

## Summer Village of Crystal Springs Municipal Inspection Report Findings

	<b>Finding</b>	<b>Action</b>	<b>Linked to Recommendation</b>
1	Positive working relationship between Council Members and between Council and Administration.	No issues identified; continue working effectively	
2	Extremely positive review of administrative processes.	Continue to maintain corporate records program.	
3	Bylaws well maintained and sufficient	Continue to improve	13, 24
4	Accounting processes and record keeping are very good; Crystal Springs is financially viable.		
5	Public perception that Council lacked a mandate to undertake various initiatives	Educate ratepayers on Council roles and responsibilities	
6	Council acted within its power under the MGA regarding LUB amendments and in requiring residents to install holding tanks		18, 24

## Summer Village of Crystal Springs Municipal Inspection Report Findings

	<b>Finding</b>	<b>Action</b>	<b>Linked to Recommendation</b>
7	Council decision to accelerate holding tank installation timelines was done with good intent and in good faith.	To date, compliance except 5 residents	2, 3
8	Council provided timeline extensions to any resident who requested one.	Open to providing extensions to those who requested	2, 3
9	<p>The maintenance of public lands is an important responsibility for all municipalities.</p> <p>Encroachments are a concern for a municipality for three reasons:</p> <p style="padding-left: 40px;">They may prevent public use of the land, or prevent the land from being used for its intended purpose;</p> <p style="padding-left: 40px;">They may expose the municipality to liability if a person suffers injury or damages as a result of the encroachment. The municipality has an obligation under both the Occupier's Liability Act and under common law to ensure there are no hazards upon public land which could cause harm; and,</p> <p style="padding-left: 40px;">They undermine the ability of the municipality to manage the lands it controls.</p>	Continue to be stewards of municipal land within the Summer Village	12, 13
10	Council has the right to restrict fires or structures which could present a liability issue for the municipality. If these bylaws exist, they should be enforced.	Continue to be stewards of municipal land within the Summer Village	12, 13

## Summer Village of Crystal Springs Municipal Inspection Report Findings

	<b>Finding</b>	<b>Action</b>	<b>Linked to Recommendation</b>
11	It appears that, in the absence of documented policy, residents do not understand the process that needs to be followed to use public lands. Policies should address questions like: “how can we apply”, “who can apply”, and “under what circumstances will applications be approved”.	Continue to be stewards of municipal land within the Summer Village	5
12	Past and current administrations have a good understanding of effective administrative processes, and are pleased to identify and implement opportunities for improvement.	Ongoing	
13	The newsletter is produced twice annually and provides good information on the current and planned activities of council and administration.	Ongoing	
14	Council meetings appear to be run effectively and in accordance with good practices for rules of order.	Continue/ ongoing	
15	A review of the use of special meetings by the municipalities associated with the joint administration shows that they are being used appropriately.	Continue/ ongoing	
16	No concerns were identified during interviews with disclosure of confidential information.	Continue/ ongoing	

## Summer Village of Crystal Springs Municipal Inspection Report Findings

	<b>Finding</b>	<b>Action</b>	<b>Linked to Recommendation</b>
17	A review of minutes and interviews with council and with residents identifies no instances where councillors were seen as violating pecuniary interest.	Continue/ ongoing	
18	While a few minor issues have been identified with administrative processes, the overall administrative systems for the Summer Village are excellent. Crystal Springs provides a model of administrative practices that can serve as a positive example to other small municipalities.	Continue/ ongoing	
19	Serving on Council in a small community is a difficult role. The councillors of the Summer Village of Crystal Springs should be commended for their willingness to address difficult issues and to face public criticism.		
20	In 2008 the Summer Village of Crystal Springs along with three other summer villages began discussions of a possible amalgamation. These municipalities have both contiguous boundaries and a shared administration. The proposed amalgamation makes a great deal of sense as a step to improve efficiency and cost effectiveness. Alberta Municipal Affairs may wish to re-consider the amalgamation option in the future.		