

**Summer Village of Crystal Springs  
Municipal Inspection Report - Recommendations**

	<b>Recommendation</b>	<b>Action</b>	<b>Status / Completion Date</b>
1	Continue with current initiatives relating to non-permanent residences	Two remaining as of September 1, 2009; letters to be sent to residents.	In progress
2	Complete the design stage for linking to a regional wastewater system and identify the type of sewage holding tanks required to connect to the regional system	Associated Engineering contracted to do preliminary design for regional wastewater system.  Tank specifications will be obtained in writing.  One remaining property yet to comply.	In progress
3	Extend timelines for the installation of new storage tanks until tank requirements have been documented	One remaining property yet to comply.	
4	Establish policies relating to the use of grey water as it relates to pools, hot tubs, and rain barrels	Pools, hot tubs and outdoor showers are already addressed in the Land Use Bylaw (LUB).  Water not addressed in the LUB ie) kiddie pools, rain barrels) need not be contained.	Clarification to be provided in newsletter.
5	Establish policies relating to recreational use of public land and transfer responsibility for enacting the policy to administration	Developing policy.  Playing volleyball is not the issue; issue is the installation of posts on municipal property.  Council will investigate the maintenance of current volleyball posts and purchase volleyball net.	Clarification to be provided in newsletter.  Policy will indicate that municipal reserves may be used for recreation, but structures not permitted.
6	Begin initializing and dating each page of Council minutes	Signatories to Council Minutes to begin initializing and dating each page of Minutes, starting with Minutes of May 27, 2009	Recommendation implemented, ongoing.

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	<b>Recommendation</b>	<b>Action</b>	<b>Status / Completion Date</b>
7	Transfer minutes to a binder that can be used as a minute register	Minutes to be transferred to and maintained in a binder.	To be completed by September 30, 2009
8	Develop a template for recording and tracking the status of approved motions of council which require action on the part of council or administration.	Creation and implementation of follow up sheet, to be reviewed at every Council Meeting.	Implemented; ongoing.
9	Record all approved motions of council as “carried” and discontinue the use of “unanimously carried” when recording council votes in the minutes	Record motions as “CARRIED”	Implemented; ongoing
10	Begin posting council minutes to the Summer Village’s website	2008 and 2009 Council Minutes scanned and posted on website	Implemented; ongoing
11	Conduct a strategic planning session identifying strategic goals and objectives. This strategic planning document should be reviewed regularly to track progress, and should form a key element of CAO and Council performance tracking.	Strategic planning session held in March 2009; plan reviewed to ensure objectives and goals are met	Implemented; ongoing
12	Post the strategic plan for Crystal Springs on the Summer Village’s website	Strategic plan under development.	In progress

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13	Adopt a policy based governance model whereby council no longer makes ad-hoc decisions on matters that should be covered under policy implemented by administration. Decisions of council will result in the development of policy statements to guide future council decisions. Policy statements should be numbered and retained in a policy book for easy reference.	Create policy binder.  Council will create policy statements for present and future bylaw.	In progress
14	Review and revise Policy #06-2007 to describe the circumstances where a variance will be granted, the application process and supporting information required to apply for a variance, the process that will be followed for considering a variance application, and the form of the variance that will be granted	Policy #06-2007 rescinded at Regular Council Meeting of August 21, 2009	Policy rescinded effective August 21, 2009
15	Develop a policy for the enforcement of the Land Use Bylaw and Bylaw 184 identifying conditions where extensions may be granted as well as the timing and escalation of enforcement.	Schedule A of Bylaw #184 amended at Regular Council Meeting of August 21, 2009	Bylaw Schedule revised effective August 21, 2009

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16	Rescind resolution 08-62 and allow residents to apply for variances in accordance with a new municipal policy	Policy #06-2007 rescinded at Regular Council Meeting of August 21, 2009 therefore no variances to be considered	Policy rescinded effective August 21, 2009
17	Revise the numbering system for Council agenda items to make them easier to apply and to follow	Agenda format as specified in the Council Procedural Bylaw provides more effective Council agenda preparation and follow up	Implemented effective June 19, 2009 Regular Council Meeting
18	Develop a consultation policy which identifies: the amount of notice required for public meetings, appropriate timing of public meetings, documentation of the results of public meetings, and the amount of time which will be required between a public meeting targeted to a bylaw and the bylaw receiving third reading.	Maintain adherence to MGA with respect to timing and documentation of meetings; Council Meetings to be posted for viewing at the Summer Villages Office.  Unless of an urgent or routine nature, bylaws will not be provided with all three readings at the same Council Meeting.	Ongoing
19	Develop a job description and performance expectations for the CAO. Performance expectations may be regular elements which are a component of each performance review, or may be specific to individual initiatives identified in the strategic plan.	Performance expectations will be an amalgam of initiatives unique to Crystal Springs as identified in the strategic plan, initiatives for Pigeon Lake/Summer Villages and administrative initiatives. Process is overseen by the Joint Services Committee.	Ongoing

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20	Adopt a standard template and process for conducting a CAO performance review including the role of council, a statement of frequency and timing, and the template to be used.	Performance review template obtained and in use by Councils in the Summer Village Office; performance reviews to be held once a year as per the MGA	CAO performance review August/September 2009
21	Update the master list of bylaws to include bylaws passed since 2007	Update list	December 31, 2009/ongoing
22	Place all bylaws in binders to act as a bylaw register	Bylaws to be transferred to and maintained in a binder.	December 31, 2009/ongoing
23	Post all new bylaws to the website. If a bylaw is routine or a simple update or replacement to an existing bylaw, the title of the bylaw and a brief description may be sufficient.	Bylaws will be reviewed to determine which may be posted to the website; bylaw register may be posted as well to allow for identification of bylaw titles and status	December 31, 2009/ongoing
24	<p>Adopt a policy that council will only consider the option of providing three readings of a bylaw in a single session of council in circumstances where:</p> <p style="padding-left: 40px;">Council agrees by unanimous motion to give three readings, as required in the MGA; and</p> <p style="padding-left: 40px;">The bylaw does not require public feedback or further consideration; and</p> <p style="padding-left: 40px;">The bylaw is time sensitive and can not wait until a subsequent session of council.</p>	Unless of an urgent or routine nature, bylaws will not be provided with all three readings at the same Council Meeting.	<p>June 2009.</p> <p>Also see recommendation #18.</p>

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	<b>Recommendation</b>	<b>Action</b>	<b>Status / Completion Date</b>
25	Review the current policy register and determine if existing policies are sufficient, or may require update or revision.	Policy register to be reviewed at September 25, 2009 Council Meeting.  Also see recommendation #13	December 31, 2009/ongoing
26	Identify required policies not currently contained in the policy register. Develop and adopt policies in order to fill gaps.	Upon review, policies will be identified  Also see recommendation #13	December 31, 2009/ongoing
27	Create a financial controls policy and place the policy in the Summer Village's policy register.	Procurement Policy #10-2009 approved at Council Meeting June 19, 2009	In progress/ ongoing