

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

- 1.0 CALL TO ORDER
- 2.0 APPROVAL OF AGENDA
- 3.0 APPROVAL OF MINUTES
 - 3.1 May 6th, 2026 Regular Council Meeting Minutes
 - 3.2 May 23rd, 2026 Special Council Meeting Minutes
- 4.0 PUBLIC SUBMISSIONS
- 5.0 BUSINESS ARISING
 - 5.1 Asset Management Policy
 - 5.2 Privacy Management Policy
 - 5.3 Access to Information Bylaw #2026-03
 - 5.4 Protection of Privacy Bylaw #2026-04
 - 5.5 Special Tax Bylaw #2026-05
 - 5.6 Newsletter to Residents
 - 5.7 Annual General Meeting (Open House)
 - 5.8 Lac Ste. Anne County – Home Support Agreement
 - 5.9 July Date for Council Meeting
- 6.0 DEVELOPMENT MATTERS
- 7.0 NEW BUSINESS
 - 7.1 CRASC Appointment
 - 7.2 Regional Water Infrastructure Funding Support
- 8.0 COMMITTEE REPORTS
- 9.0 CAO REPORT
 - 9.1 CAO Timesheet
- 10.0 RESPONSE TO DELEGATES
- 11.0 ADDITIONAL ITEMS
- 12.0 CORRESPONDENCE
- 13.0 IN CAMERA

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

3.1 May 6th, 2026 Regular Council Meeting Minutes

Recommendation:

That Council approve the May 6th, 2026 Regular Meeting minutes as attached.

Background:

The minutes have been circulated for review and are ready for approval.

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
May 6th, 2026 @ 5:15 p.m.

IN ATTENDANCE Mayor Lee Landsperg
Deputy Mayor Rodney Janz
Councillor Gwen Jones
CAO Jennifer Sunderman
Doug & Bonnie Godberson
Paul & Patricia Grimley
Fred Buss
John Hood
David Ritz
Colt Perry
Dave – via online
Mark Evans (X2) – via online
Michael – via online

1.0 CALL TO ORDER Mayor Landsperg called the meeting to order at 5:16 p.m.

2.0 APPROVAL OF AGENDA

Res. #2026-054 MOVED by Councillor Jones that the May 6th, 2026 Agenda be approved, with amendments.

Carried

3.0 APPROVAL OF MINUTES

3.1 – April 1st, 2026 Regular Council Meeting Minutes

Res. #2026-055 MOVED by Councillor Jones that Council approves the April 1st, 2026 Regular Council Meeting Minutes, as presented.

Carried

3.2 – April 25th, 2026 Special Council Meeting Minutes

Res. #2026-056 MOVED by Deputy Mayor Janz that Council approves the April 25th, 2026 Special Council Meeting Minutes, as presented.

Carried

4.0 PUBLIC SUBMISSION

5.0 BUSINESS ARISING

5.1 – Yellowhead Regional Library Rate Increase

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
May 6th, 2026 @ 5:15 p.m.

Res. #2026-057 MOVED by Deputy Mayor Janz be it resolved, that in accordance with resolution #2026-057 passed on May 6th the Summer Village of Sunset Point agrees to an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027.

Carried

5.2 – Crosswalk Sign Supports

Res. #2026-058 MOVED by Councillor Jones to move forward with the repairs on the bases and leave the crosswalk signs up all year round.

Carried

5.3 – Grass Cutting Contract

Res. #2026-059 MOVED by Mayor Landsperg to approve the grass cutting contract for the 2026 year.

Carried

5.4 – Volunteer Services vs. Liability

Res. #2026-060 MOVED by Mayor Landsperg to accept as information.

Carried

5.5 – Equity of Residents of Sunset Point

Res. #2026-061 MOVED by Mayor Landsperg to accept as information.

Carried

5.6 – Equalizing Mill Rate

Res. #2026-062 MOVED by Deputy Mayor Janz to have the church camp pay the same mill rate as the rest of Sunset Point.

Defeated

6.0 DEVELOPMENT MATTERS

6.1 – DP2026-03

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
May 6th, 2026 @ 5:15 p.m.

Res. #2026-063 MOVED by Mayor Landsberg to approve permit DP2026-03 with conditions.

Carried

7.0 NEW BUSINESS

7.1 – CPO1 Appointment

Res. #2026-064 MOVED by Mayor Landsberg that Council appoint Mr. Lucas Stacey as the Bylaw Enforcement Officer for the Summer Village of Sunset Point, effective May 6th, 2026.

Carried

7.2 – Letter to Residents

Res. #2026-065 MOVED by Mayor Landsberg that Council accept as information.

Carried

7.3 – Chief Administrative Officer (CAO) Bylaw

Res. #2026-066 MOVED by Councillor Jones that Council give first reading to Bylaw 2026-01, being the Chief Administrative Officer Bylaw.

Carried

Res. #2026-067 MOVED by Mayor Landsberg that Council give second reading to Bylaw 2026-01, being the Chief Administrative Officer Bylaw.

Carried

Res. #2026-068 MOVED by Councillor Jones that Council unanimously consent to proceed with third and final reading of Bylaw 2026-01 being the Chief Administrative Officer Bylaw.

Carried

Res. #2026-069 MOVED by Deputy Mayor Janz that Council give third and final reading to Bylaw 2026-01, being the Chief Administrative Officer Bylaw.

Carried

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
May 6th, 2026 @ 5:15 p.m.

7.4 – ATIA and POPA

Res. #2026-070 MOVED by Councillor Jones to direct administration to contact Wild Water to obtain licensing for ATIA and POPA for the sum of \$500.00.

Carried

8.0 COMMITTEE REPORTS

8.1 – Various Committee Reports

Res. #2026-071 MOVED by Councillor Jones that Council accepts for information.

Carried

9.0 CAO REPORT

9.1 – CAO Timesheet

Res. #2026-072 MOVED by Councillor Jones that Council accepts for information.

Carried

10.0 RESPONSE TO DELEGATES

11.0 ADDITIONAL ITEMS

11.1 – Alberta Day

Res. #2026-073 MOVED by Mayor Landsperg to direct administration to apply for a grant to have a BBQ at Klinkhammer Park on August 29, 2026 for Alberta Day.

Carried

12.0 CORRESPONDENCE

13.0 IN CAMERA

Res. #2026-074 MOVED by Councillor Jones to move into Camera at 7:13 p.m. due to privacy.

Carried

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
May 6th, 2026 @ 5:15 p.m.

13.1 – Chief Administrative Contract

Res. #2026-075 MOVED by Councillor Jones to move out of Camera at 7:40 p.m.

Carried

Res. #2026-076 MOVED by Mayor Landsperg to direct administration to schedule a Special Budget Meeting for May 23rd at 10:00 a.m. at the Sunset Point Office.

Carried

Res. #2026-077 Being that the agenda matters had been concluded the meeting was adjourned at 7:40 p.m. by Mayor Landsperg.

Carried

These minutes were approved this June 3rd, 2026.

Lee Landsperg, Mayor

Jennifer Sunderman, CAO

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

3.2 May 23rd, 2026 Special Council Meeting Minutes

Recommendation:

That Council approve the May 23rd, 2026 Special Meeting minutes as attached.

Background:

The minutes have been circulated for review and are ready for approval.

MINUTES
SUMMER VILLAGE OF SUNSET POINT
SPECIAL MEETING OF COUNCIL
May 23rd, 2026 @ 10:00 a.m.

IN ATTENDANCE Mayor Lee Landsperg
Deputy Mayor Rodney Janz
Councillor Gwen Jones
CAO Jennifer Sunderman
Crystal Landsberg
Paul & Patricia Grimley
Fay & Gary Fletcher
Marvin Schatz
John Hood
Cindy Tonn
Karmen Schmidt
Nelson Tonn
Tyler Stadnick
Cathy Farnell
Barb Crowley

1.0 CALL TO ORDER Mayor Landsperg called the meeting to order at 10:00 a.m.

2.0 APPROVAL OF AGENDA

Res. #2026-078 MOVED by Mayor Landsperg that the May 23rd, 2026 Agenda be approved, as presented.

Carried

3.0 BUDGET

3.1 – Second Recycling Bin to Lakeside Property for Christian Camp

Res. #2026-079 MOVED by Mayor Landsperg that Council approves the placement of a second recycle bin at the Sunset Point Christian Camp.

Tabled

3.2 – Canada Community Building Fund (CCBF) Grant

Res. #2026-080 MOVED by Councillor Jones to direct administration to apply for the Canada Community Building Fund Grant.

Carried

3.3 – 2026 Budget

MINUTES
SUMMER VILLAGE OF SUNSET POINT
SPECIAL MEETING OF COUNCIL
May 23rd, 2026 @ 10:00 a.m.

Res. #2026-081 MOVED by Mayor Landsperg that Council approve the 2026 Budget as presented.

Carried

3.3 – Tax Rate Bylaw 2026-02

Res. #2026-082 MOVED by Councillor Jones that Council give first reading to Bylaw 2026-02, being the Tax Rate Bylaw.

Carried

Res. #2026-083 MOVED by Mayor Landsperg that Council give second reading to Bylaw 2026-02, being the Tax Rate Bylaw.

Carried

Res. #2026-084 MOVED by Councillor Jones that Council unanimously consent to proceed with third and final reading of Bylaw 2026-02, being the Tax Rate Bylaw.

Carried

Res. #2026-085 MOVED by Deputy Mayor Janz that Council give third and final reading to Bylaw 2026-02, being the Tax Rate Bylaw.

Carried

Res. #2026-086 Being that the agenda matters had been concluded the meeting was adjourned at 10:48 a.m. by Mayor Landsperg.

Carried

These minutes were approved this June 3rd, 2026.

Lee Landsperg, Mayor

Jennifer Sunderman, CAO

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

5.1 Asset Management Policy

Recommendation:

Administration recommends Council approve Asset Management Policy.

Background:

Attached for Council's consideration is the Asset Management Policy. Previously Council gave direction for administration to retain Matthewson and Company jointly with the other twelve summer villages to help meet legislated asset management requirements, including assistance with funding applications where available. With an asset management plan in place, and working closely with Matthewson and Company the goal is to keep the community organized, compliant, and prepared for long-term planning.

Asset Management Policy

1. Purpose

The purpose of this policy is to establish a consistent and transparent framework for managing municipal assets in accordance with The Municipal Government Act (Alberta) and other applicable provincial legislation. The policy makes sure that the Village's assets are managed responsibly to provide safe, reliable, and affordable services to both permanent residents and the significant seasonal population that visits Sunset Point.

2. Scope

This policy applies to all municipal assets owned, operated, or managed by the Summer Village of Sunset Point, including but not limited to:

- **Land**
- **Land Improvements**
- **Vehicles**
- **Machinery & Equipment**
- **Buildings**
- **Engineered Structures**

Given the Village's limited staffing and financial capacity, asset management activities will be scaled appropriately to available resources.

3. Guiding Principles

- **Service Delivery:** Assets exist to support essential municipal services. Decisions will focus on maintaining realistic, affordable service levels aligned with community needs.
- **Lifecycle Approach:** Assets are managed from acquisition through operation, maintenance, renewal, and eventual disposal, to maximize useful life and minimize unexpected failures.
- **Financial Sustainability:** Asset decisions will balance affordability with risk and performance. Long-term planning will consider the Village's limited tax base, seasonal population fluctuations, and constrained operating budget.

- **Risk Management:** The Village prioritizes critical assets—such as wastewater infrastructure, roads, and drainage systems—to reduce risks to public safety, environmental protection, and service continuity.
- **Transparency & Accountability:** Council and administration make asset decisions openly, supported by clear documentation, reporting, and communication with residents.
- **Integration:** Asset management will be integrated with the Village’s strategic planning, budgeting, emergency planning, and regulatory obligations.

4. Roles & Responsibilities

Council:

- Approves this policy and sets strategic direction.
- Defines acceptable service levels in consultation with administration.
- Approves budgets, capital plans and long-term financial strategies.

Administration:

- Implements this policy and maintains the asset registry.
- Provides annual reporting on asset conditions, replacement values, risks, and service levels.
- Advises Council on priorities, funding needs and regulatory requirements.
- Ensures asset management practices are scaled to the Village’s staffing and financial capacity.

Staff:

- Operate and maintain assets in accordance with defined service levels.
- Report on asset condition, failures, and operational issues.
- Support data collection for the asset registry.

5. Service Levels

- Service levels are defined by Council, based on community expectations, affordability, and regulatory requirements.

- Service levels reflect the Village’s small size, limited staffing, and seasonal fluctuations in demand.
- Service levels are reviewed regularly and adjusted as needed.

6. Lifecycle & Financial Management

- Asset decisions consider total lifecycle costs, not just initial purchase price.
- Renewal and replacement planning are proactive to reduce service disruptions and emergency repairs.
- Financial planning includes reserves, grant opportunities, and long-term strategies to support asset renewal within the Village’s limited fiscal capacity.
- The Village will pursue partnerships and regional collaboration where beneficial and necessary.

7. Risk Management

- Risks to service delivery are identified, assessed, and managed.
- Critical assets—such as wastewater systems, drainage infrastructure, and key transportation routes—receive priority in renewal planning.
- The Village maintains compliance with all applicable provincial and federal regulations.
- Limited staff capacity is considered when assessing operational risks

8. Monitoring & Reporting

Administration provides annual reports to Council on:

- Asset condition and performance.
- Replacement values and funding needs.
- Progress on asset management implementation.
- Reports are used to inform budget and capital planning decisions.

9. Review Cycle

This policy will be reviewed every four years, or sooner if required by legislative changes or significant shifts in municipal Council and/or priorities.



Matthewson
& Co.

We Build Communities

OCTOBER 7TH, 2025


ASSET MANAGEMENT PROPOSAL



 www.smallplacesrock.com

 anna@smallplacesrock.com

 Matthewson & Co.

 306-575-8330

Prepared For:

Summer Villages of Lac
Ste. Anne County East

TABLE OF CONTENTS

1: About Matthewson & Co.

2-4: Matthewson & Co. Team

5-6: Matthewson & Co.'s Services

7-8: Proposal

9: Project Costs & Additional Information



ABOUT MATTHEWSON & CO.



Matthewson & Co. is a for-profit social enterprise founded by Lorri Matthewson, specializing in economic development support for small population communities—specifically those with fewer than 5,000 residents in Saskatchewan, Manitoba, and Alberta.

We understand that each community is unique, and so are its needs. Our services are tailored, affordable, and accessible. Whether you need us to attend a Council meeting in person or connect virtually, we're committed to meeting you where you are—literally and figuratively.

Lorri Matthewson began her career in economic development over two decades ago, working first as a community economic development officer and later as a grant writer. She saw firsthand the challenges small municipalities face in meeting expectations with limited resources—sparking the idea to start Matthewson & Co. (formerly Solomon Matthewson Consulting & The Sustainability Project).



In 2015, Lorri returned to school and earned her MBA in Community Economic Development from Cape Breton University in 2019. Since then, Matthewson & Co. has grown from a solo operation into a growing business with a small but mighty team. This growth reflects the increasing demand for our services in small communities across the Prairies.

THE MATTHEWSON & CO. TEAM



Lorri Matthewson

Owner, Founder & Facilitator

Lorri Matthewson started the company many years ago after acknowledging the gap between what municipal Councils are expected to provide and the resources available to provide them.

In 2019, Lorri graduated from Cape Breton University with her Masters in Community Economic Development and has a Certificate in Asset Management.

Lorri has skills and experience in all areas of this field, including live Council training, policy and bylaw development, asset management planning, and facilitation, to name a few.



Anna Beaulieu

Facilitator & Services Coordinator

Anna joined the team in 2020. She joined with minimal municipal experience but quickly caught on to concepts and now brings an added set of skills to the team.

Anna has a Diploma in Business (Management) and is working towards completing her Business Degree.

Anna is the grant writer, bringing in more than \$7,000,000 for municipal projects in 2023. She also helps manage those projects and complete the required reporting.

Anna is our Service Coordinator for webinars, contract opportunities, marketing, bursary inquiries, and most things in between.



Jennifer Beard

Executive Assistant, Boissevain

Jennifer Beard joined our team in February of 2025 as the Executive Assistant in our Boissevain office. Jennifer has extensive experience in the non-profit sector, including but not limited to managing several staff departments and organizing and executing tradeshow, fairs, and galas.

Jennifer comes to us with over 15 years of experience providing administrative support and 13 years of experience in program and event coordination.

We are eager to introduce Jennifer to the for-profit business sector and teach her all things municipal.

MATTHEWSON & CO.'S

SERVICES



Consider this list a starting point for discussion; we can customize many of our supports and offer a wide range of supports that are not included in this list.

Monthly Economic Development Support

Our process starts with a strategic planning session and a Quality-of-Life Survey to hear directly from residents. We use that input to build tailored recommendations and an implementation plan. From there, we work side-by-side with Administration and Council to put the plan into action, offering ongoing support for up to a year, with options to continue. This service includes grant writing support, community engagement and facilitation, plus free access to all our webinars.

Council Training

We offer fully customizable training tailored to your Council's unique needs, covering essential topics such as roles and responsibilities of Council and Administration, the role of the Ombudsman, legislative obligations, meeting procedures, confidentiality, bylaws, policies, and community engagement. Sessions are available in person or virtually, with evening options available upon request to accommodate busy schedules.

Code of Ethics Investigations

We offer unlimited third-party Code of Ethics investigations for one annual fee, ensuring every complaint is handled professionally, impartially, and with strict confidentiality. This service protects your municipality from ethical and legal risks while saving time for Administration and Council to focus on their core responsibilities. Each case is managed with care and diligence, and current subscribers receive priority service due to high demand.

MATTHEWSON & CO.'S SERVICES



Strategic Planning

We start with a strategic planning session to set your community's goals and direction, followed by a Quality-of-Life Survey to capture resident priorities. From marketing to data analysis, we handle the entire process. The results are used to develop clear recommendations and a practical implementation plan, with optional support available to help put the plan into action—based on your community's needs.

Project Management

We assist with funding applications to help get your project off the ground, support engineering procurement and coordination, and provide oversight to keep everything on track. From progress reports to documentation, we're here every step of the way. Our support is fully customized to meet your project's unique needs—with the goal of ensuring it runs smoothly, efficiently, and successfully.

Policy Development

We start by reviewing your existing policies to ensure they meet current legislative requirements. Outdated or non-compliant content is removed, and we draft any missing policies using best practices and applicable laws. Then, we organize everything into a customized, easy-to-use manual. The end result: a complete, up-to-date policy manual that's ready for Council adoption.

Asset Management

We provide support to help your community meet legislated asset management requirements, including assistance with funding applications where available. We facilitate and update your asset management plan, working closely with your team to ensure it's realistic, useful, and actionable. Our goal is to keep your community organized, compliant, and prepared for long-term planning.

PROJECT PROPOSAL



At Matthewson & Co., we follow a structured but practical approach to support municipalities in developing or enhancing their asset management systems. Our process is flexible to meet your community's unique needs while aligning with provincial and federal funding expectations.

This funding proposal is intended to include all 12 of the summer villages associated with the Summer Villages of Lac Ste. Anne County East., with the objective being to provide each Summer Village with an asset management policy, plan and implementation support intended to meet or exceed the expectations of the Alberta Legislation following the FCM's asset readiness guide as a starting point.

I: Data Collection & Review

We begin by gathering and reviewing key documents and data from each municipality, including:

- Tangible Capital Asset (TCA) registry
- Existing asset management plans or reports
- Maintenance logs and schedules
- Relevant municipal policies
- Assessments from engineering or other professionals

II: Asset Inventory & Evaluation

Using each TCA registry, we develop a spreadsheet that categorizes assets:

- Past their useful life
- Still within their useful life

The municipality evaluates the assets based on two additional criteria:

- Condition (as rated by municipal staff)
- Importance to municipal function

This helps establish clear priorities for future investment.



III: Customized Tracking Tools

We develop customized logs and tracking templates based on your operational needs. These tools make it easier to maintain, monitor, and update your asset information over time. Sharing information between your villages, and coming up with common templates supports a low cost asset management framework that allows each village to customize it based on their particular needs.

IV: 10-Year Capital Plan

We prepare a realistic and actionable 10-year capital plan that reflects your municipality's infrastructure priorities, funding capacity, and service delivery goals.

V: Asset Management Plan & Policy

Finally, we deliver a complete asset management plan that includes:

- A summary of your current assets and priorities
- A capital planning framework
- An Asset Management Policy and Implementation Policy to guide long-term decision-making
- Risk and risk management.



Asset Management Plan	\$7000.00
GST	\$350.00
Total	\$7350.00

This cost is based on the Summer Villages of Lac St. Anne, and is the same no matter how many villages within the region are on board.

Mileage and accommodations: Where necessary, mileage is billed at .45/km. If in-person meetings are required, accommodations will be billed at cost recovery to the municipality.

TERMS: 50% will be billed up front, with the remainder due upon completion of the plan. One village is expected to act as the treasurer for the rest.

if you have any questions, we are happy to answer them!

Warmest regards,

Lorri Matthewson, Owner

Assumptions:



To ensure the success and cost-efficiency of the shared plan (estimated at \$7,000 total, divided among 12 villages = approx. \$583 per village), the following conditions are recommended:

1. Adherence to Alberta Government's Asset Management Planning Process
 - Follow the Alberta Municipalities' guidelines for asset management planning, including lifecycle analysis, asset inventories, and risk-based decision-making. [www.abmunis.ca]
2. Alignment with FCM's Asset Management Readiness Scale
 - Each village must commit to progressing through the five competencies:
 - Policy & Governance
 - People & Leadership
 - Data & Information
 - Planning & Decision-Making
 - Contribution to Asset Management Practice [fcm.ca]
3. Collaborative Participation
 - Villages must actively participate in shared workshops, data collection, and decision-making processes.
4. Designation of a Single CAO or Project Lead
 - One CAO or designated lead will coordinate the process, ensuring consistency and accountability.
5. Commitment to Populate the Plan
 - Villages must provide existing asset data, participate in needs assessments, and contribute to the development of individualized components.
6. Agreement to Shared Cost Model
 - Each village agrees to contribute their portion of the \$7,000 cost.

Terms of Reference (ToR)

Shared Asset Management Plan – Summer Villages of Lac Ste. Anne

1. Purpose

To define the roles, responsibilities, and expectations of participating CAOs in the development and implementation of a collaborative asset management plan that supports individualized municipal needs while leveraging shared resources and expertise.

2. Objectives

- Develop a functional, scalable asset management plan aligned with:
- Alberta Government's Asset Management Planning Process
- Federation of Canadian Municipalities (FCM) Asset Management Readiness Scale
- Promote intermunicipal collaboration and cost-efficiency
- Ensure consistent data collection, reporting, and decision-making

3. Scope

This ToR applies to all CAOs representing the 12 Summer Villages participating in the shared asset management initiative.

4. Roles and Responsibilities

Lead CAO (Designated Coordinator)

- Serve as the primary liaison with the consultant and funding agencies
- Coordinate meetings, timelines, and deliverables
- Ensure consistent communication across villages
- Submit required documentation and reports

Participating CAOs

- Provide existing asset data and documentation
- Participate in workshops, training, and planning sessions
- Review and validate individualized components of the plan
- Support the implementation of asset management practices locally
- Ensure alignment with municipal council priorities

5. Governance and Decision-Making

- Decisions will be made by majority among participating CAOs
- The Lead CAO will facilitate discussions and escalate unresolved issues to the collective group
- Each CAO retains autonomy over their municipality's final asset management plan

6. Funding and Cost-Sharing

Total project cost: \$7,000, shared equally among 12 villages (\$583.33 per village)

Costs do not include engineering. or other reports.

Funding may be supplemented through:

- FCM's Municipal Asset Management Program (MAMP)
- Alberta's Local Government Fiscal Framework (LGFF)
- Each CAO is responsible for securing their municipality's contribution

7. Reporting and Accountability

- Progress reports will be shared monthly.

Final deliverables include:

- Shared asset management framework
- Individualized municipal asset management plans
- Recommendations for ongoing implementation and updates

8. Duration

This ToR is valid for the duration of the project, estimated at 6–9 months, unless extended by mutual agreement.

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

5.2 Privacy Management Policy

Recommendation:

Administration recommends Council approve Privacy Management Policy.

Background:

Attached for Council's consideration is the Privacy Management Policy. Organizations that collect, use, disclose, or retain personal information are required to implement appropriate privacy management practices to comply with legislation and relevant provincial privacy laws.

Summer Village of Sunset Point

**POLICY AND PROCEDURE MANUAL FOR COMPLIANCE WITH THE ACCESS TO
INFORMATION ACT AND PROTECTION OF PRIVACY ACT**

Effective Date: June 3, 2026

TABLE OF CONTENTS

INTRODUCTION	3
DEFINITIONS.....	3
PART I - ACCESS TO INFORMATION ACT	4
APPENDIX 1.1 – ATIA WEBSITE NOTICE	11
APPENDIX 1.2 – ATIA DELEGATION OF AUTHORITY TABLE.....	13
APPENDIX 1.3 – ACCESS TO INFORMATION ACT REQUEST TRACKING FORM.....	19
PART II - PROTECTION OF PRIVACY ACT AND PRIVACY MANAGEMENT PLAN (PMP)	26
APPENDIX 2.1 – POPA DELEGATION OF AUTHORITY TABLE	48
APPENDIX 2.2 - PRIVACY INCIDENT ASSESSMENT AND RESPONSE PROCEDURE.....	52
APPENDIX 2.3 - PRIVACY IMPACT ASSESSMENT	60
APPENDIX 2.4 - TEMPLATE CONTRACT TERMS FOR MUNICIPAL CONTRACTS	71
APPENDIX 2.5 – PERSONAL INFORMATION BANK DIRECTORY TEMPLATE	72
APPENDIX 2.6 – POPA WEBSITE NOTICE.....	73

INTRODUCTION

DEFINITIONS

1. In this Policy Manual, including its appendices, the following words or phrases have the following meanings:

- (1) "Access Request" means a formal request for access to records under the Access to Information Act;
- (2) "Access to Information Coordinator" or "ATIC" means the person within the Municipality who is responsible to manage requests for information under the ATIA, and who may be the same person as the Privacy Officer;
- (3) "Artificial Intelligence System" means a machine-based system that, for explicit or implicit objectives, infers from the input that it receives how to generate output such as content, predictions, recommendations or decisions, that can influence physical or virtual environments;
- (4) "ATIA" means the *Access to Information Act*, SA 2024, c A-1.4, as amended;
- (5) "Automated System" means any system, software, or process that uses computation as the whole or part of a system to determine outcomes, make or assist decisions, inform policy implementation, collect data or observations, or otherwise interact with individuals or other stakeholders, and may include, but are not limited to, systems derived from machine learning, statistics, other data processing, or artificial intelligence, but does not include passive computing infrastructure;
- (6) "CAO" means the Chief Administrative Officer of the Municipality;
- (7) "Commission" means Summer Village of Sunset Point;
- (8) "Commissioner" has the meaning given to it in POPA;
- (9) "Data Matching" has the meaning given to it in POPA;
- (10) "Head of the Public Body" has the meaning given to it in ATIA;
- (11) "High Sensitivity Information" has the meaning given to it in the Protection of Privacy (Ministerial) Regulation (Alta Reg 143/2025);
- (12) "IT" means Information Technology;
- (13) "Municipality" means Summer Village of Sunset Point;
- (14) "Non-Personal Data" has the meaning given to it in POPA;
- (15) "Personal Information" has the meaning given to it in POPA;

- (16) "Personal Information Bank" means a collection of Personal Information that is organized or retrievable by the name of an individual or by an identifying number, symbol, or other particular that is assigned to an individual;
- (17) "POPA" means the *Protection of Privacy Act, SA 2024, c P-28.5*, as amended;
- (18) "Privacy Breach" means an incident involving the loss of, unauthorized access to, or unauthorized disclosure of Personal Information in the custody or control of the Municipality where a reasonable person would consider that there exists a real risk of significant harm to an individual;
- (19) "Privacy Impact Assessment" has the meaning given to it in POPA;
- (20) "Privacy Management Plan" has the meaning given to it in POPA;
- (21) "Privacy Officer" means the person within the Municipality who is responsible for ensuring the Municipality's compliance with POPA; and
- (22) "Security Classification Levels" means the levels of security classification that the Municipality applies to data and information as outlined in this Policy and Procedure Manual.

PART I - ACCESS TO INFORMATION ACT

2. Access to Information Statement – General

- (1) ATIA allows individuals to request records or personal information that are held by municipalities or other public bodies. Any record that is in the possession of a public body may be subject to an access to information request.
- (2) The Municipality aims to be as transparent as possible regarding the information it holds and, as such, routinely discloses information deemed to be of public interest through various means, including:
 - (a) Publishing information on the Municipality's website;
 - (b) Publishing information in local newspapers;
 - (c) Publishing information through the Municipality's social media accounts; and
 - (d) Processing informal information requests received in-person, by telephone, through mail, or by email.
- (3) The Municipality encourages information access requests to be processed as outlined above when possible and will make every effort to ensure pro-active release and dissemination of information,

minimizing the need to request information through the formal ATIA request process.

- (4) Municipal administration is responsible for managing access requests made under ATIA.
- (5) Every reasonable effort shall be made to assist applicants. This means responding openly, accurately, and completely to requests for access to information.

3. Access to Information Statement – Website

- (1) A statement respecting the Municipality's Access to Information Policy shall be included on the Municipality's website. The current text for such statement is outlined at **Appendix 1.1**.

4. Head of the Municipality

- (1) The Head of the Municipality will be designated by Council by bylaw or resolution and will ordinarily be the CAO.
- (2) The CAO shall designate the ATIC.

5. Delegation of Authority

- (1) Delegation of specific authorities under ATIA is outlined in the Delegation Table at **Appendix 1.2**.
- (2) Notwithstanding the delegation of authorities at **Appendix 1.2**, the Head of the Municipality retains full authority to exercise any duty, power, or function, under ATIA at any time.

6. Access to Records Available without an Access Request

- (1) The following documents shall be available to the public without an Access Request:
 - (a) Any manual, handbook, guideline, or policy used by employees of the Commission in decision making processes that affect the public under ATIA;
 - (b) Bylaws;
 - (c) Assessment Roll;
 - (d) Personal Information Bank Directory;
 - (e) Statutory plans
 - (f) Redacted development permits;
 - (g) Board / Council Meeting Minutes;
 - (h) Meeting Agendas;

- (i) Approved budgets, financial plans, and audited financial statements;
- (j) Anything designated as Public;

7. How to Make an Access Request

(1) Personal Information Access Requests

- (a) Personal access requests are requests for access to records that contain Personal Information about the applicant, or about an individual that the applicant is authorized to represent (such as their lawyer, their Trustee, or an attorney under a power of attorney).
- (b) The Municipality employs a formal and documented process to authenticate the identity of individuals for the release of information. Specifically, this authentication process requires the Municipality to collect identifying information about the applicant to match with the information the Municipality holds on file. This will enable the Municipal staff to confirm that the applicant is who they say they are, and that they have the right to access the Personal Information requested.
- (c) There is some discretion in determining what identifying information is required to authenticate identity. The preferred method is with government issued photo identification being provided. However, where that is not possible other methods may be used including, without limitation, government issued documents that do not contain a photo, other personal records or documents, or the provision of a statutory declaration.

(2) General Access Requests.

- (a) A general access request is a request for access to records that are not the Personal Information of the applicant.

(3) Forms for Access Requests

- (a) Requests for access are to be submitted on the [standard request form](#).

(4) Fees for Access Requests

- (a) There is no fee for making a personal access request unless the cost of producing copies exceeds \$10.00.
- (b) For general access requests:

- (i) The request requires a \$25.00 applicant fee, and the processing of the request will not begin until that fee has been received.
 - (ii) Additional fees may also be required if the total fee for completing the request is estimated to be greater than \$150.00, in which case the applicant shall be notified and will be asked to pay a 50% deposit prior to processing.
 - (iii) When the request is completed, the applicant shall be notified of the total costs for processing and will be required to pay any balance due before the requested records are disclosed.
- (5) Requests for Fee Waivers:
- (a) Requests for fee waivers must be made in writing with substantiation for the based waiver being provided by the applicant. The request will be reviewed and considered based on whether/if¹:
 - (i) The applicant cannot afford the payment or for any other reason it is fair to excuse payment; or
 - (ii) The record relates to a matter of public interest, including the environment, or public health or safety.
 - (b) A written response will be provided to the applicant for a fee waiver within 30 business days after the receipt of the request for a fee waiver. That response will confirm the decision to grant or deny the request, the reasons for the decision, and that the applicant may request a review.

8. Access Request Processing Procedures

- (1) The procedure for processing access requests is as follows:
 - (a) Generally, the Municipality is required to respond within 30 business days of receiving the request. However, the Municipality will endeavor to respond to the request as soon as possible.
 - (b) The 30-day deadline may be approved for extension if, for example, a large volume of information is required, or if third party consultation is required prior to processing the request.

¹ See section 96 of ATIA.

- (c) The Municipality will ensure that the requested application is complete and the initial application fee has been provided, if required.
- (d) The Municipality will assess the request to determine the following:
 - (i) Whether the request is a personal access request or a general access request;
 - (ii) Whether the request is a continuing request;
 - (iii) Whether the required fee (if applicable) has been received from the applicant (further processing is not completed until the required fee is received);
 - (iv) Whether the requested information is in the custody or control of the Municipality (or whether the request needs to be transferred to another public body);
 - (v) Whether the request will result in total fees estimated to be greater than \$150.00, in which case a fee estimate will be completed, and the applicant will be asked to pay the 50% deposit;
 - (vi) Whether the request will require third party consultation (in which case the deadline for a response may be extended) (this step will be evaluated again once the applicable records have been located);
 - (vii) Whether the requested information is sufficiently clearly described by the applicant to determine the scope of the request (and if it is not sufficiently clearly described, clarification will be sought from the applicant);
 - (viii) Whether the request may be disregarded for any of the specified reasons in ATIA (such as unreasonable interference with operations, abuse of process, threatening, abusive or vexatious, lack of clarity despite efforts, overly broad or incomprehensible)²; and/or
 - (ix) Whether the request is for Data Derived from Personal Information or Non-Personal Data (which are **not** accessible through an access request).³

² See section (9) (a) – (e) of ATIA.

³ See paramountcy provisions in section 19(4) and 23(4) of POPA.

- (e) Once the application is complete, the necessary fee has been received, the Municipality will locate the documents or other records that are responsive to the request;
- (f) Once all the responsive documents or records have been located, the documents/records will be evaluated for the following:
 - (i) Whether any mandatory or discretionary exemptions apply to any of the information contained in the records;
 - (ii) Whether the request will require third party consultation (in which case the deadline for a response may be extended); and/or
 - (iii) Any other considerations applicable under ATIA or POPA.
- (g) Any questions arising from the evaluation of the records for exemptions should be directed to the Privacy Officer who may, if required, seek legal advice.
- (h) Once all documents /records have been evaluated for exemptions, and any third-party consultation has been completed, the documents will be prepared for release to the applicant. This means identifying any necessary redactions, and applying the necessary redactions.
- (i) Documents / records will be released to the applicant with a cover letter that includes a notice that if the applicant disagrees with a response received from the Municipality, or if they have a complaint about the Municipality's information management practices, they can request a review or file a complaint with the Office of the Information and Privacy Commissioner of Alberta (OIPC). It will also note that if the applicant is requesting a review, the request must be submitted to the OIPC within 60 days of a decision being made by the Municipality.

9. Document Management Procedures for Access Requests

- (1) The Municipality will maintain a separate file management system for requests under ATIA. This will include the following:
 - (a) Distinct physical and/or electronic records files for all requests, organized by ATIA request file number. These records will contain copies of all documents relating to the requests including all correspondence, a request process tracking sheet, and copies of all documents released to the applicant; and

- (b) A master ledger confirming the status of all ATIA requests, by file number.
- (2) The request tracking sheet template for each ATIA access request is attached at **Appendix 1.3.**

APPENDIX 1.1 – ATIA WEBSITE NOTICE

Access to Information Policy

General

The *Access to Information Act (ATIA)* allows applicants the right to access non-personal records held by the Municipality and personal records about an applicant, subject to certain exceptions.

Disclosure of all information in the Municipality's possession is subject to the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)*.

The Municipality is committed to responding to access for information requests in an open, accurate, and complete fashion. The Municipality is also committed to providing every reasonable effort to assist applicants.

Making Requests for Information

To request information, applicants must submit requests in writing using the access to information request form [link].

The Municipality has 30 business days to respond to initial ATIA requests. ATIA and/or the Office of the Information and Privacy Commissioner (OIPC) may permit additional time in some circumstances (for example, where third parties must be contacted or where a large volume of records have been requested).

All fees and response times follow the ATIA and its regulations.

Requesting General Information

If your request is for general information (i.e. not personal information about yourself):

- Ensure that you describe the information you are requesting in sufficient detail;
- Include file numbers and dates wherever possible;
- Sign the form;
- Provide the required \$25.00 application fee;
- Mail, email, or deliver in person to the Municipality's Access to Information Coordinator (ATIC); and
- Contact the Municipal office for payment options if you plan to email your request.

Processing of your request will begin when the application fee is received. If the total fee for completing your request is estimated to be greater than \$150.00, the

Municipality will contact you and you will be asked to pay a 50% deposit. If a deposit is required in these circumstances, the processing of your request will be suspended until the deposit is received.

Requesting Personal Information

If your request is for personal information about you:

- Ensure that you describe the information about yourself that you wish disclosed in sufficient detail;
- Includes any relevant dates, names, file number or other relevant information that will assist with your request;
- Sign the form;
- Mail, email, or deliver in person to the Municipality's Access to Information Coordinator (ATIC); and
- There is no fee for personal information unless the photocopying charges exceed \$10.00.

Note that you will be required to provide proof of your identity to the Municipality before records containing your personal information are provided to you.

Contacting the Office of the Information and Privacy Commissioner (OIPC)

If you are not satisfied with the Municipality's response to your request for information, you may contact the OIPC. Their website is:

<https://oipc.ab.ca/information-access-review/>

Contacting Us

If you have any questions or comments about the administration of the *Access to Information Act* or *Protection of Privacy Act*, please contact the Municipality's Access to Information Coordinator whose contact details are:

Name: _____

Phone: _____

Email: _____

APPENDIX 1.2 – ATIA DELEGATION OF AUTHORITY TABLE

Duty, power or function of Head	Section reference	Retained by Head of Public Body	Delegated to ATI Coordinator	Delegated to other person(s) (provide title(s) – specific or generic)
Right of Access				
Authority to declare request abandoned	10(1)		X	
Authority to grant continuing request	11(2)		X	
Duty to assist applicants	12(1)		X	
Duty to document decisions and actions respecting an access request	Regulation 5(4)		X	
Duty to provide access to a record	12(2)		X	
Authority to decide on content of response/ grant or refuse access	13, 14(1)	X		
Authority to refuse to confirm or deny the existence of a record	14(2)	X		
Authority to decide how access will be given	15 Regulation 6		X	
Authority to extend time limit	16(1), (2), (3), (9)	X		
Authority to transfer a request for access	17		X	
Authority to disregard requests	9	X		

Duty, power or function of Head	Section reference	Retained by Head of Public Body	Delegated to ATI Coordinator	Delegated to other person(s) (provide title(s) – specific or generic)
Exceptions				
Authority to withhold information harmful to business interests of a third party	19	X		
Authority to withhold information harmful to personal privacy	20	X		
Authority to withhold information harmful to individual or public health or safety	21 Regulation 8(1), (3), (5)	X		
Authority to withhold confidential evaluations	22	X		
Authority to withhold information harmful to law enforcement	23	X		
Authority to withhold information harmful to a workplace investigation	24	X		
Authority to withhold information that reveals the identity of a person who has requested advice or made a disclosure/ complaint pursuant to the <i>Public Interest Disclosure Act</i>	25	X		

Duty, power or function of Head	Section reference	Retained by Head of Public Body	Delegated to ATI Coordinator	Delegated to other person(s) (provide title(s) – specific or generic)
Authority to withhold information harmful to inter-governmental relations	26	X		
Authority to withhold Cabinet and Treasury Board confidences	27	X		
Authority to withhold local public body confidence	28	X		
Authority to withhold advice from officials	29	X		
Authority to withhold information/ records about audit by Chief Internal Auditor	29(3)	X		
Authority to withhold information harmful to economic interests of a public body	30	X		
Authority to withhold testing procedures, tests and audits	31	X		
Authority to withhold privileged information	32(1), (2)	X		

Duty, power or function of Head	Section reference	Retained by Head of Public Body	Delegated to ATI Coordinator	Delegated to other person(s) (provide title(s) – specific or generic)
Authority to withhold information harmful to conservation of heritage sites or endangered species	33	X		
Authority to withhold information that is or will be available to public	34		X	
Third Party Intervention				
Duty to give third party notice	35		X	
Authority to decide whether to give access to third party information	36(1)	X		
Duty to give notice of decision	36(4)–(6)		X	
Public Interest				
Authority to disclose information in the public interest	37(1)	X		
Duty to give notice to third party, Commissioner	37(3), (4)	X		
Reviews and Complaints				
Authority to ask the Commissioner for advice	49(1)	X		

Duty, power or function of Head	Section reference	Retained by Head of Public Body	Delegated to ATI Coordinator	Delegated to other person(s) (provide title(s) – specific or generic)
Authority to require Commissioner to examine original record on site	50(4)	X		
Authority to receive requests for review	59(1)		X	
Right to make representations to the Commissioner	71(3), (5)	X		
Duty to discharge burden of proof	63	X		
Duty to comply with Commissioner's Order	66	X		
General Provisions				
Allowing a guardian to exercise the rights or powers of a minor	86(1)(e)		X	
Authority to specify categories of records available without formal request and require a fee	90	X		
Duty to make manuals available	91		X	
Fees				
Authority to assess and collect fees	96		X	
Authority to waive fees	96(5)		X	

Duty, power or function of Head	Section reference	Retained by Head of Public Body	Delegated to ATI Coordinator	Delegated to other person(s) (provide title(s) – specific or generic)
Duty to give notice of decision to grant or refuse waiver request	96(6)	X		
Right of Access				
Establishing process for receiving access requests	2(a), (b)	X		
Assuring process for access is made public	Regulation 3(1)		X	

**APPENDIX 1.3 – ACCESS TO INFORMATION ACT REQUEST TRACKING
FORM**

**Access to Information Act
Request Tracking Form**

[Municipality]

ATIA File No:	
Date Request Received:	
Date Application Fee Received (if general request):	

PART 1 - TYPE OF APPLICATION (select applicable):

Personal Access Request General Access Request Continuing Request (select if applicable)

PART 2 – APPLICANT DETAILS

Applicant Name:	
Complete address:	
Telephone Number:	
Email:	

PART 3 – APPLICATION DETAILS

Description of Request:	
Is the request sufficiently clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No: Details re: clarification requested from Applicant (applicant to respond within 30 business days):

Method requested for review of documents?	<input type="checkbox"/> View only <input type="checkbox"/> Electronic copies <input type="checkbox"/> Printed Copies
Continuing Request Timeline (for up to 2 years)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Confirmation of end date:
Acknowledgment of receipt to applicant:	
Confirmation of Deadline to Provide Response (routine request – 30 business days)	

PART 4 – INITIAL APPLICATION REVIEW

Within custody or control of the Municipality?	<input type="checkbox"/> Yes <input type="checkbox"/> No If No: Details re: referral to other public body or correspondence to applicant (including dates) (note transfer request to be completed within 15 business days of receipt):
Cost to provide is estimated to be more than \$150.00?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> Fees estimate sent to Applicant Date: <input type="checkbox"/> 50% Deposit received from Applicant Date:
Request for Fee Waiver? Fee may be waived, on request from applicant, if satisfied that: <ul style="list-style-type: none"> • Applicant cannot afford the payment or for another reason it is fair to excuse payment; or • The record relates to a matter of public interest, including the environment, or public health or safety 	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> Assessment of Request Date: Fee waiver granted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Applicant advised of decision and reasons and that applicant may ask for review (required within 30 business days after receiving the request) Date:

<p>Is the request of the type that may be disregarded for any of the following reasons:</p> <p>Unreasonable interference with operations, abuse of process, abusive, threatening, vexatious, already provided, lack of clarity despite efforts, overly broad or incomprehensible</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p><input type="checkbox"/> Applicant advised of decision with reasons and that may ask for review (within 30 business days after request received or within 30 days after receiving the applicant's response to a request for clarification)</p> <p>Date:</p>
<p>Is the request for data derived from personal information or non-personal data?</p> <ul style="list-style-type: none"> • These are not accessible through an access request. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p><input type="checkbox"/> Applicant advised that information is not accessible through an access request applicant and that applicant may ask for review</p> <p>Date:</p>
<p>Abandoned Request for:</p> <ul style="list-style-type: none"> • Response to request for clarification not received within 30 business days; or • Applicant fails to provide the fee. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p><input type="checkbox"/> Applicant advised request abandoned and that applicant may ask for review</p> <p>Date:</p>
<p>Time Limit for Response Extended for up to 30 additional business days because of:</p> <ul style="list-style-type: none"> • Agreement of applicant; • Large number of records; • Time required to consult with a third party, another public body, or other entity; or • Multiple concurrent requests by same or related applicants. 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p><input type="checkbox"/> Applicant advised of time extension, the reasons, when a request can be expected, and that applicant may ask for review</p> <p>Date:</p>
<p>Time Limit for Response Extended for the necessary time because of:</p> <ul style="list-style-type: none"> • Considering giving access to specified records (s 19(1) or (2), or s. 20). 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes:</p> <p><input type="checkbox"/> Applicant advised of time extension and reasons and that applicant may ask for review</p>

	Date:
Time Limit for Response Extended for Emergency, Disaster or Unforeseen event that impacts operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> Commissioner advised of the emergency, disaster, or unforeseen event Date: <input type="checkbox"/> Commissioner advised when emergency, disaster, or unforeseen event has ended and normal operations have returned Date: <input type="checkbox"/> Applicant advised when normal operations have resumed, when a response may be expected, and that applicant may request a review Date:

PART 5 – RECORDS SEARCH

Search for Records Complete:	Date:	Time Required to Locate Records
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PART 6 – REVIEW OF RECORDS / ANALYSIS

Third Party Consultation Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Details re: referral to third party or correspondence to applicant (including dates) and response(s) received:
------------------------------------	--

Assessment for Mandatory Exemptions to Disclosure (select all applicable)	<input type="checkbox"/> Third Party Business Interests <input type="checkbox"/> Harmful to Personal Privacy <input type="checkbox"/> Cabinet / Treasury Board Confidences <input type="checkbox"/> Data Derived from Personal Information
Assessment for Discretionary Exemptions to Disclosure (select all applicable)	<input type="checkbox"/> Individual or Public Safety <input type="checkbox"/> Confidential Evaluations <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Workplace Investigations <input type="checkbox"/> Disclosure /Complaints <input type="checkbox"/> Inter-Governmental Relations <input type="checkbox"/> Local public body confidences <input type="checkbox"/> Advice from Officials <input type="checkbox"/> Economic or other interests <input type="checkbox"/> Testing procedures, tests and audits <input type="checkbox"/> Legal Privilege <input type="checkbox"/> Heritage Sites <input type="checkbox"/> Is or Will be available to Public

PART 7 – PREPARATION OF RECORDS FOR DISCLOSURE

IDENTIFICATION OF REDACTIONS:		
Preparation of records for redaction completed:	Date:	Time Required:
Creation of Table outlining planned redactions and authorities completed (Index of Records):	Date:	Time Required:
REVIEW OF DOCUMENTS BY AUTHORITY AND APPROVAL OF PLANNED DOCUMENT SEVERANCE:		
Authority / Delegated Authority review and approval of planned records / redactions completed:	Date:	Time Required:
Application of redactions completed:	Date:	Time Required:
Preparation of Paper copies (if applicable) completed:	Date:	Time Required: Printing / other costs:
Preparation of final disclosure package, including covering correspondence, to applicant, and final fees for provision of records for review by authority:	Date:	Time Required: Printing / other costs:
APPROVAL OF DISCLOSURE PACKAGE:		
Authority / Delegated Authority approves disclosure package and fees:	Date:	

PART 8 – COLLECTION OF ADDITIONAL FEES (IF APPLICABLE)

Finalizing fees for provision of records and provision of invoice to applicant:	Date:
Receipt of payment from applicant:	Date:

PART 9 – RELEASE OF DISCLOSURE PACKAGE TO APPLICANT

Provision of records (or access to records) to applicant:	Date:
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PART 10 – POST-DISCLOSURE FILE MONITORING

TRACKING ANY REQUEST FOR REVIEW:	
Confirmation of date for receipt of any request for review by OIPC:	Deadline Date:
Request for review Received by deadline:	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Details re: follow up correspondence with applicant and OIPC.
MONITORING A CONTINUING REQUEST:	
Notes re: periodic review for the requirement for response to a continuing request: (complete the necessary sections above to this form as required for documents relating to a continuing request)	
Correspondence to applicant confirming end of time for continuing request:	Date:
Request for review Received by deadline (end of continuing request):	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Details re: follow up correspondence with applicant and OIPC.

PART 11 – FILE CLOSING

Review of file for closing:	Date: Notes (if any):
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Signature of Authorized Representative:	
Date file Closed:	Date:

PART II - PROTECTION OF PRIVACY ACT AND PRIVACY MANAGEMENT PLAN (PMP)

1. Privacy Policy Statement – General

- (1) The Municipality recognizes the importance of protecting the privacy and confidentiality of Personal Information. The collection, use, and disclosure of Personal Information by the Municipality is governed by POPA.

2. Purpose of the Privacy Management Plan

- (1) The purpose of this PMP is to ensure that the Municipality complies with POPA, and demonstrates accountability for the protection of the personal information in its custody or control. This plan establishes the structured framework for the collection, use, disclosure, retention, safeguarding, and disposal of Personal Information. It also addresses how the Municipality responds to requests to correct Personal Information, and to respond to Privacy Breaches and complaints. Lastly, this plan outlines the methods used to manage associated risk.

3. Authority

- (1) This PMP is developed in accordance with:
 - (a) POPA and its regulations;
 - (b) Applicable directives and guidelines issued by the OIPC; and
 - (c) Other relevant legislation or regulations governing municipal operations.

4. Scope

- (1) This PMP applies to:
 - (a) All Personal Information collected, used, disclosed, retained, or disposed of by the Municipality;
 - (b) All municipal departments, boards, committees subject to POPA; and
 - (c) All municipal employees, elected officials, contractors, service providers and others acting on behalf of the Municipality.

5. Governance and Accountability

- (1) Council is responsible for:
 - (a) Providing overall guidance and oversight for privacy compliance;

- (b) Approving privacy-related policies, including this PMP;
 - (c) Designating the Head of the Public Body under POPA and ATIA by bylaw or resolution; and
 - (d) Designating the Privacy Officer by bylaw or resolution.
- (2) The CAO is responsible for:
- (a) Overall municipal compliance with POPA; and
 - (b) Ensuring that adequate resources are allocated to privacy management.
- (3) The Privacy Officer is responsible for:
- (a) Being the designated Municipal employee responsible for the Municipality's compliance with POPA.
 - (b) To ensure compliance with POPA, the Privacy Officer will, without limitation:
 - (i) Be responsible for the development, implementation, and maintenance of the PMP;
 - (ii) Ensure that the tasks and responsibilities set out in the PMP are incorporated into organizational structure;
 - (iii) Establish and implement program controls;
 - (iv) Coordinate with other appropriate persons responsible for related disciplines and functions within the Municipality;
 - (v) Be responsible for the ongoing assessment and revision of program controls to ensure their effectiveness;
 - (vi) Oversee day to day operations of POPA;
 - (vii) Design and monitor training for staff;
 - (viii) Lead, or otherwise supervise, investigations into privacy incidents and assessments of the associated harm;
 - (ix) Report to senior leadership on compliance with POPA and any privacy risks and mitigation strategies;
 - (x) Represent the Municipality in the event of a complaint investigation by the OIPC;
 - (xi) Advocate privacy within the Municipality; and
 - (xii) Maintain comprehensive documentation of all privacy incidents, including documentation of the Municipality's

investigations and actions further to the Municipality's Privacy Incident Assessment and Response Procedure.

- (4) All municipal employees, officials, and agents are responsible for:
 - (a) Complying with POPA, municipal privacy policies, and this PMP;
 - (b) Protecting Personal Information, data derived from Personal Information, and non-personal data accessed in the course of their duties;
 - (c) Completing any required training;
 - (d) Reporting suspected or actual Privacy Breaches immediately; and
 - (e) Cooperating with any investigation process respecting a suspected or actual Privacy Breach.
- (5) Delegation of specific authorities under POPA is outlined in the Delegation Table at **Appendix 2.1**.
- (6) Notwithstanding the delegation of authorities at **Appendix 2.1**, the Head of the Municipality retains full authority to exercise any duty, power, or function, under POPA at any time.

6. Collection and Use of Personal Information

- (1) Collection.
 - (a) The Municipality collects Personal Information only when it is directly related to and necessary for the administration of municipal programs, services or activities.
 - (b) Wherever possible, and unless otherwise permitted under POPA, the Municipality will collect Personal Information directly from the individual to whom it relates and will provide notice of the purpose for which the information is being collected.
 - (c) The Municipality will provide a collection notice at the time of collecting Personal Information. This will ordinarily be in writing on the form that is used to collect the information. However, it may be provided verbally such as during a telephone call or during an in-person conversation.
 - (d) The default collection notice is as follows, but this may be adapted to account for the specifics of any particular form or circumstance:

The personal information collected in this form is collected under the authority of the Protection of Privacy

Act and the Municipal Government Act, and is used for the purposes of administering municipal programs and services. If you have questions about the collection of this information, contact the Municipality's Privacy Officer, [Name], at [Telephone], or [Email].

- (e) If, at the time of collection, the Municipality intends to input Personal Information into an Automated System to generate content or make decisions, recommendations, or predictions, this needs to be specified in the collection notice. The template collection notice where automated systems will be used is as follows, but may be adapted to account for the specifics of the particular form or circumstance:

The personal information collected in this form is collected under the authority of the Protection of Privacy Act and the Municipal Government Act and is used for the purposes of administering municipal programs and services. It will be entered into an automated system to [describe use such as to generate content or to make decisions, recommendations or predictions]. If you have questions about the collection of this information, contact the Municipality's Privacy Officer, [Name], at [Telephone], or [Email].

(2) Consent to the Collection, Use and Disclosure of Personal Information.

- (a) General. The Municipality may obtain consent to the collection, use, or disclosure of Personal Information from individuals by written, oral, and electronic means.
- (b) Written Consent. Written consent may be obtained through forms, applications, agreements, or other documents or correspondence signed by the individual giving the consent.
- (c) Oral Consent.
- (i) Oral consent may be obtained in person or by telephone in accordance with this policy provided that the individual providing the consent communicates agreement to providing oral consent.
- (ii) Oral consent may be obtained where the information being collected, used or disclosed, is of a non-sensitive nature. For the purposes of this policy, non-sensitive Personal Information means personal information about an individual that, if disclosed without authorization would not

normally result in significant harm, distress, or risk to the individual. This type of information is typically required for routine municipal services, communication and administrative functions.

- (iii) Examples of non-sensitive Personal Information in the normal course of operations includes basic contact information, service-related information (such as garbage requests), participation and engagement information, or routine communication such as relating to requests for information or services.
 - (iv) Where oral consent is obtained, the person receiving the consent must either make a written record such consent including the date, method, and substance of the oral consent, or have an audio recording created to document the consent.
- (d) Electronic Consent. Electronic consent may be obtained through email, online forms, or other electronic systems where the individual's consent is clearly expressed through an affirmative action (such as selecting an "I agree" option or submitting information electronically), or by the use of an electronic signature consistent with the requirements of the *Electronic Transactions Act*, in all cases where an audit trail can be maintained or obtained of the electronic system used.
- (3) Use. Personal Information will be used only for the purposes for which it was collected, or for a use consistent with those purposes.
 - (4) Disclosure. Disclosure of Personal Information to third parties will occur only where permitted or required by law.
 - (5) Safeguarding. The Municipality is committed to maintaining appropriate physical, technical, and administrative safeguards to protect Personal Information against loss, unauthorized access, collection, use, disclosure or modification. Access to Personal Information is limited to authorized municipal employees, officials, or agents who require such access to carry out their duties.
 - (6) Accountability. The Municipality remains accountable for compliance with applicable privacy laws. However, privacy should be seen as more than that. Privacy should be seen in terms of improving processes, stakeholder relationship management, and reputation.

7. Data Matching and Data Derived from Personal Information

- (1) Data Matching. This means linking Personal Information between two or more databases or other electronic sources of information.
- (2) Data Derived from Personal Information. This means data from Personal Information created by Data Matching and which identifies any individual whose Personal Information was used in the Data Matching. Here, the Personal Information in the data must still be identifiable.
- (3) The following applies to Data Matching and Data Derived from Personal Information:
 - (a) Collection. Under POPA⁴, the Municipality may not collect Personal Information directly from an individual for the purposes of Data Matching. The Municipality may only carry out Data Matching activities with Personal Information it collects from another public body, or information that it already has under its custody or control.
 - (b) Use. Since the authority to conduct Data Matching is prescribed by POPA⁵, the Municipality may only conduct Data Matching for permitted purposes. The permitted purposes are:
 - (i) Research and Analysis. Here, research means systemic investigation and analysis or study of materials or sources to establish facts or to verify theories. Analysis means the process of examining and interpreting collected information to identify patterns, relationships and trends and may include breaking data down into smaller parts, assessing findings, and drawing conclusions;
 - (ii) Service Delivery. This means planning, administering, delivering, managing, monitoring, or evaluating a Municipal program or service; and
 - (iii) Other prescribed purposes allowed by regulation⁶.
 - (c) Disclosure. Unless an exemption exists under POPA⁷, Data Derived from Personal Information may not be disclosed. This includes in response to a formal access for information request under ATIA. The exemptions under POPA for disclosure are the following:

⁴ See section 17(3) of POPA.

⁵ See section 17(1) of POPA.

⁶ There are currently no other prescribed purposes.

⁷ See section 19(1) of POPA.

- (i) Disclosure back to another public body that originally provided Personal Information if that public body requires it for the purpose it was created;
 - (ii) Disclosure to the Office of Statistics and Information under the *Office of Statistics and Information Act*.
- (d) Retention and Destruction. It is important that this data be destroyed or changed into data that no longer identifies an individual as soon as is practical to protect it from unauthorized access, use or disclosure. Given this, the Municipality will destroy Data Derived from Personal Information, or will transform such data into Non-Personal Data, once the original purpose has been fulfilled⁸.
- (e) Protection. The Municipality will carry out any Data Matching activities in accordance with the security protocols outlined in this policy and procedure manual.

8. Non-Personal Data

- (1) Non-Personal Data means data, including Data Derived from Personal Information, that has been generated, modified, or anonymized so that it does not identify any individual, and includes synthetic data and any other type of non-personal data that is identified in the regulations under POPA⁹.
- (2) Creation.
- (a) The Municipality may only create Non-Personal Data for purposes prescribed in POPA¹⁰, as follows:
 - (i) For research and analysis;
 - (ii) For planning, administering, delivering, managing, or evaluating a program or service; or
 - (iii) For one or more purposes prescribed by regulation¹¹.
 - (b) The Municipality may only use Personal Information or Data Derived from Personal Information if it is already in the custody or control of the Municipality. For certainty, this means that the Municipality cannot collect Personal Information from another

⁸ See section 18(2) of POPA.

⁹ See section 1(n) of POPA.

¹⁰ See section 21(1) of POPA.

¹¹ There are currently no other prescribed reasons.

public body to create Non-Personal Data unless it is an authorized collection.

- (c) Non-Personal Data must be created in accordance with¹²:
 - (i) Generally accepted best practices; and
 - (ii) Requirements prescribed by regulation¹³ including the establishment of a data quality assurance process that verifies and reviews the effectiveness of the methods used, ensures methods used can be replicated for auditing purposes, identifies and accounts for potential bias in the data, and ensures the accuracy and completeness of the data if it is to be used to inform decisions.
- (3) Non-Personal Data Record. The Municipality will use appropriate measures to ensure that the Personal Information and/or data that is used to create the Non-Personal Data is protected and will maintain a record which confirms:
 - (a) The description of the Personal Information and/or data to be used;
 - (b) The purpose of the creation of the data;
 - (c) The method(s) used to de-identify the Personal Information or data;
 - (d) The steps taken to ensure that the identify of any individuals who are the subject of the Non-Personal Data cannot be re-identified from the data; and
 - (e) Any requirements prescribed by regulation.
- (4) Conditions Precedent to the Use or Disclosure of Non-Personal Data. Before use or disclosure of Non-Personal Data, the Municipality will conduct an assessment that¹⁴:
 - (a) Ensures, to the extent possible, that the identity of any individual who is the subject of the Non-Personal Data cannot be identified or re-identified;
 - (b) Identifies the Security Classification Level of the created Non-Personal Data; and

¹² See section 21(3) of POPIA.

¹³ See section 5(1) of the Protection of Privacy (Ministerial) Regulation.

¹⁴ See section 5(2) of the Protection of Privacy (Ministerial) Regulation.

- (c) Identifies the level of risk of re-identification and the security measures in place to reduce that risk.
- (5) Use. The Municipality may use Non-Personal Data for any purpose.
- (6) Disclosure of Non-Personal Data. The Municipality will only disclose Non-Personal Data as follows:
- (a) The Municipality may disclose Non-Personal Data to another public body¹⁵;
 - (b) The Municipality may disclose a report, summary, or other publication that contains Non-Personal Data that is in aggregate or statistical form¹⁶; and
 - (c) The Municipality may disclose Non-Personal Data to a person other than another public body if all the following requirements are met¹⁷:
 - (i) The data is disclosed for the purpose of research and analysis (as defined above), for the purpose of planning, administering, delivering, managing, monitoring, or evaluating a municipal program or service, or for another purpose prescribed by the regulations;
 - (ii) The Head of the Public Body has approved conditions related to the security and confidentiality, limitations on re-identifications, and subsequent use or disclosure;
 - (iii) The Head of the Public Body has approved conditions related to the destruction of the data; and
 - (iv) The approved conditions are documented in any agreement in writing.
 - (d) Conditions for Security and Confidentiality. Approved conditions relating to the security and confidentiality of the Non-Personal Data to be incorporated into a written agreement should be specific to the particular project and include any policies or procedures that the Municipality considers relevant. However, the conditions should include the following:
 - (i) The names of the individuals who will be given access to the data;

¹⁵ See section 23(1)(a) of POPA.

¹⁶ See section 23(3) of POPA.

¹⁷ See section 23(1)(b) of POPA.

- (ii) The requirement to adhere to the conditions contained in the agreement;
- (iii) The data will be kept in a secure location;
- (iv) The security classification(s) applicable to the data;
- (v) The administrative, technical, and physical safeguards that must be used to protect the data;
- (vi) Any audit procedures required to be performed in respect of the security and confidentiality measures, and how these will be made available to the Municipality for review;
- (vii) Prohibition on actual or attempted re-identification of the Non-Personal Data;
- (viii) Prohibition on the use or disclosure of the data without the express written consent of the Municipality;
- (ix) That the failure to comply with the required conditions may result in the cancellation of the agreement and could result in liability for charges under section 60(1) of POPA; and
- (x) Any other requirements unique to the particular project.

9. Security Classification System

- (1) The Municipality employs a security classification system. This is a structured framework used to categorize documents or data based on the sensitivity of the information contained and the level of protection required. By applying consistent classification rules, the Municipality can reduce the risk of unauthorized access or disclosure. It also assists employees in understanding their responsibilities when handling information.

10. Security Classification Levels

- (1) The Municipality uses the following security classification levels:

Classification Level	Description	Example of Risk Impacts
Public	Applies to information assets that will not result in injury to individuals, governments, public bodies, or private sector institutions or entities and where financial loss will be insignificant	<ul style="list-style-type: none"> • No or minimal impact • No or minimal inconvenience if not available • No or minimal impact if lost or altered
Protected A	Applies to information assets that, if compromised, could cause injury to an individual, organization, government, or public body.	<ul style="list-style-type: none"> • Unfair competitive advantage • Disruption to business if not available or accessible

Classification Level	Description	Example of Risk Impacts
Protected B	Applies to information assets that, if compromised, could cause serious injury to an individual, organization, government, or public body. **Data Derived from Personal Information shall be classified as Protected B unless the specific data warrants a higher classification, in which case Protected C will apply.	<ul style="list-style-type: none"> • Reputational impacts • Loss of competitive advantage • Loss of confidence in a municipal or official program • Loss of privacy • Loss of trade secrets or intellectual property • Loss of opportunity • Financial Loss
Protected C	Applies to information assets that, if compromised, could cause grave injury to an individual, organization, government, or public body.	<ul style="list-style-type: none"> • Loss of life • Loss of public safety • Significant financial loss • Compromise of legal system • Compromise of protected confidences • Destruction of partnerships and relationships • Significant damage

11. Storage and Access to Information

(1) The Municipality employs the following storage and access protocols based on the security classification level, as follows:

Classification Level	Storing Print / hard Media	Storing Digital Files	Access Restrictions
Public	<ul style="list-style-type: none"> • No special storage requirements 	<ul style="list-style-type: none"> • No special storage requirements • Regular back-ups to ensure availability and integrity • Cloud storage in Canada 	<ul style="list-style-type: none"> • Can be made open to the public, and all employees, contractors, and agents • Can be published but not have to be if it is of no value to the public • Determination to publish material is made by the CAO
Protected A	<ul style="list-style-type: none"> • Secure location (e.g. locked office, locked file room) 	<ul style="list-style-type: none"> • All media under physical and/or logical access based on authorization • Cloud storage in Canada 	<ul style="list-style-type: none"> • Authorized access on a "need to know" based for business or duties related purpose

Classification Level	Storing Print / hard Media	Storing Digital Files	Access Restrictions
		<ul style="list-style-type: none"> • Server or network managed or monitored internally or with a third-party IT provider with an appropriate contract in place • Encryption 	<ul style="list-style-type: none"> • Password authentication required • Multi-factor authentication
Protected B	<ul style="list-style-type: none"> • Secure location with restricted access • Clean desk policy (desks are to be kept tidy and free of sensitive information when not in use and at the end of the day) 	<ul style="list-style-type: none"> • All media under physical and/or logical access based on authorization • Secure electronic device policy (securing electronic devices when not in use, logging out or turning off at the end of the day) • Cloud storage in Canada • Server or network managed or monitored internally or with a third-party IT provider with an appropriate contract in place • Encryption 	<ul style="list-style-type: none"> • Limited to individuals in a specific function, group or role • Password authentication required • Multi-factor authentication
Protected C	<ul style="list-style-type: none"> • Stored in a highly secure zone with access tracking • Clean desk policy • Audit trail for access points 	<ul style="list-style-type: none"> • All media under physical and/or logical access control of restricted zone • Secure electronic device policy • Cloud storage in Canada • Server or network managed or monitored internally or with a third-party IT provider with an appropriate contract in place • Encryption 	<ul style="list-style-type: none"> • Limited to named individuals / positions • Password authentication required • Multi-factor authentication

Classification Level	Storing Print / hard Media	Storing Digital Files	Access Restrictions

12. Accuracy and Retention

- (1) Accuracy. Where an individual's Personal Information will be used by the Municipality to make a decision that directly affects the individual, including a decision made using an automated system, the Municipality will make every reasonable effort to ensure that the information is accurate and complete¹⁸.
- (2) Retention. The Municipality shall manage its records in a consistent, secure and legally compliant manner to ensure that municipal records are retained for appropriate periods in accordance with operational needs, legislative requirements, and best practices.
- (3) This retention policy applies to all records created, received, or maintained by the Municipality regardless of format including, without limitation, paper records, electronic records, emails and other digital information.
- (4) Records shall be retained and disposed of in a manner that:
 - (a) Supports efficient municipal operations;
 - (b) Protects the legal and financial interests of the Municipality;
 - (c) Preserves records of historical or archival value; and
 - (d) Complies with applicable Alberta legislation.
- (5) If the Municipality has passed a bylaw regarding the destruction of records and documents in the Municipality¹⁹, the bylaw and the retention schedule outlined in that bylaw govern. For certainty, the following applies with respect to the destruction of records where such a bylaw authorizing destruction of records exists:
 - (a) No record shall be destroyed unless it meets the requirements of the bylaw-approved retention schedule, an assessment has been completed to ascertain the value of retaining the record for any of the criteria above, and the record has been authorized for destruction.

¹⁸ See section 6(a) of POPA.

¹⁹ See section. 214 of the MGA.

- (b) Records that have reached the end of the applicable retention period shall be reviewed for destruction. All records that are approved for destruction shall be destroyed in such a manner as to ensure confidentiality and prevent reconstruction.
 - (c) Destruction shall be completed in the presence of a witness. A record of destruction shall be maintained identifying the type of records destroyed, the date of destruction, the method used, and the names and signatures of the official completing the destruction and the witness.
- (6) Where Personal Information has been provided by an individual that is used to make a decision that directly affects the individual, the Municipality must retain that Personal Information for at least one year after using it to permit the individual an opportunity to obtain access to it.

13. Privacy Breaches

- (1) Privacy incidents may result in significant harm to individuals, organizations and public bodies. The Municipality shall take appropriate steps to respond to privacy incidents.
- (2) Generally, the Municipality's response to a privacy incident will involve six steps, as follows:
 - (a) Containment;
 - (b) Initial Reporting;
 - (c) Investigation and evaluation of risk;
 - (d) Notification;
 - (e) Additional measures; and
 - (f) Prevention.
- (3) The detailed procedure for responding to a privacy incident is outlined at **Appendix 3.2.**

14. Privacy Impact Assessment (PIA) Policy

- (1) A PIA is required when there is a new, or a substantial change to an existing, administrative practice, program project, or service that will involve the collection, use, or disclosure of Personal Information where one of the circumstances under the Protection of Privacy Ministerial Regulation 143/2025 applies.
- (2) The current circumstances under the regulations are as follows:

- (a) The loss of, unauthorized access to, or unauthorized disclosure of, the Personal Information could result in significant harm;
- (b) One or more of the factors requiring the submission of a PIA to the OIPC apply, being:
 - (i) A practice, program, project or service will collect, use or disclose Personal information deemed to be of high sensitivity;
 - (ii) A practice, program, project or service will involve Personal Information of a significant percentage of the population the Municipality serves;
 - (iii) A practice, program, project or service will involve data matching between 2 or more public bodies;
 - (iv) A practice, program, project or service is part of a common or integrated program or service;
 - (v) A practice, program, project or service involves the development or use of innovative technology; and
 - (vi) The OIPC requests a copy of a privacy impact assessment.
- (3) Given the above, the Municipality will consider whether a PIA is required when a practice program, project, or service:
 - (a) Involves new or significantly changed collection, use, or disclosure of Personal Information;
 - (b) Introduces new information systems or technologies;
 - (c) Shares personal information with external organizations and/or service providers;
 - (d) Involves surveillance, monitoring, or tracking technologies;
 - (e) Involves sensitive Personal Information; or
 - (f) Poses a potential risk of privacy harm.
- (4) If any one or more of the above apply, the Privacy Officer must be consulted to determine whether a PIA is required.
- (5) If a PIA is required, the PIA shall be completed using the template at **Appendix 2.3** unless a different format is mandated by the OIPC.
- (6) If the Municipality is making a substantial change to an existing administrative practice, program, project, or service, and the Municipality has previously completed a PIA relating to that practice,

program, project, or service, the existing PIA may be amended to account for the changes to the practice, program, project, or service.

- (7) The Municipality will submit the PIA to the OIPC if required (as outlined above). If the PIA relates to an agreement relating to the practice, program, project, or service, the portions of the applicable agreement relating to the protection of privacy must be submitted with the PIA. The Privacy Officer is the point of contact for submitting a PIA to the OIPC.

15. Requests to Correct Personal Information

- (1) Section 7 of POPIA outlines the rights and limitations of an individual to request a correction of their Personal Information held by the Municipality.
- (2) For certainty, the right is to **ASK** for a correction, not the right to have the correction made.
- (3) The Municipality will accept requests to correct personal information informally if the request relates to a simple matter that can be easily verified and addressed expeditiously. Examples of common requests of this type include change of phone number or change of address.
- (4) Where the request is not simple or it is not practical or expeditious to address a request informally, the Municipality will require that the request is made in writing using the [Correction of Personal Information Form](#).
- (5) On receipt of a completed Correction of Personal Information Form, the following process applies:
 - (a) The request will be reviewed to determine if the request relates to correction of Personal Information (which can be corrected) or an opinion (which there is no entitlement to correct).
 - (b) The request will be reviewed to determine if the request relates to the correction of information in the custody of, or originating from, another public body. In this case, the Municipality may transfer that request to the originating public body and inform the requesting individual accordingly.
 - (c) The request will be reviewed to assess whether appropriate and sufficient proof of the error has been provided, which must be of the same nature and quality as when the original collection took place.

- (d) The request will be reviewed for whether there is a dispute respecting the facts in question, in which case the information will not be corrected.
 - (e) The request will be reviewed to assess whether making a correction is both pertinent to the subject matter and significant in its content.
 - (f) The request will be reviewed to assess whether it is necessary to inform other public bodies, groups of persons, persons, or organizations that have received the individual's Personal Information. Notification is required if the Personal Information has been shared in the year prior to the request for correction.
 - (g) The request will be reviewed to assess whether it relates to an opinion, which will not be corrected (although an individual can request that their views about that opinion be added to the record for other readers to consider).
- (6) If sufficient documentation has been provided to substantiate the requested correction, the request did not need to be transferred to another public body, there are no facts in dispute, the correction is pertinent and significant in content, third party notification is not required, and the matter does not relate to an opinion, the correction will ordinarily be made. Making such a correction means the following:
- (a) All records containing the Personal Information must be corrected with an annotation of the date of the correction, with such annotation to extend to records in information systems.
 - (b) The annotation should be dated and signed, or otherwise recorded electronically for electronic records.
 - (c) If necessary, a linking mechanism may be employed when Personal Information is stored on a medium that is difficult to update.
- (7) If the Municipality is not satisfied with the proof presented to substantiate the correction, the Municipality will not make the correction but will annotate or link the information presented to the original information.
- (8) If the Municipality determines that the request relates to opinion and not facts, the Municipality will not make the requested correction but will annotate or link the requesting individual's views to the record.

- (9) If third party notification is required, such notification should be completed within 30 business days unless the correction is not material, or the individual making the request agrees in writing.
- (10) If the Municipality receives notification of a correction to the Personal Information of an individual from another public body, the Municipality will update its records accordingly.
- (11) The Municipality will give written notice to the requesting individual of whether the correction has been made or not, and whether an annotation or linkage has been made, within 30 business days of receiving the request. If the request has been refused, the notice to the requesting individual will include notice that the OIPC has the power to review the decision.

16. Complaints

- (1) The Municipality is committed to ensuring that all privacy complaints received are handled promptly, fairly, and in compliance with POPA.
- (2) The process for handling complaints outlined in this section relate both to complaints about how a complainant's personal information was collected, used or disclosed and to complaints about the Municipality's general practices and/or compliance with POPA.
- (3) Privacy-related complaints may be received verbally or in writing and shall be forwarded to the Privacy Officer. Every effort will be made to obtain a mail or email address for the complainant so that an acknowledgment of the complaint and response to the complaint can be provided in writing.
- (4) The Municipality will acknowledge receipt of the complaint in writing as soon as reasonably practicable.
- (5) The Privacy Officer will conduct a timely investigation into the complaint, which may include reviewing relevant records, interviewing staff, and assessing compliance with POPA and municipal policies. Employees shall cooperate fully with the investigation.
- (6) Upon completion of the investigation, the Municipality will:
 - (a) Inform the complainant of the outcome, subject to any confidentiality requirements, within 30 business days of receipt of the complaint. The response to the complainant shall also provide the information necessary to seek a review of the response to the complaint by the OIPC;

- (b) Take appropriate corrective action where a privacy breach or non-compliance has been identified (see the section in this PMP regarding response to privacy incidents); and
 - (c) Implement measures to prevent similar incidents in the future, including training or procedural changes.
- (7) All privacy complaints and related investigation records will be documented and retained in accordance with the Municipality's records retention policy.
- (8) The Municipality will not tolerate retaliation against an individual who, in good faith, raises a privacy concern or participates in a privacy investigation.

17. Automated Systems and Artificial Intelligence

- (1) General. The Municipality is committed to being transparent, responsible, and ethical with respect to any use of Automated Systems and Artificial Intelligence Systems.
- (2) In addition to all legislated requirements, the Municipality will consider the following principles with respect to Automated Systems and Artificial Intelligence:
- (a) Ethics and Mitigation of Bias. The Municipality will actively consider ethical issues applicable to these systems and will assess and take steps to mitigate the effects of bias wherever possible.
 - (b) Trust. The Municipality will communicate about its use of these systems, and the methodology behind them, in a fully transparent manner.
 - (c) Human Responsibility. The Municipality will ensure personal accountability for all outputs, outcomes, and solutions from these systems.
- (3) Security and Technical Safeguards. The Municipality will employ the Security and Technical Safeguards associated with the Security Classification Systems identified in this PMP.

18. Training Requirements for Employees

- (1) All new employees shall be provided with training respecting privacy and data security appropriate to their role and responsibilities. This shall be a mandatory portion of new employee orientation.
- (2) All employees shall participate in at least one session of privacy and data security training annually.

- (3) The Privacy Officer shall curate, coordinate, and implement all training for employees.
- (4) Completion of the required orientation and annual training shall be documented on employee personnel files.

19. Training Requirements for Contractors, Volunteers or other Individuals providing services to the Municipality

- (1) Contractors, volunteers, or other individuals providing services to the Municipality may be required to participate in privacy training where appropriate.
- (2) The Privacy Officer shall curate, coordinate, and implement all training for contractors, volunteers or other individuals providing services to the Municipality.
- (3) The Privacy Officer shall keep records of all such training.

20. Contract Requirements for Contractors and Third-Party Service Providers

- (1) All contractors and service providers engaged by the Municipality are required to protect Personal Information and maintain records in accordance with POPA and with the Municipality's document and records management policies.
- (2) All municipal contracts must include provisions requiring contractors to:
 - (a) Comply with all applicable privacy legislation and regulations;
 - (b) Protect Personal Information and confidential municipal records from unauthorized access, use, disclosure, or loss;
 - (c) Implement administrative, technical and physical safeguards consistent with municipal policies and recognized best practices;
 - (d) Restrict access to municipal information to authorized personnel only;
 - (e) Participate in any privacy training required by the Municipality; and
 - (f) Immediately report any actual or suspected privacy breach or security incident to the Municipality's Privacy Officer.
- (3) Template language for inclusion in municipal contracts is attached at **Appendix 2.4.**

- (4) The Municipality will monitor contractor compliance and may take appropriate action, including contract termination, where a contractor fails to meet privacy requirements.

21. Personal Information Banks

- (1) The Municipality must publish a directory, in printed or electronic form, that lists the Municipality's Personal Information Banks²⁰.
- (2) The Municipality's directory shall include the following information in respect of all such Personal Information Banks:
 - (a) The title and location of the Personal Information Bank;
 - (b) A description of the kind of Personal Information and the categories of individuals whose personal information is included;
 - (c) The authority for collecting the Personal Information; and
 - (d) The purposes for which the Personal Information was collected or compiled and the purposes for which it is used or disclosed.
- (3) The template for the format of such directory is at **Appendix 2.5**.

22. Periodic Review of the Privacy Management Program

- (1) This PMP shall be reviewed every three years.
- (2) The Privacy Officer shall lead the periodic review and shall provide a written report respecting the effectiveness of the program, any newly identified risks or trends affecting privacy, and recommending any changes to the program for Council approval.
- (3) The Privacy Officer may conduct or supervise reviews or portions of the PMP more regularly to evaluate its effectiveness. Such reviews may include, but are not limited to:
 - (a) Review of security measures such as passwords, multi-factor authentication processes, encryption measures, access controls or similar measures;
 - (b) Performing internal and external security assessments; and
 - (c) Penetration testing or other vulnerability assessments.

23. Access to the Privacy Management Program by the Public

- (1) The Municipality will make the Municipality's PMP available to the public on request. The Municipality may withhold any technical information (such as security-related information) contained in the PMP

²⁰ See section 57(2) of POPA.

that could compromise the security of Personal Information within the Municipality's custody or control.

- (2) The Municipality will provide a copy of the PMP or provide instructions as to where to access a copy (such as, if applicable, on the Municipality's website) within 30 business days of the request.

24. Privacy Policy Statement – Website

- (1) A statement respecting the Municipality's Privacy Policy, including specific policies respecting the website itself shall be included on the Municipality's website. The current text for such statement is outlined at **Appendix 2.6.**

APPENDIX 2.1 – POPA DELEGATION OF AUTHORITY TABLE

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Privacy Officer	Delegated to other person(s) (provide title(s) – specific or generic)
Collection, Correction, Protection of Personal Information				
Authority to set aside collection requirements	5(3), (4)	X		
Authority to decide on requests for correction of personal information	7(1)		X	
Duty to correct, annotate or link personal information, duty to notify previous recipients	7(3), (4)		X	
Duty to give notice to individual requesting correction	7(7)		X	
Authority to transfer a request for correction	8		X	
Duty to ensure protection of personal information by making reasonable security arrangements	10(1) Regulation (MIN) 2, 3	X		
Duty to notify the affected individual when there exists a significant risk of harm	10(2) Regulation (MIN) 4	X		
Duty to ensure protection of data derived from personal information	20	X		
Duty to ensure protection of data derived from non-personal data	24	X		

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Privacy Officer	Delegated to other person(s) (provide title(s) – specific or generic)
Use and Disclosure of Personal Information				
Establishing rules for electronic consent	Regulation 2(4)(a)		X	
Establishing rules for oral consent	Regulation 2(5)(a)		X	
Authority to disclose to guardian of a minor	54(1)(e)		X	
Authority to disclose to relative or adult interdependent partner of deceased individual	13(1)(s)		X	
Authority to disclose to avert imminent danger to health or safety	13(1)(cc) Regulation 1(1)(b)	X		
Authority to approve conditions for disclosure for research and statistical purposes and for administration of research agreements	15	X		
Reviews and Complaints				
Authority to ask the Commissioner for advice	28(1)	X		
Authority to require Commissioner to examine original record on site	29(4)	X		
Right to make representations to the Commissioner	41(6),(8)	X		
Duty to comply with Commissioner's	44	X		

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Privacy Officer	Delegated to other person(s) (provide title(s) – specific or generic)
Order				
General Provisions				
Duty to publish a directory of the body's personal information banks and keep it current	57(2), (5)		X	
Duty to record uses or disclosures of personal information not included in directory	57(4)		X	
Collection, Accuracy and Retention of Personal Information				
Establishing controls over the collection, use and disclosure of personal information	2(a)	X		
Authorizing routine correction of personal information	2(b)			X (name positions - reception, administrative assistant, tax clerk, etc.)
Ensuring authorized purpose of collection	4	X		
Assuring proper collection and notification	5		X	
Assuring accuracy of personal information	6(a)		X	

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Privacy Officer	Delegated to other person(s) (provide title(s) – specific or generic)
Applying retention standards	6(b)	X		
Use and Disclosure of Personal Information				
Assuring appropriate uses	12	X		
Assuring appropriate purposes of data matching	17	X		
Assuring appropriate uses of data derived from personal information	18	X		
Assuring appropriate purposes of disclosure of data derived from personal information	19	X		
Assuring appropriate purposes for creation of non-personal data	21 Regulation (MIN) 5(1)	X		
Assuring appropriate use and disclosure of non-personal data	22, 23 Regulation (MIN) 5(2)	X		

APPENDIX 2.2 - PRIVACY INCIDENT ASSESSMENT AND RESPONSE PROCEDURE

The Municipality's Privacy Incident Assessment and Response Procedure is based on the following framework:



1. Step 1 – Containment. As soon as an incident is identified, limiting the extent and impact of the incident is a priority.

- (1) Municipal employees shall notify their supervisor immediately and take necessary actions to immediately contain and document the details of the incident.
- (2) Common types of incidents and containment practices are outlined below:

Potential Incident	Potential Containment Actions
Misdirected email to wrong person / unintended recipient	<ul style="list-style-type: none"> • Request an email recall (if function is available) • Where a group email includes an unintended recipient, remove the recipient, resend email

Potential Incident	Potential Containment Actions
	<ul style="list-style-type: none"> to staff with request to delete and not respond to the original email Contact unintended recipient, advising information was sent in error and requesting them to delete the email (double delete, to include deleting from trash). Confirm information was not read and no copies were made
Documents mailed or otherwise sent to the wrong party	<ul style="list-style-type: none"> Contact unintended recipient and request records be returned or destroyed
Municipal employee uploads documents for one client or party into the wrong file	<ul style="list-style-type: none"> Restrict access or delete the information from the uploaded information Review to confirm the correct personal information is placed on the correct file Contact the unintended recipient and request them to delete it at their end (if possible) Confirm no copies of the information were made or retained
A Municipal employee's laptop or cell phone is lost or stolen	<ul style="list-style-type: none"> Contact the appropriate team (IT, for example) to request device be remotely wiped and request confirmation that if any attempts at log-in were made after last known use Contact law enforcement to report theft
A Municipal employee accesses third party personal information (such as family members, friends, neighbours, etc.) on a municipal database or file system	<ul style="list-style-type: none"> Restrict access to the files Restrict access for the employee to any information
Potential inadvertent destruction of personal information records	<ul style="list-style-type: none"> Confirm and investigate missing records Determine if missing records were inadvertently destroyed Assess any potential back-up files

(3) Other municipal areas or departments that need to be involved to assist with containment should be identified and contacted. This could include system administrators, IT service providers, etc.

2. Step 2 – Initial Reporting. Timely reporting of a privacy incident is critical to ensure prompt containment and a thorough investigation. The following is required:

- (1) Report the incident to the Municipality's Privacy Officer, with all relevant details. If it is not clear whether the situation actually reflects a privacy incident, it still must be reported so that this determination can be made.
- (2) Contact the appropriate team or department if the incident involves an IT system (for example, the IT service provider or system administrator).

- (3) If the privacy incident involves suspected theft or other criminal activity, contact the appropriate police agency.
- (4) If there is uncertainty as to the parties to be contacted, contact the Privacy Officer.
- (5) If the privacy incident could result in a claim against the Municipality for which an insurance claim might be made, or the Municipality has insurance which provides services related to privacy breaches, consider notifying the Municipality's insurer after consultation with legal counsel.

3. Step 3 – Investigation and Evaluation of Risk. It is critical that the incident be thoroughly investigated to assess the risk involved in the incident.

- (1) The Privacy Officer is the lead unless determined otherwise.
- (2) The Privacy Officer must consider whether legal counsel should be consulted.
- (3) The Privacy Officer (and/or legal counsel) should:
 - (a) Gather all relevant information to determine the nature and extent of the incident.
 - (b) Evaluate whether the incident meets the threshold for a real risk of significant harm to an individual (in accordance with section 10(2) of POPA) and prepare an analysis of the harm assessment. This involves the factors outlined in section 4(1) and 4(2) of the Protection of Privacy (Ministerial Regulation). Generally, these include:
 - (i) Actual or potential misuse of the Personal Information;
 - (ii) Whether the loss of or unauthorized access or disclosure of Personal Information occurred because of a malicious intent;
 - (iii) The sensitivity of the Personal Information; and
 - (iv) The mitigation measures taken or other factors that reduce the risk of significant harm, with "significant harm" including bodily harm, humiliation, damage to reputation or relationships, loss of employment, business or professional opportunities, identity theft, negative effects on insurability or credit record, damages to or loss of property, or other legal harm or financial loss.

- (c) If other relevant factors exist that are not outlined in the regulations, they should also be considered in the assessment. These may include such factors as:
 - (i) The number and type of individuals impacted;
 - (ii) The safeguards in place when the incident occurred; and
 - (iii) The type of unauthorized recipient and the relationship between the recipient and the impacted individual(s).
- (d) Refer to current OIPC guidance or fact sheets to assist with the risk assessment (<https://oipc.ab.ca/breach-notification/#public-bodies-popa>)
- (e) Assess whether to contact the OIPC office for assistance with determining risk, which they may do on a case-by-case basis.
- (f) Provide the Municipality with recommendations for the next steps including:
 - (i) Notification requirements;
 - (ii) Additional mitigation measures; and
 - (iii) Preventative measures to prevent recurrence or future incidents.

4. Step 4 – Notification. The results of the investigation and harm assessment completed in Step 3 will determine whether notification is mandatory under POPA.

- (1) If it is determined that the privacy incident **MEETS** the threshold of “real risk of significant harm”, including where the incident involves data derived from Personal Information, then the following applies:
 - (a) The Municipality is required to give notice to:
 - (i) The impacted individual(s);
 - (ii) The Commissioner; and
 - (iii) The Minister responsible for POPA.²¹
 - (b) Advice from the Privacy Officer and/or Municipal Legal Counsel should be obtained prior to giving the notices outlined further in this section.
 - (c) Written notice shall be given without unreasonable delay by one of the authorized methods listed in section 53 of POPA, being:

²¹ Currently the Minister of Technology and Information

- (i) By sending it to that person by prepaid mail to their last known address;
 - (ii) By personal service;
 - (iii) By substitutional service if so authorized by the Commissioner;
 - (iv) By fax; or
 - (v) By electronic form other than fax if that person's contact information for that electronic form is publicly available or has been provided by that person.
- (d) The Written notice to an individual must contain all the following information:
- (i) The Municipality's name;
 - (ii) A description of the circumstances of the loss of, unauthorized access to, or unauthorized disclosure of the Personal Information;
 - (iii) The date on which or period during which the loss or unauthorized access or disclosure occurred, or is thought to have occurred;
 - (iv) The date on which the loss or the unauthorized access or disclosure was discovered;
 - (v) A general description of the type of Personal Information that was lost or that was the subject of the unauthorized access or disclosure;
 - (vi) A description of the steps the Municipality has taken to reduce the risk of harm to individuals as a result of the loss, unauthorized access to, or unauthorized disclosure of Personal Information;
 - (vii) The contact information for the Municipal representative who can respond, on behalf of the Municipality, to questions, who will normally be the Privacy Officer;
 - (viii) Notice of the individual's right to request a review by the Commissioner under section 37 of POPA; and
 - (ix) Any other information the Municipality considers relevant.
- (e) The written notice to the Commissioner must contain all the following information (see their forms for notice purposes at: <https://oipc.ab.ca/breach-notification/#public-bodies-popa>):

- (i) The Municipality's name;
- (ii) A description of the circumstances of the loss of, unauthorized access to, or unauthorized disclosure of the Personal Information;
- (iii) The date on which or period during which the loss or unauthorized access or disclosure occurred, or is thought to have occurred;
- (iv) The date on which the loss or unauthorized access or disclosure was discovered;
- (v) The manner in which the loss or the unauthorized access or disclosure was discovered and, if applicable, the physical location of the loss or the unauthorized access or disclosure;
- (vi) The date on which or period during which the loss or the unauthorized access or disclosure ended or is thought to have ended;
- (vii) A general description of the type of Personal Information that was lost or that was the subject of the unauthorized access or disclosure;
- (viii) A general description of the Municipality's assessment of the risk of harm to individuals resulting from the loss of, unauthorized access to, or unauthorized disclosure of Personal Information;
- (ix) The number of, or an estimate of the number of, individuals for whom there is a real risk of significant harm as a result of the loss of, unauthorized access to, or unauthorized disclosure of Personal Information;
- (x) A description of the steps the Municipality has taken to reduce the risk of harm to individuals as a result of the loss, unauthorized access to, or unauthorized disclosure of Personal Information;
- (xi) A description of measures the Municipality has taken to prevent a similar loss of, unauthorized access to, or unauthorized disclosure of Personal Information;
- (xii) An example of the notice provided by the Municipality to the individual(s) for whom there exists a real risk of significant harm;

- (xiii) Contact Information for the Municipal representative who can respond on behalf of the Municipality to questions from the Commissioner; and
 - (xiv) Any other information the Municipality considers relevant.
- (f) The written notice to the Minister must contain all the following information:
- (i) The Municipality's name;
 - (ii) A description of the circumstances of the loss of, unauthorized access to, or unauthorized disclosure of the Personal Information;
 - (iii) The date on which or period during which the loss or unauthorized access or disclosure occurred, or is thought to have occurred;
 - (iv) The date on which the loss or unauthorized access or disclosure was discovered;
 - (v) A general description of the type of Personal Information that was lost or that was the subject of the unauthorized access or disclosure;
 - (vi) The number of, or an estimate of the number of, individuals for whom there is a real risk of significant harm as a result of the loss of, unauthorized access to, or unauthorized disclosure of Personal Information;
 - (vii) Any other information the Municipality considers relevant.
- (2) If it is determined that the privacy incident **DOES NOT MEET** the threshold of "real risk of significant harm" then the following applies:
- (a) The Municipality is not required to notify the impacted individual(s) but may still choose to notify the impacted individual(s) as a best practice which promotes transparency, accountability, and further minimization of harm that an incident may cause.
 - (b) The Municipality is not required to notify the Commissioner or the Minister. However, the Municipality may voluntarily report to the Commissioner.
 - (c) In determining whether or not to notify, advice from the Privacy Officer and Municipal legal counsel should be sought.

- (d) If notice is given voluntarily, the content of the notice should align with the content required for mandatory notice.

5. Step 5 – Additional Measures

- (1) Additional measures may be appropriate depending on the nature of the incident. The advice of the Privacy Officer and/or Municipal legal counsel should be sought in this respect.
- (2) Examples of additional measures that the Municipality could consider include, without limitation, the following:
 - (a) Providing credit monitoring services;
 - (b) Providing identity theft protection services;
 - (c) Providing guidance on protective actions that could be taken; and
 - (d) Providing ongoing updates.

6. Step 6 – Prevention

- (1) After the investigation into an incident has occurred, the Municipality will evaluate and take measures to minimize the risk of similar privacy incidents from occurring.
- (2) Without limitation, the following will be considered after any incident:
 - (a) Whether policies or procedures need to be revised;
 - (b) Whether security safeguards should be improved;
 - (c) Whether additional training is required for staff or others; and
 - (d) Whether the incident reflects any kind of trend or change in privacy risk assessment.
- (3) The Municipality will keep records of all privacy incidents. The Privacy Officer shall maintain these records.

APPENDIX 2.3 - PRIVACY IMPACT ASSESSMENT

PART 1: GENERAL INFORMATION

PIA file number: _____

Initiative title:	
Municipality:	
Department or Group:	
Your name and title:	
Your work phone:	
Your email:	
Initiative Lead name and title:	
Initiative Lead phone:	
Initiative Lead email:	
Privacy Officer:	
Privacy Officer phone:	
Privacy Officer email:	

General information about the PIA:

<p>If this PIA is required to be completed under section 7(5) of the Protection of Privacy (Ministerial) Regulation (Alberta Regulation 143/2005), you must submit this PIA to the Office of the Information and Privacy Commissioner. If the PIA relates to an agreement relating to the practice, program, project or service, the portions of the agreement must be submitted with the PIA.</p>
Related PIAs, if any:

1. What is the initiative (the practice, program, project, or service)?

Describe your initiative in enough detail that a reader who knows nothing about your work will understand the purpose of your initiative and who your partners and other stakeholders are. Describe what you're doing, how it works, who is involved and when or how long your initiative runs. Confirm the purpose of the collection, use, or disclosure of personal information (or the change to the existing practice, program, project, or service)

2. What is the scope of the PIA?

Your initiative might be part of a larger one or might be rolled out in phases. What part of the initiative is covered by this PIA? What is out of scope of this PIA?

3. What are the types of information that will be collected, used or disclosed in this initiative?

Please list all the elements of information or data that you might collect, use, store, disclose or access as part of your initiative. If your initiative involves large quantities of information or datasets, you can list categories or other groupings of personal information in a table below or in an appendix.

3.1 Did you list personal information in question 3?

Personal information is any recorded information about an identifiable individual, other than business contact information. Personal information includes information that can be used to identify an individual through association or reference.

Type "yes" or "no" to indicate your response.

- If yes, go to [Part 2](#)
- If no, answer [question 4](#) and submit questions 1 to 4 to your Privacy Officer. You do not need to complete the rest of the PIA template.

4. How will you reduce the risk of unintentionally collecting personal information?

Some initiatives that do not require personal information are at risk of collecting personal information inadvertently, which could result in an information incident.

--

PART 2: COLLECTION, USE AND DISCLOSURE

This section will help you identify the legal authority for collecting, using and disclosing personal information, and confirm that all personal information elements are necessary for the purpose of the initiative.

5. Collection, use and disclosure

Use column 2 to identify whether the action in column 1 is a collection, use or disclosure of personal information. Use columns 3 and 4 to identify the legal authority you have for the collection, use or disclosure.

Use this column to describe the way personal information moves through your initiative step by step as if you were explaining it to someone who does not know about your initiative.	Collection, use or disclosure	POPA, MGA, or other authority	Other legal authority
Step 1:			
Step 2:			
Step 3:			
Step 4:			

Use this column to describe the way personal information moves through your initiative step by step as if you were explaining it to someone who does not know about your initiative.	Collection, use or disclosure	POPA, MGA, or other authority	Other legal authority

Optional: Insert a drawing or flow diagram here or in an appendix if you think it will help to explain how each different part is connected.

6. Collection Notice

If you are collecting personal information directly from an individual the information is about, you must provide a collection notice (except in limited circumstances).

A sample collection notice follows:

Personal information is collected under the authority of the Protection of Privacy Act and the Municipal Government Act, and is used for the purposes of administering municipal programs and services. If you have questions about the collection of this information, contact the Municipality’s Privacy Officer, [Name], at [Telephone], or [Email].

Write your collection notice below. You can also attach the notice as an appendix.

PART 3: ASSESSMENT OF PRIVACY RISKS AND MITIGATION

STRATEGIES

The purpose of this section is to assess the privacy risks associated with the initiative and to outline the mitigation strategies that will be used to address those risks.

7. Outline the privacy risks associated with this initiative and their mitigation strategies in the table below

Use this column to describe the identified privacy risks for Personal Information	Mitigation Strategies
Risk 1:	
Risk 2:	
Risk 3:	
Risk 4:	

PART 4: SAFEGUARDS IN PLACE TO PROTECT PERSONAL INFORMATION

The purpose of this section is to outline the administrative, physical or technical safeguards that will be in place to protect the personal information, including how the personal information will be securely transmitted, matched or linked by the Municipality.

Administrative safeguards are a policy, procedure or practice to manage the Municipality's conduct that protects the privacy of personal information, data derived from personal information, and non-personal data. **Physical safeguards** are a measure to protect the Municipality's physical assets, including electronic information systems from natural and environmental hazards and unauthorized

intrusion. **Technical safeguards** are measures to protect the Municipality’s electronic information and access to it.

8. Does your initiative involve digital tools, databases or information systems?

Type “yes” or “no” to indicate your response.

- If yes, work with your Privacy Officer to determine whether you need a security assessment to ensure the initiative meets the reasonable security requirements of section 10(1) of POPA.

If you have had a security assessment completed that relates to the initiative, you may wish to attach that assessment to this PIA as an appendix.

9. Outline safeguards in the chart below

Type of Safeguard	Description
Administrative Safeguards (Ex: policies, training, role-based access, internal controls, etc.)	
Physical Safeguards (Ex: restricted access offices, visitor procedures, alarm systems, access logs, privacy screens, locked rooms or cabinets, etc.)	
Technical Safeguards (Ex. User IDs, multi-factor authentication, firewalls, encryption, system access logs, VPNs, password standards, etc.)	

Type of Safeguard	Description
Transmission, Matching and Linking. (Special Notes on how personal information will be securely transmitted, matched or linked by the Municipality (if applicable)).	
Other	

PART 5: ACCURACY, CORRECTION AND RETENTION PROCEDURES

The purpose of this part is to describe the accuracy, correction, and retention procedures that will be implemented to ensure the personal information is accurate and complete.

10. Describe the accuracy, correction, and retention procedures in the table below?

Issue	Procedures to be implemented
Accuracy	
Correction	
Retention	

Issue	Procedures to be implemented

PART 6: GOVERNANCE STRUCTURE WHERE 2 OR MORE PUBLIC BODIES ARE ENGAGING IN A COMMON OR INTEGRATED PROGRAM

Complete this part if 2 or more public bodies are engaging in a common or integrated program or service or if the Municipality is collecting personal information from another public body for the purpose of carrying out data matching. "Data matching" means linking personal information between 2 or more databases or other electronic sources of information.

11. Provide a description of the governance structure that confirms the responsibilities and accountability of each public body?

Item	Description
Governance Structure	
Responsibilities and Accountability for Public Body 1	
Responsibilities and Accountability for Public Body 2	
Other Details	

PART 6: OTHER RELEVANT DETAILS

- 12. Provide any other relevant details respecting the Initiative not covered in the sections above.**

Issue	Comments / Details

PART 7: SIGNATURES

You have completed a PIA. Submit the PIA to your Privacy Officer for review and comment, and then have the PIA signed by those responsible for the initiative.

Privacy Officer Comments

Issue	Comments

Privacy Officer Signatures

This PIA is based on a review of the material provided to the Privacy Officer as of the date below.

Role	Name	Electronic signature	Date signed
Privacy Officer / Privacy Office Representative			

Initiative Lead Signatures

This PIA accurately documents the data elements and information flow at the time of signing. If there are any changes to the overall initiative, including to the way personal information is collected, used, stored or disclosed, the program area will engage with their Privacy Officer and if necessary, complete a PIA update.

Initiative Lead Comments:

Issue	Comments

Role	Name	Electronic signature	Date signed
Initiative lead			
Program/Department Manager			
Contact Responsible for Systems Maintenance and/or Security Only required if they have been involved in the PIA			
Head of public body, or designate (if required)			

APPENDIX 2.4 - TEMPLATE CONTRACT TERMS FOR MUNICIPAL CONTRACTS

Privacy, Confidentiality, and Records Protection

The Contractor shall comply with all applicable privacy and access legislation, including the Protection of Privacy Act.

The Contractor shall protect all personal information and all records of the Municipality from unauthorized access, use, disclosure, modification, loss, or destruction and shall implement administrative, technical, and physical safeguards consisted with the Municipality's policies and procedures and industry best practices.

The Contractor shall ensure that access to municipal information and records is limited to only those employees or agents of the Contractor who require such access for the performance of the services and who are bound by confidentiality obligations.

The Contractor shall participate in any privacy training required by the Municipality.

The Contractor shall immediately notify the Municipality, through the Municipality's Privacy Officer, of any actual or suspected privacy breach, security incident, or unauthorized access involving municipal information or records, and shall cooperate fully in any investigation.

Upon completion or termination of this Agreement, the Contractor shall promptly return all municipal records and information.

The obligations set out in this section shall survive the termination or expiry of this Agreement.

APPENDIX 2.5 – PERSONAL INFORMATION BANK DIRECTORY TEMPLATE

Personal Information Bank	Location	Information Maintained	Individuals	Use	Legal Authority
Example: Employee Files	Human Resources	May include name, contact information, social insurance number, date of birth, dependent information, supervisory checklists, work records, benefits administration, performance appraisals, security clearance information, banking information, disciplinary information training records, certifications, certificates	Employees	To pay, manage, provide benefits to, train and develop employees and prepare human resource reports.	POPA s. 4(c), MGA

APPENDIX 2.6 – POPA WEBSITE NOTICE

Privacy Policy

By using the Municipality's website, you accept the practices outlined in this Privacy Policy. If you do not agree with the Privacy Policy, do not use this website.

The Municipality recognizes the importance of protecting the privacy and confidentiality of Personal Information. The collection, use, and disclosure of Personal Information by the Municipality is governed by the *Protection of Privacy Act* (POPA).

The Municipality collects Personal Information only when it is directly related to and necessary for the administration of municipal programs, services or activities. Wherever possible, the Municipality will collect Personal Information directly from the individual to whom it relates and will provide notice of the purpose for which the information is being collected.

Personal Information will be used only for the purposes for which it was collected, or for a use consistent with those purposes.

Disclosure of Personal Information to third parties will occur only where permitted or required by law.

The Municipality is committed to maintaining appropriate physical, technical, and administrative safeguards to protect Personal Information against loss, unauthorized access, collection, use, disclosure or modification. Access to Personal Information is limited to authorized municipal employees, officials, or agents who require such access in order to carry out their duties.

The Municipality remains accountable for compliance with applicable privacy laws. However, privacy should be seen as more than that. Privacy should be seen in terms of improving processes, stakeholder relationship management, and reputation.

Website

The Municipality is committed to providing visitors to its website with a site that respects their privacy. This page provides a summary of the Municipality's website privacy practices.

We do not automatically gather any personal information from you such as your name, email address, residential address, or phone number. Such personal information is only obtained if you provide it voluntarily by contacting us through email or by accessing a secure portion of the website. Any personal information that you do provide to the Municipality is protected under POPA.

Personal information that is collected from you will be used only for the purposes for which it was collected, or for a purpose consistent with those purposes. The Municipality may disclose such personal information as required or permitted by law.

The Municipality endeavours to protect personal information. However, communication over the internet can be intercepted. You are not required to communicate with the Municipality over the internet. You can contact the Municipality by phone, in person, or by mail.

We may use software that receives and records the Internet Protocol (IP) address of the computer that has contacted our website. We do not attempt to link these addresses to the identity of persons visiting the website. However, we may do so if the Municipality has reason to believe that doing so is necessary to investigate, contact, or pursue legal action against someone who may be causing harm to, or interfering with, the Municipality's rights, property, other users, or anyone else.

This website may use cookies and tracking technology which is useful for gathering information about such matters as browser type or operating system, and the number of visitors to the website. Personal information is not collected via cookie or tracking technology. You may have the option to accept or refuse cookies related to your use. If you choose to refuse cookies related to this website, you may not be able to use portions of the website.

By using the Municipality's website, you consent to the Municipality collecting, using, and disclosing your personal information as described above.

Disclaimer Respecting Links to Other Sites and Other Matters

This website may have links to other sites. The Municipality is not responsible for the content and the privacy practices of other websites.

Changes to the Privacy Policy

The Municipality reserves the right to amend this Privacy Policy from time to time. Any changes are effective immediately after they are posted on this website. By using the Municipality's website, you consent to the contents of the Policy in force at that time, and your continued access to or use of the website after any changes are made is deemed agreement to those changes.

Contact Us

If you have any questions or comments respecting the Municipality's Privacy Policies, or for additional information about the administration of the *Access to*

Information Act or Protection of Privacy Act, please contact the Municipality's Privacy Officer, whose contact details are:

Name: _____

Phone: _____

Email: _____

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

5.3 Access to Information Bylaw #2026-03

Recommendation:

That Council approve the Access to Information Bylaw #2026-03, as presented.

Background:

This bylaw is in relation to the new Access to Information Act (ATIA) and Protection of Privacy Act (POPA), which have replaced the Freedom of Information and Protection of Privacy Act (FOI/PPA). This Bylaw must be passed by June 11, 2026.

ACCESS TO INFORMATION BYLAW

**BEING A BYLAW OF THE SUMMER VILLAGE OF SUNSET POINT, IN THE PROVINCE OF
ALBERTA, FOR THE PURPOSES OF
THE ACCESS TO INFORMATION ACT AND TO SET FEES THEREUNDER
BYLAW NO. 2026-03**

WHEREAS pursuant to section 98(a) of the *Access to Information Act, SA 2024, c A-1.4*, Summer Village of Sunset Point (hereinafter called the "Municipality") must designate a person or group of persons as the head of the Municipality for the purpose of the Act;

AND WHEREAS pursuant to section 98(b) of the *Access to Information Act, SA 2024, c A-1.4*, the Municipality may set any fees the Municipality requires to be paid under section 96, which must not exceed the fees provided for in the Regulations;

NOW THEREFORE under the authority of the *Municipal Government Act, RSA 2000, c M-26*, the Council of the Summer Village of Sunset Point enacts as a Bylaw as follows:

PART 1 TITLE

- 1.1 This Bylaw shall be known as the "Access to Information Bylaw."

PART 2 DEFINITIONS

- 2.2 "Act" means the *Access to Information Act SA 2024, c A-1.4*, as amended;
- 2.3 "Applicant" means a person who makes a request for access to information under the Act;
- 2.4 "Chief Administrative Officer" means the Chief Administrative Officer of the [Name]
- 2.5 "Commission" means [Name];
- 2.6 "Municipality" means [Name];
- 2.7 "Regulations" means the Access to Information Act Regulation, Alta Reg 133/2025.

PART 3 INTERPRETATION

- 3.1 The headings in this Bylaw are for reference purposes only.

PART 4 DESIGNATED HEAD

- 4.1 For the purposes of the Act, the Chief Administrative Officer is designated as the head of the Municipality.
- 4.2 The head of the Municipality, or designate, will recommend policy guidelines in accordance with the Act and they may be implemented or amended from time to time by Council resolution.

PART 5 FEES

- 5.1 Where an Applicant is required to pay a fee for services, the fee payable shall be in

accordance with the Act and the regulations, as amended from time to time, or any successor regulation that sets fees for requests to access information.

PART 6 SEVERABILITY

- 6.1 Should any provision of this Bylaw be invalid, then such provision shall be severed, and the remainder of the Bylaw shall remain in force.

READ A FIRST TIME THIS 3rd DAY OF June, 2026

READ A SECOND TIME THIS 3rd DAY OF June, 2026

UNANIMOUS CONSENT to proceeding to third reading this 3rd DAY OF June, 2026

READ A THIRD TIME THIS 3rd DAY OF June, 2026

Mayor, Lee Landsperg

Chief Administrative Officer, Jennifer Sunderman

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

5.4 Protection of Privacy Bylaw #2026-04

Recommendation:

That Council approve the Protection of Privacy Bylaw #2026-04, as presented.

Background:

This bylaw is in relation to the new Access to Information Act (ATIA) and Protection of Privacy Act (POPA), which have replaced the Freedom of Information and Protection of Privacy Act (FOI/PPA). This Bylaw must be passed by June 11, 2026.

PROTECTION OF PRIVACY BYLAW

**BEING A BYLAW OF THE SUMMER VILLAGE OF SUNSET POINT, IN THE PROVINCE OF
ALBERTA, FOR THE PURPOSES OF
THE PROTECTION OF PRIVACY ACT, TO ESTABLISH A DIRECTORY OF PERSONAL
INFORMATION BANKS, AND TO ESTABLISH A PRIVACY MANAGEMENT PROGRAM**

BYLAW NO. 2026-04

WHEREAS pursuant to section 55(1) of the *Protection of Privacy Act, SA 2024, c P-28.5*, the Summer Village of Sunset Point (hereinafter called the "Municipality") may delegate to any person any power, duty, or function of the head under the Act, except the power to delegate;

AND WHEREAS pursuant to section 55(2) of the *Protection of Privacy Act, SA 2024, c P-28.5*, a delegation must be in writing and may contain any conditions or restrictions the head of the public body considers appropriate;

AND WHEREAS pursuant to section 57(2) of the *Protection of Privacy Act, SA 2024, c P-28.5* the head of the Municipality must publish a directory, in printed or electronic form, that lists the Municipality's Personal Information Banks;

AND WHEREAS pursuant to section 6(1) of the *Protection of Privacy Act (Ministerial) Regulation, Alta Reg 143/2025*, the Municipality must establish a Privacy Management Plan;

NOW THEREFORE under the authority of the *Municipal Government Act, RSA 2000, c M-26*, the Board of the Council of the Summer Village of Sunset Point enacts as a Bylaw as follows:

PART 1 TITLE

- 1.1 This Bylaw shall be known as the "Protection of Privacy Bylaw."

PART 2 DEFINITIONS

- 2.1 "Act" means the *Protection of Privacy Act, SA 2024, c P-28.5*, as amended;
- 2.2 "Chief Administrative Officer" means the Chief Administrative Officer of the [Name];
- 2.3 "Commission" means [Name];
- 2.4 "Municipality" means [Name];
- 2.5 "Regulations" means the *Protection of Privacy Act (Ministerial) Regulation, Alta Reg 143/2025*.

PART 3 INTERPRETATION

- 3.1 The headings in this Bylaw are for reference purposes only.

PART 4 DESIGNATED HEAD

- 4.1 For the purposes of the Act, the Chief Administrative Officer is designated as the head of the Municipality.

PART 5 PRIVACY OFFICER

- 5.1 For the purposes of the Act, the Chief Administrative Officer shall designate a member of the Municipal staff as the Privacy Officer.

PART 6 PERSONAL INFORMATION BANKS DIRECTORY

- 6.1 For the purposes of the Act, the head of the Municipality is empowered to publish a directory, in printed or electronic form, that lists the Municipality's personal information banks.

PART 7 PRIVACY MANAGEMENT PROGRAM

- 7.1 The Municipality's privacy management program may be approved by Council by resolution.

PART 8 SEVERABILITY

- 8.1 Should any provision of this Bylaw be invalid, then such provision shall be severed, and the remainder of the Bylaw shall remain in force.

READ A FIRST TIME THIS 3rd DAY OF June, 2026

READ A SECOND TIME THIS 3rd DAY OF June, 2026

UNANIMOUS CONSENT to proceeding to third reading this 3rd DAY OF June, 2026

READ A THIRD TIME THIS 3rd DAY OF June, 2026

Mayor, Lee Landsperg

Chief Administrative Officer, Jennifer Sunderman

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

5.5 Special Sewer Tax Bylaw #2026-05

Recommendation:

That Council approve the Special Sewer Tax Bylaw #2026-05, as presented.

Background:

The purpose of this bylaw is to raise revenue to pay for a specific service or purpose by imposing a special tax.

A BYLAW TO AUTHORIZE A SPECIAL SEWER TAX

**BEING A BYLAW OF THE SUMMER VILLAGE OF SUNSET POINT, IN THE PROVINCE OF
ALBERTA, FOR THE PURPOSES OF
RAISING REVENUE TO PAY FOR A SPECIFIC SERVICE OR PURPOSE BY IMPOSING A
SPECIAL TAX**

BYLAW NO. 2026-05

WHEREAS pursuant to Section 382 of the Municipal Government Act (Alberta), the Council of the Summer Village of Sunset Point may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing a special tax;

AND WHEREAS pursuant to Section 382(l)(b) of the Municipal Government Act (Alberta), the Council of the Summer Village of Sunset Point desires to raise revenue by way of a sewer tax to provide financial support to upgrade sewer systems and facilities and services which benefit residents of Sunset Point;

AND WHEREAS the Summer Village of Sunset Point, at the Council Meeting held on April 25th 2026 has prepared and adopted a 2026 Operating Budget including detailed estimates of the municipal revenues and expenditures;

AND WHEREAS it is deemed to be just and equitable to set a special tax rate that will collect an equal amount of special tax from each taxable parcel of land within the municipality sufficient to raise \$88,200 in total. It is estimated that for the 2026 taxation year there are 192 taxable parcels of land in the Summer Village of Sunset Point;

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Summer Village of Sunset Point, in the Province of Alberta, enacts as follows:

PART 1 TITLE

- 1.1 This Bylaw shall be known as the "Special Tax Bylaw."

PART 2 DEFINITIONS

- 2.1 "Residential Property" shall mean all properties not designated Residential (Communal) in accordance with the Sunset Point Residential Sub Class Bylaw;
- 2.2 "Residential (Communal)" shall mean a Property designed Residential (Communal) in accordance with the Sunset Point Residential Sub Class Bylaw;
- 2.3 "Property" means i) a parcel of land, ii) an improvement, iii) a parcel of land and the improvements to it;

PART 3 INTERPRETATION

- 3.1 The headings in this Bylaw are for reference purposes only.
- 3.2 The Chief Administrative Officer shall levy a Special Tax for the year 2026 on the properties within the Summer Village of Sunset Point which are described in this By-law.

- 3.3 All Residential Property shall be charged with a Special Tax of \$300.00 per Property for the year 2026 for a total of \$57,600.00 (192 lots).
- 3.4 All Residential (Communal) Property shall be charged with a Special Tax of \$300.00 per Property for the year 2026 for a total of \$30,600.00 (102 lots).
- 3.5 That the special tax included in this Bylaw shall be levied and collected in the same manner and at the same time as general municipal taxes.
- 3.6 That this Bylaw shall take effect on the date of the third and final reading.

PART 4 SEVERABILITY

- 4.1 Should any provision of this Bylaw be invalid, then such provision shall be severed, and the remainder of the Bylaw shall remain in force.

READ A FIRST TIME THIS 3rd DAY OF June, 2026

READ A SECOND TIME THIS 3rd DAY OF June, 2026

UNANIMOUS CONSENT to proceeding to third reading this 3rd DAY OF June, 2026

READ A THIRD TIME THIS 3rd DAY OF June, 2026

Mayor, Lee Landsperg

Chief Administrative Officer, Jennifer Sunderman

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

5.6 Letter to Residents

Recommendation:

That Council approve a letter to residents be sent out with the tax notices informing them of several day-to-day items, as presented.

Background:

In keeping with transparency, Council would like to provide the residents an update on the day-to-day operations of the municipality and the work being carried out on their behalf.

Dear Residents,

On behalf of Council, we'd like to share a brief update and a small change to how we communicate with you. To help manage rising postage costs, this newsletter is a summary only. More detailed information, updates, and resources are available on our newly update website (sunsetpoint.ca).

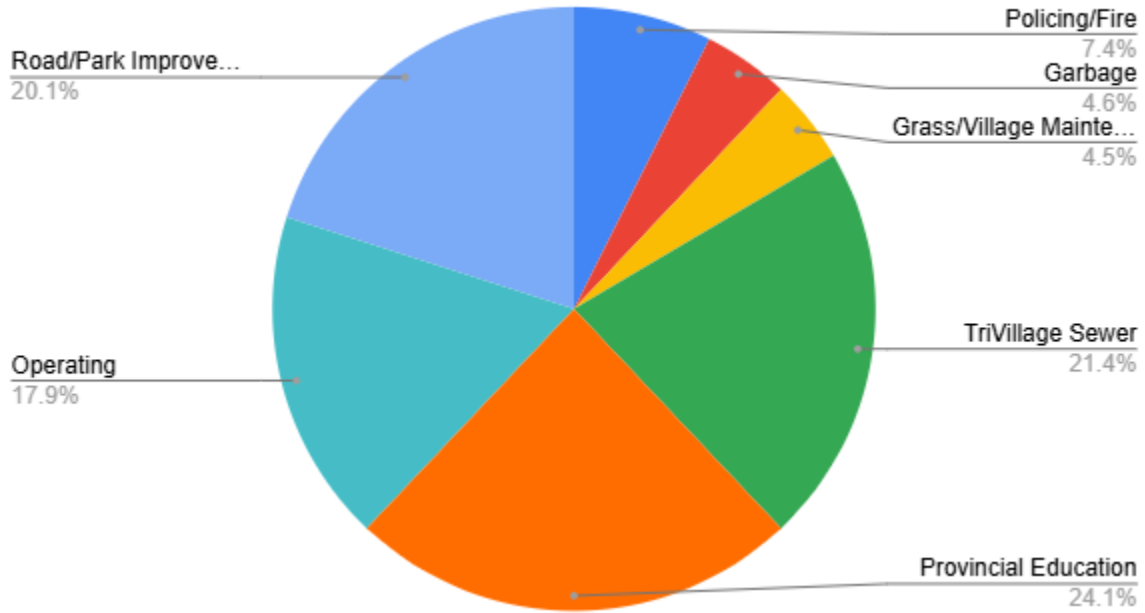
We're also pleased to share that our new website includes a free subscription feature. By signing up, you will receive email notifications whenever new information or updates are posted.

As we continue planning responsibly for our community, we want to highlight a few key items:

- Provincial Education funding has increased by a total of 32% this year, which impacts our overall budgeting. In addition, Provincial policing costs have increased by over 20% from last year and are projected to double over the next five years. Please note these provincial increases are outside of Council's control.
- We are reducing the number of portable toilets from six to four, available from the May long weekend through the September long weekend.
- Family and Community Support Services (FCSS) funding is a valued partnership between the provincial government and local communities (80/20). In 2025, we received just under \$45,000 for the region. These funds support important services such as the Eastend Bus (supporting seniors' social outings), Beachwave Park, the library, and the museum.
- Beachwave Park collects empty bottles to support its programming - donations are always appreciated.
- Information on active invasive weeds in our region, along with FireSmart and Be Prepared programs, is now available on our website. Lac Ste. Anne County also offers free FireSmart assessments for private properties.
- If you have moved or are planning to move, please remember to update your mailing address with Land Titles. This free update ensures you continue to receive important communications from the Village.
- The Tri-Village Open House will be held on June 13, 2026, from 10:00 a.m. to 12:00 p.m. at the Alberta Beach Seniors Centre - we hope to see you there.

- June 13 is also Northern Alberta Lemonade Day, a great initiative supporting our young entrepreneurs.

Summer Village of Sunset Point Operating Budget



Thank you for your continued support and cooperation as we work together to keep Sunset Point a safe, informed, and welcoming community.

Warm regards,

Council

Summer Village of Sunset Point

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

5.7 Annual General Meeting – Open House

Recommendation:

Open for discussion and direction.

Background:

In the past, the Summer Village of Sunset Point have held Annual General Meetings held every year, except on election year. The municipality recognizes the importance of maintaining transparent, accessible, and accountable governance practices. Residents have expressed interest in municipal operations, priorities, projects, financial planning, and community services. An Annual General Meeting – Open House provides and opportunity for Council, administration, and community members to engage directly in an informal and informative setting.

If Council decides to not hold an Annual General Meeting the municipality continues to meet its legislative and transparency obligations through regular Council meetings, publicly available financial statements, annual reports, municipal website, and community engagement initiatives.

Residents will continue to have opportunities to receive information and provide feedback through Council meetings, the municipal website, public notices, and direct communication with Administration and Council members.

Administration believes these existing communication methods provide effective and accessible opportunities for public participation and information sharing.

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

5.8 Lac Ste. Anne County Offer of Home Support

Recommendation:

That Council authorize Administration to enter into an agreement with Lac Ste. Anne County for the provision of Home Support Services.

Background:

Lac Ste. Anne County held a Council Meeting on May 14, 2026, and is please to offer Summer Village of Sunset Point the option to provide the Home Support Program to our residents. Attached is the Home Support Agreement for the period ending December 31, 2026. Please be advised that Lac Ste. Anne County is currently reviewing service levels, so access to this program beyond December 31, 2026 is yet to be determined. Funding for this program is through the Family and Community Support Services.

Should the Summer Village of Sunset Point wish to continue to offer this program, administration would print two copies of the attached and have our Mayor sign both.

Should the Summer Village of Sunset Point not wish to participate this year, nothing further is needed at this time. Should one of the Summer Village of Sunset Point's residents reach out to Lac Ste. Anne County about accessing the program, they would then reconnect with the Summer Village of Sunset Point to see if we would like to reconsider that decision.

MEMORANDUM OF AGREEMENT made this ____ day of _____, A.D., 202__

BETWEEN:

LAC STE. ANNE COUNTY
BOX 219, SANGUDO, ALBERTA, T0E 2A0
(hereinafter referred to as the “County”)

OF THE FIRST PART

AND:

SUMMER VILLAGE OF SUNSET POINT
BOX 596, ALBERTA BEACH, ALBERTA, T0E 0A0
(hereinafter referred to the “Summer Village”)

OF THE SECOND PART

WHEREAS the County provides internal Family & Community Support Services (FCSS) programming for the benefits of its residents;

AND WHEREAS the Summer Village wishes to provide an opportunity for similar programming for the benefits of its residents;

AND WHEREAS the Summer Village wishes to enter into agreement with the County to allow residents of the Summer Village to access the Home Support Program being offered by the County.

NOW THEREFORE the parties to this Agreement, in consideration of the promises, mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

1. Both Parties recognize that the authority for the management and control of the Home Support Program lies with the County. Any promotion or advertising for the program must be vetted by the County.
2. The term of this agreement is for twelve (12) months, commencing on the 1st day of January, 2026, and ending on the 31st day of December, 2026. By mutual agreement, the agreement may be renewed thereafter.
3. The Summer Village shall provide funding to the County to support any subsidies, program expenses, and administration costs for Home Support programming provided to Summer Village residents at the following rates:
 - a) Home Support Program – subsidized amount plus 30% per client hour for expenses and administration costs
 - a. Subsidy will be calculated on a sliding scale, based on household income whereby clients making:
 - i. up to \$25,000 will receive a subsidy of \$15.00 per hour, which equates to a \$15.00 per hour subsidy cost plus \$9.00 per hour (\$30.00 x 30%) expenses and administration cost, for an hourly cost to the Summer Village of \$24.00 per client hour;

- ii. Over \$25,000 and up to \$48,000, will receive a subsidy of \$5.00 per hour, which equates to a \$5.00 per hour subsidy plus \$9.00 per hour (\$30.00 x 30%) expenses and administration cost, for an hourly cost to the Summer Village of \$14.00 per client hour; and
 - iii. Over \$48,000 will not be subsidized, which equates to zero subsidy cost plus \$9.00 per hour (\$30.00 x 30%) expenses and administration cost, for an hourly cost to the Summer Village of \$9.00 per client hour.
4. The Parties recognize that the program will be delivered in a “first come first served” format, with priority given to clients physically unable to perform light housekeeping duties themselves, and as the funding limitations or program capacity allows.
 5. The Parties recognize that the County will track and invoice the Summer Village quarterly for any subsidies provided to Summer Village residents, as well as any applicable administration costs.
 6. The County will advise the Summer Village should requests from Summer Village residents exceed the funding limitations set by the Summer Village, and Summer Village residents be declined any programming (this does not include those placed on the wait list due to program capacity limitations).
 7. Upon request, the County will provide an annual statistical report to the Summer Village, to assist with program budgeting for the upcoming year.
 8. The Parties to this Agreement shall indemnify and hold harmless each other, their employees, and agents from any, and all claims, actions, and costs whatsoever that may arise directly or indirectly out of any act or omission of the Parties, their employees, or agents in the performance of this Agreement. Such indemnification shall survive termination of this Agreement.
 9. The Parties shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the other Party, its employees, or agents in the performance of this Agreement.
 10. This Agreement constitutes the entire agreement between the Parties. No other warranties or representations are given or implied.
 11. This Agreement will remain in force unless and until such time as:
 - a. A new Agreement is negotiated, or
 - b. The Agreement is terminated in writing, with 30 days prior notice. However, the notice period may be waived with the mutual consent of both Parties to this Agreement. Any changes to this Agreement must be mutually agreed upon and evidenced in writing.

IN WITNESS WHEREOF the Parties hereto have affixed their signatures below on the day and year first above written.

Witness

Jurgen Preugschas, Reeve, Lac Ste. Anne County

Witness

Lee Landsperg, Mayor, Summer Village of Sunset Point

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

5.9 July Date for Council Meeting

Recommendation:

That Council reschedule the regular Council Meeting originally scheduled for July 1, 2026 at 5:15 pm to July 8, 2026 at 5:15 pm.

Background:

The Regular Council Meeting currently scheduled for July 1, 2026 is proposed to be rescheduled to July 8, 2026, at 5:15 pm.

The change is being recommended due to July 1, 2026 being a statutory holiday.

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

7.1 Capital Region Assessment Services Commission (CRASC) Appointment

Recommendation:

That Council appoint Mr. Braden Lanctot as an additional ARB Official: Certified Panelist.

Background:

Council is required to appoint qualified and impartial panelists to support the adjudication/review process in accordance with applicable legislation, council policy and procedural requirements.

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

7.2 Regional Water Infrastructure Funding Support

Recommendation:

That Council ratify the Regional Water Infrastructure Funding Support approved in principle on May 22, 2026. The resolution has now been finalized and requires formal council approval.

Background:

The Government of Alberta's Water for Life Strategy, first introduced in 2003 and renewed in 2008, identifies "reliable, quality water supplies for a sustainable economy" as one of its core provincial objectives.

Through the Water for Life program, Alberta provides cost-shared funding for regional water supply and treatment facilities, wastewater systems, and certain regional pipeline projects involving two or more municipalities.

While the program has successfully supported regional collaboration and treatment capacity development, many rural municipalities continue to face challenges accessing funding for downstream distribution infrastructure required to actually deliver potable water into developing residential, commercial, and industrial areas. Without these local distribution systems, municipalities may possess sufficient regional water supply but remain unable to support growth and development.

This issue is particularly acute in rural and seasonal communities with limited tax bases, aging infrastructure, and fluctuating seasonal populations. Even where municipalities pursue joint or regional applications, many cannot reasonably meet required municipal cost-sharing thresholds for major infrastructure expansion projects.

Current funding structures may unintentionally disadvantage smaller municipalities attempting to support regional economic growth, housing development, tourism expansion, and drought resiliency initiatives. In many rural communities, water infrastructure limitations are becoming a direct constraint on future growth opportunities and investment attraction.

Expanding eligibility criteria to include growth-related distribution infrastructure, alongside reviewing municipal contribution formulas for smaller communities, would better align provincial infrastructure programming with Alberta's stated commitment to rural economic development, regional collaboration, and long-term water sustainability.

Resolution: Rural Water Distribution Infrastructure Funding Reform

Sponsored by:

Village of Alberta Beach, Summer Villages of Sunset Point & Val Quentin

Resolution Category:

Infrastructure / Environment / Rural Sustainability

WHEREAS

the Government of Alberta's Water for Life Strategy identifies reliable and sustainable water supplies as essential to supporting Alberta's communities, economy, and long-term growth; and

WHEREAS

many rural municipalities and regional partnerships can access provincial support for water treatment facilities and regional transmission systems through existing programs, but face limited or insufficient funding support for local and regional distribution infrastructure required to deliver potable water to new residential, commercial, and industrial development areas; and

WHEREAS

small and rural municipalities often lack the assessment base and financial capacity to meet current municipal cost-sharing requirements for large-scale regional water infrastructure projects, even where regional collaboration exists;

THEREFORE BE IT RESOLVED

that Alberta Municipalities advocate to the Government of Alberta to expand eligibility under the Water for Life program and related provincial infrastructure funding programs to include water distribution infrastructure necessary to support municipal growth, regional development, and long-term water resiliency in rural Alberta; and

FURTHER BE IT RESOLVED

that the Government of Alberta review existing municipal cost-sharing formulas for regional water infrastructure projects to better reflect the financial realities of small and rural municipalities, including consideration of:

- reduced local contribution requirements for small municipalities;
- regional and collaborative applications;
- seasonal and tourism-based population impacts; and

- long-term economic development and drought resiliency objectives.

Background

The Government of Alberta's Water for Life Strategy, first introduced in 2003 and renewed in 2008, identifies "reliable, quality water supplies for a sustainable economy" as one of its core provincial objectives.

Through the Water for Life program, Alberta provides cost-shared funding for regional water supply and treatment facilities, wastewater systems, and certain regional pipeline projects involving two or more municipalities.

While the program has successfully supported regional collaboration and treatment capacity development, many rural municipalities continue to face challenges accessing funding for downstream distribution infrastructure required to actually deliver potable water into developing residential, commercial, and industrial areas. Without these local distribution systems, municipalities may possess sufficient regional water supply but remain unable to support growth and development.

This issue is particularly acute in rural and seasonal communities with limited tax bases, aging infrastructure, and fluctuating seasonal populations. Even where municipalities pursue joint or regional applications, many cannot reasonably meet required municipal cost-sharing thresholds for major infrastructure expansion projects.

Current funding structures may unintentionally disadvantage smaller municipalities attempting to support regional economic growth, housing development, tourism expansion, and drought resiliency initiatives. In many rural communities, water infrastructure limitations are becoming a direct constraint on future growth opportunities and investment attraction.

Expanding eligibility criteria to include growth-related distribution infrastructure, alongside reviewing municipal contribution formulas for smaller communities, would better align provincial infrastructure programming with Alberta's stated commitment to rural economic development, regional collaboration, and long-term water sustainability.

Relevant provincial program information:

- [Government of Alberta – Water for Life Program](#)
- [Government of Alberta – New Regional Water Systems Funding](#)
- [Government of Alberta – Water for Life Strategy](#)

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
June 3rd, 2026 at 5:15 pm

9.1 Chief Administrative Officer (CAO) Timesheet for the Month of April

Recommendation:

That Council accepts for information.

Background:

The Chief Administrative Officer has provided a report to Council summarizing the day-to-day operations for the month of April.

Contractor Timesheet

Name:	Jennifer Sunderman	
Month:	May 1, 2026	
Date	Hours	Comments
1	2	Emails, fire advisory to Matthew Ferris for Facebook, to website and printed off for door of office, worked on 7.3 CAO Bylaw, 7.4 Special Sewer Tax Bylaw, and 5.4 Property Tax Rate Bylaw for May 6th Council Package.
2	0.5	Emails, Xplore Customer Care to try and disconnect.
3		
4	6.5	Emails, update Intuit password and credit card info, review water model analysis and send response, try to cancel Xplore, do up letter for Xplore changing full account ownership, call Xplore to cancel, need to wait for a few days till email has a chance to go through the system and Xplore has update me as being able to cancel, searched for Development Authority (sent email to Council), emailed Mike Primeau supporting documents for Tax Rate Bylaw, and took a phone call from Canada Post regarding a package...they will forward, as I am expecting a package, and paid Sandstone for waste. Emailed Joshua looking for deficit or surplus for the year end, reviewed Mike's Budget sheet, did up agenda pkg for May 6th meeting and emailed out to Councillors. Made changes to agenda package and mailed out to Councillors. Spoke w/Mike and going to set up a Teams Meeting to go over Budget sheet.
5	4.5	Emails, sent agenda pkg to Kelly and Frank to get on website, answered Mike's questions on budget sheet, Spoke w/Gina Damo re: FCSS Tri-village process, set up an appointment w/Gino Friday @10 AM, review the FCSS package that was sent, CAO Focus Group re: changes from FOIP to ATIA and POPA, went to town checked mail, deposited cheque to ATB, sent emails to Mike regarding the budget sheet, spoke w/Gwen re: meeting early before Regular Council Meeting to go over Budget. Spoke w/Shay w/GOA re: Invoice for \$18,789 they only recieved \$18,744, sent Shay the confirmation from ATB which states we paid the full amount and Shay to follow up with their bank.
6	7	Spoke w/Brittany Oliver re: Budget, she updated actuals and sent back. Sent Jan - Apr EFT Payment records to Brittany, called ATB on EFT as name was not generating right and found out that it is due to me not changing the date on EFT when creating the EFT, it used the template name. Emailed Frank and Kelly w/Alchemy Imageworks to get the IDP and ASP links to work and found out that they need the files to add to the link. Emailed the Christian Camp to get the ASP for the website and no response yet. Pay RMRP for Invoice #302127. Going over Budget w/Councillor Jones to get some understanding of it. Regular Council Meeting.

7	6	<p>Emails, phone message, sent approved meeting minutes to Kelly and Frank to get on the website, pay \$122.03 to Ste Anne Gas, set request to Kelly and Frank for May 23 Special Meeting and to delete verbaige about the 27th meeting being cancelled. Applied for SVSP Alberta Day Fesitival Free BBQ for August 29, called Xplore to cancel Account, still not listed on the account and will have to call tomorrow. Find Mastercard statements for Brittany so she can reconcile accounts. Go to online banking to find Feb-Mar Mastercard statement as it wasn't in file. Call ATB can't sign online. Create signature for email, delete personal photos off iphone (Matt Ferris).</p>
8	5	<p>Minutes for May 6th, Emaila libraty back resolution, meeting w/Gino RE:FCSS Process in Tri-village for funding, email to ASVA Re: 5 year police funding cost estimates, pay trinus, phone atb RE monies returned, emlail Teresa Yeager to get someone to call me from billing RE: returned monies, MA Connect password login and review, phone ATB RE: ETF's. Call from Lena at Lending maintenance for banking info to deposit taxes for roll number 402, fill out two forms for tax payments, upload to secure system and send back. Spoke w/Roland from Trinus re: phishing scam, emailed Councillors re: phishing scam. Notify Riley of grass cutting contract and crosswalk sign supports.</p>
9		
10		

11	5.5	<p>Email Alchemy Re: Spam messages coming through the website, called Riley Ekins re: grass cutting contract, crosswalk sign supports and poop bins, Catalis funds have been returned again, emailed Teresa Yeager to get someone from billing to please call me. Changed voicemail, Riley Ekins called me back to discuss grass contract, crosswalk signs (will send quotes X2) Doggy poop bins, start clean up on ditches, possibly cut grass before may long weekend on the long strip. Sent email to council with update on spring clean up. Riley Ekins asked about the Smoky the bear sign and I asked if I can get a quote on screw piles to put Smoky the bear sign in. Review meeting minutes from May 6th meeting and emailed out to Council. Emailed Cathy from AB Beach asking if they needed the resolution for appointment of CPO1. Dewight from Wild Water called and spoke about obtaining the ATIA and POPA licensing for \$500.00. Work on May 23rd Budget meeting recommendations for Council and agenda. Called Trinus RE: Scan Snap updates and left a message. Email to Gene Solbolewski RE: phishing email that was sent out on SVSP behalf. Sent email to Cathy RE: resolution for appointing CPO1. Emailed Rufaro Chikobvu RE: LGFF need to complete the reporting. Called and spoke to Linda Davis RE: CLGM designation. Will need to call back next week. Called Kathy Krawchuk RE: Privacy Impact Assessment that was sent out. Reviewed LGFF information that Councillor Jones emailed out to everyone. Pay Host Papa, and go into town to pick up parcel mailed from Mike Primeau.</p>
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12	6	<p>Open mail and file receipt from GOA and take a pic and send to Brittany Oliver for her records, pull up previous receipts and take a picture and send to Brittany for her records. Set out budget and backup sheets for review for Council. Pay matrix \$10,762.50, called for verification, found out that it was paid already on a different account for Sunset Point, and payment was put on correct account, no overage charges will be incurred. Spoke with Riley Ekins and he is sure portable washrooms have been delivered, will confirm with Council who we use. We use Sandstone, called to confirm when and placement of portable washrooms, gave update to Council. Email Auditors, request for Assesment roll #3371100 and 3371200. Email from Randy Schroder answering questions that were not vetted through me, email sent to Council stating that this is not allowed and to please review Roles and Responsibilities of Council. Trinus called back from yesterday and installed ScanSnap update. They had to unblock Threat Locker (Threat Locker installed about a week ago so nothing can get downloaded without permission). Spoke with Junar at Trinus to install Dynami Lock on computer. Emailed Andrew Lee RE: Adobe update. Pay Adobe and change account info and updated credit card info. Several emails to Brenda Andruchow RE: Organics such as yard clean up and SVSP should have a pick up in the spring and fall. Text Mike Primeau RE: Land titles update. Called Cathy w/AB Beach RE: organic pick up happening on May 19. What would it look like if SVSP partnered with them, is it possible? How much? Not on May 19, moving forward. Found out that AB Beach has someone that is on staff that picks up the extra bag and the organics are brought to their compost pile. Email to Matthew Ferris and text to Mike Primeau RE: Apple password for iPhone. Text message to Junar w/Trinus RE: two error messages when closing out of Microsoft.</p>
13	5.5	<p>Email land titles for new password, review Sandstone contract and respond to Deputy Mayor Janz RE: request for recyclable garbage collection for Christian Camp, Capital Plan Training w/SVLSACE put on by Lorri Matthewson and Anna Beaulieu. Sent email to Brittany Oliver looking for an update on Catalis and Tax Bylaw progress. Email Slade Doucet RE: enabling 'Elevation Control' (Prevents unauthorized accounts from gaining administrative rights on my device). Meeting w/Slade tomorrow at 9AM. Unpack box from Mike Primeau and file documents, open mail in box and file, send Brittany GOA receipt for her copy. Spoke w/Kathy w/AVSA RE: documents coming for the ATIA and POPA, passed by ASVA lawyer and is free. Reviewed ATIA and POPA documents and sent out to Council asking for comments. Had to shut down computer for updates from Trinus. Sent email to Council RE: assets and sent their response back to Anna Beaulieu. Sent email to Scotiabank RE: tax due date. Sent email to Slade asking if computer needs to be off or on during the download tomorrow. Computer will need to be on.</p>

14	1	Email to Brittany Oliver RE: Catalist and budget, Email EFT Payment from Fortis to Brittany, Uunar w/Rinus called to make changes to computer to fix the error messages, pay invoice from Riley Ekins, send payment confirmation to Brittany and snd save the date June 27@9AM at Albeta Beach to Council.
15	1	Call into Anna w/Small Villages Rock RE: asset management, email to Angela Duncan RE: Tri Village Regional Swer Services Commission on new builds needing to contact operations manager at 780-974-7341 or jasonmadge@tvrssc.com to see if a permit is required, review CASP (Canadian Association of Security Professionals), Land titles sign in and try to change password, having difficulties and emailed land tiltles back, and emailed Tri Region Joint Meeting agenda on June 4th @ 7PM to council.
16	0.5	Email Camilo RE: Putting condition on for Tri Village on new builds whether it is a condition or a phrase, send two updates from LSAC to Council RE: Sartuc and Interlakes Regional Trail Master Plan, and review RMA and send to Council.
17		
18		
19	6	Call Mike Primeau and texted to get an update on Land Titles and review process for updating tax roll and vandium application. Review Asset Management Proposal for summer village lac Ste. Anne and send to council, Call to Gerryl Amarin w/CRASC RE: appoint Braden Lanctot as an additional ARB Ocfficail certified panalist, dowload updates from Land titles from January 1, 2026 to May 16, 2026. Change telus password in order to pay the account balance. Teams meeting w/Michael Swanberg RE: SVSP tax issues, emailed Joel w/Catalis RE: Payments not going through (interact transfers) ETF is the only way to setup payments. Phone ATB setup Catalis on ETF and paid invoice#308372608 and 308372528, review settlement agreement for SVCC, fillout and send back to Anna w/Smallvillagesrock the levels of service Asset management sheet and spoke w/Lee RE: budget and tax rate bylaw.

20	3	<p>Spoke w/Gwen RE: Budget, Email Joel w/Catalis the Invoice #308367409 where the funds have been returned, has not been paid, Joel responded with it has been paid previously. Email Junar w/Trinus RE: still getting error messages when closing outlook, restart computer again, email from Junar stated fix has been completed and no more error messages when closing out Outlook. Paid Telus bill of \$104.58 and reset pin number. Paid invoice number 2026-11 from Wild Water Commission for the utilization of ATIA and POPA documents. Called Ray Bennek back to hear his complaint about AB Beach and what they did to the water levels, he believes that the reason why the water levels are down is due to the work that was carried out a couple of years back. When Ray spoke with AB Beach they stated they had the rights to carry out the work. Ray would like to see the documentation with signatures and would like to speak with the mayor. In speaking with AB Beach I found out that in 2021ish they had special environmental approval to carry out getting rid of the debris around the weir at Sturgeon River by Cassel Island, as there were weeds wrapped around the weir. Was given Mayor Elwood's email address in order to pass along to Ray. Called Ray back to provide contact info and the information I found out from AB Beach. Spoke w/Lee RE: budget and email. Checked the mail.</p>
21	4.5	<p>Spoke w/Carrie w/Y Station RE: Wage and Compensation Survey, having troubles completing survey and will contact survey@ystation.ca or wagesurvey@abmunis.ca. Called Brittany RE: update on Catalis and tax rate bylaw, should be completed tonight. Emailed Chris Kahlo RE: tax certificate and cost, and emailed Tyler stadnick RE: taxes, payments and assessment notices. Called Sandstone RE: garbage was not picked up and arranged for pickup tomorrow. Pay inv #36156 to Lac Ste. Anne County for Fire service and cc'd Brittany. Emailed Sonja Norton letting her know her garbage will be picked up tomorrow. Pay inv #36191 to Lac Ste. Anne County for SDAB and cc'd Brittany. Do up tax certificate for Brian Smithson on Roll #313. Review Water for Life Resolution. Start on June 3rd agenda and recommendation for 5.1, Asset Management Policy, Recommendation for 3.1 and 3.2 meeting minutes. Spoke with Conservation Officer Mikal Christensen possible shoreline disturbance w/harrows along Sunset Drive, wanting to confirm the location is a Municipal Reserve, emailed Council for mapping system, spoke w/Complainant and will get back to her, spoke with Conservation Officer again and stated that the location is not a Municipal Reserve, complainant will need to go to a Public Lands Officer, called complainant back to let her know to go to a Public Lands Officer. Worked on 9.1 of agenda Pkg for June 3rd.</p>

22	5	<p>Received contact information from the Conservation Officer for the Public Lands Officer to pass along to the complainant and called complainant back and passed contact information along. Cancel payment of \$500 e-transfer to Lac Ste. Anne as they don't accept e-transfer, pay via ETF Invoice 36191 for SDAB cc'd Brittany. Pay Trinus Inv AT2468, cc'd Brittany. Send tax certificate for roll number 313 to Chris Kahlo. Camilo called to speak about DP application for Christian Camp, and putting an advisory clause on new house, secondary suites or potentially changing their connection to the system to contact TVRSSC and emailed blurb to Camilo. Email Samatha Horne w/Wearry and Company RE: tax bylaw out yet. No, hopefully be passed tomorrow. Tracy w/Quest Law RE:tax certificate they have one from April and will use it, as the new ones are not out yet. Worked on June 3rd agenda package and May 23rd budget package and sent out to Council, sent to Kelly and Frank with Alchemy Imageworks to get on website. Meeting w/auditors RE: camp arrers. Call Sandstone re: portable toilets, status of being place, three are placed and one to be delivered today, and what will one more recycle bin cost at the camp - \$156/month. Email 2021 minutes to Gwen Jones.</p>
23	1	Special Budget Meeting
24		
25	5	<p>Anshul w/Telus RE: business line, updated information, and wanting to know if I wanted internet services. Email Marlene Waslsh RE: phishing scam that happened in mid April. YRL to attend Townhall meeting virtually RE: Bill 28 and share notes sent email to Council. Work on June 3rd council package, 7.1 Recommendation CRASC appointment, 7.2 Regional Water Infrastructure Funding support recommendation, May 23rd meeting minutes, email Mayor Landsperg requesting updated letter to residents, print off may 6 & 23 meeting minutes, and CAO bylaw for signing, and work on 5.2 recommendation and Privacy Management Policy.</p>
26	5	<p>Email Mark Evan RE: What an Area Structure Plan is, Fwd ASP to Kelly and Frank at Alchemy to get on website. Work on Bylaw 2026-03, 2026-04, Work on June 3rd Council Package convert Word Documents into PDF formatting,work on 5.6 Recommendation, 5.7 Recommendation, 5.8 Recommendation, and 5.9 Recommendation for the June 3rd package.</p>
27	2	<p>Print off Tax Bylaw for signing, Emails to Ratepayers, businesses, etc. Send ASVA email to Council, email ratepayer back RE: 2023 Tax roll, send email to Planner RE: Complaine Certificate, email to Christina Wong RE: outstanding taxes, sent request to Brittany RE: outstanding taxes, email ratepayer back RE: Taxes, payment options, etc. Email Lee RE: Ratepayer RE: low water, please call ratepayer back. Email Joshua w/Metrix the letter from the lawyer RE: no lawsuits.</p>

28	2	Email Christina Wong the outstanding balance for Roll #347, email Brittany the AB Energy Invoice, send planner ASP, tax certificate for Roll #311, send request to Brittany what the outstanding balance is for roll #311, email tax infor to rate payer (tax notices will be late this year, pick up mail, call ATB and create May ETF, email Dana Black RE: tax recover properties - None.
29	1.5	Review Council Recommendations, create Council package and email out to Council.
30		
31		
	86	Total Hours