenda
    - 5. Confidential – Closed Meeting Session
    - 6. Adoption of Previous Minutes
    - 7. Delegations
    - 8. Public Hearings
    - 9. Municipal Planning Commission
    - 10. Old Business & CAO Report Action List
    - 11. Financial Reports
    - 12. Bylaws and Policies
    - 13. Council, Committee & Staff Reports
    - 14. Correspondence – Information Items
    - 15. Correspondence – Action Items
    - 16. New Business
    - 17. Question Period
    - 18. Adjournment
  - g) The order of business at a meeting is the order of the items on the agenda except:
    - 1. When the same subject matter appears in more than one place on the agenda and Council decides, by motion, to deal with all items related to the matter at the same time;
    - 2. Council decides not to deal with an item on the agenda and no motion is made about it;
    - 3. When altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present. The vote, upon a matter of priority of business shall be decided without debate.
- 6. GENERAL RULES OF COUNCIL AND COUNCIL MEETINGS:**
- a) The day and time on which the regular meeting of Council should commence, and the location, shall be set by a resolution of Council at the Organization Meeting.
  - b) Council meetings shall be held open to the public to attend and will also be held electronically whenever possible.
  - c) If Standing Committees of Council are established, they may be established by bylaw, and any such bylaw shall state how the Standing Committees shall function. The Standing Committee may be established by motion of Council, and in this case a Terms of Reference must be established to outline the functions of the Standing Committee.
  - d) The Mayor or Presiding Officer shall call the meeting to order at the hour stated on the agenda of the meeting, as long as there is quorum present.
  - e) In a case where the neither the Mayor nor Deputy Mayor are in attendance within fifteen (15) minutes of the meeting start time, and a quorum is present, the CAO shall call the meeting to order and an Acting Mayor shall be chosen by the Councillors present. The Acting Mayor shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
  - f) If there is no quorum present within half an hour after the time appointed for a regular meeting of Council, the CAO shall record the names of the members of Council who are present and the meeting shall be adjourned until the next regular meeting unless a special meeting has been duly called in the meantime.
  - g) If a meeting begins with quorum, but a member is unable to continue, or in some other manner leaves the meeting and quorum is lost, the incident shall be

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- recorded and the meeting shall adjourn until the next regular meeting unless a special meeting has been duly called in the meantime.
- h) The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of members present.
  - i) If a disruption occurs, and order is lost, the Mayor or Presiding Officer shall request the offender(s) leave the Council Chambers at once. If the offender(s) refuses, a recess shall be called and the appropriate law enforcement agency contacted for assistance.
  - j) The Mayor or Presiding Officer has the duty of making sure that the rules are followed and any member may call the attention of the chair to a violation of the rules. To do so, any member may interrupt the chair or speaker and call out "Point of Order". The chair then requests the member to state his or her point of order. Once stated the chair rules on the point of order by saying "the chair rules that the point of order is well taken" or "the chair rules that the point of order is not well taken" and briefly gives the reasons which are recorded in the minutes.
  - k) Every member wishing to speak to a question or motion shall address himself or herself to the Mayor or Presiding Officer and wait to be called upon.
  - l) The Mayor or Presiding Officer shall have authority to set a time limit as well as the number of times that a member may speak on the same question or resolution, having due regard to the importance of the matter.
  - m) A motion submitted to Council does not require a seconder.
  - n) When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
    - 1. A motion to refer the main question to some other person or group for consideration;
    - 2. A motion to amend the main question;
    - 3. A motion to table the main question;
    - 4. A motion to postpone the main question to some future time;
  - o) Where a question under consideration contains distinct propositions, the vote upon such proposition shall be taken separately when any member so requests or when the Mayor or other Presiding Officer so directs.
  - p) After any question is finally put by the Mayor or Presiding Officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the Presiding Officer as to whether the question has been finally put shall be conclusive.
  - q) Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the Presiding Officer;
  - r) Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council.
  - s) Council shall hear all delegations who have brought their items of business onto the agenda in the order in which they are placed on the agenda. The order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation.
  - t) All Members shall vote on all motions brought forward in meetings unless a conflict of interest or pecuniary interest has been declared prior to the motion.
  - u) If any member of the Council shall call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
  - v) Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not completed. The object of adjourning is to finish the business that the meeting was called to transact in the first place by which has not been completed.
  - w) Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order" Newly Revised in Brief - 3<sup>rd</sup> Edition.

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- x) Councillors shall submit written reports for committee meetings attended and reported on at the regular council meetings.
- y) The Mayor or Presiding Officer shall have authority to set a time limit and/or set the number of questions to be heard from the public during the Question Period.
- z) The Mayor is a member of all Council committees and all bodies to which Council has the right to appoint members.

**7. CONFIDENTIAL – CLOSED SESSION OF A REGULAR OR SPECIAL COUNCIL MEETING:**

- a) Council and Council committees may close all or part of a meeting to the public if a matter to be discussed is one of the exemptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*. When the Mayor or Presiding Officer declares an item "Closed Session", the reason shall be stated and recorded in the minutes, and all attendees except those specifically designated to be in attendance, shall clear the Council Chambers. A sign indicating "Closed Session" shall be posted on the exterior of the chamber doors and shall remain in place until the item(s) have been dealt with and the session is moved back into the public realm.
- b) When a Council meeting agenda includes a confidential "Closed Session", Council may begin the meeting earlier than the regular meeting time to deal with that item, and in this case the agenda must clearly state the time the meeting begins and the time the meeting is anticipated to open to the public. Council shall not resume the meeting until the regular Council meeting time or until the public is given time to return to the meeting.
- c) No recording shall be permitted during the closed session of the Council meetings.
- d) No record, electronic or otherwise will be kept of the discussion during the "Closed Session" of the Council meeting.
- e) Any motion required from a discussion held at the "Closed Session" of the Council meetings shall only be made when the meeting is open to the public.
- f) Council may from time to time during the meeting move into "Closed Session" when it becomes necessary as outlined above.

**8. POSTPONEMENT OF A REGULAR COUNCIL MEETING:**

- a) The Mayor may, whenever he or she considers it expedient to do so, and upon giving each member of Council at least two day's written notice sent electronically, postpone any Regular Meeting of Council.
- b) Each notice postponing a Regular Council meeting shall give the reasons and name the time and day and place the postponed regular meeting shall be held.
- c) Any delegation named in the agenda as planning to appear before Council at the postponed regular meeting shall be given notice of the postponed regular meeting, and the new time and day the postponed regular meeting shall be held.
- d) Public notice of the postponed meeting will be given by posting the notice on the municipal office and website. The notice shall then be posted on facebook, email list and the municipal office electronic sign as time allows.
- e) All proceedings at the postponed regular meeting shall be considered in the same manner as if it had been the regular meeting.

**9. SPECIAL COUNCIL MEETINGS:**

- a) The Mayor may call a Special Council meeting in accordance with Section 194 of the Act.

**10. ELECTRONIC COUNCIL MEETINGS:**

- a) Section 199 of the Act allows Council meetings or Council Committee meetings to be conducted through electronic means.
- b) During a State of Public Health Emergency, Council may hold any Council meeting or Council Committee meeting electronically.
- c) The Mayor may, whenever he or she considers it expedient to do so, and upon giving each member of Council at least two day's written notice sent electronically, may determine a need for the meeting to be held electronically.



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- d) Public notice of Council meetings held electronically will be posted on the village website and the municipal electronic sign.
- e) Agenda packages for Council meetings held electronically will be posted on the village website with a link for the public to participate in the meeting.

**11. ELECTRONIC DEVICES AND CELL PHONES:**

- a) Councillors, delegates and the public in attendance may use an electronic device (laptop or tablet) in the Council meetings.
- b) Cell phones shall be permitted in the Council meetings.
- c) Cell phones shall be muted during the Council meetings to avoid creating a disturbance during the meeting.
- d) Councillors, delegates and the public will not be permitted to record or broadcast (video or audio) Council meetings unless permission is granted by a majority of Council.
- e) The recording secretary shall be permitted to record Council meetings for the purpose of completing the Council meeting minutes and once the minutes have been approved will destroy the recording.

**12. RECORDING OF MINUTES**

- a) The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
- b) If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be recorded in the minutes.
- c) The minutes will be prepared within three (3) days of the Council meeting and the CAO shall distribute the unapproved minutes to each member of Council electronically, and shall post a draft copy on the village website.
- d) Where a substantial error has been reported in the draft minutes, they shall be immediately removed from the website until the corrected minutes can be posted.
- e) The draft minutes posted on the village website will be replaced with the approved minutes within 3 days of the Council meeting they are ratified at.

**13. BYLAWS:**

- a) Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
- b) Every bylaw shall have three readings.
- c) After a member has made the motion for the first reading of the bylaw Council may:
  - 1. debate the substance of the bylaw; and
  - 2. propose and consider amendments to the bylaw.
- d) Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
- e) Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.

**14. LAND ACKNOWLEDGEMENT:**

- a) Council shall at the beginning of each regular and special Council meeting acknowledge Treaty Six Territory by the following statement:  
"Alberta Beach respectfully acknowledges that it is located on the First People's traditional lands. We recognize this traditional Treaty Six Territory to show respect and understanding to the First Nations, Metis and Inuit peoples who walked this land for centuries. We express gratitude and respect for the land we use and reaffirm our relationship with one another".
- b) Council shall also formally recognize the following days:
  - 1. National Truth and Reconciliation Day – September 30:  
To recognize and honour the children who never returned home, and the Survivors of residential schools, as well as their families and communities.
  - 2. National Day of Action – Feb 14:  
To bring justice to murdered and missing Indigenous women.
  - 3. National Day of Awareness – May 5:

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4. To recognize the missing and murdered Indigenous women, girls, and Two-Spirit People. The National Day of Awareness is also known as "Red Dress Day", National Indigenous Peoples Day – June 21:  
To recognize and celebrate the unique heritage, diverse cultures and outstanding contributions of First Nations, Inuit and Metis peoples.

**15. NOTICE OF MOTION:**

- a) Council members may bring forward notices of motion as an item on the agenda of a regular Council meeting.
- b) A written copy of the Notice of Motion shall be provided to the Municipal Secretary or CAO prior to the next regular Council meeting for inclusion in the agenda.
- c) The Notice of Motion will be placed on the next regular Council meeting agenda where the elected official who made the Notice of Motion is present, to vote whether the matter will proceed.
- d) A Notice of Motion cannot be made at a special Council meeting.
- e) A motion on Notice is not debatable until a Council member moves the motion.

**16. ROUND TABLE MEETINGS:**

- a) Council may hold informal planning meetings called Round Table meetings for the purpose of the planning business of Council.
- b) The day and time of the Council Round Table meetings shall be set by a resolution of Council at the Organization Meeting.
- c) Council Round Table meetings will be held informal and no minutes will be prepared of the meeting.
- d) The CAO will prepare an agenda and attach corresponding information as necessary, and the agenda package will be electronically distributed to the members of Council two (2) days prior to the meeting. Additional agenda items may be brought forward at the meeting.
- e) The agenda will be posted to the village website and may or may not include corresponding information.
- f) Council Round Table meetings will be held open to the public to attend and will also be held electronically whenever possible.

**17. SEVERABILITY:**

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**18. BYLAWS REPEALED:**

Alberta Beach Bylaw No. 280-20 is hereby repealed.

**19. EFFECTIVE DATE OF BYLAW:**

This Bylaw comes into full force and effect upon third and final reading and signing of this bylaw.

Read a first time this 20<sup>th</sup> day of September, 2022.

Read a second time this 18<sup>th</sup> day of October, 2022.

Read a third time and final time this 18<sup>th</sup> day of October, 2022.

Signed by the Mayor and Chief Administrative Officer this 18<sup>th</sup> day of October, 2022.

  
Angela Duncan, Mayor

  
Kathy Skwarchuk, Chief Administrative Officer

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## Alberta Beach Village Office

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**From:** Debbie Durocher <debbiedurocher@albertabeach.com>  
**Sent:** October 1, 2023 10:48 AM  
**To:** aboffice@albertabeach.com  
**Subject:** Fwd: Water/Wastewater Solution

Can we add this to round table please

Sent from my iPhone

Begin forwarded message:

**From:** Majd El-Samrout <msamrout@emfluids.com>  
**Date:** September 29, 2023 at 3:46:49 PM MDT  
**To:** debbiedurocher@albertabeach.com  
**Cc:** Saad Ulhaq <sulhaq@emfluids.com>  
**Subject:** Water/Wastewater Solution

Dear Councillor Durocher,

It was a pleasure meeting you at the Alberta Municipalities Trade Show in Edmonton. Thank you for taking the time and speaking with Saad and I about our technology and its potential applications.

The EMF 1000 can provide significant environmental benefits when deployed in lakes and ponds suffering from excessive algal bloom and anaerobic pathogens. Our technology will also help realize significant cost savings when deployed in sewage lagoons and wastewater processing facilities that face challenges with effluent compliance and sludge management.

Please find attached the following one page brochures;

- o EMF 1000 series – Lake, Pond and Stormwater Pond Remediation
- o EMF 1000 series – Sewage and Wastewater Processing

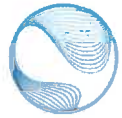
We would appreciate the opportunity to schedule a brief presentation on how our technology works and to showcase the outcomes of multiple applications/case studies.

I hope you have a wonderful weekend!

Kind regards,

Majd Samrout  
Director Business Development  
[www.emfluids.com](http://www.emfluids.com)

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# Tailored Water Treatment Solutions

Every water-based application or industry has its own set of complexities that can impact water quality, water health, water management, remediation and selection of treatment solutions. The EMF series of devices are designed and individually tailored to target specific applications which can tackle many of their concerns.

## WATER REMEDIATION AND WASTEWATER SOLUTIONS

### EMF 1000 Series

This series of devices are designed specifically for applications where a waterbody suffers from low oxygen concentrations. This underlying low oxygen concentration promotes anaerobic conditions and processes which can then start a cycle of eutrophication and create unhealthy waterbodies. Conventional solutions typically add oxygen to waterbodies but are generally very expensive, complex, require specific infrastructure and expertise. The EMF 1000 is a turnkey, innovative, simple, chemical-free and mechanical-free solution.

# How the EMF 1000 Works

Once in the water and activated, specifically programmed electromagnetic signals impact certain physicochemical properties of the waterbody which increase the rate of gas exchange across the air-water boundary. This allows oxygen and other gases to diffuse into the waterbody faster and raises the overall dissolved oxygen concentration. This shifts the equilibrium from anaerobic to more aerobic conditions over time. Aerobic processes promote a healthier waterbody for biological processes and overall ecosystem. The impact is unique to each waterbody depending on pre-existing site conditions. A single EMF 1000 unit is effective up-to an area of 50 acres . The unit DOES NOT irradiate the water.



# Impact on Waterbodies



## Lakes and Ponds

### Maintain a Healthy Ecosystem

- ⦿ Improve dissolved oxygen levels and prevent mass fish kills
- ⦿ Prevent hypoxia and malodours
- ⦿ Promote thriving and diverse aquatic life
- ⦿ Enhance aesthetics, clarity and recreational appeal

### Control Algal Blooms

- ⦿ Eliminate need for chemical treatment
- ⦿ Suppress cyanobacteria (blue-green algae) without chemicals
- ⦿ Convert excessive nutrients to food chains for aquatic organisms



## Wastewater and Sewage

### Solve Sludge Management Issues

- ⦿ Promote an aerobic waterbody

- ⦿ Digest organic sludge in-situ
- ⦿ Increase facility processing capacity
- ⦿ Delay or eliminate expensive dredging
- ⦿ Introduce a cost-effective sludge management plan
- ⦿ Decrease end of life GHG emissions

## Maintain Effluent Compliance

- ⦿ Certified by the Ontario Ministry of Environment, Conservation and Parks
- ⦿ Non-mechanical and chemical-free aeration
- ⦿ Manage nutrient levels and control algae
- ⦿ Reduce BOD, COD and TSS
- ⦿ Reduce E. coli and other anaerobic pathogens
- ⦿ Easy installation without the costly infrastructure



## Photovoltaic Farms

Waterbodies with large solar panels installed to harness clean energy from the sun. Much of the waterbody's surface is covered and blocked from the sun. This solar shading and surface flow restrictions will hinder photosynthesis and restrict necessary water movement that captures oxygen from the air. Adding a large mechanical mixer to increase oxygen transfer may also be difficult at such locations. The EMF 1000 can be fitted easily and improve the overall dissolved oxygen concentration.



## Industrial Influent and Effluent Treatment

Many industrial applications have an influent and effluent water stream which impact both upstream and downstream processes. In the absence of contaminations by heavy metals, volatile toxic chemicals and refractory chemicals, improving the oxygen concentration of the influent water could optimize downstream processes by improving process functions, reducing energy requirements, reducing maintenance, and reducing OPEX and CAPEX costs. Treating the effluent water ensures regulatory compliance and may make room for beneficial reuse of the remediated water.





# Aquaculture

Fish in aquaculture farms produce large amounts of biological waste in a relatively short amount of time. The waste accumulates at the bottom of the pond and turns into sludge, leading to issues with water quality and possibly impact fish health. Conventional solutions to removing the sludge involves either physical or chemical treatment of the site. The EMF 1000 promotes aerobic conditions that can digest organic sludge and biological waste in-situ.



## The Technology

[Device Characteristics\(/the-technology#device\)](#)

## Applications

[EMF 1000 Series\(/applications#emf1000\)](#)

[Ongoing Research\(/applications#research\)](#)

[Ongoing Development\(/applications#development\)](#)

## Global Offices

EM Fluids (Asia) Limited

Hong Kong

[info-asia@emfluids.com](mailto:info-asia@emfluids.com) (<mailto:info-asia@emfluids.com>)

Ecodan Technologies Ltd.

Tel Aviv, Israel

[moran@ecodan.co.il](mailto:moran@ecodan.co.il) (<mailto:moran@ecodan.co.il>)

## Authorized Representative

IEM

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## Corporate Headquarters

26

Ottawa, Canada

[info@emfluids.com](mailto:info@emfluids.com) (mailto:info@emfluids.com)

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