

**SUMMER VILLAGE OF SUNRISE BEACH  
AGENDA**

**Tuesday, January 26, 2021 – In Person /Teleconference**

**Immediately following the Appeal**

**As per bylaw #155-2019 there will be no audio/video recordings of Council or Council  
Committee Meetings**

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1. Call to order

2. Agenda

a) Tuesday, January 26, 2021 Regular Council Meeting  
(additions & deletions)

3. Minutes:

1-3

a) Tuesday, November 24, 2020 Regular Council Meeting

4. Appointments

a) N/A

5. Bylaws & Policies

N/A

6. Business

a) Municipal Development Plan - This is further to the MDP Open House we had in September. Brian Conger ISL Engineering and Land Services Ltd. has prepared a quote to prepare and attend an open house and prepare feed back and edit memos from a additional Open House meeting to be held in the spring. At our last meeting the residents wanted Mr. Conger to attend the next meeting so they could ask questions.

4-8

*(proceed with the proposed from ISL Engineering MDP project at a cost of \$6,246.00 plus GST or some other direction as given by council at meeting time (ask another consultant).*

b) Alberta Community Partnership applications regarding regionalization of shared services and establishing an amalgamation process. Further to previous discussions and emails, the Summer Village has been asked to support two applications as outlined in the attached December 15<sup>th</sup>, 2020 letter from the Summer Village of Lac Ste. Anne County East. Group would like SV Council participating in meetings.

9-10

*(that Council authorizes the Summer Village of Sunrise Beach to participate in a 2021 Alberta Community Partnership application, under the Intermunicipal*

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*Collaboration (IC) – Explore and Opportunity Stream, to study the potential for regionalization of shared and common services among the partner members, with the Summer Village of Val Quentin acting as the Managing Partner)*

*(that Council authorizes the Summer Village of Sunrise Beach to participate in a 2021 Alberta Community Partnership application, under the Municipal Restructuring (MR) – Restructuring Study Stream, to establish a process to facilitate the prospective amalgamation of regional summer villages, with the Summer Village of Sunset Point acting as the Managing Partner)*

- 11-22
- c) Fire Services – Further to the last Council meeting regarding fire services, provided is a spread sheet that represents the fire calls since 2015 to today. Previously a resident requested a consideration of a insurance plan and how to deal with these unexpected expenses. *(Discussion at meeting time).*

- d) 2021 Municipal Election – as in past years, Summer Villages will hold their nomination day and election between June 1 and August 31, and it is up to Council to set those dates/times, as well as the Returning Officer and Substitute Officer. Administration team members have already started taking the required election training and I am recommending the following appointments for the Summer Village of Yellowstone for the 2021 Municipal Election

*(that Council appoint Dwight Moskalyk as Returning Officer and Diane Wannamaker as Substitute Returning Officer for the 2021 Municipal Election, or some other direction as given by Council)*

As a result of all the changes in the Local Authorities Election Act, administration is requesting consideration that Sunrise Beach schedule their 2021 municipal elections in conjunction

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with other Summer Villages if appropriate, and we will have to go to an outside venue (our admin. bldg. is too small)

*(that the Summer Village of Sunrise Beach plan its 2021 nomination day and election day (including advance vote) along with its nomination day and voting day locations in conjunction with other Summer Villages if appropriate (with date/time/locations coming back to the March meeting for finalization), or some other direction as given by Council at meeting time)*

e) 2021 Draft Operating and Capital budget – a draft budget will be presented at meeting time for Council's review. *(accept discussion for information and admin make amendments to draft budget as discussed)*

23  
f) 2021 Government of Canada Municipal Census – please refer to the January 13<sup>th</sup>, 2021 attached email regarding the upcoming municipal census being administrated by the Government of Canada. The Federal Government is asking Councils' to support the resolution as noted in the email and promote and encourage this census in our community *(that the Council of the Summer Village of Sunrise Beach support the 2021 Census, and encourage all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca). Accurate and complete census data support programs and service that benefit our community including grant funding. Advertise in the May newsletter put on website and send out in ALL NET)*

24-25  
g) AUMA – Barry Morishita, President January 18, 2021 inviting Council and CAO's to a zoom meeting on February 4, 2021 – Updates on the Police At Review. February 17, 2021 – Information and discussion on feasibility of establishing a provincial police service.  
*(Approve Council and Administration to attend or some*

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*other direction given at meeting time).*

h)

i)

7. Financials a) Income & Expense Statement – November & December

8. Councillors' Reports

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

9. Administration Reports

- a) Update on All-Net Registrations – 54 registrants
- b) Resident called in requesting an extra garbage can was willing to pay for the garbage can, the issue is the extra tippage.
- 26-31 —c) DEM Report from DEM Diane Wannamaker dated January 26, 2021
- d) Summer Student Employment Grant was submitted.
- e) Auditor coming January 28 & 29.
- f) Lagoon

10. Information and Correspondence:

- 32-37 a. Metrix Group – Audit Plan letter dated December 31, 2020 Philips Dirks, CPA, CA.
- 38-40 b. Lac Ste Anne Foundation Board Minutes September 23, 2020
- 41 c. Government of Alberta FCSS November payment of \$438.00 Direct Deposi
- 42-45 d. Lac Ste. Anne County 2020/2021 Representatives/Appointments
- 46-47 e. Alberta Municipal Affairs Minister Tracy Allard providing a copy of the Ministerial Order to authorize the delegation of duties and powers of eleven summer

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY NOVEMBER 24, 2020, ONOWAY CIVIC CENTRE AT 7:00 P.M.

	<b>PRESENT</b>	<p>Mayor Glen Usselman Deputy Mayor Jackie Tremblay Councillor Vera Beck - Via Teleconference</p> <p>Chief Administrative Officer Wendy Wildman Administrative Assistant Susan Dales</p> <p>Public Works:           0 Public at Large:        3 Teleconferenced                                   1 In Person</p>
	<b>ABSENT</b>	
<b>1.</b>	<b>CALL TO ORDER</b>	Mayor Usselman called the meeting to order at 7:01 p.m.
<b>2.</b>	<b>AGENDA</b> Motion #180- 20	<p><b>MOVED</b> by Deputy Mayor Tremblay that the November 24, 2020 Agenda be approved with following deletion: 12. Closed Meeting And the following addition: 6. h) Tree Removal</p> <p align="right"><b>CARRIED</b></p>
<b>3.</b>	<b>MINUTES</b> Motion #181- 20	<p><b>MOVED</b> by Councillor Beck that the minutes of the October 27, 2020 Regular meeting be approved as presented.</p> <p align="right"><b>CARRIED</b></p>
<b>4.</b>	<b>APPOINTMENTS</b>	N/A
<b>5.</b>	<b>BYLAWS/POLICY</b>	N/A
<b>6.</b>	<b>BUSINESS</b> Motion #182 – 20	<p><b>MOVED</b> by Deputy Mayor Tremblay that the Summer Village approve the approach as constructed as part of the subdivision application.</p> <p align="right"><b>CARRIED</b></p>
	Motion #183 – 20	<p><b>MOVED</b> by Mayor Usselman that Council accept discussion that 2 new street lights have not been installed yet, but will be in the near future.</p> <p 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 NOVEMBER 24, 2020, ONOWAY CIVIC CENTRE AT 7:00 P.M.

	<p>Motion #184 – 20</p> <p>Motion #185– 20</p> <p>Motion #186– 20</p> <p>Motion #187– 20</p> <p>Motion #188– 20</p> <p>Motion #189– 20</p> <p>Motion #190– 20</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that a 2021 Interim Operating Budget be approved at ½ of the approved 2020 Operating Budget and that this 2021 Interim Operating Budget cease to have any effect once the 2021 Operating Budget has been approved.</p> <p align="right"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that Council approve and authorize execution of both the Software Licensing Agreement and the Software Support Agreement with Muniware.</p> <p align="right"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that the Council approve Metrix Group as the auditors and authorize execution of the engagement letter for the Summer Village for the purpose of the 2020 audited financial statements.</p> <p align="right"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Tremblay that Council accept the proposal from Standstone Vacuum Service (operating as Standstone Waste &amp; Vacuum Services) for household waste pickup on a 5 year contract commencing January 1, 2020(estimated annual savings to the Summer Village of \$9,000).</p> <p align="right"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that Council accept for information the Proposed Optional Emergency Cost Program to de-risk accidental expenses for property owners for Emergency calls such as false alarms and administration is to prepare a report on number of Fire Department responses in the past 5 years and bring back to a future meeting.</p> <p align="right"><b>CARRIED</b></p> <p><b>MOVED</b> by Mayor Usselman that Council accept for information the letter from Ms. Carlisle wrote to improve our Digital Infrastructure in the Summer Village.</p> <p align="right"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Tremblay that the verbal report from Alberta's Finest Tree removers, that the trees on the municipal reserve between 6301 and 6209 are not dead and there is no need to remove them be accepted as information.</p> <p align="right"><b>CARRIED</b></p>
7.	<p><b>FINANCIAL</b> Motion # 191 – 20</p>	<p><b>MOVED</b> by Deputy Mayor Tremblay that the Income &amp; Expense Statements for October 31, 2020 be accepted for information as presented.</p> <p align="right"><b>CARRIED</b></p>
8.	<p><b>COUNCIL REPORTS</b></p>	<p>N/A</p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY NOVEMBER 24, 2020, ONOWAY CIVIC CENTRE AT 7:00 P.M.

9.	<b>ADMINISTRATION REPORTS</b> Motion #192 – 20	<b>MOVED</b> by Mayor Usselman that the verbal administration reports be accepted for information as presented.  <b>CARRIED</b>
10.	<b>CORRESPONDENCE</b>  Motion #193– 20	<b>MOVED</b> by Deputy Mayor Tremblay that the following correspondence be accepted for information:  a. Government of Alberta FCSS November payment of \$438.00 Direct Deposit b. Alberta Municipal Affairs – Minister Tracey L Allard – In light of these economic circumstances, Alberta may not be able to sustain the current levels of infrastructure and operating spending. c. Government of Alberta – MOST November 10, 2020 payment of \$18,670.00 Direct Deposit  <b>CARRIED</b>
11.	<b>OPEN FLOOR DISCUSSION WITH GALLERY</b> Motion #194 - 20	<b>MOVED</b> by Mayor Usselman that the verbal open floor discussion with the gallery be accepted for information.  <b>CARRIED</b>
12.	<b>CLOSED MEETING</b>	N/A
13.	<b>ADJOURNMENT</b>	Meeting adjourned at 8:08 p.m.

\_\_\_\_\_  
Mayor, Glen Usselman

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman



CONFIDENTIAL

December 21, 2020  
Our Reference: 92902

**Wildwillow Enterprises Inc.**  
c/o Summer Village of Sunrise Beach  
4808-51 Street  
Onoway Alberta  
TOE 1V0

Attention: Wendy Wildman

Dear Madam:

**Reference: Sunrise Beach Open House**

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In response to your request, ISL Engineering and Land Services Ltd. (ISL) is pleased to offer our professional planning services to prepare for and attend an open house with the Summer Village of Sunrise Beach in order to discuss and receive feedback on the Draft Municipal Development Plan (MDP) that was tabled by Council at its Public Hearing on September 22, 2020. The anticipated scope of work has been prepared with the assumption that the open house will be conducted in-person at a point in time when it aligns with provincial COVID-19 health and safety guidelines, tentatively April 2021, at a venue provided by the Summer Village (assumedly the Onoway Heritage Centre). The scope of work includes:

**Preparation and Coordination**

ISL will prepare open house materials and a notice of the open house that can be posted on the Summer Village's website and emailed to residents.

**Attend the Open House**

Community Planning Manager, Brian Conger, will attend the open house, discuss the Draft MDP with residents and gather their feedback.

**Prepare a Feedback and Edits Memo**

ISL will prepare a memo that contains attendee feedback and highlights potential MDP edits arising from the engagement with residents at the open house.

**Leadership Discussion and Updated MDP**

ISL will discuss the contents of the memo with Sunrise Beach Council and Administration and confirm edits to the Draft MDP. Subsequent to this meeting, we will prepare a red-line copy of the Draft MDP for use by the Summer Village in the adoption process.

④





Based on the scope of work outlined above we estimate that this effort will result in fees of **\$6,639** (excluding GST) which will be charged on a time and materials basis. Estimated time to attend the open house includes travel from Calgary to Onoway. Disbursements are intended to cover mileage, hotel and open house materials. Estimated Fees include:

Scope of Work Item	Hours Estimate	Fee Estimate
Step 1 – Preparation and Coordination	8	\$ 1,392
Step 2 – Attend the Open House	10	\$ 1,740
Step 3 – Prepare a Feedback and Edits Memo	12	\$ 2,088
Step 4 – Leadership Discussion and Updated MDP	6	\$ 1,044
<b>Project Fees</b>		<b>\$6,264</b>
Disbursements (6%)		\$375
<b>Total Fee Estimate (excluding GST)</b>		<b>\$ 6,639</b>

If in agreement with the scope of work, fee estimate, Service Terms and Conditions, and all other conditions as laid out in this letter and attachment, we kindly ask you to complete and sign the signature page. Please scan/email the signature page to the undersigned as soon as possible or prior to any work commencing.

Sincerely,

**Brian Conger MPP, RPP, MCIP**  
Community Planning Manager

**Attachments:**

1. Service Terms and Conditions



## SIGNATURE PAGE

Our Reference: 92902

**Professional Consultant:** ISL Engineering and Land Services Ltd.  
4015 7 Street SE  
Calgary AB T2G 2Y9  
T: 403.254.0544 F: 403.254.9186

Attention: Brian Conger MPP, RPP, MCIP  
Community Planning Manager

**Client:** Summer Village of Sunrise Beach  
Attn: Wendy Wildman  
4808-51 Street  
Onoway Alberta  
TOE 1V0

The Client hereby agrees to the terms and conditions as described in this letter, the attached two-page Service Terms and Conditions, and any other attachments that form part of this letter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

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# SERVICE TERMS AND CONDITIONS

The following provisions, terms and conditions shall apply hereto:

## 1. Cooperation

The client shall give due consideration to all sketches, drawings, reports, tenders, proposals and other and shall give necessary decisions in such reasonable time as not to delay the work of the Professional Consultant.

Wherever required the Client shall furnish the Professional Consultant with the following information and plans, except where the Professional Consultant is specifically required to furnish same according to his agreement:

(a) All pertinent information which may affect the work to be done, together with a correct survey of the site and existing facilities and utilities. Where existing buildings or works are involved, the Client shall furnish complete and accurate information regarding all construction matters affecting the same.

(b) Prints of building plans and structural plans, drawn to proper scale, "frozen" as to design and suitable for incorporation in Professional Consultant's design drawings.

(c) Copies of all bids and contracts for the work the Professional Consultant is responsible for and copies of all quotations, all certificates for payment and final accounts in connection with the work, if they do not originate in the Professional Consultant's office.

## 2. Standard of Care

The Professional Consultant will provide the Services with the level of care, skill and diligence ordinarily provided by members of the same profession in the performance of services in respect of projects similar to the Project at the time and place that the Services are rendered.

## 3. Cost of Work

The Probable Costs shall mean the total cost to the Owner of the project of all materials and labour (plus all contractors' overhead and profit) necessary to complete the work for which the Professional Consultant prepares drawings and specifications or for which he is responsible. The Professional Consultant does not guarantee the accuracy of Probable Costs. Such probable cost represent only the Professional Consultant's judgement as a professional and are supplied for the general guidance of the Client.

Whenever the Owner furnishes material or equipment, labour, or other service that is incorporated in the work, the fair market value of the materials or equipment as though they were purchased new, and current prices of labour or other service when the work was executed, shall be included in the probable cost of the work.

Whenever used material or equipment are furnished by the Owner or the Contractor at the Owner's request, the fair market value of the materials or equipment as though they were purchased new, shall be used to compute the probable cost of work.

No deduction shall be made from the Professional Consultant's fees on account of any penalties or damages claimed by the Owner from the Contractors, or of other sums withheld from the Contractors.

The probable cost of the work shall not include professional fees and reimbursements due the Professional Consultant.

## 4. Payment

The Professional Consultant shall invoice the Client periodically (4-week cycle) for the services performed under this Agreement. The Client shall pay such invoice upon receipt. If the Client fails to pay an invoice when due, the Professional Consultant may suspend all services until such invoice is paid in full.

Invoices not paid within thirty (30) days of the invoice date shall be subject to a late fee of two (2) percent per month computed at 31 days from the date of invoice. In addition, any collection fees, attorney's fees, court costs, and other related expenses incurred by the Professional Consultant in the collection of delinquent invoice amounts shall be paid by the Client.

Progress billings, when paid, represent acceptance by the Client of the invoiced services performed by the Professional Consultant.

## 5. Additional Compensation

It is agreed that the Consultant will be entitled to the additional compensation for the following:

(a) If it should become necessary for the Professional Consultant to redraw completed plans or to make revisions to the plans for reasons over which he has no control.

(b) or if the Professional Consultant is put to labour and expense by the delinquency of insolvency of the Client or a Contractor or Subcontractor, or as a result of suspension of work or damage to the work in progress by fire or otherwise.

The Professional Consultant shall be equitably paid for such extra work on a "Time Basis", plus any out of pocket expenses. In any such case, the situation shall be called to the attention of the Client prior to starting the additional work and separate cost records shall be kept by the Professional Consultant.

## 6. Abandonment or Suspension

If the project or any part thereof is abandoned at any stage or if any stage of the Professional Consultant's work is unduly delayed for reasons beyond his control, or if the contracts for the construction and installation of the work are not awarded within 60 days after the completion of the drawings and specifications the Professional Consultant shall be entitled to payment for "Planning and Designing" as called for in his agreement and in the manner as prescribed in Item 3 above.

## 7. Special Services

Should the Professional Consultant be authorized to do additional work of any sort over and above that contemplated in this agreement he shall be additionally compensated.

If particular problems arise which the Professional Consultant considers will require engaging a specialist, the specialist's fee and out of pocket expenses shall be paid by the Client, provided the Client has authorized his engagement.

Nothing in any agreement between Client and Professional Consultant shall be construed to obligate the Professional Consultant to prepare for or appear in litigation on behalf of the Client, unless the Professional Consultant is equitably compensated for such services on a "Time Basis" and subject to this agreement.

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## SERVICE TERMS AND CONDITIONS

### 8. Travelling and Out of Pocket Expenses

Unless otherwise agreed upon, the Client shall reimburse the Professional Consultant for the cost of any travelling and living expenses incurred by the Professional Consultant for inspections or visits to the site or for visits to any plant where he may have been required to investigate or inspect equipment, provided the site is not within the limits of the City in which the Professional Consultant's office is located together with the cost of any long distance telephone, cellular, faxes, data charges, etc., required by the work.

Any amounts claimed by the Professional Consultant for travel and living expenses shall not exceed such expenses allowed to the client's employees under the Client's policy in that regard in force from time to time, if such policy is fair and reasonable. A schedule for site reviews or visits to the site or to any other location shall be agreed upon between the Client and the Professional Consultant prior to the commencement of the work.

### 9. Confidential Data

All information obtained by the Professional Consultant with respect to either the work or the Client's operations in any area shall be kept confidential and shall not be divulged to any person not authorized to receive it.

### 10. Stepped Dispute Resolution

In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, the Client and the Professional Consultant agree to attempt to resolve such disputes in the following manner:

(a) First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party.

(b) Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining dispute by formal non-binding mediation conducted in accordance with rules and procedures to be agreed upon by the parties.

(c) Third, if the dispute or any issues remain unresolved after the above steps, such dispute or difference shall be resolved by litigation.

### 11. Communications

Any notice required under this agreement may be given if delivered personally or sent by prepaid registered mail addressed, in the case of the Client, to:

Summer Village of Sunrise Beach  
Attn: Wendy Wildman  
4808-51 Street  
Onway Alberta TOE 1V0

or, in the case of the Professional Consultant, to:

ISL Engineering and Land Services Ltd.  
4015 7 Street SE  
Calgary AB T2G 2Y9

Any notice given by prepaid registered mail shall be deemed to have been delivered on the third business day following the date of mailing. In the case of a postal strike or other disruption of service, delivery only shall be effective on the fifth day after postal service is resumed.

### 12. Insurance

If required by the Client, the Professional Consultant shall supply to the Client insurance with companies and in a form approved by the Client providing coverage for:

(a) professional liability with respect to errors or omissions in the amount of \$1,000,000 per claim and aggregate; and

(b) commercial general liability in the amount of \$1,000,000 per claim and aggregate.

Such insurance shall remain in effect throughout the term of this agreement and the Professional Consultant shall, upon demand, provide the Client with copies of the policies of insurance and receipts for premiums.

### 13. Limitation of Liability

Notwithstanding any other provision of this Agreement, the total liability of the Professional Consultant, its officers, directors and employees for liabilities, claims, judgements, demands and causes of action arising under or related to this Agreement, whether based in contract or tort, shall be limited to the total compensation actually paid to the Professional Consultant for the Services or \$250,000, whichever is less. All claims made by the Client shall be deemed relinquished unless filed within one (1) year after substantial completion of the Services.

In addition, the Professional Consultant shall not be liable for consequential, incidental or indirect damages as a result of the performance of this Agreement.

### 14. Indemnity

The Client shall indemnify and hold harmless the Professional Consultant from and against any costs, damages, expenses, legal fees and disbursements, expert and investigative costs, claims, liabilities, actions, causes of action and any taxes thereon arising from or related to any claim or threatened claim by any party arising from or related to the performance of Services.

### 15. Environmental Liability

The Client has and shall retain all responsibility and liability for the environmental conditions on the site. All non-consumed samples shall remain the property of the Client, and the Client shall be responsible for and promptly pay for the removal and lawful disposal of all samples, cuttings and hazardous materials.

### 16. Termination

This Agreement may be terminated by either party upon ten (10) days written notice to the other. In the event of termination, the Client shall pay for all reasonable charges for work performed and demobilization by the Professional Consultant to date of notice of termination. The indemnity obligations of this Agreement shall be binding notwithstanding any termination of this Agreement.

If the Professional Consultant shall become bankrupt or insolvent or, being a corporation, a receiver shall be appointed of the Professional Consultant's undertaking, or if the Professional Consultant shall be in any manner in breach of any term of this agreement, the Client shall be entitled to immediately terminate this agreement by notice in writing to the Professional Consultant. In that event, the Client may employ and pay other persons to carry out and complete the obligations of the Professional Consultant hereunder.

### 17. Jurisdiction

This Agreement shall be governed by the laws of the jurisdiction where the Project is located.

SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST

**S.V.L.S.A.C.E.**

**P.O. Box 8 Alberta Beach, AB T0E 0A0 – 4808-51<sup>st</sup> Onoway, AB T0E 1V0  
780-967-0271 (ph.) – 780-967-0341 (fax)**

December 15<sup>th</sup>, 2020

**SENT TO: ALL MEMBER MUNICIPALITIES OF SVLSACE  
SENT BY: EMAIL**

Dear Mayor and Council,

**Re: Request for Support – 2021 ACP Application Regarding Regionalization of Shared Services and Establishing an Amalgamation Process**

During a recent joint meeting of several regional municipalities, including the Summer Villages of Ross Haven, Sunset Point, Val Quentin, West Cove and Yellowstone, the topic of regionalization was debated. This discussion built on a preliminary debate of the same topic during the October 2020 SVLSACE meeting. It was generally agreed that a set of two supporting Alberta Community Partnership (ACP) applications should be submitted – one to investigate opportunities to regionalize shared or common services, and the other to establish a process to facilitate the prospective amalgamation of summer villages in the region. It was further decided that the Summer Village of Val Quentin would act as Managing Partner for the Regionalization of Shared/Common Services ACP Application and the Summer Village of Sunset Point would act as Managing Partner for the Amalgamation Study ACP Application.

A first step in the application process is to seek and compile council resolutions from any prospective partner municipalities in either – or both – of the applications. You have received this letter as an invitation to join in the referenced ACP applications. Please ensure this matter is presented during your next council meeting and consideration is given to the following motions:

- a) Council authorizes the Summer Village of \_\_\_\_\_ to participate in a 2021 Alberta Community Partnership Application, under the Intermunicipal Collaboration (IC) – Explore and Opportunity Stream, to study the potential for regionalization of shared and common services among the partner members, with the Summer Village of Val Quentin acting as Managing Partner.
- b) Council authorizes the Summer Village of \_\_\_\_\_ to participate in a 2021 Alberta Community Partnership Application, under the Municipal Restructuring (MR) – Restructuring Study Stream, to establish a process to facilitate the prospective amalgamation of regional summer villages, with the Summer Village of Sunset Point acting as Managing Partner.

Currently there is no anticipated partner financial contribution, and we are inviting your municipality's support and partnership in making these applications. Whether or not you foresee an immediate direct benefit to your community in participating in these projects, we encourage you to lend your support so that the deliverables incorporate matters that may be beneficial to your municipality at a later date.

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SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST

**S.V.L.S.A.C.E.**

**P.O. Box 8 Alberta Beach, AB T0E 0A0 – 4808-51<sup>st</sup> Onoway, AB T0E 1V0  
780-967-0271 (ph.) – 780-967-0341 (fax)**

Please note the application deadlines are **January 5<sup>th</sup>, 2021** (for the IC Stream) and **February 5<sup>th</sup>, 2021** (for the MR Stream). Your timely review and response to this invitation with a Letter of Support would be appreciated. Any questions, correspondence and approved motions can be forwarded to:

Summer Village of Val Quentin  
Managing Partner  
c/o CAO Dennis Evans  
Box 7, Site 19, RR 1  
Gunn, AB. T0E 1A0  
[d.evans@valquentin.ca](mailto:d.evans@valquentin.ca)  
780-446-1426

or

Summer Village of Sunset Point  
Managing Partner  
c/o CAO Matthew Ferris  
PO Box 596  
Alberta Beach, AB. T0E 0A0  
[office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)  
780-665-5866

Sincerely,



Bernie Poulin  
Chairman  
SVLSACE  
780-938-1197  
[bpoulin@xplornet.com](mailto:bpoulin@xplornet.com)

(10)

<b>Date</b>	<b>Invoice #</b>	<b>Fire Suppression</b>	<b>Medical Assist</b>	<b>False Alarm</b>	<b>Other</b>
Sep. 28, 2015	127	\$2,440.00			
Oct. 19, 2015	126	\$2,440.00			
Jun. 14, 2016	138	\$11,340.00			
Jul. 3, 2018	148	10,601.50			
Aug. 8, 2018	149		\$185.00		
Feb. 28, 2019	150		\$615.00		
Jul. 18, 2019	151		\$1,107.50		
Jul. 18, 2019	152		\$615.00		
Feb. 20, 2020	7-2020		\$185.00		
Apr. 15, 2020	1F-2020	\$2,460.00			
Oct. 19, 2020	2F-2020			\$1,230.00	
<b>Total</b>		\$ 29,281.50	\$2,707.50	\$ 1,230.00	

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# Summer Village of Sunrise Beach

# INVOICE

RR 1, Site 1, Comp 63  
Onoway, AB. T0E 1V0  
Phone: 780-967-2873 Fax: 780-967-2813

**DATE:** September 28, 2015  
**INVOICE #** 126  
**FOR:** Fire Suppression  
Services

**Bill To:**

DESCRIPTION	AMOUNT
Fire Suppression Services	
August 28, 2015 Incident	
Gas leak	
Morinville Fire	
Engine #2	1,220.00
Tender #2	1,220.00
These costs represent the costs charged to the Summer Village of Sunrise Beach by Sturgeon County - as per fire suppression agreement.	
<b>TOTAL</b>	<b>\$ 2,440.00</b>

Make all cheques payable to the 'Summer Village of Sunrise Beach'  
If you have any questions concerning this invoice, contact the office at 780-967-2873 or email:  
[svsandyb@xplornet.ca](mailto:svsandyb@xplornet.ca)

12



# Summer Village of Sunrise Beach

# INVOICE

RR 1, Site 1, Comp 63  
Onoway, AB. T0E 1V0  
Phone: 780-967-2873 Fax: 780-967-2813

**DATE:** October 19, 2015  
**INVOICE #** 127  
**FOR:** Fire Suppression  
Services

**Bill To:**

DESCRIPTION	AMOUNT
Fire Suppression Services	
August 28, 2015 Incident - Gas leak	
Morinville Fire	
Engine #2	1,220.00
Tender #2	1,220.00
These costs represent the costs charged to the Summer Village of Sunrise Beach by Sturgeon County - as per fire suppression agreement.	
<b>TOTAL</b>	<b>\$ 2,440.00</b>

Make all cheques payable to the '**Summer Village of Sunrise Beach**'  
If you have any questions concerning this invoice, contact the office at 780-967-2873 or email:  
[svsandyb@xplonet.ca](mailto:svsandyb@xplonet.ca)

13

# Summer Village of Sunrise Beach

# INVOICE

RR 1, Site 1, Comp 63  
Onoway, AB. T0E 1V0  
Phone: 780-967-2873 Fax: 780-967-2813

**DATE:** June 14, 2016  
**INVOICE #** 138  
**FOR:** Fire Suppression  
Services

**Bill To:**

DESCRIPTION	AMOUNT
Fire Suppression Services	
April 10, 2016 Incident - Outside Fire	
Sturgeon County Fire Services	
Engine #1 x 4hrs x \$610	2,440.00
Rapid #1 Unit x 4hrs x \$610	2,440.00
Tender #2 Unit x 3hrs x \$610	1,830.00
Tender #1 Unit x 4hrs x \$610	2,440.00
Engine #2 x 3hrs x \$610	1,830.00
Commmand #2 x 2hrs x \$180	360.00
These costs represent the costs charged to the Summer Village of Sunrise Beach by Sturgeon County - as per fire suppression agreement.	
<b>TOTAL</b>	<b>\$ 11,340.00</b>

Make all cheques payable to the 'Summer Village of Sunrise Beach'  
If you have any questions concerning this invoice, contact the office at 780-967-2873 or email:  
[svsandyb@xplomet.ca](mailto:svsandyb@xplomet.ca)

14

# Summer Village of Sunrise Beach

# INVOICE

PO Box 1197  
 Onoway, AB. T0E 1V0  
 Phone: 780-967-0271 Fax: 780-967-0431

**DATE:** July 3, 2018  
**INVOICE #** 148  
**FOR:** Fire Suppression Services

**Bill To:**

DESCRIPTION	AMOUNT
Fire Suppression Services - Outside Fire	
April 22, 2018 Incident -	
<b>Sturgeon County Fire Services</b>	
Engine #1 x 2.5hrs x \$615	1,537.50
Rapid #1 Unit x 2.5hrs x \$185	462.50
Tender #1 Unit x 2.5hrs x \$615	1,537.50
Engine #2 x 3hrs x \$615	1,845.00
Commmand #2 x 2.5hrs x \$185	462.50
<b>Lac Ste Anne County Fire Services</b>	
Command #1 x 3hrs 23mins x \$180(60 min cost) + \$45(15 min cost)	630.00
Tanker #3 x 2hrs 52 mins x \$270(60 min cost) + \$67.50(15 min cost)	742.50
Rescue #2 x 4hrs 28 mins x \$280(60 min cost) + \$70(15 min cost)	1,260.00
Squad #1 x 4hrs 28 mins x \$190(60 min cost) + \$47.50(15 min cost)	855.00
Other charges: Town of Onoway agreement/FF rate/mileage	1,269.00
These costs represent the costs charged to the Summer Village of Sunrise Beach by Sturgeon County & Lac. Ste. Anne County - as per fire suppression agreements.	
<b>TOTAL</b>	<b>\$ 10,601.50</b>

Make all cheques payable to the 'Summer Village of Sunrise Beach'  
 If you have any questions concerning this invoice, contact the office at 780-967-0271 or email:  
[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)

If invoice is not paid within sixty days of mailing date, outstanding amount will be added to tax account

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# Summer Village of Sunrise Beach

# INVOICE

PO Box 1197  
Onoway, AB. T0E 1V0  
Phone: 780-967-0271 Fax: 780-967-0431

DATE: August 8, 2018  
INVOICE # 149  
FOR: Medical Assist

**Bill To:**

DESCRIPTION	AMOUNT
<p>July 8, 2018 Incident -</p> <p><b>Sturgeon County Fire Services</b></p> <p>Medical Assist</p> <p>Command Unit x 1hr x \$185/hr</p>          <p>These costs represent the costs charged to the Summer Village of Sunrise Beach by Sturgeon County - as per fire suppression agreements.</p>	<p>185.00</p>
<b>TOTAL</b>	<b>\$ 185.00</b>

Make all cheques payable to the 'Summer Village of Sunrise Beach'  
If you have any questions concerning this invoice, contact the office at 780-967-0271 or email:  
[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)

If invoice is not paid within sixty days of mailing date, outstanding amount will be added to tax account

(16)

# Summer Village of Sunrise Beach

# INVOICE

PO Box 1197  
Onoway, AB. T0E 1V0  
Phone: 780-967-0271 Fax: 780-967-0431

**DATE:** February 28, 2019  
**INVOICE #** 449 / 50  
**FOR:** Medical Assist

**Bill To:**

DESCRIPTION	AMOUNT
February 13, 2019 Incident -  <b>Sturgeon County Fire Services</b> Medical Assist Command Unit x 1hr x \$615.00/hr	615.00
<p>These costs represent the costs charged to the Summer Village of Sunrise Beach by Sturgeon County - as per fire suppression agreements.</p> <p style="text-align: right;"><b>TOTAL</b></p>	<p>\$ 615.00</p>

Make all cheques payable to the 'Summer Village of Sunrise Beach'  
If you have any questions concerning this invoice, contact the office at 780-967-0271 or email:  
[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)

If invoice is not paid within sixty days of mailing date, outstanding amount will be added to tax account

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# Summer Village of Sunrise Beach

# INVOICE

PO Box 1197  
Onoway, AB. T0E 1V0  
Phone: 780-967-0271 Fax: 780-967-0431

**DATE:** July 18, 2019  
**INVOICE #** 149 151  
**FOR:** Medical Assist

**Bill To:**

DESCRIPTION	AMOUNT
June 28, 2019 Incident -	
<b>Sturgeon County Fire Services</b>	
Medical Assist	
Command Unit 2 x 1.5 Hr x \$615.00	922.50
Rapid 1 x 1 Hr X \$185.00	185.00
These costs represent the costs charged to the Summer Village of Sunrise Beach by Sturgeon County - as per fire suppression agreements.	
<b>TOTAL</b>	<b>\$ 1,107.50</b>

Make all cheques payable to the 'Summer Village of Sunrise Beach'  
If you have any questions concerning this invoice, contact the office at 780-967-0271 or email:  
[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)

If invoice is not paid within sixty days of mailing date, outstanding amount will be added to tax account

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# Summer Village of Sunrise Beach

# INVOICE

PO Box 1197  
Onoway, AB. T0E 1V0  
Phone: 780-967-0271 Fax: 780-967-0431

DATE: July 18, 2019  
INVOICE # ~~449~~ 152  
FOR: Medical Assist

**Bill To:**

DESCRIPTION	AMOUNT
<p>18-Jul-19 July 14, 2019 Incident <b>Sturgeon County Fire Services</b> Medical Assist Command Unit 2 x 1.5 Hr x \$615.00</p> <p>These costs represent the costs charged to the Summer Village of Sunrise Beach by Sturgeon County - as per fire suppression agreements.</p>	<p>615.00</p>
<p style="text-align: right;"><b>TOTAL</b></p>	<p style="text-align: right;"><b>\$ 615.00</b></p>

Make all cheques payable to the 'Summer Village of Sunrise Beach'  
If you have any questions concerning this invoice, contact the office at 780-967-0271 or email:  
[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)

If invoice is not paid within sixty days of mailing date, outstanding amount will be added to tax account

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# Summer Village of Sunrise Beach

# INVOICE

Box 1197  
Onoway, AB. T0E 1V0  
Phone: 780.967.0271 Fax: 780.967.0431

**DATE:** February 20, 2020  
**INVOICE #** 7-2020

**Bill To:**

DESCRIPTION	AMOUNT
January 30, 2020 Incident Sturgeon County Fire Services Medical Assist Rapid #1 Unit x 1 Hour x \$185.00 an hour	\$ 185.00
The costs represent the cost charged to the Summer Village of Sunrise Beach by Sturgeon County Fire Services - as per fire suppression agreements	
<b>TOTAL</b>	<b>\$ 185.00</b>

Make all cheques payable to the "Summer Village of Sunrise Beach".  
If you have any questions concerning this invoice, contact the office at 780-967-0271 or email:  
[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)  
If invoice is not paid within sixty days of mailing date, outstanding amount will be added to tax account.

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# Summer Village of Sunrise Beach

# INVOICE

Box 1197  
Onoway, AB. T0E 1V0  
Phone: 780.967.0271 Fax: 780.967.0431

**DATE:** April 15, 2020  
**INVOICE #** 1F-2020  
**FOR:** Fire Invoice

**Bill To:**

DESCRIPTION	AMOUNT
Fire Invoice from Sturgeon County dated February 1, 2020 for a tree that came down on to a power line and as a result a tree caught fire within the Summer Village of Sunrise Beach.	2,460.00
<b>TOTAL</b>	<b>\$ 2,460.00</b>

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# Summer Village of Sunrise Beach

# INVOICE

[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)

Box 1197  
Onoway, AB. T0E 1V0  
Phone: 780-967-0271 Fax: 780-967-0431

**DATE:** October 19, 2020  
**INVOICE #** 2 F - 2020  
**FOR:** Fire Suppression Services

**Bill To:**

DESCRIPTION	AMOUNT
Fire Suppression Services	
Calahoo Fire Department	
Engine #1	615.00
Tender #1	615.00
These costs represent the costs charged to the Summer Village of Sunrise Beach by Sturgeon County - as per fire suppression agreement.	
<b>TOTAL</b>	<b>\$ 1,230.00</b>

Make all cheques payable to the 'Summer Village of Sunrise Beach'



# 2021 Census of Population / Recensement de la population de 2021

"statcan.DoNotReply-NePasRepondre.statcan@canada.ca" [statcan.DoNotReply-NePasRepondre.statcan@canada.ca]

Sent: 1/13/2021 8:10 AM

To: ""svsunrisebeach@wildwillowenterprises.com"" <svsunrisebeach@wildwillowenterprises.com>

*(La version française suit.)*

Dear Mayor,

I am pleased to inform you that the next census will take place in May 2021. I am writing today to seek your support to increase awareness of the census among residents of your community.

For over a century, Canadians have relied on census data to tell them about how their country is changing and what matters to them. We all depend on key socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses. In response to the COVID-19 pandemic, Statistics Canada has adapted to ensure that the 2021 Census is conducted throughout the country in the best possible way, using a safe and secure approach.

Statistics Canada will be hiring approximately 32,000 people across the country to assist with census collection. We would like to work with you and your municipality to ensure that your residents are aware and informed of these job opportunities.

Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

If you would like to express your municipality's support for the census, please share the municipal council resolution text below with your residents:

Be it resolved that:

The Council of the Corporation of {NAME OF CITY/TOWN/MUNICIPALITY} supports the 2021 Census, and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca). Accurate and complete census data support programs and services that benefit our community.

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at [statcan.censusoutreach.prairies-rayonnementdurec.prairies.statcan@canada.ca](mailto:statcan.censusoutreach.prairies-rayonnementdurec.prairies.statcan@canada.ca).

Thank you in advance for supporting the 2021 Census.

Yours sincerely,

Geoff Bowlby  
Director General, Census Management Office  
Statistics Canada / Government of Canada

Bonjour,

J'ai le plaisir de vous informer que le prochain recensement se déroulera en mai 2021. Par la présente, je sollicite votre appui afin de mieux faire connaître le recensement aux résidents de votre collectivité.

Depuis plus d'un siècle, la population canadienne s'appuie sur les données du recensement pour se renseigner sur l'évolution du pays et sur ce qui compte pour elle. Nous nous fions tous aux tendances socioéconomiques clés et à l'analyse des données du recensement pour prendre d'importantes décisions qui ont une incidence directe sur nos familles, nos quartiers et nos entreprises. En réponse à la pandémie de COVID-19, Statistique Canada s'est adapté afin de veiller à ce que le Recensement de la population de 2021 soit mené partout au pays de la meilleure façon possible, au moyen d'une approche sécuritaire.

Statistique Canada embauchera environ 32 000 personnes partout au pays pour aider à la collecte des données du recensement. Nous aimerions travailler avec vous et votre municipalité afin que les résidents de votre collectivité soient avisés et informés de ces possibilités d'emplois.

De plus, vos efforts pour encourager les résidents de votre municipalité à remplir leur questionnaire du recensement auront une incidence directe sur la collecte des données nécessaires pour planifier, élaborer et évaluer des programmes et des services tels que les écoles, les garderies, les services à la famille, le logement, les services d'urgence, les routes, les transports publics et la formation pour acquérir des compétences nécessaires à l'emploi.

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# No Subject

"President" [President@auma.ca]

Sent: 1/18/2021 4:02 PM

To: Undisclosed recipients::

Dear Mayors, Councillors, and CAOs:

I am emailing to invite you to the 2021 AUMA President's Summit on policing. This event will take place as two online Zoom sessions:

- February 4, 2021 from 4:00 to 6:30 p.m. – Updates on the Police Act Review and the work of the Alberta Police Advisory Board
- February 17, 2021 from 3:00 to 6:00 p.m. – Information and discussion on the feasibility of establishing a provincial police service

The summit is an opportunity to share your thoughts and guide AUMA's advocacy on policing in Alberta. A high-level agenda is attached for your information.

**To register for the President's Summit (either one or both sessions), please click [this link](#).** As this is a virtual event, there is no registration fee and no limit on the number of municipal representatives that can attend. Registrants will receive a package of pre-reading materials approximately one week prior to each session to support an informed discussion. Please note that media may be in attendance at both sessions.

I look forward to hearing from you at this important advocacy event.

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

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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**Attachments:** [Agenda - President's Summit 2021.pdf](#)

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**President's Summit on Policing**  
**February 4 and 17, 2021**  
**Via Zoom**  
**\*Subject to Change\***

<b>Thursday, February 4</b>	
<b>4:00 to 6:30 p.m.</b>	<p><b>Police Act Review</b></p> <ul style="list-style-type: none"><li>• Provide an update on AUMA's most recent submission for the Police Act Review.</li><li>• Share information on the provincial Police Act and the federal RCMP Act and what each Act covers.</li><li>• Share information about next steps for the Review (potential guest speaker Jessica Thomson, Director of Engagement and Strategy with Justice and Solicitor General).</li></ul> <p><b>Interim Police Advisory Board</b></p> <ul style="list-style-type: none"><li>• Provide an update on the Board's recommendations for 2021 provincial policing priorities (potential guest speaker Tanya Thorn, Board Chair).</li><li>• Survey members to gather feedback on governance models for the operational Board.</li></ul>

<b>Wednesday, February 17</b>	
<b>3:00 to 6:00 p.m.</b>	<p><b>Provincial Police Service</b></p> <ul style="list-style-type: none"><li>• Provide information on funding models for provincial police services in other jurisdictions (Ontario, Quebec).</li><li>• Provide information on the experience of other municipalities who have transitioned (or considered transitioning) from the RCMP to a municipal police service (Richmond, Surrey, Red Deer).</li><li>• Provide information on the province's engagement process for the provincial police service feasibility study (potential guest speaker Douglas Morgan, Executive Director of the Alberta Provincial Police Service Transition Secretariat, Justice and Solicitor General).</li><li>• Hear from other key stakeholders about their positions on provincial police (potential guest speaker Deputy Commissioner Curtis Zablocki, Commanding Officer of the Alberta RCMP).</li><li>• Survey members to hear their thoughts on a provincial police service, particularly what they see as key risks, benefits, and concerns.</li></ul>

**DEM REPORT – JANUARY 26, 2021 – Diane Wannamaker**

**SUMMER VILLAGE OF SUNRISE BEACH COUNCIL**

Moving forward with regard to Emergency Management in the Summer Village; regionally we are coming together and are starting to “gel” in our move towards consistent Emergency Management requirements, practices, Bylaws etc. to ensure smooth co-operation and transition from one authority to another should an emergency occur that requires a regionalized approach.

The Summer Village of Sunrise Beach does not have their Emergency Management Plan in place, which is one of the requirements of the program and definitely a step towards attaining compliance. This Plan is being prepared at present and I should have a draft copy to Council at the next meeting for review. As the Summer Village of Sunrise Beach requires access to a location that may be utilized as an Emergency Operations Center, I have reached out to Sandy Beach to utilize their Community Hall and/or Administration facility (& area) for an EOC if it was ever required. As the Summer Villages will likely only be in a position to handle Level 1 to possible Level 3 emergencies prior to the need for mutual aid, this scenario would be a very rare occurrence. I have drafted a Memorandum of Understanding with Sandy Beach who took it to their Council meeting in December, 2020. It was accepted and executed at the December 17<sup>th</sup>, 2020 meeting. I am requesting that Sunrise Beach Council review this MOU and if in agreement, execute same to formalize the arrangement. This will be a requirement in moving forward with the Emergency Management Plan.

With regard to training, individually I have completed the ICS 300 course and the DEM course. These are great courses in dissecting the ICS system and how it is utilized as a very effective emergency management tool, of any size. Part of the Emergency Management Program is to provide training to those that will be involved in an emergency situation. It will be prudent in moving forward to schedule some training for support staff involved in an emergency i.e. Public Works personnel. At minimum, within the next year staff should complete the Basic Emergency Management Course and ICS 100 course. These courses are available online. We can discuss this further in the new year.

Also, to be discussed is establishing some community connections, determining who is a permanent resident or seasonal resident. These connections involve the community, encourage buy in and will be essential if we ever have an evacuation situation, or door to door notification is required.

Each Summer Village is required to complete an ongoing risk assessment on the municipality. This will be reviewed annually and amended as appropriate. I have started the process in Sunrise and once I have it to what I feel is a workable format, I will forward to Administration and Council for your review and input. This should be available early in the new year.

One item that has come up at the Agency level is the potential need for laptops for each Summer Village to be used by DEM's at meetings and training and emergency activation. I am not certain where this will land; we will see in the future.

In conclusion, the Ste. Anne Summer Villages Regional Emergency Agency has set up a Facebook page recently; please feel free to check this out if you are interested. We are hoping to expand this in future and look towards a website at some point. To note, the Pigeon Lake Emergency Management Agency has a very well put together website that is worth checking out ([pigeonlakeemergencyagency.ca](http://pigeonlakeemergencyagency.ca)).

Thank you for the opportunity to continue as your DEM; I will endeavour to keep you informed and continue to move the program forward.

Keep healthy and safe.

Diane Wannamaker, DEM

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As the Emergency Management Plan for the Summer Village of Sunrise Beach is in the process of being drafted, a location that may be utilized as an Emergency Operations Center is required to be identified. The Summer Village of Sandy Beach has authorized Sunset Point to utilize their Community Hall if the need ever arises. Attached is a Memorandum of Understanding that has been drafted and signed by Sandy Beach Council. *(that Council authorize execution of the Memorandum of Understanding for the utilization of the Myrna Noyes Community Hall for emergency purposes between the Summer Village of Sandy Beach and the Summer Village of Sunrise Beach)*

**MEMORANDUM OF UNDERSTANDING**

**-between-**

**The Summer Village of Sandy Beach, AB**

**-and-**

**The Summer Village of Sunrise Beach, AB**

**For Use of the Summer Village of Sandy Beach Myrna  
Noyes Community Hall for Emergency Purposes**



**WHEREAS** an emergency could affect any or all of the Summer Villages in the Ste. Anne Summer Villages Partnership to such a degree that their resources would be insufficient to manage with the situation.

**AND WHEREAS** the Summer Village of Sunrise Beach wishes to make prearrangement for prompt emergency action in support of the Municipality which may be affected or threatened by an emergency and require assistance:

**THEREFORE**, the above named agree as follows:

1. The parties to the Agreement will render all possible help to each other upon request when required subject to the following conditions:
  - a. The normal channels of communication shall be between the Director of Emergency Management responsible for emergency measures services of the Summer Village of Sunrise Beach or any official designated by them and the designated Summer Village of Sandy Beach Myrna Noyes Community Hall representative: the CAO.
  - b. On receipt of a call for assistance, whether general or specific as to resources required, the extent of the assistance given will be at the discretion of the Summer Village of Sandy Beach CAO or their designate having regard/priority to its own local needs/situation at the time.
  
2. The areas of mutual concern are as follows:
  - a. Preservation of facility operations
    - ✓ Entry / exit checklist
    - ✓ Building maintenance program (Myrna Noyes Community Hall)
    - ✓ Care in conduct of activities
    - ✓ Reimbursement for unusual damage during activities
    - ✓ Replacement or reimbursement for hall supplies used

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- b. Set up of Command Center for Command and Control of emergency situation (appropriate liability insurance must be provided prior to access).
- c. Control of site traffic and resident movement as a result of evacuation.
- d. Set up of facility for Emergency Reception services deemed necessary and registration for people who have lost or were forced to evacuate their homes, or who require emergency assistance because of the breakdown of normal assistance.
- e. Co-ordination of emergency medical services and compliance with public health measures.
- f. Facility rooms available at the Community Hall include:
  - ✓ Main hall open area
  - ✓ Washrooms
  - ✓ Approved kitchen facilities (Food Handling Certificate required for external coordination of services)
  - ✓ Small storage room
- g. Community Hall Access:
  - ✓ Primary Phone: (780)718-1894 CAO SV Sandy Beach – available by text 24/7
  - ✓ SV Sandy Beach Administration Office (780)967-2873
- h. Summer Village of Sunrise Beach Access:
  - ✓ Director of Emergency Management SV Sunrise Beach – Diane Wannamaker (780)910-8185 cell (780)892-2098 (home)
  - ✓ Administration Office – Susan Dales (780)967-0271

✓ Numbers provided as positions filled

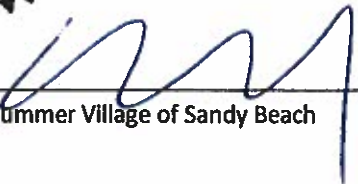
- i. Costs for use of facility to be mutually agreed upon.
  
- 3. It is further agreed that the appropriate mutual authorities will have their staff meet as necessary to develop and update guidelines for compatible planning and emergency arrangements within the areas of common concern outlined in this agreement.
  
- 4. This Mutual Aid Agreement shall terminate when mutually agreed upon by the two parties involved.

This Memorandum of Agreement has been executed on behalf of the two parties involved as per signatures below.



  
\_\_\_\_\_  
Mayor – Summer Village of Sandy Beach

17 December 2020  
Date

  
\_\_\_\_\_  
CAO – Summer Village of Sandy Beach

17 December 2020  
Date

\_\_\_\_\_  
Mayor – Summer Village of Sunrise Beach

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO – Summer Village of Sunrise Beach

\_\_\_\_\_  
Date

(31)



**METRIX GROUP** LLP  
CHARTERED PROFESSIONAL  
ACCOUNTANTS

December 21, 2020

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

Sent via e-mail: cao@onoway.ca

**Attention: Village Council Members**

Dear Village Council Members:

**Re: 2020 AUDIT PLAN**

**A. INTRODUCTION**

The objectives of this letter are as follows:

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

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

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



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**B. SERVICES TO BE PROVIDED**

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

**a) Audit services**

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

**b) Non-audit services**

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

**C. AUDITOR INDEPENDENCE**

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

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

**D. AUDITOR RESPONSIBILITIES**

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

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

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

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**E. MANAGEMENT RESPONSIBILITIES**

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

**F. PLANNED SCOPE AND TIMING OF THE AUDIT**

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

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

**Audit Strategy**

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

**Significant Risks**

Significant risks are identified and assessed risks of material misstatement that, in the auditors' judgment, require special audit consideration. We have identified the following significant risks.

*Revenue Recognition*

Revenue recognition is presumed to be a significant risk in every financial statement audit. Our audit approach will include examining revenue recognition policies and reviewing grant agreements to ensure revenue is being recognized appropriately.

*Management Override of Controls*

Canadian Auditing Standards stipulates that management override of controls is considered a significant risk in every financial statement audit. To reduce this risk to an acceptable level, our audit approach will include substantive procedures including testing of manual journal entries, reviews of irregular transactions, and assessing key estimates for potential bias.

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### **Materiality**

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

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

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

### **Audit Team**

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

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

### **Timing of the Audit**

We performed audit planning and interim audit work in December 2020.

The year-end audit fieldwork is scheduled to take place the week of January 25, 2021.

We currently anticipate providing draft audited financial statements to Village Council for review and approval at the February or March 2021 Council meeting.

### **Management Representations**

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

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**G. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS**

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

**Effective Fiscal Years Beginning on or After April 1, 2022**

*PS 3280 – Asset Retirement Obligations (new)*

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

**Effective Fiscal Years Beginning on or After April 1, 2023**

*PS 3400 – Revenue (new)*

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

**H. AUDIT FEES**

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

We estimate our audit fees for the 2020 fiscal year will be in the amount of \$6,000. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Village's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

(36)



**I. REQUESTS OF COUNCIL**

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

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

**J. COMMUNICATION OF THE RESULTS**

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

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

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

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

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CPA, CA  
Partner

cc: Wendy Wildman, Chief Administrative Officer

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**LAC STE. ANNE FOUNDATION  
BOARD MEETING MINUTES  
September 23, 2020  
Pleasant View Lodge, Mayerthorpe, AB  
1:00 p.m.**

1. Call to Order- 1:02 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Jim Rennie, Daryl Weber, Ann Morrison, Bernie Poulin and Pat St. Hilaire.

Absent: Ray Hilts

Staff: Dena Krysik –CAO, Betty Gale –Recording Secretary, Robin Strome- Finance Officer

2. Approval of Agenda

Board Member Sandy Morton moves:

**Motion #20-046: To approve the Agenda as amended**

**4b. 2021 Draft Management Budget- Deferred to next meeting**

**4c. 2021 Draft Personal Care Budget- Deferred to next meeting**

Carried

3. Minutes

Board Member Ann Morrison moves:

**Motion #20-047: The Board approves the July 22, 2020 Board Meeting minutes as presented.**

Carried

4. Financial Reports

Board Member Daryl Weber moves:

**Motion #20-048: The Board approves the 2021 Draft Foundation and Capital Expenditures Budgets as information.**

Carried

5. New/Other Business

Board Member Bernie Poulin moves:

(38)

**Motion #20-049: The Board ratifies the replacement and installation of the hot water tank at the Spruce View Lodge in the amount of \$17,280.00 to be allocated from the 2020 Foundation operating surplus.**

Carried

6. Policy Review

Board Member Jim Rennie moves:

**Motion #20-050: The Board accepts the draft Personnel Policy as presented as information and to have the final draft presented at the October 28<sup>th</sup> Board Meeting for approval.**

Carried

7. Information Items

Board Member Bernie Poulin moves:

**Motion #20-051: The Board accepts agenda items 7a to 7g for the September 23, 2020 meeting as information.**

Carried

8. In Camera

Board Member Pat St. Hilaire moves:

**Motion #20-052: The Board moves to go in camera at 1:34 p.m.**

Carried

Board Member Ann Morrison moves:

**Motion #20-053: The Board moves to come out of camera at 2:20 p.m.**

Carried

Board Member Daryl Weber moves:

**Motion #20-054: The Board approves Chief Administrative Officer, Dena Krysik's wage increase as presented effective March 1, 2020**

Carried

9. Date, Place & Time of Next Meeting

All Board Members moves:

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**Motion #20-055: The Board moves that the next board meeting will be held on October 28, 2020 at the Pleasant View Lodge in Mayerthorpe at 1:00 p.m.**

Carried

10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 2:21 p.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrator Officer

\_\_\_\_\_  
Date

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Government

STATEMENT OF DEPOSIT NON-NEGOTIABLE

<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>	
SUMMER VILLAGE OF SUNRISE BEACH		0070002099	24-Dec-2020	
<b>DEPOSITED AT BANK:</b>		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>BRANCH:</b>	<b>ACCOUNT:</b>	2000276244	24-Dec-2020	\$446.00
			<b>TOTAL</b>	<b>\$446.00</b>

<b>DEPOSIT NO: 2000276244</b>		<b>DEPOSIT DATE: 24-Dec-2020</b>		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOT</b>
1900322932	FCSS JANUARY PAYMENT	095261394FCSS010	\$446.00	
	Total Payment From CASS For Inquiries Call 825 468 4314			\$446.00
			<b>DEPOSIT TOTAL</b>	<b>\$446.00</b>



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JAN 05 2021

JCA6040057-0013691-06846-0001-0001-00-

JCA6040057 E D

06846

SUMMER VILLAGE OF SUNRISE BEACH  
SUMMER VILLAGE OF SUNRISE BEACH, PO BOX 1197  
ONOWAY, AB  
T0E 1V0



41



December 18, 2020  
File: Council Appointments

**TO WHOM IT MAY CONCERN:**

Re: Lac Ste. Anne County 2020/2021 Representatives/Appointments

Reference is made to our recent Organizational Meeting held on October 28<sup>th</sup>, 2020. Please find attached a list of all representatives and appointments of County Council, as approved at this organizational meeting.

If you have any questions, please contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "Mike Primeau".

Mike Primeau,  
County Manager

MP/cs

encls.

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Sent to Alberta Municipal Affairs  
S.V.'s of Birch Cove  
Castle Island  
Nakamun Park  
Ross Haven  
Sandy Beach  
Silver Sands  
South View  
Sunrise Beach  
Sunset Point  
Val Quentin  
West Cove  
Yellowstone  
Village of Alberta Beach  
Town of Onoway  
Town of Mayerthorpe  
Town of Whitecourt  
County of Barrhead  
Sturgeon County  
Parkland County  
Yellowhead County  
Woodlands County

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# Appointments 2020/2021

<u>Committee Name</u>	<u>Appointees</u>
Municipal Committee	Council as a Whole
Municipal Planning Commission	Council as a Whole
Enforcement Review Committee	Council as a Whole
Agricultural Services Board	Steve Hoyda, Ross Bohnet and Lloyd Giebelhaus
Emergency Advisory Committee	Nick Gelych, George Vaughan, Lloyd Giebelhaus
Alberta Beach IDP Committee	George Vaughan, Joe Blakeman
Alberta Recreational Lakes Committee	Nick Gelych
Athabasca Watershed Advisory Group	Ross Bohnet, Lloyd Giebelhaus
Beachwave Park Committee	George Vaughan, Joe Blakeman
West End Bus Committee	Ross Bohnet, Lloyd Giebelhaus
East End Bus Committee	Lorne Olsvik
Campground Committee	George Vaughan, Steve Hoyda, Lloyd Giebelhaus
Community Futures – Yellowhead East	Nick Gelych
Darwell Wastewater Lagoon Commission	Steve Hoyda, Joe Blakeman
Economic Development Advisory Committee	Nick Gelych
Fallen Four Visitor Center/Mayerthorpe Library Project Committee	Ross Bohnet, Lloyd Giebelhaus
First Nations	Lorne Olsvik, Nick Gelych, Joe Blakeman
George Pegg Botanic Garden Society	George Vaughan
Hwy 43 East Waste Commission	Lorne Olsvik, George Vaughan
LEPA	George Vaughan
LSA Library Board	Steve Hoyda, Ross Bohnet
LSA Foundation	Ross Bohnet



<b>LILSA</b>	<b>Steve Hoyda</b>
<b>Mayerthorpe IDP Committee</b>	<b>Ross Bohnet, Lloyd Giebelhaus</b>
<b>Millar Western Advisory Committee</b>	<b>Ross Bohnet</b>
<b>North 43 Lagoon Commission</b>	<b>Lorne Olsvik, George Vaughan, Joe Blakeman</b>
<b>North Sask. Watershed Alliance Committee</b>	<b>Nick Gelych</b>
<b>Onoway IDP Committee</b>	<b>Lorne Olsvik, Nick Gelych</b>
<b>ORMC Board of Directors</b>	<b>Lorne Olsvik, Nick Gelych</b>
<b>Revenue &amp; Cost Sharing Committee</b>	<b>Joe Blakeman</b>
<b>Ste. Anne Emergency Response Center Building &amp; Operational Committee</b>	<b>Ross Bohnet, Lloyd Giebelhaus</b>
<b>SARLUC</b>	<b>George Vaughan, Steve Hoyda, Joe Blakeman</b>
<b>Sturgeon River Watershed Alliance (SRWA)</b>	<b>Nick Gelych</b>
<b>WILD Water Commission</b>	<b>Lorne Olsvik</b>
<b>Yellowhead Regional Library Board</b>	<b>Lloyd Giebelhaus</b>



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Grande Prairie*

AR103391

His Worship Louis Belland  
Mayor  
Summer Village of Ross Haven  
Box 8  
Alberta Beach AB T0E 0A0

Dear Mayor Belland,

Thank you for your letter of September 1, 2020, requesting a new Ministerial Order to authorize the delegation of the duties and powers of eleven summer villages under the *Emergency Management Act* to a joint emergency advisory committee.

I am pleased to provide you with a copy of Ministerial Order No. A:017/20, authorizing Birch Cove, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands, South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove, and Yellowstone to delegate their powers and duties under the *Emergency Management Act* to the Ste. Anne Summer Villages Emergency Advisory Committee.

I commend all involved municipalities for their commitment to this form of regional collaboration, and I wish you success with this initiative.

Sincerely,

Tracy L. Allard  
Minister

Attachment: Ministerial Order No. A:017/20

cc: His Worship Eugene Dugan, Mayor, Summer Village of Birch Cove  
Her Worship Marge Hanssen, Mayor, Summer Village of Nakamun Park  
His Worship Gordon Drybrough, Mayor, Summer Village of Sandy Beach  
His Worship Bernie Poulin, Mayor, Summer Village of Silver Sands  
Her Worship Sandi Benford, Mayor, Summer Village of South View  
His Worship Glen Usselman, Mayor, Summer Village of Sunrise Beach  
His Worship Richard Martin, Mayor, Summer Village of Sunset Point  
His Worship Roger Montpellier, Mayor, Summer Village of Val Quentin  
His Worship Larry St. Amand, Mayor, Summer Village of West Cove  
His Worship Russ Purdy, Mayor, Summer Village of Yellowstone



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Grande Prairie*

MINISTERIAL ORDER NO. A:017/20

I, Tracy L. Allard, Minister of Municipal Affairs, pursuant to Section 11.3(1)(b) of the *Emergency Management Act (EMA)*, make the following order:

1. The Summer Villages of Birch Cove, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands, South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone are authorized to delegate their powers and duties under the *EMA* to the Ste. Anne Summer Villages Emergency Advisory Committee.
2. Ministerial Order No: A:005/17 is rescinded.

Dated at Edmonton, Alberta, this 3<sup>rd</sup> day of December, 2020.

Tracy L. Allard  
Minister of Municipal Affairs

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<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>	
SUMMER VILLAGE OF SUNRISE BEACH		0000010921	24-Nov-2020	
<b>DEPOSITED AT BANK:</b>		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>BRANCH:</b>	<b>ACCOUNT:</b>	0068911384	26-Nov-2020	\$21,047.00
		0068911385	27-Nov-2020	\$438.00
<b>TOTAL</b>				<b>\$21,485.00</b>
PAYMTE D 00155 SUMMER VILLAGE OF SUNRISE BEACH SUMMER VILLAGE OF SUNRISE BEACH PO BOX 1197 ONOWAY AB CAN T0E 1V0				

<b>DEPOSIT NO: 0068911384</b>		<b>DEPOSIT DATE: 26-Nov-2020</b>		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
G19658	MSP-0386-Summer Village of Sunrise Beach-MSP-Summer Village of Sunris Total Payment From Municipal Affairs For Inquiries Call 780/427-7481	MSP-MSP-09624	\$21,047.00	\$21,047.00
<b>DEPOSIT TOTAL</b>			<b>\$21,047.00</b>	

<b>DEPOSIT NO: 0068911385</b>		<b>DEPOSIT DATE: 27-Nov-2020</b>		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
ET009994	FCSS DECEMBER PAYMENT Total Payment From COMM & SOC SERV HEAD QUARTERS For Inquiries Call 825/468-4314	095261394FCSS120120	\$438.00	\$438.00
<b>DEPOSIT TOTAL</b>			<b>\$438.00</b>	

**Summer Village of Sunrise Beach Animal Control Log**

November 3, 2020 – Received public nuisance for aggressive dog complaint, attended complaint, talked to dog owner, he admitted that a latch on his gate broke and the dog briefly got out. He retrieved his dog right away, verbal warning issued. Conducted general patrol.

November 15, 2020 – Conducted general patrol, no incidents reported.

November 22, 2020 – Conducted general patrol, no incidents reported.

November 29, 2020 – Conducted general patrol, no incidents reported.

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

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

**December 06/2020 – Conducted general patrol, no incidents reported.**

**December 13/2020 – Conducted general patrol, no incidents reported.**

**December 20/2020 - Conducted general patrol, no incidents reported.**

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



COPY

City of **Cold Lake**

RECEIVED  
DEC 08 2020

**OFFICE OF THE MAYOR**

December 3, 2020

Via Email [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Government of Alberta  
Office of the Minister of Health  
423 Legislature Bldg. 10800-97<sup>th</sup> Avenue  
Edmonton, AB T5K 2B6

Attention: Honourable Tyler Shandro, Minister of Health

Dear Minister Shandro:

At the City of Cold Lake's regular Council meeting, held on November 24, 2020, City Council debated concerns being raised by our residents relating to access to the Government of Canada's "COVID-19 Alert" mobile application.

In the Cold Lake context, these concerns are exacerbated due to our proximity to the Province of Saskatchewan, the City of Cold Lake's position as an economic hub in the northeast, and the presence of CFB Cold Lake. Many Saskatchewan residents are using the federal COVID-19 contact/exposure alert application and come to our community to shop and access healthcare services. It is our hope that a solution may be found that would allow the Government of Alberta to enable the federal government's application, or to harmonize the Alberta tracing application with the federal one.

We understand that the "ABTraceTogether" was launched in May 2020 and the Government of Canada developed its "COVID-19 Alert" at a later date, and that this has caused concerns relating to provincial coordination and potential confusion between different applications.

Our Council feels that the Government of Alberta deserves much credit in its quick response, development, and deployment of its tracing application. Since inter-provincial travel and trade is critical to our economy and will be a large factor in our post COVID recovery, however, it is our hope that a Canada-wide solution can be implemented as soon as reasonably possible.

Although the federal government's application may have been late, it has the unique advantage of being able to trace contacts across the country. Our residents feel there are significant benefits a Canada-wide approach can bring to help safely strengthen interprovincial travel and trade.

In response to our residents' concerns, Council passed the following resolution:

*Moved by Councillor Vining that Council consider a letter to the Government of Alberta urging it to open access to the federal COVID-19 mobile app in Alberta.*

**WHEREAS** Canada is in the midst of a global pandemic relating to the COVID-19 virus, during which health experts have expressed the need to be able to trace people who may have been exposed to the virus in an effort to break the cycle of infection; and

.../2

5513 - 48 Avenue, Cold Lake, AB T9M 1A1  
Telephone (780) 594-4494 Fax (780) 594-3480  
[www.coldlake.com](http://www.coldlake.com)

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**OFFICE OF THE MAYOR**

-2-

**WHEREAS** the Government of Canada has developed a nation-wide mobile application to assist with tracing efforts in response to the COVID-19 pandemic; and

**WHEREAS** as on November 4, 2020, eight (8) provinces and territories have opened the app for access within their jurisdictions and over 5 million Canadians have now downloaded the application.

**NOW THEREFORE BE IT RESOLVED** that the Council of the City of Cold Lake urges the Government of Alberta to enable the Government of Canada "COVID-19 Alert" application for Albertans.

And that a copy of this resolution be sent to the Honourable Jason Kenny Premier of Alberta, MLA David Hansen, opposition health critic MLA David Shepherd, the Alberta Urban Municipalities Association, and all municipalities within the Province of Alberta.

The City feels that the more Albertans who voluntarily download and use a tracing application capable of operating across all provinces, the quicker Albertans can react to information and assist with curbing the spread of the COVID-19 virus, which will assist in quicker economic recovery efforts.

The City of Cold Lake appreciates your leadership in these uncertain times and stands ready to assist in any way called upon.

And we remain,

Respectfully yours,

Craig Copeland,  
Mayor

cc: Council  
Chief Administrative Officer K. Nagoya  
The Honourable Jason Kenny, Premier of Alberta  
The Honourable David Hanson, MLA Bonnyville-ColdLake-St. Paul Constituency  
The Honourable David Shepherd, MLA Opposition Health Critic  
Alberta Urban Municipalities Association (AUMA)  
and all Municipalities within the Province of Alberta



# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – January 8, 2021

While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions and provide new information or resources as they become available. For the most up-to-date information on the COVID-19 situation in Alberta, visit [alberta.ca/COVID19](http://alberta.ca/COVID19).

If you would like a specific issue addressed in an upcoming update, please email your request to [ma.lqsmail@gov.ab.ca](mailto:ma.lqsmail@gov.ab.ca).

### Municipal Affairs Updates

Previous COVID-19 updates are available online at: [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

## COVID-19 Vaccine Distribution

**Is there an update to the plan to distribute the COVID-19 vaccine in Alberta?**

**YES.** In December, Premier Kenney announced the launch of the COVID-19 vaccine task force responsible for distributing vaccines. More than 56 per cent of vaccine doses in stock have been administered as of this week.

Up-to-date information on the phased implementation plan and additional information Albertans need to know about the vaccine is available at [www.alberta.ca/covid19-vaccine.aspx](http://www.alberta.ca/covid19-vaccine.aspx).

**Has it been determined in what phase of the vaccine roll-out plan that the vaccine will be available to municipal first responders and firefighters?**

**NO.** The vaccination roll-out started on December 15, 2020. The [roll-out plan](#) involves three phases. Phase 1A includes health-care workers in home care and emergency departments.

Phase 1B will begin in February and include:

- Seniors 75 and over
- First Nations, Métis and persons 65 years of age and over living in a First Nations community or Metis Settlement
- Health-care workers in medical, surgical and COVID-19 units or operating rooms

The second phase is scheduled to start in April 2021 and will continue targeting populations in sequence. At this time, the order of vaccinating populations has not been defined.

Phase three is targeted for Fall 2021 and involves the roll-out to the general public.

### Public Libraries Resources

Resources are available at: <https://www.alberta.ca/public-library-services.aspx>

## Municipal Elections

**Due to the ongoing pandemic, are legislative changes being considered for the *Local Authorities Election Act (LAEA)* for the upcoming municipal elections?**

**YES.** Municipal Affairs has met with key municipal stakeholders to discuss potential risks relating to the 2021 municipal general election and have identified some temporary modifications that could be made, if needed, to specific requirements under the *LAEA*. An example is the approval of Ministerial Order No. MSD: 130/20, enabling nomination deposits to also be paid by debit or credit card. The need for certain modifications will continue to be monitored and reviewed to ensure municipalities will have the appropriate ability to align election operations with public health orders or recommendations.

**The nomination period began January 1, 2021. As a way to avoid in-person contact, can candidates submit nomination papers electronically?**

**NO.** Currently, nomination papers cannot be submitted electronically. In addition to being delivered in person, the specific requirement of section 28 of the *LAEA* to submit nomination forms to the local jurisdiction office can be met by having forms mailed or delivered by courier. Nomination forms can also be accepted at specific times set by the returning officer, by appointment, or at a secure drop-off box.

## Council Meetings

**Can councils still hold council meetings in-person with members of the public present?**

**YES.** Since municipal council meetings are business meetings and not social meetings, they can be held in person, including with members of the public; however, because of the elevated risk, it is strongly recommended to move to virtual meeting formats wherever possible.

**Is the Public Meeting Procedures (COVID-19 Suppression) Regulation still in effect?**

**YES.** The Public Meeting Procedures (COVID-19 Suppression) Regulation remains in effect until it has been repealed. The [regulation](#) enables municipalities to follow the Chief Medical Officer of Health's orders for physical/social distancing by conducting meetings electronically. While councils are encouraged to consider electronic meetings to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission, while ensuring the process used complies with current public health orders.

## General Questions

**Has a timeline been established as to when the current public health measures will be changed?**

**NO.** On January 7, 2020, it was announced that the current public health measures that came into effect on December 13, 2020, are extended and will remain in place until at least January 21, 2021. These provisions and the situation will be evaluated closer to January 21, 2021.

**Are there different authority levels for the ongoing enforcement of current restrictions?**

**YES.** Enforcement is currently undertaken by several different authorities. Alberta Health Services Public Health Inspectors respond to business-related complaints and continuing care complaints.

Response to any time-sensitive complaints about distancing, social gatherings, and isolation breaches can be made by:

- Police Officers
- Uniformed Community Peace Officers Level 1
- Uniformed Alberta Peace Officers Level 2

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**As the warm weather continues, our outdoor recreation and skating facilities continue to be popular destinations. Has there been any further clarification made to the guidelines of use for these municipal facilities and on outdoor skating?**



**YES.** On December 23, 2020, Dr. Deena Hinshaw signed [Order 44-20](#), which helps clarify the use of outdoor rinks and outdoor group physical activity, including hockey, and other concerns brought forward by municipalities.

Section 38(2) provides additional clarity, and states "...a person may participate in an outdoor group physical activity consisting of less than 10 persons if a minimum physical distance of 2 metres between all participants is maintained at all times."

**Is there a timeline established for when municipalities may reopen arenas?**

**NO.** CMOH [Order 42-2020](#) is in effect until at least January 21, 2021.

How long arenas will remain closed will be determined at the same time the stronger health measures put in place on December 13, 2020 are re-evaluated.

**Renovations and construction continue during the pandemic. Inspections under the *Safety Codes Act* are still necessary. Are there public health measures that impact our safety codes officers?**

**YES.** Safety codes officers can continue inspections. Officers must mask while inspecting indoor public spaces, including construction sites, and can enter occupied houses for the purpose of inspection, according to CMOH Order 42-2020.

**Are Volunteer Fire Departments allowed to continue training?**

**YES.** Volunteer fire departments are permitted to undertake training activities as long as appropriate protocols are being followed. If this training can be safely delayed until mid-January when the current measures are expected to be reviewed, then delaying is recommended.



## Additional Resources

The Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) continue to be a valuable resource for municipalities.

RMA's COVID-19 response hub is available at <https://rmaalberta.com/about/covid-19-response-hub>.

AUMA's updated guide is available at [www.auma.ca/covid19](http://www.auma.ca/covid19).

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at [www.fcm.ca/en/resources/covid-19-resources-municipalities](http://www.fcm.ca/en/resources/covid-19-resources-municipalities).

For the most up-to-date information on the COVID-19 situation in Alberta, visit: [www.alberta.ca/COVID19](http://www.alberta.ca/COVID19).

### Alberta Biz Connect

Alberta Biz Connect provides workplace guidance and support to businesses and non-profits. The online tool also provides sector-specific guidelines to ensure businesses can reopen safely during the COVID-19 pandemic. Businesses with questions regarding the relaunch can [email the Biz Connect team](#). Common questions are also posted [online](#).

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# Town of Onoway

Box 540, Onoway, AB T0E 1V0  
website: [www.onoway.ca](http://www.onoway.ca)

November 10, 2020

## **Town of Onoway Organizational Meeting – October 15, 2020**

Council of the Town of Onoway held their organizational meeting on October 15, 2020. The results of the Organizational Meeting are:

Mayor	Judy Tracy
Deputy Mayor	Lynne Tonita
Councillor	Lisa Johnson
Councillor	Jeff Mickle
Councillor	Pat St. Hilaire

### COMMISSION APPOINTMENTS:

#### **Capital Regional Assessment Services Commission**

- Councillor Pat St. Hilaire as representative and Deputy Mayor Lynne Tonita as alternate

#### **Highway 43 East Waste Commission**

- Councillor Pat St. Hilaire as representative and Councillor Jeff Mickle as alternate

#### **West Inter Lake District (WILD) Regional Water Services Commission**

- Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate

### REGIONAL BOARD APPOINTMENTS:

#### **East End Bus Society**

- Councillor Lisa Johnson as representative and Deputy Mayor Lynne Tonita as alternate

#### **Yellowhead East Community Futures**

- Mayor Judy Tracy as representative and Deputy Mayor Lynne Tonita as alternate

#### **Lac Ste. Anne Foundation**

- Councillor Pat St. Hilaire as representative

#### **Yellowhead Regional Library Board**

- Councillor Pat St. Hilaire as representative

#### **Economic Development Committee/Partnership Committee**

- Councillor Lisa Johnson and Deputy Mayor Lynne Tonita as representatives and Mayor Judy Tracy as alternate

#### **Community Policing Advisory Committee (CPAC)**

- Councillor Lisa Johnson as representative and Mayor Judy Tracy as alternate

#### **Onoway Regional Medical Clinic / Physician Recruitment Retention Committee**

- Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate

#### **North Saskatchewan Watershed Alliance**

- Deputy Mayor Lynne Tonita as representative; Jason Madge to the Technical Committee

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## **Town of Onoway Organizational Meeting Appointments – Page 2**

### **Regional Emergency Services Committee/Fire Services**

- Mayor Judy Tracy as representative and Councillor Pat St. Hilaire as alternate; Chief Administrative Officer or designate to attend

### **Emergency Management/ Disaster Services Committee**

- Mayor Judy Tracy and Deputy Mayor Lynne Tonita as representatives

### **Revenue and Cost Sharing Study Committee**

- Mayor Judy Tracy as representative and Deputy Mayor Lynne Tonita as alternate; Chief Administrative Officer or designate to attend

### **LOCAL BOARD APPOINTMENTS:**

#### **Onoway Public Library Board**

- Deputy Mayor Lynne Tonita and Councillor Pat St. Hilaire as representatives

#### **Region 1 Recreation and FCSS Board**

- Councillor Jeff Mickle as representative and Deputy Mayor Lynne Tonita as alternate

#### **Onoway and District Chamber of Commerce**

- Mayor Judy Tracy as representative and Councillor Lisa Johnson

#### **Onoway Beautification Committee**

- Councillor Pat St. Hilaire as representative and Councillor Lisa Johnson as alternate

#### **Onoway and District Agricultural Society (ODAS) - (Arena)**

- Councillor Lisa Johnson as representative and Councillor Pat St. Hilaire as alternate

#### **Onoway Facility Enhancement Association (OFEA) – Community Hall**

- Councillor Lisa Johnson as representative and Mayor Judy Tracy as alternate

#### **Onoway and District Historical Guild**

- Councillor Pat St. Hilaire as representative and Councillor Lisa Johnson as alternate

#### **Regional Wastewater Line Committee**

- Mayor Judy Tracy and Deputy Mayor Lynne Tonita as representatives

### **MISCELLANEOUS COMMITTEE APPOINTMENTS:**

#### **Inter Municipal Development Plan Negotiating Committee**

- Councillor Lisa Johnson as representative and Deputy Mayor Lynne Tonita as alternate

#### **Onoway Interagency Committee**

- Councillor Pat St. Hilaire as representative and Councillor Lisa Johnson as alternate

**WEST INTER LAKE DISTRICT (WILD)  
REGIONAL WATER SERVICES COMMISSION**

Box 8 Alberta Beach, AB. T0E 0A0  
Ph: 780-967-0271 Fax: 780-967-0431  
Email: wildwatercommission@gmail.com

January 6<sup>th</sup>, 2021

**TO: ALL COMMISSION MEMBERS**  
*(Sent by Mail)*

Dear Member,

**Re: WILD Water Commission - 2021 Rates and Budget Estimates**

Having previously approved its 2021 Governance and Operating Budget, on December 21<sup>st</sup>, 2020 the Commission adopted the rate structure for 2021. The purpose of this letter is simply to keep our members informed of the new rates, fees and upcoming requisitions to help with your own budgeting process. As in the past, consumption and debenture invoices – as applicable – will be prepared and forwarded in due course.

For general reference, Bylaw 11-2020 (the rate bylaw) establishes the following rate mechanism effective January 1<sup>st</sup>, 2021:

- ✓ Direct Members Water Sales – \$2.66/m<sup>3</sup>
  - *(a decrease from \$2.80/m<sup>3</sup> in 2020)*
- ✓ Truck Fill Stations (All Stations) - \$4.40/m<sup>3</sup>
  - *(an increase from \$4.30/m<sup>3</sup> in 2020, as per business plan)*
- ✓ NSF/Rejected Payments - \$25.00/occurrence
  - *(same as prior year)*
- ✓ Penalties on Outstanding Accounts - 2% of subject balance outstanding after 30 days.
  - *(same as prior year)*

*(A complete copy of the bylaw can be provided on request for more detail)*

Additionally, the requisitions for Administration and Governance, as well as debenture payments for Phase I and II, will be issued in the coming months. An Itemized estimate for your municipality/community is enclosed; this estimate is for budgetary purposes only and may be subject to minor changes from pending external factors. **This estimate is not a statement of account**; please do not forward payment at this time. Invoices will be forwarded for payment once prepared.

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**WEST INTER LAKE DISTRICT (WILD)  
REGIONAL WATER SERVICES COMMISSION**

Box 8 Alberta Beach, AB. T0E 0A0  
Ph: 780-967-0271 Fax: 780-967-0431  
Email: wildwatercommission@gmail.com

On behalf of the Board of Directors and commission staff, thank you to all our members and stakeholders who continue to share in our successes. We look forward to another year of growth – as a regional utility and as a community partner.

All the best to you and your organization in 2021!



Lorne Olsvik  
Chairman  
Director for Lac Ste. Anne County  
WILD Water Commission

Encl: Member Requisition and Debenture Estimate 2021

cc: Members  
Board of Directors  
Commission Manager

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Revised Jan 12, 2021

WILD Water Commission - Projected Budget Requisitions per Member (2021)

Member	Admin and Governance	Phase I Debenture	Phase II Debenture	Total Requisitions 2021
Alberta Beach	\$ 18,174.22	\$ 24,763.94	\$ 16,159.14	\$ 59,097.30
Alexis Nakota Sioux Nation	\$ 8,248.44	\$ -	\$ -	\$ 8,248.44
Lac Ste. Anne County	\$ 10,939.47	\$ 14,948.96	\$ 9,726.54	\$ 35,614.97
Parkland County	\$ 12,043.20	\$ -	\$ -	\$ 12,043.20
Paul First Nation	\$ 10,807.97	\$ -	\$ -	\$ 10,807.97
S.V. of Castle Island	\$ 164.47	\$ -	\$ -	\$ 164.47
S.V. of Kapisiwini	\$ 149.15	\$ -	\$ -	\$ 149.15
S.V. of Lake View	\$ 402.88	\$ 604.00	\$ 358.30	\$ 1,365.18
S.V. of Nakamun Park	\$ 985.15	\$ 1,359.00	\$ -	\$ 2,344.15
S.V. of Ross Haven	\$ 2,216.49	\$ 3,020.00	\$ 1,970.78	\$ 7,207.27
S.V. of Sandy Beach	\$ 2,675.56	\$ 3,624.00	\$ 2,378.90	\$ 8,678.46
S.V. of Seba Beach	\$ 2,272.50	\$ 3,020.00	\$ 2,020.54	\$ 7,313.04
S.V. of Sunrise Beach	\$ 1,903.09	\$ 2,567.00	\$ 1,692.08	\$ 6,162.17
S.V. of Sunset Point	\$ 2,709.12	\$ 3,624.00	\$ 2,408.76	\$ 8,741.88
S.V. of Val Quentin	\$ 2,026.25	\$ 2,718.00	\$ 1,801.58	\$ 6,545.83
S.V. of West Cove	\$ 1,891.90	\$ 2,567.00	\$ -	\$ 4,458.90
S.V. of Yellowstone	\$ 1,903.09	\$ -	\$ -	\$ 1,903.09
Town of Onoway	\$ 18,106.85	\$ 24,612.94	\$ 16,099.24	\$ 58,819.03
Village of Wabamun	\$ 12,455.20	\$ -	\$ 11,074.22	\$ 23,529.42
<b>Total</b>	<b>\$ 110,075.00</b>	<b>\$ 87,428.84</b>	<b>\$ 65,690.08</b>	<b>\$ 263,193.92</b>

\*\*\* Note: Some partners paid all or part of their debenture portions upfront. In those situations their portion will not be invoiced out, but rather covered by an internal transfer from their initial payment which is held as deferred revenue by the Commission.

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