

SUMMER VILLAGE OF SUNRISE BEACH

AGENDA

Regular Meeting held at the Onoway Civic Centre

Tuesday, August 28th, 2018 immediately following the Organizational Meeting

1. Call to Order

2. Adoption of the Agenda (additions/deletions)

3. Adoption of the April 24th, 2018 Regular Meeting Minutes

4. Appointments – Kyle Nelson

5. New Business/Action Items

- a) Director of Emergency Management– Kyle Nelson - Email dated April 26, 2018. Kyle has agreed to let his name stand as Director of Emergency Management. This email outlines his experience in this line of work. We are looking for a motion to approve Mr. Nelson in this position and include what expenses the Summer Village will cover. *(Move Kyle Nelson as DEM and approve the expenses he incurs or other suggestion from council).*

- b) Appoint Assessor – Benjamin Chan, CAE Assessment Auditor, Email Dated June 15, 2018. Alberta Municipal Affairs is looking for a current bylaw indicating who the current appointed assessor is for the Summer Village. Attached is the existing bylaw which appoints Richard St. Louis. This needs to be changed to Ian Ferguson of the Municipal Assessment Services Group Inc who has been our assessor for years. We are asking for all readings of Bylaw 145-18 approving the assessor as Ian Ferguson of the Municipal Assessment Services Group Inc. *(Give all readings for Bylaw 145-18).*

- c) Subdivision Planning Authority – Municipal Planning Services Subdivision Services Proposal for your consideration. Currently you are using Scheffer Andrew Ltd. for your Subdivision Authority. Administration is asking that you consider using Municipal Planning Services Ltd. *(Approve the proposal for the provision of Subdivision and Planning Authority).*

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The second part of this is to rescind Bylaw 100-2005 and pass all readings for Bylaw 146 -2018 to Establish a Subdivision Authority. *(Give all readings for Bylaw 146-18).*

- d) Bylaw No. 147–18 a Bylaw to establish a Code of Conduct for Members of Council, Council Committees and other Bodies established by Council. This bylaw has come about as a result of the New Municipal Government Act and a bylaw needs to be approved prior to July 23, 2018. Attached is Bylaw 147-18. As per clause 13 Council will also need to appoint an Integrity Commissioner and this will need to be a paid position. We are asking for consideration of all readings of the Bylaw and to appoint an Integrity Commissioner. *(Give all readings to Bylaw 147-18 and appoint _____ as the Summer Village’s Integrity Commissioner).*
- e) Policy #2 – 2018 Public Participation Policy – further to the new Municipal Government Act requirements, each municipality must have a public participation policy. A draft policy is attached for Councils’ consideration. This policy is taken from Alberta Urban Municipalities Association template policy, and we must have this policy in place as soon as possible. *(Approve Policy as is or with amendments).*
- f) ASVA 60th Anniversary Conference - ASVA, Beverly Smith Executive Director- email dated June 1, 2018. On Line Registrations are open for the ASVA Conference being held Thursday Oct. 17 and Friday Oct. 18. at the Leduc Executive Royal Hotel. Registration is \$240.00 for two days and rooms are \$89.00 a night. *(Move to approve Council and Administration’s attendance).*

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- g) Strategic Planning EOEP – Elected Officials Program is putting on a training course “Councils Role in Strategic Planning” on October 17th, the day before the ASVA Conference starts. The cost is \$340.00 plus GST. *(Move to approve Council’s attendance or accept as information).*

- h) Audit Engagement Letter – Metrix Group (formerly known as Hawkings Epp Dumont) – letter dated July 12, 2018. Requesting signatures for the engagement letter for the year ending December 31, 2018. *(Motion to authorize the engagement letter with the Metrix Group for the completion of the 2018 financial audit).*

- i) Lagoon Next Steps – Email dated August 17, 2018 Abdul Khan MSc Eng MBA P. Morrison Hershfield – This is the engineering company the Joint Lagoon Committee has hired to advise the Summer Villages of Sandy Beach and Sunrise Beach of the options for the lagoon located at Sandy Beach. Morrison Hershfield is suggesting 3 options –
 - Option 1: Continue with solid testing and reports and seek approval from Alberta Environment to do a release from the lagoon. If a release is authorized it may be possible to complete it before the cold weather sets in however repairs to the lagoon would not be completed. They could prepare a detailed upgrade plan to assist in seeking funding from the Province to complete repairs and or upgrade the facility in 2019.
 - Option 2: Not proceed with the soil testing and reports to do a release and maintain neither summer village dumping into the lagoon. It is expected the water levels will evaporate 200-250mm below the top of the bank. It will gain some level of fluids over the winter months but generally it should go down by another 225 mm depth of water per year. Over the winter months a detailed plan for rehabilitation and upgrade and assist

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in seeking funding from the Province to complete the repairs and/ or upgrade the facility in 2019.

Option 3: You can choose to not use the facility and abandon it. It will take 10 years for the water to evaporate. There is a process for abandoning a wastewater facility and it will require approvals.

Discussion on which option Council would like to take. (*Direction as given by Council*).

j)

k)

l)

m)

7. Information Items:

- a) AUMA letter dated May, 2018, Junaid Aram – Senior Director General Insurance 2018 Insurance Renewal Follow-up. Enclosed is the Certificate of Insurance for the new Terrorism and Cyber Liability Insurance at no additional cost.
- b) Alberta Environment and Parks, Letter received May 25, 2018 responding to the letter that was sent to them regarding the risks associated with the establishment of zebra and quagga mussels.
- c) Yellowhead Regional Library (YRL) Executive Committee Highlights dated May 7, 2018. Get on Board YRL newsletter dated June 2018.
- d) Alberta Municipal Affairs, Monte Krueger, Registrar, New Home Buyer Protection Office- Builder Licensing Implementation and Building Permit Application.

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- e) Alberta Municipal Affairs, Hon Shaye Anderson Minister of Municipal Affairs – letter dated May 29, 2018. Confirming the 2018 Municipal Sustainability Initiative (MSI) in the amount of \$74,741 and Gas Tax Fund in the amount of \$12,446 (GTF) allocations were approved.
- f) Alberta Municipal Affairs, Brad Pickering Deputy Minister, letter dated June 11, 2018. Letter acknowledging the letter of support for the Summer Village of Grandview’s letter.
- g) AUMA, Dan Rude AUMA CEO, letter dated June 18, 2018. Enclosed a rebate cheque in the amount of \$92.00 which was deposited in the bank account.
- h) Land Stewardship Centre Brochure, received July 31, 2018
- i) Beckman Business Support INC – A Records and Information Governance Company. This is a small company that can aide Municipalities in records and information management.
- j) Alberta Municipal Affairs, Hon Shaye Anderson Minister of Municipal Affairs, letter dated July 25, 2018. Intermunicipal Collaboration Frameworks (ICF) and Intermunicipal Development Plans (IDP) will have a two-year period to accomplish these two documents and get them in place. Therefore, a Ministerial Order No. MSL:047/18 has been put in place.
- k) Alberta Municipal Affairs, Hon Shaye Anderson Minister of Municipal Affairs, letter dated July 27, 2018. The 2017 Paving Project of \$38,903 has been approved under the Gas Tax Fund (GTF).
- l) Alberta Recreational Lakes Forum Summary Report compiled by Janine Higgins, Community Engagement Lead.
- m) Fortis Alberta Stan Orlesky, Supervisor, Stakeholder Relations, letter dated August 8, 2018. Alberta Utilities Commission Confirms FortisAlberta’s Exclusive Municipal Franchise Areas.
- n) Government of Alberta July 3, 2018 FCSS \$1,206.00 and MSI Capital Grant dollars \$97,956.00 deposited into ATB account.

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- o) Silent Auction Item for ASVA Conference Beverly Smith Executive Director, ASVA email dated July 31, 2018, requesting a silent auction item for the convention October 18 & 19.

8. Reports:

Mayor's Reports
Deputy Mayor's Report
Councillor's Report
Administration Report

9. Closed Meeting Session – Legal “– FOIPP Act Section 27”

10. Adjournment:

Up Coming Meetings:

- Cannabis Open House August 30, 2018
Sandy Beach Hall
- September 25, 2018 Council Meeting-
October 17 & 18 ASVA Conference