SUMMER VILLAGE OF WHITE SANDS
COUNCIL MEETING AGENDA
August 17, 2026, following Organizational meeting
@ 9:30 AM.
Location: Municipal Office
#8 Front Street, White Sands
and streamed onto YouTube

		Pages
1.	**Call to Order**	
2.	**Adoption of Agenda**	
3.	**Adoption of Previous Minutes**	
3.1.	07 20 2026 Regular Council Meeting Minutes	2
4.	**Public Hearings: None**	
5.	**Delegation: None**	
6.	**Bylaws & Policies:**	
6.1.	RFD – Accessible Shoreline Access	7
7.	**Business**	
7.1.	RFD – Heartland Regional Fire Commission	11
7.2.	RFD – Boat Launch Preliminary Assessment – Project Update and Meeting Date	23
7.3.	RFD – Community Hall Expansion – Exercise Area Project Update & Direction	27
7.4.	RFD – Shoreline Management Plan Update	30
7.5.	RFD – 2026 Alberta Municipalities (AB Munis) Convention – Minister of Transportation	38
7.6.	RFD – Municipal Office Hours Pilot Program – Interim Review & Direction	42
7.7.	RFD – FCM Grant Application Update	50
8.	**Council Reports**	
8.1.	Mayor Zembal (Verbal)	
8.2.	Councillor Thorogood (Verbal)	
8.3.	Councillor Ashford (Written)	53
9.	**CAO Report**	
9.1.	Council Resolution Action List	55
10.	**Financials**	
10.1.	Council Revenue and Expenditures as of July 31, 2026	58
10.2.	Capital Revenue and Expenditures as of July 31, 2026	59
10.3.	Bank Reconciliation as of June 30, 2026	60
10.4.	Tax Trial Balance (Debit Balance) as of August 12, 2026	61
11.	**Correspondence**	
11.1.	Alberta Community Partnership Launch Information	62
12.	**Closed Meeting of Council: None**	
13.	**Adjournment**	

Public Welcome to observe the meeting in person or view on our YouTube Channel
Next Regular Council Meeting will be decided after the Organizational Meeting

MINUTES OF THE REGULAR MEETING
SUMMER VILLAGE OF WHITE SANDS COUNCIL
held on July 20, 2026
White Sands Municipal Office
#8 Front Street, White Sands, AB and electronically
streamed to YouTube.

Present: Dan Zembal, Mayor
Paul Ashford, Councillor
Leona Thorogood, Councillor
Melissa Beebe, CAO
Erin Weinzierl, Admin. Assistant

Absent:

Public: (0)

1. **Call to Order:**

Mayor Zembal calls the Council Meeting to order at 9:39 AM

2. **Adoption of Agenda**

Motion 26:07:01 Moved by Councillor Ashford to accept the agenda as presented.

MOTION CARRIED

3. **Adoption of Previous Minutes:**

3.1. Regular Council Meeting Minutes of May 19, 2026

Motion 26:07:02 Moved by Councillor Thorogood to accept Regular Council Meeting Minutes of June 15, 2026, as amended:

- Councillor Thorogood Report Prussian carp eggs to go back into the river, not the lake

MOTION CARRIED

4. **Public Hearing: None**

5. **Delegation/Presentation: None**

6. **Bylaws & Policies:**
6.1. Policy ADM 1.14: Donation Acceptance & Receipting Policy

Motion 26:07:03 Moved by Councillor Ashford to approve Policy ADM 1.14: Donation Acceptance & Receipting Policy as

- Section 1:
  - § Add in "….services including Contractors"

MOTION CARRIED

7. **Business:**
7.1. RFD – Circular Materials – Depot Operations Agreements

Motion 26:07:04 Moved by Mayor Zembal that Council approves the Circular Materials Master Services Agreement and Statement of Work for participation in the Depot Operations Only service model effective October 1, 2026,

and authorizes the Chief Administrative Officer to execute the agreement and any related documents on behalf of the Summer Village of White Sands.

MOTION CARRIED

7.2. RFD – Regional Transportation Advocacy Minister Response & Grant Opportunities

Motion 26:07:05 Moved by Mayor Zembal that Council receive the correspondence from the Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, dated July 2, 2026, as information and direct Administration to:

1. Forward the Minister's correspondence to the County of Stettler for its information;
2. Initiate discussions with the County of Stettler regarding the Minister's response and potential regional transportation funding opportunities, including the Strategic Transportation Infrastructure Program (STIP);
3. Engage with Alberta Transportation and Economic Corridors to obtain additional information regarding program eligibility, funding requirements, and future application opportunities
4. Respond back to the Honourable Devin Dreeshen requesting a meeting with him to discuss the programs perhaps ASVA or RMA, or at another time or venue.

MOTION CARRIED

7.3. RFD – White Sands BLIDP Advocacy Letter Re- Establishment of Navigable Access to the Rochon Sands Provincial Park Boat Launch

Motion 26:07:06 Moved by Mayor Zembal for Council endorse the Buffalo Lake Intermunicipal Development Plan Committee Regional Advocacy Letter requesting Provincial support for the re-establishment of navigable access through the existing channel serving the Rochon Sands Provincial Park Boat Launch, substantially in the form presented;

AND FURTHER THAT the Mayor and Chief Administrative Officer be authorized to sign the letter on behalf of the Summer Village of White Sands;

AND FURTHER THAT Administration be authorized to make minor administrative, formatting, and non-substantive amendments prior to final circulation and submission, provided such amendments do not materially alter the intent of the advocacy

MOTION CARRIED

Motion 26:07:07 Moved by Mayor Zembal to receive the “Results of Water Samples” from the County of Stettler as information.

MOTION CARRIED

7.4. RFD – Community Event Signs – Request for Proposal Results and Next Steps

Motion 26:07:08 Moved by Mayor Zembal to appoint Tamara Dawson as a project manager to work with interested parties to come up with a design & construction proposal for two event signs to the maximum budget of $6,000.

MOTION CARRIED

7.5. RFD – Community Hall Expansion – Exercise Area Request for Proposal Results and Next Steps

Motion 26:07:09 Moved by Councillor Thorogood to contact Tremmel Construction to provide clarity of the quote and revise with:

- the removal of the bathroom addition
- Reposition of plumbing
- User friendly grate
- 2 exterior 1 interior
- Negotiate down to budget
- Project completion by December 1, 2026

MOTION CARRIED

7.6. RFD – Parks & Recreation Committee – Extension of Volunteer Recruitment Deadline

Motion 26:07:10 Moved by Mayor Zembal to appointment:

- 2 members at large: Kathy Schultz and George Trotter
- 2 hall members: Tamara Dawson and Leona Thorogood
- 1 Council member: Paul Ashford

And then send out a letter of information and request to set up the schedule for the committee minutes.

MOTION CARRIED

7.7. RFD – No Stone Left Alone – Regional Committee Discussion

Motion 26:07:11 Moved by Councillor Thorogood to respond to the Summer Village Rochon Sands, County of Stettler, Lorne Thurston, the Erskine Cemetery Club, and any interested party to invite their attendance for a meeting during August 24, 2026, at 10:00 AM at the Summer Village of White Sands Summer Village Office.

MOTION CARRIED

8. <u>Council Reports:</u>

8.1. Mayor Zembal (Verbal Report)

o Nothing to report

8.2. Councillor Thorogood (Verbal Report)

o June 29th Ambulance Meeting

- Audit
- Request for three IV pumps. Hospital foundation to commit to one. Requesting donations for the other two. Tabled to September. Asked if we would be able
  - § White Sands portion could be $482.95 for two pumps.
- Land lease to put a wifi access station outside of town
- Awarded a long-term contract
- Continuity

o SMRWSC

- Taps on Ceremony delayed. Could not get a minister there. Since 90% was provided by the government, they wanted a minister there
- Project updates (included in the package)
- Put up plaques up from 4-8
  - § $4300/each (Paid by the commission)

o BLIDP
- Toured Pipelines
- Alix Lake will have to come up more before it can go over the spillway
- Mirror has quite a bit of flow and getting some of it into Buffalo Lake
- We are receiving rain from Ponoka and their water paths that eventually come to Buffalo Lake

Motion 26:07:12 Moved by Councillor Thorogood to request Councillor Ashford to bring back additional information regarding the IV pumps for the Ambulance Donation Request.

MOTION CARRIED

8.3. Councillor Ashford (Written Report)

Mayor Zembal calls for a short recess at 11:21 AM

Mayor Zembal called the meeting back in order at 11:31 AM

Motion 26:07:13 Moved by Councillor Ashford to schedule the Regular Council Meeting August 17th meeting to the August 18th meeting with scheduling the Organization Meeting start at 9:30 AM and the council meeting to follow.

MOTION CARRIED

Motion 26:07:14 Moved by Mayor Zembal to accept the council reports as presented.

MOTION CARRIED

9. CAO Reports

9.1. Written Report with Council Resolution Action List

9.2. Buffalo Ranch Estates Subdivision Status Update

Motion 26:07:15 Moved by Mayor Zembal to instruct administration to provide the Parks & Recreation Committee with the framework and questions for scope of work for a cook shack at Jack's Pond. (check video)

MOTION CARRIED

Motion 26:07:16 Moved by Councillor Thorogood to approved 9.1 to 9.2 CAO reports as presented.

MOTION CARRIED

10. Financial Reports:

10.1. Council Revenue and Expenditures as of June 30, 2026

10.2. Capital Revenue and Expenditures as of June 30, 2026

10.3. Financial Report Update

Motion 26:07:17 Motion by Councillor Ashford to approve 10.1 to 10.3. Financial reports as presented.

MOTION CARRIED

11. Correspondence

11.1. Resident Correspondence – T. Eagle

Motion 26:07:16 Moved by Councillor Ashford for administration to provide the resident a response letter that we are reviewing the bylaw and we are

returning to the pre-covid rates at a gradual increase.

MOTION CARRIED

11.2. 2026 Funding Allocations – Municipal Affairs
11.3. Bill 28 – Government of Alberta
11.4. Quarter 2 Update – ASVA
11.5. Request for Donation Silent Auction Item – ASVA Conference
11.6. National Police Federation – Call to Action

Motion 26:07:16 Moved by Mayor Zembal to approved to send the Call of Action letter on our letter head.

MOTION CARRIED

11.7. 2026 Referendum October 19, 2026 – Elections Alberta

Motion 26:07:17 Moved by Councillor Thorogood to accept correspondence 11.2 to 11.5 and 11.7 as information.

MOTION CARRIED

12. <u>Closed Meeting Session:</u> None

13. <u>Adjournment</u>

Motion 26:07: Moved by Mayor Zembal adjourns the meeting at 12:55 PM.

MOTION CARRIED

Next Regular Council Meeting is August 18, 2026, following the Organization Meeting schedule on August 18, 2026 @ 9:30 am. Public Welcome.

_____

Mayor

_____

Chief Administrative Officer

Request For Direction (RFD)

Meeting Date: August 18, 2026
Item #: 6.1
Subject: Accessible Shoreline Access – Direction to Investigate a Potential Accessibility Policy
Prepared By: Chief Administrative Officer

PURPOSE

To obtain Council direction on whether Administration should undertake research and consultation regarding the potential development of an Accessible Shoreline Access Policy for individuals with significant mobility limitations.

BACKGROUND

During the August long weekend, a member of Council observed activity along the municipal shoreline and discussed accessibility challenges experienced by elderly residents and individuals with significant mobility limitations who may be unable to independently access the beach and water's edge.

Following these discussions, the Mayor requested that Administration explore the feasibility of developing a policy that would permit a family member or caregiver to transport an individual with mobility limitations to the water's edge using a utility terrain vehicle (UTV) or similar off-highway vehicle.

As this concept has not previously been researched, Administration is seeking Council direction before dedicating staff resources to legislative review, Provincial consultation, policy development, and consultant involvement.

DISCUSSION

The intent of the proposed concept is to improve accessibility to Buffalo Lake for individuals with significant mobility limitations while ensuring that any future policy complies with applicable legislation and protects the shoreline environment.

At this time, Administration has **not** completed a legislative review and is **not** making a recommendation regarding whether such a policy is legally permissible.

Administration's preliminary review indicates that several legislative and jurisdictional considerations require further investigation before a policy could be drafted.

These include:

- The Summer Village holds a **Recreational Lease** with Alberta Environment and Protected Areas over portions of the shoreline. The lease identifies the permitted use of the lands as an **Environmental Buffer** and requires compliance with applicable Provincial legislation.
- The bed and shore of Buffalo Lake remain under Provincial jurisdiction and are regulated by Provincial legislation.
- Alberta legislation regulates the operation of off-highway vehicles on public lands, including the bed and shore of lakes.
- It is currently unknown whether the municipality has the authority to authorize motorized shoreline access for accessibility purposes or whether Provincial approval would be required.
- The Summer Village is currently preparing a Shoreline Management Plan as part of the Recreational Lease renewal process. If Council wishes to pursue this concept, it may be appropriate to evaluate it as part of that planning process.

Administration is requesting Council direction on whether these matters should be investigated further before additional staff time and resources are committed.

OPTIONS

Option 1 – Proceed with Investigation (Administration Recommendation)

Direct Administration to:

- review applicable Provincial legislation and regulations;
- review the Recreational Lease requirements;
- consult Alberta Environment and Protected Areas, as appropriate;
- consult with the Shoreline Management Plan consultant regarding the potential inclusion of accessibility considerations;
- investigate operational and policy options; and
- return to Council with findings and recommendations.

Advantages

- Provides Council with complete information before considering a policy.
- Ensures any future policy complies with Provincial legislation and lease requirements.
- Allows accessibility considerations to be evaluated as part of the Shoreline Management Plan.
- Identifies potential risks, approvals, operational requirements, and implementation options before policy development begins.

Disadvantages

- Requires additional administrative time and resources.
- May require consultation with Provincial agencies and the municipality's consultant.
- The legislative review may conclude that the proposed concept cannot be implemented under current legislation or lease conditions.

Option 2 – No Further Action

Provide no further direction to Administration.

Advantages

- No additional administrative or consultant resources required.
- No further research or consultation required.

Disadvantages

- Accessibility concerns raised by Council would not be investigated.
- Future requests would continue to be considered on an individual basis without a broader policy framework.

FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with this request for direction.

Should Council direct Administration to proceed, staff time will be required to complete legislative research, Provincial consultation, and policy development. Depending on Council's direction, additional consultant assistance may also be required. Any future budget implications will be presented to Council for consideration.

LEGISLATION / POLICY CONSIDERATIONS

If directed by Council, Administration would review the following:

Legislation / Document	Relevance
Recreational Lease – Alberta Environment and Protected Areas	Establishes the permitted use of the leased shoreline lands as an Environmental Buffer and requires compliance with Provincial legislation.
Public Lands Act and applicable regulations	Governs the use and management of Crown-owned bed and shore lands.

Legislation / Document	Relevance
Off-Highway Vehicle legislation and regulations	Regulates where off-highway vehicles may be operated within Alberta.
Alberta Human Rights Act	Provides the legislative framework respecting accessibility and accommodation for persons with disabilities.
Municipal Government Act	Establishes municipal authority respecting bylaws and municipal policies.

ADMINISTRATION COMMENTS

Administration is not requesting approval of an Accessible Shoreline Access Policy through this report.

Rather, Administration is requesting Council direction on whether Administration should undertake the research necessary to determine if such a policy is legally, operationally, and environmentally feasible.

Should Council direct Administration to proceed, Administration will complete the required legislative review, consult with Provincial agencies and the Shoreline Management Plan consultant as appropriate, and return to Council with findings and any recommended policy options before any draft policy is presented for Council's consideration.

Recommended Motion

THAT Council direct Administration to investigate the legislative, operational, environmental, and accessibility considerations associated with the potential development of an Accessible Shoreline Access Policy and report back to Council with findings and recommendations.

Strategic Alignment

If Council directs Administration to proceed, the findings may inform the ongoing Shoreline Management Plan being prepared for the Recreational Lease renewal. This would provide an opportunity to consider accessibility alongside environmental protection, shoreline management, and Provincial regulatory requirements.

Request For Decision (RFD)

Meeting Date: August 18, 2026
Item #: 7.1
Subject: Heartland Regional Fire Commission - Advertisement of Intent to Establish a Regional Services Commission
Prepared By: Chief Administrative Officer

Purpose

To provide Council with an update on the proposed Heartland Regional Fire Commission, summarize the governance and financial work completed to date, explain the statutory establishment process, and seek Council direction regarding advertising the Summer Village of White Sands' intention to consider establishing a regional services commission under Part 15.1 of the Municipal Government Act.

Strategic Alignment

Strategic Area	Alignment
Community Well-Being and Emergency Preparedness	Supports reliable and sustainable fire and rescue services for residents, visitors and municipal assets.
Fiscal Sustainability	Requires transparent cost allocation, predictable requisitions and Council approval of material financial commitments.
Regional Collaboration	Supports coordinated regional service delivery while preserving White Sands' governance and financial interests.
Good Governance	Maintains Council authority over the final service agreement, financial model, service levels and capital exposure.

Background and Project History

The Summer Village of White Sands previously received regional fire and rescue services through arrangements involving the County of Stettler No. 6 and the Town of Stettler. In 2025, the County and Town advised that the existing joint fire service arrangement would end effective December 31, 2025.

To maintain uninterrupted fire protection, the County established Heartland Regional Fire Services and entered into service agreements with participating municipalities. White Sands entered into a one-year fire services agreement with the County for 2026 while work continued toward a longer-term regional service model.

Since 2025, the participating municipalities have been working toward the proposed Heartland Regional Fire Commission, including consideration of governance, municipal representation, service delivery and funding. The following table summarizes the key steps in the development of the proposed Commission:

Date / Period	Development
2025	The County and Town advised that the previous joint fire service arrangement would end, requiring replacement arrangements for the Summer Villages.
September 18, 2025	County presentation and steering committee discussion regarding a proposed Fire Commission and draft governance framework.
September 24, 2025	Summer Village administrations discussed the proposal with Alberta Municipal Affairs. Questions remained regarding whether the draft structure functioned as a true commission or a County-owned regional service model.
October 9, 2025	Rochon Sands and White Sands administrations met with County administration and provided a redlined governance discussion document. Financial formula discussions were deferred.
October 30, 2025	Joint Council meeting between Rochon Sands and White Sands to review governance, financial concerns and next steps.
November 2025	The steering committee requested an ACP grant for administrative and legal assistance.
December 31, 2025	The previous regional fire services agreement ended.
January 2026	White Sands entered into an interim one-year service arrangement for 2026 while Commission development continued.
Spring 2026	The ACP application was unsuccessful. The County resumed internal development of governance documents and incorporated municipal comments.
July 2026	The County requested that each participating municipality proceed with advertising its intention to consider establishing the Heartland Regional Fire Commission.

Current Service and Alternatives Investigated

Under the current arrangement, White Sands pays an annual requisition for operational readiness and may also be responsible for applicable incident-response costs. Administration has reviewed the practical availability of alternative providers and stand-alone service models.

Provider / Option	Findings	Current Feasibility
Town of Bashaw	Operates within a tri-area arrangement and already serves a large cross-border area.	Not presently feasible as a stand-alone service agreement.
Village of Alix	Was undergoing restructuring within the Lacombe fire service structure.	Not presently available as an independent contracted provider.
Town of Stettler	Additional service would require significant capital support, including tender capacity, heated storage and operator training.	Not feasible without substantial capital and operating commitments.
Independent White Sands service	Would require apparatus, facilities, recruitment, training, dispatch, administration and regulatory capacity.	Not practical or economical for White Sands at this time.

Provider / Option	Findings	Current Feasibility
Mutual aid only	Mutual aid supplements an existing primary service and is not a complete substitute for contracted fire protection.	Could support another model, but is not a full service solution.

Administration concluded that practical alternatives are limited. Continuing in the Commission development process preserves White Sands' ability to influence governance, service levels and cost allocation while maintaining a path to uninterrupted regional fire protection.

Proposed Heartland Regional Fire Commission

A Regional Services Commission is a separate corporate body established under the Municipal Government Act for the delivery of services by two or more municipalities. The proposed members are the County of Stettler, Village of Big Valley, Village of Donalda, Summer Village of Rochon Sands and Summer Village of White Sands.

- The Commission would be governed by a Board representing the member municipalities.
- The Commission Board would approve governance, services, fees and financial bylaws after the Commission is legally established.
- The Commission would manage regional fire and rescue service delivery, administration and operational planning.
- The current draft model assigns capital costs to the County, while member municipalities contribute to operating costs.
- Final municipal participation would be governed through member service agreements and withdrawal provisions.

Required Order of Operations for the Commission Establishment Process

1. **Board Representative** – As part of the August Organizational Meeting, Council appoints a Councillor to represent White Sands on the inaugural Commission Board.
2. **Advertise Intent** – Council authorizes Administration to advertise its intention to consider a resolution establishing the Heartland Regional Fire Commission.
3. **Establish Commission** – Following advertising, participating municipalities pass matching resolutions establishing the Commission and naming the inaugural Board of Directors.
4. **Submit to Minister** – The municipal resolutions are forwarded to the Minister of Municipal Affairs.
5. **Ministerial Order** – The Minister updates the list of Regional Services Commissions by Ministerial Order, legally establishing the Commission.
6. **Adopt Commission Bylaws** – Once established, the inaugural Commission Board finalizes and adopts the required governance and service bylaws.
7. **Finalize Service Agreements** – The Commission Board finalizes the proposed service agreements for consideration by each participating municipal Council.
8. **Municipal Approval** – Each municipal Council separately decides whether to approve and execute the service agreement and become contractually committed to the Commission's service terms.

Important Distinction

Advertising and subsequently passing a matching establishment resolution allow the statutory process to proceed. Under the process proposed by the County, White Sands would not become contractually committed to the final service terms until Council approves the service agreement**.** The County specifically explains that municipalities are not committed to remaining with the Commission until the bylaws are passed and the service agreements are approved.

What Council Is Deciding at This Meeting

Council IS Being Asked To	Council Is NOT Yet Being Asked To
√ Authorize statutory advertising	X Approve the final cost-sharing formula
√ Continue participating in the regional process	X Approve an annual Commission budget or requisition
√ Appoint an inaugural Board representative	X Approve final service levels or fees
√ Direct continued discussions and reporting	X Execute a service agreement
	X Accept long-term capital or operating liabilities
	X Commit permanently to the Commission

Governance Review and Improvements

Governance Issue	Current Draft Direction	Administrative Assessment
Board composition	Seven Directors: one from each Village and Summer Village, and three County Directors.	Provides each small municipality with a direct Board voice while preventing one municipality from holding a majority of all seats.
Chair and Vice-Chair	Leadership is shared between County and non-County Directors.	Positive recognition of the regional nature of the service.
Quorum	Requires representation from both County and non-County Directors.	Reduces the risk of one group conducting business without the other.
Major financial and service decisions	Double-threshold approval is proposed for budgets, service levels, fees and capital acquisition.	Important protection; final wording should remain clear and enforceable.
Capital exposure	Current draft states capital costs cannot be charged to a member without written Council approval.	Essential protection for White Sands and should remain in final bylaws and service agreements.
Withdrawal	Two-year withdrawal notice is proposed, with rules for assets and liabilities.	Council must review final withdrawal consequences before commitment.
Dissolution of another member	Draft provisions seek to prevent liabilities of a dissolved municipality from automatically transferring to other members.	Important given viability reviews involving participating Villages.

Governance Issue	Current Draft Direction	Administrative Assessment
Financial reporting	Expenses are categorized by service area; quarterly year-to-date reporting is proposed.	Positive transparency measure, provided reporting is sufficiently detailed to verify allocations.
Budget timing	Draft budgets are expected to be circulated in advance of the fiscal year.	Should provide enough time for municipal budget planning and Council review.

Financial Model and Impact on White Sands

The allocation of operating costs among participating municipalities remains an important matter for future consideration by the proposed Commission.

When discussions began in September 2025, preliminary financial projections were based on an assumed 30% increase in regional fire operating costs. Following completion of the 2026 operating budget, the actual increase was approximately 15%, allowing Administration to update the scenarios using current 2026 operating costs.

Through the discussions and drafting completed to date, the following allocation factors have been used to illustrate how costs could potentially be shared:

Factor	County Formula Weight
Base cost	5%
Equalized assessment	20%
Population	60%
Dwellings	15%

These factors and the resulting amounts are presented for discussion purposes only. They have not been finalized or approved by the proposed Commission**.** Final decisions regarding the funding model, allocation methodology and municipal contributions would be made through the Commission process once established.

For White Sands, the current scenarios are:

Measure	Current Requisition*	Scenario A: Draft Operating Share	Scenario B: Revised Service-Area Operating Share
Annual White Sands amount	$51,781	$56,880	$40,825.95
Change from current	-	+$5,099	-$10,955.05
Percentage change	-	+9.8%	-21.2%

*The current requisition of $51,781 is the municipal comparison amount presently used by White Sands. Scenario A represents the draft operating share developed during the initial September 2025 financial discussions based on preliminary budget assumptions. Scenario B represents a later service-area operating allocation developed following completion of the 2026 operating budget. Both are presented for comparison purposes only. Neither scenario represents an approved Commission requisition or final cost to White Sands. Final funding and allocation decisions will be determined through the Commission process.

For additional context, the following table shows the participant data and draft allocations presented during the initial discussions in September 2025. Scenario A was based on the preliminary assumption that regional fire operating costs would increase by approximately 30%. It is included to show the original financial model considered at the outset of Commission discussions and is provided for comparison purposes only.

Participant	2025 Equalized Assessment	Population	Dwellings	Scenario A Draft Operating Share
County of Stettler	$1,593,782,743	5,666	2,310	$1,597,326
Town of Stettler	$859,237,103	5,695	2,574	$0
Village of Big Valley	$29,371,595	331	186	$49,264
Village of Donalda	$14,544,022	226	123	$42,010
Summer Village of Rochon Sands	$65,196,586	97	156	$35,899
Summer Village of White Sands	$127,551,487	174	304	$56,880

Following completion of the 2026 operating budget, the projected increase in regional operating costs was approximately 15% rather than the 30% initially assumed. Administration discussions and subsequent drafting therefore produced an updated service-area scenario using the actual 2026 operating budget. This updated scenario is shown below for comparison and, like Scenario A, does not represent an approved Commission funding model or requisition.

Financial Considerations and Negotiating Position

- The financial scenarios demonstrate how the potential impact on White Sands has changed as more current operating information has become available. However, the final allocation methodology, service-area assignments and funding obligations have not yet been determined by the proposed Commission.
- Key matters for White Sands include:
  - The 5% base / 20% equalized assessment / 60% population / 15% dwellings allocation methodology remains a working model and should be considered alongside service areas, regional readiness, seasonal demand, incident history and land-based risk.
  - The Town of Stettler is not allocated an operating share under the scenarios presented, resulting in Commission operating costs being distributed among the County, Villages and Summer Villages. The basis and future treatment of this arrangement should be clearly understood before a final funding model is approved.
  - The final governance and service documents should clearly address how costs or obligations would be handled if a participating municipality withdraws, restructures or is otherwise unable to continue participating.
  - The final financial model should provide clear service-area accounting, regular financial reporting, advance budget information and confirmation of any charges that may apply in addition to the annual municipal requisition.
- Administration recommends that White Sands continue to advocate for a financial model and service agreement that:

- validates the population, dwelling, assessment, service-area and budget inputs used to determine municipal contributions;
- demonstrates a reasonable relationship between costs assigned to White Sands and the regional services and service areas from which the municipality benefits;
- considers whether seasonal demand, incident history, taxable parcels, land area or another risk-based factor should supplement the dwelling component;
- provides for a reasonable shared regional readiness component and transparent allocation of regional expenses;
- provides an appropriate transition or phase-in mechanism if the final requisition materially exceeds White Sands' current contribution;
- establishes clear controls for unbudgeted in-year financial requirements; and
- clearly identifies the approval requirements for significant capital, debt, reserve, lease or service-level decisions.

Service Levels, Fees and Billing Controls

Issue	Recommended Control
Response timing	Any hourly response fees should clearly define when billable time begins and ends, including any minimum charge or rounding provisions.
Water and consumables	Any additional charges for water, consumables or incident-specific costs should be clearly defined and supported by transparent billing.
Incident charges	The service agreement should clearly state whether member municipalities may be charged incident-specific costs in addition to the annual requisition
Annual requisition certainty	The funding model should provide members with an approved annual operating requisition on a predictable schedule and clearly address how any in-year budget shortfall would be handled..
Service-area attribution	Where costs are attributed to individual service areas, the methodology should be clearly defined and supported by transparent financial reporting.
Higher service levels	Any enhanced service level requested by an individual member should identify the associated cost and approval responsibility of the requesting municipality.

Financial Reporting and Transparency

- White Sands should continue to advocate for financial reporting requirements that provide participating municipalities with sufficient information to understand and monitor Commission costs, including:
  - regular year-to-date budget reporting to the Commission Board;
  - appropriate reporting of operating results by service area and municipal allocation;
  - clear identification of direct, shared and regional expenses;
  - explanations for material budget variances;
  - annual audited financial statements and supporting allocation information; and
  - advance circulation of proposed municipal requisitions to support municipal budget planning.

Risk Analysis

Risk	Likelihood / Impact	Mitigation	Residual Assessment
Advertising is misunderstood as final approval	Medium / Medium	Clearly communicate that advertising allows the establishment process to proceed and does not approve the final service agreement, funding model or financial commitments.	Low
Final financial model remains unresolved or unaffordable	Medium / High	Continue financial review, validate the inputs and methodology, and preserve Council consideration of the final service agreement and financial commitments.	Medium
Service interruption during transition	Low / High	Coordinate interim arrangements and implementation timing before current coverage expires.	Low-Medium
Small municipalities have insufficient influence	Medium / High	Preserve balanced Board representation, quorum and double-threshold voting protections.	Medium
Another member dissolves or withdraws	Medium / Medium	Ensure the final governance and service documents clearly address withdrawal, restructuring and the resulting treatment of financial obligations.	Low-Medium
Commission is established but acceptable agreements are not reached	Medium / Medium	Preserve the ability not to execute a service agreement and clearly define withdrawal rights.	Medium

Options for Council

Option 1 - Authorize Advertising (Recommended)

Direct Administration to advertise notice of Council's intention to consider establishing the Heartland Regional Fire Commission. This allows the statutory process and negotiations to continue without approving the final service agreement or funding model.

Option 2 - Defer Advertising

Request further information or additional discussion with the participating municipalities before proceeding. Deferral may delay coordinated advertising and the proposed Commission establishment timeline.

Option 3 - Decline to Proceed

Do not authorize advertising and discontinue participation in the proposed Commission establishment process. White Sands would then need to consider alternative arrangements for the provision of fire and rescue services beyond the current arrangement.

Financial Implications of the Current Decision

The immediate financial impact of authorizing advertising is limited to statutory notice costs and staff time, which can be accommodated within the existing operating budget. The current decision does not approve a future Commission requisition, funding formula, capital contribution, service fee or contractual service obligation. Future financial commitments would be considered as the Commission's governance documents, funding model and service agreement are developed.

Policy and Legislative Considerations

- Municipal Government Act, Part 15.1 - Regional Services Commissions;
- Municipal Government Act, section 606 - advertising requirements;
- Municipal Government Act, section 180(1) - Council acts by bylaw or resolution;
- Existing 2026 fire services arrangement and related documentation; and
- Proposed Commission governance and services/fees bylaws.

Administration recommends appropriate legal review of the final establishment resolution, bylaws and service agreement before Council approves any binding participation.

Implementation and Communications

1. Coordinate the form and timing of the statutory notice with the County and other participating municipalities.
2. Advertise for two consecutive weeks in accordance with section 606 and White Sands' public notification requirements.
3. Return the matching establishment resolution to Council after the advertising period.
4. Confirm and name White Sands' inaugural Board Director in the establishment resolution.
5. Continue participating in administrative discussions regarding governance, service levels, fees and financial allocation.
6. Continue reviewing and updating the financial implications for White Sands as the Commission's funding model develops.
7. Return the final service agreement, applicable bylaws, financial information and implementation details to Council before White Sands considers entering into a binding service agreement.

Administrative Analysis

The proposed Heartland Regional Fire Commission has evolved through the work of the participating municipalities and the administrative and governance discussions undertaken since 2025. The CAOs for Rochon Sands and White Sands have participated at the administrative level by reviewing draft documents, identifying governance and financial considerations, and providing comments through the development process. This administrative involvement does not represent Council approval of the final Commission structure, funding model or service arrangements. The current proposal provides a pathway toward a formal regional governance structure while allowing further development of the Commission's bylaws, service arrangements and financial model.

The financial information has also evolved. Initial discussions in September 2025 were based on preliminary operating assumptions, including an estimated 30% increase in regional fire operating costs. Following completion of the 2026 operating budget, the actual increase was approximately 15%, allowing more current financial scenarios to be considered. The scenarios presented in this report are intended to

illustrate the potential impact on White Sands and do not represent an approved Commission funding model or final requisition.

At this stage, the decision before Council is whether to allow the statutory establishment process to continue through advertising. Advertising does not approve the final funding model, service agreement or future financial commitment. Those matters will require further development and consideration as the Commission process advances.

Administration considers continued participation appropriate so that White Sands remains involved in the administrative review and development of the governance, service and financial framework, while Council retains its decision-making authority over matters requiring municipal approval. This will allow Council to evaluate the final terms before considering a binding service agreement.

Administrative Recommendation

That Council proceed with Option 1 and authorize the statutory advertising required to consider establishment of the Heartland Regional Fire Commission, with the understanding that the final service agreement, funding model and any binding municipal financial commitments will return to Council for consideration.

Recommended Motions

Motion 1: THAT Council direct Administration to advertise notice of the Summer Village of White Sands' intention to consider a resolution establishing the Heartland Regional Fire Commission pursuant to Part 15.1 of the Municipal Government Act.

Motion 2: THAT Council appoint Mayor/Councillor _____ as the Summer Village of White Sands' representative on the inaugural Board of the Heartland Regional Fire Commission, effective upon establishment of the Commission.

Motion 3: THAT Council direct Administration to continue participating in the development of the Heartland Regional Fire Commission and return the final service agreement, applicable bylaws, funding model and implementation information to Council for consideration prior to entering into a binding service agreement.

Attachments

- Attachment A - County of Stettler RFD: Advertisement of Intent to Establish a Regional Services Commission

Request for Decision

Agenda Item: Advertisement of Intent to Establish a Regional Services Commission

Issue

Council has been unable to resolve fundamental management issues within the current regional fire model.

Options for Consideration (Recommendation)

1. That Council directs Administration to advertise a notice of a motion to establish a regional services commission pursuant to Part 15.1 of the Municipal Government Act, for the purpose of forming the Heartland Regional Fire Commission.

OR

2. That Council directs Administration to call a meeting of the steering committee.

General

The County has been working with the Summer Villages of Rochon Sands and White Sands and the Villages of Big Valley and Donalda to evaluate long-term governance options for fire and rescue services. The preferred model remains the creation of a Regional Services Commission, which provides a stable, accountable, and autonomous governance structure for shared emergency services.

Under Part 15.1 of the Municipal Government Act (MGA), municipalities may establish a regional services commission by passing matching resolutions. Before Council may consider such a resolution, the MGA requires that the proposed resolution be advertised in accordance with Section 606.

Regional fire service delivery has evolved significantly over several decades, with multiple municipalities participating in shared agreements, joint operations, and regionalized leadership models. Recent discussions focused on building a structure that:

- Provides clear authority and accountability for fire leadership.
- Ensures consistent service levels across the region.
- Supports long-term planning, capital management, and operational coordination.
- Reduces political conflict within operational decision-making.

A regional services commission is a legislated corporate entity designed specifically for multi-municipal service delivery. It offers:

- Independent governance through a board representing member municipalities.
- Authority for the commission to manage staff, assets, and operations.
- Flexibility to establish bylaws, service levels, and financial models tailored to regional needs.
- Stability and continuity for emergency services.

The Fire Commission Steering Committee has completed preliminary work, including identifying the preferred name Heartland Regional Fire Commission and reviewing draft governance concepts. The next statutory step is to advertise Council's intent to establish the commission.

Advertising the County's intent is a procedural requirement and does not commit the County to final participation. It allows:

- Compliance with statutory requirements.
- Parallel advertising by partner municipalities.
- Continued progress toward a unified regional fire governance model.
- Preparation of the final resolution for Council's later consideration.

Once advertising is complete, Administration will return with the final resolution establishing the Heartland Regional Fire Commission. After each municipality has passed a matching resolution, the minutes will be forwarded to the Minister of Municipal Affairs to establish the commission through a ministerial order updating the list of regional services commissions.

Once the Board is properly constituted, they will be required to pass initial bylaws and propose a service agreement for the municipalities. Until the bylaws are passed and the service agreements are approved, no municipality will be committed to staying with the commission. This is intended to allow a safeguard as the commission must be established prior to the bylaws being passed and therefore before details are finalized.

Financial

None at this stage. Advertising costs are minimal and covered within existing operational budgets. Future financial commitments will be addressed through the Commission's finalized member agreements, bylaws, and funding model.

Policy/Legislation

Municipal Government Act, RSA 2000, Chapter M26

Section 180 (1)

A Council may act only by resolution or bylaw.

Implementation/Communication

If approved, Administration will advertise the proposed resolution for two consecutive weeks in accordance with Section 606 and the County's Public Participation Policy. Notices will also be coordinated with other member municipalities to reduce administrative overhead where possible.

Target Decision Date

Wednesday August 12, 2026

Prepared By

Andrew Brysiuk, Director of Municipal Services

Reviewed By

Yvette Cassidy, Chief Administrative Officer

Request For Decision (RFD)

Meeting Date: August 18, 2026
Item #: 7.2
Subject: Boat Launch Preliminary Assessment – Project Update and Meeting Date
Prepared by: Chief Administrative Officer

BACKGROUND

The Summer Village issued a Request for Proposal in December 2025 for a preliminary engineering review of the municipal boat launch. The purpose of the review is to assess the existing facility and provide Council with conceptual improvement options, preliminary cost estimates and recommendations for future planning.

At the January 19, 2026 Regular Council Meeting, Council awarded the project to WSP Canada Inc. through the following resolution:

Motion 26:01:07

Moved Councillor Ashford to award the Boat Launch Preliminary Study Proposal to WSP, based on the clarification on a phased approach: Phase 1 is the Preliminary Design Report (max fee of $16,838) and Phase 2 is the optional geotechnical investigation (max of $9,700) based on what is determined in Phase 1's findings. Administration will apply to Local Government Fiscal Framework (LGFF) Capital grant for $28,000.

MOTION CARRIED

Following Council's award, a Professional Service Agreement dated February 6, 2026 was entered into with WSP for Phase 1. Phase 2 remains optional and requires separate approval before proceeding.

Although Council awarded the project early in the year, the field component of the assessment was dependent on suitable lake and site conditions. WSP's proposal specifically identified that the site visit and survey would be completed when the most useful information could be obtained based on site conditions.

WSP completed its site visit on May 20, 2026, following ice-off at Buffalo Lake, with surveying and site information forming part of the preliminary assessment.

PROJECT TIMELINE

Date	Activity
December 2, 2025	Request for Proposal issued.
January 12, 2026	WSP submitted its engineering proposal.
January 19, 2026	Council awarded the project to WSP through Motion 26:01:07.
February 6, 2026	Professional Service Agreement entered into for Phase 1.
Spring 2026	Field work coordinated based on suitable lake and site conditions.
May 20, 2026	WSP completed the boat launch site visit following ice-off.
July 31, 2026	Administration contacted WSP for a project update and requested attendance at the August Council meeting.
August 5, 2026	WSP advised that the project engineer would be unavailable for the August 18 Council meeting due to scheduled vacation. Administration requested alternative dates.
August 24–28, 2026	WSP has confirmed availability and flexibility during this week to present the preliminary assessment to Council.
September 21, 2026	Next scheduled Regular Council Meeting, should Council choose not to hold a Special Meeting.

CURRENT STATUS

The original RFP anticipated completion of the preliminary review within approximately six to eight weeks. However, WSP's engineering proposal identified that the site visit and survey would be scheduled when site conditions allowed the most useful information to be obtained.

As a result, although Council awarded the project in January and the agreement was entered into in February, the field component of the assessment was completed following ice-off, with WSP attending the site on May 20.

Administration contacted WSP on July 31 for an update and requested that the engineer attend the August 18 Council meeting. The project engineer is unavailable for that meeting due to scheduled vacation but has confirmed availability during the week of August 24–28, 2026.

Council may therefore choose to schedule a Special Council Meeting during WSP's available week or defer the presentation to the next scheduled Regular Council Meeting on September 21, 2026.

If Council wishes to proceed with a Special Meeting, Administration recommends that Council select the meeting date as part of its August 18 decision. This will allow Administration to coordinate the presentation with WSP and provide the required public notification of the Special Meeting.

FINANCIAL IMPLICATIONS

Council previously approved Phase 1 to a maximum upset fee of $16,838, excluding GST.

Phase 2 consists of an optional geotechnical investigation to a maximum of $9,700, excluding GST, and has not been authorized.

No additional engineering expenditure is being requested through this RFD**.**

OPTIONS FOR COUNCIL

Council may:

1. Schedule a Special Council Meeting on a selected date during August 24–28, 2026, subject to confirmation with WSP; or
2. Defer the presentation to the next scheduled Regular Council Meeting on September 21, 2026; or
3. Provide other direction to Administration.

ADMINISTRATION RECOMMENDATION

Administration recommends that Council determine at the August 18 meeting whether it wishes to receive WSP's presentation at a Special Council Meeting during the week of August 24–28 or at the September 21 Regular Council Meeting.

If Council selects a Special Meeting, a specific date should be established by resolution to allow Administration to confirm WSP's attendance and complete the required meeting notification.

RECOMMENDED MOTION – SPECIAL MEETING

That Council accept the Boat Launch Preliminary Assessment project update as information and schedule a Special Council Meeting for _____, August ___, 2026, at _____ a.m./p.m. for WSP Canada Inc. to present the Boat Launch Preliminary Assessment and for Council to provide further direction.

ALTERNATIVE MOTION – SEPTEMBER REGULAR MEETING

That Council accept the Boat Launch Preliminary Assessment project update as information and direct Administration to schedule WSP Canada Inc. to present the Boat Launch Preliminary Assessment at the September 21, 2026 Regular Council Meeting.

ATTACHMENTS

None.

Previous project documentation was provided to Council as part of the original project award and is not duplicated with this project update.

Request For Decision (RFD)

Meeting Date: August 18, 2026
Item #: 7.3
Subject: Community Hall Expansion – Exercise Area Project Update and Direction
Prepared By: Chief Administrative Officer

BACKGROUND

Council approved a $25,000 capital budget, excluding applicable GST, for the development of an exercise area within the Community Hall expansion.

Tremmel Construction provided a proposal dated April 26, 2026 in the amount of **$**30,063 plus GST ($31,566.15 including GST). The proposal included exterior doors, a bathroom vanity, plumbing and ventilation work, electrical work, and preparation and epoxy painting of the concrete floor.

At the July 20, 2026 Regular Council Meeting, Council reviewed the proposal and passed the following resolution:

Motion 26:07:09
Moved by Councillor Thorogood that Administration contact Tremmel Construction to provide clarity of the quote and revise with:

- removal of the bathroom addition;
- repositioning of plumbing;
- user-friendly grate;
- two exterior doors and one interior door;
- negotiate down to budget; and
- project completion by December 1, 2026.

MOTION CARRIED

UPDATE

In accordance with Council's direction, Administration contacted Tremmel Construction on August 6, 2026 requesting a revised proposal addressing the scope changes, pricing and completion timeline identified in Motion 26:07:09.

At the time of preparation of this report, the revised proposal has not yet been received.

As Council has already established the required project scope, approved budget and completion date, Administration is seeking direction on how to proceed once the revised proposal is received.

If the revised proposal meets the requirements of Motion 26:07:09, does not exceed the approved $25,000 budget, excluding applicable GST, and confirms completion by December 1, 2026, Council may authorize Administration to accept the proposal and proceed with the project.

If any of these requirements cannot be met, the revised proposal would be brought back to Council for further consideration and direction.

FINANCIAL IMPLICATIONS

The approved capital budget for the project is $25,000, excluding applicable GST.

The original Tremmel Construction proposal was $30,063 plus GST, exceeding the approved project budget by $5,063 before GST.

No additional funding is being requested through this RFD. Administration's authority to proceed would be limited to the existing approved project budget.

ADMINISTRATIVE CONSIDERATIONS

Council has already established the project requirements through Motion 26:07:09. Providing Administration with limited authority to proceed if the revised proposal satisfies those requirements would avoid delaying the project for an additional Council meeting.

The delegated authority would be limited to:

- the scope established by Motion 26:07:09;
- a maximum project cost of $25,000, excluding applicable GST; and
- completion by December 1, 2026.

Any proposal that does not meet these conditions would require further Council consideration before the municipality proceeds.

OPTIONS

Option 1 – Authorize Administration to Proceed

Authorize Administration to accept the revised proposal and proceed with the project if all of Council's established scope, budget and completion requirements are met.

Option 2 – Return Revised Proposal to Council

Require the revised proposal to be presented to Council for approval prior to award, regardless of whether it meets the previously established requirements.

RECOMMENDATION

Administration recommends **Option 1**, as Council has already established the project scope, maximum budget and required completion date. This provides Administration with limited authority to proceed while ensuring any proposal outside Council's established parameters is returned for further consideration.

RECOMMENDED MOTION

That Council authorize Administration to accept and award the Community Hall Expansion – Exercise Area project to Tremmel Construction upon receipt of a revised proposal, provided the proposal meets the scope requirements established by Motion 26:07:09, does not exceed $25,000 excluding applicable GST, and confirms project completion by December 1, 2026; and further, that any proposal not meeting these requirements be brought back to Council for further consideration and direction.

Request For Decision (RFD)

Meeting Date: August 18, 2026
Item #: 7.4
Subject: Shoreline Management Plan and Recreational Lease – Project Update
Prepared By: Chief Administrative Officer

PURPOSE

To provide Council with an update on the Shoreline Management Plan (SMP), including background regarding the Summer Village's existing provincial Recreational Lease, the current lease renewal process, and revisions being undertaken by Municipal Planning Services (MPS) following Council's June 9, 2026 Committee of the Whole discussion.

Council is also being asked to confirm whether the revised Executive Summary reflects Council's intended direction before MPS completes the full revised Shoreline Management Plan.

BACKGROUND

The Summer Village has been working with MPS to prepare a Shoreline Management Plan as part of the municipality's ongoing management of the Buffalo Lake shoreline and the renewal of its Recreational Lease with the Province of Alberta.

The shoreline adjacent to White Sands includes lands subject to provincial ownership and jurisdiction. Portions of the shoreline form part of the Crown right-of-way associated with the Parlby Creek–Buffalo Lake Water Management Project.

Historical documentation shows that certain lands were transferred from the Summer Village to the Province in connection with the water management project. The documentation also contemplated that the Summer Village could subsequently lease affected lands from the Province.

This history is important because the Summer Village does not own all lands along its shoreline. The use and management of Crown shoreline lands are therefore subject to provincial legislation, approvals and the terms and conditions of applicable provincial dispositions.

RECREATIONAL LEASE AND SHORELINE BACKGROUND

The following provides a simplified history of the documents relevant to the current Shoreline Management Plan and Recreational Lease renewal:

Date / Document	Summary	Relevance to Current Process
1990s – Crown Water Management Right-of-Way	Lands along portions of White Sands were incorporated into the provincial right-of-way associated with the Parlby Creek–Buffalo Lake Water Management Project.	Explains why portions of the shoreline are Crown land and subject to provincial authority.
February 2000 – Recreational Lease Application	The Summer Village applied to the Province for a Recreational Lease over identified Crown shoreline lands.	Established the process that resulted in REC 000001.
August 2000 – White Sands Correspondence	The Summer Village advised Alberta that the lands were largely in a natural state and were intended to be maintained as an environmental buffer between the lakefront and the lake.	Provides context for the purpose subsequently assigned to the original lease.
November 2000 – REC 000001	Alberta issued a 21-year Recreational Lease covering approximately 32.99 acres, commencing November 28, 2000. The stated purpose was Environmental Buffer.	This is the historical lease underlying the current renewal process.
December 2025 – Provincial LAT Review	The Landscape Analysis Tool (LAT) report identifies the current project as White Sands Rec Lease Renewal and identifies the activity within the Recreational Development framework.	Confirms that the renewal is being considered through the Province's current Crown-land disposition framework.
2025–2026 – Shoreline Management Plan	The SMP is being developed to document shoreline conditions, recreational use, access, environmental considerations and municipal management responsibilities.	Provides the planning framework to support the lease renewal and future shoreline management.

WHY THE SHORELINE MANAGEMENT PLAN MATTERS

The existing Recreational Lease was established more than 25 years ago and states that the leased lands are to be used solely for the purpose of Environmental Buffer.

The current renewal process requires consideration of present-day provincial standards, conditions, higher-level plans and Crown-land requirements. The Province's December 2025 LAT report identifies the Buffalo Lake Integrated Shoreland Management Plan as an applicable higher-level plan and notes that the applicant is responsible for addressing applicable standards and conditions through the disposition process.

The Shoreline Management Plan therefore provides an opportunity to establish a current planning framework that recognizes the relationship between:

recreational use and lake access + environmental stewardship + existing community use + provincial Crown-land requirements.

The SMP itself is not the provincial Recreational Lease and does not provide authority to undertake activities on Crown land. Rather, it provides a municipal planning framework to support the lease renewal and guide future shoreline management.

ENVIRONMENTAL CONDITION OF THE SHORELINE

CPP Environmental completed a Fish & Wildlife Habitat Assessment in 2024 to provide environmental information for the Shoreline Management Plan.

The assessment classified:

- 51.85% of the shoreline as highly intact;
- 42.85% as moderately intact;
- 3.09% as having low intactness; and
- 2.21% as having very low intactness.

Accordingly, approximately 95% of the assessed White Sands shoreline was classified as highly or moderately intact.

This provides important context for the current planning process. The objective is to determine how the Summer Village can continue to protect a generally intact shoreline while recognizing its character and use as a recreational lakeside community.

JUNE 9, 2026 COMMITTEE OF THE WHOLE

Council met with MPS on June 9, 2026 to undertake a detailed review of the draft Shoreline Management Plan.

During the discussion, Council identified concerns that the draft did not adequately reflect:

- White Sands' recreational character and historical shoreline use;
- an appropriate balance between recreation and environmental stewardship;

- practical shoreline and lake access;
- dock and boat lift storage practices;
- mapping accuracy; and
- previous Council discussions and provincial guidance.

Council requested that MPS further review and refine the document to better reflect the community's values and recreational character while continuing to address applicable environmental and provincial requirements.

Council further emphasized the importance of maintaining practical recreational use and recognizing the community's history and resident expectations while protecting the shoreline.

CURRENT PROJECT UPDATE

On August 6, 2026, MPS advised Administration that the revised Shoreline Management Plan is nearing completion. Completion was delayed slightly due to consultant staff holidays and illness, with the revised draft expected to be provided to Administration shortly.

As part of the revisions, MPS has substantially rewritten the Executive Summary. MPS identified this section as a significant area of concern arising from Council's June 9 discussion and has revised it to better reflect Council's direction and the Summer Village's adopted Mission and Vision Statements.

The proposed revised Executive Summary provided by MPS is as follows:

PROPOSED REVISED EXECUTIVE SUMMARY

White Sands is a vibrant lakeside Summer Village on the southeastern shore of Buffalo Lake. Established as a Summer Village in 1980, White Sands includes approximately 292 dwellings on 406 residential lots. 120 community members are permanent residents of the Summer Village.

The Summer Village takes pride in recognizing that the shoreline of Buffalo Lake within the Summer Village is primarily intact, according to the findings of the Fish & Wildlife Habitat Assessment and Shoreline Assessment completed by CPP Environmental in 2024. According to the assessment, 95% of the shoreline within the Summer Village was observed to be highly or moderately intact. Based on a review of similar recent assessments, most Summer Villages in Alberta contain shorelines with significant reaches of low intactness.

Buffalo Lake is a ‘managed’ waterbody – water levels are maintained within a specified range to minimize the impacts of water level fluctuations. A water management right of way encircles the entire lake. Land for the right of way was surveyed and acquired by the Province in the

1990s. The right of way is provincial crown land and generally corresponds to the lake's 1:100 year flood level.

At the request of the Government of Alberta and in support of the Summer Village's application to renew the recreation lease agreements, the Summer Village has developed this Shoreline Management Plan. This Shoreline Management Plan has been prepared to align with provincial requirements, while also reflecting the Summer Village's Mission and Vision Statements, which are as follows:

Mission Statement: *The Summer Village of White Sands is committed to fostering a friendly, safe, and inclusive lakeside community that balances recreation with environmental stewardship. We provide responsible, cost-effective services while preserving our rural charm, protecting Buffalo Lake, and creating opportunities for families, seniors, and visitors to connect, belong, and build lasting memories.*

Vision Statement: *White Sands is a vibrant lakeside village known for its strong sense of community, beautiful natural surroundings, and thoughtful, balanced growth. We envision a future with enhanced recreational amenities, sustainable shoreline and lake health, improved water access and infrastructure, and a welcoming village centre — all while protecting the character, affordability, and small-community spirit that make White Sands unique along the south shore of Buffalo Lake.*

The purpose of the Summer Village of White Sands Shoreline Management Plan is to responsibly balance future land use and recreational activities with environmental protection within the plan area so that the shoreline can continue to be used, viewed, and enjoyed by community members for generations to come.

The Summer Village of White Sands is committed to continuing to foster a friendly, safe, and inclusive lakeside community that proudly balances lake and shoreline recreation with environmental stewardship.

The Summer Village of White Sands Shoreline Management Plan specifically identifies:

- the planning area that is subject to the policies of this Plan;
- the legislative framework and authority within which the Shoreline Management Plan will function;
- a summary of current land use and development considerations within and adjacent to the shoreline area;
- the Summer Village's vision, principles and goals for shoreline land use, recreational activities, access and environmental stewardship;
- policy and regulatory recommendations; and
- information maps to help identify important shoreline features within the Summer Village.

ADMINISTRATION REVIEW

Administration considers the revised Executive Summary to more clearly reflect the direction provided by Council on June 9.

In particular, the revised wording recognizes that White Sands is both a recreational lakeside community and a steward of a predominantly intact shoreline. The approximately 95% figure referenced in the revised Executive Summary is consistent with the CPP Environmental assessment.

The revised wording also provides a clearer connection between the Shoreline Management Plan and the Recreational Lease renewal.

Administration considers this to provide an appropriate overall foundation for MPS to complete the detailed policies, recommendations and mapping within the Plan.

Council's endorsement of the Executive Summary at this stage would not constitute approval of the final Shoreline Management Plan, the renewed Recreational Lease, or any individual shoreline activity.

The complete revised SMP will still be returned to Council for consideration.

RELATED SHORELINE MATTER – ACCESSIBILITY

A separate Request for Direction – Accessible Shoreline Access is also being presented to Council at the August 18, 2026 meeting.

That matter arose following accessibility concerns regarding elderly residents and individuals with significant mobility limitations who may have difficulty independently accessing the beach and water's edge. Council is being asked separately whether Administration should investigate the feasibility of limited motorized shoreline access for accessibility purposes.

The matter is being considered separately because it requires specific review of provincial legislation, Crown land jurisdiction, the Recreational Lease, environmental considerations and municipal authority.

Should Council direct Administration to investigate the concept, the findings can be coordinated with MPS and considered through the ongoing Shoreline Management Plan and Recreational Lease renewal process. The separate RFD does not seek approval of a shoreline accessibility policy at this stage.

NEXT STEPS

Subject to Council's direction:

1. Administration will provide Council's direction regarding the revised Executive Summary to MPS.
2. MPS will complete the revised Shoreline Management Plan.
3. Administration will review the complete document against Council's June 9 direction, the revised Executive Summary, supporting environmental information and the Recreational Lease renewal requirements.
4. If Council separately directs further investigation of accessible shoreline access, that review will be coordinated with the SMP process where appropriate.
5. The complete revised Shoreline Management Plan will return to Council for consideration and further direction.

Any subsequent public engagement, provincial submission, policy or bylaw amendments, or implementation measures will proceed following further Council direction.

FINANCIAL IMPLICATIONS

There are no new financial implications associated with receiving this update or providing direction regarding the revised Executive Summary.

Any future recommendations arising from the Shoreline Management Plan that require municipal expenditures will be presented separately to Council for consideration and budget approval, where required.

RECOMMENDATION

Administration recommends that Council endorse the revised Executive Summary as the general direction for completion of the Shoreline Management Plan.

This endorsement would allow MPS to continue completing the Plan based on Council's intended direction while preserving Council's ability to review and make decisions regarding the detailed policies, recommendations and implementation measures when the complete revised Plan is returned.

RECOMMENDED MOTION

THAT Council receive the Shoreline Management Plan and Recreational Lease project update for information; endorse the revised Executive Summary as presented as the general direction for

completion of the Shoreline Management Plan; and direct Administration to continue working with Municipal Planning Services to complete the revised Shoreline Management Plan and return the complete revised document to Council for consideration and further direction prior to final approval, provincial submission, or implementation of any recommended municipal policy or regulatory changes.

Alternative:

THAT Council receive the Shoreline Management Plan and Recreational Lease project update for information and provide the following additional direction to Administration and Municipal Planning Services: _____.

Request For Decision (RFD)

Meeting Date: August 18, 2026
Item #: 7.5
Subject: 2026 Alberta Municipalities Convention – Minister of Transportation Meeting Request
Prepared by: Chief Administrative Officer

PURPOSE

To formally ratify the meeting request submitted to the Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, and confirm Council representation should the meeting be granted.

BACKGROUND

On July 31, 2026, Alberta Transportation and Economic Corridors invited municipalities to request a meeting with the Honourable Devin Dreeshen during the 2026 Alberta Municipalities Convention in Edmonton, September 23–25, 2026.

Municipalities were required to respond by August 10, 2026, identifying up to three priority discussion items and a list of potential attendees.

As the submission deadline occurred prior to the next Council meeting, Administration circulated the opportunity to Council by email.

Council members expressed support for pursuing the meeting opportunity. During the email discussion, Council also indicated that attendance by all three members of Council was not necessary and suggested that the Mayor and/or Deputy Mayor could attend. The Deputy Mayor confirmed availability during the convention dates.

To meet the provincial submission deadline, Administration submitted the request identifying the Mayor and Chief Administrative Officer as potential attendees.

The following priorities were submitted for discussion:

1. Provincial support for improving one of the few remaining non-paved primary access routes serving an Alberta lake community and regional tourism destination.
2. Regional partnership opportunities, including Strategic Transportation Infrastructure Program (STIP) funding, for the Buffalo Lake South Shore Access Corridor.
3. Long-term transportation planning to improve regional connectivity, emergency access, tourism and economic development.

CURRENT STATUS

The meeting request has been submitted; however, a meeting has not yet been confirmed. Transportation and Economic Corridors advised that a response will be provided once the Minister's availability is confirmed.

If granted, the meeting will take place during the Alberta Municipalities Convention in Edmonton between September 23 and 25, 2026.

Administration has contacted Alberta Municipalities to clarify whether municipal representatives attending specifically for a ministerial meeting are required to purchase full convention registrations. A response is pending.

Council should now formally confirm the direction previously discussed by email regarding municipal representation should the meeting be granted.

ATTENDANCE CONSIDERATIONS

The meeting request submitted to the Province identified the Mayor and CAO as potential attendees. This information was provided as part of the meeting request and does not require those individuals to attend if the meeting is granted.

Council's subsequent email discussion indicated a preference to limit Council attendance, with the Mayor and/or Deputy Mayor identified as appropriate representatives rather than having all members of Council attend.

The meeting is intended primarily as an advocacy opportunity to present the municipality's transportation priorities directly to the Minister. Administration can prepare the required background information and briefing materials for the attending Council representative(s).

The Summer Village operates with limited administrative staffing. Unless Council considers administrative attendance necessary, representation by the Mayor and/or Deputy Mayor would allow the municipality to participate in the advocacy meeting while reducing both the operational impact on municipal staffing and the associated travel costs.

FINANCIAL IMPLICATIONS

The total cost of attendance cannot yet be confirmed.

Potential costs may include:

- convention registration, if required;

- accommodation;
- mileage or other transportation;
- meals and incidental expenses; and
- Council remuneration in accordance with Policy CNL 2.1.

Administration is awaiting clarification from Alberta Municipalities regarding whether full convention registration is required to attend a scheduled ministerial meeting.

Actual costs will depend on the meeting date and time assigned by the Ministry, registration requirements and the number of Council representatives attending.

OPTIONS

Option 1 – Mayor and/or Deputy Mayor

Council ratifies the meeting request and authorizes the Mayor and/or Deputy Mayor to represent the Summer Village should the meeting be confirmed.

Option 2 – Alternate Representation

Council ratifies the meeting request and determines alternate or additional representatives to attend.

Option 3 – Await Further Information

Council ratifies the meeting request but defers the attendance decision until confirmation of the ministerial meeting, registration requirements and associated costs is received.

RECOMMENDATION

Administration recommends **Option 1**, consistent with Council's email discussion that the Mayor and/or Deputy Mayor could represent the municipality and that attendance by all members of Council is not necessary.

Administration will provide the attending representative(s) with the necessary background information and briefing materials prior to the meeting.

PROPOSED RESOLUTION

That Council ratify the submission of the meeting request with the Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, regarding the Buffalo Lake South Shore Access Corridor; and further, authorize the Mayor and/or Deputy Mayor to represent the

Summer Village of White Sands should the meeting be confirmed, with applicable attendance and travel expenses paid in accordance with municipal policy.

Request For Decision (RFD)

Meeting Date: August 18, 2026
Item #: 7.6
Subject: Municipal Office Hours Pilot Program – Interim Review and Direction
Prepared By: Chief Administrative Officer

PURPOSE

To provide Council with an interim review of the municipal office hours pilot program, including public usage and operational experience from June 1 to August 7, 2026, and to seek Council direction regarding continuation of the pilot after August 31, 2026.

BACKGROUND

At the May 19, 2026 Regular Council Meeting, Council discussed increasing public access to the municipal office during the summer months. Council subsequently approved:

Motion 26:05:28 Moved by Mayor Zembal to implement a pilot project effective June 1, 2026, to September 30, 2026, increasing municipal office service levels to provide Monday to Friday office coverage during the summer months through alternating staffing and office coverage, while maintaining current chargeable hours and minimizing significant budget impacts.

MOTION CARRIED

The intent of the pilot was to test whether Monday-to-Friday public office access could be provided during the summer through alternating staffing while maintaining existing chargeable hours where feasible and minimizing significant budget impacts. Administration implemented the pilot effective June 1, 2026, with advertised office hours of Monday to Friday, 9:00 a.m. to 4:00 p.m.

Administration has tracked in-person office visits and operational impacts to provide Council with information to evaluate the pilot.

PUBLIC USAGE

In-person office visits recorded from June 1 to August 7, 2026 are summarized below:

Reporting Period	Total In-Person Visits	Friday Visits	Friday %
June 1–5	12	4	33.3%
June 8–12	9	0	0.0%

June 15–19	21	3	14.3%
June 22–26	12	2	16.7%
June 29–July 3	22	7	31.8%
July 6–10	10	3	30.0%
July 13–17	16	5	31.3%
July 20–24	13	Office Closed Friday	N/A
July 27–31	13	1	7.7%
August 3–7	16	1	6.3%
Total	**144**	**26**	**18.1%**

During the reporting period, Administration recorded 144 in-person office visits, of which 26 occurred on Fridays, representing approximately 18% of all recorded visits.

The office was closed on the Friday during the July 20–24 reporting period. Excluding that week, Friday visits represented approximately 20% of visits during weeks when Friday service was available.

Friday attendance varied from zero to seven visits. The data confirms that Friday office access has been utilized; however, the level of use has varied throughout the pilot.

PILOT SERVICE EXPECTATIONS AND OPERATIONAL FINDINGS

The pilot has provided an opportunity to compare the service objectives established by Council with the operational experience of providing five-day office access using the municipality's existing administrative staffing.

Pilot Service Expectation	*Operational Finding*
Provide public access Monday to Friday.	Five-day access was generally achieved when both administrative staff were available. Vacation, illness, meetings and other absences occasionally required schedule adjustments or office closures.
Improve Friday accessibility for residents.	Friday service was utilized, with 26 visits representing approximately 18% of all recorded in-person visits. Friday usage varied from 0 to 7 visits per reporting week.
Use alternating Monday/Friday staffing to provide coverage.	Alternating coverage generally worked under normal staffing conditions but reduced the number of days both administrative employees were working concurrently.
Maintain existing chargeable hours where feasible.	Existing hours were generally redistributed. Council meetings, vacation coverage and other municipal responsibilities sometimes required additional workdays or schedule adjustments.
Minimize significant budget impacts.	No permanent staffing increase was added for the pilot. Longer-term costs associated with leave coverage, meetings, additional hours and reliable five-day coverage have not been fully assessed.

Provide a higher level of public accessibility.	The number of days available for in-person service increased. With two administrative employees, maintaining consistent five-day coverage becomes more difficult during vacation, illness and other operational absences.

OPERATIONAL EXPERIENCE

Administration has attempted to balance the two principal objectives established through the pilot:

1. providing Monday-to-Friday public office access; and
2. maintaining existing chargeable hours where feasible while minimizing significant budget impacts.

Under normal staffing circumstances, alternating Monday and Friday schedules have generally allowed these objectives to be achieved simultaneously.

The pilot has also identified circumstances where additional scheduling adjustments have been necessary.

Council Meetings

Regular Council meetings occur on the third Monday of the month and require administrative support.

Where a Monday would otherwise have been a scheduled day off under the alternating schedule, staff schedules have been adjusted to accommodate Council meeting requirements.

Vacation and Staff Absences

When one of the two administrative employees has been on approved vacation, maintaining five-day coverage has at times required the remaining employee to work five days.

Where coverage could not reasonably be accommodated, the office has been required to close.

The same coverage considerations may arise from illness, training, required meetings or other unforeseen absences.

Other Municipal Responsibilities

Administrative responsibilities extend beyond public counter service.

Staff are required to attend meetings, undertake municipal business outside the office and complete duties specific to their respective positions.

During the pilot, circumstances have occurred where administrative staff have been required to participate in municipal meetings during periods when the other administrative employee was on vacation.

These responsibilities must also be accommodated within employee schedules and actual hours worked.

SERVICE-LEVEL RELIABILITY

The pilot has demonstrated that five-day public office access can generally be achieved with the existing two-person administrative structure when both employees are available.

When vacation, illness, Council meetings or other municipal responsibilities affect the alternating schedule, maintaining five-day access may require:

- adjustment of employee schedules;
- an additional workday or hours, subject to applicable employment requirements; or
- temporary office closure where coverage cannot reasonably be provided.

This creates an operational balance between the objectives established by the pilot.

Where the office must close because coverage is unavailable, the intended five-day public service level is temporarily not achieved.

Conversely, requiring additional staff time to maintain coverage may affect the objective of maintaining existing chargeable hours and minimizing budget impacts.

The pilot has therefore demonstrated that five-day public access and maintaining existing staff hours can generally be achieved simultaneously under normal staffing conditions, but may not always be achievable together when regular absences or other municipal obligations occur.

PUBLIC SERVICE EXPECTATIONS

Advertised Monday-to-Friday office hours may reasonably create a public expectation that the office will be available during those hours.

The pilot increased the number of days residents could access the municipal office in person and confirms that Friday service has been utilized.

However, redistributing existing employee hours over five days does not increase the municipality's total administrative staffing capacity. Rather, it changes when existing staff resources are available and reduces the number of days both administrative employees are working concurrently.

The service-level consideration is therefore broader than Friday attendance alone.

Council may wish to balance:

- public accessibility;
- actual service usage;
- reliability of advertised office hours;
- available staffing capacity;
- administrative continuity and staff overlap;

- alternative methods of accessing municipal services; and
- the resources required to maintain the desired service level.

POLICY AND EMPLOYMENT CONSIDERATIONS

Policy ADM 1.4 currently establishes regular Administration Office hours as:

Monday to Thursday
9:00 a.m. to 4:00 p.m.

The policy also addresses administrative work schedules and alternative work arrangements and contains provisions relating to vacation, sick leave, statutory and municipal holidays and employee hours.

The five-day schedule was implemented as a temporary Council-directed pilot and did not permanently amend ADM 1.4.

The pilot has identified several matters that would require further analysis should Council wish to establish five-day operations permanently or as a recurring seasonal service level, including:

- regular employee workdays and hours;
- vacation scheduling and coverage;
- sick leave and absence coverage;
- statutory/general holidays;
- required meetings and municipal duties;
- actual hours worked and additional hours, where applicable;
- individual employment terms;
- staff scheduling and coverage; and
- potential amendments to ADM 1.4.

Applicable Alberta Employment Standards requirements would also need to be considered as part of any permanent scheduling model.

The pilot should therefore not be interpreted as establishing that a permanent five-day operating model would necessarily be cost-neutral or operationally equivalent to the existing four-day model.

FINANCIAL CONSIDERATIONS

The pilot was designed to minimize immediate budget impacts through alternating staff schedules and maintaining existing chargeable hours where feasible.

No permanent staffing increase was approved.

The pilot has demonstrated that under normal staffing circumstances the additional day of public access can generally be provided through redistribution of existing hours.

However, vacation, illness, Council meetings and other municipal responsibilities can require additional scheduling adjustments, additional workdays or temporary office closures.

The longer-term financial implications of providing consistent five-day coverage have not been comprehensively analyzed.

A permanent or recurring five-day model would therefore require further review before Administration could determine its full staffing and financial implications.

SUMMARY

The pilot has provided Council with practical information regarding both public accessibility and municipal operations.

The key findings are:

- five-day office access can generally be provided through alternating staffing when both administrative employees are available;
- Friday service has been utilized, accounting for approximately 18% of all recorded in-person visits;
- five-day coverage does not increase overall administrative staffing capacity when existing hours are redistributed;
- Council meetings, vacation, illness and other municipal responsibilities can affect the alternating staffing model;
- maintaining five-day coverage during these circumstances may require schedule adjustments, additional workdays or temporary office closures;
- reliable advertised office hours are an important component of the public service level;
- ADM 1.4 remains structured around a Monday-to-Thursday Administration Office; and
- the longer-term staffing, HR, policy and financial implications of permanent or recurring five-day operations have not been fully assessed.

The pilot does not establish that either a four-day or five-day office model is inherently preferable.

Rather, it provides Council with information to determine the desired level of public accessibility and the resources required to provide that service reliably.

OPTIONS

Option 1 – Conclude Pilot August 31, 2026

Council may amend Motion 26:05:28 to conclude the pilot effective August 31, 2026.

Effective September 1, the Administration Office would return to the regular hours established under ADM 1.4:

Monday to Thursday
9:00 a.m. to 4:00 p.m.

Residents would continue to have access to municipal services through in-person service Monday to Thursday, telephone, email, online services, website information and available after-hours drop-off/pick-up services.

Option 2 – Complete Pilot Through September 30, 2026

Council may continue the five-day pilot through September 30, 2026 as originally approved.

Administration would continue tracking public usage and operational impacts and provide Council with final results following completion of the pilot.

Option 3 – Further Review of Five-Day Operations

Council may direct Administration to undertake a comprehensive review of a permanent or recurring seasonal five-day office model.

The review would include staffing requirements, service-level expectations, employment terms, leave provisions, scheduling, policy requirements, applicable employment standards and financial implications before Council determines whether five-day operations should continue in future years.

ADMINISTRATION RECOMMENDATION

Administration recommends Option 1 – conclude the pilot effective August 31, 2026 and return to the regular Administration Office hours established under ADM 1.4 effective September 1, 2026.

The recommendation is not based solely on Friday attendance.

The pilot has demonstrated that Friday access is utilized and that five-day public access can generally be provided under normal staffing circumstances.

It has also demonstrated that maintaining reliable five-day coverage with two administrative employees becomes more difficult when regular operational requirements such as Council meetings, vacation, illness and other municipal responsibilities arise.

The pilot has provided sufficient information to identify that a permanent or recurring five-day service level should be considered together with the staffing, HR, policy and financial resources required to provide that service reliably.

Should Council wish to consider five-day operations in the future, Administration recommends that those implications first be comprehensively reviewed.

RECOMMENDED MOTION

Moved by Councillor _____ that Council receive the Municipal Office Hours Pilot Program interim review for information and amend Motion 26:05 to conclude the five-day office hours pilot effective August 31, 2026, with the Administration Office returning to the regular hours established under Policy ADM 1.4 of Monday to Thursday, 9:00 a.m. to 4:00 p.m., effective September 1, 2026.

ALTERNATIVE MOTION

Moved by Councillor _____ that Council receive the Municipal Office Hours Pilot Program interim review for information and continue the five-day office hours pilot through September 30, 2026 as originally approved under Motion 26:05, with Administration to provide final usage and operational results following completion of the pilot.

Request For Decision (RFD)

Meeting Date: August 18, 2026
Items #: 7.7
Subject: FCM Grant Application Update – Revised Council Resolution
Prepared By: Chief Administrative Officer

RECOMMENDATION

That Council approve a revised resolution for the Federation of Canadian Municipalities (FCM) Green Municipal Fund – Local Leadership for Climate Adaptation application, confirming the Summer Village of White Sands' municipal cash contribution of $3,668 toward the Climate Risk Assessment and Adaptation Plan, should the grant application be approved.

BACKGROUND

At the April 20, 2026 Regular Council Meeting, Council passed Motion 26:04:27 confirming its previous direction under Motion 26:02:12 and supporting Administration proceeding with an application to the Federation of Canadian Municipalities (FCM) for funding toward a Climate Risk Assessment and Adaptation Plan.

Council also authorized Administration, in coordination with APTUS and EXP, to prepare and submit the application and required supporting documentation.

The application was submitted to FCM on June 11, 2026, ahead of the June 13, 2026, application deadline, under Application No. LLCA-26-0984.

Since submission, FCM has been reviewing the application for eligibility and completeness and has requested revisions and clarification to portions of the application and supporting documents. Administration and the project consultants have worked with FCM to address the requested changes.

APPLICATION TIMELINE

Date	Application Progress
April 20, 2026	Council passed Motion 26:04:27 supporting the FCM application and authorizing Administration, APTUS and EXP to prepare and submit the application and supporting documentation.

May 5, 2026	Council resolution letter prepared and provided as supporting documentation for the application.
June 11, 2026	Original application and supporting documentation submitted to FCM.
June 12, 2026	FCM confirmed receipt of Application No. LLCA-26-0984 and advised that the application would proceed through its review process.
June – August 2026	FCM reviewed the application and requested revisions and clarification to the application, Project Workbook and Climate-Ready Communities Assessment Tool. Administration and the project consultants completed the requested revisions.
August 2026	FCM requested that the Council resolution documentation also identify the amount of municipal funding committed to the project.
August 18, 2026	Administration is bringing the matter back to Council to authorize a revised resolution confirming the Summer Village's $3,668 municipal cash contribution.

CURRENT STATUS

The revisions requested through FCM's application review have been addressed by Administration and the project consultants.

The revised application identifies:

Funding	**Amount**
FCM Funding Request	$64,512
Summer Village of White Sands Contribution	$3,668
Total Project Cost	**$68,180**

FCM's remaining request affecting Council's previous authorization is that the resolution documentation specifically identify the amount of municipal funding committed to the project.

The original resolution confirmed Council's support for the application and authorized Administration to proceed; however, it did not state the dollar amount of the municipal contribution.

COUNCIL CONSIDERATION

This matter is not a new grant application or a new project approval.

Council is being asked to provide the additional funding confirmation requested by FCM as part of its review of the existing application.

Approval of the revised resolution will allow Administration to provide FCM with documentation confirming the Summer Village's $3,668 municipal cash contribution, should the grant application be approved.

FINANCIAL IMPLICATIONS

The Summer Village's contribution identified in the revised application is $3,668 toward a total project cost of $68,180.

The municipal contribution would be required should the FCM grant application be approved.

RECOMMENDED MOTION

Moved by Councillor _____ that Council confirms its support for the Summer Village of White Sands' application to the Federation of Canadian Municipalities Green Municipal Fund – Local Leadership for Climate Adaptation initiative for the Climate Risk Assessment and Adaptation Plan – Summer Village of White Sands; AND THAT Council commits a municipal cash contribution of $3,668 toward the project, should the grant application be approved; AND FURTHER THAT Administration be authorized to submit the revised Council resolution and supporting documentation required by FCM for Application No. LLCA-26-0984.

MOTION CARRIED

Paul's Council Update August 18, 2026

Action Item from last Council meeting: Follow up on SDAA funding request for IV pumps:

The request for new I.V. pumps came out of recent EMAC meeting. Brought forward by a staff member to purchase the I.V. Pump. The Stettler Health Foundation has said that if the SDAA, or member municipalities, would cover two-thirds of funding, the Foundation would provide one-third. Donations, fundraising, municipal funding or SDAA reserves were all discussed by the Board.

Resolution 28.06.29.26 "that the Bord tables the I.V. Pump discussion to the next Stettler District Ambulance Association meeting." Carried.

Board Updates:

No board meetings since last Councilor update.

Other meetings:

RDRWA Outreach event July 24, 2026

- Attendees: Led by Francine and two summer students with RDRWA, Bob Thomson (retired biologist with Ducks Unlimited), Karin with Buffalo Lake Nature Club, two people from Nature Conservancy. Total attendees at the event about 20.
- Toured two sites: the Rachel Agnes Hayes Conservation property east of Bar Harbour extending to Boss Hill, and the Buffalo Lake Moraine Conservation area further east. Very interesting information on the natural and human history and the biology of the area.
- I gave a short presentation on the level and types of development around the lake, and the recent history and impacts of lake levels and the lake stabilization project. Good discussion on the relative merits of the stabilization project and the competing needs and uses of the Red Deer River water.
- RDRWA will follow up with us on pursuing a more regular lake sampling and benchmarking program, and educational resources for residents on riparian protection.
- I suggest we consider supporting the RDRWA's funding participation request for our 2027 budget.

Rec Committee Meeting August 6, 2026 7:30 pm

Upcoming Meetings:

- Rec Committee meeting August 18, with community spaces tour
- SDAA Board meeting Sept 14.
- COSHA Board Meeting Sept 17.

Motion #	Motion	Status	Completed Date	Notes
26:01:04	Moved by Councillor Thorogood to the subdivision officer to work with admin to undertake minor housekeeping and minor amendments to the land use bylaw.	Ongoing		Fall 2026
26:01:07	Moved Councillor Ashford to award the Boat Launch Preliminary Study Propsal to WSP, based on the clarification on a phased approach: Phase 1 is the Preliminary Design Report (max fee of $16 838) and Phase 2 is the optional geotechnical investigation (max of $9 700) based on what is determined in Phase 1's findings. Administration will apply to Local Government Fiscal Framework (LGFF) Capital grant for $28 000.	Ongoing		Agreement Signed, spring 2026 review. Discussed in RFD Update Aug 18th
26:02:12	Moved by Mayor Zembal directs Administration, in coordination with the municipal engineering consultants, to continue advancing stormwater and drainage grant readiness and prepare applications under both federal and provincial programs once funding intakes open in 2026.	Ongoing		Application was completed and submitted. Aug 11th they came back with wanting clarification on some of the applications.
26:03:07	Moved by Councillor Thorogood to approve Option 2: Install Wi-Fi Smart Thermostat of a maximum budget $800.	Pending		
26:03:08	Moved by Councillor Ashford to create a policy to monitor all municipal buildings with a smart thermostat.	Pending		
26:05:36	Motion by Councillor Thorogood to approve a donation up to $200 and Councillor Thorogood volunteers to pick-up the donation item(s).	pending		
26:06:14	Moved by Councillor Thorogood to receive as information and not endorsing the plan in its entirety at this time and schedule a committee of the whole with the private resident and any other interested parties.	Pending		Spoke with the resident and waiting on dates on what will work for him.
26:06:19	Moved by Councillor Zembal to have administration advertise the tables free to White Sands ratepayers on an as-is, where-is basis, first-come-first-serve and any remaining will be taken to the landfill.	Completed	11-Aug	Erin made a Facebook Post for the tables on the Municpal Page and What's Up at White Sands. Free. First come first served. No hold. Come during office hours. There are 2 4' tables

Motion #	Motion	Status	Completed Date	Notes
26:07:05	Moved by Mayor Zembal that Council receive the correspondence from the Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, dated July 2, 2026, as information and direct Administration to: 1. Forward the Minister's correspondence to the County of Stettler for its information; 2. Initiate discussions with the County of Stettler regarding the Minister's response and potential regional transportation funding opportunities, including the Strategic Transportation Infrastructure Program (STIP); 3. Engage with Alberta Transportation and Economic Corridors to obtain additional information regarding program eligibility, funding requirements, and future application opportunities 4. Respond back to the Honourable Devin Dreeshen requesting a meeting with him to discuss the programs perhaps ASVA or RMA, or at another time or venue.	Ongoing		#1 & #2 completed July 21st. #4 completed Aug 5th
26:07:06	Moved by Mayor Zembal for Council endorse the Buffalo Lake Intermunicipal Development Plan Committee Regional Advocacy Letter requesting Provincial support for the re-establishment of navigable access through the existing channel serving the Rochon Sands Provincial Park Boat Launch, substantially in the form presented; AND FURTHER THAT the Mayor and Chief Administrative Officer be authorized to sign the letter on behalf of the Summer Village of White Sands; AND FURTHER THAT Administration be authorized to make minor administrative, formatting, and non-substantive amendments prior to final circulation and submission, provided such amendments do not materially alter the intent of the advocacy	Completed	21-Jul-26	
26:07:08	Moved by Mayor Zembal to appoint Tamara Dawson as a project manager to work with interested parties to come up with a design & construction proposal for two event signs to the maximum budget of $6,000.	Ongoing	21-Jul-26	Tamara was informed via email of the appointment and has met with Melissa.
26:07:09	Moved by Councillor Thorogood to contact Tremmel Construction to provide clarity of the quote and revise with: -The removal of the bathroom addition -Reposition of plumbing -User friendly grate -2 exterior 1 interior -Negotiate down to budget -Project completion by December 1, 2026	Ongoing		Emailed on August 6th and waiting for a response at this time

Motion #	Motion	Status	Completed Date	Notes
26:07:10	Moved by Mayor Zembal to appointment: -2 members at large: Kathy Schultz and George Trotter -2 hall members: Tamara Dawson and Leona Thorogood -1 Council member: Paul Ashford And then send out a letter of information and request to set up the schedule for the committee minutes.	Completed	21-Jul-26	
26:07:11	Moved by Councillor Thorogood to respond to the Summer Village Rochon Sands, County of Stettler, Lorne Thurston, the Erskine Cemetery Club, and any interested party to invite their attendance for a meeting during August 24, 2026, at 10:00 AM at the Summer Village of White Sands Summer Village Office.	Completed	21-Jul	Erin emailed and phoned. CAO Rochon can make it. No word on the others invited.
26:07:16	Moved by Mayor Zembal to instruct administration to provide the Parks & Recreation Committee with the framework and questions for scope of work for a cook shack at Jack's Pond.	Completed	5-Aug	Emailed prior to their Aug 6th meeting
26:07:16	Moved by Councillor Ashford for administration to provide the resident a response letter that we are reviewing the bylaw and we are returning to the pre-covid rates at a gradual increase.	Completed	21-Aug	
26:07:16	Moved by Mayor Zembal to approved to send the Call of Action letter on our letter head.	Completed	21-Jul	

SUMMER VILLAGE OF WHITE SANDS

For the Period Ending July 31, 2026

	General Ledger	Description	2026 Budget	2026 Actual	2026 % Variance
*		General Administration	(25,030.00)	(14,601.61)	58.34
*		Protective Services	(824.00)	0.00	0.00
*		Transportation	(4,500.00)	(3,360.00)	74.67
*		Water	0.00	0.00	0.00
*		Planning & Development	(29,790.00)	(26,274.40)	88.20
*		Recreation & Parks	(4,300.00)	(5.00)	0.12
*		Culture	0.00	(1,315.63)	0.00
*		Taxes & Penalties	(1,045,050.76)	(1,034,519.38)	98.99
*		Other Revenue	0.00	0.00	0.00
**		TOTAL REVENUE	(1,109,494.76)	(1,080,076.02)	97.35
*		Council & Legislative	35,105.00	15,267.87	43.49
*		General Administration	240,558.00	129,039.47	53.64
*		Policing	25,043.00	15,243.00	60.87
*		Fire Fighting & Preventive	53,400.00	852.14	1.60
*		Disaster Services	10,000.00	8,249.02	82.49
*		Bylaw Enforcement	2,400.00	144.00	6.00
*		Transportation	152,045.00	95,399.18	62.74
*		Water Department	3,600.00	2,695.14	74.87
*		Landfill & Recycling	27,750.00	16,069.22	57.91
*		Planning & Development	20,240.00	11,672.47	57.67
*		Park & Recreation	45,125.00	7,949.57	17.62
*		Culture	27,219.00	11,634.62	42.74
*		Contigency	0.00	0.00	0.00
*		Requistitions	467,005.17	234,739.73	50.26
**		TOTAL EXPENSES	1,109,490.17	548,955.43	49.48
***		(SURPLUS)/DEFICIT-Before Amort	(4.59)	(531,120.59)	11,571,254.68

*** End of Report ***

SUMMER VILLAGE OF WHITE SANDS

For the Period Ending July 31, 2026

STATEMENT OF CAPITAL REVENUE AND EXPENDITURES

General Ledger	Description	2026 Budget	2026 Actual	2026 % Variance
Capital Revenue				
5-31-00-00-00-840	Common Services - Provincial Grant	(6,000.00)	0.00	0.00
5-37-00-00-00-830	Drainage - Federal Grant	(30,000.00)	0.00	0.00
5-61-00-00-00-840	Planning & Dev - Provincial Grants	(21,000.00)	0.00	0.00
5-72-00-00-00-840	Parks & Rec - Provincial Grant	(146,838.00)	0.00	0.00
5-72-99-91-00-920	Parks & Rec - Drawn fr. Cap. Reserves	(30,000.00)	0.00	0.00
5-74-00-00-00-840	Culture - Provincial Grant	(25,000.00)	0.00	0.00
*	**TOTAL CAPITAL REVENUE**	**(258,838.00)**	**0.00**	**0.00**
Capital Expenditure				
6-31-00-00-21-620	Common Services - Signage	6,000.00	0.00	0.00
6-32-00-00-11-610	Trans - Dust Control	30,000.00	31,232.34	104.10
6-37-00-00-10-610	Drainage - Project 1	30,000.00	0.00	0.00
6-61-00-00-00-610	Planning & Dev -Shoreline Mgt. Plan	21,000.00	0.00	0.00
6-72-00-00-21-620	Parks & Rec - Jack's Pond Cook Shed	30,000.00	0.00	0.00
6-72-00-00-24-620	Parks & Rec - Boat Launch	116,838.00	10,635.30	9.10
6-74-00-00-20-620	Culture - Community Hall	25,000.00	0.00	0.00
*	**TOTAL CAPITAL EXPENDITURE**	**258,838.00**	**41,867.64**	**16.18**
**	**SURPLUS/(DEFICIT)**	**0.00**	**41,867.64**	**0.00**

*** End of Report ***

SUMMER VILLAGE OF WHITE SANDS
BANK RECONCILIATION
for the period of June 30, 2026

Net Balance at End of Previous Month	$	757,093.24
ADD: General Receipts		215,279.56
Interest Earned		540.54
Investments Matured		0.00
SUBTOTAL		972,913.34
LESS: General Disbursements		190,909.55
Investments		0.00
Returned Cheques		0.00
Bank and Credit Card Fees		61.76
SUBTOTAL		190,971.31
NET BALANCE AT END OF CURRENT MONTH - GENERAL	**$**	**781,942.03**
Balance at End of Month - Bank General		173,805.60
ADD: Outstanding Deposits		16,081.81
LESS: Outstanding Cheques		1,363.44
SUBTOTAL		188,523.97
Balance at End of Month - Money Market Savings		288,875.02
NET BALANCE AT END OF CURRENT MONTH - GENERAL		**477,398.99**
INVESTMENTS:		
TD Canada Trust Investment GIC Maturing July 13, 2026 @ 2.22%		304,543.04
SUBTOTAL		304,543.04
TOTAL CASH ON HAND AND ON DEPOSIT	**$**	**781,942.03**
RESTRICTED GRANT FUNDS:		
Unearned MSI Grants		136,499.35
Unearned LGFF		(31,218.84)
Unearned CCBF Grants		0.00
SUBTOTAL		105,280.51
TOTAL OPERATING FUNDS	**$**	**676,661.52**
Public Land Reserve (Restricted based on agreements)		152,000.00
General Reserve (unrestricted)		200,000.00
Fire & Protection Services		91,520.87
Infrastructure & Roads		68,886.94
Equipment		41,429.66
Elections		10,000.00
Buildings & Facilities		41,429.66
Parks & Open Spaces		41,429.66
Grant Readiness		55,148.30

_____ _____

MAYOR CHIEF ADMINISTRATIVE OFFICER

SUMMER VILLAGE OF WHITE SANDS

Tax Trial Balance (Debit Balances)

2026-Aug-12
11:57:06AM

Trial Balance As Of 2026-08-12

Roll #	Title Holder	Tax Levy	Accum. Penalty	Out. Penalty	Outstanding	Current	1 Year	2 Years	3 Years	Over 3
28		1,708.17	153.74	153.74	1,861.91	1,861.91	0.00	0.00	0.00	0.00
88		7,865.99	707.94	707.94	8,573.93	8,573.93	0.00	0.00	0.00	0.00
92		3,237.57	291.38	291.38	3,528.95	3,528.95	0.00	0.00	0.00	0.00
94		2,824.19	254.18	254.18	3,078.37	3,078.37	0.00	0.00	0.00	0.00
104		1,492.85	3.81	3.81	46.17	46.17	0.00	0.00	0.00	0.00
145		3,402.07	306.19	306.19	3,708.26	3,708.26	0.00	0.00	0.00	0.00
148		3,695.29	332.58	332.58	4,027.87	4,027.87	0.00	0.00	0.00	0.00
194		1,401.58	126.14	126.14	1,527.72	1,527.72	0.00	0.00	0.00	0.00
207		1,421.40	127.93	127.93	1,549.33	1,549.33	0.00	0.00	0.00	0.00
208		3,839.46	345.55	345.55	4,185.01	4,185.01	0.00	0.00	0.00	0.00
223		1,408.25	81.74	81.74	989.99	989.99	0.00	0.00	0.00	0.00
281		2,498.20	224.84	224.84	2,723.04	2,723.04	0.00	0.00	0.00	0.00
282		1,803.81	126.83	126.83	1,536.06	1,536.06	0.00	0.00	0.00	0.00
306		1,355.90	307.22	721.64	2,582.57	1,663.12	919.45	0.00	0.00	0.00
329		2,314.09	208.27	208.27	2,522.36	2,522.36	0.00	0.00	0.00	0.00
331		3,359.33	302.34	302.34	3,661.67	3,661.67	0.00	0.00	0.00	0.00
352		3,988.07	0.00	0.00	3,988.07	3,988.07	0.00	0.00	0.00	0.00
460		1,282.85	49.68	49.68	601.67	601.67	0.00	0.00	0.00	0.00
471		2,454.11	10.54	10.54	127.61	127.61	0.00	0.00	0.00	0.00
486		2,753.62	247.83	247.83	3,001.45	3,001.45	0.00	0.00	0.00	0.00
540		1,355.33	121.98	121.98	1,477.31	1,477.31	0.00	0.00	0.00	0.00
835		1,272.22	69.50	69.50	841.72	841.72	0.00	0.00	0.00	0.00
890		1,255.63	113.01	113.01	1,368.64	1,368.64	0.00	0.00	0.00	0.00

CAO

From: acp.grants@gov.ab.ca
Sent: Wednesday, August 5, 2026 12:45 PM
To: CAO
Subject: 2026/27 Alberta Community Partnership Launch

The Government of Alberta is committed to fostering strong, viable communities through collaborative and accountable local governance. The Alberta Community Partnership (ACP) helps local governments work together with neighbouring communities to address shared local and regional priorities. Through ACP funding, we support improved service delivery, strengthen municipal viability, and encourage regional cooperation. This collaboration is essential as we work together to drive economic growth in Alberta.

I am pleased to advise that applications are now being accepted for the components listed below under the 2026/27 ACP program. Applications must be submitted through ACP Online at www.maconnect.alberta.ca.

Please note the application deadlines for each component:

- Municipal Internship - October 1, 2026
- Intermunicipal Collaboration - October 1, 2026
- Municipal Restructuring - January 15, 2027
- Asset Management Support - February 3, 2027
- Mediation and Cooperative Processes - February 3, 2027
- Strategic Initiatives - February 3, 2027

The ACP remains a key tool for advancing regional collaboration, building capacity, and supporting long-term municipal sustainability. This year, the program continues to help local governments streamline service delivery, reduce costs and administrative burden, and improve the quality of local services.

Program updates for 2026/27 focus on refining funding parameters, strengthening alignment with core municipal priorities, and improving program accessibility and delivery. These changes support continued alignment with government priorities and evolving municipal needs.

Details of these changes, including updated guidelines, are available at Alberta Community Partnership.

I look forward to continuing to work with you to strengthen Alberta's communities.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs