

**SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST
AGENDA**

HOST VILLAGE – SANDY BEACH

Saturday, October 13th, 2018 at 9:00 a.m.

Sandy Beach Community Hall – 63 Lakeshore Drive, Summer Village of Sandy Beach

CALL TO ORDER/INTRODUCTIONS

1. Adopt Agenda

(1-4) **2. Approval of Minutes – May 26th, 2018 Regular Meeting Minutes**

(5-13) **3. SVLSACE Financial Report (May 1st, 2018 to August 31st, 2018)**

4. Committee Updates:

(a) Highway 43 East Waste Commission

(b) Lac Ste. Anne Seniors Foundation

(c) Lac Ste. Anne East End Bus Society

(d) WILD Water Commission

(e) Water Quality and Watershed Reports

(f) Summer Village Emergency Management Committee

(g) Association of Summer Villages of Alberta

(h) Ste. Anne Regional Municipalities

(i) Other

14-17) **5. Executive and Committee Appointments – in the fall meeting of every year we set our organizational framework for the next term. The following appointments need to be addressed and all appointments will take effect immediately following adjournment of this meeting:**

a) **Election of Chairperson** - (was Bernie Poulin)

b) **Election of Vice Chairperson** - (was Ren Giesbrecht)

c) **Committee Appointments:**

a. **Highway 43 East Waste** - (was Harry Kassian and Russ Purdy, alt Richard Martin)

b. **East End Bus** - (was Ann Morrison, alt Brenda Shewaga)

c. **LSA Seniors Foundation** - (was Ann Morrison and Bernie Poulin, alt Ren Giesbrecht)

d. **WILD Water Commission** - (was Larry St. Amand and Don Bauer, alt Richard Martin)

e. **Lake Quality Committees** – (was Bernie Poulin, alt Sandi Benford)

f. **Summer Village Emergency Management** – (was Larry St. Amand, Chairman of the Advisory Committee)

g. **Association of Summer Villages of Alberta** – (was Marlene Walsh, duly elected Director of ASVA)

h. **Ste. Anne Regional Municipalities** – (was Bernie Poulin, as Chairman, and Ren Giesbrecht, as Vice Chairman, no alternate)

d) **Administration** – (was Wildwillow Enterprises Inc. with Dwight Moskalyk as Administrator, agreement expires December 31st, 2018)

e) **Financials:**

a. **Banking Institution** – Confirm ATB Financial as the SVLSACE banking institution.

b. **Signing Authority** – confirm chairperson, vice chairperson and administrator as signing authority, with one signature from either chairperson or vice

chairperson and one signature from administration required to fully execute financial instruments (including cheques).

- c. **Executive Meeting Fees** - (was \$75 for less than 4 hours, \$150 for a full day (more than 4 hours), \$25 for a conference call meeting, and \$0.60/km for travel, but some changes are presented as part of the guidelines review under action items).

(18-27)
+
(28-32)

6. **SVLSACE Revised Operating Guidelines** – Attached is a draft rewrite of the SVLSACE Operating Guidelines. The SVLSACE is not a formally registered corporate entity and the association is not required to meet any specific criteria for how it governs itself. However, having reviewed the existing guidelines at the direction of the members, the Chairman, Vice Chairman and Administrator have prepared this draft revised guideline of operation for consideration. This draft was presented during the May 26th, 2018 meeting but members requested that the item be returned with the original/current version of the guidelines attached for comparison. Both items are attached for review. *(We recommend approving the revised guidelines as presented, or with amendments.)*

7. **Administration Services** – the existing agreement with Wildwillow Enterprises Inc. expires on December 31st, 2018. We are happy to discuss extending that agreement, but also respect if you want to open it up for formal submissions from other parties. *(We recommend that the chairman and vice-chairman be authorized to enter negotiations or solicit proposals and return same to the next SVLSACE meeting for consideration.)*

(33-37)

8. **SARM Authority** - The Ste. Anne Regional Municipalities committee, which comprises the Mayors, Deputy Mayors (or Alternate), and CAOs of the municipalities of and within Lac Ste. Anne County have been working to restore the working relationship between municipal partners and capitalise on regional and sub regional initiatives. Part of this process has been to formalize protocols for how the committee meets, what it discusses and how it reports items among itself and to its members. The summer villages are collectively represented by the SVLSACE on this committee and they have been asked to review these protocols with the SVLSACE. A copy of the protocols is attached for your review. *(We are recommending approval of the protocols, authorization for Chairperson and Vice Chairperson to execute the protocols and authorizing the Town of Mayerthorpe to be protector for the original copies of said agreement.)*

9. **Internet Service Providers** – Discussed at the last SARM meeting was the possibility of having either the SVLSACE or each member municipality participate in sending correspondence to the major internet service providers in the area outlining the poor service coverage provided in our region and inviting them to participate in a discussion on how to better populate existing towers or other options that would enhance services. This may also be discussed during the upcoming regional meeting. *(We recommend sending a letter, but will defer to the group on if that letter should be from SVLSACE or individual members.)*

(38)

10. **Regional Policing** – Also discussed at the last SARM meeting was the possibility of procuring additional Community Peace Officer coverage from Lac Ste. Anne County. Many of the urban community get CPO services from the Town of Mayerthorpe or other regional partners, I think a few get it through the RCMP as well. The option discussed was not to replace these existing services but rather enhance them with some additional coverage during peak months and days (weekends for example). Further to supplemental discussions with Reeve Blakeman, we have been asked to compile some figures from the membership and forward this information to LSAC for their consideration. We have prepared a brief questionnaire and are asking that members return it to administration by November 10th, 2018 so that we can have some options ahead of our respective budget cycles.

11. **Regional Municipalities Meeting** – Just a reminder that the Regional Municipalities Meeting is scheduled for October 16th, 2018 in Alberta Beach. If members wish to discuss any of the items currently on the agenda amongst ourselves first, we can do so now.

(Coffee Break)

12. **Lac Ste. Anne County Council (N/A)** – Given the Regional Municipalities Meeting in just a few days and our own full agenda, the County has respectfully agreed to withdraw their participation from this SVLSACE meeting but will be at future meetings.

13.

14.

12. **Thank-you to host Sandy Beach**

13. **Next meeting date: February 2nd, 2019**

(host Silver Sands)

13. **Adjournment**

(to be followed by AEMA Elected Official Training Course approx. 1.5 hr)

**MINUTES OF THE SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST
REGULAR MEETING HELD ON SATURDAY MAY 26th, 2018 AT 9:00 A.M. HOSTED
BY THE SUMMER VILLAGE OF ROSS HAVEN AT THE GUNN HALL**

Attendance

Ian Kupchenko	Councillor	Castle Island
Bernie Poulin	Mayor	Silver Sands (Chair)
Ren Giesbrecht	Deputy Mayor	West Cove(Vice Chair)
Jack Ruiter	Deputy Mayor	Ross Haven
Louis Belland	Mayor	Ross Haven
Richard Martin	Deputy Mayor	Sunset Point
Ann Morrison	Mayor	Sunset Point
Don Bauer	Councillor	Yellowstone
Gordon Drybrough	Deputy Mayor	Sandy Beach
Larry St. Amand	Mayor	West Cove
Russ Purdy	Mayor	Yellowstone
Harry Kassian	Deputy Mayor	Nakamun Park
Michael Harney	Mayor	Sandy Beach
Bob Lehman	Mayor	Val Quentin
Marlene Walsh	Deputy Mayor	Val Quentin
Rudolf Liebenberg	CAO	Sandy Beach, Sunset Point
Sandi Benford	Mayor	South View
Roger Montpellier	Councillor	Val Quentin
Larry Horncastle	CAO	Ross Haven
Garth Ward	Deputy Mayor	South View
Lorne Olsvik (10:10am)	Councillor	Lac Ste. Anne County
Joe Blakeman (10:10am)	Reeve	Lac Ste. Anne County
Lloyd Giebelhaus (10:10am)	Councillor	Lac Ste. Anne County
Nick Gelych (10:10am)	Deputy Reeve	Lac Ste. Anne County
George Vaughan (10:10am)	Councillor	Lac Ste. Anne County
Wendy Wildman	CAO	Silver Sands, South View, West Cove, Yellowstone, Sunrise Beach
Dwight Moskalyk	Administration/CAO	SVLSACE/ Nakamun Park

Call to Order

Chairman Poulin called the meeting to order at 9:00 a.m.

(7) Adopt Agenda

①

Motion #10-18
Agenda

Richard Martin – that the agenda be approved as amended to include:
Item 8 - Appointment of a new Summer Village Representative to the West Inter-Lake District Regional Water Services Commission

Carried.

**MINUTES OF THE SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST
REGULAR MEETING HELD ON SATURDAY MAY 26th, 2018 AT 9:00 A.M. HOSTED
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(2) Minutes:

Motion #11-18
Minutes

Sandi Benford – that the February 3rd, 2018 regular meeting minutes be approved as presented.

Carried.

Motion #12-18
Financial Reports

(3) Financial Update:

Larry St. Amand – that the financial report for Jan. 1st, 2018 through April 30th, 2018 be accepted for information as presented.

Carried.

Motion #13-18
Committee Reports

(4) Committee Reports:

Ann Morrison – that the committee reports for Highway 43 East Waste Commission, Lac Ste. Anne Seniors Foundation, Lac Ste. Anne East End Bus Society, WILD Water and LILSA/ALUS be accepted for information as written and verbally presented.

Carried.

Motion #14-18
(LSAF – Invitation to
the Next Meeting)

Ann Morrison – that Lac Ste. Anne Foundation CAO Dena Krysik be invited to attend the next SVLSACE regular meeting to brief the membership on LSAF operations, their mandate and mission, and the challenges they are facing.

Carried.

(5) SVLSACE – Draft Revised Operating Guidelines

Motion #15-18
(Draft Revised
Operating Guidelines)

Ren Giesbrecht – that the draft revised operating guidelines be reviewed by the membership for comment and returned to the next regular meeting for discussion.

Carried.

(6) 2018 SVLSACE Budget and Requisitions

Motion #16-18
(ARL Forum – Ratify
Attendance, Accept
Reports)

Sandi Benford – that the attendance of Vice Chairman Giesbrecht at the Alberta Recreational Lakes Forum on May 10th 2018 be ratified and the resulting reports be accepted for information.

Carried.

(7) Fertilizer and Herbicide Bylaw Discussion

Motion #17-18
(Fertilizer and
Herbicide Bylaws)

Sandi Benford – that discussion on fertilizer and herbicide bylaws, including the example bylaw from the Summer Village of Grandview (Bylaw #298), be accepted for information.

Carried.

②

**MINUTES OF THE SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST
REGULAR MEETING HELD ON SATURDAY MAY 26th, 2018 AT 9:00 A.M. HOSTED
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(8) WILD Water Representative Vacancy:

Chairman Poulin called for nominations for the position of WILD Water Representative for the Summer Villages a first time;

Ren Giesbrecht nominated Don Bauer

Chairman Poulin called for nominations a second time;

Chairman Poulin called for nominations a third time;

Sandi Benford – that nominations for the position of WILD Water Representative for the Summer Villages cease.

Motion #18-18
(WILD Nominations –
Cease)

Carried.

Don Bauer was appointed as a Summer Village Representative to the West Inter-Lake District Regional Water Services Commission.

County Arrived at
Meeting
10:10 a.m.

County Council Delegation Arrived (10:10 a.m.)
Coffee Break (10:10 a.m. – 10:30 a.m.)

(9) Lac Ste. Anne County Council (10:30 a.m.)

Sandi Benford – that the discussion with Lac Ste. Anne County Council be accepted for information.

Motion #19-18
(County Council
Discussions)

Carried.

(9) Ste. Anne Natural Gas Presentation (11:00 a.m.)

Ren Giesbrecht – that the presentation by Kevin Ouderkirk from Ste. Anne Natural Gas be accepted for information.

Motion #20-18
(SANG Presentation)

Carried.

Larry St. Amand – that a report from our representatives on the Association of Summer Villages of Alberta (ASVA) be made a standing item under committee reports on future agendas.

Motion #21-18
(Add ASVA
Committee Reports to
Future Agendas)

Carried.

(10) Next Meeting

Ren Giesbrecht – that the next SVLSACE regular meeting be scheduled for 9:00 a.m. Saturday October 13th, 2018 at the Sandy Beach Hall, Sandy Beach as host.

Motion #22-18
Next Meeting

Carried.

(14) Thank-You to Ross Haven

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**MINUTES OF THE SUMMER VILLAGES OF LAC STE. ANNE COUNTY EAST
REGULAR MEETING HELD ON SATURDAY MAY 26th, 2018 AT 9:00 A.M. HOSTED
BY THE SUMMER VILLAGE OF ROSS HAVEN AT THE GUNN HALL**

Chairman Poulin thanked Ross Haven for hosting the meeting.

All matters being addressed Chairman Poulin adjourned the meeting at
11:33 a.m.

Chairman

Administration

UNAPPROVED

SVLSACE 2018 FINANCIAL REPORT

PRESENTED for the October 13th, 2018 MEETING


TRANSACTIONS SHOWN ACCOUNT FOR ACTIVITY FROM May 1st, 2018 to August 31st, 2018

Note: the account is fully reimbursed for standard monthly maintenance and service fees – those items are not shown on this report to save space but are found on the attached statements.

DATE	REFERENCE	REVENUE	EXPENSE
	OPENING BALANCE		
May 1 st , 2018	Opening Balance	\$19,724.76	
	PAYMENTS RECEIVED		
May 31 st , 2018	Account Interest	\$26.21	
June 30 th , 2018	Account Interest	\$20.26	
July 31 st , 2018	Account Interest	\$22.13	
August 16 th , 2018	Deposit Cheques	\$1,322.89	
August 31 st , 2018	Account Interest	\$21.70	
August 31st, 2018	TOTAL INCOME	\$1,413.19	
	PAYMENTS SENT		
May 30 th , 2018	G.A.R.S – Chq. #113		\$1260.00
May 31 st , 2018	A. Morrison – Chq. #112		\$96.60
June 1 st , 2018	Onoway Guild – Chq. #111		\$85.00
June 4 th , 2018	Wildwillow Ent – Chq. #116		\$2836.58
June 14 th , 2018	AB 50+ Club – Chq. #110		\$75.00
June 18 th , 2018	G.A.R.S. – Chq. #115		\$65.00
July 11 th , 2018	C. Helland – Chq. #117		\$123.00
July 20 th , 2018	R. Giesbrecht – Chq. #114		\$509.52
July 30 th , 2018	L. St. Amand – Chq. #119		\$624.60
August 2 nd , 2018	B. Poulin – Chq. #120		\$799.40
August 20 th , 2018	AB 50+ Club – Chq. #121		\$75.00
August 31st, 2018	TOTAL EXPENSES		\$6,549.70
		\$21,137.95	\$6,549.70
August 31st, 2018	CLOSING BALANCE	\$14,588.25	

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Statement date May 31, 2018
 Transit number 08989-219
 Customer number 0000069094
 Cheque images 2
 Page number 1 of 3

ATBD111100_2584998_002 E D 08989 23460 
 SUMMER VILLAGES OF LAC STE ANNE
 EAST
 Box 8
 Alberta Beach AB T0E 0A0

Your ATB Financial Branch
 08989 Onoway Branch
 4910 50 St
 Onoway AB
 T0E 1V0

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RECEIVED
 June 11 2018

A summary of Deposit Account Business Custom Account II

00108312001	Transit # 08989-219
Your balance forward on Apr 30, 2018	\$19,724.76
Debits to your account (4 items)	- \$1,368.40
Credits to your account (3 items)	+ \$38.01
Your closing balance on May 31, 2018	= \$18,394.37

Details of your account transactions

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Apr 30	Balance forward			\$19,724.76
May 30	Cheque #00000000113	\$1,260.00 ✓		18,464.76
May 31	Cheque #00000000112	\$96.60 ✓		18,368.16
May 31	Interest Payment		\$26.21 ✓	18,394.37
May 31	Monthly Maintenance Fees	\$10.00 ✓		18,384.37
May 31	Fee Waiver of Settlement		\$10.00 ✓	18,394.37
May 31	Adjustment Fee Walver of Settlement		\$1.80 ✓	18,396.17
May 31	Fee Service	\$1.80 ✓		18,394.37
May 31	Closing balance			\$18,394.37

Find an error? Give us a call or drop by a branch. We'll take care of it.

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Statement date May 31, 2018

Transit number 08989-219

Customer number 0000069094

Page number 3 of 3

Business Custom Account II 00108312001

Cheque #00000000113

\$1,260.00

SUMMER VILLAGES OF LAC STE ANNE EAST BOX 340 ALBERTA BEACH, AB, T0E 0A0		0113
DATE 20180526		
PAY TO the order of <u>G.R.S.</u>	\$ 1260.00	
<u>ONE thousand two hundred and sixty</u>		DOLLARS
ATB Financial		
BY <u>[Signature]</u>		
000113 08989-219 1083120-01*		

Business Custom Account II 00108312001

Cheque #00000000112


\$96.60

SUMMER VILLAGES OF LAC STE ANNE EAST BOX 340 ALBERTA BEACH, AB, T0E 0A0		0112
DATE 20180526		
PAY TO the order of <u>Paul Morrison</u>	\$ 96.60	
<u>Ninety six and 60/100</u>		DOLLARS
ATB Financial		
BY <u>[Signature]</u>		
000112 08989-219 1083120-01*		



7

Statement date June 30, 2018
 Transit number 08989-219
 Customer number 0000069094
 Cheque images 4
 Page number 1 of 3

ATB0111100_3274989_002 E D 08989 23614 
 SUMMER VILLAGES OF LAC STE ANNE
 EAST
 Box 8
 Alberta Beach AB T0E 0A0

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 08989 Onoway Branch
 4910 50 St
 Onoway AB
 T0E 1V0

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 JUN 12 2018

A summary of Deposit Account Business Custom Account II

00108312001		Transit # 08989-219
Your balance forward on May 31, 2018		\$18,394.37
Debits to your account (6 items)	-	\$3,075.18
Credits to your account (3 items)	+	\$33.86
Your closing balance on Jun 30, 2018	=	\$15,353.05

Details of your account transactions

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
May 31	Balance forward			\$18,394.37
Jun 1	Cheque #000000000111	\$85.00 /		18,309.37
Jun 4	Cheque #000000000116	\$2,836.58 /		15,472.79
Jun 14	Cheque #000000000110	\$75.00 /		15,397.79
Jun 18	Cheque #000000000115	\$65.00 /		15,332.79
Jun 30	Interest Payment		\$20.26 /	15,353.05
Jun 30	Monthly Maintenance Fees	\$10.00 /		15,343.05
Jun 30	Fee Waiver of Settlement		\$10.00 /	15,353.05
Jun 30	Adjustment Fee Waiver of Settlement		\$3.60 /	15,356.65
Jun 30	Fee Service	\$3.60 /		15,353.05
Jun 30	Closing balance			\$15,353.05

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Deposit Account Statement

ATB Financial™

Statement date June 30, 2018

Transit number 08989-219

Customer number 0000069094

Page number 3 of 3

Business Custom Account II 00108312001

Cheque #000000000111

\$85.00

SUMMER VILLAGES OF LAC STE ANNE EAST
BOX 746
ALBERTA BEACH, AB, T0E 0A0

DATE 20180522

PAY TO: CONTRACT and debit Withdrawal Card \$ 85.00
the order of Security - June challans DOLLARS @

ATB Financial
SUMMER VILLAGES OF LAC STE ANNE EAST
BOX 746
ALBERTA BEACH, T0E 0A0

ATB Bank
Wade

⑆000116⑆ ⑆08989⑆219⑆ 1083120⑆ 01⑆

Business Custom Account II 00108312001

Cheque #000000000116

\$2,836.58

SUMMER VILLAGES OF LAC STE ANNE EAST
BOX 746
ALBERTA BEACH, AB, T0E 0A0

DATE 20180531

PAY TO: Loaidwulan Ent Inc \$ 2836.58
the order of Security - June Withdrawal - thirty six DOLLARS @

ATB Financial
SUMMER VILLAGES OF LAC STE ANNE EAST
BOX 746
ALBERTA BEACH, T0E 0A0

ATB Bank
Wade

⑆000116⑆ ⑆08989⑆219⑆ 1083120⑆ 01⑆

Business Custom Account II 00108312001

Cheque #000000000110

\$75.00

SUMMER VILLAGES OF LAC STE ANNE EAST
BOX 746
ALBERTA BEACH, AB, T0E 0A0

DATE 20180413

PAY TO: Alta Beach and District 50 Plus Club \$ 75.00
the order of Security - June challans DOLLARS @

ATB Financial
SUMMER VILLAGES OF LAC STE ANNE EAST
BOX 746
ALBERTA BEACH, T0E 0A0

ATB Bank
Wade

⑆000116⑆ ⑆08989⑆219⑆ 1083120⑆ 01⑆

Business Custom Account II 00108312001

Cheque #000000000115

\$65.00

SUMMER VILLAGES OF LAC STE ANNE EAST
BOX 746
ALBERTA BEACH, AB, T0E 0A0

DATE 20180529

PAY TO: Area Preservation Society \$ 65.00
the order of Security - June DOLLARS @

ATB Financial
SUMMER VILLAGES OF LAC STE ANNE EAST
BOX 746
ALBERTA BEACH, T0E 0A0


ATB Bank
Wade

⑆000116⑆ ⑆08989⑆219⑆ 1083120⑆ 01⑆



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Statement date July 31, 2018
 Transit number 08989-219
 Customer number 0000069094
 Cheque images 3
 Page number 1 of 3

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 AUG 12 2018

A summary of Deposit Account Business Custom Account II

00108312001		Transit # 08989-219	
Your balance forward on Jun 30, 2018			\$15,353.05
Debits to your account (5 items)	-		\$1,269.82
Credits to your account (3 items)	+		\$34.83
Your closing balance on Jul 31, 2018	=		\$14,118.06

Details of your account transactions

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Jun 30	Balance forward			\$15,353.05
Jul 11	Cheque #000000000117	\$123.00 /		15,230.05
Jul 20	Cheque #000000000114	\$509.52 /		14,720.53
Jul 30	Cheque #000000000119	\$624.60 /		14,095.93
Jul 31	Interest Payment		\$22.13 /	14,118.06
Jul 31	Monthly Maintenance Fees	\$10.00	/	14,108.06
Jul 31	Fee Waiver of Settlement		\$10.00 /	14,118.06
Jul 31	Adjustment Fee Waiver of Settlement		\$2.70 /	14,120.76
Jul 31	Fee Service	\$2.70	/	14,118.06
Jul 31	Closing balance			\$14,118.06

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Statement date July 31, 2018

Transit number 08989-219

Customer number 0000069094

Page number 3 of 3

Business Custom Account II 00108312001

Cheque #000000000117

\$123.00

SUMMER VILLAGES OF LAC STE ANNE EAST BOX 704 ALBERTA BEACH AB, T0E 0A0		0117
DATE 20180617		
PAY TO the order of <u>Camelia Helland</u>	\$ 123.00	
<u>One hundred and twenty-three</u>	00 DOLLARS	
ATB Financial SUMMER VILLAGES OF LAC STE ANNE EAST		
on <u>January 17, 2018 WILD WATER SUP</u>		
000117 :08989-219: 1083120- 01*		

Business Custom Account II 00108312001

Cheque #000000000114

\$509.52

SUMMER VILLAGES OF LAC STE ANNE EAST BOX 704 ALBERTA BEACH AB, T0E 0A0		0114
DATE 20180618		
PAY TO the order of <u>Ann Lundquist</u>	\$ 509.52	
<u>Five hundred and nine and 52/100</u>	52 DOLLARS	
ATB Financial SUMMER VILLAGES OF LAC STE ANNE EAST		
on <u>January 18, 2018 Expense Memo SU/SRCE</u>		
000114 :08989-219: 1083120- 01*		

Business Custom Account II 00108312001

Cheque #000000000119

\$624.60

SUMMER VILLAGES OF LAC STE ANNE EAST BOX 704 ALBERTA BEACH AB, T0E 0A0		0119
DATE 20180723		
PAY TO the order of <u>Larry St. Amund</u>	\$ 624.60	
<u>Six hundred and twenty-four and 60/100</u>	60 DOLLARS	
ATB Financial SUMMER VILLAGES OF LAC STE ANNE EAST		
on <u>March - June 2018 Remuneration</u>		
000119 :08989-219: 1083120- 01*		



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Statement date August 31, 2018

Transit number 08989-219

Customer number 0000069094

Cheque images 2

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ATB0111100_4685044_002 E D 08989 22076



SUMMER VILLAGES OF LAC STE ANNE
EAST
Box 8
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4910 50 St
Onoway AB
T0E 1V0

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A summary of Deposit Account Business Custom Account II

00108312001		Transit # 08989-219
Your balance forward on Jul 31, 2018		\$14,118.06
Debits to your account (4 items)	-	\$887.10
Credits to your account (4 items)	+	\$1,357.29
Your closing balance on Aug 31, 2018	=	\$14,588.25

Details of your account transactions

Date	Description	Debits to your account (\$)	Credits to your account (\$)	Balance (\$)
Jul 31	Balance forward			\$14,118.06
Aug 2	Cheque #000000000120	\$799.40 /		13,318.66
Aug 16	Deposit Cheque		\$1,322.89 /	14,641.55
Aug 20	Cheque #000000000121	\$75.00 /		14,566.55
Aug 31	Interest Payment		\$21.70 /	14,588.25
Aug 31	Monthly Maintenance Fees	\$10.00 /		14,578.25
Aug 31	Fee Waiver of Settlement		\$10.00 /	14,588.25
Aug 31	Adjustment Fee Waiver of Settlement		\$2.70 /	14,590.95
Aug 31	Fee Service	\$2.70 /		14,588.25
Aug 31	Closing balance			\$14,588.25

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Statement date August 31, 2018

Transit number 08989-219

Customer number 0000069094

Page number 3 of 3

Business Custom Account # 00108312001
Cheque #000000000120

\$799.40

SUMMER VILLAGES OF LAC STE ANNE EAST BOX 346 ALBERTA BEACH, AB, T0E 0A0		0120
DATE 20180802		
PAY TO the order of <u>Bonnie Anshel</u>	\$ 799.40	
<u>Seven hundred and ninety-nine and 40/100</u>		DOLLARS
ATB Financial	SUMMER VILLAGES OF LAC STE ANNE EAST	
250, 8217 CHINOOK, ALTA, T0E 0A0	NO. 0120	
IN <u>Murdoch Mason</u>	BY <u>[Signature]</u>	
000120 08989-219: 1083120-01*		

Business Custom Account # 00108312001
Cheque #000000000121

\$75.00

SUMMER VILLAGES OF LAC STE ANNE EAST BOX 346 ALBERTA BEACH, AB, T0E 0A0		0121
DATE 20180802		
PAY TO the order of <u>Alberta Beach and District SD + Club</u>	\$ 75.00	
<u>Seventy-five</u>		DOLLARS
ATB Financial	SUMMER VILLAGES OF LAC STE ANNE EAST	
250, 8217 CHINOOK, ALTA, T0E 0A0	NO. 0121	
IN <u>June 20 2018 SVLIME</u>	BY <u>[Signature]</u>	
000121 08989-219: 1083120-01*		



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Report To SVLSACE Oct 13, 2018
Submitted by Ren Giesbrecht

Invasive Species: Flowering Rush

West Cove Lake Shoreline Inspection:

On August 20, 2018 A shoreline inspection of the West Cove lake section from and including the Horseshoe Narrows to the Alexis Narrows Bridge on the west side of the lake, the south shore including West Cove and Warwa shorelines and boat launches and 2/3 of the shore on the east side of the lake was completed by 2 representatives of LILSA, Bernie Poulin (Mayor of Silver Sands) and me. No flowering rush was identified.

Sturgeon River/Lake Isle:

It was of interest to note that Flowering Rush was found on the Sturgeon River between Lake Isle and Lac St Anne and near the boat launch in Silver Sands. The plants were hand dug and removed as they were small infestations.

Alberta Beach:

There was several small infestations of Flowering Rush near and around the boat launch as reported by the Alberta Beach Deputy Mayor. These were also hand dug and removed

Flowering Rush Meeting:

On September 4 there was a meeting of Lac St Anne County councilors, their CAO, representative councilors of Lake Isle Summer Villages & West Cove, representatives of LILSA and Alberta Environment to discuss the possibility of a coordinated effort to battle and prevent the spread of the Flowering Rush.

- The use of a provincially approved herbicide on the large infestation of flowering rush on the north west shores of Lake Isle was cancelled this year again due to the last minute objection of Alexis First Nations. The concern was the possible spread of the chemical into Lac St Anne and its effects on Native medicines gathered from the lake. This upset a number of residents surrounding Lake Isle. Alberta Environment and LILSA indicated that they were planning on applying again. It takes at least 4 years of application for a visible reduction in flowering rush. The chemical does make a permanent bond with the sediment at the lake bottom and becomes inert.
- There is a herbicide proposed for use in Alberta and is currently under review that once applied will also kill the root of the plant and should only require one or two applications. The review process will likely take some time so it is not considered an option at this time.
- LILSA submitted a proposal for a coordinated plan and will look at a proposed budget for it. (See Attached Plan)
- Ideas included:

- Hiring and training STEP students by LSA County and possibly West Cove to inspect the Sturgeon River shorelines between Lake Isle and Lac St Anne as well as the mouth and outflow areas As well as areas in the around Birchwood and the Horseshoe narrows.
- Organize volunteers from Birchwood, West Cove, Warwa and LILSA to use canoes and kayaks to inspect all of the shores including the islands South and West of Alexis to the inflow of the sturgeon river and report any flowering rush infestation to be hand dug by trained volunteers or Alberta Environment.
- Summer Villages and LSA County send a letter of support for the herbicide applications on Lake Isle to LISA to be used with the 2019 application.
- Send Letter to the appropriate minister (Shannon Phillips?) to expedite the approval of the new herbicide that kills the root of the plant.
- Ensure signs are posted by the Boat Launches in the area regarding Flowering Rush and to Clean Drain and Dry your boat prior to putting it in another lake.
- Actions to be taken:
 - LILSA will put together a draft budget for the flowering rush coordinated plan proposal they submitted..
 - LSA County has tentatively left a budget line open for flowering rush action. Summer Villages and West Cove may need to do the same.
 - Bernie Poulin and Joe Blakeman will call another meeting when required.

St Anne Regional Municipalities Meeting (SARM):

The meeting was on September 11, 2018. Bernie Poulin and I attended on behalf of SVLSACE

Items discussed:

Discussion of Protocols/Guidelines for this group:

The Protocols/Guidelines for the SRAM have been accepted and signed by all the municipalities, with the exception of the Summer Villages where the document must be brought to their meeting on October 13 and their representatives given the authority to sign on the Summer Villages' behalf. This action was agreeable to all attending.

Collaborative Opportunities reviewed:

a. Cannabis There was some discussion of how the municipalities in the region were responding to the coming Cannabis legalization. There were suggestions that the municipalities within the region should consider similar by-laws thereby avoiding accumulation of cannabis activities in one place. It was also suggested that cannabis consumption would be treated similar to alcohol consumption drinking.

At the same time LSAC reported the possibility of a Cannabis operation locating in the region with an estimated need for 600 employees near Rich Valley.

b. Rural Crime and Policing There was some discussion of CPOs and if there were synergies to be reached sharing or utilizing CPOs in some sub-regions. The Summer Villages in particular are interested in this service.

- The County noted that if anyone would like to utilize the County CPOs then they should send them a letter and they can look at how that may or may not be managed.
- It was also pointed out that the province is examining how policing is being addressed and the current service levels.
- Many expressed the need for more education among their residents and encouragement to “make the call”.
- Wendy will forward the Emergency Services Report previously developed to SARM that contains information on a Policing Commission proposal.

c. Social Services The County updated SARM that the spreadsheet of inventory in the region was still being compiled.

d. Economic Development There were several reports and updates of Economic Development activity in the region. Some of these included:

- LSAC explained that they were currently working with Onoway on some economic development around the Town with the expectation to move along the corridor as growth occurs. This point was updated that the work with Onaway was going well and expanding their efforts to Alberta Beach was expected to begin within the year. The goal is to have the initiative business lead rather than political.
- Further to this plan is encouraging Chambers of Commerce to be revitalized. Mayerthorpe informed the SARM that they did not have an active CoC but a “Business Support Network” is being initiated.
- Broadband accessibility was explained and discussed at length. There was general acknowledgement about the importance of this “5th utility” for the future. Work needs to be done at all levels of government and with private entities to bring better cellular and internet service to rural areas.

- Acknowledgement was made of the successful Medical Clinic opened in Onaway. It is expected to service the sub-region and is already looking to expand the services offered.

e. Recreation - There was some discussion around Joint Use Agreements with the school board and the SARM was discouraged to hear they would be charged to use School facilities in off hours.

- It was pointed out the School Board will be at the Regional Meeting and other SARM members should voice their concerns to them

- Other recreation considerations included a desire to inventory the recreation activities in the area. It was pointed out the County has some of this information. The County indicated that they would may consider creating a Recreation Board for the region.

f. Regional Meeting - Significant planning for the Regional Meeting has been accomplished. The meeting is scheduled for October 16th, 2018 in Alberta Beach. The invited attendees included:

- Northern Gateway School District
- RCMP
- Surrounding Municipalities
- Alberta Health Services
- Northern Lights College
- Telus (proposed)

There was general agreement that the Regional Meetings should occur more than once per year. It was discussed that another Regional Meeting should be planned for the spring following the March 26th SARM meeting. It is anticipated the Summer Villages will jointly plan and host the next event.

Next Steps

- Wendy Wildman to circulate the Emergency Services Report (Complete)
- Karen St. Martin to check with AMA on funding of facilitators (Complete)

Media and Key Messages

There were no agreed messages or media statement required. Note: It was agreed that none of the information exchanged was considered confidential and members could speak with their councils about the opportunities that had been identified.

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ARTICLE 1: NAME

- 1.1 The legal name of the organization shall be "The Summer Villages of Lac Ste. Anne County East," abbreviated SVLSACE, and hereinafter referred to as "the Organization."

ARTICLE 2: MEMBERSHIP

- 2.1 The membership in the Organization shall be comprised of the Summer Villages harboured within, or adjacent to, the municipal boundaries of Divisions 2, 3, 4 and 5 of Lac Ste. Anne County. Specifically (in alphabetical order):

- Summer Village of Birch Cove
- Summer Village of Castle Island
- Summer Village of Nakamun Park
- Summer Village of Ross Haven
- Summer Village of Sandy Beach
- Summer Village of Silver Sands
- Summer Village of South View
- Summer Village of Sunrise Beach
- Summer Village of Sunset Point
- Summer Village of Val Quentin
- Summer Village of West Cove
- Summer Village of Yellowstone

- 2.2 Existing members may withdraw their membership by providing written notice to the Administrator. Regardless of the date of notice, the withdrawing member's existing membership shall expire effective December 31st of a given year and the withdrawing member will remain an active member of the organization until that date – including an obligation to pay current or previous requisitions or costs associated with their membership.

ARTICLE 3: DEFINITIONS

For those terms not commonly defined by the Oxford English Dictionary or specified in applicable federal or provincial legislation, the Organization recognizes the following terms:

- 3.1 "Committee" – shall mean the collective membership of the Summer Villages of Lac Ste. Anne County East comprising of duly elected councillors from each member summer village, with one collective vote assigned to summer village for the purpose of considering resolutions at regular meetings of the Organization.
- 3.2 "Executive Board"- shall mean the collective of Chairperson, Vice Chairperson and Administrative Officer(s) as confirmed during the annual organizational meeting,

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assembled as a subset of the membership to direct the executive and administrative function of the organization including chairing meetings, holding signing authority, preparing agendas, acting as representatives during applicable regional negotiations, etc.

ARTICLE 4: MISSION AND VISION STATEMENTS

- 4.1 The prevailing Mission of the Summer Villages of Lac Ste. Anne County East shall be to facilitate regional and sub-regional discussions on matters of mutual interest among the member communities and between the member communities and other regional partners. It shall be a principle goal of this Organization to garner collective advice and invoke collective action in consideration of the broad long term strategic development of the membership and the greater regional community.
- 4.2 In exercising the Mission of the organization, the Summer Villages of Lac Ste. Anne County East consider the below listed objectives to be fundamental components of the Organization's Vision:
- Holding Regular and Well Attended Committee Meetings
 - Holding an Annual Organizational Meeting
 - Approving an Annual Budget and Membership Requisition
 - Operating an Independent Bank Account for Organization Business
 - Maintain and Preserve Administrative Records
 - Providing Collective Representative and Reporting at Region and Sub-Regional Commission, Committee and Council Levels
 - Provide a Forum to Engage with Regional Partners During Regular Meetings
 - Present a Shared Voice in Addressing Federal, Provincial and Municipal Initiatives that Impact Our Communities.

ARTICLE 5: MEETINGS

- 5.1 The Organization shall hold a minimum of three regular Committee meetings per year, including a fall meeting (September or October), and winter meeting (January or February) and a spring meeting (May or June). The fall meeting shall include the organizational meeting. Additional meetings, as required, may be convened at the call of the Chair for the purpose of addressing urgent matters.
- 5.2 The Executive Board will meet on an "as needed" basis (such as budget preparation, bylaw/policies/guideline reviews, meeting preparation) or at the direction of the Committee to address specific matters.
- 5.3 The next meeting date shall be determined at the preceding regular meeting and an agenda for upcoming meetings shall be circulated at least two (2) days, preferably at

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least seven (7) days, ahead of the meeting to remind member municipalities and give their members time to review the meeting material.

- 5.4 Each member municipality will be responsible for hosting regular Committee meetings. This responsibility, which includes booking the venue, venue set-up and light refreshments, shall be assigned to each member municipality in alphabetical order of the member municipality's name. For reference, Ross Haven was host for the May 26th, 2018 Regular Committee Meeting, Sandy Beach will host the next meeting.

ARTICLE 6: QUORUM

- 6.1 Quorum for all regular committee meetings will be eight (8) member municipalities (i.e. 2/3 of the active membership).
- 6.2 Quorum for any Executive Board Meetings will be two (2) members and must include either the Chair or Vice Chair AND the designated administrative officer.

ARTICLE 7: VOTING

- 7.1 There shall be one vote per member municipality. The vote shall be casted by the designated representative or the designated alternate for the municipality.
- 7.2 Voting shall be made in person and not by proxy. In the case of meetings facilitated, in whole or in part, by teleconference members may confirm their vote verbally when prompted by the Chair.
- 7.3 At the discretion of the Chair, voting on regular business may be facilitated by a show of hands "in favour" or "opposed" or verbally at the prompting of the Chair. Contested elections and representative appointments will be settled by secret ballot, with two presiding returning officers appointed, as needed, by the Chair from the body of Administrators present.
- 7.4 Notwithstanding Article 7.3, any member may request a secret ballot or recorded vote on any matter of regular business by requesting such prior to the Chairperson calling the question. While this option is available, it should be used sparingly.
- 7.5 The Chairperson and Vice-Chairperson may carry voting authority, provided they are their respective municipality's assigned representative.

ARTILCE 8: FINANCIAL REPORTING AND REVIEW

- 8.1 The Executive shall draft an annual budget for consideration at the Winter Meeting of every year. The Budget will include projected incomes and expenses and be accompanied by a breakdown of the annual requisition, based on total lot count, to

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each active member. On approval of the budget the member requisition become effective and shall be considered due.

- 8.2 The Organization shall open and maintain an account with any Chartered Bank, Trust Company, Treasury Branch or Credit Union, for the purpose of facilitating the financial operation of the Organization.
- 8.3 Administration shall maintain a record of financial items including, but not limited to, accounts payable, accounts receivable and bank statements for each month from the confirmed banking institution of the organization.
- 8.4 The agenda for every regular meeting will include a standing item for Financials. Administration shall provide a report at each meeting regarding the financial position of the organization which includes the bank statements and related deposits/incomes and cheque payments/draws on the bank account.
- 8.5 The fiscal year shall end on December 31st of a given year. While no audit of the books is required annually, any member may request an appointment review of the financial records of the organization provided they allow 48 hours' notice and the Administrator is reasonably available to host at that time. Additionally, any member may introduce a motion during a regular meeting to have the organization engage an auditor or form a subcommittee to preform a similar review.
- 8.6 The Administrator shall maintain and store the cheque book, deposit books, deposit stamps, seals, payments received or payments to be made in a secure location when not in use.
- 8.7 Signing authority for the organization, including financial signing authority, will be confirmed annually during the organizational meeting. At a minimum, signing authority shall be granted to the Executive (Chairperson and Vice-Chairperson) and Administrator, with two signatures required to fully execute a financial instrument – one from the Executive and one from Administration. Other members or administration may be granted signing authority on approval of the membership.
- 8.8 With financial matters, including cost sharing or member requisitions, dependant on lot counts the lot count of each municipality shall be submitted to the Administrator prior to January 31st of each year and the resulting percentage formula shall be used for that year's approved budget requisitions and all other calculations in that fiscal year.

ARTICLE 9: EXECUTIVE BOARD

- 9.1 The Executive Board will be the principal advisory and management branch of the Organization. This board will work with Administration to set agendas, facilitate meetings, recommend policy initiatives and draft the annual budget. This board will also

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be the external voice and representation in matters related to intermunicipal engagement.

9.2 The Executive Board will be comprised of a Chairperson, Vice-Chairperson and an Administrator.

9.3 The Chairperson will:

- I. Preside at Organization Meetings;
- II. Be an Ex-Officio Member of all Committees;
- III. Be Charged with the General Supervision of All Activities of the Organization;
- IV. Be the Official Spokesperson and External Representative of the Organization.

9.4 The Vice-Chairperson will:

- I. Preside at any Meetings the Chairperson is Absent From;
- II. Assume Any Duties of the Chairperson as Required.

9.5 The Administrator will:

- I. Provide Administrative Support and Guidance and Recommendations to the Executive Board on Governance, Policy and Budgetary Matters;
- II. Prepare and Maintain the Records of the Organization, Including Agendas, Minutes, Financial Records, Correspondence and Contact Lists, as well as any Guidelines, Bylaws or Policies of the Organization;
- III. Collect, Store and Deposit all Moneys Due to the Organization
- IV. Ensure Timely Payment of all Authorized, Approved or Legally Required Liabilities of the Organization.

ARTILCE 10: STANDING AND AD HOC COMMITTEES

10.1 The Organization may, at the direction of the membership, establish such Standing Committees as may be deemed necessary or efficient in reviewing matters relevant to the business of the organization. These Standing Committees are governed by, answerable to and report to the Organization during regular meetings. The Standing Committees will exist indefinitely as part of the regular business of the Organization until dissolved by membership motion.

10.2 The Organization may, from time to time, establish such Ad Hoc Committees as may be deemed necessary or efficient in addressing specific matters related to the operation of the Organization or the fulfillment of the Organizations mandate. These Ad Hoc Committees are governed by, answerable to and report to the Organization during regular meetings. The Ad Hoc Committees will exist for a defined time which upon passing render the Committee dissolved unless an extension has been approved.

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ARTICLE 11: REPRESENTATIVES ELECTED OR APPOINTED TO OTHER EXTERNAL BODIES

11.1 The Organization may, at its discretion elect or appoint a Member, or Member Councillor, to represent the Organization on other Commission, Association, Organizations, Committees, Boards etc. where a collective representation of any or all the Members is available, offered or mandated. The Representatives will be expected to adhere, in general, to the bylaws and policies of their respective body, but remain answerable to and report to the Organization during regular meetings.

ARTICLE 12: TERMS OF OFFICE

12.1 The Term of Office for Chairperson shall be four years, coinciding with the municipal election cycle. The Office of Chairperson shall be filled at the first Organizational Meeting following the regular municipal elections for Summer Villages. No limit of the number of consecutive or total terms a Chairperson can hold office shall be made.

12.2 The Term of Office for Vice-Chairperson shall be four years, coinciding with the municipal election cycle. The Office of Vice-Chairperson shall be filled at the first Organizational Meeting Following the regular municipal election for Summer Villages. No limit of the number of consecutive or total terms a Vice-Chairperson can hold office shall be made.

12.3 The Term of Office for Standing Committee shall be one year. At the annual Organization Meeting, Standing Committee Representation will be put to the Membership. No limit of the number of consecutive or total terms a Standing Committee Director can hold office shall be made.

12.4 The Term of Office for Ad Hoc Committee shall be established in the founding motion which forms the committee. No limit of the number of consecutive or total terms a Ad Hoc Committee Director can hold office shall be made, however any Ad Hoc Committee expected to operate longer than eighteen months should be restructured as a Standing Committee and abide by those rules.

12.5 The Term of Office for Representation Elected or Appointed to External Bodies shall be one year. At the annual Organization Meeting, Representation to External Bodies will be put to the Membership. No limit of the number of consecutive or total terms a Representative to an External Body can hold office shall be made.

12.6 The Term of Office of the Administrator shall be negotiated as part of the engagement of the Administrator. The Administrator may be an employee, contractor or volunteer engaged to perform the duties of the Administrator under these guidelines and any supplemental provisions or policies. Preference will be given to existing administrators from within the member communities whenever feasible. The Administrator will be

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engaged by a motion of the membership, at negotiated terms for compensation and service terms, and the appointed officer shall be confirmed at each Organizational Meeting. The engagement of an Administrator shall be for between one and five years with no limit on consecutive or total years engaged restricting any employee, contractor or volunteer service provider.

ARTICLE 13: TERMINATION

- 13.1 Membership is open to all elected officials in the member Summer Villages. It is the responsibility of the member to appoint their voting representative and to hold that individual accountable for their actions. However, the Membership may by motion resolve to have the Chairperson send a formal correspondence addressing any matters raised with a specific member to that member's Council to highlight instances of unruly behavior, disrespectful actions or comments, or other matters of nuisance or concern. While the authority to reprimand the member representative remains with their Council, the Membership may vote to suspend or expel a member municipality if the matter persists.
- 13.2 Executive Board Appointments may be terminated by a motion of the Membership for any just cause, provided that the member is given the opportunity to have a proper hearing prior to the consideration of the motion. The member in question will have their official duties and authorities suspended pending the outcome of the hearing and resulting motion.
- 13.3 Standing and Ad Hoc Appointments may be terminated by a motion of the membership for any just cause and at the recommendation of the other directors of the respective sub-committee. The member is entitled to have a proper hearing prior to the consideration of the motion. The member in question will have their official duties and authorities suspended pending the outcome of the hearing and resulting motion.
- 13.4 Representatives to External Bodies may be terminated by a motion of the membership for any just cause and in consideration of such requests from the respective external body executive. The representative is entitled to have a proper hearing prior to the consideration of the motion. The member in question will have their official duties and authorities suspended pending the outcome of the hearing and resulting motion.
- 13.5 Any member, appointment, representative or other officer may be removed from office for failure to attend any three consecutive meetings without regrets.
- 13.6 Any member, appointment, representative or other officer may resign from their appointment by submitting notice in writing to the Chairperson. Such resignation will be effective immediately upon receipt of the notice by the Chairman.

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ARTICLE 14: VACANCIES

- 14.1 In the event of a vacancy for any reason provided for in these guidelines or any other, including death, resignation, a suspension of authorities pending formal hearing, or removal from office, the Organization will be responsible to fill the vacancy by elevation of the alternative or appointment by Membership motion.
- 14.2 In the event that a vacancy results from a suspension of authorities pending formal hearing, the Organization will elevate the alternate or appoint by motion a representative to fill the vacancy as described in Article 14.1. If the hearing results in removal from office of the original representative the alternate will remain for the rest of the original term. If the hearing results in exoneration for the alternate shall relinquish the position and the member shall resume their original appointment.
- 14.3 Notwithstanding Article 14.2, an appointment to fill a vacancy shall last the remainder of the original term for the appointment in question.

ARTICLE 16: REMUNERATION

- 16.1 Executive, Members, Appointments and Representatives may receive remuneration in respect of their attendance at their respective Board, Committee and External Body meetings. The rate of Remuneration shall be established annually at the Organizational meeting and form an addendum to these Guidelines along with a prescribed Remuneration Claim Sheet. Remuneration claims are not eligible for those representatives who receive remuneration directly from their respective external body.
- 16.2 A member in any capacity may be reimbursed for reasonable and necessary expenses incurred while performing the business of the Organization. These expenses must be approved by the Executive and accompanied by a receipt.

ARTICLE 17: AMENDMENTS TO THE GUIDELINES

- 17.1 These Guidelines may be rescinded, altered or added, in whole or in part, by a carried Membership motion.

ARTICLE 18: DISSOLUTION

- 18.1 Upon dissolution of the Organization all real property, fixtures and liquid assets remaining after the payment of any final debts will be split equally among the member municipalities at the proportions established via the current years lot count formula calculation.

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ARTICLE 19: PARLIAMENTARY AUTHORITY

19.1 The rules contained in "Robert's Rules of Order," in its most current edition, will govern the proceedings in all meetings and in all cases where they are applicable, provided that they are not inconsistent with these Guidelines.

APPROVED ON _____, _____, 2018

MOTION NUMBER _____

(Chairperson)

(Administrator)

DRAFT

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ADDENDUM A – REMUNERATION RATES

Where provided for under Article 16 of the Guidelines of Operation:

Per Diem Rates Shall Be:

- i) \$75.00 per meeting up to three (3) hours in length
- ii) \$150.00 per meeting for meetings over three (3) hours in length

Teleconference Meetings Shall be:

- i) \$25.00 per hour for any or all parts of an hour

Mileage Rates Shall Be:

- i) \$0.60 per kilometer traveled

DRAFT

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ARTICLE 1: NAME

The legal name of the organization will be Summer Villages of Lac Ste. Anne County East, hereinafter referred to as "The Organization".

ARTICLE 2: BOUNDARIES

The Organization will be comprised of the Summer Villages located within Divisions 2, 3, and 5 of Lac Ste. Anne County, Province of Alberta.

ARTICLE 3: DEFINITIONS

- 3.1 "Committee" shall mean the membership of the organization as a whole.
- 3.2 "Steering Committee" shall mean the Chairman, Vice-Chairman, Treasurer, and Secretary, as elected at the Fall meeting held each year.
- 3.3 A Special Resolution, at any meeting, will require a vote of three quarters (3/4) majority, and will be required for Bylaw revisions, financial matters, policy issues, or other major issue as specified by these bylaws.

ARTICLE 4: GOALS AND OBJECTIVES

- 4.1 The objectives of the Organization will be to identify the needs and facilitate the achievement of the resulting goals of the summer villages in Lac Ste. Anne County East. We will work as a body to:
 - a) Identify the needs and goals of the member municipalities; and
 - b) Develop and implement strategies to achieve those goals.

ARTICLE 5: MEETINGS

- 5.1 At least 15 days notice in writing of all General meetings will be delivered to the last known email address of each municipality holding a membership in the Organization.
- 5.2 General meetings will be held three times per year, preferably in the months of February, June and November, with the first of these meetings being held within 120 days of the financial year-end for the presentation of the financial report.
- 5.3 The steering Committee will meet on an "as needed" basis.

ARTICLE 6: QUORUM

- 6.1 A quorum for all General meetings will be 8 member municipalities.
- 6.2 A quorum for any Steering Committee Meetings will be 3 members of the Steering Committee.

ARTICLE 7: VOTING

- 7.1 There shall be one vote per municipal member. The vote shall be cast by the designated representative or the designated alternate for the municipality.
- 7.2 Such voting will be made in person, and not by proxy or otherwise.
- 7.3 General members may attend Steering Committee meetings, but will not be allowed to vote.
- 7.4 A show of hands will be adequate for voting, except for nominations/elections, financial issues, at the discretion of the Steering Committee.

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ARTICLE 8: AUDITING

- 8.1 The books, accounts, and records of the Secretary and Treasurer will be audited at least once per year by a duly qualified accountant or by two members of the Organization elected for that purpose at the fall General Meeting.
- 8.2 A complete and proper statement of the standing of the books for the previous year will be submitted by the auditor(s) at the first or second General Meeting of the year.
- 8.3 The fiscal year shall end on December 31.
- 8.4 The books and records may be inspected by any member at the General Meeting(s) or at any time upon giving reasonable notice and arranging a time satisfactory to the Steering Committee members in charge of the records. Each member of the Steering Committee will at all times have access to such books and records.

ARTICLE 9: STEERING COMMITTEE

- 9.1 There shall be 4 members of the Steering Committee, no two of which will be from the same municipality.
- 9.2 The Steering Committee members, and their respective duties, are as follows:
- a) Chairman –
The Chairman will:
1. Preside at all meetings;
 2. Be an ex-officio member of all committees, except the Nominating Committee;
 3. Be charged with the general supervision of all the activities of the Organization;
 4. Be the official spokesperson of the Organization.
- b) Vice-Chairman –
The Vice-Chairman will:
1. Preside at any meetings the Chairman is absent from;
 2. Assume any duties from the Chairman as required.
- c) Secretary –
The Secretary will:
1. Be responsible for the recording, distribution and care of minutes and other records;
- d) Treasurer –
The Treasurer will:
1. Be responsible for all financial records of the Organization;
 2. Be responsible, on behalf of or in the name of the Organization, for all monies collected or otherwise received, issuing duplicate receipts, payments of all accounts when properly approved, and keep proper accounts, receipts and vouchers of same, and the deposit of funds to the Organization's bank accounts;
 3. Report the financial standing at every General Meeting;
 4. Present an audited statement of the financial affairs for the preceding fiscal year when received from the Auditor. Said audit to be completed as per Article 8;
 5. Recommend, in conjunction with the Steering Committee, a Budget to the Organization at the first general meeting of the year.

ARTICLE 10: AD HOC COMMITTEES

- 10.1 The Organization may at times create such Ad Hoc Committees as may be deemed necessary, either in General or Steering Committee Meeting, in order to conduct the Organization's business. Such Committees will carry out functions and otherwise act in accordance with such resolutions as may be passed in a General meeting. Such Committees will be answerable to and report to the Organization and will have a definite time of termination at the time they are created.

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ARTICLE 11: STANDING COMMITTEES

- 11.1 The Organization may, at its discretion create such standing Committees as may be deemed necessary, in General Meetings. Such Committees will carry out functions and otherwise act in accordance with such resolutions as may be passed in a General Meeting. Such Committees will be answerable to and report to the Organization and will continue to exist for an indefinite period of time.

ARTICLE 12: REPRESENTATIVES ELECTED OR APPOINTED TO OTHER BODIES

- 12.1 The Organization may, at its discretion elect or appoint a Member to represent the Organization as a whole on other Bodies such as Commissions, Associations, etc. as may be deemed necessary, in General Meetings. Such Members will carry out functions and otherwise act in accordance with such resolutions as may be passed in a General Meeting. Such Members will be answerable to and report to the Organization for a term as outlined in Article 13.

ARTICLE 13: TERMS OF OFFICE

- 13.1 Elections will be held at the Fall General Meeting of the year. A Steering Committee member will take office immediately following that General Meeting.
- 13.2 All terms will last three years.
- 13.3 The Chairman, Vice Chairman, Secretary and Treasurer will not be elected for more than two consecutive terms of office.

ARTICLE 14: TERMINATION

- 14.1 A Steering/Standing Committee, Representative Member may be removed from office by special resolution at a General Meeting for any just cause, provided such member is given the opportunity to have a proper hearing prior to the consideration of the special resolution. Such member's responsibilities will be suspended pending the outcome of the special resolution.
- 14.2 The affected Steering/Standing Committee, Representative Member may appeal, within two months to an Arbitration Board, consisting of one representative chosen by the Steering Committee, and a representative chosen by the Member, and a Chairperson that these two representatives will elect. The decision of the Board will be final.
- 14.3 Any Steering/Standing Committee, Representative Member may be removed from office if he/she is absent from any three consecutive meetings without regrets.
- 14.4 Any Steering/Standing Committee, Representative Member may resign from their position by submitting such request in writing to the Chairman. Such resignation will be effective immediately upon receipt of such request by the Chairman.

ARTICLE 15: VACANCIES

- 15.1 In the event of a vacancy as a result of resignation, death, or removal, the Organization will be responsible to fill the vacancy by appointment, for the remainder of the term. The appointment will be made from the general membership of the Committee and must comply with Article 9. The person so appointed will hold office for the remainder of the term of that member he/she is replacing would have held.

ARTICLE 16: REMUNERATION

- 16.1 No Steering Committee Member will receive any remuneration for his/her services.
- 16.2 A Member may receive reimbursements for reasonable and necessary expenses, with presentation of receipts, incurred as a result of performing the Organization's business, with the approval of the Steering Committee.

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SUMMER VILLAGES OF LAC STE ANNE COUNTY EAST
Guidelines for Operations

- 16.3 Under special circumstances, a Steering Committee Member may receive reimbursements for necessary expenses, with presentation of receipts, incurred as a result of performing the organizations business, by special resolution at a General Meeting.
- 16.4 Where a Member is elected to represent the entire organization on a particular Board, Commission, Association or other Body where the Organization requires representation and that "Body" does not directly reimburse the Member for Per Diem and mileage to attend the required meetings, the Steering Committee, by resolution at a General Meeting, may pay that Member's Per Diem and the mileage, at the rate that is set from time to time by the Organization at a General Meeting, with presentation of an itemized expense claim for same.

ARTICLE 17: FINANCIAL

- 17.1 The Steering Committee may open an account, designate signing authorities, and generally execute all documents connected with the transaction of the Organization/s business with any chosen Chartered Bank, Trust Company, Treasury Branch or Credit Union.
- 17.2 For the purpose of carrying out its objectives, the Organization may draw, make, accept, endorse, execute and issue cheques, promissory notes and bills of exchange, but only to the extent authorized by resolution of the Steering Committee.
- 17.3 All bills, notes, cheques, debentures and other papers and documents which pertain to the finances of the Organization will be signed by the Treasurer, along with the Chairman or Secretary or, in the absence of a duly elected Secretary, the Vice Chairman who have been granted signing authority by resolution of the Steering Committee.
- 17.4 The Budget will be submitted by the Steering Committee for approval at the first General Meeting of the year.
- 17.5 On an "as needed" basis, at the request of the Steering Committee, each member municipality shall make a contribution to the operational fund of the Organization.
- 17.6 On an "as needed" basis, at the request of the Steering Committee, each member municipality shall make a contribution to the committee representation fund at a per parcel fee (to use the parcel count approved for the municipal services package which includes reserve properties).

ARTICLE 18: AMENDMENTS TO THE GUIDELINES

- 18.1 These Guidelines may be rescinded, altered, or added to by a Special Resolution at a General Meeting.

ARTICLE 19: DISSOLUTION

- 19.1 Upon dissolution of the Organization, all real property, fixtures and liquid assets remaining after the payment of any debts, will be split equally among all member municipalities as per Article 17.6.

ARTICLE 20: PARLIAMENTARY AUTHORITY

- 20.1 The rules contained in "Roberts Rules of Order," in its most current edition, will govern the proceedings in all meetings and in all cases where they are applicable, provided that they are not inconsistent with these Guidelines.

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SUMMER VILLAGES OF LAC STE ANNE COUNTY EAST
Guidelines for Operations

ADDENDUM

1. REMUNERATION 2010 to 2011

(As per Minutes of March 6, 2010 General Meeting)

a. Per Diem

- i. \$75 for ½ day (up to 6 hours)
- ii. \$125 for full day (over 6 hours)

b. Mileage paid at rate of \$0.60 per kilometer

Protocols

Ste. Anne Regional Municipalities Committee

1. Municipal Parties

Summer Village of Val Quentin
Summer Village of Sunset Point
Summer Village of Sandy Beach
Summer Village of Ross Haven
Summer Village of Castle Island
Summer Village of Nakamun Park
Village of Alberta Beach
Town of Mayerthorpe

Town of Onoway,
Summer Village of Silver Sands,
Summer Village of South View
Summer Village of Sunrise Beach
Summer Village of West Cove
Summer Village of Yellowstone
Lac Ste Anne County
Summer Village of Birch Cove

2. Context:

The Ste. Anne Regional Municipalities Committee (SARM) has been formed to develop a communication framework to enhance and proactively address issues of regional concern, expand intermunicipal relationships, share information and create a shared vision to collaborate efficiently and identify regional opportunities. These protocols are understood to be a living document, adaptable and flexible to the needs of the members. The purpose is not to restrict member municipalities but to find opportunity and provide means to promote communication and collaboration where realistic, feasible and sustainable.

3. Decision Making Authority

SARM has the authority to make procedural decisions on how they function and operate. However, on substantive matters regarding their individual municipalities SARM has no decision making capacity. Final decision making rests with the individual councils of each member municipality.

4. Issue “sign off” and agreement

The SARM has agreed that any decisions reached will need to be by unanimous consensus. This means that the participants can “live with” what has been decided. In instances where discussions are on sub-regional or bi-lateral matters, the municipalities not involved may not necessarily be included in the consensus. In instances where affected members may not attend a meeting an agreement will be an agreement in principle only until all affected members have an opportunity to give input, ratify or abstain from the outcome.

The members acknowledge situations may arise where unanimous consensus may not be reached.

5. The SARM Committee Members

The SARM Committee will be comprised as follows

- a. County, Towns and Village - 2 elected officials, one of which is the Mayor/Reeve or Deputy and the CAO.

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- i. It was acknowledged that only the Mayor of the Town of Mayerthorpe is elected for a 4 year term so consistency may be affected on a yearly basis.
- b. Summer Villages - Chair and Vice Chair of the Association of the Summer Villages of Lac Ste. Anne County East and designated CAO

6. Alternates

Municipalities may name an alternate Councillor or an administrative designate to attend meetings as needed. To ensure efficiency it is the responsibility of each municipality to keep their alternate briefed and updated.

7. Representation at meetings

Meetings can proceed without full attendance. Each municipality must have at minimum two representatives of either elected officials or elected and administrative. However, the alternate elected official may not be the sole elected representative. A minimum of one week notice is requested for attendance, more if possible, so the SARM may decide whether to proceed if attendance is too small.

8. Other Parties and Interested Persons

There is particular interest from Alberta Municipal Affairs, as the providers of the grant, in the progress and results of the SARM. Should the SARM members unanimously agree other parties such as AMA, presenters (either public or private), administrations or other municipal representatives may be invited to attend a particular meeting or portion of a meeting.

9. Role and Composition of Subcommittees

Subcommittees are not contemplated as being necessary at this time. If the SARM decides to create a sub-regional or bilateral group to discuss an issue they may do so.

10. Time Frame for Process

The SARM is hoped to be a durable committee. Recognizing the challenges of consistency outside the four year election cycle, the members envision planning out for 6 years ahead to collaborate regionally.

11. Confidentiality

The members understand their collaborative work together should be made available to the public and their successes celebrated. However, to encourage open discussion the members will not release information unless all members have agreed to do so. At the same time reports back to Councils (see below) will be in a closed meeting unless otherwise agreed by SARM. A standing agenda item will be to assess any items that may be released publically and key messages to be disclosed.

12. Without prejudice and Full disclosure

Full disclosure of all relevant information is essential to coming to understanding and durable results through the discussion process.

With a view to reaching understanding on the matters discussed all members agree that all ideas, suggestions or comments are made in the spirit of making progress. Because of this, none of those ideas, suggestions, or comments is binding and they cannot be

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used as evidence or information in any other process or proceeding. In addition, as per the confidentiality above, no information, discussions or opinions should be revealed in public unless agreed by SARM.

13. Reporting to Council

The members have agreed that, as a standing agenda item at the conclusion of each meeting there will be a check in to determine key messages and releasable information. Unless otherwise agreed reports back to Councils on SARM discussions will be in a closed meeting.

14. Access to Information

The members agree that if information relevant to the discussion is requested they will endeavour to make that information available to the group.

15. Media

As needed throughout the process the SARM may draft a joint release for distribution to the media if agreed to by the members. This will be a standing agenda item. Key messages and possible spokespersons may also be identified at the conclusion of each meeting.

16. Record keeping

There will be a record of the process in the form of summary notes. The facilitators will initially provide these notes. It is contemplated in the future that an administrative position may be created and this function may be their responsibility. The facilitators/administrative support person will provide summary notes following each meeting but these should not be considered minutes of the session nor be considered binding on any of the members. Rather, they will capture key discussion points, action items and areas of consensus to be brought forward. All parties may keep their own notes.

17. Respectful discussion

Recognizing that members may be discussing sensitive issues, there is general agreement that open and honest communication will be respectful. All parties agree to engage in behaviour at all times that is neither personal nor threatening to any other member or municipality.

18. Schedule of meetings and meeting facilities

The SARM members envision a variety of “meeting structures”, including:

- a. SARM Committee only – twice/year: Tentatively the meetings will be scheduled in September in preparation for strategic planning of the municipalities and in March to conclude budgets.
- b. Full Councils CAOs and invited guests e.g. – neighbouring municipalities, agencies, other levels of government – once/year: For the first 4 (four) years a proposed rotation of meeting hosts will be:
 - Lac Ste. Anne County for 2018,
 - Summer Villages for 2019,
 - Onoway, Mayerthorpe and Alberta Beach for 2020, and
 - Lac Ste. Anne County for 2021

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19. Costs

The initial costs of the facilitation services are proposed to be covered through the AMA grant(s). LSAC will provide a support person to cover the arrangement of the agenda and summary notes for meetings after that time. Other costs, such as hosting and facilities are proposed to be covered by the hosting municipality. The host for SARM Committee only meetings will be identified on a rotating basis. Costs for the larger proposed meeting structures will also be hosted on a rotational basis with costs apportioned to the hosts as outlined in 18 above.

20. Contact

CAOs or their designate will act as the contacts for the SARM for functions such as circulation of information or coordination of the process and meetings.

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Name _____

Title _____

Signature _____

Date _____

Name _____

Title _____

Signature _____

Date _____

Name _____

Title _____

Signature _____

Date _____

Name _____

Title _____

Signature _____

Date _____

Name _____

Title _____

Signature _____

Date _____

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REGIONAL POLICING

EXPRESSION OF INTEREST FOR ENHANCED COMMUNITY PEACE OFFICER COVERAGE

Further to recent discussions on options for enhanced CPO coverage in our urban communities, please complete this form and return it to SVLSACE administration. The SVLSACE will compile the responses and forward the comprehensive report to Lac Ste. Anne County for their consideration. As this matter may result in significant impact to the LSAC budget, they have requested responses as soon as possible. If your municipality could provide comments to SVLSACE no later than November 10th, 2018 that would be much appreciated.

NAME OF MUNICIPALITY: _____

CURRENT CPO/POLICING PROVIDER(S): _____

CURRENT CPO COVERAGE (HOURS PER MONTH): _____

DESIRE FOR ADDITIONAL COVERAGE OPTIONS (YES OR NO): _____

DESIRED ADDITIONAL COVERAGE (HOURS PER MONTH IN EACH SEASON):

a) IN THE OFF SEASON (SEPT. 1st – APRIL 30th): _____

b) IN THE SUMMER SEASON (MAY 1st - AUGUST 31st): _____

OR

c) ALTERNATIVE BREAKDOWN: _____

ADDITIONAL DETAIL (FOR EXAMPLE, INDICATE PREFERENCE FOR WEEKEND, WEEKDAY, DAYTIME OR EVENING COVERAGE):

WHEN WOULD YOU BE PREPARED TO ENGAGE THIS SERVICE, PENDING FORMAL AGREEMENT OF COURSE (PLEASE CIRCLE ONE):

- a) ASAP
- b) SPRING 2019
- c) FALL 2019
- d) SPRING 2020
- e) OTHER: _____

PLEASE COMPLETE AND RETURN TO SVLSACE BY NOVEMBER 10th, 2018.

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