

SUMMER VILLAGE OF SUNRISE BEACH

AGENDA

Tuesday, January 22nd, 2019 – commencing at 6:30 p.m.

The last requirement now is for Council to appoint the clerks and board members (*that Emily House and Cathy McCartney be appointed as clerks of the Subdivision and Development Appeal Board, and Denis Meier, Rainbow Williams, Don Dobing and John Roznicki be appointed as board members of the Subdivision and Development Appeal Board*)

- 25-26
- c) 2019 Family and Community Support Services (FCSS) grant funding – attached is a report showing where Sunrise Beach FCSS funds went in 2018. Onoway (who administers our FCSS funds on our behalf) is asking where Council would like to see your 2019 funds go (*direction as given by Council at meeting time*).

- 27
- d) Snow Removal Proposal – This item was deferred from our last meeting. Attached is the advertisement for snow removal for the winter of 2018/2019. Further to this we received two proposals which the Summer Village has accepted Guy Tremblay's proposal. Administration requires a motion to ratify. (*Move to ratify hiring Guy Tremblay at a rate of \$25.00 an hour for the 2018/2019 winter season with the terms that he uses the Summer Village equipment*).

- e) Municipal Law Seminars – attached is information on two different upcoming Municipal Law Seminars:

28-29

1) Brownlee LLP – scheduled for Thursday, February 14th, 2019 from 8:00 a.m. to 5:00 p.m. at the Edmonton Expo Centre with a cost of \$180.00 per person. Topics include economic development, revenue strategies, employment restructuring, value procurement.

30-33

2) Reynolds Mirth Richards Farmer LLP – scheduled for Friday, February 15th, 2019 from 8:30 a.m. to 3:30 p.m. location yet to be determined with a cost of \$125.00 per person. Topics include Words Matter – unravelling legal language, constitutional challenges to municipal bylaws, procurements pitfalls and troublesome contractors, so many choices on how municipalities can provide services and operate facilities, solution to spending, tax collection, working out the kinds of the assessment MGA amendments, bear pit plus a lunch session on estate planning essentials.

Administration is interested in attending these sessions.

(*Authorize attendance for Council and Administration to one or both, or accept for information*)

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34-40 f) Farm Safety Centre, Laura Nelson, Executive Director. As in the past the Safety Smarts program that is delivered to children in Alberta Schools is looking for a donation. In the past you have donated \$300.00. *(Move to donate \$300.00 to the Alberta Farm Safety Centre or accept as information).*

g) Draft 2019 Operating and Capital Budget – to be distributed at meeting time, this will be our first look at our draft 2019 budget, with 2018 actual expenses updated to include the last batch of accounts payable. We will review this budget in detail at meeting time, and continue to review it at each meeting until it is approved in April *(Accept the draft 2019 budget for information).*

h)

i)

6. Financial a) Income & Expense Statement – as of December 31, 2018 (to be distributed to Council at meeting time)

7. Councillors' Reports

- a) Mayor Usselman
- b) Deputy Mayor Tremblay
- c) Councillor Beck

8. Administration Reports

- a) Lac Ste. Anne County Regional Recreation Board
- b) Muniware

9. Information and Correspondence

- 41 a) Direct Deposit – January 4th, 2019 – 2019 first quarter FCSS funds in the amount of \$1,646.00.
- 42-45 b) Association of Summer Villages of Alberta – January 7th, 2019 letter on what the ASVA has been doing on members behalf.
- 46-47 c) Ag for Life – January 2019 letter requesting financial assistance for their rural safety program
- 48 d) Alberta Seniors and Housing, Lori Sigurdson, Minister of Seniors and Housing. The Minister's Seniors Service Awards recognize the important Volunteer work and is looking for nominees.
- 49-51 e) Yellowhead Library Board Executive Committee Highlights December 10, 2018

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- 52 f) ASVA Thank you card for the donation to the Silent Auction at the recent ASVA Convention
- 53 g) Alberta Municipal Affairs, Shaye Anderson, Minister of Municipal Affairs – announcing new legislation on MSI funding.
- 54-59 h) Alberta Emergency Management Agency, Shane Shreiber, Managing Director – email dated December 3, 2018. Local authorities will have to January 1, 2020 to ensure that they meet the requirements established in the new legislated regulations.
- 60-61 i) FCM information on renewing your FCM membership
- 62-63 j) Town of Onoway, Shelley Vaughan FCSS Coordinator to Onoway Curling Club thanking them for the cards from the Little Rocks Curling Group
- 64 k) Northern Gateway Public Schools – Judy Muir Board Chair, Inviting Council to the Alberta Rural Education Symposium on March 3 – 5, 2019 in Edmonton.
- 65-70 l) Audit Planning Letter – please refer to the 2018 Audit Planning letter. The auditor, Metrix Group LLP, (formally Hawkings Epp Dumont) will start the Audit January 21, 2019 and financial statements should be ready by for Council to review at the February or March meeting. The fee is \$5,800. (*accept as Information*)
- 71 m) Animal Control Enforcement Log – November

10. Closed Meeting (if required) – n/a

11. Adjournment

Next Meetings:

- February 23rd, 2019 – SVLSACE Meeting 9:00 a.m. (Fallis Hall)
- February 26th, 2019 – Regular Council Meeting 6:30 p.m.
- March 26th, 2019 – Regular Council Meeting 6:30 p.m.
- April 23th, 2019 – Regular Council Meeting 6:30 p.m.
- May 28th, 2019 – Regular Council Meeting 6:30 p.m.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY November 27, 2018 AT 6:30 PM. AT THE ONOWAY CIVIC CENTRE.

	PRESENT	<p>Mayor Glen Usselman Deputy Mayor Jackie Tremblay Deputy Mayor Vera Lynn Beck - Absent</p> <p>Chief Administrative Officer Wendy Wildman Administrative Assistant Susan Dales</p> <p>Public Works: 0 Public at Large: 0</p>
1.	CALL TO ORDER	The meeting was called to order at 6:31 p.m. by Mayor Glen Usselman.
2.	AGENDA Motion #111 -18	<p>MOVED by Deputy Mayor Tremblay that the agenda be accepted as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #112 - 18 Motion #113 - 18	<p>MOVED by Deputy Mayor Tremblay that the minutes of the August 28, 2018 Organizational Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Tremblay that the minutes of the August 28, 2018 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS	N/A
5.	NEW BUSINESS Motion #114-18	<p>MOVED by Deputy Mayor Tremblay that the \$1250.00 fee for partnership in the Regional Emergency Advisory Committee be approved and the funds will come from Capital Expenditure in the budget.</p> <p style="text-align: right;">CARRIED</p>

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<p>Motion #115 -18</p> <p>Motion #116 -18</p> <p>Motion #117-18</p> <p>Motion #118-18</p> <p>Motion #119-18</p> <p>Motion #120-18</p>	<p>MOVED by Mayor Usselman that Navland Geomatics Inc be contracted to update the map for the Summer Village at a cost of \$1900.00 and the funds will come from Capital Expenditure in the budget.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Tremblay that Stacey Wagner be appointed the Designated Officer (clerk) of the Assessment Review Board for the Summer Village of Sunrise Beach.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Usselman that the Summer Village of Sunrise Beach continue its membership with the North Saskatchewan Watershed Alliance at a rate of \$0.50/capita or \$67.50 for the 2019 year.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Usselman that administration negotiate a 5 year term with Muniware to supply the Summer Village with an accounting program as quoted in the amount of \$23,375.00 and a yearly fee of \$1600.00 for IT support commencing in 2019.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Usselman that a plaque be purchased for the park bench at a cost of \$120.00 in memory of Ray Dyck a former Public Works Employee.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Tremblay that the Summer Village of Sunrise Beach's decision to set its 2019 FortisAlberta franchise fee at 0% be ratified.</p> <p style="text-align: right;">CARRIED</p>
<p>Motion #121 – 18</p> <p>Motion #122 – 18</p>	<p>MOVED by Mayor Usselman that further discussion on hiring of Guy Tremblay for 2018/2019 snow removal be deferred to the next Council meeting.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Usselman that in consideration of extenuating circumstances the penalty charge to tax roll # 4102 be reduced to \$90.65</p> <p style="text-align: right;">CARRIED</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY November 27, 2018 AT 6:30 PM. AT THE ONOWAY CIVIC CENTRE.

	<p>Motion # 123 – 18</p> <p>Motion #124-18</p> <p>Motion #125-18</p>	<p>MOVED by Deputy Mayor Tremblay that a letter of support be sent to internet providers to encourage them to improve the cell phone service in the Summer Villages within the Lac Ste Anne County areas.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Tremblay that the agreement with Milestone Municipal Services to provide the Summer Village of Sunrise Beach with Subdivision and Development Appeal Board Services be approved and execution authorized</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Usselman that the 2019 Family & Community Support Services funding agreement be approved and execution ratified.</p> <p style="text-align: right;">CARRIED</p>
<p>7.</p>	<p>INFORMATION / CORRESPONDENCE</p> <p>Motion # 126-18</p>	<p>MOVED by Mayor Glen Usselman that the following items be accepted for information:</p> <ul style="list-style-type: none"> a) FortisAlberta – September 17th, 2018 email on 2019 proposed rates which are pending approval of the Alberta Utilities Commission (AUC). b) Lac Ste. Anne Foundation – July 25th, 2018 Board Meeting Minutes. c) Surface Water Allocation Directive Presentation- Gary Burns attended the presentation on behalf of ASVA. Attached are the highlights. d) Lac Ste. Anne County Subdivision Referral Approval, dated Sept 7, 2018 for SE 03-58-07 W5M. e) Yellowhead Regional Library Draft 2019 budget and associated highlights. f) Alberta Municipal Affairs, Susan McFarlane, Director Grant Program Delivery letter dated Sept. 24, 2018. The SFE has been submitted as required and they have reviewed the report and are satisfied that the reporting requirements of the MSI Memorandum of Agreement have been met. g) Alberta Municipal Affairs, Minister Shaye Anderson, letter dated October 16, 2018 the operating spending plan has been accepted. h) Lac Ste Anne Lake Levels as produced by Alberta

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		<p>Environment and Parks.</p> <p>i) Alberta Rural Health Quarterly – the magazine will be available at meeting time.</p> <p>j) Lac Ste. Anne County, Mike Primeau, County Manager, letter dated November 2, 2018 – Organization Meeting list of representatives.</p> <p>k) Highway 43 East Waste Commission, Joe Duplessie, Manager, letter dated October 24, 2018. The landfill is now accepting uncontaminated Hydrovac waste from all municipalities within Lac Ste. Anne County.</p> <p>l) ASVA Beverly Smith, Executive Director, email dated November 1, 2018 to say ASVA's concerns about the Performance Measures impact the summer villages and attached is the letter sent to Peter Pellatt President of the ASVA.</p> <p>m) Alberta Community and Social Services, Ken Dropko, Executive Director, letter dated October 2018 – November is Family Violence Prevention Month this year's provincial theme is Reach Out. Speak Out – Everyone Has the Right to Be Safe.</p> <p style="text-align: right;">CARRIED</p>
8.	<p>COUNCIL REPORTS Motion # 127-18</p>	<p>MOVED by Mayor Glen Usselman that the Council and Administration verbal reports be accepted as information.</p> <p style="text-align: right;">CARRIED</p>
9.	<p>CLOSED MEETING SESSION Motion #128-18</p>	<p>N/A</p> <p>MOVED by Deputy Mayor Tremblay that the December 25, 2018 Council meeting be cancelled, and that the next Council meeting will be on January 22, 2019.</p> <p style="text-align: right;">CARRIED</p>
10.	<p>ADJOURNMENT</p>	<p>Mayor Glen Usselman declared the meeting adjourned at 7:20 p.m.</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER
VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD
ON TUESDAY November 27, 2018 AT 6:30 PM. AT THE ONOWAY CIVIC
CENTRE.

Mayor Glen Usselman

Wendy Wildman
Chief Administrative Officer

Draft

MEMORANDUM OF AGREEMENT

This Agreement dated this _____ day of _____, 20____

BETWEEN:

The Summer Village Sunrise Beach

Being municipal corporations pursuant to the *Municipal Government Act*, R.S.A. 2000 Chapter M-26

(collectively the "Municipality")

-and-

Emily House/Milestone Municipal Services

("Coordinator")

AN AGREEMENT TO PROVIDE FOR SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB) SERVICES

WHEREAS the Municipality is required to establish a Subdivision and Development Appeal Board (SDAB) and appoint Board Members and Clerk to the SDAB in accordance with the provision of the Municipal Government Act, R.S.A. 2000, c. M-26, as amended (the MGA)

AND WHEREAS the Municipality and Coordinator have reached agreement with respect to the terms and conditions under which the Coordinator will provide such SDAB services to the Municipality.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants and agreements contained herein, the Parties hereto covenant and agree each with the other as follows:

1) DEFINITIONS AND SCHEDULES

In this Agreement, unless the context provides otherwise, the following words or phrases will have the following meanings:

- 1.1 "Act" means the *Municipal Government Act*, R.S.A. 2000 Chapter M-26, as amended from time to time, together with all Regulations passed thereunder;
- 1.2 "Agreement" means this Agreement as the same may be amended from time to time and the expressions "herein", "hereof", "hereto", "above", "below" and similar expressions if used in any article, section or paragraph of this Agreement refer to this Agreement including the Schedules attached hereto and do not refer solely to a particular article, section or paragraph unless specifically stated herein;

MEMORANDUM of AGREEMENT

- 1.3 **"Board Member"** means an individual appointed as a member to the Subdivision and Development Appeal Board (SDAB) and **"Board Members"** means all the individuals appointed as members to the Subdivision and Development Appeal Board (SDAB);
- 1.4 **"Business Day"** means a day other than a Saturday, Sunday or statutory holiday in the Province of Alberta;
- 1.5 **"Bylaw"** means the Subdivision and Development Appeal Board Bylaw adopted by the Municipality;
- 1.6 **"Chief Administrative Officer"** means the individual appointed as Chief Administrative Officer by Council of the Municipality in accordance with the Act or his/her designate;
- 1.7 **"Clerk"** means a person qualified and appointed as clerk to the SDAB in accordance with the Act;
- 1.8 **"Coordinator"** means Emily House/Milestone Municipal Services;
- 1.9 **"Council"** means the duly elected body of the Municipality;
- 1.10 **"Designated Officer"** has the same meaning as in the Act;
- 1.11 **"Force Majeure"** means acts of God, strikes, lockouts or other industrial disturbances of a general nature affecting an industry critical to the performance of this Agreement, acts of the Queen's enemies, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, storms, floods, washouts, arrests and restraints of rulers and people, civil disturbances, explosions, inability with reasonable diligence to obtain materials and any other cause not within the control of the Party claiming a suspension, which, by the exercise of due diligence, such Party shall not have been able to avoid or overcome; provided however, the term **"Force Majeure"** does not include a lack of financial resources or available funds or similar financial predicament or economic circumstances or any other event, the occurrence or existence of which is due to the financial inability of a Party to pay any amount that a prudent and financially sound entity in similar circumstances would reasonably be expected to pay to avoid or discontinue such event;
- 1.12 **"Municipality"** means a municipality which is a party to this Agreement;
- 1.13 **"Party"** means a party to this Agreement and **"Parties"** means two or more parties to this Agreement;
- 1.14 **"Panel"** means a panel of the SDAB consisting of three (3) or five (5) Members;
- 1.15 **"Services"** means the SDAB coordination and support services provided by the Coordinator pursuant to **Schedule "A"**;
- 1.16 **"Service Fee"** means the annual Service fee and additional fees set out in **Schedule "B"**; and
- 1.17 The following schedules form part of this Agreement:

Schedule A - Services

Schedule B – Annual Service Fees and Additional Fees

2) TERM

- 2.1 The term of the Agreement commences on _____, 201_ and shall continue until terminated by one or more Parties as follows (the "Term"):
- a) The Municipality may terminate its participation in this Agreement at any time by providing not less than sixty (60) days' prior written notice to the Coordinator. The Municipality shall forfeit the full amount of the Municipality's annual Service Fee paid or owing for that calendar year in which the notice of termination is effective.
 - b) The Coordinator may terminate this Agreement at any time by providing not less than six (6) months' prior written notice to the Municipality effective January 1 of the subsequent year.
 - c) This Agreement may be terminated at any time by the mutual written agreement of the Municipality and the Coordinator.
 - d) This Agreement will also cease upon:
 - i. the Coordinator's death;
 - ii. the Coordinator's incapacity for a continuous period of three (3) months to perform the essential functions this Agreement as determined by duly qualified physician agreed to by the Parties; or
 - ii. Dissolution of the Municipality with appropriate notice to Coordinator.
- 2.2 Notwithstanding Clause 2.1, neither the Municipality nor the Coordinator may terminate this Agreement during the first three years of the Term.
- 2.3 All amounts owing by one Party to another Party as at the effective date of termination shall be paid in accordance with the terms of this Agreement. The Coordinator shall issue a final invoice to the Municipality affected by a notice of termination within thirty (30) of the effective date of termination.

3) MUNICIPALITY RESPONSIBILITIES

Pre-Conditions to Receiving Service

- 3.1 The Municipality is entitled to receive Services pursuant to this Agreement upon completion of the following:
- a) the Municipality's Council has passed a SDAB Bylaw and the Municipality has provided a copy of the Bylaw to the Coordinator;
 - b) the Municipality's Council has appointed, by resolution, Board Members and Clerk from the list provided by the Coordinator to the Municipality and the Municipality has provide confirmation of the appointments to the Coordinator;

- c) the Municipality has provided payment in full to the Coordinator of the Service Fee for the first year of the Term.

Payment of Service Fees

- 3.2 During each calendar year of the Term, the Municipality shall pay the annual Service Fee to the Coordinator on or before January 31.
- 3.3 Upon receipt of an appeal to the SDAB, the Municipality is responsible to pay all administration and other fees identified in **Schedule "B"** in addition to the annual Service Fee.
- 3.4 In the event that a decision of the SDAB is subject to a leave to appeal application or merit hearing at the Court of Appeal, the Municipality shall be responsible to pay all actual costs incurred by the Coordinator in preparing and coordinating the filing of the SDAB's record with the Court of Appeal and such other matters that may be requested or required to support the SDAB's response to the application or merit hearing including the administration and other fees identified in **Schedule "B"** in addition to the annual Service Fee.
- 3.5 The Municipality shall pay all Service Fees in addition to the annual Service Fees to the Coordinator within Fifteen (15) days after receipt of an invoice from the Coordinator.

Legal Fees

- 3.6 If the Municipality or the Coordinator is of the opinion that legal services are required for the purpose of a specific appeal hearing to be conducted by the SDAB, the Chief Administrative Officer and the Coordinator shall consult and jointly coordinate the retention of appropriate legal counsel for the SDAB. Legal counsel shall only be retained to assist the SDAB with the approval of the Chief Administrative Officer of the Municipality. The Municipality is responsible to pay all legal fees within fifteen (15) days of receipt of the invoice from the Coordinator or the legal firm directly, as may be mutually determined by the Coordinator and Chief Administrative Officer.
- 3.7 If a SDAB decision is subject to a leave to appeal application or appeal to the Alberta Court of Appeal, the Municipality's Chief Administrative Officer and the Coordinator shall consult and coordinate the retention of appropriate legal counsel for the SDAB. The Municipality is responsible to pay all legal fees within fifteen (15) days of receipt of the invoice from the Coordinator or the legal firm directly, as may be mutually determined by the Coordinator and Chief Administrative Officer.

Recording Fees

- 3.8 If the Coordinator determines that audio or digital recording and/or transcript services are required for the conduct of a specific appeal, the Chief Administrative Officer and the Coordinator shall consult and jointly coordinate the arrangement of appropriate recording and/or transcript service for the SDAB. Recording and/or transcript services shall only be requested to assist the SDAB with the approval of the Chief Administrative Officer of the Municipality. The Municipality is responsible to pay all recording and/or transcript fees within

fifteen (15) days of receipt of the invoice from the Coordinator or the transcript firm directly, as may be mutually determined by the Coordinator and Chief Administrative Officer.

Annual Information Provision

- 3.9 On or before January 31 of every calendar year during the Term, the Municipality shall provide the following information to the Coordinator in writing:
- a) The applicable appeal fees in accordance with the applicable bylaw(s) of the Municipality; and
 - b) Copies of Certificates evidencing the Insurance requirements referred to in Section 9 of this Agreement.

Clerk and Administrative Support for the Board

- 3.10 The Municipality shall provide all documentation and information needed by the Clerk and SDAB for the conduct of an appeal hearing to the Coordinator within two (2) Business Days of the Municipality receiving the notice of appeal to the SDAB. The information to be provided to the Coordinator includes, but is not limited to (as applicable):
- a) the notice of appeal,
 - b) confirmation of receipt of the applicable appeal fee,
 - c) notice of decision being appealed,
 - d) copy of the Development Permit being appealed,
 - e) copy of the Stop Order being appealed,
 - f) copy of the original application together with all supporting documents, plans, studies, etc.,
 - g) current copies of all relevant statutory plans, conceptual schemes, non-statutory plans, Land Use Bylaw, policies and procedures relating to the matter that is the subject of the appeal,
 - h) copies of all relevant meeting minutes, staff reports, correspondence, circulation comments and other communications,
 - i) copy of advertisement of the decision being appealed,
 - j) any other record or information relevant to the appeal, and
 - k) the location of the venue for the appeal hearing.
- 3.11 The Coordinator shall be responsible to book a suitable venue for the conduct of the appeal hearing, taking into consideration the anticipated number of attendees to the appeal hearing.

The Municipality shall be responsible to pay for all booking and rental fees and other costs associated with the hearing venue.

Filing of Appeals to the SDAB

- 3.12 The Municipality shall publish on its website and advise on all written decisions issued by its Development Authority or Subdivision Authority and Stop Orders issued by its Development Authority that the decision or Stop Order may be appealed in accordance with the Act by filing a notice of appeal together with the applicable appeal fee with
- a) the Municipality to the attention of the Clerk of the Subdivision and Development Appeal Board.
- 3.13 The Municipality is solely responsible for ensuring compliance with any decision rendered by the SDAB.

4) COORDINATOR RESPONSIBILITIES

- 4.1 Subject to the Municipality's satisfaction of the conditions set out in Section 3.1 and the Municipality's payment of the Service Fees due and payable each year during the Term, the Coordinator shall provide Services to that Municipality in accordance with the terms and conditions of this Agreement.
- 4.2 The Coordinator shall review the Service Fees every three (3) years. If the Coordinator determines that a change is required to the Service Fees, the Coordinator will notify the Municipality in writing no later than June 30th of the proposed change to the Service Fee to be effective January 1 of the subsequent year.
- 4.3 The Coordinator shall ensure it maintains a reasonable list of members who are eligible to serve on the SDAB and who have received training in accordance with the Act at all times during the Term.
- 4.4 The Coordinator shall ensure it maintains a reasonable list of trained and qualified Clerks that are available to assist the SDAB during the Term.
- 4.5 The Coordinator shall provide a list of qualified Board Members and Clerk annually to the Municipality.
- 4.6 The Coordinator shall keep a record of all appeals filed in accordance with the Act for a period of not less than ten (10) years from the date of receipt of the notice of appeal. The Coordinator shall provide the Municipality with a copy of records pertaining to that municipality within Ten (10) Business Days after receipt of a request by the Municipality at the sole cost and expense of the Municipality.
- 4.7 The Coordinator shall retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for a period of not less than ten (10) years from the date of receipt of such paper records. The Coordinator shall provide the Municipality with a copy of records pertaining to that municipality within Ten (10) Business Days after receipt of a request by the Municipality at the sole cost and expense of the Municipality.

MEMORANDUM of AGREEMENT

- 4.8 The Coordinator shall keep a record of all Board Member and Clerk appointments and training and shall provide this information to the Municipality to report to Municipal Affairs from time to time as required by the Act.
- 4.9 The Coordinator, where requested and agreed to by the Municipality, shall retain legal services on behalf of the SDAB.
- 4.10 The Coordinator, where requested and agreed to by the Municipality, shall cause audio or digital recordings and transcripts of appeal hearings to be made.
- 4.11 The Coordinator shall notify the Municipality in writing of receipt of a notice of appeal and provide a copy of the notice of appeal to the Municipality within two (2) Business Days of receipt of the notice of appeal.
- 4.12 The Coordinator shall be responsible to coordinate all arrangements and perform all administrative functions related to the holding of the SDAB appeal hearing in accordance with the requirements of the Act including (as applicable):
- a) Scheduling the appeal hearing,
 - b) Coordinating not less than three (3) Board Members to sit on the Panel. At the option of the Municipality, the Coordinator shall coordinate five (5) Board Members to sit on the Panel,
 - c) Arranging for a Clerk for the appeal hearing,
 - d) Providing notice in writing of the hearing,
 - e) Forwarding all relevant documents and materials electronically to the Municipality to be made available for public inspection on the Municipality's website and at the Municipality's office,
 - f) Preparation of SDAB appeal hearing minutes and summary of the evidence heard by the SDAB,
 - g) Preparation of the SDAB notice of decision, and
 - h) Providing a copy of the SDAB's notice of decision to all relevant parties.
- 4.13 Where a SDAB decision is subject to a leave to appeal application or merit hearing at the Court of Appeal, the Coordinator shall coordinate the preparation and filing of the SDAB hearing Record with the Court of Appeal as well as any other matters that may be requested or required to support the SDAB's response to the leave to appeal application or merit hearing.

5) ALL PARTIES' RESPONSIBILITIES

- 5.1 Both the Coordinator and the Municipality shall make every reasonable effort to ensure that all information that will be or is intended to be used in a SDAB appeal hearing is complete and accurate and provided to the other Party in a timely fashion.

6) **PRIVACY**

- 6.1 All Parties acknowledge and agree that they are subject to the *Freedom of Information and Protections of Privacy Act (FOIPP)* and that they will only collect and release information in accordance with the provisions of FOIPP.
- 6.2 The Municipality shall ensure that any information of a confidential or protected nature which it provides to the Coordinator is clearly marked as such.
- 6.3 The Municipality shall ensure that their planning and development applications and forms of notice of appeal having the requisite acknowledgement and agreement pursuant to FOIPP that any party submitting an application or notice of appeal acknowledges and agrees that the information submitted by that party in support of its application or appeal shall be subject to release to the public.

7) **DISPUTE RESOLUTION**

- 7.1 If any dispute arises between the Municipality and the Coordinator with respect to the interpretation or application of the provisions of this Agreement, the Parties shall first attempt to resolve the dispute by direct negotiations between the Chief Administrative Officer of the Municipality and the Coordinator within thirty (30) days of receipt of notice of the matter in dispute. If the Chief Administrative Officer and the Coordinator cannot resolve the dispute, then such dispute will be referred to two elected officials from the Municipality and the Coordinator, who will then meet to discuss and attempt to resolve the matter in dispute in a timely fashion.
- 7.2 In the event the dispute cannot be resolved by the elected officials of the Municipality and the Coordinator within thirty (30) days of the dispute being referred to them, then, upon mutual consent of the Parties, the Parties may utilize the Alberta Municipal Affairs Mediation Services program to assist in resolving the dispute. The Parties shall bear their own costs of mediation.
- 7.3 In the event the dispute cannot be resolved through mediation, then the dispute will be determined by arbitration in accordance with the following:
 - a) The Parties will agree upon a single arbitrator (the "Arbitrator") and in the event that the Parties are unable to agree upon the Arbitrator, the matter will be referred to the Court of Queen's Bench of Alberta for the appointment of the Arbitrator;
 - b) The decision of the Arbitrator will be binding upon the Parties;
 - c) The cost of arbitration will be borne by the Party against which the award is made by the Arbitrator, unless the Arbitrator decides otherwise;
 - d) The Arbitrator will not alter, amend or otherwise change the terms and conditions of this Agreement;
 - e) Except as modified herein, the provisions of the *Arbitration Act* will apply to any arbitration conducted pursuant to this Agreement; and
 - f) Notwithstanding any provision contained herein to the contrary, if any dispute which

has been submitted to the Arbitrator has not been determined by the Arbitrator within 45 days of receipt of the notice to arbitrate, either Party at any time thereafter, but prior to the determination being made by the Arbitrator, will have the right of recourse to the Court of Alberta having jurisdiction for determination of the dispute, and upon the commencement of any action for such purpose the jurisdiction of the Arbitrator with respect of such dispute will cease.

8) RELEASE AND HOLD HARMLESS

- 8.1 With the exception of gross negligence or willful breach of this Agreement, the Bylaw or the Act, the Municipality agrees to release and hold harmless the Coordinator, officers, employees, contractors, volunteers, and agents together with the Clerks and Board Members (collectively referred to as the "Coordinator Parties") from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind that the Municipality may sustain, pay or incur or which may be brought or made against all or any of them, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, and/or arising as a direct or indirect result of or in connection with the performance or intended performance of the Coordinator Parties' obligations pursuant to the Act, Bylaw and this Agreement.
- 8.2 The provisions set forth in Section 8.1 will survive the expiration of the Term or the termination of this Agreement.

9) INSURANCE

- 9.1 Throughout the Term, the Municipality shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:
- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
 - b) General Liability insurance policy of not less than \$2,000,000 per occurrence. The Coordinator must be named as an additional insured.
- 9.2 Throughout the Term, the Coordinator shall maintain, in full force and effect with insurers licensed in the Province of Alberta, the following insurance:
- a) Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
 - b) General Liability insurance policy of not less than \$2,000,000 per occurrence.

10) FORCE MAJEURE

10.1 If the Municipality or the Coordinator fail to meet their respective obligations hereunder within the respective time prescribed, and such failure is directly caused or materially contributed to by Force Majeure, such failure will be deemed not to be a breach of the obligations, provided that, in such event, the Municipality or the Coordinator will use their commercially reasonable efforts to put themselves in a position to carry out their obligations hereunder as soon as reasonably possible, to the extent that it is within their power.

11) NOTICES

11.1 All notices sent pursuant to the terms of this Agreement shall be served by one of the following means:

- (a) by single registered mail in a prepaid envelope. Notice shall be deemed received five (5) days after mailing. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of the postal interruption shall be deemed to have been received unless actually received;
- (b) by telecopier, e-mail or by any other like electronic method by which a written or recorded message may be sent, directed to the Party upon whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - i. upon transmission with answer back confirmation if received within the normal hours of the business day; or
 - ii. at the commencement of the next ensuing business day following transmission with answer back confirmation thereof if not received within the normal hours of the business day; or

11.2 Notices shall be sent to the following addresses:

To the Municipality at:

The Summer Village of Sunrise Beach
4808 – 51 Street
P.O. 1197
Onoway, AB T0E 1V0
Phone: 780-697-0271
Email: svsunrisebeach@wildwillowenterprises.com

To the Coordinator at:

Emily House/Milestone Municipal Services
Site 1, Box 157, RR 1
Onoway, AB T0E 1V0
Phone: (780) 914-0997
E-Mail: emily@milestonemunicipalservices.ca

MEMORANDUM of AGREEMENT

12) ENTIRE AGREEMENT

12.1 This Agreement is the whole agreement between the Parties and replaces any prior Agreement existing between the parties.

12.2 This Agreement may not be modified, changed, amended or waived except by signed written agreement of the Parties.

13) UNENFORCEABILITY

13.1 If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement will be deemed to be severed from the remainder of the Agreement, and the remainder of the Agreement will be enforceable.

14) ASSIGNMENT

14.1 This Agreement will not be assignable by the Municipality or the Coordinator to any other person, agency, firm or corporation without the prior written consent of the other Parties.

15) COUNTERPART AND ELECTRONIC SIGNATURES

15.1 This Agreement may be executed in any number of counterparts by the Parties. All counterparts so executed will be the same effect as if all Parties actually had joined in executing one and the same document. Any faxed or electronic (pdf) copy of a signature will be deemed to be an original signature.

EMILY HOUSE/MILESTONE MUNICIPAL SERVICES

SUMMER VILLAGE OF SUNRISE BEACH

SCHEDULE A – SERVICES

Our services focus on the organization and training of a qualified pool of Board Members and the administrative arrangements for receiving notices of appeal, coordinating and holding appeals and issuing decisions through a qualified pool of Clerks that provide support to the SDAB.

A. The Annual Services Fee (rate set out in Schedule B)

Services included:

- The recruiting and organizing of a pool of Board Members and Clerks available to sit on Panels to hear appeals.
- Arranging for training and certification of Board Members and Clerks.

Exclusions to Services:

- The provision of services directly related to holding an appeal on a particular matter is not included in the Annual Service Fee. These services are subject to additional fees in accordance with **Schedule B**.

B. Services Related to Holding an Appeal for Additional Fees (Rates set out in Schedule B)

The following will be offered by the Coordinator for Clerk and administrative support for a SDAB hearing:

- Receive notice of appeal from the Municipality and determine whether filing timelines have been met
- Coordinate a Panel of not less than three (3) Board members and, at the option of the Municipality, five (5) Board Members
- Schedule hearing date with appellant(s), respondent(s), Municipality and Board Members forming the Panel within 30 days from the date of receipt of the notice of appeal
- Coordinate the hearing venue with the Municipality
- Prepare appeal agenda package and arrange for distribution
- Prepare and send out notice of appeal in accordance with the Act and arrange for posting with the Municipality
- Make all relevant documents and materials respecting the appeal available for public inspection electronically on the Municipality's website and at the Municipality's office
- Attend hearing and assist Chairman with conduct of hearing
- Prepare record of proceedings
- Attend and assist Panel with deliberations and preparation of decision

MEMORANDUM of AGREEMENT

- Distribution of decision to affected parties

C. Services Related to a Leave to Appeal Application to the Court of Appeal or a Court of Appeal Merit Hearing for Additional Fees (Rates set out in Schedule B)

The following services will be provided by the Coordinator where the Coordinator provided the Clerk and administrative support for the SDAB hearing and the SDAB's decision on that appeal is the subject of a leave to appeal application to or merit hearing at the Court of Appeal:

- a) coordinate legal counsel to represent the SDAB in consultation with the Chief Administrative Officer of the Municipality, and
- b) coordinate the preparation and filing of the SDAB Hearing Record with the Court of Appeal as well as any other matters that may be requested or required to support the SDAB's response to the leave to appeal application or merit hearing.

D. Other Service Offerings

The Coordinator may provide other services at such rates as the Parties may mutually agree to from time to time.

SCHEDULE B – SERVICE FEES AND OTHER FEES

1. ANNUAL SERVICE FEE: \$300.00

2. ADDITIONAL FEES:

- a. Clerk services will be charged to the Municipality at a rate of \$60/hour.
- b. Administrative support services to the SDAB and Clerk will be charged to the Municipality at a rate of \$60/hour.
- c. Court of Appeal fees: where the Coordinator is providing services relating to a leave to appeal application to or merit hearing at the Court of Appeal, these services will be charged to the Municipality at the rate of \$60/hr.
- d. Withdrawn Appeals: in instances where an appeal is filed and then withdrawn; the Municipality will be obligated to pay the hourly rates for the effort put into the file.
- e. Board Member Per Diems: in instances where an appeal proceeds to a hearing; the Municipality will be obligated to pay Board Member Per Diems in accordance with the following:

Up to 4 hours	Over 4 Hours and up to 8 Hours
\$170	\$340
- f. Meals and Accommodations: will be charged to the Municipality on a cost recovery basis with a maximum amount set by the Chief Administrative Officer of the Municipality in consultation with the Coordinator.
- g. Travel: will be charge to the Municipality at a rate of \$0.55/km.
- h. Office/Print Supplies: will be charged to the Municipality on a cost recovery basis.
- i. Legal Services: will be charged to the Municipality on a cost recovery basis.
- j. Audio, Digital Recording and Transcript Services: will be charged to the Municipality on a cost recovery basis.
- k. Venue booking fees, rates and charges will be charged to the Municipality on a cost recovery basis.

**A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE
PROVINCE OF ALBERTA TO ESTABLISH A SUBDIVISION AND
DEVELOPMENT APPEAL BOARD.**

WHEREAS the *Municipal Government Act* section 627 provides that a council must establish a subdivision and development appeal board;

AND WHEREAS the *Municipal Government Act* section 628 details what must be included in any bylaw or agreement providing for the establishment and function of a subdivision and development appeal board and its administrative components;

AND WHEREAS Council wishes to exercise its authority pursuant to the *Municipal Government Act* by entering into an agreement to procure subdivision and development appeal board services,

NOW THEREFORE the Municipal Council of the Summer Village of Sunrise Beach, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. TITLE

- 1.1. This Bylaw may be cited as the "Subdivision and Development Appeal Board Bylaw".

2. ESTABLISHMENT

- 2.1. That a board known as the Subdivision and Development Appeal Board (SDAB) of the Summer Village of Sunrise Beach, hereinafter called the "Board" is hereby established;
- a) The Summer Village of Sunrise Beach shall appoint a minimum of three (3) members to the Board by resolution of Council;
 - b) No person who is a Development Officer or a member of a Municipal Planning Commission shall be appointed to act as a member of the Board;
 - c) Each Board Member and the Clerk of the SDAB shall be appointed for a term not to exceed three (3) years and may be re-appointed upon the expiry of its members; more than one clerk may be appointed;
 - d) Any vacancy caused by the death, retirement or resignation of a member shall be filled by resolution of Council; and
 - e) A member shall not be disbanded or discharged without cause.
- 2.2. There must be three (3) members of the Board to constitute a quorum for the making of all decisions and for doing any action required or permitted to be done by the Board.

- 2.3. A decision of the Board shall be made only by those members present at a meeting duly convened.
- 2.4. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the Board.
- 2.5. The Board shall hold such meetings as are necessary to fulfill the Board's responsibility.
- 2.6. Hearings on appeals filed will be held at a location established by the Clerk.
- 2.7. The Summer Village of Sunrise Beach will compensate the board members and clerk.
- 2.8. The Clerk shall prepare and maintain a record of written minutes of the business transacted at all meetings of the Board, copies of which shall be regularly filed with the Council of the Summer Village of Sunrise Beach.
- 2.9. On or before January 1st each year the municipality must submit an annual report to the province containing information on the number of SDAB clerks and members they have appointed, and those who have completed and enrolled in the required SDAB training.
- 2.10. A member of any SDAB must not participate in a hearing unless the member has successfully completed a training program.
- 2.11. SDAB members must take a refresher course every three (3) years to stay current on appeal matters (such as changes in law, planning and/or administration).
- 2.12. Council must appoint one or more clerks. Clerks of an SDAB must be appointed as a designated officer, and they are not eligible for appointment if the training requirements are not successfully met.
- 2.13. Board members and clerks are required to undergo mandatory training based on a standard training program to be approved by the Minister of Municipal Affairs. All

SDAB members and clerks must successfully complete the SDAB training as approved by the Minister by April 1, 2019.

- 2.14. The SDAB Clerk administers and oversees the scheduling and recording of SDAB hearings. The training requirements and qualifications for SDAB clerks differ from the training requirements for SDAB members based on their different roles. SDAB clerks must take a refresher on the SDAB training every three (3) years to stay current with the roles and responsibilities of the position.
- 2.15. The rates for remuneration, traveling and other expenses of the Board Member and Clerk shall be the rates agreed to in the corresponding service agreement, as negotiated from time to time.
- 2.16. The Board shall elect a Chairman from the Board members in attendance at any required meeting.
- 2.17. The election of Chairman shall occur at the beginning of each meeting.

3. FUNCTION AND OPERATION

- 3.1. The Board shall hear appeals where a Development Authority or Subdivision Authority or Development Officer or Council:
 - a) refuses or fails to issue a development permit to a person within 40 days of receipt of the application;
 - b) issues a development permit subject to conditions;
 - c) issues an order under section 645 of the Municipal Government Act; or
 - d) issues a decision on a subdivision application.
- 3.2. The Board shall hear appeals from any other person affected by an order, decisions on subdivision and development applications of a Development or Subdivision Authority or development permit of a Development Officer.
- 3.3. The Board Secretary or a duly appointed officer of the Summer Village of Sunrise Beach shall give at least five (5) working days notice in writing of the public hearing to:
 - a) the appellant;

- b) the Development or Subdivision Authority from whose order, decision or development permit the appeal is made; and
 - c) those owners required to be notified under the Land Use Bylaw and any other person that the Board Secretary or a duly appointed officer of the Summer Village of Sunrise Beach considers to be affected by the appeal and should be notified.
- 3.4. In determining an appeal, the Board:
- a) shall comply with any regional plan, statutory plan, and subject to clause (c), any land use bylaw or land use regulations in effect and must have regard to but is not bound by the subdivision and development regulations;
 - b) may confirm, revoke or vary the order, decision or development permit or any condition attached to any of them or make or substitute an order, decision of its own; and
 - c) notwithstanding the development permit, that the proposed development does not comply with the land use bylaw or land use regulations if, in its opinion:
 - (i) the proposed development would not:
 - a. unduly interfere with the amenities of the neighborhood; or
 - b. materially interfere with or affect the use, enjoyment or value of neighboring properties; and
 - (ii) the proposed development or subdivision does not conflict with the use prescribed for that land or building in the Land Use Bylaw or Land Use regulations, as the case may be.
- 3.5. The Board shall give its decision in writing together with reasons for the decision within fifteen (15) working days of the conclusion of the hearing.

4. GENERAL

- 4.1. Each provision of this Bylaw is independent of all other provisions. If any provision of the Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 4.2. This Bylaw rescinds any previous bylaw referencing the establishment of a subdivision and development appeal board in and for the Summer Village of Sunrise Beach, and shall come into full force when it receives THIRD and FINAL reading and is duly signed.

5. COMING INTO FORCE

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw and this Bylaw recinds Bylaw 99-2004.

READ a first time this 22nd day of January 2019.

READ a second time this 22nd day of January 2019.

UNANIMOUS CONSENT to proceed to third reading this 22nd day of January 2019.

READ a third and final time this 22nd day of January 2019.

SIGNED this 22nd day of January 2019.

Mayor, Glenn Ussleman

Chief Administrative Officer, Wendy Wildman

.8 FCSS Contributions (Onoway, Sunrise Beach, Nakaman Park, Birch Cove, Yellowstone)

Town	Onoway Portion	Sunrise Beach	Nakaman Park	Birch Cove	Yellowstone
ion	\$ 600.00	\$ 100.00	\$ 130.77		\$ -
uts	\$ 500.00	\$ 100.00			
mpassionate Connections		\$ 100.00			
n' Game	\$ 1,200.00	\$ 75.00			
utification	\$ 500.00				
l Guides	\$ 500.00	\$ 50.00			
ttin Hall			\$ 200.00		
m & Tots	\$ 1,500.00	\$ 957.70			
oway Library	\$ 1,500.00	\$ 100.00	\$ 200.00		\$ 2,500.00
lets	\$ 500.00	\$ 50.00			
Society	\$ 4,500.00	\$ 500.00			
itage Society	\$ 2,000.00				
ling Club	\$ 1,000.00	\$ 100.00	\$ 180.78		
oway Parents (Elementary)	\$ 1,200.00	\$ 100.00	\$ 200.00		\$ 1,093.00
vn Christmas Party/Light Up	\$ 900.00				
id Bank	\$ 800.00	\$ 200.00	\$ 100.00		
yschool	\$ 2,900.00	\$ 100.00			
ts	\$ 450.00				
t End Bus - Seniors in Motion	\$ 1,000.00	\$ 272.00	\$ 66.00	\$ 82.00	
oway & District Historical Guild	\$ 1,000.00		\$ 100.00		
nmmer Programs	\$ 2,500.00	\$ 200.00			
h Valley Library				\$ 700.00	\$ 500.00
i & Sand Recreation League (Christmas & Volunteer Event)		\$ 1,588.30			
oway Heritage Trail Committee	\$ 500.00				
oway Facility & Enhancement (Onoway Hall)	\$ 1,835.05				
h Valley Community League				\$ 200.00	
amun Park Community Picnic			\$ 1,226.00		
oway Golden Club	\$ 200.00				
oway Jr. Sr. High School	\$ 1,200.00	\$ 1,000.00	\$ 200.00	\$ 32.90	
riers Group					
Library					\$ 1,500.00
oway Christmas Party - Shelia Doka	\$ 500.00				
TOTAL	\$ 29,285.05	\$ 5,593.00	\$ 2,603.55	\$ 1,014.90	\$ 5,593.00
al FCSS Money Left to spend	\$	\$	\$	\$	\$

TOTAL FCSS MONEY AVAILABLE:	\$	29,285.05	\$	5,593.00	\$	2,603.55	\$	1,014.90	\$	5,593.00
TOTAL FCSS Money for Onoway, Sunrise Beach, Nakaman, Birch Cove, Yellowstone	\$	44,089.50								
MINUS total from Onoway, Sunrise Beach, Nakamun, Birch Cove, Yellowstone	\$	44,089.50								
TOTAL Available FCSS Money left from Onoway, Sunrise Beach, Nakamun, Birch Cove	\$	0.00								



Summer Village of Sunrise Beach



SNOW REMOVAL 2018/2019

The Summer Village is seeking interest for snow removal for the upcoming season. This can be a contract position or employee position.

Roads will be cleared when an accumulation of sufficient snow is on the ground, sufficiency to be determined by the Summer Village.

There is approximately 7 km of roadway (main roads) within the Summer Village, work to include wind row removal at driveways.

If Contract:

- Must supply and maintain own equipment for snow removal (must list available equipment in your tender and note your experience in snowplowing services)
- Must provide a copy of WCB clearance certificate.
- If equipment is unable to perform work required, must have alternate equipment available for immediate snow removal
- Must have at least 2 Million Liability Insurance Policy (copy to be included with tender)

If Employee:

- Provide your resume and wage expectation.
- Class 5 Drivers License (driver's abstract may be required)
- Steel toed boots
- Experience in operating all equipment would be an asset

For a map of the Summer Village, please check our website.

www.summervillageofsunrisebeach.ca

Submit to: Summer Village of Sunrise Beach
Administration Office
PO Box 1197
Onoway, AB T0E 1V0
Fax: 780-967-0431

Or in person: 4808 -51 Street, Onoway, AB

Deadline for Submission: Thursday, October 18th, 2018 at 12 NOON

We thank all interested parties for their applications; only those to be interviewed will be contacted.



BROWNLEE LLP
Barristers & Solicitors presents:



EMERGING TRENDS IN MUNICIPAL LAW

February 7, 2019 - Calgary
February 14, 2019 - Edmonton

- Topics include:**
- Economic Development
 - Revenue Strategies
 - Employment Restructuring
 - Value Procurement

Registration: \$180 + GST per person

Please note that booklets will NOT be available.

Materials will be made available online should you wish to print them prior to the event.

To register for the Calgary event on Feb 7, 2019 [CLICK HERE](#)

To register for the Edmonton event on Feb 14, 2019 [CLICK HERE](#)

For more information including venues and hotel availability visit:

www.brownleelaw.com/events/

Agenda and course descriptions will be made available soon.

Event is by invitation only.

BrownleeLaw.com

An Exclusive Legal Educational Seminar for Municipal Elected Officials & Employees Only.

Topics Include:

- Economic Development
- Revenue Strategies
- Employment Restructuring
- Value Procurement

Event to be held at:

Calgary:

Emerging Trends in Municipal Law

Date: Thursday, February 7, 2019

Location: The Best Western Premier Calgary Plaza Hotel

Address: 1316 33 Street NE

→ **Register here: YYC**

Discounted room rates are available at the Best Western Premier Calgary Plaza Hotel from \$125 for double occupancy. To book a room, call 1-403-248-8888, as these room rates are only available until January 8, 2019.

Edmonton:

Emerging Trends in Municipal Law

Date: Thursday, February 14, 2019

Time: 8:00am-5:00pm

Location: Edmonton Expo Centre

Address: 7515 118 Ave NW

→ **Register Here: YEG**

Registration \$180 + GST per person

**Emerging Trends is proud to be going green! We recommend you use the conference materials which will be available online closer to the date. Please note, we will not have any printed materials on-site.*

Event is by Invitation Only.

We hope you can make it!

Cheers,
Brownlee LLP



**PRESCILLA THOMPSON | MARKETING ASSISTANT | BROWNLEE LLP
MARKETING**

m. 780-497-4800 | d. 780-970-5739 | f. 780-424-3254 | pthompson@brownleelaw.com

2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8

Toll-Free. 800-661-9069 | www.brownleelaw.com

Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by clicking [here](#).

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[FWD: 2019 Reynolds Mirth Richards & Farmer LLP Municipal Law Seminars - Registration Now Open]

----- Original Message -----

Subject: 2019 Reynolds Mirth Richards & Farmer LLP Municipal Law Seminars - Registration Now Open
From: "Colleen N. Gilliam" <CGilliam@rmrf.com>
Date: Tue, November 27, 2018 8:56 am
To:

8/25/18

Registration for our 2019 Municipal Law Seminars is now open. Please circulate this invitation at your discretion to those within your organization who you think would benefit from attending, including councilors and administration.

Edmonton Seminar: Friday, February 15, 2019

Airdrie Seminar: Friday, February 22, 2019

Grande Prairie Seminar: Friday, March 8, 2019

8:30 am to 3:30 pm

We will be offering an array of topics for each location and will also be including a new optional working lunch session on Estate Planning Essentials at our Edmonton Seminar, presented by RMRF Partner, Maya Gordon.

Please do not hesitate to contact us should you have any questions.

We look forward to seeing you there!

*We also still have spots open for our **Subdivision & Appeal Board Training Workshop on Wednesday, December 12, 2018**. If you are interested in attending please visit our event page by clicking [here](#).*

Colleen N. Gilliam | Marketing and Events Coordinator
Direct: 780.497.3365 | cgilliam@rmrf.com

3200 Manulife Place | 10180 - 101 Street | Edmonton AB Canada T5J 3W8
Fax: 780.429.3044 | Toll Free: 1.800.661.7673 | www.rmrf.com

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Municipal Law Seminar - Edmonton

Reynolds Mirth Richards & Farmer LLP
 Friday, 15 February 2019 from 8:30 AM to 3:30 PM (MST)
 Edmonton, AB



Ticket Information

TICKET TYPE	SALES END	PRICE *	FEE	QUANTITY
Reserved Seating	31 Jan 2019	\$125.00	\$9.06	1

* Prices include GST/HST



Share Municipal Law Seminar - Edmonton



Event Details

Our 34th Annual Central Municipal Law Seminar will run from 8:30am - 3:30pm followed by a casual reception. Doors open at 7:45am and your registration fee includes breakfast, lunch, coffee breaks, and our post-program reception.

Venue location and a detailed agenda will be sent to registrants closer to the seminar. A hotel guestroom block is available for attendees.

Topics at this year's seminar will include:

Words Matter – Unravelling Legal Language

The law sometimes uses words in mysterious and unexpected ways. In this session, we'll take a look at the interesting, surprising, and sometimes quirky ways that statutes (like the *Municipal Government Act*), contracts (like the standard form municipal construction and roadbuilding contracts), and courts use and abuse the English language. To quote a noted (though fictional) scholar: "You keep using that word – I do not think it means what you think it means."

Constitutional Challenges to Municipal Bylaws

In this session, we will discuss the various ways municipal bylaws can be challenged under the Constitution of Canada. We will discuss constitutional challenges based on the s. 91 and s. 92 division of powers between the Provinces and the Federal Government, including when bylaws may be considered, in pith and substance, criminal law. We will also discuss constitutional challenges to municipal bylaws based on the Charter and review how the Oakes Test works. The fear of a constitutional challenge is not

When & Where



Edmonton, AB
 Canada
 Friday, 15 February 2019 from 8:30 AM to 3:30 PM (MST)

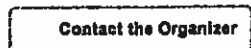
Add to my calendar

Organizer

Reynolds Mirth Richards & Farmer LLP



Reynolds Mirth Richards & Farmer LLP



View organizer profile

4 upcoming events on Eventbrite

uncommon when considering new or progressive bylaws and the topic is a timely one with the legalization of recreational cannabis and the many areas in which municipalities play a role in regulation at the local level.

Procurement Pitfalls and Troublesome Contractors

Recent changes to the trade agreements affecting municipalities and new case law regarding municipalities' rights to manage or exclude problematic contractors all highlight the need to ensure you have effective procurement policies in place. There are many circumstances where a particular contractor has a history of problems, and the municipality would like to avoid ever working with them again in the future. However, when putting out a tender or request for proposals, the municipality faces a risk that the problematic contractor will come in as the low bidder, potentially forcing the municipality to work with them and go through the same problems yet again.

This session will discuss various ways of addressing that risk, by ensuring the municipality is protected from having to accept bids from those difficult contractors. It will explore policies the municipality can put in place to restrict or disqualify certain contractors from bidding on future work, and provide greater flexibility and control to municipalities when selecting their contractors or service providers in the future.

So Many Choices: How Municipalities Can Provide Services and Operate Facilities

The *Municipal Government Act* empowers municipalities to provide services and facilities that council considers necessary or desirable for the community. Municipal services and facilities can be provided and operated in a number of ways, at the municipal, intermunicipal, or regional level.

This session will explore a number of possible models for the delivery of services and operation of facilities, with discussion of opportunities for intermunicipal and regional collaboration. Options to be discussed will include non-profit corporations, municipality corporations, and regional services commissions.

The Solution to Spending 85% of Supervisory/Managerial Time on 15% of the Problem Employees: Just Cause, Progressive Discipline and Updates

This session will review performance appraisals, investigations, progressive discipline, and just cause. We will have suggestions on ways to deal with difficult employees and go over updates to the *Act*.

Tax Collection

This session will review the options municipalities have for collecting unpaid property taxes (including linear taxes) and a review of recent developments and cases involving municipalities, receiverships, CCAA proceedings and bankruptcies.

Working out the Kinks of the Assessment MGA Amendments

Get caught up on recent cases, the implementation of the *Modernized Municipal Government Act* changes, and the regulation changes yet to come.

Bear Pit





Registrants will have the opportunity to submit legal questions on matters affecting municipalities for discussion by our panel of lawyers

This year, we will also be offering an optional lunch session on Estate Planning Essentials, presented by RMRP Partner, Maya Gordon.

This working lunch session will give attendees an opportunity to hear about some of the basics of estate planning, including Wills, Enduring Powers of Attorney, and Personal Directives. This session will include time for questions.

Have questions about Municipal Law Seminar - Edmonton? Contact Reynolds Mirth Richards & Farmer LLP

Other Events You May Like

 <p>Reynolds Mirth Richards & Farmer LLP</p> <p>WED, 12 DEC 9 00 AM</p> <p>Subdivision and Development Appeal Board Training Workshop</p> <p>Reynolds Mirth Richards & Farmer LLP Ed</p> <p>#Class</p>	<p>\$175</p>  <p>February 4, 2019 3:30-10:00 AM \$95</p> <p>Bylaws Refresher</p> <p>A Society Bylaws Overview</p> <p>MON, 4 FEB 5:30 PM</p> <p>Bylaws Refresher - A Society Bylaws Overview</p> <p>Edmonton, Edmonton</p> <p>#Charity Causes #Class</p>	 <p>WED, 13 FEB 8:00 AM</p> <p>2019 Subdivision and Development Appeal Board Training Workshop -</p> <p>Delta Hotels by Marriott Edmonton South Co</p> <p>#Business #Conference</p>	 <p>SAT, 19</p> <p>Bridging and Advertising</p> <p>Boys and Girls</p> <p>#Charity</p>
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October 19, 2018

Summer Village of Sunrise Beach
Box 1197
Onoway, Alberta T0E 1V0

The 2018-2019 school year is the 21st consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools in Alberta. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated in support of the important outreach of our charitable organization.

A fun infographic, which provides a few highlights of this 20 year endeavor, has been enclosed. The children's thirst for learning makes face to face interactions with them both rewarding and a bit of an adventure. A recent program evaluation indicated that more than 85% of the rural children we reach are remembering farm safety messages year to year. The evaluation also found that review materials sent home with these rural children are an important bridge to their parents.

We are again reaching out to towns, villages and summer villages across the province, asking each to consider supporting the continued delivery of Safety Smarts to rural children across Alberta. A big thanks to the 38 who recently contributed.

As budget realities allow, we invite your council to consider a 2019 contribution of \$.15/resident to a maximum of \$300. It is our intention to continue extending an annual invitation to towns, village and summer villages in Alberta encouraging them become involved in strengthening rural Alberta through farm safety education.

If this request just will not fit within your budget, we ask you to consider other rural champions in your community who may be interested in lending a hand/donating a few dollars. In our current regulatory focused environment, it seems that family farms and the individuals on them are being somewhat forgotten. Let's look after our own and together sustain this safety initiative for another 20 years!

As a charity registered with CRA, any donation in support of our mission is eligible for a charitable tax receipt.

The most recent year-end Safety Smarts report can be found on our website – abfarmsafety.com
Included in this report is an alphabetical listing of all 453 rural schools visited during the 2017-2018 school year along with the number of classes and students reached at each school. These delivery details have also been enclosed with this correspondence.

We would be pleased to provide additional information, upon request.

Sincerely,

Laura Nelson
Executive Director

Safety Smarts 2017-2018

Public, Separate, Francophone, Private Schools Visited - Alphabetical

School	Date	# Classes	# Children	MD/County/Name
A.B. Daley Community School	05-Oct-17	9	172	M.D. of Willow Creek
A.L. Horton Elementary School	23-Apr-18	16	377	County of Minburn
Acme School	17-Oct-17	6	103	Kneeshill County
Alcoma School	29-Sep-17	5	52	County of Newell
Alder Flats Elementary School	22-Jan-18	7	133	County of Wetaskiwin
Alb MAC School	01-May-18	7	158	Lacombe County
Allan Johnstone School	19-Sep-17	2	39	Flagstaff County
Altario School	18-May-18	2	30	Special Areas 4
Amisk School	16-May-18	4	78	M.D. of Provost
Andrew School	11-Sep-17	4	72	Lamont County
Ardmore School	19-Sep-17	5	101	M.D. of Bonnyville
Arrowwood Community School	23-Oct-17	3	70	Vulcan County
Ashmont Elementary School	05-Apr-18	16	272	County of St. Paul
Assumption Roman Catholic School	19-Oct-17	4	48	Special Areas 3
Aurora Elementary School	10-May-18	6	133	Brazeau County
Aurora Elementary School	24-Apr-18	12	225	Brazeau County
Aurora Middle School	10-Oct-17	8	178	La La Biche County
Barnwell School	09-Mar-18	5	128	M.D. of Taber
Barons School	07-Feb-18	6	119	County of Lethbridge
Barrhead Elementary School	06-Nov-17	30	660	County of Barrhead
Bashaw School & ECS	03-Apr-18	7	136	Camrose County
Bassano School	25-Sep-17	7	139	County of Newell
Bawff School	09-Feb-18	2	23	Camrose County
Beaverlodge Elementary School	11-Apr-18	6	121	County of Grande Prairie
Belauker Community School	25-Oct-17	7	154	Rocky View County
Bentley School	23-Oct-17	11	209	Lacombe County
Berry Creek Community School	14-Mar-18	4	49	Special Areas 2
Big Rock School	20-Nov-17	15	301	M.D. of Foothills
Big Valley School	19-Oct-17	4	62	County of Stettler
Blacdie School	09-May-18	5	103	M.D. of Foothills
Blessed Sacrament School	08-May-18	16	398	M.D. of Wainwright
Bluffton School	09-Jan-18	5	90	Ponoka County
Bon Accord Community School	16-Mar-18	6	145	Sturgeon County
Botha School	16-Feb-18	3	60	County of Stettler
Bowden Grandview School	11-Dec-17	7	164	Red Deer County
Boyle School	23-May-18	6	104	Athabasca County
Brent Christian School	26-Jan-18	4	69	Vulcan County
Brentwood Elementary School	10-Jan-18	15	357	Wheatland County
Bretton Elementary School	08-May-18	6	134	Brazeau County
Brownfield Community School	12-Oct-17	3	27	County of Paintearth
Bruderheim Community School	23-Nov-17	7	126	Lamont County
Busby School	29-Nov-17	5	99	Westlock County
Byemore School	24-Oct-17	3	37	County of Stettler
C.P. Blakely Elementary School	15-May-18	17	401	Red Deer County
C.W. Sears Elementary School	03-Mar-18	16	334	Beaver County

School	Date	# Classes	# Children	MD/County/Name
Durstable School	22-Jan-18	4	57	County of Barrhead
E.G. Wahlstrom School	11-May-18	15	377	M.D. of Lesser Slave River
E.M. Walter School	21-Sep-17	7	123	County of Vermillion River
East Lake School	05-Feb-18	27	621	Rocky View County
Eastport Elementary School	27-Nov-17	19	371	County of Newell
Ecole du Sommet School	29-Sep-17	7	108	County of St. Paul
Ecole Edwards Elementary	17-Apr-18	30	664	Rocky View County
Ecole Elementaire Androssan	12-Apr-18	17	394	Strathcona County
Ecole Elementaire Percy Pagler	14-Nov-17	8	155	M.D. of Foothills
Ecole James S. McCormick	16-Apr-18	24	451	Lacombe County
Ecole Malville Community	24-Jan-18	7	121	County of St. Paul
Ecole Meridian Heights	01-Feb-18	8	155	Parland County
Ecole Meridian Heights	31-Jan-18	8	169	Parland County
Ecole Notre Dame Elementary	28-Nov-17	15	283	M.D. of Bonnyville
Ecole Notre Dame Elementary	01-Dec-17	6	108	M.D. of Bonnyville
Ecole Rocky Elementary	05-Dec-17	15	303	Clearwater County
Ecole Sifton	14-Nov-17	16	320	Camrose County
Ecole Steffie Wolna Elementary	26-Mar-18	21	457	Red Deer County
Ecole Westhaven Elementary	12-Mar-18	15	355	Yellowhead County
Edgerton Public School	17-Apr-18	4	58	M.D. of Wainwright
Edorado Elementary School	15-Jan-18	15	308	Brazeau County
Elizabeth School	11-Dec-17	7	99	M.D. of Bonnyville
Elk Point Elementary School	23-Nov-17	14	257	County of St. Paul
Elmer Elson Elementary School	16-Apr-18	14	284	La C Ste. Anne County
Elmworth School	27-Apr-18	4	48	County of Grande Prairie
Elora School	25-Sep-17	4	64	Red Deer County
Enchant School	17-Apr-18	6	60	M.D. of Taber
Entwistle School	12-Apr-18	4	88	Parland County
Erskine School	31-May-18	5	100	County of Stettler
Evansview School	21-Mar-18	6	125	Yellowhead County
Eshaw School	30-Apr-18	5	82	M.D. of Bighorn
Fahn School	05-Mar-18	6	137	County of Wetaskiwin
Foremost School	25-Apr-18	7	92	County of Farty Mille
Forenburg School	10-May-18	6	107	Flagstaff County
Fort Assiniboine School	20-Mar-18	4	63	Woodlands County
Fox Creek School	09-Mar-18	8	160	M.D. of Greenview
Fulham School	10-Oct-17	4	72	Yellowhead County
Fultonvale Elementary School	02-Oct-17	16	345	Strathcona County
Gem School	23-Apr-18	1	22	County of Newell
Gibbons School	09-Apr-18	4	128	Sturgeon County
Glen Avon School	05-Mar-18	18	369	County of St. Paul
Glendon School	16-Mar-18	7	133	M.D. of Bonnyville
Greentree School	15-Sep-17	19	405	None
Griffin Park School	29-Jan-18	23	478	County of Newell
Griffiths-Scott Middle School	18-Apr-18	8	216	County of Wetaskiwin

School	Date	# Classes	# Children	MD/County/Name
Calmar Elementary School	13-Mar-18	12	223	Leduc County
Calvin Christian School	26-Mar-18	22	508	County of Lethbridge
Camilla School	27-Apr-18	7	147	Sturgeon County
Camilla School	15-May-18	9	198	Sturgeon County
Carbon School	20-Oct-17	4	71	Kneeshill County
Cardston Elementary School	10-Apr-18	25	541	Cardston County
Caroline School	12-Dec-17	7	168	Clearwater County
Carstrand School	25-Oct-17	5	85	Wheatland County
Caslan School	22-May-18	5	79	Athabasca County
Cayley School	28-Nov-17	4	77	M.D. of Foothills
Central High Sedgewick Public School	07-May-18	12	240	Flagstaff County
Central School	20-Mar-18	13	280	M.D. of Taber
Champion School	17-Oct-17	4	58	Vulcan County
Christ-King Catholic School	15-Jan-18	7	120	County of Stettler
Christ The King Academy	24-Apr-18	8	200	County of Newell
Clairmont Community School	16-Jan-18	15	299	County of Grande Prairie
Clendonall School	15-Mar-18	3	30	County of Vermillion River
Clear Vista School	26-Feb-18	14	356	County of Wetaskiwin
Coalhurst Elementary School	28-Feb-18	5	116	County of Lethbridge
Coalhurst Elementary School	01-Mar-18	6	106	County of Lethbridge
Cochrane Christian Academy	23-Apr-18	10	232	Rocky View County
Condar Elementary School	18-Jan-18	7	144	Clearwater County
Consort School	27-Apr-18	8	131	Special Areas 4
Cornerstone Christian Academy	20-Feb-18	4	94	Camrose County
Coronation School	17-Jan-18	7	130	County of Paintearth
Cremona School	02-May-18	12	251	Mountain View County
Crestmore School	06-Feb-18	6	108	Ponoka County
Crossfield Elementary School	19-Mar-18	7	148	Rocky View County
Curt Knife School	26-Apr-18	7	115	Saskatchewan
Darwell School	06-Mar-18	7	153	La C Ste. Anne County
Dayland School	15-Feb-18	6	115	Flagstaff County
Delburne Centralized School	29-Jan-18	10	209	Red Deer County
Delia School	30-Oct-17	4	70	Starland County
Delnorbe (Innisfree) School	28-Sep-17	4	49	County of Minburn
Donalda School	05-Dec-17	3	42	County of Stettler
Dorothy Dalgleish School	15-May-18	9	168	County of Lethbridge
Dr. Elliott Community School	14-Sep-17	5	100	Kneeshill County
Dr. Feldins Community School	12-Apr-18	4	72	M.D. of Wainwright
Dr. Hamman School	24-May-18	12	272	M.D. of Taber
Dr. Morris Gibson School	13-Dec-17	11	257	M.D. of Foothills
Dryton Christian School	15-Jan-18	5	115	Brazeau County
Duchess School	21-Nov-17	10	210	County of Newell
Duclos School	01-May-18	18	365	M.D. of Bonnyville
Duclos School	30-Apr-18	5	102	M.D. of Bonnyville
Duffield School	30-Nov-17	8	162	Parland County

School	Date	# Classes	# Children	MD/County/Name
Gus Wetter School	25-Oct-17	5	111	County of Paintearth
Gwynne School	24-Jan-18	4	87	County of Wetaskiwin
H. Hardcastle	12-Apr-18	6	111	Saskatchewan
H.A. Kortash School	26-Apr-18	7	154	Smoky Lake County
H.E. Bourquin Middle School	09-Apr-18	4	92	M.D. of Bonnyville
H.E. Bourquin Middle School	22-May-18	3	89	M.D. of Bonnyville
Harry Balfour School	09-Apr-18	24	463	County of Grande Prairie
Harry Gray Elementary School	28-May-18	8	151	M.D. of Greenview
Hay Lakes School	26-Jan-18	7	150	Camrose County
Hays School	27-Feb-18	5	38	M.D. of Taber
Hainsburg Community School	13-Feb-18	4	79	County of St. Paul
Hillmond Central School	22-Mar-18	5	97	Saskatchewan
Holden School	10-Apr-18	7	138	Beaver County
Holy Cross Elementary School	05-Dec-17	18	367	M.D. of Bonnyville
Holy Family Academy	26-Feb-18	16	346	County of Newell
Holy Family Catholic School	31-May-18	4	63	Smoky Lake County
Holy Redeemer Catholic School	27-Oct-17	6	123	Strathcona County
Holy Spirit Catholic School	15-Jan-18	9	180	Leduc County
Hugh Sutherland School	27-Apr-18	7	202	Mountain View County
Hughenden Public School	21-Mar-18	7	176	Mountain View County
Indus School	23-Apr-18	3	46	M.D. of Provost
Indus School	24-Oct-17	7	156	Rocky View County
Innisfail Middle School	12-Feb-18	8	215	Red Deer County
Irma School	16-Feb-18	6	109	M.D. of Wainwright
Iron Ridge Elementary Campus	01-May-18	24	403	Lacombe County
Iron Ridge Intermediata Campus	06-Apr-18	15	296	Lacombe County
Iron River School	27-Apr-18	4	69	M.D. of Bonnyville
J.C. Charney Hanna School	27-Mar-18	14	291	Special Areas 2
J.H. Moore Elementary School	22-Jan-18	6	99	Saskatchewan
Jenner School	30-May-18	2	25	Special Areas 2
Jennie Emery School	13-Mar-18	21	418	County of Lethbridge
Jessie Duncan Elementary School	14-May-18	13	232	Red Deer County
John Wilson Elementary School	13-Mar-18	1	20	Red Deer County
John Wilson Elementary School	09-Apr-18	21	511	Red Deer County
Kathryn School & ECS	27-Oct-17	7	123	Rocky View County
Kehewin Community Education	24-Oct-17	7	137	M.D. of Bonnyville
Killam Public	17-May-18	7	120	Flagstaff County
Kitson Elementary/ECS School	20-Feb-18	19	361	County of Vermillion River
L.T. Westlake School	29-Jan-18	6	103	M.D. of Taber
Lakadell School	19-Jan-18	5	113	County of Wetaskiwin
Lakeland Community School	02-Feb-18	2	15	County of Vermillion River
Lamont Elementary School	28-Nov-17	12	265	Lamont County
Landing Trail Intermediate School	11-Oct-17	14	348	Athabasca County
Landing Trail School	30-Apr-18	9	184	Sturgeon County
Landing Trail School	01-May-18	9	181	Sturgeon County

Safety Smarts 2017-2018
Public, Separate, Francophone, Private Schools Visited - Alphabetical

School	Visited	Classes	Children	MD/County/Name
Langdon School	15-Jan-18	15	342	Rocky View County
Legal School	23-Oct-17	7	103	Sturgeon County
Lighthouse Christian School	13-Mar-18	3	55	Red Deer County
Litan Schick School	04-May-18	4	123	Sturgeon County
Lloyd Garrison School	17-May-18	4	60	M.D. of Pesca
Locheam School	27-Feb-18	10	208	Clearwater County
Locheam School	01-Mar-18	6	124	Clearwater County
Lomond Community School	26-Sep-17	4	66	Vulcan County
Longview School	12-Jan-18	4	89	M.D. of Foothills
Madlin School	02-Nov-17	9	186	Saskatchewan
Manning Elementary School	14-May-18	7	139	County of Northern Lights
Manville School	23-Jan-18	6	106	County of Minburn
Marston Jubilee School	16-Apr-18	4	52	Saskatchewan
Marshall School	25-Jan-18	5	72	Saskatchewan
Marwayne Jubilee School	16-Jan-18	9	168	County of Vermilion River
Mary Bergeron School	24-Oct-17	17	369	Yellowhead County
Mecca Glen School	12-Oct-17	4	74	Panola County
Milk River Elementary School	24-Apr-18	6	86	County of Warner
Milaville Community School	02-Nov-17	7	148	M.D. of Foothills
Milo School	09-Nov-17	3	47	Vulcan County
Morrin School	14-Dec-17	4	72	Stardand County
Morison School	12-Jan-18	12	271	Sturgeon County
Neerlandia Public Christian School	12-Apr-18	7	135	County of Barrhead
Neilburg Composite School	19-Jan-18	6	91	Saskatchewan
Nelson Heights School	12-Dec-17	7	169	M.D. of Bonnyville
New Bridgen School	18-May-18	1	8	Special Areas 3
New Humble Centre School	02-Nov-17	4	64	Leduc County
New Myram School	09-Mar-18	6	70	County of Two Hills
New Norway School	18-Jan-18	7	135	Camrose County
New Serepta Elementary School	22-Feb-18	14	287	Leduc County
Newell Christian School	18-Dec-17	4	64	County of Newell
Niton Central School	28-Nov-17	6	104	Yellowhead County
Noble Central School	17-May-18	7	125	County of Lethbridge
Norman Carter School	31-May-18	7	149	Saskatchewan
Ochre Park School	28-May-18	6	150	Sturgeon County
Olds Kolonia Christian School	19-Sep-17	7	183	Mountain View County
Olds Mountain View Christian School	11-Sep-17	2	22	Mountain View County
Oldsminahos School	24-Apr-18	16	225	None
Onoway Elementary School	19-Apr-18	18	404	Lac Ste. Anne County
Oyen Public School	10-Oct-17	6	108	Special Areas 3
Paradise Hill School	14-May-18	6	101	Saskatchewan
Parson School	11-Apr-18	6	116	M.D. of Greenview
Pipestone School	08-Mar-18	4	85	County of Wetaskiwin
Poplar Ridge School	16-Nov-17	8	177	Red Deer County
Prairie Christian Academy School	26-Mar-18	7	149	Kneeshill County

School	Visited	Classes	Children	MD/County/Name
Stavelly Elementary School	06-Nov-17	4	109	M.D. of Willow Creek
Stettler Elementary School	23-Jan-18	26	561	County of Stettler
Stirling School	01-Feb-18	7	157	County of Warner
Sunnyvale School	19-Apr-18	6	113	County of Lethbridge
Sylvan Meadow Adventist School	11-Dec-17	2	13	Red Deer County
Taber Christian School	09-May-18	11	194	M.D. of Taber
Terrace Ridge School	23-Oct-17	7	163	Lacombe County
Theresetta Roman Catholic School	29-Oct-17	4	57	County of Paintearth
Therhill Central School	05-Mar-18	7	148	County of Thorhild
Thorndy Elementary School	11-Jan-18	13	241	Leduc County
Three Hills School	05-Mar-18	12	251	Kneeshill County
Tilley School	24-May-18	4	73	County of Newell
Toffel School	09-Nov-17	6	126	Beaver County
Tomahawk School	21-Nov-17	5	88	Parkland County
Trinity Christian Academy	19-Jan-18	7	154	Wheatland County
Trochu Valley School	23-Mar-18	7	122	Kneeshill County
Two Hills Mennonite School	17-Oct-17	22	385	County of Two Hills
Two Hills School	18-Apr-18	7	121	County of Two Hills
Unity Public School	10-May-18	11	245	Saskatchewan
Uplands School	28-Feb-18	21	450	County of Newell
Vanier Community Catholic School	07-Nov-17	3	65	Yellowhead County
Vera M. Walsh Elementary School	03-Oct-17	17	311	Lac La Biche County
Vermilion Elementary School	08-Jan-18	15	305	County of Vermilion River
Veteran School	25-May-18	3	46	Special Areas 4
Vieling School	06-Apr-18	5	118	Beaver County
Vulcan Prairie View Elementary	26-Feb-18	11	213	Vulcan County
W.A. Day School	06-Mar-18	14	339	M.D. of Willow Creek
Wabamun School	07-May-18	5	72	Westlock County
Wainwright Elementary School	25-Mar-18	18	368	M.D. of Wainwright
Warburg School	20-Feb-18	7	154	Leduc County
Warren Peers School	30-Apr-18	4	64	M.D. of Arcadia
West Meadow School	20-Nov-17	17	310	M.D. of Willow Creek
Westbrook ECS - It Takes A Village	24-May-18	2	20	Rocky View County
Westbrook School	24-Apr-18	6	136	Rocky View County
Westhill Composite School	07-Dec-17	3	63	Saskatchewan
Westmount School	22-Jan-18	18	520	Wheatland County
Wheatland Crossing	22-Nov-17	13	207	Wheatland County
Wheatland Elementary School	12-Mar-18	18	400	Wheatland County
Whispering Hills Primary School	26-Sep-17	19	409	Athabasca County
Wildwood School	22-Feb-18	6	77	Yellowhead County
Winfield School	13-Dec-17	4	61	County of Wetaskiwin
Yellowhead Kolonia Christian	06-Apr-18	3	44	Yellowhead County
Youngstown School	18-Jan-18	3	36	Special Areas 3
302		2745	55640	

School	Visited	Classes	Children	MD/County/Name
Providence Christian School	06-Feb-18	6	99	County of Lethbridge
Provost Public School	20-Nov-17	8	163	M.D. of Provost
Queen Elizabeth Elementary School	29-Jan-18	12	235	County of Vermilion River
Raymond Elementary School	01-May-18	12	283	County of Warner
Raymond Elementary School	26-Apr-18	18	403	County of Warner
Red Deer Lake School	29-May-18	14	311	Rocky View County
Reed Ranch School	11-Sep-17	4	64	Mountain View County
Rich Valley School	13-Oct-17	6	104	Lac Ste. Anne County
Ridgevalley School	23-Feb-18	6	124	M.D. of Greenview
Rimbey Christian School	12-Dec-17	3	37	None
Rimbey Elementary School	23-Jan-18	19	430	None
River Valley School	14-Mar-18	15	419	Mountain View County
Robert W. Zahara	23-Apr-18	21	437	County of Grande Prairie
Rochester School	20-Oct-17	7	53	Athabasca County
Rolling Hills School	26-Apr-18	5	65	County of Newell
Rosemary School	25-Apr-18	5	87	County of Newell
Round Hill School	06-Feb-18	4	54	Camrose County
Sacred Heart Academy	04-Dec-17	19	396	Wheatland County
Sacred Heart Catholic School	29-Jan-18	15	360	County of Wetaskiwin
Saint-Andre Academy	11-Jan-18	16	434	Leduc County
Sanguo Community School	12-Feb-18	4	86	Lac Ste. Anne County
Schuler School	20-Nov-17	4	73	Cypress County
Seven Persons School	13-Feb-18	7	189	Cypress County
Smith School	23-May-18	3	52	M.D. of Lesser Slave River
Splizae Elementary School	15-Feb-18	18	379	M.D. of Foothills
Spring Glen Elementary School	15-Mar-18	6	109	Cardston County
Spruce View School	15-Dec-17	7	153	Red Deer County
St. Anthony's School	05-Dec-17	12	246	None
St. Augustine School	06-Mar-18	15	362	None
St. Catherine School	27-Nov-17	6	87	County of Lethbridge
St. Dominic School	27-Nov-17	6	117	M.D. of Bonnyville
St. Jerome's School	07-Feb-18	9	177	County of Vermilion River
St. Joseph School	06-Feb-18	1	51	Woodlands County
St. Joseph's School	17-Oct-17	4	98	County of Lethbridge
St. Martin's Catholic School	24-Oct-17	13	260	County of Minburn
St. Mary Catholic School	30-May-18	7	142	County of Grande Prairie
St. Mary of the Lakes School	29-Sep-17	7	108	M.D. of Lesser Slave River
St. Mary School	02-Oct-17	7	128	Westlock County
St. Mary School	06-Dec-17	19	394	Woodlands County
St. Michael's School	18-Apr-18	7	180	M.D. of Pincher Creek
St. Patrick's School	22-Mar-18	8	158	M.D. of Taber
St. Paul Elementary School	19-Mar-18	18	382	County of St. Paul
St. Stephen's Catholic School	07-May-18	6	129	M.D. of Greenview
St. Thomas Aquinas School	12-Apr-18	7	173	M.D. of Provost
St. Walburg School	09-Feb-18	7	140	Saskatchewan

Safety Smarts 2017-2018
Hutterite Brethren Colony Schools Visited - Alphabetical

School	Date	# Classes	# Children	MD/County
Acadia Colony School	15-Jan-18	1	10	M.D. of Acadia
Albion Ridge Colony School	23-Nov-17	1	30	County of Lethbridge
Alix Colony School	04-May-18	1	12	Lacombe County
Allenby Colony School (Wilson Sliding Colony)	15-Nov-17	1	15	County of Lethbridge
Armada Colony School	20-Sep-17	1	21	Vulcan County
Arrowwood Colony School	25-Apr-18	2	27	Vulcan County
Athabasca Colony School	23-May-18	1	11	Athabasca County
Autumn Leaf Colony School (Springridge Colony)	23-May-18	1	16	M.D. of Wainwright
Balseker Colony School	28-Sep-17	1	12	Rocky View County
Bentley Colony School	17-Oct-17	1	16	Lacombe County
Berry Creek Colony School	27-Oct-17	1	10	Special Areas 2
Blue Sky Colony School	20-Apr-18	1	14	Starland County
Bluegrass Colony School	16-Nov-17	1	15	County of Warner
Bow City Colony School	20-Sep-17	1	8	County of Newell
Brant Colony School	18-Sep-17	1	27	Vulcan County
Brittstone Colony School	18-Apr-18	1	14	Kneehill County
Blymooor Colony School	15-Dec-17	1	25	County of Stettler
Cameron Farms Colony School	28-Nov-17	1	21	M.D. of Taber
Camrose Colony School	14-Dec-17	1	14	Camrose County
Castle Colony School - (Scottford Colony)	09-Apr-18	1	23	Strathcona County
Cayley Colony School	29-Sep-17	1	26	M.D. of Foothills
Chin Lakes Colony School (Lakeside Colony)	22-Nov-17	1	14	County of Lethbridge
Clear Lake Colony School	10-Oct-17	1	12	M.D. of Willow Creek
Clearview Colony School	14-Nov-17	1	23	County of Newell
Cloverleaf Colony School	29-May-18	1	27	Starland County
Copperfield Colony School	28-Nov-17	2	27	M.D. of Taber
Craigmyln Colony School	01-Mar-18	1	13	Starland County
Crawling Valley Colony School (Ridgeland Colony)	16-Apr-18	1	19	Wheatland County
Creighton Colony School (Mannville Colony)	21-Mar-18	2	41	County of Minburn
Crooked Creek Colony School (Ridge Valley)	24-Apr-18	1	15	M.D. of Greenview
Daly Creek Colony School (Granum Colony)	08-Nov-17	1	12	M.D. of Willow Creek
Delco Colony School	26-Oct-17	1	25	County of Warner
Donalda Colony School	07-Dec-17	1	10	County of Stettler
East Raymond Colony School	19-Oct-17	1	15	County of Warner
Elmspring Colony School	16-Nov-17	1	25	County of Warner
Enchant Colony School	17-Apr-18	1	10	M.D. of Taber
Erskine Colony School	19-Dec-17	1	11	County of Stettler
Evergreen Colony School	16-Oct-17	1	13	M.D. of Taber
Fairview Colony School	28-Sep-17	1	10	Rocky View County
Fairville Colony School	17-Apr-18	1	14	County of Newell
Ferrybank Colony School	27-Oct-17	1	12	Ponoka County
Gadsby Colony School	19-Dec-17	1	25	County of Stettler
Glenrose Colony School (Wheatland Colony)	02-May-18	1	23	Wheatland County



School	Date	# Classes	# Children	MD/County
Green Acres Colony School	03-May-18	1	19	Wheatland County
Greenwood Colony School	30-May-18	1	20	M.D. of Willow Creek
Hairy Hill Colony School	30-Oct-17	1	19	County of Two Hills
Hand Hills Colony School	16-Mar-18	1	27	Special Areas 2
Hartland Colony School	06-Dec-17	1	29	Camrose County
High River Colony School	18-Sep-17	1	18	M.D. of Foothills
Highland View Colony School (Hughenden Colony)	15-May-18	1	8	M.D. of Provost
Hillman Colony School (Pibroch Colony)	24-Nov-17	1	28	Westlock County
Hillridge Colony School	22-Nov-17	1	18	M.D. of Taber
Hines Colony School (Steinhilte Colony)	21-Mar-18	1	28	Wheatland County
Holden Colony School	17-May-18	2	24	Beaver County
Holt Colony School	23-May-18	1	11	M.D. of Wainwright
Hutterville Colony School	31-Oct-17	1	11	Cardston County
Hudley Colony School	02-May-18	1	10	Kneehill County
Iron Creek Colony School	17-May-18	1	4	Beaver County
Jenner Colony School	30-May-18	1	12	Special Areas 2
Jumbo Valley Colony School	23-May-18	1	17	M.D. of Willow Creek
Kaho Lake Colony School	07-Dec-17	1	27	County of Lethbridge
Kings Lake Colony School	23-Apr-18	1	15	County of Forty Mile
Lanes Lake Colony School (Castor Colony)	11-Dec-17	1	7	County of Paintearth
Leedale Colony School	17-Oct-17	1	20	Lacombe County
Little Bow Colony School	10-Oct-17	1	8	Vulcan County
Lomond Colony School	20-Sep-17	1	8	Vulcan County
Lone Pine Colony School	22-Feb-18	1	17	County of Stettler
Loughhead Colony School	19-Sep-17	1	20	Flagstaff County
MacMillan Colony School	29-Sep-17	1	14	M.D. of Foothills
Mayfield Colony School	23-Apr-18	1	9	County of Forty Mile
Meridian Colony School	15-Jan-18	1	23	M.D. of Acadia
Mialta Colony School	18-Oct-17	1	21	Vulcan County
Miami Colony School	29-Nov-17	1	15	County of Warner
Midland Colony School	16-Oct-17	1	11	M.D. of Taber
Millford Colony School	25-Oct-17	1	9	County of Warner
Morinville Colony School	19-Oct-17	2	41	Sturgeon County
Mountainview Colony School	14-Sep-17	1	25	Wheatland County
New Muehl Colony School	15-Feb-18	1	23	Starland County
Neudorf Hutterite Colony School	03-Oct-17	2	20	Rocky View County
New Dale Colony School	16-Oct-17	1	21	Vulcan County
New Elm Colony School	24-Oct-17	1	15	Cardston County
New Pine Creek Colony School	24-Nov-17	1	8	Athabasca County
New Rockport Colony School	15-Nov-17	1	10	County of Warner
Newell Colony School	28-Sep-17	1	19	County of Newell
O.K. Colony School	25-Oct-17	1	22	County of Warner
Oaldane Colony School	05-Dec-17	1	20	M.D. of Taber

Safety Smarts 2017-2018
Hutterite Brethren Colony Schools Visited - Alphabetical

School	Date	# Classes	# Children	M/D/County
Old Elm Colony School	03-May-18	1	26	Cardston County
Parkland Colony School	23-Oct-17	1	21	M.D. of Willow Creek
Parcy Lake Colony School (Minburn Colony)	21-Mar-18	2	27	County of Minburn
Pine Haven Colony School	13-Dec-17	1	22	County of Wetaskiwin
Pine Hill Colony School	09-Oct-17	1	8	Red Deer County
Pine Meadows Colony School	19-Apr-18	1	10	M.D. of Bonnyville
Plain Lake Colony School	30-Oct-17	1	29	County of Two Hills
Plainview Colony School	14-Nov-17	1	17	County of Forty Mile
Pleasant Ridge Colony School (Nesqueville Colony)	24-May-18	1	6	County of Minburn
Pleasant Valley Colony School	04-May-18	1	20	Lacombe County
Ponderosa Colony School	18-Oct-17	1	2	County of Forty Mile
Poplar Row Colony School (Standard Colony)	19-Apr-18	2	20	Wheatland County
Prairie View Colony School	07-Mar-18	1	20	Special Areas 3
Prairiehome Colony School	05-Dec-17	1	23	County of Warner
Rainbow Colony School	11-Oct-17	1	26	Red Deer County
Ribstone Colony School	15-May-18	1	20	M.D. of Wainwright
Rising Sun Colony School (Sunshine Colony)	03-May-18	1	20	Wheatland County
Riverbend Colony School	19-Oct-17	1	4	Vulcan County
Rochford Bridge Colony School	23-Apr-18	1	6	Lac Ste. Anne County
Rock Lake Colony School	02-Nov-17	1	20	County of Lethbridge
Rockport Colony School	02-Nov-17	1	14	Cardston County
Rosalind Colony School	13-Dec-17	1	27	Camrose County
Rosebud Creek Colony School (HillView Colony)	15-Mar-18	1	11	Wheatland County
Rosebud River Colony School (Springvale Colony)	22-May-18	1	15	Wheatland County
Roseglen Colony School	20-Mar-18	1	15	Cypress County
Rosewood Colony School	18-Apr-18	1	8	M.D. of Provost
Sandhills Colony School	21-Mar-18	1	7	Wheatland County
Sayne Colony School (Rosebud Colony)	07-Nov-17	1	15	Wheatland County
Shadow Ranch Colony School	13-Oct-17	1	21	Vulcan County
Shamrock Colony School	18-Oct-17	1	15	County of Forty Mile
Silver Creek Colony School	24-Jan-18	1	15	County of Wetaskiwin
Silver Spring Colony School	21-Feb-18	1	13	Camrose County
Sky Light Colony School	18-Oct-17	1	16	Vulcan County
Smoky Lake Colony School	11-Sep-17	1	15	Smoky Lake County
South Ferrisby Colony School (O.B. Colony)	28-May-18	1	18	County of Vermilion River
Southbend Colony School	07-Dec-17	1	21	Flagstaff County
Spring Side Colony School	23-Apr-18	1	10	County of Newell
Spring View Colony School	13-Dec-17	1	29	County of Newell
Springridge Colony School (Darmangay Colony)	08-Nov-17	2	34	Vulcan County
Springridge Colony School (Darmangay Colony)	23-May-18	1	30	Vulcan County
Standoff Colony School	30-May-18	1	7	Cardston County
Star Ridge Colony School (Red Willow Colony)	21-Feb-18	1	19	County of Stettler
Starbrite Colony School	14-Nov-17	1	26	County of Forty Mile



School	Date	# Classes	# Children	M/D/County
Starland Colony School	22-May-18	1	7	Starland County
Suncrest Colony School	23-Feb-18	1	26	County of Paintearth
Sunny Bend Colony School	24-Nov-17	1	27	Westlock County
Sunnyville Colony School	29-Nov-17	1	26	County of Warner
Sunrise Colony School	23-Apr-18	1	14	County of Forty Mile
Three Hills Colony School	30-Nov-17	2	35	Kneehill County
Toffield Colony School	09-Apr-18	1	16	Beaver County
Torrington Colony School (Valley View Colony)	15-Nov-17	1	30	Kneehill County
Towers Colony School (Cluny Colony)	17-May-18	1	9	Wheatland County
Tschetter Colony School	21-Sep-17	1	18	Rocky View County
Twin Creek Colony School	17-May-18	1	25	Wheatland County
Valleyview Ranches Colony School	24-Apr-18	1	3	M.D. of Greenview
Verdant Valley Colony School	15-Feb-18	1	17	Starland County
Veteran Colony School	29-Mar-18	1	24	Special Areas 4
Viking Colony School	24-May-18	2	27	Beaver County
Warburg Colony School	13-Oct-17	1	20	Leduc County
White Lake Colony School	23-May-18	1	11	County of Lethbridge
Whitesand Colony School	22-Feb-18	1	9	County of Stettler
Wild Rose Colony School	12-Sep-17	1	6	Vulcan County
Willow Creek Colony School	23-Oct-17	1	23	M.D. of Willow Creek
Wintering Hills Colony School	19-Apr-18	1	26	Wheatland County
Wolf Creek Colony School	19-Oct-17	1	12	County of Warner
151		161	2689	



OUR SAFETY SMARTS HISTORY



Sept. 1998 - June 2018



20 Years
of Delivery

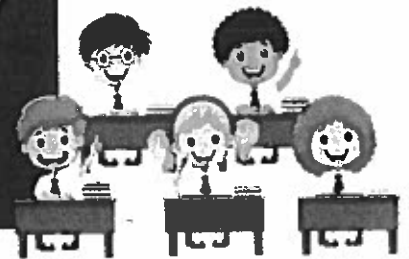


25
Instructors

6,026
Schools
is approximate



33,667
Classes
is approximate



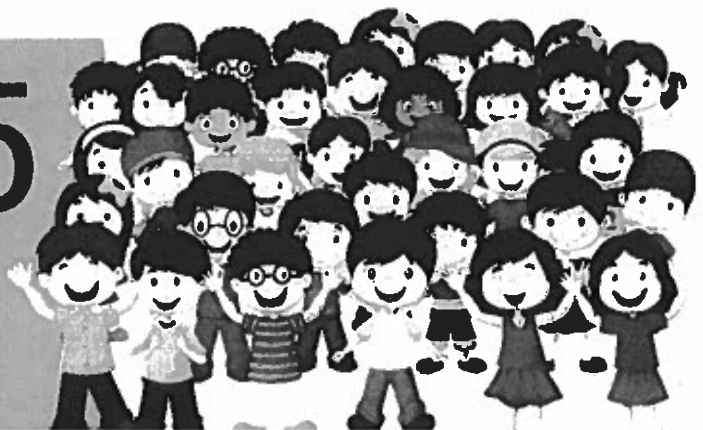
1,628,535
Kilometers
is approximate



That's 40.6
times *around*
the *world*



678,485
Children



THE EVALUATION HEARD FROM

3,884
grade 6 students

2,199
teachers

780
parents

14
young adults

8 instructors &
2 FSC staff

“ Grandpa stressed don't touch the PTO...
the Farm Safety Lady explained why. ”

Through in-person instruction and engaging activities,
children comprehend the possible consequences of their safety decisions.

91%
of parents believe
Safety Smarts is a good
use of class time

**Take home resources are the bridge
between classroom instruction
and parents**

95% of parents saw the Safety Smarts materials

85% of parents said their child talked with them about the program

Safety messages and slogans endure over time

Current students remember

**ONE SEAT,
ONE RIDER** **PLAY SAFE,
STAY SAFE**

76% RURAL

94% COLONY

15 years after the presentations, young adults

**ONE SEAT,
ONE RIDER**

Remember the slogans



Value farm safety

Students intend to practice
safe behaviours

66% RURAL

54% COLONY

98%

of teachers believe
farm safety education is
useful for their students

Teachers intend to integrate farm
safety messages throughout the year

78% RURAL

96% COLONY

In 2016-2017,
Safety Smarts
reached elementary
students in Rural
and Colony schools



3,304
presentations

65,575
elementary students

537
Alberta schools

18
Saskatchewan schools

VENDOR		VENDOR ID	DATE ISSUED
SUMMER VILLAGE OF SUNRISE BEACH		0000010921	04-Jan-2019
DEPOSITED AT BANK: 021908989		DEPOSIT NO	DATE
BRANCH: 08989	ACCOUNT: 00849144500	0067952407	08-Jan-2019
			AMOUNT
			\$1,646.00
			TOTAL
			\$1,646.00

PAYMTEDE D 00162 SUMMER VILLAGE OF SUNRISE BEACH SUMMER VILLAGE OF SUNRISE BEACH PO BOX 1197 ONOWAY AB CAN T0E 1V0			
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DEPOSIT NO: 0067952407		DEPOSIT DATE: 08-Jan-2019		
VOUCHER	DESCRIPTION/REASON FOR PAYMENT	INVOICE/CREDIT NOTE	AMOUNT	SUB-TOTAL
CT036116	FCSS First Quarter Payment Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/488-4314	FCSS010119	\$1,646.00	\$1,646.00
			DEPOSIT TOTAL	\$1,646.00

SCANNED &
EMAILED
TO HI

JCA3598023-0000323-00162-0001-0001-00-



Association of
SUMMER VILLAGES
OF ALBERTA

Senise

January 7, 2019

Dear CAO and Councils:

It is that time of year again when we contact you for your continued support of our Association of Summer Villages of Alberta. After a successful 60 years, the Association continues to gain momentum and be recognized as a value-added organization.

January 2019 is an indicator on how we are working hard for our members:

- January 10 – meeting with AUMA Board of Directors to gain their support for summer villages to receive the same MSI funding formula as any other municipality
- January 17 – meeting with AEP Deputy Minister Bev Yee to discuss boat mooring policy, aquatic invasive species, and continued support for the update to our Lake Stewardship Guide
- January 21 – meeting with RMA Board of Directors to gain their support for summer villages to receive the same MSI funding formula as any other municipality

We are waiting to hear back from Minister Shaye Anderson on our request to be included at the table with AUMA and RMA on the MSI discussions.

In addition, we have made some great strides over the last year. Following is a summary of some of the highlights:

Advocacy

The ASVA continues to emphasize that summer villages are sustainable and vibrant. The ASVA Executive (President Peter Pellatt, Vice President Mike Pashak and Executive Director Beverly Smith) have met with the Honourable Shaye Anderson, Minister of Municipal Affairs and DM Brad Pickering. We have discussed the inequitable MSI funding formulae and the required Municipal Performance Indicators, which, by the very nature of our summer villages, we are unable to achieve. As a result of these talks, together with our October resolution on performance indicators, Municipal Affairs have agreed with us and have made changes that addresses our concerns.

We continue to highlight the benefits of shared administration that many summer villages have taken on and our collaborative approach with our adjacent municipalities.

President Peter Pellatt has served on the AUMA Board of Directors for three terms, representing summer villages. President Pellatt was able to influence the MGA decision that summer villages would not lose their summer village status should two or more decide to amalgamate. His role on the AUMA Board has greatly raised the credibility and profile of summer villages throughout the province and we



have been able to have very productive, informative and mutually beneficial exchange of information which was not possible before. President Pellatt is also the Vice Chair of the AUMA Small Communities Committee, which focuses on rural crime, broadband, policing, and other key initiatives affecting these communities, as well as representing summer villages on the AMSC Board.

Additionally, Vice President Mike Pashak, participates on AUMA's Infrastructure and Energy Committee which furthers our influence and connection with other municipalities in the province and the provincial government. Key focus areas are MSI and federal government funding, asset management, and renewable energy.

ASVA continues to work with the Alberta Municipal Data Sharing Partnership (AMDSP) in support of Alberta Health Services being able to better service and locate emergency requirements in summer villages.

Executive Director Beverly Smith also met with ADM Gary Sandberg and was able to encourage the unique offering of grant funding for summer villages and other small municipalities under 500, to complete their Municipal Development Plans.

AEP has agreed that they will support us in the re-write of our Lake Stewardship Guide now with the completion of the MMGA. The ASVA is pleased that we were able to help sponsor the printing of Alberta Environment and Park's new Aquatic Invasive Species Pocket Guide. Directors Marlene Walsh and Brenda Shewaga are connected with Alberta Environmental and Parks (AEP) on their Aquatic Invasive Species (AIS) program.

In 2018, we continued to work on a number of provincial committees and were pleased to be recognized as providing value, along with the AUMA and RMA.

- Municipal Sustainability Strategy Advisory Committee – Director Dennis Evans sits on the provincial committee as the ASVA representative to provide input on viability review and municipal sustainability
- Director Morris Nesdole sits on the Alberta Environment and Park's Fisheries Stakeholder Committee on behalf of ASVA
- Director Pete Langelle represents ASVA on the Septage Variance Transition Working Group
- Executive Director, Beverly Smith is now on the Municipal Affairs' Intermunicipal Relations Team
- President Peter Pellatt is representing the ASVA on the Police Act review



Association of
SUMMER VILLAGES
OF ALBERTA

- ASVA Board was invited to the Minister of Municipal Affairs' Joint ASVA / AUMA / RMA workshop to discuss to implementation of the new Municipal Government Act starting with Intermunicipal Collaborative Frameworks (ICFs)
- The ASVA assisted in establishing the Muni 101 and ICF Workshops
- The ASVA Board participated in the review of the Local Authorities Election Act and submitted a response on behalf of the ASVA

Other Advocacy Projects: Nature Alberta is continuing to work with the ASVA and summer villages to undertake a national program called "Love Your Lake" at Lake Wabamun and Lake Isle, to promote healthy lakeside living.

Communication

The updated ASVA website (asva.ca) continues to provide excellent communications for our members and the public at large. We are getting approximately 3,373 page views per week and have been contacted via our website 92 times since it was developed in 2015. Updates on our ongoing projects are posted along with links to our summer village member sites. Our Twitter account (@ASVAAlberta) provides real time news and information clips.

Of great benefit to individual CAOs and Councils is the fan-out email support for information by our ASVA administration. CAOs can get sample bylaws and responses to questions from their fellow CAOs quickly through our Executive Director. As well, the Board Directors, have started a quarterly phone out to CAOs to ensure the ASVA is aware of the concerns and issues of our members.

The Board held a Strategic Planning Session for the Directors to establish a better pathway for our future and to finalize the development of a communication strategy for the ASVA. We are trying to ensure our members and partners are informed as to the importance of the ASVA, to determine how we can meet your needs and to identify what we are accomplishing as an association.

Education

The ASVA's education focus in 2018/2019 is to assist summer villages in implementing the requirements of the new MGA (Orientation Training, Code of Conduct bylaws, Public Participation Policies, MDPs, IDPs, ICFs) and to assist them in understanding their roles and responsibilities on the new cannabis legislation by providing information fact sheets and providing webinars on the topic with the Alberta Cannabis Secretariat.



Association of
SUMMER VILLAGES
OF ALBERTA

The ASVA posts and circulates information regularly on our website and through direct email to our members on a variety of topics including cyanobacteria, aquatic invasive species, training programs on governance and ongoing workshops, webinars and conferences.

We hope you see great value in being a member of the ASVA. Please submit your membership fee to:

Beverly Smith, Executive Director
Association of Summer Villages of Alberta
71 Ravenscrag Crescent
Norglenwold, AB
T4S 1S5

If you have any questions about your invoice, please contact me directly at b.smith@asva.ca or 403-506-2744.

Yours truly,

Beverly Smith
Executive Director, ASVA

His Worship Glen Usselman
Summer Village of Sunrise Beach
PO Box 1197
Onoway, AB
Canada, T0E 1V0

RECEIVED
JAN 09 2019

Dear Mr. Usselman,

As elected council for your Municipal District, Agriculture for Life (Ag for Life) knows you have a strong vested interest in ensuring rural Alberta communities remain safe. Since 2011, Ag for Life has played a vital role in educating Albertans about rural and farm safety and we are asking for your support in keeping our state-of-the-art Rural Safety Unit on the road as we work to build a culture of safety among Alberta's youngest residents and their families.



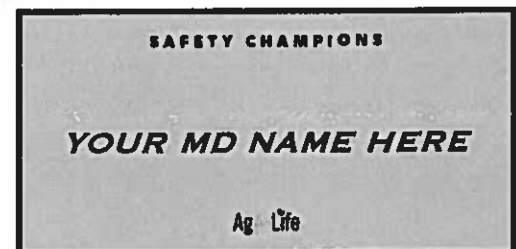
Making Safety Stick

Ag for Life's Rural Safety Unit helps to educate, encourage and promote safety on the farm, ranch and rural areas with a long-term goal of reducing the number of injuries and fatalities.

The mobile unit, filled with interactive, digital and mechanical safety learning stations, is aimed at rural grade 4 to 12 students, volunteers, teachers, young farm workers and farm families, who live on, work, play, or visit farms and ranches. Learning stations are themed around topics like *hazard identification, large equipment safety, and chemical safety.*

As part of our Bumper Sticker campaign, we are asking that you help make safety stick in rural Alberta communities by making a donation of \$1,500. Your support will ensure the Rural Safety Unit continues to deliver high quality safety education across the province in 2019.

In recognition of your support, a bumper sticker (sample pictured right) with your MD's name will be placed on the outside of the mobile unit under our Safety Champions wall showcasing your commitment to safety to the rest of the province.



Let's Connect

It would be a pleasure to have your municipality partner with Ag for Life on this initiative. We sincerely thank you for your consideration.

LUREE WILLIAMSON

Chief Executive Officer

CELL 403 862 5688

EMAIL lwilliamson@agricultureforlife.ca

LAURA HUDSON

Fund Development Manager

CELL 403 862 4542

EMAIL lhudson@agricultureforlife.ca



HELP MAKE SAFETY STICK

Your donation of \$1,500 will help Ag for Life reach more Albertans with critical rural safety programming. On behalf of rural communities across Alberta, we thank you! To make your donation please complete this form and send by mail to:

32 Priddis Creek Drive Foothills, AB T0L 1W2

Name: _____

MD Name (to be printed on sticker): _____

Email: _____

Address: _____

Payment (\$1,500): Cash Credit Cheque

Name on card

Card number

Expiry date

Security code

Zip/Postal code

<input type="text"/>	<input type="text"/>	<input type="text"/>
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ALBERTA
SENIORS AND HOUSING

*Office of the Minister
MLA, Edmonton-Riverview*

RECEIVED
JAN 03 2019

AR 46366

January 3, 2019

Dear Stakeholder:

The Minister's Seniors Service Awards recognize the important volunteer work that individuals and organizations provide to assist seniors and our communities in Alberta each year. To date, the awards program has honoured 145 recipients.

Enclosed is a poster and nomination booklet for the 2019 Minister's Seniors Service Awards. Please consider nominating volunteers in your community and help promote the awards by displaying the poster and spreading the word. The deadline for nominations is February 28, 2019.

Nominees will be recognized at community celebrations taking place across Alberta in the summer, and award recipients will be recognized at a ceremony in the fall. Additional information will be provided closer to the event date.

Please visit my ministry's website at www.alberta.ca/ministry-seniors-housing.aspx or email seniorsinformation@gov.ab.ca for more information.

Thank you for supporting seniors in Alberta.

Sincerely,

Lori Sigurdson
Minister of Seniors and Housing

Enclosure



YRL Board Executive Committee Highlights

December 10, 2018

2019 YRL Board Executive Committee Meeting Dates

- Mondays from 10:00 a.m. to 1:00 p.m. at YRL in Spruce Grove.
 - February 11
 - April 8
 - May 13
 - August 26
 - September 9
 - December 16

2019-2021 Plan of Service

- The Executive Committee approved the 2019-2021 Plan of Service.
 - A copy will be filed with Municipal Affairs Public Library Services Branch (PLSB).
- The three strategic priorities are:
 - Provide quality services that support the priorities of and challenges faced by member libraries.
 - Strengthen organizational capacity.
 - Demonstrate the value of YRL to its stakeholders.
 - Each priority has two to three goals as well as two to three corresponding objectives to meet each goal.
- The 2019-2021 Plan of Service will be distributed to all stakeholders in 2019.

Renovations Celebration

- With construction taking longer than originally planned, the celebration discussion was deferred to the February meeting.

2018 Audit

- Preliminary documentation was provided to a Grant Thornton LLP representative in November and the official on-site audit will be conducted the second week of January.
- The auditors will present the draft 2018 audit to the Executive Committee in February and to the Board for approval on March 4.

2016-2018 Plan of Service Progress Report

- The report outlined the progress/completion of goals and strategies during 2018.

Financial Statements

- The third quarter financial statements were reviewed; there were no anomalies.

49

Infrastructure Grant Update

- Construction in the shipping, receiving and sorting areas continues.
 - The new interior walls are painted.
 - A double-wide overhead door is installed.
 - Finishing layers are being put on the dock concrete.
 - Staff workstations will be moved in the new year after the new shelves are assembled and the current shelves moved.
- The washroom floors will be redone during the end of year break.
- During 2019, the windows will be replaced and the parking lot paved.

Alberta Library Conference

- April 25-28 at The Fairmont Jasper Park Lodge.
- The budget allows for up to 12 trustees to attend this annual conference.
 - As per YRL policy, Executive Committee members have first right of refusal.
 - After the Executive Committee members respond, the remaining spots are offered to all trustees and awarded by lottery.

Chair's Report – Hank Smit

- Thanked the staff and Executive Committee members for helping him learn about the YRL Board Chair position.
- Attended two PLSB-organized meetings with the Director:
 - Provincial Public Library Network Nodes meeting comprised of CEOs/Directors and Board Chairs from 16 libraries/library systems.
 - Provincial Regional Library Systems meeting comprised of Directors and Chairs from the seven systems.
 - Included a presentation from the National Network for Equitable Library Service (NNELS) about books available through interlibrary loan in various accessible formats for those with print disabilities.

Director's Report – Kevin Dodds

- Attended two PLSB-organized meetings with the Chair:
 - The Network Nodes meeting consisted of updates only (no decision items).
 - Two RFPs will be published soon: one for an eAudiobook eResource and one for interlibrary loan software.
 - The Systems meeting included a review of the legislation including compliance.
- A notice on the Town of Grande Cache website announced that as of January 1 it will become the Hamlet of Grande Cache in the Municipal District of Greenview No. 16.
 - Grande Cache will become a member of Peace Library System (PLS) upon the establishment of a library board by the Municipal District of Greenview.
- Contact Laurie to book a presentation by the new director to your municipal council and/or library board about YRL membership, governance, services and collections.

Assistant Director's Report – Wendy Sears Ilnicki

- Annual interlibrary loan counts were done last month and are up 10% from 2017.

Client Services Manager's Report – Stephanie Thero

- Working with PLS staff to transition Grande Cache Municipal Library to them within the Polaris system (i.e. patrons, items, settings, etc.).

YRL Public Libraries' Council (PLC) – Robert McClure

- PLC Executive Committee members were each assigned YRL member libraries to maintain contact with throughout the year.
- Three PLC Executive Committee members will attend the 2018-2019 YRL Board Executive Committee meetings.
 - Chair Robert McClure, Yellowhead County Library Board
 - Vice Chair Lisa Old, Westlock Municipal Library
 - Doug Whistance-Smith, Drayton Valley Municipal Library

Presentation

- On behalf of the YRL Board, Vice Chair Derril Butler expressed his gratitude to Kevin Dodds for 29 years of service at YRL, congratulated him on his success during the last ten years as Director and wished him well in his retirement.

KEY DATES

Trustee Orientation (<i>for YRL Trustees/Alternates</i>).....	Monday, January 21, 9:30 a.m. to 2:00 p.m.
YRL Board Executive Committee Meeting	Monday, February 11, 10:00 a.m. to 1:00 p.m.
YRL Board Meeting.....	Monday, March 4, 10:00 a.m. to 1:00 p.m.

Beebe
Dunham Smith



Thank you for your silent auction donation. It truly added to the success of our ASVA 60th Anniversary Conference and Gala Banquet.

ROB DICKIE

Morlene Walsh
M. Ashlock

Peter & Patricia Lecker-Ellis

Michelle
Brenda
Dunwoody



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Leduc-Beaumont

AR96015

Dear Mayors, Reeves, and local Councillors across Alberta,

I am writing to inform you that, later today, I will introduce new legislation, the *City Charters Fiscal Framework Act*, which will formalize a new capital infrastructure funding agreement with the cities of Edmonton and Calgary to replace the Municipal Sustainability Initiative (MSI) beginning in 2022-23.

This legislation is in response to the Government of Alberta's commitment in Budget 2018 to work with Alberta's two largest cities on a long-term revenue-sharing formula that would support their capital infrastructure needs. The cities of Edmonton and Calgary have worked with the province to achieve a path to balance that saw MSI funding allocations for the two cities reduced by \$152 million in Budget 2018. These reductions to the cities are also sustained each year until fiscal year 2021-22. All other municipalities have remained whole through the economic downturn and until 2021-2022, when MSI is set to expire.

With this stated, I wish to make clear the Government of Alberta recognizes all municipalities require stable, predictable, and permanent capital infrastructure funding. This is why our government committed in Budget 2018 to pursue new funding arrangements with all municipalities and why we remain engaged in continued discussions with AUMA and RMA over the coming weeks to complete a long-term, revenue-sharing agreement for municipalities for implementation in 2022-23 after MSI expires.

We were able to reach an agreement with the cities of Edmonton and Calgary through the City Charter process, and the next phase is to reach a long-term agreement with the rest of Alberta's municipalities. The infrastructure needs of Albertans in mid-sized cities, towns, villages, summer villages, MDs and counties is important and our commitment remains to form a legislated capital funding framework so that your communities can continue to build and thrive.

Yours in partnership,

Hon. Shaye Anderson
Minister of Municipal Affairs

cc: Barry Morishita, President, Alberta Urban Municipalities Association (AUMA)
Al Kemmere, President, Rural Municipalities of Alberta (RMA)

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Approval of the Local Authority Emergency Management Regulation

ma.aema-policy@gov.ab.ca [ma.aema-policy@gov.ab.ca]

Sent: 12/3/2018 4:18 PM

To: "Wendy Wildman" <svislandlake@wildwillowenterprises.com>

Dear Stakeholders,

On November 19, 2018 amendments to the *Emergency Management Act* came into force. These amendments include providing authority to create a new regulation to give clearer direction on emergency management practices for municipalities.

On November 27, 2018 the Lieutenant Governor in Council signed the Order in Council enacting the Local Authority Emergency Management Regulation. Local authorities will have until January 1, 2020 to ensure that they meet the requirements established in the regulation. The regulation provides increased clarification regarding:

- Emergency management committees;
- Emergency management agencies;
- Regional collaboration;
- Training requirements;
- Emergency management plans; and
- Emergency management exercises.

A copy of the Order in Council, with the regulation attached, can be found here. It is anticipated that on December 15, 2018, the regulation will be published in the Alberta Gazette and be available on the Queen's Printer webpage. A Local Authority Emergency Management Regulation Summary and a Frequently Asked Questions document are attached. If you have questions regarding these changes and how they impact your community, please contact your local Alberta Emergency Management Agency Field Officer or send your question to ma.aema-policy@gov.ab.ca.

Thank you again to all stakeholders who took the time to provide feedback on the *Emergency Management Act* amendments and development of the regulation.

Sincerely,

Shane Schreiber
Managing Director / Assistant Deputy Minister
Alberta Emergency Management Agency

Attachments: [2018-11-26 LEMR Content Summary Final.pdf](#) [2018-11-27 EMA-LEMR FAQ Final.pdf](#)

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Local Authority Emergency Management Regulation Summary

When will the Local Authority Emergency Management Regulation come into force?

The regulation will come into force on January 1, 2020. Local authorities must meet the requirements for emergency advisory committees, emergency management agencies, regional collaboration, and emergency management plans by January 1, 2020.

Specific timelines for training and exercise requirements are outlined below.

Emergency Advisory Committees

The emergency advisory committee must be appointed by bylaw, and that bylaw must at a minimum:

- Set out the purpose of the committee both during and outside emergencies.
- Establish that the committee provides guidance and direction to the emergency management agency.
- Establish procedures that must be followed when declaring a state of local emergency.
- Identify the committee membership and chair by title or position.
- Set out a minimum meeting frequency, which must be at least once per year.
- Outline quorum and procedural requirements for decision making, unless they are set out in another bylaw.

Emergency Management Agencies

The emergency management agency must be established by bylaw, and that bylaw must at a minimum:

- Set out the responsibilities of the agency.
- Appoint a person as the director of emergency management, or state that a person who holds a specified position or title is appointed as the director of emergency management by virtue of holding that title or position.
- State that the agency is responsible for the administration of the local authority's emergency management program.
- Identify how often the agency must report to the emergency advisory committee on agency activities, which must be at least once per year and include an update on the agency's review of the emergency plan.
- State that the command, control, and coordination system prescribed by the Managing Director will be used by the agency.
- Indicate if the agency is acting on behalf of more than one local authority, and identify these local authorities.

The Managing Director of Alberta Emergency Management Agency will prescribe a command, control, and coordination system that must be used by emergency management agencies. This system will be identified through a notice posted at aema.alberta.ca.

Regional Collaboration

- If a local authority has delegated some or all of their powers under the *Emergency Management Act* to a regional services commission or joint committee, the local authority must establish a bylaw setting out the powers and duties which have been delegated.
- If the local authority has delegated powers to a regional services commission, their bylaw must indicate whether the local authority will maintain an independent emergency management agency.
- When summer villages delegate powers and duties under the *Emergency Management Act* to another local authority, the local authority accepting the delegation of the summer village may delegate the powers to a council committee.
- When a summer village delegates powers and duties under the *Emergency Management Act* to another local authority, the summer village and the local authority must establish in bylaw which powers and duties have been delegated and accepted.

Training Requirements

Training requirements will be prescribed by the Managing Director by posting a notice at aema.alberta.ca. The requirements are as follows:

Elected Officials

Must complete the following course within 90 days of taking their official oath, or by January 1, 2021:

- The Municipal Elected Officials Course

Directors of Emergency Management

Must complete the following courses within 18 months of being appointed, or by July 1, 2020:

- Basic Emergency Management,
- Incident Command System (ICS) 100, 200, and 300
- The Director of Emergency Management Course

Municipal Staff

Staff who have been assigned responsibilities respecting the implementation of the emergency plan must complete the following courses within six months of being identified for this role, or by January 1, 2020:

- Basic Emergency Management
- ICS 100

The Managing Director of Alberta Emergency Management Agency may grant exemptions or extensions in some exceptional cases, and may approve alternative courses. For more information, please visit aema.alberta.ca or speak to your field officer.

Emergency Management Plans

The emergency management agency must review the emergency plan at least once per year, and make that plan available to the Alberta Emergency Management Agency for review and comment annually.

A local authority's emergency management plan must include the following:

- A description of the local authority's emergency management program.
- The procedures for implementing the plan during an emergency or exercise response.
- The local authority's plan for preparedness, response, and recovery activities.

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- A hazard and risk assessment.
- Emergency management program exercises the local authority will engage in.
- The plan for regular review and maintenance of the emergency plan, and the plan for the review and maintenance of the plan after an exercise, emergency or disaster.
- How the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the emergency management agency.
- Assignment of responsibilities respecting the implementation of the emergency plan to employees and elected officials by position.
- A training plan for staff assigned responsibilities in the emergency plan.
- The mechanisms used to prepare and maintain contact lists for those assigned responsibilities respecting implementation of the emergency plan.
- The plan for communications, public alerts, and notifications during exercises, emergencies and disasters.
- The plan for providing emergency social services during an emergency or disaster.

Emergency Management Exercises

Local Authorities must complete the following:

- A table top exercise within one year from January 1, 2020, and annually after the regulation is in force.
- A functional exercise within four years from January 1, 2020, and at least once every four years after the regulation is in force.
- Participation in a regional exercise that utilizes the local authority's emergency plan meets this requirement.
- If a community experienced an emergency or disaster in the previous four years that utilized the emergency plan and resulted in a written post-incident assessment that includes observations and recommendations for improvement and corrective action, the requirement for the conduct of a functional exercise will be met.
- Local authorities must submit an exercise notification to Alberta Emergency Management Agency 90 days before the functional exercise, which includes the exercise date, scenario, objectives and participant list.

Frequently asked questions: Emergency Management Legislative Review

The Government of Alberta is updating Alberta's Emergency Management Legislative Framework to reflect emergency management best practices and help communities be better prepared to respond to disasters.

Why are changes being made?

Post-incident assessments following recent major catastrophic events in Alberta recommended reviewing our emergency management legislative framework.

Updating the framework helps Alberta adapt to the reality of more frequent disaster events. Better prepared communities will help to ensure the safety of all Albertans.

What changes have been made to the *Emergency Management Act*?

Authority to create a regulation to provide additional emergency management guidance to local authorities has been added.

Evacuation order provisions have been clarified and the *Emergency Management Act* clearly sets out that local authorities, and those acting under their direction (including first responders), are not liable for actions taken, or not taken, in good faith while enforcing evacuation orders.

A number of technical amendments have been made for clarity.

What is in the Local Authority Emergency Management Regulation?

The regulation includes additional clarification and direction around emergency advisory committees and emergency management agencies, mechanisms to support regional collaboration, training, and maintaining, exercising, and updating municipal emergency management plans.

More information is available in the attachment titled Local Authority Emergency Management Regulation Content Summary.

What types of communities will the regulation apply to?

The regulation applies to cities, towns, counties, villages, summer villages, municipal districts, specialized municipalities, improvement districts, special areas, and Métis Settlements.



A message from your president

FCM

Renewing your FCM membership for 2019-2020

RECEIVED
DEC-1-2-2018

Dear Ms. Wendy Wildman,

The Federation of Canadian Municipalities is the national voice of Canada's local governments. We bring your priorities to the federal government. As an FCM member, you get exclusive access to valuable resources that help you strengthen your community. Not only that, you're helping to build a better Canada. Together, we've made history for local governments of all sizes, in every region of Canada. And we're just getting started.

It's time for the Summer Village of Sunrise Beach to renew its FCM membership. Enclosed, please find your member invoice for 2019-2020. I want to thank you for making our partnership a priority.

For FCM, partnership is everything. For instance, our deepening partnership with the federal government is delivering unprecedented gains for municipalities—from historic new infrastructure investments to the national housing strategy. But the partnership that matters most is the one with local governments like yours.

Our partnership brings together nearly 2,000 municipalities of all sizes, representing more than 90 percent of all Canadians. The fact is, our strength lies in this strong and united voice. It's our united voice that's changing how Canada works. That's why your continued membership is so important.

Turn this page over to read about how FCM is delivering results—and about the crucial year ahead for local governments. To learn more about how joining FCM benefits your municipality, visit fcm.ca/membership.

Imagine a Canada where local leaders have the right tools to build livable and competitive cities and communities. Where the order of government closest to daily life takes its rightful place at the nation-building table. That's the Canada we're ready to build. As an FCM member, you can be a part of it.

VICKI-MAY HAMM
Mayor, City of Magog, Quebec
FCM President

► Delivering results for you

Thanks to our growing influence in Ottawa—from policy analysts to cabinet ministers, from opposition leaders to the Prime Minister—we're securing historic new investments in municipal priorities. In the last three years alone, FCM's advocacy has led to Canada's first-ever **national housing strategy** and an unprecedented **\$180 billion federal infrastructure plan**.

FCM also delivers more and more resources directly to members like you. Resources like our recent *Municipal Guide to Cannabis Legalization*. And of course, capacity-building expertise and

funding delivered through **FCM's programs** is helping local governments strengthen everything from asset management to climate resilience to Indigenous partnerships.

Our track record with federal governments of all political stripes speaks for itself. In previous years, FCM helped secure milestone gains like the indexed federal Gas Tax Fund and the GST rebate for municipalities. Last year alone, these totalled more than \$3 billion. In fact, **direct transfers to municipalities have nearly tripled since 2005**. That's a direct result of FCM's advocacy.

► Our crucial year ahead

Right now, an important moment is unfolding across the country—a long-overdue conversation about how orders of government should be working together to serve Canadians. **This opens a window of opportunity for us all.**

Every year, municipalities are expected to do more for Canada. From boosting economic growth to tackling climate change to implementing cannabis legalization. We are all embracing this change. But what hasn't changed is the outdated fiscal and legislative framework in which we work. It's time to turn this around.

With the right long-term tools, we can truly unlock our potential as municipalities. That is our message to every national political party heading

into the next federal election—now less than one year away. And to keep our vision front-and-centre, FCM's elected Board of Directors has directed staff to deploy our most intensive pre-election advocacy push ever.

This strategic effort will be fuelled by our members. For starters, that means supporting FCM's Special Advocacy Fund (fcm.ca/AdvocacyFund), and it means **continuing your membership at this crucial time**. Throughout the year, it'll mean getting our shared message out—and we'll help you do just that.



Town of Onoway

Box 540, Onoway, AB T0E 1V0

December 5, 2018

Onoway Curling Club
Box 215
Onoway, AB
T0E 1V0

To the Little Rocks Curling Group,

Thank you so much for the wonderful thank you cards! I have shared your cards with the Summer Village of Nakamun Park, Summer Village of Sunrise Beach and Town of Onoway Council members and they are so happy to know that you are having fun learning to curl and making new friends! They are very glad that your group was able to use the FCSS money we sent towards what you needed!

We wish you all a wonderful holiday season with your family and friends!

Sincerely,

Shelley Vaughan
FCSS Coordinator
Town of Onoway



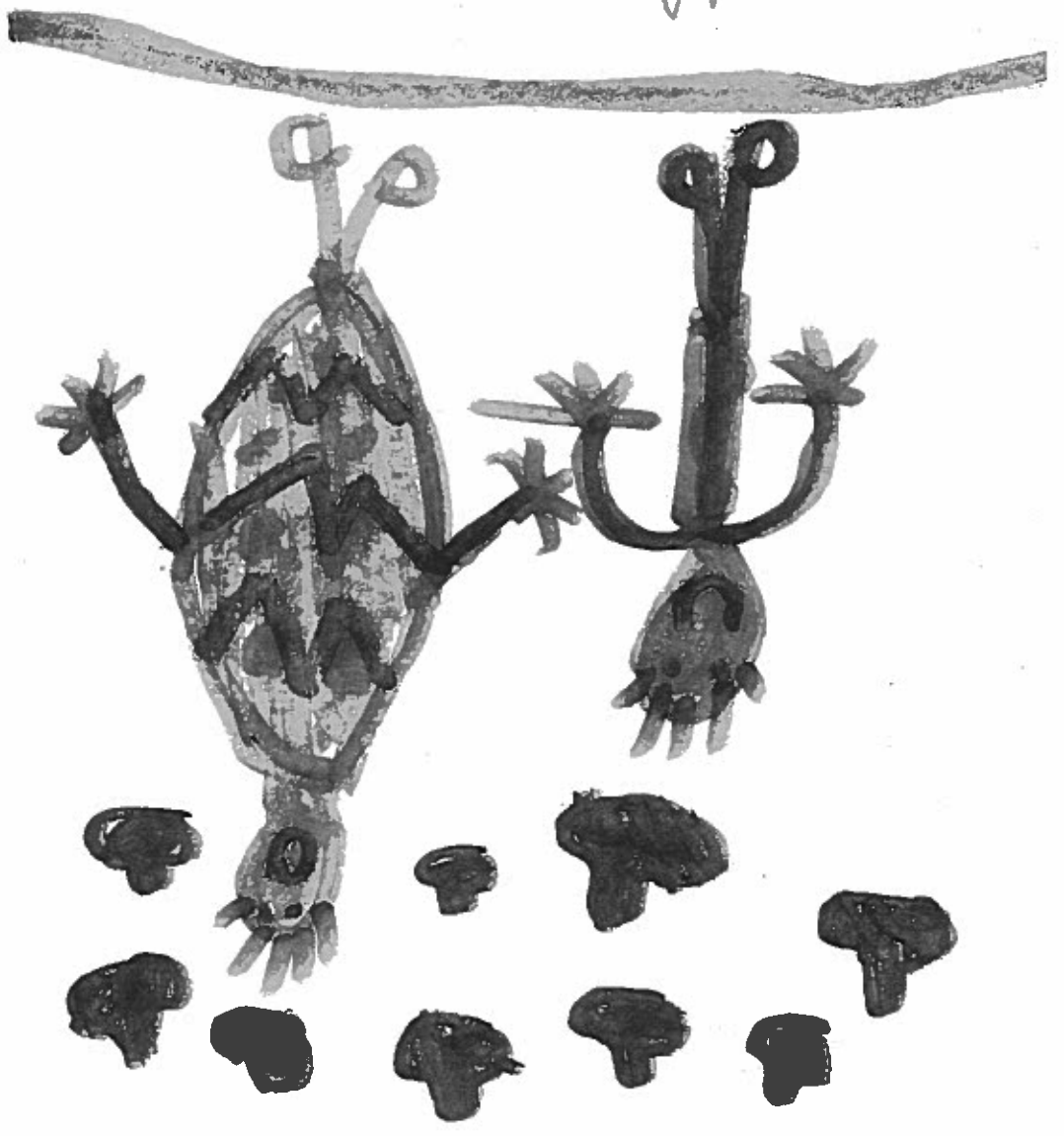
62

Thank you
Town

of on oval

for Rocks and
Rings! From

Tucker



Me and
the Colin



Northern Gateway
Public Schools

RECEIVED
DEC 06 2018

Learning for life. Together.

November 30, 2018

Mayor Glen Usselman
Summer Village of Sunrise Beach
Box 1197
ONOWAY, Alberta
T0E 1V0

Dear Mayor Usselman:

Each year, school divisions gather together with learning partners from government and other organizations to discuss topics of critical importance to rural schools and communities. This conference, the Alberta Rural Education Symposium, has as its theme "Schools and Communities: Partners in Action". This year's focus extends beyond the classroom and into the board rooms of municipalities and counties across the province. Given that there is an opportunity to advance our mutual goals, I wish to invite you, as our community partners, to join us at this important conference which will be held March 3 – 5, 2019 in Edmonton.

What can you expect to find at this event? First, ministers from education, municipal affairs, and other portfolios integral to rural sustainability will be in attendance and participate in a panel discussion. All delegates are invited to an all MLA reception on Sunday evening for an opportunity to connect with Ministers and MLA's from across the province to engage in one-on-one conversations. Second, Keynote David Irvine, one of Canada's most respected voices on leadership and organizational culture, will lead delegates in conversations around leadership, partnerships and authentic connections. Third, a valuable opportunity to connect with key leaders in your community to further the work of building capacity and supporting rural sustainability.

The keynote speakers at ARES 2019 will focus on their research and experiences to provide advice on how we can positively impact rural communities. This is much more than a conversation about education. It is about the future of rural communities. A full profile of the program and line up of talented speakers who have expertise in rural schools and communities can be found on our website: <https://www.albertraruraleducation.ca>

Rural Alberta needs to work collaboratively to find solutions that will support the revitalization of our communities. Building strong communities is a responsibility for all of us; working together just makes sense. We hope to see you there!

Sincerely,

Judy Muir
Board Chair

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December 13, 2018

Summer Village of Sunrise Beach
RR 1, Site 1, Comp 63
Onoway, AB
T0E 1V0

Sent via e-mail: cao@onoway.ca

Attention: Village Council Members

Dear Village Council Members:

Re: 2018 AUDIT PLANNING

A. INTRODUCTION

The objectives of this letter are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance (Council) is an integral part of every audit. After reviewing this letter please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.



B. SERVICES TO BE PROVIDED

We have been engaged by Council to perform the following services:

a) Audit services

- Audit of the Summer Village of Sunrise Beach financial statements.
- Audit of the Summer Village of Sunrise Beach *Financial Information Return*.

b) Non-audit services

- We have not been engaged to provide any non-audit services.

C. AUDITOR INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards (CAS) recommends that we communicate to Council, at least annually, all relationships between our firm and the Village that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the Village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

D. AUDITOR RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the Village and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Village's financial statements will be performed in accordance with CAS. These standards require that we plan and perform the audit to obtain reasonable about whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the Village in accordance with Canadian public sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

CAS do not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

E. MANAGEMENT RESPONSIBILITIES

Management is responsible for the preparation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

F. PLANNED SCOPE AND TIMING OF THE AUDIT

In gathering our audit evidence, we will utilize an approach to the audit of the Village that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the Village's business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

Audit Strategy

Based on our knowledge of the Village, we anticipate utilizing substantive procedures (analysis of data and obtaining direct evidence as to the validity of the items such as third party confirmation). This type of approach is more appropriate when an entity processes a low volume of transactions and again, allows for the completion of the audit in the most cost-effective manner.

Materiality

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

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CAS require the use of both quantitative and qualitative factors in determining materiality. In planning our audit, we have concluded that a materiality level of 2% of total expenses is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

Audit Team

Our team includes skilled professionals who have experience working on local government audits. We will provide the following team:

Engagement Partner	Philip Dirks, CPA, CA
Manager	Stephen Webber, CPA
Concurring Partner	Curtis Friesen, CPA, CA

Timing of the Audit

The year-end audit fieldwork is scheduled to take place the week of January 21, 2019.

We currently anticipate preparing draft audited financial statements to Village Council for review and approval in February or March 2019.

G. AUDIT FEES

We understand that the Village demands value and we strive to provide the highest quality services while working with the Village to control costs.

We estimate our audit fees for the 2018 fiscal year will be in the amount of \$5,800. These amounts do not include Goods and Services Tax. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Village's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

H. REQUESTS OF COUNCIL

During the course of your duties as the Council, you may become aware of additional areas of concern, from an audit perspective, that you would like us to address. We welcome discussion on any areas of audit concern that Council may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the Village.

I. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Village's accounting staff to review these to determine the potential impact to the Village.

Effective Fiscal Years Beginning on or After April 1, 2018

PS 3430 - Restructuring Transactions (new)

- Establishes standards for recognizing and measuring the assets and liabilities transferred in a restructuring transaction.
- The transfer of assets and liabilities in a restructuring transaction will be accounted for at their carrying amounts at the transaction date.
- Earlier adoption is permitted.

Effective Fiscal Years Beginning on or After April 1, 2021

PS 3280 – Asset Retirement Obligations (new)

- Establishes standard that addresses the accounting and reporting of legal obligations associated with the retirement of tangible capital assets.
- Includes obligations associated with solid waste landfill sites covered under *PS 3270 – Solid Waste Landfill Closure & Post-Closure Liability*.
- Earlier adoption is permitted.

Effective Fiscal Years Beginning on or After April 1, 2022

PS 3400 – Revenue (new)

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.

J. COMMUNICATION OF THE RESULTS

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Council under CAS including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Village's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession as well as clarify our responsibilities and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to Village Council.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

PJD/eat

cc: Wendy Wildman, Chief Administrative Officer

Summer Village Of Sunrise Beach Animal Control Enforcement Log

November 2/18 Conducted General patrol, observed dog running back and forth across road and running into properties. Approached dog owners walking the dog and explained bylaw and that their dog has to be on a leash and in control. Verbal warning was issued, dog owners complied.

November 17/18 Received complaint (November 16/18) of two large dogs going off their property and defecating on complainants property. Attended complaint and attempted to make contact with dogs owner, made a few attempts and determined dogs owner was not at home. Conducted General patrol.

November 18/18 Attended complaint of dogs defecating on property not their own, made contact with dogs owner and explained bylaw and complaint. I also determined that the dogs were not registered with the village. Dog owner advised me that they had just moved here in September and in the spring will be building a fence. Written warning #0007 was issued for defecation and written warning #0006 for not having a dog licence was issued. Dogs owner said that they would comply. Conducted general patrol.

November 25/18 Conducted general patrol, no incidents reported.

Submitted by Ofc. T. Puffer Wabamun Lake Regional Bylaw Services