



**SUMMER VILLAGE OF SUNRISE BEACH  
AGENDA**

**Tuesday, November 26, 2019 – Onoway Civic Centre,  
6:30 p.m.**

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35-36

- b) Service Alberta – Honourable Nate Glubish, Minister of Service Alberta, letter dated October 31, 2019. This letter is noting that his department is committed to continue working with municipalities, telecommunication providers, and infrastructure owners to find ways to expand high - speed broadband services across the Province. They are inquiring if we have a designate who can speak to this, and also if we have any plans or initiatives currently on the go. (*Direction as given at meeting time*).

37-42

- c) Super Sucker Water & Vacuum Services, - Trevor Gardner Tina Mathieu, letter dated November 12, 2019 informing Council that Super Sucker Water & Vacuum Services and Standstone Vacuum Services are in the final stages of sale purchase transaction.

Town of Onoway letter, Wendy Wildman CAO, dated November 20, 2019 that as a result of the sale of Super Sucker to Standstone Vacuum Services that the Current agreement between the Town and Summer Village be amended to the new service hauler being Standstone with all other terms remaining the same. (*ratify that the Summer Village of Sunrise request from the Town of Onoway exclusivity to dispose of effluent in the Onoway Lagoon to Standstone Vacuum Services*).

- d) 2020 Interim Operating Budget – each year Council must pass an Interim Operating Budget until such time as the current year Operating and Capital Budget is approved. In the past we have done this at the first meeting of the year, but Municipal Affairs has advised that best practice is to do this at the last meeting of the previous year. (*that a 2020 Interim Operating Budget be approved at ½ of the 2019 Operating Budget and that this 2020 Interim Operating Budget cease to have any effect once the 2020 Operating Budget has been approved.*

e)

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f)

g)

6. Financials a) Income & Expense Statement – October 2019 Income and Expense

7. Councillors' Reports

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

8. Administration Reports

- 43 a) Grant Report  
b) CAO Review (needs to be completed)

9. Information and Correspondence:

44 a. Statement of Direct Deposit for FCSS remaining fourth quarter funds of \$804.00 dated November 1, 2019.

45-46 b. AUMA President Barry Morishita, Mayor the City of Brooks. Thanking everyone who attended the AUMA Convention and to make clear AUMA's expectations on the key priorities.

47-56 c. Yellowhead Regional Library – YRL's draft 2020 budget and projections for 2020 and 2020.

51 d. Alberta Beach Organizational Meeting, dated October 21, 2019

58 e. FortisAlberta letter dated October 31, 2019 Annexation Update

59-60 f. Tom Puffer Animal Control Bylaw Officer September and October reports

g.

10. Closed Meeting : (if required)

11. Adjournment

- Next Meeting: January 28, 2020 – Regular Council Meeting 6:30 p.m.

**SUMMER VILLAGE OF SUNRISE BEACH**  
**AGENDA**  
**Tuesday, November 26, 2019 – Onoway Civic Centre,**  
**6:30 p.m.**

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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY OCTOBER 22, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

	<b>PRESENT</b>	<p>Mayor Glen Usselman Deputy Mayor Jackie Tremblay</p> <p>Chief Administrative Officer Wendy Wildman Administrative Assistant Susan Dales Public Works: 0 Public at Large:3</p> <p>Councillor Vera Lynn Beck - Absent</p>
1.	<b>CALL TO ORDER</b>	The meeting was called to order at 6:30 p.m. by Mayor Usselman.
2.	<b>AGENDA</b> Motion # 136 -19	<p><b>MOVED</b> by Deputy Mayor Tremblay that the agenda be accepted with the following addition:</p> <p>6:40 p.m. Appointment Sharon MacCormack</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b> Motion #137 - 19	<p><b>MOVED</b> by Deputy Mayor Tremblay that the minutes of the September 24, 2019 Regular Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS</b> Motion #138 - 19	<p><b>MOVED</b> by Mayor Usselman that the presentation from Sharon McCormack on park 5672 be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
5.	<b><u>NEW BUSINESS</u></b> Motion #139 - 19	<p><b>MOVED</b> by Mayor Usselman that the request from the property owner of 4314 Leisure Lane requesting a small dock at R5 for a viewpoint and a launch point for light non-motorized watercraft be tabled to a future meeting once new Provincial policies for docks are in place.</p> <p style="text-align: right;"><b>CARRIED</b></p>



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY OCTOBER 22, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

6.	<b>FINANCIAL</b> Motion # 146 -19	<b>MOVED</b> by Deputy Mayor Tremblay that the Income & Expense Statement for September 2019 be accepted for information.  <p style="text-align: right;"><b>CARRIED</b></p>
7. 8.	<b>COUNCIL AND ADMINISTRATION REPORTS</b>  Motion # 147 -19	<b>MOVED</b> by Deputy Mayor Tremblay that the verbal Council and Administration Reports be accepted for information.  <p style="text-align: right;"><b>CARRIED</b></p>
9.	<b>INFORMATION / CORRESPONDENCE</b> Motion # 148 -19	<b>MOVED</b> by Deputy Mayor Tremblay that the following items be accepted for information:  a) Alberta Beach Mayor Jim Benedict, letter to Honorable Doug Schweitzer, Minister Alberta Justice & Solicitor General dated October 3, 2019. This letter is response to the Police Act Costing Review. b) Alberta Municipal Affairs – Gary Sandberg letter dated September 30, 2019. In March 2018 the Deputy Minister indicated that Municipal Affairs Would be implementing a new performance measure for the ministry. The ministry will report the percentage of municipalities deemed to be “not at risk” based on 13 defined financial, governance, and community indicators. The Summer Village of Sunrise Beach did not trigger any of the 13 indicators. c) Lac Ste Anne County Joint Media Release in response to Alberta Justice and Solicitor General’s Draft Police Funding Model d) Yellowhead Regional Library – August 23 <sup>rd</sup> , 2019 letter advising of increase in 2020 of \$4.39 to \$4.46 in 2021 (\$4.30 in 2019)10.  <p style="text-align: right;"><b>CARRIED</b></p>
10.	<b>CLOSED MEETING SESSION</b>	<b>N/A</b>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY OCTOBER 22, 2019 AT 6:30 P.M. AT THE ONOWAY CIVIC CENTRE.

11.	<b>ADJOURNMENT</b>	Mayor Usselman declared the meeting adjourned at 7:30 p.m.
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Mayor Glen Usselman

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Wendy Wildman  
Chief Administrative Officer



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**A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH IN THE  
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND  
CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

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**WHEREAS**, the Council of the Summer Village of Sunrise Beach considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council committee meetings in the Summer Village of Sunrise Beach;

**NOW THEREFORE**, the Council of the Summer Village of Sunrise Beach hereby enacts as follows:

**Citation**

1. This Bylaw may be cited as the "The Procedure Bylaw".

**Definitions**

2. In this bylaw:
  - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of Sunrise Beach.
  - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public.
  - c) "Council" means the Mayor and Councillors of the Summer Village of Sunrise Beach for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
  - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
  - e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
  - f) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta.
  - g) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
  - h) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
  - i) "Meetings" means meetings of Council and Council committees.
  - j) "Municipality" means the Municipality of the Summer Village of Silver Sands, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;

**Application**

3. This bylaw applies to all members attending meetings of Council and committees established by Council of the Municipality;

**Severability**

4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid;

**General**

5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Sunrise Beaches' Code of Conduct Bylaw.
9. A breach of any Section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
10. Public Hearings held with respect to bylaws, when required or when requested by Council, will be held prior to second reading. Public Hearings shall be conducted in accordance with the procedures set out in Appendix C.

**Meetings**

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.

13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. Regular meetings of Council shall begin at 6:30 p.m.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
20. Recordings: Council or Council committee meetings may not be filmed or voice-recorded.
21. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.
22. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.

### **Conduct of Meetings**

23. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
24. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
25. A resolution does not require a seconder.
26. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.

27. The following resolutions are not debatable by members:
  - a) adjournment
  - b) to take a recess
  - c) question of privilege
  - d) point of order
  - e) to limit debate on a matter before members
  - f) on division of a question
  - g) postpone the matter to a time certain
  - h) to table the matter
28. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
29. Where an item has been brought before Council, the same item cannot be tabled more than three times.
30. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information be presented about the issue or matter.
31. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
32. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
33. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
34. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
35. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
  - a) a motion to refer the main question to some other person or group for consideration
  - b) a motion to amend the main question
  - c) a motion to table the main question
  - d) a motion to postpone the main question to some future time
  - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be

considered.

36. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
37. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
38. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
39. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed;
40. A formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the Freedom of Information and Privacy Act. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

### **Delegations**

41. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of

the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 4:00 p.m. on a business day at least seven (7) calendar days prior to the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.

42. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
43. Delegations that have not submitted a letter in accordance with section 41 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 42 to present the matter outlined.
44. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
45. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

#### **Rules of Order**

46. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order";

#### **Agenda and Order of Business**

47. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 4:00 p.m. on a business day at least seven (7) calendar days prior to the meeting.
48. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. three (3) business days prior

to the meeting.

49. Where the deadlines in section 47 and 48 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
50. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
  1. Call to Order
  2. Agenda Adoption
  3. Minutes Adoption
  4. Delegations
  5. Bylaws
  6. Business
  7. Financial
  8. Council Reports
  9. Administration Reports
  10. Information & Correspondence
  11. Closed Meeting
  12. Adjournment
51. The order of business established in section 50 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
52. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

### **Recording of the Minutes**

53. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
54. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
55. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

### **Bylaws**

56. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the

appropriate place.

57. Every bylaw shall have three separate and distinct readings.
58. After a member has made the motion for the second reading of the bylaw Council may:
  - a) debate the substance of the bylaw; and
  - b) propose and consider amendments to the bylaw.
59. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
60. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
61. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
62. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:
  - a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
  - b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

### **Website**

63. The Regular Council Meeting agenda will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
64. Special Council Meeting agendas will be posted on the Summer Village website prior to the special Council meeting after it is prepared and distributed to Council.
65. Approved minutes are to be posted on the Summer Village website within 3 business days after the meeting.
66. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw #126-11 and comes into full force and effect upon third and final reading.



**READ** a first time this 26<sup>th</sup> day of November, 2019.

**READ** a second time this 26<sup>th</sup> day of November, 2019.

**UNANIMOUS CONSENT** to proceed to third reading this 26<sup>th</sup> day of November, 2019.

**READ** a third and final time this 26<sup>th</sup> day of November, 2019.

**SIGNED** this 26<sup>th</sup> day of November, 2019.

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Mayor, Glen Usselman

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Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF SUNRISE BEACH  
APPENDIX A

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of Councillors  
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Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the council.

SA 2000 cM-26 s153;2015 c8 s17;2016 c24 s15

SUMMER VILLAGE OF SUNRISE BEACH  
APPENDIX B

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of chief elected official

154

- (1) A chief elected official, in addition to performing the duties of a Councillor, must
  - (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
  - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21

SUMMER VILLAGE OF  
SUNRISE BEACH  
APPENDIX C  
Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

Public Hearing Principles

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions.

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.

Public Hearing Procedures

Definitions

1. "Chairman" refers to the Presiding Officer officiating the Public Hearing
2. "Secretary" refers to the CAO or his/her designate

SUMMER VILLAGE OF SUNRISE BEACH PUBLIC HEARING

Date Time

Bylaw #

\*\*\*\*

INTRODUCTION & PROCEDURES

- 1 (Chairman) "The following Public Hearing is held pursuant to the Municipal Government Act"
- 2 (Chairman) "The following rules of conduct will be followed during the Public Hearing:"
  - Presentation should be brief and to the point
  - The order of presentation shall be
    - o Entry of written submission
    - o Comments from the \*\*\*\*
    - o Those supporting the Bylaw
    - o Those opposing the Bylaw
    - o Any other person deemed to be affected by the Bylaw
  - The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

"I hereby declare the Public Hearing relating to Bylaw \*\*\*\* open"

- 3 (Secretary) "The purpose of Bylaw \*\*\*\* is to amend \*\*\*.

First Reading was given to Bylaw \*\*\*\* on (insert date) •

Notice of this Public Hearing was advertised on the website, on the (insert various method of advertising) in the week of (insert date)

The following written comments have been received to (insert d-ate)

- 4 (Chairman) "Are there any late written submissions relating to the Bylaw?"

(Note: If there are any, the secretary to read letter into record) "Comments from the \*\*\* Department"

"Is there anyone who supports the Bylaw and wishes to speak?" "Is there anyone who opposes the Bylaw and wishes to speak?"

"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"

M-26

- 5 (Chairman) "Are there any further comments from the \*\*\*\* Dept."
- 6 (Chairman) "Do the Councilors have any further questions"
- 7 (Chairman) "If not, I hereby declare this Public Hearing relating to Bylaw \*\*\*\* be closed and will adjourn this Public Hearing."

**SUMMER VILLAGE OF SUNRISE BEACH  
BY-LAW NO. 126-11**

**Being A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta,  
To Provide The Organizational And Procedural Matters Of Council, Council Committees  
And Councillors**

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**WHEREAS, the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta, 2000, hereinafter referred to as the "M.G.A." provides for the establishment of Council Committees and other bodies, procedure and conduct of Council, Council committees and other bodies established by Council and the conduct of Councillors and members of Council committees and other bodies established by Council; and**

**WHEREAS, the M.G.A. provides for organizational and procedural matters of Council, Council committees and Councillors;**

**NOW THEREFORE, the Council of the Summer Village of Sunrise Beach, duly assembled, enacts as follows:**

**1.0 Municipal Office**

1.1.0 In accordance with the M.G.A., the main municipal office shall be the administration office located at RR1, Site 1, Comp 63, 1208A-HWY 642, Sandy Beach Administration and Public Works Building, Onoway, Alberta or at any other location as may be established by resolution of Council from time to time.

**2.0 Chief and Deputy Chief Elected Official**

2.1.0 In accordance with the M.G.A., the chief elected official shall have the title of Mayor and the deputy chief elected official shall have the title of Deputy Mayor.

2.1.1 Annually, at the organizational meeting of Council, Council shall elect the Mayor and Deputy Mayor.

**3.0 Meetings of Council**

**3.1 Organizational Meetings**

3.1.0 The Organizational meeting of Council shall be held annually, not later than the thirty-first day of August. Any changes in the date, time

**SUMMER VILLAGE OF SUNRISE BEACH  
BY-LAW NO. 126-11**

**Being A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta,  
To Provide The Organizational And Procedural Matters Of Council, Council Committees  
And Councillors**

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and location may be made at a regular Council meeting at least four weeks in advance.

**3.2 Regular Meetings**

- 3.2.0 The dates, times, and place of regular meetings of Council shall be established at the Organizational meeting annually and may be amended by motion of Council at any time.
- 3.2.1 The Chief Administrative Officer shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting.
- 3.2.2 If a quorum is not present within thirty minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall stand adjourned until the next regular or special meeting.

**3.3 Electronic Communication System Meetings**

- 3.3.0 Council meetings may be conducted by means of electronic communication systems provide the facilities allow all councilors at the meeting to participate and to hear the discussion by all other participants at the meeting.
- 3.3.1 A Councillor participating in a meeting described in section 3.3.0 will be considered to have voted in the affirmative unless that councilor voices a negative vote on the motion.
- 3.3.2 A Councilor participating in a meeting described in section 3.3.0 is considered to be present at the meeting and will be recorded in the minutes as being present via electronic communication.



**SUMMER VILLAGE OF SUNRISE BEACH  
BY-LAW NO. 126-11**

**Being A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta,  
To Provide The Organizational And Procedural Matters Of Council, Council Committees  
And Councillors**

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**3.4 Conduct of Meetings**

3.4.0 Every delegate to a regular Council meeting and each member of Council shall address the chair but shall not speak until recognized by the chair.

3.4.1 The Mayor or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and with time limits specified by the Mayor or other presiding officers.

3.4.2 A motion may be withdrawn by the mover at any time before voting.

3.4.3 The following motions are not debatable.

- a. Adjournment.
- b. Take a Recess.
- c. Question of Privilege.
- d. Point of Order.
- e. Limit Debate on the Matter before Council.
- f. Division of a Question.
- g. Table the Matter to Another Meeting.

3.4.4 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other presiding officer so directs.

**SUMMER VILLAGE OF SUNRISE BEACH  
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3.4.5 When the Mayor or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council or Council committee, he shall apprise the member thereof immediately, before putting the question to discussion and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two thirds majority vote of the members present.

3.4.6 In all cases not provided for in the proceedings of the Council and Council Committee, the Revised Roberts Rule of Order shall be followed and in such cases the decision of the Mayor or other presiding officer shall be final and accepted without debate.

**3.5 Delegations**

3.5.0 A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council shall address a letter or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written and delivered or mailed to the office of the Chief Administrative Officer so that it arrives at least 4:00 o'clock in the afternoon seven calendar days immediately preceding the meeting at which it is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council it shall be so stated in the letter.

3.5.1 Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Mayor or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter the Mayor or other presiding office may limit the length of time granted to the delegation.

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3.5.2 Delegations who have not submitted a letter in accordance with this section may be granted by the Mayor or other presiding officer a maximum of 15 minutes to outline the matter they wish to present to Council.

**3.6 Agenda and Order of Meetings**

3.6.0 Prior to each regular meeting, the Chief Administrative Officer shall prepare a statement of the order of business to be known as the "Agenda" of all business to be brought before the Council at the regular meeting.

3.6.1 To enable the Chief Administrative Officer to prepare a proper agenda, all documents and notice of delegations intended to be submitted to the Council shall be submitted to the Chief Administrative Officer not later than 4:30 in the afternoon seven days before the regular meeting.

3.6.2 Additions placed on the agenda at the meeting shall be discouraged, however, an addition may be made to the agenda with a simple majority consent of Councillors present. Actions resulting from the agenda additions require unanimous consent given by those Councillors present. Exception to actions given by unanimous consent are a tabling motion or that the agenda item be received as information.

3.6.3 The Chief Administrative Officer shall, to the best of his/her ability, place at the disposal of each member of Council, a copy of the agenda and all supporting materials not later than 4:30 in the afternoon three calendar days before the regular meeting.

3.6.4 The only exception to section 3.6.3 shall be "in camera" issues, which shall be distributed at the Council meeting and shall be returned to the Chief Administrative Officer immediately after the Council

**SUMMER VILLAGE OF SUNRISE BEACH  
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meeting. Large volume documentation supporting "in camera" issues may be distributed to Council prior to the council meeting.

- 3.6.5 Motions of council or Council committees do not require a seconder.**
- 3.6.6 Prior to each regular Council meeting, Council may conduct a Committee of the Whole meeting. The Committee of the Whole meeting provides Council with an opportunity to discuss issues before they are brought to the table in the form of a motion.**
- 3.7 Individual Recording of Council Proceedings**
- 3.7.0 No person shall, unless a two-thirds majority consent of Council is given, record the proceedings of Council through tape recorder, video camera, or other devices. This provision does not apply to the preparation of the minutes of the Council meetings by the Chief Administrative Officer or the designate of the Chief Administrative Officer.**
- 3.8 Council Committees and Boards**
- 3.8.0 Standing Committees shall be established by Council from time to time and shall be governed by the Terms of Reference adopted by Council.**
- 3.8.1 Members of any Summer Village of Sunrise Beach Committees or Boards that have legal decision making powers shall vote on all matters entertained by that Committee or Board.**
- 3.8.2 Where a Committee or Board member fails to comply with section 3.8.1 that member shall be automatically disqualified from Council.**

**SUMMER VILLAGE OF SUNRISE BEACH  
BY-LAW NO. 126-11**

**Being A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta,  
To Provide The Organizational And Procedural Matters Of Council, Council Committees  
And Councillors**

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**4.0 Code of Ethics**

**4.1.0 The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people. To this end it is imperative that:**

- a. Government decisions and policy be made through the proper channels of government structure.**
- b. Public office is not used for personal gain.**
- c. The public have confidence in the integrity of its government.**

**4.1.1 Accordingly, it is the purpose of these guidelines of conduct to outline certain basic rules for the Summer Village of Sunrise Beach Council so that they may carry out their duties with impartiality and equality of services to all, recognizing that the basic functions of elected local government officials are, at all times, services to their community and the public.**

**4.1.2 To further these objectives, certain ethical principles should govern the conduct of the Summer Village of Sunrise Beach Council in order that they shall maintain the highest standard of conduct in public office and faithfully discharge the duties of office without fear or favour.**

**4.1.3 Councillors shall:**

- a. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta.**
- b. Not use confidential information for personal profit of themselves or any other person.**

**SUMMER VILLAGE OF SUNRISE BEACH  
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- c. Not communicate confidential information to anyone not entitled to receive the applicable confidential information.
- d. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
- e. Preserve the integrity and impartiality of Council.
- f. For the period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.
- g. Not assume that any unethical activities (not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation) will be condoned.

**5.0 Code of Conduct**

**5.1 General Conduct**

5.1.0 In the appointment to Council of elected Councillors the public has the right to expect a level of conduct that is above reproach and a personal level of conduct that reflects the values of the community as a whole. Councillors should at all times keep in mind that they are public servants and any action or comment, whether intended as an action or comment of council, may be perceived by the public to represent the decision or opinion of Council. In general Councillors shall

- a. Refrain from threatening, harassing or otherwise implying to an individual or group of individuals that the weight of Council or the Municipality shall be brought to bear against the individual or group of individuals for the personal monetary gain or satisfaction of the Councillor.

**SUMMER VILLAGE OF SUNRISE BEACH  
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**Being A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta,  
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- b. Report violations of the bylaws of the Municipality in a timely and appropriate manner to Council or to the Chief Administrative Officer.
- c. Not counsel or offer advice to the public to undertake actions that are a violation of the bylaws of the Municipality.
- d. Not promote a violation of the bylaws of the Municipality by assisting the public in violation of the bylaws.
- e. Ensure that the bylaws of the Summer Village of Sunrise Beach are enforced equally and uniformly for the benefit of all citizens.

**5.2 Conduct of Councillors at Meetings**

**5.2.0** In attendance to council, council committee, special and meetings of other bodies at which a Councillor is acting on behalf of the electorate the public has the right to expect that the Councillors will

- a. Attend council, council committee and meetings of other bodies in a capacity to make clear representation of the public interest without incapacitation due to the influence of alcohol, narcotics or other substances.
- b. Represent the consensus position of Council when representing council or in attendance at joint meetings with other Councils, Council committees, special and meetings of other bodies.
- c. Conduct themselves with respect and courtesy to other members of council, council committees, other bodies, administrative staff and the public.

**5.3 Council Representation on External Boards**

**5.3.0** In recognition of the value of representation and benefits of participation in Committees, Boards or other organizations external

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to the Council or Council committees Council may deem it suitable to assign representation to sit on Committees, Boards or other organizations that have influence on or within the Summer Village of Sunrise Beach. It is expected that Councillors sitting on external Committees, Boards or other organizations shall abide by the same code of conduct that applies at regular or special Council meetings as well as the following

- a. Councillors may state their opinion provided such statements are cleared prefaced by a disclaimer
- b. Councillors are obligated to represent the decisions of the elected Council and may not make representations that do not have the consensus, in writing, of the Council
- c. Councillors attending external meetings in a capacity representing the Summer Village of Sunrise Beach shall be in attendance for the full duration of the meeting unless previously authorized by Council

**6.0 Failure to Comply**

**6.1.0** Should a Councillor fail to comply with the guidelines set out in this bylaw Council may invoke one or more of the following measures;

- a. Council may by majority consensus require the offending Councillor to apologize for his or her actions. Should such actions have been directed toward a member of the public, that apology shall made in writing to the offended party or parties.
- b. Council may by majority consensus require that the offending Councillor vacate the meeting and the facility. Should the offending Councillor refuse the request the meeting shall recess and a law enforcement officer summoned to remove the offending party.
- c. Council may by majority consensus pass a motion of censure against the offending Councillor. The motion shall include a full description of the offending action, public submissions and any documentation deemed relevant to the motion. Motions of



**SUMMER VILLAGE OF SUNRISE BEACH  
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censure shall be included in the report of Chief Administrative Officer at the municipality's annual general meeting.

By-law 104-2005 shall be rescinded upon final reading of by-law 126-11

This Bylaw shall come into full force and effect at the date of its final reading.

First reading given on the 7<sup>th</sup> day of November 2011.

Second reading given on the 7<sup>th</sup> day of November 2011.

Unanimous consent given to proceed with and Third reading and Assent given on the 7<sup>th</sup> day of November 2011.

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Deputy Mayor

---

Chief Administrative Officer

**Municipal Government Act RSA 2000 Chapter M-26  
Section 205, Establishment of Chief Administrative Officer**

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**A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE  
PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF CHIEF  
ADMINISTRATIVE OFFICER.**

---

**WHEREAS** the *Municipal Government Act* provides that a Council must establish by bylaw a position of chief administrative officer;

**AND WHEREAS** Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the position of Chief Administrative Officer;

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

1. The position of the CAO is hereby established.
2. The CAO shall be given the title "Chief Administrative Officer".
3. The CAO shall be appointed by resolution of Council and may be engaged by an employment or other contract. If applicable, all aspects of employment not addressed in the employment contract shall be addressed by the Summer Village personnel policies.
4. The CAO shall have all of the powers, duties and functions of a chief administrative officer as set out in the *Municipal Government Act*.
5. The CAO is the head of the Summer Village within the meaning of *FOIP*.
6. Unless a Designated Officer is expressly appointed in this Bylaw or another bylaw of the Summer Village, the CAO has all the powers, duties and functions given to a Designated Officer under the Municipal Government Act or any other statute or enactment.
7. The powers, duties and functions assigned to the CAO by this Bylaw are in addition to any other powers, duties or functions assigned or delegated by Council to the CAO or to any other Summer Village employee.
8. That bylaw 53-1995 'Appoint Administrator' be rescinded.

**Municipal Government Act RSA 2000 Chapter M-26  
Section 205, Establishment of Chief Administrative Officer**

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

**READ** a first time this 26 day of November 2019.

**READ** a second time this 26 day of November 2019.

**UNANIMOUS CONSENT** to proceed to third reading this 26 of November 2019.

**READ** a third and final time this 26 day of November 2019.

**SIGNED** this 26 day of November 2019.

---

Mayor, Glen Usselman

---

Chief Administrative Officer, Wendy Wildman

Municipal Government Act RSA 2000 Chapter M-26  
Section 210, Designated Officer  
Section 456, Appoint Assessment Review Board Clerk

---

**A BYLAW OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE  
PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF  
DESIGNATED OFFICER.**

---

**WHEREAS** the *Municipal Government Act* provides that a Council may by bylaw establish one or more positions to carry out the powers, duties or functions of a designated officer;

**AND WHEREAS** Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the position of Designated Officer;

**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 "Designated Officer Bylaw".

**2. INTERPRETATION**

- 2.1. In this Bylaw, the following terms shall have the following meanings:
- a) "Bylaw" means this Designated Officer Bylaw;
  - b) "CAO" means the Chief Administrative Officer for the Summer Village as defined in the *Municipal Government Act*;
  - c) "Council" means the municipal Council of the Summer Village;
  - d) "Designated Officer" has the same meaning as defined in the *Municipal Government Act*;
  - e) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, RSA 2000 c F-25 and the regulations thereunder;
  - f) "*Municipal Government Act*" means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder; and
  - g) "Summer Village" means the municipal corporation of the Summer Village of Sunrise Beach.
- 2.2. Any references in this Bylaw to any statutes, regulations, bylaws or other enactments is to those statutes, regulations, bylaws or other enactments as amended or replaced from time to time and any amendments thereto.
- 2.3. Whenever a singular or masculine form of a word is used in this Bylaw, it shall include the plural, feminine or neutral form of the word as the context requires.

**Municipal Government Act RSA 2000 Chapter M-26  
Section 210, Designated Officer  
Section 456, Appoint Assessment Review Board Clerk**

- 2.4. The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

**3. DELEGATION BY CAO**

- 3.1. The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the *Municipal Government Act* and under this or any other bylaw to a Designated Officer or an employee or agent of, or contractor for, the Summer Village.
- 3.2. Without limiting the generality of section 4.1 of this Bylaw, the CAO is authorized to appoint a deputy CAO and delegate the CAO's powers, duties and functions to that deputy CAO and to authorize that deputy CAO to act as the CAO during absences of the CAO.
- 3.3. Without limiting the generality of section 4.1 of this bylaw, the following position is an authorized designated officer of the Summer Village:  
a) Assessment Review Board Clerk
- 3.4. Without limiting the generality of section 4.1 of this bylaw, the CAO is authorized to appoint an acting designated officer during an illness, scheduled absence or other incapacity of a designated officer.

**4. APPLICATION**

- 4.1. The delegation of Assessment Review Board Clerk as a designated officer shall include, but not be limited through this bylaw to additional powers assigned by the CAO or Council through other bylaws, the following authorities:

Section 456(1)-MGA	Duties of the clerk of Assessment Review Board
Section 461 & 462-MGA	Assessment Complaints
Section 469(1)-MGA	Notice of decision of Assessment Review Board
Section 483-MGA	Decision admissible on appeal

**5. GENERAL**

- 5.1. 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.
- 5.2. This Bylaw rescinds bylaw 153-2019 in its entirety, including any amendments thereto, and shall come into full force when it receives THIRD and FINAL reading and is duly signed.

**Municipal Government Act RSA 2000 Chapter M-26  
Section 210, Designated Officer  
Section 456, Appoint Assessment Review Board Clerk**

**6. COMING INTO FORCE**

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

**READ** a first time this 26 day of November 2019.

**READ** a second time this 26 day of November 2019.

**UNANIMOUS CONSENT** to proceed to third reading this 26 of November 2019.

**READ** a third and final time this 26 day of November 2019.

**SIGNED** this 26 day of November 2019.

---

Mayor, Glen Usselman

---

Chief Administrative Officer, Wendy Wildman



ALBERTA  
SERVICE ALBERTA

*Office of the Minister  
MLA, Strathcona-Sherwood Park*

AR36637

October 31, 2019

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

RECEIVED  
NOV. 7 11 9

Dear His Worship Usselman:

I am reaching out to you with regard to the important issue of broadband internet. On my recent tour of Alberta, I met with hundreds of Albertans including elected officials, community representatives, small business leaders, and concerned citizens across 36 communities.

It quickly became clear the pressing need for improved access to high-speed broadband and the challenges that rural and remote communities are facing in its absence. I also heard inspiring examples of communities working together to overcome the connectivity challenges head-on with innovative local solutions, often in partnership with regional neighbours.

As Minister of Service Alberta, I am committed to continue working with municipalities, telecommunications providers, and infrastructure owners to find ways to expand high-speed broadband services across the province. During my tour I was able to strengthen relationships with key stakeholders, and I want my department to foster this dialogue with elected representatives, municipal officials, and business leaders across the province. To help nurture this ongoing collaboration and dialogue, I am requesting the following information:

- The name of a designated contact within your organization for broadband.
- Contact information for that individual, including an email address and telephone number.
- If applicable, a short summary of current plans or initiatives your municipality is involved in for expanding access to high-speed broadband to your community.

.../2

His Worship Glen Usselman  
Page 2

My department's contact person is Richard Bates, Provincial Broadband Business Analyst, and he can be reached at [richard.bates@gov.ab.ca](mailto:richard.bates@gov.ab.ca). Please use the subject line, "Designated broadband contact". If you have any questions, you may contact Richard by telephone at 780-422-0198. To call toll-free, dial 310-0000 and then the number.

Thank you for your cooperation. I look forward to working with you on these issues.

Sincerely,

A handwritten signature in black ink that reads "Nate Glubish". The signature is written in a cursive, slightly slanted style.

Honourable Nate Glubish  
Minister of Service Alberta

cc: Honourable Kaycee Madu  
Minister of Municipal Affairs





1426532 Alberta Ltd.  
o/a Super Sucker Vacuum Service  
RR1 Site1 Comp261  
Onoway, Alberta  
T0E 1V0  
[supersuckervac@gmail.com](mailto:supersuckervac@gmail.com)

November 12, 2019

**DELIVERED – VIA EMAIL**

**Summer Village of Sandy Beach**  
Box 63 Site 1 RR1  
Onoway, Alberta  
T0E 1V0

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

**Attention: Administration**

**Re: The Purchase/Sale of Super Sucker Vacuum Service**

The purpose of this letter is to inform the Summer Village of Sandy Beach, the Summer Village of Sunrise Beach and collectively as the Joint Lagoon Committee that a purchase sale transaction is in the final stages of being completed between Super Sucker Vacuum Service (Super Sucker) and Standstone Vacuum Services (Standstone).

Tina Mathieu and myself, Trevor Gardner, would like to thank the Summer Villages of Sandy and Sunrise beach for the opportunity to provide services to their community. For the past 11 years, these Summer Villages have shown continued support and loyalty to Super Sucker Vacuum Service for which our family will be forever grateful. We have thoroughly enjoyed servicing the residents within the community which has supported us and given our family relationships that will last a lifetime. Tina and I feel that the time is right to move on and seek other interesting opportunities for our growing maturing family.

For one year following the Purchase/Sale transaction, Tina and I will still have a vested interest in the success of the transition over to Standstone. The joint goal between Super Sucker and Standstone following the purchase sale is industry leading customer service and satisfaction. This, we believe, will in turn build trust and loyalty from customers/residents with hopes of a high percentage of customer retention after the sale and for years to come.

We understand and are sorry for the short notice to the Summer Villages in regards to the Purchase/Sale of Super Sucker. It was thought that an early exposure of this transaction could have had a major impact on the future of Super Sucker if the transaction didn't go through.

### **THE TRANSACTION**

Over the past months a diligent review, offers and agreements were being negotiated between Super Sucker and Standstone. The final purchase agreement has now been made and is expected to be completed as soon as Nov.15<sup>th</sup>. This sale of Super Sucker consists of all the assets and goodwill pertaining to the operation of the business which includes the trade name, equipment, inventory, accounting system, customer list, current service rates, route information, schedules, phone number, email addresses and social media pages.

### **TRANSITIONAL PERIOD**

After the sale transaction is complete, Tina and I will be providing Standstone with consulting services in support of this business transition. As consultants we will be aiding to assist in advising and teaching Standstone in the daily operations, routing and ensuring current customer service expectations are met and or exceeded. Current customers will receive and be able to request services in the same manner they do now. All customers will be contacted and informed of the change.

On top of the initial transitions period I, Trevor, will be employed by Standstone as a driver representative for a minimum period of 6 months. This is to ensure current service expectations are met as well as train other Standstone drivers in current service routes, customer tank locations and property specific service instructions.

Current Super Sucker employee Tony Mathieu has also been offered employment with Standstone as a driver representative. Tony has been operating the septic truck in the Sandy and Sunrise Beach community since 2016.

### **Moving Forward (Summer Villages/Onoway Hauling Agreement)**

The goal of this sale transaction is to ensure a smooth uninterrupted service to the residents and customers of Super Sucker. To help in ensuring this change, together Super Sucker and Standstone are asking the Summer Villages of both Sandy and Sunrise Beach for their blessings to Standstone as the service provider for the community with the privilege of continuing the Hauling Agreement between the Summer Villages and the Town of Onoway. It is understood that the Hauling Agreement is between each Summer Village and the Town of Onoway. This agreement allows Super Sucker access to the Onoway Lagoon for the purpose of disposing effluent collected from the residential properties with in Summer Villages. Since Super Sucker is changing "ownership" it is unclear how this could, may or may not change the hauling agreement. With that said, it is also understood that if the Summer Villages wanted to change haulers that they would need to apply with the Town of Onoway to get access for the new hauler. Currently

Standstone has agreements with the Town of Onoway and access to the Onoway lagoon facility for the purpose of effluent disposal from areas outside the Summer Villages. We hope that this transition in haulers (ownership) and the agreements between the Summer Villages and the Town of Onoway can be agreed upon.

Much consideration was given in regards to this Hauling Agreement during the Purchase Sale transaction of Super Sucker and Standstone. It is clear that the continued service in these Summer Villages is of high interest and utmost importance for both Super Sucker and Standstone. I am certain that Standstone will be a great fit for these communities while providing long term, reliable, professional and reasonably affordable septic hauling services. Standstone is a local family business to the Town of Onoway and are backed with a proven track record of providing sustainable residential services.

### **CONCLUSION**

Again, Tina and I thank the Summer Villages of Sandy and Sunrise Beach for everything that has been done to support not only Super Sucker but our family. We are hopeful and willing to do what we can to create a smooth transition over to Standstone. Both Standstone and Super agree that we have the right people and proper agreements in place to ensure a trouble-free uninterrupted transition and future services moving forward.

I ask that you please give your due consideration to this letter and our request of the Summer Villages of Sandy and Sunrise Beach in blessing Standstone with the opportunity to continue on providing services to the community residents and customers of Super Sucker Vacuum Service.

Please do not hesitate to contact me, 780-967-5552 for any questions, concerns or clarity in regards to this manner or request.

**Sincerely speaking,**

Trevor Gardner  
Tina Mathieu  
Super Sucker Vacuum Service



# Town of Onoway

Box 540, Onoway, AB T0E 1V0

---

November 20<sup>th</sup>, 2019

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

Att: Susan Dales, Admin. Assist.

Dear Susan:

Re: **Wastewater Effluent Disposal**

In reference to the above noted, our January 28<sup>th</sup>, 2019 letter, and your November 15<sup>th</sup>, 2019 email requesting a change in service provider and access to the Onoway lagoon from Super Sucker to Standstone Vacuum Service.

Please be advised that the Town of Onoway hereby grants access to our Onoway lagoon to Standstone Vacuum Service for the disposal of wastewater effluent from the Summer Village of Sunrise Beach. All other terms of the January 28<sup>th</sup>, 2019 letter remain unchanged. This same approval has been granted to the Summer Village of Sandy Beach.

If you are in agreement with these terms, please sign and return the noted letter.

Yours truly,

Wendy Wildman  
Chief Administrative Officer  
Town of Onoway  
/ww

c.c. Jason Madge, Public Works Manager

The Summer Village of Sunrise Beach hereby accepts the terms and conditions as noted above and in the January 28<sup>th</sup>, 2019 letter, with respect to access to the Town's sewage lagoon.

---

Glen Usselman, Mayor

---

Susan Dales, Admin. Assist.



# **Town of Onoway**

Box 540, Onoway, AB T0E 1V0

---

January 28<sup>th</sup>, 2019

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

Att: Susan Dales, Admin. Assist.

Dear Susan:

Re: **Wastewater Effluent Disposal**

In reference to the above noted, please be advised this matter was presented to the Council of the Town of Onoway at their regular meeting of January 24<sup>th</sup>, 2019.

I am pleased to advise Council approved a two-year extension to our existing agreement, taking us to April 30<sup>th</sup>, 2021. Similarly, the Town has extended the Summer Village of Sandy Beach's permission to this same date, April 30<sup>th</sup>, 2021. The disposal fee of \$30.00/load will remain in place for the 2019 year, and this fee will be reconsidered by the Town for the 2020 year.

This approval is conditional on one service provider hauling in the effluent, and that service provider being Super Sucker. Should you change service providers you will need to request approval from the Town to continue disposal. We expect your service provider to ensure that ONLY wastewater effluent from the Summer Village of Sandy Beach, or our other approved communities, will be hauled in and should there be deemed a breach of this condition access to our lagoon will be terminated immediately. We request monthly reporting of the volumes going in, and the disposal fee collected. We request a 30 day termination notice by either party, or in the event of an emergent situation access to our lagoon may be suspended immediately and until the situation is resolved.

....2

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SV of Sunrise Beach/lagoon access  
Jan. 28, 2019/page two

If you are in agreement with this, please sign and return the noted letter.

Yours truly,



Wendy Wildman  
Chief Administrative Officer  
Town of Onoway  
/ww


c.c. Town Council  
Jason Madge, Public Works Manager  
Super Sucker

The Summer Village of Sunrise Beach hereby accepts the terms and conditions as noted above, with respect to access to the Town's sewage lagoon.

  
\_\_\_\_\_  
Glen Usselman, Mayor  
\_\_\_\_\_  
Susan Dales, Admin. Assist.

## Sunrise Beach

<b>Year</b>	<b>Description</b>	<b>Amount</b>
2019	MSI-Capital Allocation - August 2019	\$ 71,960
2019	MSI-Capital Allocation - October 2019 Additional Funding	\$ 2,415
2019	MSI-Operating Allocation	\$ 10,427
2019	Gas Tax Fund Allocation	\$ 25,255
2019	<b>Total 2019 Allocations</b>	<b>\$ 110,057</b>

<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>	
SUMMER VILLAGE OF SUNRISE BEACH		0000010921	01-Nov-2019	
<b>DEPOSITED AT BANK:</b> 021908989		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>BRANCH:</b> 08989	<b>ACCOUNT:</b> 00849144500	0068417905	05-Nov-2019	\$804.
			<b>TOTAL</b>	<b>\$804.</b>
<p>PAYMTE D 00121</p> <p>SUMMER VILLAGE OF SUNRISE BEACH          SUMMER VILLAGE OF SUNRISE BEACH          PO BOX 1197          ONOWAY AB          CAN T0E 1V0</p> 				



<b>DEPOSIT NO:</b> 0068417905		<b>DEPOSIT DATE:</b> 05-Nov-2019		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOT</b>
CT036927	FCSS REMAINING Fourth Quarter Payment Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/468-4314	ACS246810FCSS011119	\$804.00	\$804
			<b>DEPOSIT TOTAL</b>	<b>\$804</b>

RECEIVED  
Nov. 7 19

JCA4680082-0000241-00121-0001-0001-00-



## Wendy Wildman

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**From:** President <President@auma.ca>  
**Sent:** October 10, 2019 8:46 AM  
**Subject:** AUMA Convention: What we heard from the Province

Dear Municipal Colleagues,

As AUMA President, and on behalf of the Board of Directors, I want to express my gratitude to everyone who attended AUMA's 2019 Convention. We appreciate the investment you made to join almost 1,200 municipal leaders from across Alberta even though it meant time away from family and your many responsibilities. Your enthusiastic participation contributed to an electric event from which I hope you gained great value.

We were delighted to have over half of our provincial colleagues attend Convention. Many attendees told me the highlight of Convention was the ability to connect directly with government representatives who attended education sessions, networked with members, and engaged in dialogue sessions. These interactions gave us the timely opportunity to clearly communicate our key priorities and to hear from MLAs and Cabinet Ministers prior to the budget announcement on October 24.

From Minister Madu we heard "we will all need to share in the recovery before we can share in the prosperity that lies ahead." Premier Kenney told us budget cuts will not be as severe as those of 1993.

It is important that we hold them to their statements, so I want to make clear AUMA's expectations on our key priorities.

- **Municipal Funding Framework (MFF)** – We understand the government's fiscal situation and we are willing to join with them in restraint if it contributes to the long-term wellbeing of all Albertans. They included in their platform document that it is important municipalities have adequate and predictable long-term funding. We are looking forward to seeing this acknowledgement reflected in the budget.
- **Police Resource Funding** – Minister Madu was explicit when he stated that any new funds generated under a new police funding model will be used to invest in more policing, not less. This commitment was encouraging and we expect the new police funding formula to also be based on need, the ability to pay, and to include 'a say for pay'. We have more meetings planned with the government and will continue to advance these points.
- **Cannabis Property Tax Assessments** – While Minister Toews said the cannabis industry is yet to generate adequate revenues for the government, we anticipate that the industry will be revenue-generating in the future. Once it is, we will continue to impress upon the Provincial Government that the Federal Government increased the percentage of the cannabis excise tax to 75% with the intent that a portion of these revenues would be shared with municipalities. Other provinces already have long-term funding agreements in place.

Minister Madu said he would entertain the idea of changing the regulations around Property Tax Assessment for industrial-scale producers. However, he also acknowledged that the exemptions "are there for a reason." We will continue our efforts on this issue because too many of our residents and businesses are subsidizing the services and infrastructure cannabis producers are using for free.

- **Extended Producer Responsibility (EPR)** – Minister Nixon said he is aware of AUMA's report on EPR and wants to explore all options before developing a made-in-Alberta solution. We have paved the way for the government to take appropriate action on this issue and I am optimistic that they will value our vision.
- **Red Tape** – Premier Kenney told AUMA members that the government is reducing red tape by one-third, making "Alberta the most competitive jurisdiction in North America for investment and job creation". We are pleased that he said he would remove unnecessary reporting and oversight on municipalities and that he is looking forward to a greater partnership with our member municipalities in Team Alberta's efforts to promote our energy industry.

The AUMA team and I will keep you updated on our progress on these priorities. We will be issuing a news release with our initial impressions of the budget the day it is released. I will be down at the Legislature asking questions to

our provincial colleagues to understand the municipal implications of the budget. Lastly, we are working with the Provincial Government to schedule a webinar for our members shortly after the budget is released. Stay tuned for more information.

As an association, it is essential we are coordinated and speak with a single voice. Your ongoing engagement in AUMA's advocacy is crucial to our collective success and in helping Strong Communities Build Alberta.

**Barry Morishita** | President  
Mayor, City of Brooks

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C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)



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**Yellowhead Regional Library**

October 10, 2019

Dear Municipal Administrators and School Division Superintendents:

On behalf of the Yellowhead Regional Library (YRL) Board, I am pleased to enclose YRL's draft 2020 budget and projections for 2020 and 2021. The YRL Board Executive Committee reviewed the draft budget on September 9, 2019 and a motion was carried recommending that the YRL Board approve the 2020 budget at the fall organizational meeting.

In accordance with the YRL Master Membership Agreement, you may appoint a representative to the YRL Board. To assist you, I have included trustee appointment information that I believe you will find relevant and beneficial. Please return the enclosed YRL Board Appointment form following your council/board organizational meeting, whether you appoint a trustee or not.

YRL hosts Trustee Orientation sessions for newly appointed or returning trustees/alternates. This one-day seminar provides the opportunity to learn about YRL's governance and finances, the many services offered to member libraries, a tour of headquarters and information about the role of Alberta Municipal Affairs Public Library Services Branch.

<b>Meeting and Training Dates</b>		(Held at YRL in Spruce Grove with lunch provided.)
<b>YRL Board Organizational Meeting</b>	November 25, 2019	10:00 a.m. to 1:00 p.m.
<b>YRL Trustee/Alternate Orientation</b>	January 27, 2020	9:30 a.m. to 2:00 p.m.

If you have any questions or would like more information, please do not hesitate to contact me at [kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003 (toll free 1-877-962-2003), extension 226.

Yours truly,

Karla Palichuk, Director  
Yellowhead Regional Library

Attachments: Draft 2020 Budget with 2021-2022 Projections  
Trustee Appointment Information  
YRL Board Appointment Form

Copy: YRL Trustees and Alternates  
YRL Member Public Library Managers



Yellowhead Regional Library

## Appointing a Trustee/Alternate to the YRL Board

October 2019

Yellowhead Regional Library (YRL) is required by the Alberta Libraries Act\* to be governed by a library system board comprised of appointed trustees from each member municipality and school division. Thus, each member municipal council and school division board will appoint one trustee to sit as its representative on the YRL Board.

The following are recommendations for selecting a YRL Board trustee/alternate.

- Appointee has a strong belief in, and commitment to, the importance of libraries.
- Appointee may be an elected official, library board member or citizen at large.
- Appointee has skill or knowledge in one or more areas of governance with regards to finance, policy, advocacy, personnel or services.
- Appointment length is suggested to be a continuous term of not more than three years (or three sequential one-year appointments).
- Appointee can attend four board meetings (March, June, September, November) from 10:00 a.m. to 1:00 p.m. at YRL's Spruce Grove office (or send an alternate).
- Appointee is prepared to vote on the annual budget each year by reading and discussing the budget with their municipality or school division prior to the vote.
- Appointee is prepared to elect the YRL Board Executive Committee or consider standing for election. Comprises 10 members with five guaranteed seats for trustees from communities with a population of 15,000 or more (as per provincial legislation) and five seats apportioned according to YRL policy.

If you have any questions or would like more information, please contact YRL Director Karla Palichuk at [kpalichuk@yrl.ab.ca](mailto:kpalichuk@yrl.ab.ca) or 780-962-2003 (toll free 1-877-962-2003), extension 226.

\* The Alberta Libraries Act is available through the [Alberta Queen's Printer website](#).

**Yellowhead Regional Library  
2020 Operating Budget**

**REVENUE**

		2019	PROJECTED 2020	VARIANCE VARIANCE	
R1	Operating Grant	1,425,939	1,405,640	(20,299)	Operational funding from Municipal Affairs Public Library Services Branch; based on 2016 population figures; assumption grant remains at \$4.70 per capita; partial decrease due to dissolution of Grande Cache. Also includes Library Services Grant; paid out to member libraries (offset in Line E7: <i>Library Grant Disbursements</i> ).
R2	Local Appropriations	1,265,881	1,288,605	22,724	Based on population figures as published by Alberta Municipal Affairs and reflects 2% increase in 2020 rate from \$4.30 to \$4.39 per capita; 2021 rate increase approved at 1.5% (\$4.46 per capita).
R3	School System Levy	150,967	154,139	3,172	Based on student population figures as published by Alberta Education and reflects recent trend of relatively stable student populations; reflects 2% increase in 2020 rate from \$13.95 to \$14.23 per full-time equivalent (FTE) student; 2021 rate increase approved at 1.5% (\$14.44 per FTE student).
R4	Contract Services	78,000	78,000	-	Received under the TRAC Central Site Agreement from Marigold Northern Lights and Peace Library Systems.
R5	Interest	37,500	55,000	17,500	Estimate based on projected cashflow for 2020; current low interest rates expected to remain.
R6	Additional Allotment	\$ 100,000	\$ 85,000	\$ (15,000)	Additional allotment purchased by member libraries (offset in Line E18: Purchases - Allotment); trend has been towards bill direct (Line R7: <i>Non-allotment Sales</i> ).
R7	Non-allotment Sales	125,000	210,000	85,000	Prediction for the volume of non-allotment purchases (offset in Line E19: <i>Purchases - Non-allotment</i> ); reflects trend of bill direct; replaces revenue from Line R6: <i>Additional Allotment</i> .
R8	Other Revenue	500	500	-	Wild Cards Advertising promotions and other incidental income.
R9	Additional Services	1,500	0	(1,500)	Received from PLS for services to the Town of Grande Cache which is in the Municipal District of Greenview and are a PLS member); revenue eliminated due to the town's dissolution.
<b>TOTAL REVENUE</b>		<b>\$ 3,185,287</b>	<b>\$ 3,276,884</b>	<b>\$ 91,597</b>	

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**Yellowhead Regional Library  
2020 Operating Budget**

**EXPENSES**

ADMINISTRATION		PROJECTED		VARIANCE	
	2019	2020			
E1	Bank Charges and Miscellaneous	\$ 1,700	\$ 1,700	\$ -	Credit card fees, provision for uncollectable debt, and other miscellaneous charges.
E2	Building Maintenance	44,000	40,000	(4,000)	Non-capital building maintenance Including mechanical, cleaning and incidentals; reduction reflects new building systems purchased with infrastructure grant funds and reduced maintenance contract costs.
E3	Employee Benefits	263,221	269,159	5,938	Reflects anticipated increase to group benefit plan and known Canada Pension Plan increase.
E4	Employee Salaries	1,345,539	1,339,157	(6,382)	Reflects staff changes; includes 1.5% cost of living adjustment and some of the recommendations from the organizational review.
E5	GST Expenses	0	0	-	Eliminated after the Canada Revenue Agency determined YRL as a municipality for GST purposes in December 2014 (100% rebate).
E6	Insurance	10,750	10,700	(50)	Alberta Municipal Services Corporation provides all coverages (auto, building, liability) resulting in lower fees.
E7	Library Grant Disbursements	56,016	56,016	-	Income reflected in Line R1: <i>Operating Grant</i> ; YRL distributes these funds to designated libraries, as directed.
E8	Memberships	18,500	14,000	(4,500)	Based on actuals and elimination of Canadian Library Association fees (organization defunct); includes Alberta Library Trustees' Association (ALTA), Library Association of Alberta (LAA) and The Alberta Library (TAL; slight fee increase in 2020).
E9	Office Supplies and Equipment	36,950	31,900	(5,050)	General office supplies and internal hardware/software purchases (anticipate less hardware replacement in 2020).
E10	Printing and Promotion	9,000	5,000	(4,000)	Printing of annual report, plan of service and other communications (reducing print copies); promotional costs for YRL's share of regional library participation in trade shows (AUMA, RMA) and promotional materials (product and quantity reviewed yearly to address costs).
E11	Professional Services	92,500	105,000	12,500	Audit and human resources, legal and technical support; majority due to contracts with ASCI (IT) and Fishtank (web services).
E12	Staff Professional Development	26,000	26,750	750	Includes training, technical training and conference attendance.

**Yellowhead Regional Library  
2020 Operating Budget**

<b>ADMINISTRATION (continued)</b>		<b>PROJECTED</b>			
		<b>2019</b>	<b>2020</b>	<b>VARIANCE</b>	
E13	Telephone and Utilities	104,250	106,500	2,250	Off-site data service fees, and cloud storage and data costs (anticipate utility cost decrease based on infrastructure work).
E14	Trustee Expenses	50,000	65,500	15,500	Board and Executive Committee meeting costs, advocacy activities, and Alberta Library Conference.
<b>SUB-TOTAL</b>		<b>\$ 2,058,426</b>	<b>\$ 2,071,382</b>	<b>\$ 12,956</b>	

<b>BIBLIOGRAPHIC SERVICES</b>		<b>PROJECTED</b>			
		<b>2019</b>	<b>2020</b>	<b>VARIANCE</b>	
E15	Delivery	\$ 50,000	\$ 50,000	\$ -	Direct non-salary costs of the delivery system. New van purchase in 2020 which will decrease maintenance costs.
E16	Inter-library Loan Expenses	1,100	2,100	1,000	Moving from bags to bins which means reduced staff time and improved efficiency/ergonomics; includes provision for purchase of additional bins as needed. With increased internal delivery, postage reimbursement costs for member libraries is marginal; balance of costs reflected in Line E15: <i>Delivery</i> and staff.
E17	Library Supplies and Shipping	26,775	26,000	(775)	Based on actuals and anticipated future costs/increases; includes processing supplies (labels, barcodes) and incoming shipment charges.
E18	Purchases - Allotment	331,615	315,981	(15,634)	2020 allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes any additional allotment purchased by member libraries (offset in Line R6: <i>Additional Allotment</i> ).
E19	Purchases - Non-allotment	125,000	210,000	85,000	Offsets revenue received in Line R7: <i>Non-allotment Sales</i> .
<b>SUB-TOTAL</b>		<b>\$ 534,490</b>	<b>\$ 604,081</b>	<b>\$ 69,591</b>	

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**Yellowhead Regional Library  
2020 Operating Budget**

<b>CLIENT SERVICES - LIBRARY DEVELOPMENT</b>		<b>2019</b>	<b>PROJECTED 2020</b>	<b>VARIANCE</b>	
E20	Purchases - HQ Collections	\$ 220,000	\$ 220,000	\$ -	Online content, often in USD; some negotiated by TAL, on behalf of members; includes provision to update/replace print collections on specialized topics for members (2019 topics: human resources, leadership, supervision, technology, and programming support).
E21	Staff Expenses and Recruitment	7,250	15,000	7,750	Non-IT staff travel (fuel and meals/hotels, if necessary) and recruitment-related costs. New staff vehicle purchase in 2020. NOTE: Recommended increase to reflect plan of service focus on library development.
E22	Workshops	14,000	15,500	1,500	YRL conference and in-house workshops.
<b>SUB-TOTAL</b>		<b>\$ 241,250</b>	<b>\$ 250,500</b>	<b>\$ 9,250</b>	

<b>CLIENT SERVICES - TECHNOLOGY</b>		<b>2019</b>	<b>PROJECTED 2020</b>	<b>VARIANCE</b>	
E23	Client Support	\$ 2,500	\$ 2,250	\$ (250)	Hot swap inventory and IT staff travel to member libraries (fuel and meals/hotels, if necessary).
E24	Leases and Licenses	120,000	101,650	(18,350)	Based on actuals; includes licensing costs for software and equipment leasing and maintenance (often reactive); move to cloud-based data storage resulted in cost increases.
E25	TRAC Expenses	175,000	180,000	5,000	YRL's share of TRAC budget; reflects increased TRAC purchases of software licenses and online content.
<b>SUB-TOTAL</b>		<b>\$ 297,500</b>	<b>\$ 283,900</b>	<b>\$ (13,600)</b>	

<b>TOTAL EXPENSES</b>	<b>\$ 3,131,666</b>	<b>\$ 3,209,863</b>	<b>\$ 78,197</b>
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<b>GENERAL FUND Surplus (Deficiency) Revenue Over Expenses</b>	<b>\$ 53,621</b>	<b>\$ 67,021</b>	<b>\$ 13,400</b>
--------------------------------------------------------------------	------------------	------------------	------------------

*Recommend allocating part of surplus to increasing time for drivers.*



**DRAFT**

**Yellowhead Regional Library  
2020 Funds Budget**

REVENUE	General Fund			Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
	2019	2020	2019 vs 2020				
R1 Operating Grant	\$ 1,425,939	\$ 1,405,640	(20,299)	-	-	-	1,405,640
R2 <i>Deferred Gov't Contributions</i>	-	-	-	157,000	-	-	157,000
R3 Local Appropriations	1,265,881	1,288,605	22,724	-	-	-	1,288,605
R4 School System Levy	150,967	154,139	3,172	-	-	-	154,139
R5 Contract Services	78,000	78,000	-	-	-	-	78,000
R6 Interest	37,500	55,000	17,500	-	-	-	55,000
R7 Additional Allotment	100,000	85,000	(15,000)	-	-	-	\$ 85,000
R8 Non-allotment Sales	125,000	210,000	85,000	-	-	-	210,000
R9 Other Revenue	500	500	-	-	-	-	500
R10 Additional Services	1,500	0	(1,500)	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,185,287</b>	<b>\$ 3,276,884</b>	<b>\$ 91,597</b>	<b>\$ 157,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,433,884</b>

**EXPENSES**

Administration							
E1 Bank Charges and Miscellaneous	\$ 1,700	\$ 1,700	-	-	-	-	\$ 1,700
E2 Building Maintenance	44,000	40,000	(4,000)	-	-	-	40,000
E3 Employee Benefits	263,221	269,159	5,938	-	-	-	269,159
E4 Employee Salaries	1,345,539	1,339,157	(6,382)	-	-	-	1,339,157
E5 GST Expenses	0	0	-	-	-	-	-
E6 Insurance	10,750	10,700	(50)	-	-	-	10,700
E7 Library Grant Disbursements	56,016	56,016	-	-	-	-	56,016
E8 Memberships	18,500	14,000	(4,500)	-	-	-	14,000
E9 Office Supplies and Equipment	36,950	31,900	(5,050)	-	-	-	31,900
E10 Printing and Promotion	9,000	5,000	(4,000)	-	-	-	5,000
E11 Professional Services	92,500	105,000	12,500	-	-	-	105,000
E12 Staff Professional Development	26,000	26,750	750	-	-	-	26,750
E13 Telephone and Utilities	104,250	106,500	2,250	-	-	-	106,500
E14 Trustee Expenses	50,000	65,500	15,500	-	-	-	65,500
E15 <i>Amortization of Capital Assets</i>	-	-	-	236,000	-	-	236,000
<b>SUB-TOTAL</b>	<b>\$ 2,058,426</b>	<b>\$ 2,071,382</b>	<b>\$ 12,956</b>	<b>\$ 236,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,307,382</b>
Bibliographic Services							
E16 Delivery	\$ 50,000	\$ 50,000	-	-	-	-	\$ 50,000
E17 Inter-library Loan Expenses	1,100	2,100	1,000	-	-	-	2,100
E18 Library Supplies and Shipping	26,775	26,000	(775)	-	-	-	26,000
E19 Purchases - Allotment	331,615	315,981	(15,634)	-	-	-	315,981
E20 Purchases - Non-allotment	125,000	210,000	85,000	-	-	-	210,000
NOTE 1 (\$60,000 for Delivery Van)	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>\$ 534,490</b>	<b>\$ 604,081</b>	<b>\$ 69,591</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 604,081</b>
Client Services-Library Development							
E22 Purchases - HQ Collections	\$ 220,000	\$ 220,000	-	-	-	-	\$ 220,000
E23 Staff Expenses and Recruitment	7,250	15,000	7,750	-	-	-	15,000
E24 Workshops	14,000	15,500	1,500	-	-	-	15,500
NOTE 1 (\$40,000 for Staff Vehicle)	-	-	-	-	-	-	-
<b>SUB-TOTAL</b>	<b>\$ 241,250</b>	<b>\$ 250,500</b>	<b>\$ 9,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,500</b>
Client Services-Technology							
E26 Client Support	\$ 2,500	\$ 2,250	(250)	-	-	-	\$ 2,250
E27 Leases and Licenses	120,000	101,650	(18,350)	-	-	-	101,650
E28 TRAC Expenses	175,000	180,000	5,000	-	-	-	180,000
E29 <i>Special Projects Fund</i>	-	-	-	-	-	25,000	25,000
<b>SUB-TOTAL</b>	<b>\$ 297,500</b>	<b>\$ 283,900</b>	<b>\$ (13,600)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 308,900</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,131,666</b>	<b>\$ 3,209,863</b>	<b>\$ 78,197</b>	<b>\$ 236,000</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 3,470,863</b>

ALL FUNDS - Surplus (Deficiency)				\$ (79,000)	\$ -	\$ (25,000)	\$ (36,979)
Revenue Over Expenses							
GENERAL FUND - Surplus (Deficiency)	\$ 53,621	\$ 67,021	\$ 13,400				\$ 67,021
Revenue Over Expenses							

Staffing (Full-time equivalent) 18.72 19.12 0.40 NOTE 2

NOTE 1: Purchases - Capital Assets				100,000	-	-	100,000
NOTE 2: Reserve Fund Transfer to Operational Contingency Fund				67,021	-	-	67,021

DRAFT

Yellowhead Regional Library  
2020 Budget and 2021-2022 Projections

REVENUE		2019	2020	Projected 2021	Projected 2022
R1	Additional Allotment	\$ 100,000	\$ 85,000	\$ 85,000	\$ 85,000
R2	Additional Services	1,500	0	0	0
R3	Contract Services	78,000	78,000	78,000	78,000
R4	Deferred Gov't Contributions	40,427	157,000	157,000	157,000
R5	Interest	37,500	55,000	49,500	44,550
R6	Local Appropriations	1,265,881	1,288,605	1,314,378	1,334,093
R7	Non-allotment Sales	125,000	210,000	210,000	210,000
R8	Operating Grant	1,425,939	1,405,640	1,405,640	1,405,640
R9	Other Revenue	500	500	500	500
R10	School System Levy	150,967	154,139	153,369	152,602

<b>TOTAL REVENUE</b>	<b>\$ 3,225,714</b>	<b>\$ 3,433,884</b>	<b>\$ 3,453,387</b>	<b>\$ 3,467,385</b>
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EXPENSES

Administration

E1	Bank Charges and Miscellaneous	1,700	1,700	1,717	1,734
E2	Building Maintenance	44,000	40,000	42,000	44,100
E3	Employee Benefits	263,221	269,159	274,540	280,031
E4	Employee Salaries	1,345,539	1,339,157	1,359,244	1,372,837
E5	GST Expenses	0	0	0	0
E6	Insurance	10,750	10,700	10,914	11,460
E7	Library Grant Disbursements	56,016	56,016	56,016	56,016
E8	Memberships	18,500	14,000	14,280	14,566
E9	Office Supplies and Equipment	36,950	31,900	32,538	33,189
E10	Printing and Promotion	9,000	5,000	5,100	5,202
E11	Professional Services	92,500	105,000	107,100	109,242
E12	Staff Professional Development	26,000	26,750	27,285	27,831
E13	Telephone and Utilities	104,250	106,500	108,630	110,803
E14	Trustee Expenses	50,000	65,500	66,810	68,146
E15	Amortization of Capital Assets	185,000	236,000	212,400	191,160

<b>SUB-TOTAL</b>	<b>\$ 2,243,426</b>	<b>\$ 2,307,382</b>	<b>\$ 2,318,575</b>	<b>\$ 2,326,316</b>
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Bibliographic Services

E16	Delivery	50,000	50,000	52,500	55,125
E17	Inter-library Loan Expenses	1,100	2,100	2,100	2,100
E18	Library Supplies and Shipping	26,775	26,000	26,520	27,050
E19	Purchases - Allotment	331,615	315,981	317,561	319,149
E20	Purchases - Non-allotment	125,000	210,000	210,000	210,000

<b>SUB-TOTAL</b>	<b>\$ 534,490</b>	<b>\$ 604,081</b>	<b>\$ 608,681</b>	<b>\$ 613,424</b>
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Client Services-Library Development

E21	Purchases - HQ Collections	220,000	220,000	224,400	228,888
E22	Staff Expenses and Recruitment	7,250	15,000	15,300	15,606
E23	Workshops	14,000	15,500	15,810	16,126

<b>SUB-TOTAL</b>	<b>\$ 241,250</b>	<b>\$ 250,500</b>	<b>\$ 255,510</b>	<b>\$ 260,620</b>
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Client Services-Technology

E24	Client Support	2,500	2,250	2,273	2,295
E25	Leases and Licenses	120,000	101,650	103,683	105,757
E26	Special Projects Fund	73,000	25,000	25,000	25,000
E27	TRAC Expenses	175,000	180,000	183,600	187,272

<b>SUB-TOTAL</b>	<b>\$ 370,500</b>	<b>\$ 308,900</b>	<b>\$ 314,556</b>	<b>\$ 320,324</b>
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<b>TOTAL EXPENSES</b>	<b>\$ 3,389,666</b>	<b>\$ 3,470,863</b>	<b>\$ 3,497,322</b>	<b>\$ 3,520,684</b>
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<b>ALL FUNDS - Surplus (Deficiency)</b>				
Revenue Over Expenses	\$ (36,977)	\$ (36,979)	\$ (43,935)	\$ (53,299)
<b>GENERAL FUND - Surplus (Deficiency)</b>				
Revenue Over Expenses	\$ 53,621	\$ 67,021	\$ 36,465	\$ 5,861
Staffing (Full-time equivalent)	19.12	18.72	19.12	19.12

NOTE 1: Purchases - Capital Assets		100,000	85,000	60,000
NOTE 2: Reserve Fund Transfer to Operational Contingency Fund		67,021	36,465	5,861

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**Yellowhead Regional Library  
2019 Fund Reserves**

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance at December 31, 2018	\$ 203,784	\$ 188,521	\$ 1,392,019	\$ 1,378,655	\$ 188,591	\$ 3,351,570
Interfund Transfers	(203,784)			203,784		-
<b>Balance at 2018 Year End</b>	<b>\$ -</b>	<b>\$ 188,521</b>	<b>\$ 1,392,019</b>	<b>\$ 1,582,439</b>	<b>\$ 188,591</b>	<b>\$ 3,351,570</b>
<b>Excess to July 31, 2019 Revenue Over Expenses</b>	<b>\$ (326,780)</b>					
Amortization to July 31, 2019		(67,389)				
Capital Asset Purchases		22,359	(22,359)			
Capital Asset Disposals		(54,562)				
Special Projects						
Deferred Contribution		23,481				
Conditional Capital Grant						
Indigenous Grant					(1,263)	
<b>Balance at July 31, 2019</b>	<b>\$ (326,780)</b>	<b>\$ 112,410</b>	<b>\$ 1,369,660</b>	<b>\$ 1,582,439</b>	<b>\$ 187,328</b>	<b>\$ 2,925,057</b>



**YRL Board Appointment Form**

Municipality or School Division			
Effective Date		Term Length	year(s)

<input type="checkbox"/>	Check to decline the YRL Board Trustee appointment.		
<b>YRL Board Trustee</b>			
Name			
Mailing Address			
City and Postal Code			
Email			
Alternate Email			
Cell		Business	
Home		Fax	
<p><b>NOTE:</b> The Canada Revenue Agency (CRA) requires a home address for all board trustees.  <i>Complete only if the home address is different than the mailing address above.</i></p>			
Home address			
City and postal code			

<input type="checkbox"/>	Check here to decline the YRL Board Alternate appointment.		
<b>YRL Board Alternate</b>			
May attend YRL Board meetings when the Trustee is unavailable.			
Name			
Mailing Address			
City and Postal Code			
Email			
Alternate Email			
Cell		Cell	
Home		Home	



October 21, 2019

**Re: Alberta Beach Organizational Meeting**

Council of Alberta Beach held their Organizational Meeting on October 15<sup>th</sup>, 2019. The results of their Organizational Meeting are as follows;

<b>Mayor.....</b>	<b>Jim Benedict</b>
<b>Deputy Mayor.....</b>	<b>Angela Duncan</b>
<b>Councillor.....</b>	<b>Bud Love</b>
<b>Councillor.....</b>	<b>Judy Valiquette</b>
<b>Councillor.....</b>	<b>Daryl Weber</b>

**Committee Appointments:**

Alberta Beach 100 Year Anniversary Planning Committee - Councillor Love and Councillor Valiquette  
Alberta Beach Ag Society Agliplex Operations - Deputy Mayor Duncan and Councillor Valiquette as alternate  
Alberta Beach Inter-municipal Development Plan Steering Committee - Mayor Benedict and Deputy Mayor Duncan  
Alberta Beach Library Board - Councillor Valiquette and Deputy Mayor Duncan as alternate  
Alberta Beach Museum & Archives - Councillor Love  
Beachwave Park Stakeholders Committee - Councillor Weber  
Community Futures Yellowhead East - Councillor Weber and Councillor Valiquette as alternate  
Darwell Regional Wastewater Transmission Line Steering Committee - Mayor Benedict  
East End Bus - Councillor Weber  
Emergency Advisory Committee - Mayor Benedict and Councillor Valiquette  
FCSS Committee - Deputy Mayor Duncan  
Highway 43 East Waste Commission - Councillor Love and Mayor Benedict as alternate  
Inter-municipal Collaboration Framework (ICF) Committee - Mayor Benedict and Deputy Mayor Duncan  
Lac Ste. Anne Foundation - Councillor Weber and Councillor Valiquette as alternate  
Lake Isle and Lac Ste. Anne Water Quality Management Society - Deputy Mayor Duncan  
Regional Emergency Services Steering Committee - Mayor Benedict  
Regional Fire Services Steering Committee - Mayor Benedict  
Regional Recreation Board Steering Committee - Councillor Weber  
Regional Revenue and Cost Sharing Steering Committee - Mayor Benedict  
Ste. Anne Regional Municipalities (SARM) Committee - Mayor Benedict and Deputy Mayor Duncan  
Sturgeon River Watershed Alliance - Deputy Mayor Duncan  
Trivillage Regional Sewage Service Commission - Mayor Benedict and Deputy Mayor Duncan  
West Inter Lake District (WILD) Water Commission - Deputy Mayor Duncan and Councillor Valiquette as alternate  
Yellowhead Regional Library Board - Councillor Valiquette and Deputy Mayor Duncan as alternate

OCTOBER 31, 2019

**RE: FortisAlberta Annexation Update**

We would like to thank you for your cooperation and support as we work with the REA in your area to ensure the affected members and facilities due to annexation are transitioned. In accordance with the decision and following the passing of the bylaw by your Municipality, we sent out communication to requesting they provide the necessary information to FortisAlberta to ensure that the affected members and facilities are transitioned within the required timeframe.

Unfortunately, we have not yet received all of the required documentation from the REA to initiate the transfer of facilities to FortisAlberta that are within the municipal boundaries. Therefore, we have not been able to complete our prudency checks to approve the REAs purchase price provided and the formal transfer of REA asset to FortisAlberta will not occur on Oct. 28, 2019, as anticipated.

We look forward to working with the REA and we have expressed our commitment to working with them to ensure the change in wire service provider occurs quickly, efficiently and seamlessly for the customers involved. As we gather all the information required, and the transfers are approved, we will be coordinating with the REAs to ensure a smooth transition.

Where we have been provided with customer information, your Stakeholder Relations Manager will be reaching out to these customers to discuss the process of the transfer and respond to any questions they may have, including offering a rate comparison.

Our partnership with the Municipality is one that we value, and providing power is a privilege we take seriously. If we can be of any support during this transition, we welcome anyone with concerns to contact your Stakeholder Relations Manager.

Sincerely,  
FortisAlberta Inc.

## **Summer Village Of Sunrise Beach Animal Control Log**

**Sept. 2/19** Conducted general patrol, no incidents reported.

**Sept. 14/19** Conducted general patrol, no incidents reported.

**Sept. 28/19** Conducted general patrol, conducted foot patrol in park, no incidents reported.

**Sept.29/19** Received complaint of public nuisance dog (black shepherd cross male) chasing pedestrian on Leisure Lane. Attended complaint and talked to complainant as well as the dog owner. The dog owner advised me that they are aware of the problem and is now tying the dog up in their yard. They are also looking to re home the dog. Public nuisance written warning #0011 issued and advised that next incident would result in charges and fines being laid and possible vicious dog declaration issued. Conducted general patrol.

**Submitted by Ofc. T. Puffer Sunrise Beach Enforcement**

RECEIVED  
NOV 07 2019

**Summer Village of Sunrise Beach Animal control log**

**October 12/19** Conducted general patrol, no incidents reported.

**October 20/19** Conducted general patrol, no incidents reported.

**October 27/19** Conducted general patrol, no incidents reported.

**Submitted by Ofc. T Puffer Sunrise Beach Enforcement**