

**SUMMER VILLAGE OF WHITE SANDS COUNCIL MEETING  
AGENDA  
NOVEMBER 12, 2010  
10:00 A.M.  
ROYAL CANADIAN LEGION IN RED DEER**

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1. Call to Order
2. Additions to Agenda
3. Minutes
  - a. Adoption of the Minutes of the Regular Summer Village of White Sands Council Meeting held on July 19, 2010 2-4
  - b. Adoption of the Minutes of the Organizational Meeting held on August 13, 2010 5-7
  - c. Adoption of Special Meeting Minutes (Joint Public Hearing – BLIDP) held on August 14, 2010 8-13
4. Financial
  - a. Bank Reconciliation as of September 30, 2010 14
  - b. Statement of Revenue & Expenses as of September 30, 2010 15
  - c. Accounts Payable as of October 26, 2010 16-24
  - d. Policy IV re: Tangible Capital Assets 25-29
  - e. 2009 Financial Statements **Handout**
5. Administration/Current Concerns
  - a. Memo re: 2011 Interim Operating Budget 30
  - b. Discussion re: Solid Waste Transfer Station – Capital Budget **Verbal**
  - c. Discussion re: Boat Launch Installation Update **Verbal**
  - d. Stettler District Ambulance Amending Agreement 31-44
  - e. Administration Agreement – Town of Stettler 45
  - f. Council & Staff Reports **Verbal**
6. Correspondence
  - a. Lacombe County re: Buffalo Lake Intermunicipal Development Plan 46
  - b. New Alberta Weed Control Act will Impact Municipalities 47
  - c. Alberta Animal & Municipal Enforcement Services 48
  - d. Alberta Municipal Affairs re: Alberta Emergency Alert 49-54
  - e. Alberta Municipal Affairs re: 2009 Financial Reports Extension 55-56
7. Bylaws
  - a. 130-10 re: Intermunicipal Development Plan (2<sup>nd</sup> & 3<sup>rd</sup> Readings) 57
8. Additions
9. In-Camera Session
10. Next Meeting Date
11. Adjournment

**MINUTES OF THE REGULAR COUNCIL MEETING  
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL  
HELD ON JULY 19, 2010  
IN THE TOWN OF STETTLER MUNICIPAL OFFICE**

**Present:** Mayor Art Lamoureux  
Councillor Lorne Thurston  
Councillor Colin Adair (Teleconference)  
Chief Administrative Officer Greg Switenky  
Recording Secretary Laurie Tait  
Contract Development Officer Dave Dittrick

**Absent:** Maintenance Contractor Allen Berger

1. **Call to Order:** Mayor A. Lamoureux called the Council Meeting to order at 9:16 a.m.

2. **Agenda Additions/Approval**

**Motion 10:07:01** Moved by Councillor Thurston to approve the agenda as presented with no further additions.

MOTION CARRIED  
Unanimous

3. **Adoption of Minutes**

(a) Minutes of the Regular Council Meeting held on June 16, 2010

**Motion 10:07:02** Moved by Councillor Adair that the Minutes of the Regular Council Meeting held on June 16, 2010 be approved as presented.

MOTION CARRIED  
Unanimous

4. **Financial** (a) Bank Reconciliation as of June 30, 2010

**Motion 10:07:03** Moved by Councillor Thurston that the Summer Village of White Sands Council approve that Financial Item 4(a) be accepted for information.

MOTION CARRIED  
Unanimous

(b) Statement of Revenue & Expenses as of June 30, 2010

**Motion 10:07:04** Moved by Councillor Adair that the Summer Village of White Sands Council approve that Financial Item 4(b) be accepted for information.

MOTION CARRIED  
Unanimous

(c) Accounts Payable as of July 16, 2010

**Motion 10:07:05** Moved by Councillor Thurston that the Accounts Payable for the period ending July 16, 2010 in the amount of \$20,917.54 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

5. Administration/Current Concerns

(a) Request for Subdivision Extension

CAO G. Switenky explained that the owner requests that the Summer Village of White Sands extends the registration deadline of the Buffalo Lake Ranch Estates subdivision for an additional period of 10 years in accordance with the Municipal Government Act Section 657. This extension period estimate is based on three years per phase in for the remaining three phases, plus one year for contingency. This will give the owner sufficient time to develop and promote this property realistically given the current market conditions.

**Motion 10:07:06**

Moved by Councillor Thurston that the Summer Village of White Sands approve an extension to the registration deadline of the Buffalo Lake Ranch Estates subdivision for an additional 3 years from the date of application to April 23, 2013.

MOTION CARRIED  
Unanimous

(b) Buffalo Lake IDP Background Information Document

CAO G. Switenky advised that the information is an overview of the Buffalo Lake Intermunicipal Development Plan (BLIDP). The Notice of Public Hearing for August 14, 2010, 10:00 a.m. to be held at the Erskine School was mailed to property owners on July 14, 2010.

Contract Development Officer Dave Dittrick left the meeting.

(c) Council & Staff Reports

Councillor L. Thurston noted that the boat launch project is waiting for the final approval from the Coast Guard. Also, noted that the Hall has been well utilized so far this summer.

Mayor Lamoureux noted that an updated project listing needs to be compiled to provide direction to the maintenance contractor.

6. Correspondence

(a) Trailer Permit #6 Craig's Cove

CAO G. Switenky advised that pursuant to the owner's permit for a "Use of RV as Living Accommodation" issued June 15, 2009, Council had concerns that the improvements being created on the property (#6 Craig's Cove) are not consistent with the Land Use Bylaw.

He noted that the Summer Village of White Sands has tried to encourage the development of permanent cottages by allowing recreational vehicles as a seasonal use as well as allowing recreational vehicles to be permanently placed on a property for a maximum of a five-year timeframe.

Contract Development Officer D. Dittrick submitted a memo outlining proposed definitions that reflect the intent of Recreational Vehicle with regards to Park Models.

**Motion 10:07:07** Moved by Councillor Adair that the Summer Village of White Sands Council accept correspondence items 6(a) for information purposes.

MOTION CARRIED  
Unanimous

7. **Bylaws** (a) Bylaw 130-10 re: Intermunicipal Development Plan

CAO G. Switenky advised that Bylaw 130-10 is a bylaw to enact the Summer Village of White Sands and County of Stettler No. 6 Intermunicipal Development Plan.

After first reading this bylaw will be advertised for two weeks before second and third reading.

**Motion: 10:07:08** Moved by Councillor Thurston that the Summer Village of White Sands Council give first reading to Bylaw 130-10.

MOTION CARRIED  
Unanimous

8. **Additions**

(a) None

9. **In-Camera Session**

(a) None

10. **Next Meeting Date** The organizational meeting will be held the 2<sup>nd</sup> week of August.

11. **Adjournment**

**Motion 10:07:09** Moved by Councillor Adair that this Regular Meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED  
Unanimous at 10:28 a.m.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES OF THE ORGANIZATIONAL MEETING  
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL  
HELD ON FRIDAY, AUGUST 13, 2010  
IN THE MULTI PURPOSE BUILDING AT THE  
SUMMER VILLAGE OF WHITE SANDS**

**Present:** Councillors Colin Adair, Lorne Thurston & Barry Guenette (Elect)  
Chief Administrative Officer Greg Switenky

**Absent:** None

**Public:** (5)

1. **Call to Order:** Chief Administrative Officer G. Switenky called the meeting to order at 3:00 p.m.

**Agenda Additions/Approval**

Chief Administrative Officer G. Switenky explained the purpose of the Organizational Meeting following a general election and reviewed the agenda for the meeting.

2. **Review of Minutes**

- (a) Minutes of the Organizational Meeting of Council held on August 26, 2009

A copy of the minutes was presented for informational purposes only. These minutes had previously been approved at the September 11, 2009 Council meeting.

3. **Oaths of Office** Chief Administrative Officer, G. Switenky individually administered the Official Oath of Office for the Office of Councillor to Colin Adair, Lorne Thurston & Barry Guenette who were elected in the general municipal election held on July 24<sup>th</sup>, 2010.

4. **Appointment of Chief Elected Official (Mayor)**

Chief Administrative Officer (CAO) G. Switenky explained that Sections 150(2) and 159 of the *Municipal Government Act* require the Council of a Summer Village to APPOINT a Chief Elected Official (Mayor) from amongst the Council Members annually at the Organizational Meeting.

CAO G. Switenky called for nominations for the appointed position of Mayor.

Councillor L. Thurston nominated Councillor C. Adair for the position of Mayor.

CAO G. Switenky called a 2<sup>nd</sup> and 3<sup>rd</sup> time for nominations.

No further nominations were received.

CAO G. Switenky declared Councillor C. Adair to be the appointed Mayor of the Summer Village of White Sands, subject to ratification by Council resolution.

**Motion 10:08:02** Moved by Councillor L. Thurston that Council of the Summer Village of White Sands appoint Councillor Adair to be the Chief Elected Official (Mayor) as required by Sections 150 and 159 of the *Municipal Government Act*.

MOTION CARRIED  
Unanimous

Mayor C. Adair assumed the chair as required by Section 159(2) of the *Municipal Government Act*.

It was noted that CAO G. Switenky will inform Alberta Municipal Affairs, the Alberta Urban Municipalities Association (AUMA), AAMDC and the Association of Summer Villages of Alberta regarding this appointment.

5. **Appointment of Deputy Chief Elected Official(s) and Terms**

Chief Administrative Officer (CAO) G. Switenky explained that Section 152(1) the *Municipal Government Act* requires the Council of a Summer Village to APPOINT one Deputy Chief Elected Official from amongst the remaining Councillors and to ensure the position is filled at all times.

**Motion 09:08:03** Moved by Councillor B. Guenette that the following schedule of appointments to the position of Deputy Chief Elected Official (Deputy Mayor) be approved:

Councillor B. Guenette - Present date; August 13, 2010 to December 31, 2010.

Councillor L. Thurston - January 1, 2011 to the 2011 Organizational Meeting (as per Section 9 of the *Local Authorities Election Act*).

MOTION CARRIED  
Unanimous

6. **Appointment of Representatives of Council and Members-at-Large to Boards & Committees**

**Motion 10:08:04** Moved by Councillor L. Thurston that the following Boards and Committees appointments be established:

Ambulance Board – Councillor L. Thurston & Town of Stettler Town Manager R. Stoutenberg (Alternate).

Assessment Review Board – Mayor C. Adair & Councillors B. Guenette & L. Thurston and that CAO, G. Switenky be appointed Secretary.

Buffalo Lake InterMunicipal Development Committee – Councillor L. Thurston (Alternates in order of priority) Mayor C. Adair & Councillor B. Guenette.

County of Stettler Housing Authority – Mayor C. Adair & Town of Stettler CAO R. Stoutenberg (Alternate).

Emergency Management Committee – Mayor C. Adair and Councillors B. Guenette & L. Thurston.

Regional Emergency Management – Councillor L. Thurston (Alternates in order of priority) Mayor C. Adair & Councillor B. Guenette.

Regional Fire Authority – Councillor L. Thurston & Town of Stettler CAO R. Stoutenberg (Alternate).

Regional Partnership – Mayor C. Adair & Town of Stettler CAO R. Stoutenberg (Alternate).

Regional Waste Management Authority – Councillor L. Thurston & Town of Stettler CAO R. Stoutenberg (Alternate).

Shirley McClellan Regional Water Services Commission – Councillor L. Thurston & Mayor C. Adair (Alternate).

Subdivision & Development Appeal Board – Christy Brennan, Richard Colley & Rhonda Moravec. And that the Mayor, Deputy Mayor, or the Remaining Councillor as (Alternate in order of priority). And that CAO, G. Switenky be appointed Secretary.

MOTION CARRIED  
Unanimous

7. **Establishment of Council Meeting Dates and Times**

Notice of upcoming Council Meetings will be posted on the website.

8. **Appointment of Signing Officers for the Summer Village**

**Motion 10:08:05** Moved by Councillor B. Guenette that Mayor C. Adair, Councillor L. Thurston, Councillor B. Guenette, Chief Administrative Officer G. Switenky and Town of Stettler CAO R. Stoutenberg be appointed Signing Officers for the Summer Village and that one Elected Official sign together with one Non-Elected Administrator on all cheques.

MOTION CARRIED  
Unanimous

9. **Adjournment**

**Motion 10:08:06** Moved by Councillor L. Thurston that this Regular Meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED  
Unanimous at 3:30 p.m.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

**MINUTES OF THE SPECIAL MEETING  
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL  
HELD ON SATURDAY, AUGUST 14, 2010  
IN THE ERSKINE SCHOOL, ERSKINE, AB**

**Present:** Mayor C. Adair  
Councillors L. Thurston & B. Guenette

**Absent:** CAO G. Switenky

1. **Call to Order:** Mayor C. Adair called the special meeting to order at 10:00 a.m.

2. **Joint Public Hearing – 10:00 a.m. re: Buffalo Lake Intermunicipal Development Plan**

Notice of this Special Meeting and the related Joint Public Hearing was duly given in accordance with the relevant provisions of the *Municipal Government Act*.

It was noted that the Summer Village of White Sands has given 1<sup>st</sup> Reading to Bylaw 130-10 representing the Buffalo Lake Inter-Municipal Development Plan at the Regular Council Meeting held on July 19<sup>th</sup>, 2010.

In addition, it was clarified that that a complete set/package of: minutes, submissions, presentation information and other representations to support the joint public hearing, will be documented and compiled by the County of Stettler and/or Stantec Engineering are herewith attached and form part of these minutes in their entirety.

3. **Adjournment:**

**Motion 10:08:01** Moved by Councillor B. Guenette that this special meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED  
Unanimous at 11:35 a.m.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**MINUTES OF THE SUMMER VILLAGE OF WHITE SANDS, SUMMER VILLAGE OF ROCHON SANDS, CAMROSE COUNTY, LACOMBE COUNTY AND COUNTY OF STETTLETT NO. 6 SPECIAL/PUBLIC HEARING MEETING HELD ON SATURDAY, AUGUST 14, 2010, 10:05 A.M., IN THE ERSKINE SCHOOL, ERSKINE, ALBERTA**

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**PRESENT:** Bill Knight, Lacombe County (Chairperson)  
Allan Williams, Lacombe County  
Councillor Linda Landmark, Lacombe County  
Councillor Ken Wigmore, Lacombe County  
Councillor Keith Stephenson, Lacombe County  
Councillor Cliff Soper, Lacombe County  
Councillor Terry Engen, Lacombe County  
Councillor Kathleen Ireland, Camrose County (Vice Chairperson)  
Anjah Howard, Camrose County  
Councillor Glen Nelson, Camrose County  
Councillor Don Gregorwich, Camrose County  
Councillor Harvey Benke, Camrose County  
Alan Willis, Summer Village of Rochon Sands  
Mayor Wayne Miller, Summer Village of Rochon Sands  
Linda Lee, Summer Village of Rochon Sands  
Lorne Thurston, Village of White Sands  
Colin Adair, Village of White Sands  
Barry Gueuette, Village of White Sands  
Reeve Earl Marshall, County of Stettler  
Councillor Vic Carey, County of Stettler  
Councillor Les Stulberg, County of Stettler  
Councillor Joe Gendre, County of Stettler  
Councillor Dave Grover, County of Stettler  
Councillor Wayne Nixon, County of Stettler  
Director of Planning and Development Johan van der Bank  
Planning and Development Officer, Jacinta Donovan  
Chris Jennings, Stantec  
Amanda McConnell, Stantec  
Executive Assistant Marlene Derr

**Gallery:** Daniel Slick, Alex Riebel, Wes Shackleton, Carl Lindeman, John Davidson, Grace Stewart, Richard Gaffney, Carl Cornelsen, Linda Rider, Wayne Baird, Larry Baird, Kevin Johnston, Ray Keibel, Kathryn Lindemann, Bob Thomson, Frank Salmon, I. Anderson, B. Daniluk, Bob Morrell, Colleen Proctor, Virginia Thomson, Nancy Little, Ken Smith, Marg Purdy, Ivan Purdy, Ross Weiland, Diane Wells, Karl Grollmuss, Sylvia St. Amand, Joe Stuhec, Vance Barrett, Kath Rothwell, Ed Moskaleh, Sheila Johnson, John Gilbert, Rob Grandfield, Don Sproule, Flo Rider, Don Rider,

Bob Riddett, Janice McKinnon, Gary Devost, Kevin MacDonald, S. Keulen, Rob Brennen, MaryAnn Stevenson, Allan Baird, Jim Jenkin, Dave Staples, Jean MacDonald, Shirley Feisst, Eric Thomas, Bernie Feisst, Arthur LaRose, Frank Wells, Margaret Martin, R&D Moravec, Val Culp, Arlene Couch, Connie Barritt, Allison Malone, Paul Johnson, Jean Gilbert, Ron Pirart, Irene Baird, Ed Baker, Caroline Tokarchik, Steven Elm, Marg Elm, Gordon Minnor, E. McKetsy, G. McKetsy, Cindy Baird, L Brunelle and Tim R. Butz.

### **CALL TO ORDER**

The meeting was called to order at 10:05 a.m. on Saturday, August 14, 2010 by Bill Knight as Chairperson.

All Councillor Members and Stantec Representatives introduced themselves.

Chairperson Bill Knight reviewed the meeting agenda to be followed.

### **PURPOSE OF PUBLIC HEARING**

The Public Hearing is intended to allow all interested parties to address the member Councils on the proposed Buffalo Lake Inter-municipal Development Plan (IDP).

The Summer Village of White Sands, Summer Village of Rochon Sands, Camrose County, Lacombe County and County of Stettler No. 6 each convened a Special Meeting and individually pass resolutions to recess those meeting for the purpose of holding a Joint Public Hearing of the Buffalo Lake Inter-municipal Development Plan (IDP).

### **PUBLIC HEARING PROCEDURE**

#### **Overview by Consultant:**

Chris Jennings provided an overview of the Buffalo Lake Inter-municipal Development Plan, attached and forming part of these minutes. Stantec also provided an overview of how the plan could be changed in order to accommodate requests for changes from the County of Stettler, Summer Village of White Sands and Lacombe County (attached).

#### **Questions by Councils:**

Colin Adair, Mayor of the Summer Village of White Sands asked how the formula is arrived at for capacity numbers in regard to boat use/lifestyle around the lake?

*Answer – first looked at boating – considered area and boats - lake can only hold so many at one time and assumed a certain number of units would own a boat. Then considered type of boat and decided how many boats would be on the lake at one time.*

*Lifestyle – looked at existing development, growth area nodes and determined a total.*

Collin Adair, Mayor of the Summer Village of White Sands – Was boat launching at the lake considered as part of capacity?

*Answer: Considered all public access points and considered capacity of each – no mathematical equation*

Question from the Gallery – Has it been noted that if the water drops two feet, theory on capacity is destroyed.

*Answer: Tried to consider all scenarios.*

Wayne Miller, Mayor of Summer Village of Rochon Sands – How will access changes be handled when approval from other departments like SRD are required?

*Answer: Would seek direction from other Councils.*

Bill Knight noted that the County of Lacombe has very limited access to the lake and require all season access.

Colin Adair asked if the average lots sizes being 0.9 dwelling units per acre is for the whole IDP, each node or each subdivision?

*Answer: Allows people to have a variety of lot sizes and 0.9 is an average for the whole area.*

Is there consideration to go back to a minimum lot size?

*Answer: There is none.*

Verbal Submissions by Government Agencies:

None

Following the Presentation - Questions by Councils:

None

Verbal Submissions by Municipal Agencies:

None

Following the Presentation - Questions by Councils:

None

Verbal Submissions by Public:

- Bob Morrell from Rochon Sands noted that he has a map from 1800 showing high water mark of the lake and in 1958 another

map. How did they establish the new boundaries of the Water Management Right of Way?

Answer: *The Boundary line was decided in consultation with SRD, who did substantial research on a survey line. Buffalo Lake Integrated Shoreline Management Plan explains it.*

- Richard Gaffney from Rochon Sands expressed concern in regard to emergency preparedness. The BLDP should be considering this.
- Bernie Feisst from White Sands – Lot size – recommendation not to leave as 0.9 dwelling units per acre average and must make a minimum size (no less than ½ acre) to keep the density reasonable.
- Gary Devost from Pelican Point – feels that the boats per acre figures are too high and questioned sea-doo number – usually two per family. Concerned that the numbers will keep increasing. Should go back to old numbers.
- Ivan Purdy from Scenic Sands – Public Access point defined at Scenic Sands – concern as this is not a suitable point for a boat launch and there is a need for more on the shoreline areas. Noted that area used is not a county road and requires considerable upgrading of roads, and washrooms/change rooms.
- Bob Riddett representing Proctor Family – The IDP shows their land as limited development area and environmentally sensitive on another map. Conflict – limited development sets up a conflict between agriculture and the conservation of the natural environment. Suggest using concept of cluster development. Presented a drawing showing how it could work and noted that the IDP would need to be amended in two places. (report attached)
- Connie Barrett from the Narrows stated that she is not against development, however, expressed concern to keep the balance of mother nature while making changes in the landscape.
- Margaret Elm from Choke Cherry Lane – agrees with concerns that have been voiced this morning being ROW (reserve land) that may be used in other ways than intended, public access, growth nodes, boat/beach use and emergency preparedness. Also asked how many still have land accessible to the public and available to developers? Developers can have a lot of influence. Noted clauses in document that support developers and expressed concern that not enough onus is placed on the developers.
- Kath Rothwell from Scenic Sands – expressed concern in regard to the Scenic Sands public access being viable as a boat launch and if Buffalo Meadows can facilitate a boat

- launch. Possibly need to identify another boat launch (attached).
- Larry Baird from Buffalo Lake – Question to Lacombe County – Why no lake access for past 50-60 years other than through their land? A winter road and only a winter road was put in and he does not feel that their family should supply the road. The County promised him that it will always be a winter road. Questioned the growth nodes – equal on both sides – one has a sensitive shoreline and one does not – why are they set on developing the one within the sensitive shoreline?

Following the Presentation - Questions by Councils:

None

Written Submissions (Government Agencies, Public at Large):

1. Robert Riddett (attached)
2. Dianne Moran (attached)
3. Sam Wirzba (attached)
4. Scenic Sands Community Association (attached)

Following the Presentation - Questions by Councils:

**CONCLUDING REMARKS**

The public were thanked for their presentations. Mr. Knight gave a special thank you to Johan van der Bank, the County of Stettler for hosting the BLIDP Meetings, and Sam Wirzba who has donated a lot of time and to all those who he has missed.

**PUBLIC HEARING ADJOURNMENT**

Councillor Joe Gendre motioned to declare the Summer Village of White Sands, Summer Village of Rochon Sands, Camrose County, Lacombe County and County of Stettler No. 6 Special/Public Hearing Meeting adjourn at 11:35 a.m.

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Reeve

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Chief Administrative Officer

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**SUMMER VILLAGE OF WHITE SANDS  
BANK RECONCILIATION  
AS OF SEPTEMBER 30, 2010**

Net Balance at End of Previous Month	\$	710,535.63
ADD: General Receipts		6,224.29
Interest Earned		597.48
Investments Matured		<u>0.00</u>
<b>SUBTOTAL</b>		<b>717,357.40</b>
LESS: General Disbursements		68,622.27
Investments		0.00
Returned Cheques		0.00
Bank Charges		<u>15.00</u>
<b>SUBTOTAL</b>		<b><u>68,637.27</u></b>
<b>NET BALANCE AT END OF CURRENT MONTH</b>	<b>\$</b>	<b>648,720.13</b>
Balance at End of Month - Bank		694,509.71
ADD: Outstanding Deposits		0.00
LESS: Outstanding Cheques		<u>45,789.58</u>
<b>NET BALANCE AT END OF CURRENT MONTH</b>	<b>\$</b>	<b>648,720.13</b>
INVESTMENTS:		
		<u>0.00</u>
<b>SUBTOTAL</b>		<b><u>0.00</u></b>
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$</b>	<b>648,720.13</b>

THIS STATEMENT SUBMITTED TO SUMMER VILLAGE OF WHITE SANDS THIS  
1st DAY OF OCTOBER 2010

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF WHITE SANDS  
STATEMENT OF REVENUE AND EXPENDITURES  
AS OF SEPTEMBER 30, 2010**

	YTD Budget	YTD Actual	Variance	Annual Budget
<b>Revenue</b>				
General Administration	37,110.00	19,737.00	17,373.00	37,110.00
Protective Services	-	-	-	-
Roads, Streets, Transportation	31,600.00	605.00	30,995.00	31,600.00
Planning & Development	7,000.00	7,833.66	(833.66)	7,000.00
Recreation & Parks	7,200.00	-	7,200.00	7,200.00
Taxes/Penalties	341,430.00	342,976.86	(1,546.86)	341,430.00
Other Revenue	2,200.00	2,233.73	(33.73)	2,200.00
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Revenue</b>	<b>\$ 426,540.00</b>	<b>\$ 373,386.25</b>	<b>\$ 53,153.75</b>	<b>\$ 426,540.00</b>
<b>Expenses</b>				
Council & Legislative	9,600.00	3,157.03	6,442.97	9,600.00
General Administration	46,165.00	35,013.77	11,151.23	46,165.00
Fire Fighting & Preventive	3,650.00	1,246.00	2,404.00	3,650.00
Ambulance	-	-	-	-
Bylaw Enforcement	5,000.00	2,640.00	2,360.00	5,000.00
Roads, Streets, Transportation	85,030.00	39,965.47	45,064.53	85,030.00
Water Department	10,200.00	3,444.54	6,755.46	10,200.00
Garbage Collection & Disposal	9,390.00	7,036.50	2,353.50	9,390.00
Planning & Development	16,100.00	10,956.11	5,143.89	16,100.00
Parks & Recreation	32,660.00	19,935.11	12,724.89	32,660.00
Requisitions	181,960.00	138,206.37	43,753.63	181,960.00
Contingency	26,285.00	-	26,285.00	26,285.00
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Expenses</b>	<b>\$ 426,040.00</b>	<b>\$ 261,600.90</b>	<b>\$ 164,439.10</b>	<b>\$ 426,040.00</b>
<b>Surplus/Deficit</b>	<b>\$ 500.00</b>	<b>\$ 111,785.35</b>	<b>\$ (111,285.35)</b>	<b>\$ 500.00</b>

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	3746
Cheque Date	First	Last		3754

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
AAMDC	3746	7/27/2010	\$140.65
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Invoice Description	Invoice Number	Invoice Amount	
No Exit Sign	295824	\$140.65	
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Berger, Allen	3747	7/27/2010	\$3,150.00
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Invoice Description	Invoice Number	Invoice Amount	
Contracted Maintenance Worker	07192010	\$3,150.00	
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Berger, Allen	3748	7/27/2010	\$200.00
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Invoice Description	Invoice Number	Invoice Amount	
Working Advance	07272010	\$200.00	
-----			
IJD Inspections Ltd.	3749	7/27/2010	\$675.27
-----			
Invoice Description	Invoice Number	Invoice Amount	
Planning & Dev Building Permit	BP JUNE 2010	\$675.27	
-----			
Nexen Marketing	3750	7/27/2010	\$220.26
-----			
Invoice Description	Invoice Number	Invoice Amount	
Power Multi Pur Hall & Water	10-1105232	\$220.26	
-----			
Smith, Charleen	3751	7/27/2010	\$330.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Municipal Election Clerk	07242010	\$330.00	
-----			
Switenky, Greg	3752	7/27/2010	\$133.32
-----			
Invoice Description	Invoice Number	Invoice Amount	
Municipal Election & Lunches	07242010	\$133.32	
-----			
Thomas, Virginia	3753	7/27/2010	\$300.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Municipal Election Clerk	07242010	\$300.00	
-----			
Town of Stettler	3754	7/27/2010	\$865.24
-----			
Invoice Description	Invoice Number	Invoice Amount	
Salary Reversal & Petty Cash	07272010	\$865.24	
-----			
Total Cheques			\$6,014.74

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	3755
Cheque Date	First	Last		3769

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
AgLine	3755	8/20/2010	\$28.94
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Parts		6412206	\$28.94
-----			
Alberta Animal Services	3756	8/20/2010	\$252.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Bylaw - Enforcement		10182	\$252.00
-----			
Alta Gas Utilities	3757	8/20/2010	\$41.18
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Trans - Building Gas		07262010	\$41.18
-----			
Berger, Allen	3758	8/20/2010	\$3,375.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Contracted Services		127025	\$3,150.00
Fuel & Cell Phone		08092010	\$225.00
-----			
Black Press Group Ltd.	3759	8/20/2010	\$748.07
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Advertising & Stationery		07312010	\$748.07
-----			
Doug's Tank Truck Service Ltd.	3760	8/20/2010	\$100.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Supply Potable Water		76978	\$100.00
-----			
Future Ag Inc.	3761	8/20/2010	\$459.94
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Parts		IS08328	\$15.75
Parts		WS01671	\$444.19
-----			
IJD Inspections Ltd.	3762	8/20/2010	\$136.81
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Plan & Dev Building Permits		BP JULY 2010	\$136.81
-----			
Jubilee Insurance Agencies	3763	8/20/2010	\$1,216.43
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Boiler & Machinery Insurance		00004996	\$62.83
Master Property Policy		00005589	\$1,153.60

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Nexen Marketing	3764	8/20/2010	\$226.67
-----			
Invoice Description		Invoice Number	Invoice Amount
Power Bills		10-1107814	\$226.67
-----			
Stettler Home Hardware	3765	8/20/2010	\$40.57
-----			
Invoice Description		Invoice Number	Invoice Amount
Supplies		79241	\$3.55
Supplies		79395	\$37.02
-----			
Stettler Sales & Rentals Ltd.	3766	8/20/2010	\$504.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Equipment Rental		79111	\$504.00
-----			
Town of Stettler	3767	8/20/2010	\$1,009.28
-----			
Invoice Description		Invoice Number	Invoice Amount
Salary Reversal		07282010	\$830.84
SVWS Fuel		IVC014486	\$178.44
-----			
United Farmers of Alberta	3768	8/20/2010	\$98.46
-----			
Invoice Description		Invoice Number	Invoice Amount
Small Tools		3042-79240	\$33.48
Supplies		3042-80717	\$40.85
Supplies		3042-80988	\$24.13
-----			
Yesterday's Meals on Wheels Se	3769	8/20/2010	\$115.50
-----			
Invoice Description		Invoice Number	Invoice Amount
Septic Pumpout		10060	\$115.50
-----			
		Total Cheques	\$8,352.85
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	3770
Cheque Date	First	Last		3789

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Acklands Grainger Inc.	3770	9/27/2010	\$85.95
-----			
Invoice Description		Invoice Number	Invoice Amount
Supplies		6064 0663163	\$85.95
-----			
AgLine	3771	9/27/2010	\$25.66
-----			
Invoice Description		Invoice Number	Invoice Amount
Filtre		6412505	\$25.66
-----			
Alberta Animal Services	3772	9/27/2010	\$252.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Bylaw Enforcement		10210	\$252.00
-----			
Alta Gas Utilities	3773	9/27/2010	\$27.66
-----			
Invoice Description		Invoice Number	Invoice Amount
Natural Gas Bill		08252010	\$27.66
-----			
Berger, Allen	3774	9/27/2010	\$3,425.00
-----			
Invoice Description		Invoice Number	Invoice Amount
Monthly Contract Fees		127026	\$3,150.00
Fuel & Cell Phone		09092010	\$275.00
-----			
C.R. Glass Ltd.	3775	9/27/2010	\$267.75
-----			
Invoice Description		Invoice Number	Invoice Amount
Replace Damaged Rear Window		7428	\$267.75
-----			
County of Stettler #6	3776	9/27/2010	\$3,686.00
-----			
Invoice Description		Invoice Number	Invoice Amount
2010 Fire Chief Agreement		21283	\$1,450.00
2 - 8 Yard Bins		20550	\$2,236.00
-----			
Future Ag Inc.	3777	9/27/2010	\$2,122.25
-----			
Invoice Description		Invoice Number	Invoice Amount
Drag Harrow		IS08521	\$997.50
Parts & Repair		WS01758	\$608.38
Parts & Repair		WS01786	\$516.37
-----			
Gitzel Krejci Dand Peterson	3778	9/27/2010	\$2,047.50
-----			
Invoice Description		Invoice Number	Invoice Amount
2009 Financial Audit		47219	\$2,047.50

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
IJD Inspections Ltd.	3779	9/27/2010	\$130.00
Invoice Description	Invoice Number	Invoice Amount	
Electrical Permit	WS10-032E	\$130.00	
James Marshall Trucking Ltd.	3780	9/27/2010	\$273.00
Invoice Description	Invoice Number	Invoice Amount	
3/4" Crushed Gravel	2943	\$273.00	
Rob's Pressure Welding Ltd.	3781	9/27/2010	\$300.09
Invoice Description	Invoice Number	Invoice Amount	
Build Seaweed attachment	18954	\$300.09	
Shirley McClellan Regional Wat	3782	9/27/2010	\$3,338.40
Invoice Description	Invoice Number	Invoice Amount	
Jul - Dec 09 Requisition	180	\$3,338.40	
Stettler Home Hardware	3783	9/27/2010	\$157.44
Invoice Description	Invoice Number	Invoice Amount	
Supplies	79514	\$58.73	
Supplies	79647	\$27.58	
Supplies	79741	\$27.59	
Supplies	79758	\$43.54	
Stettler Waste Management Auth	3784	9/27/2010	\$1,895.50
Invoice Description	Invoice Number	Invoice Amount	
3rd 2010 Landfill Requisition	09082010	\$1,895.50	
Switenky, Greg	3785	9/27/2010	\$43.00
Invoice Description	Invoice Number	Invoice Amount	
Travel & Subsistence	08162010	\$43.00	
Town of Stettler	3786	9/27/2010	\$7,137.62
Invoice Description	Invoice Number	Invoice Amount	
SVWS Fuel	IVC014540	\$137.58	
Photocopies & Postage	IVC014537	\$41.51	
Webhosting	IVC014538	\$1,050.00	
Administration Contract	IVC014539	\$4,987.50	
SVWS Salary Reversal	08262010	\$921.03	
United Farmers of Alberta	3787	9/27/2010	\$578.37
Invoice Description	Invoice Number	Invoice Amount	
Diesel Clear	91877979	\$516.06	
Supplies	3042-85141	\$62.31	
Woody's Automotive Ltd.	3788	9/27/2010	\$496.20
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Supplies	340969		\$139.61
Supplies	341966		\$218.18
Supplies	342238		\$88.01
Annual Fire Extinguisher Maint	343221		\$50.40

=====

ZAP Municipal Consulting Inc.	3789	9/27/2010	\$1,657.75
-------------------------------	------	-----------	------------

Invoice Description	Invoice Number	Invoice Amount
Contracted Development Officer	2010-048	\$931.25
Contracted Development Officer	2010-052	\$726.50

-----

Total Cheques		\$27,947.14
---------------	--	-------------

=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	3790
Cheque Date	First	Last		3799

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Animal Services	3790	10/14/201	\$252.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Bylaw Enforcement		10241	\$252.00
-----			
Alta Gas Utilities	3791	10/14/201	\$37.48
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Natural Gas Bill		09242010	\$37.48
-----			
Association of Summer Villages	3792	10/14/201	\$200.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Conference Registration		09242010	\$200.00
-----			
Berger, Allen	3793	10/14/201	\$225.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fuel & Phone		10042010	\$225.00
-----			
Future Ag Inc.	3794	10/14/201	\$40.14
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Parts		IS10415	\$8.19
Parts		IS10426	\$31.95
-----			
IJD Inspections Ltd.	3795	10/14/201	\$454.85
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Planning & Development Permits		BP AUG 2010	\$454.85
-----			
Nexen Marketing	3796	10/14/201	\$235.28
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Power - Hall & Water Pump/Well		10-1109881	\$235.28
-----			
Shirley McClellan Regional Wat	3797	10/14/201	\$7,612.50
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
2010 Administrative Charges		204	\$7,612.50
-----			
Stettler Home Hardware	3798	10/14/201	\$113.48
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Supplies		79943	\$35.41
Supplies		80050	\$25.19
Supplies		80104	\$41.99
Supplies		80197	\$10.49
Service Charge		09302010	\$0.40

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
United Farmers of Alberta	3799	10/14/201	\$65.01
Invoice Description	Invoice Number	Invoice Amount	
Chainshaw Files	3042-88905	\$12.58	
Fork	6042-90312	\$36.74	
Grinding & Cutoff Wheel	3042-91065	\$15.69	
	Total Cheques		\$9,235.74

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	3808
Cheque Date	First	Last		3814

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Adair, Colin	3808	10/26/201	\$961.20
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Council Travel & Subsistence		10152010	\$961.20
=====			
AgLine	3809	10/26/201	\$75.60
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Parts		6414680	\$75.60
=====			
Berger, Allen	3810	10/26/201	\$3,150.00
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Contracted Maintenance Worker		127027	\$3,150.00
=====			
Doug's Tank Truck Service Ltd.	3811	10/26/201	\$100.00
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Supply Potable Water		79400	\$100.00
=====			
IJD Inspections Ltd.	3812	10/26/201	\$438.41
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Building Permits		BP SEPT 2010	\$438.41
=====			
Nexen Marketing	3813	10/26/201	\$243.50
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Power Bills		10-1111659	\$243.50
=====			
Town of Stettler	3814	10/26/201	\$391.99
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fuel		IVC014556	\$179.59
Fire Dispatch Services		IVC014563	\$212.40
=====			
		Total Cheques	\$5,360.70
			=====

## SUMMER VILLAGE OF WHITE SANDS

<b><u>Prepared by:</u></b>	Administration	<b><u>Number:</u></b>	IV
<b><u>Adopted by:</u></b>	Summer Village of White Sands Council	<b><u>Original Policy:</u></b>	2010 11 12
		<b><u>Previous Policy:</u></b>	N/A
		<b><u>Current Policy:</u></b>	2010 11 12

**Title:**                   **Tangible Capital Assets**

**Purpose:**                To prescribe the accounting treatment for recognizing and recording tangible capital assets on a consistent basis and in accordance with CICA Public Sector Accounting Handbook Section 3150.

The principle issues in accounting for tangible assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses, so that users of the financial statements can discern information about the municipality's investment in tangible capital assets and the changes in such investment.

**Scope:**                This policy applies to all departments.

### **Definitions:**

**Tangible Capital Assets** – Assets having physical substance that are used on a continuing basis in the Summer Village's operations, and have useful lives extending beyond one year, excluding those assets that are held for re-sale in the ordinary course of operations.

**Betterments** – Subsequent expenditures on tangible capital assets that increase previously assessed physical output or service capacity; lower associated operating costs; extend the useful life of the asset' or improve the quality of the output. Any other subsequent expenditure will be considered a repair or maintenance and recorded as an operating expense in the period it is incurred.

**Fair Value** – Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

### **Policy Statement:**

**Capitalization** – Tangible capital assets will be capitalized, recorded in the tangible capital asset sub-ledger, according to the following thresholds:

Tangible capital assets, engineered structures in particular, will be accounted for using the network approach, where the major components of the structure will be recorded as a single asset.

The Summer Village will apply these thresholds to each asset individually. There will be no consideration given to pooling of assets in the application of these thresholds.

<b>MAJOR ASSET CLASS</b>	<b>MINOR ASSET CLASS</b>	<b>CAPITALIZATION THRESHOLD</b>	<b>AMORTIZATION METHOD</b>	<b>REVIEW SCHEDULE</b>
Land		All land will be recorded	n/a	n/a
Land Improvements		\$2,000	Straight Line	Every 5 years
Buildings		\$2,000	Straight Line	Every 5 years
Engineered Structures	Roadway System	\$5,000	Straight Line	Every 5 years
Engineered Structures	Water System	\$5,000	Straight Line	Every 5 years
Engineered Structures	Wastewater System	\$5,000	Straight Line	Every 5 years
Engineered Structures	Storm System	\$5,000	Straight Line	Every 5 years
Machinery & Equipment		\$2,000	Straight Line	Every 5 years
Vehicles		\$2,000	Straight Line	Every 5 years

Categories – A category of assets is a grouping of assets of a similar nature or function in the Summer Village’s operations. The major and minor classes as listed in Appendix A may be used by the Summer Village.

Valuation – Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

Purchased Assets – Cost is the gross amount of consideration paid to acquire the asset. It includes all non-refundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purchase price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

Acquired, Constructed or Developed Assets – Cost includes all costs directly attributable (e.g. construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

Capitalization of carrying costs ceases when no construction or development is taking place or when tangible capital asset is ready for use.

Donated or Contributed Assets – The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Cultural & Historical – Works of art and historical treasure are property that has cultural, aesthetic or historical value that is worth preserving perpetually. The existence of such property will be disclosed in the notes to the financial statements. They would not be recognized as tangible capital assets in the financial statements because a reasonable estimate of the future benefit associated with such property cannot be made.

### Amortization

The cost, less any residual value, of a tangible capital asset with a limited life will be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion will be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally the shortest of the asset's physical, technological, commercial or legal life.

The Summer Village uses a straight-line method for calculating the annual amortization.

The straight-line method assumes that the economic usefulness is the same each year.

The amortization amount is determined by dividing the asset's original cost, less any residual value, by its estimated useful life in years.

The Summer Village uses an estimated useful life not greater than the recommended maximum life in Appendix A.

In the year of acquiring an asset, putting an asset into service or disposing of an asset, the Summer Village records 50% of the annual amortization amount. This is in accordance with the recommended guideline provided by Alberta Municipal Affairs and Housing.

Disposal – When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, the department head must notify financial Services of the assets description and effective date. The Financial Services department is responsible for adjusting the tangible capital asset sub-ledger and recording a loss or gain on disposal.

## **Appendix A: Recommended Maximum Useful Life**

### **Land**

All n/a

### **Land Improvements**

Parking Lot	
- Gravel	15
- Asphalt	25
Playground Structures	15
Landscaping	25
Fences	20
Tennis Courts	20
Lakes/Ponds	25
Retaining Walls	20
Outdoor Lighting	20
Bike/Jogging Paths	
- Gravel	15
- Asphalt	20
Transfer Stations	25

### **Buildings**

Permanent Structures	
- Frame	50
- Metal	50
- Concrete	50
Portable Structures	
- Metal	25
- Frame	25

### **Vehicles**

Light Duty	10
Medium Duty	10
Heavy Duty	10

### **Machinery and Equipment**

Heavy Construction Equipment	Variable
Fitness and Wellness	10
Communications	
- Radios	10
- Telephone Systems	10
Tools, Shop & Garage Equipment	15
Turf Equipment	10
Office Furniture	20
Office Equipment	10
- Audiovisual	10
- Photocopiers	5
Computer Systems	
- Hardware	5
- Software	10

## Appendix A: Recommended Maximum Useful Life

### Engineered Structures

#### Roadway System

- Overpass/Interchange	60
- Curb & Gutter	30
- Roads & Streets	
- Local/Collector/Arterial/Major	
Arterial Surface	
ACP – Hot Mix	20*
ACP – Cold Mix	10*
Chip Seal	10*
Oil	5*
Gravel	25*
Sub-Surface	40*
- Road Signs	
- Traffic Control	30
- Information	30
- Lights – Street	30
- Guard Rails	30
- Ramps	30

(\* Subject to Weather Conditions)

#### Water System

- Distribution System	
- Mains	75
- Services	75
- Pump, Lift and Transfer Stations	45
- Plants and Facilities	
- Structures	45
- Treatment Equipment	
- Mechanical	45
- Electrical	45
- General	45
- Pumping Equipment	45
- Hydrants/Fire Protection	75
- Reservoirs	45

#### Wastewater System

- Collection System	75
- Pump, Lift and Transfer Stations	45
- Plants and Facilities	
- Structures	45
- Treatment Equipment	
- Mechanical	45
- Electrical	45
- General	45
- Pumping Equipment	45
- Lagoons	45

## MEMORANDUM

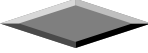
**To:** Mayor and Council

**From:** Greg Switenky

**Date:** November 4, 2010

**Re:** Interim Operating Budget 2011

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Section 242 of the *Municipal Government Act (MGA)* requires Council to adopt an operating budget for each calendar year. Section 242 further states that a Council may adopt an interim operating budget for part of a calendar year. Since the Summer Village's 2011 Operating Budget will not be adopted until May/June 2011, an Interim Operating Budget is required to provide legal expenditure authority per Section 248 of the *MGA*.

The Interim Operating Budget is not used to set property tax rates, rather its purpose is to be used as the authority to provide services, programs and overall corporate continuity. An Interim Operating Budget ceases to have any effect when the Operating Budget and Tax (Mill) Rate Bylaw is finally adopted in 2011.

At this time of year, it has been usual administrative practice to simply recommend that Council approve the same level of interim operational expenditures for 2011 as was finally approved for the previous year 2010.

**Recommendation:**

That the Summer Village of White Sands Council adopt, per Sections 242(2) and 248 of the *Municipal Government Act*, an Interim Operating Budget with expenditures totaling \$426,040 for that part of 2011 prior to the Operating Budget being adopted by Council.



# County of Stettler No. 6

Box 1270  
6602 - 44 Avenue  
Stettler, Alberta T0C 2L0  
Phone (403) 742-4441  
Fax (403) 742-1277  
EMAIL: info@stettlercounty.ca

2010 08 13

Town of Stettler  
Box 280  
Stettler, AB T0C 2L0

Village of Big Valley  
Box 236  
Big Valley, AB T0J 0G0

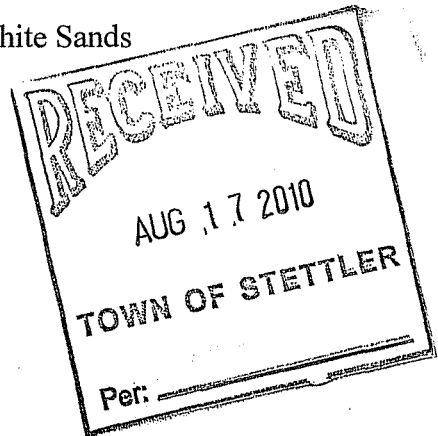
Village of Botha  
Box 160  
Botha, AB T0C 0N0

Village of Donalda  
Box 160  
Donalda, AB T0B 1H0

Village of Gadsby  
Box 80  
Gadsby, AB T0C 1K0

Summer Village of White Sands  
Box 119  
Stettler, AB T0C 2L0

Summer Village of Rochon Sands  
#1 Hall Street  
Rochon Sands, AB T0C 3B0



Dear Sir or Madam:

**RE: Stettler District Ambulance Amending Agreement**

Enclosed please find a copy of the Stettler District Ambulance Amending Agreement. It would be appreciated if your municipality could review, as the agreement will be discussed with the intentions of approving at the October 5, 2010 Stettler District Ambulance Association Meeting.

Sincerely,

Tim Fox  
Chief Administrative Officer

TF/mmd

L:\Stettler District Ambulance Association\2010\Letters\08 13 - Member Municipalities re Amending Agreement.doc

Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2010

Between:

**COUNTY OF STETTLER NO. 6**  
(hereinafter referred to as "Stettler County")

-and-

**TOWN OF STETTLER**  
(hereinafter referred to as "Stettler")

-and-

**VILLAGE OF BIG VALLEY**  
(hereinafter referred to as "Big Valley")

-and-

**VILLAGE OF BOTHA**  
(hereinafter referred to as "Botha")

-and-

**VILLAGE OF DONALDA**  
(hereinafter referred to as "Donalda")

-and-

**VILLAGE OF GADSBY**  
(hereinafter referred to as "Gadsby")

-and-

**SUMMER VILLAGE OF WHITE SANDS**  
(hereinafter referred to as "White Sands")

-and-

**SUMMER VILLAGE OF ROCHON SANDS**  
(hereinafter referred to as "Rochon Sands")

**WHEREAS** Stettler County, Stettler, Big Valley, Botha, Donalda and Gadsby entered into an Agreement with the Stettler District Ambulance Association dated the 18<sup>th</sup> day of April,

1972 (the "Agreement"), thereby creating the Stettler District Ambulance Association (the "Association"); and

**WHEREAS** the Agreement was amended by an Amending Agreement dated June 21, 2001 and the Amended Agreement referred to as the "Association Agreement";

**NOWHEREFORE** this agreement witnesseth that in consideration of the premises and mutual agreements and conditions herein contained, the parties hereby agree as follows:

1. The Association Agreement is hereby amended by deleting the Association Agreement in its entirety and substituting therefore the Second Amended Stettler District Ambulance Association Agreement (the Second Amended Agreement") attached hereto as Schedule "A";
2. Forthwith and from time to time, each of the parties hereto shall execute the Second Amended Agreement and all documents, consents and do all such deeds and things which are necessary or advisable to give effect to the terms and provisions of the Second Amended Agreement.
3. This Second Amended Agreement shall be interpreted according to its fair construction and shall not be construed as against any party hereto in the event of ambiguity.
4. This Second Amended Agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original, and such counterpart shall constitute the one and same instrument and notwithstanding their date of execution, shall be deemed to bear date as of the date of this Second Amended Agreement.
5. This Agreement and the Second Amended Agreement shall endure to the benefit of and be binding upon the parties hereto, their respective successors and permitted assigns.



**SCHEDULE "A"**

Second Amended Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2010

Between:

**COUNTY OF STETTLER NO. 6**  
(hereinafter referred to as "Stettler County")

-and-

**TOWN OF STETTLER**  
(hereinafter referred to as "Stettler")

-and-

**VILLAGE OF BIG VALLEY**  
(hereinafter referred to as "Big Valley")

-and-

**VILLAGE OF BOTHA**  
(hereinafter referred to as "Botha")

-and-

**VILLAGE OF DONALDA**  
(hereinafter referred to as "Donalda")

-and-

**VILLAGE OF GADSBY**  
(hereinafter referred to as "Gadsby")

-and-

**SUMMER VILLAGE OF WHITE SANDS**  
(hereinafter referred to as "White Sands")

-and-

**SUMMER VILLAGE OF ROCHON SANDS**  
(hereinafter referred to as "Rochon Sands")

**WHEREAS** the Stettler District Ambulance Association was duly registered and incorporated under the Societies Act of the Province of Alberta, on June 19, 1972.

**AND WHEREAS** the parties hereto, pursuant to the *Municipal Government Act*, have authorized by Bylaw the making of this Agreement and the formation and/or continuance of a Regional Ambulance Association for the joint construction, ownership, maintenance, management, operation, and use of an Ambulance System.

**NOWHEREFORE** the parties hereto agree as follows:

1. ESTABLISHMENT

- 1.1. The parties hereto hereby confirm and continue a joint Association, being a Society, created pursuant to an Agreement amongst the parties dated the 17<sup>th</sup> day of April, 1972, such Agreement is hereby replaced with this Agreement, to construct, own, manage, maintain, operate and use an Ambulance System.
- 1.2. The name of the Association confirmed and continued hereunder is the Settler District Ambulance Association (the "Association").
- 1.3. The only members of the Association are the parties hereto (the "Member" or "Members").
- 1.4. The fiscal year of the Association shall terminate on March 31 and the Financial Statements of the Association as at the date shall be presented to the Members annually.

2. DEFINITIONS AND INTERPRETATION

2.1. In this Agreement:

- (a) "Act" means the Societies Act and Regulations;
- (b) "Ambulance" has the meaning given to it in the *Emergency Health Services Act* (Alberta);
- (c) "Association" means the Settler District Ambulance Association;
- (d) "Administrator" means the person hired by the Board as its Chief Executive Officer responsible for the administrative and management of the Association and related services;
- (e) "Board" means the Board of Directors of the Settler District Ambulance Association;
- (f) "CAO" means the Chief Administrative Officer of a municipality;
- (g) "Quorum" means a simple majority of the members of the Board;

2.2. When any action of the Board referred to herein is taken on behalf of the Board by a Board member who acts within the scope of duties assigned and pursuant to authority delegated by resolution of the Board, such action shall be deemed taken by the Board.

- 2.3. Where the masculine gender is used herein it shall mean and include the feminine gender and similarly the singular number shall mean and include the plural, as the context requires.
- 2.4. Words and expressions not defined in this Agreement shall have the same meaning as the same or similar words in the Act.

3. APPOINTED REPRESENTATIVES

- 3.1. The business and affairs of the Association shall be managed by no more than five (5) appointed representatives (each known as an "Appointed Representative") who shall be appointed as follows:
  - (a) Two (2) Appointed Representative from Stettler County;
  - (b) Two (2) Appointed Representative from Stettler;
  - (c) One (1) Representative appointed to represent the Villages of Big Valley, Botha, Donalda, Gadsby and the Summer Villages of Rochon Sands and White Sands. Fees, at a rate of Two Hundred (\$200.00) Dollars plus applicable mileage for each representative.

Each Appointed Representative described in Sections 3.1(a) – (c) must be a Council member of the Member appointing such Appointed Representative. Each Member shall be entitled to name one (1) alternate Appointed Representative. In the event that an Appointed Representative is incapable of acting on behalf of that Member, the alternate Appointed Representative shall be entitled to act in his place subject to the discretion of the Member approving the same.

- 3.2. The term of office for each Appointed Representative shall be one (1) year. Any Appointed Representative may be reappointed for any number of terms.
- 3.3. The first meeting of the Appointed Representatives shall be held not more than forty-five (45) days after the date of this Agreement, at which the Officers shall be elected.
- 3.4. Meetings of the Association shall be held not less than once per quarter, at which the Officers of the Association shall present progress reports on the operation of the Association to the Members. Special meetings may be called as deemed necessary by the Chairman or upon the written request of not less than three (3) Appointed Representatives.
- 3.5. Unless otherwise specified in this Agreement, all decisions of the Association shall be made by a simple majority vote of the Appointed Representatives, and the Appointed Representatives shall not act unless a quorum is present, which shall consist of not less than a majority of the Appointed Representatives.
- 3.6. By way of Notice in writing to the other Members, any Member may remove its Appointed Representative or alternate Appointed Representative, as the case may be, and may appoint any Council member of that Member in the place of such Appointed Representative for the remainder of the fiscal year of the Association.

4. OFFICERS

4.1. The Appointed Representatives shall annually appoint, by ordinary resolution, a Chairman, a Vice-Chairman, an Administrator, and such other officers as determined by the Appointed Representatives in their discretion from time to time. The Chairman shall be, on alternating fiscal years of the Association, an Appointed Representative appointed by Stettler County and an Appointed Representative appointed by Stettler. Further, in each fiscal year that the Chairman is appointed by Stettler County, the Vice-Chairman shall be appointed by Stettler and in each fiscal year that the Chairman is appointed by Stettler, the Vice-Chairman shall be appointed by Stettler County.

The Administrator shall be, subject to an ordinary resolution of the Appointed Representatives to the contrary, the Town of Stettler CAO or the Stettler County CAO. When reference is made in this agreement to "Assistant CAO" it means the Assistant Chief Administrative Officer of the municipality where the Administrator is CAO.

In addition to the duties set forth herein, the Officers shall have such duties as the Appointed Representative may, from time to time, determine

4.2. The Chairman shall:

- (a) When present, preside as Chairman at all meetings of the Association;
- (b) Vote as a normal Member at all meetings of the Appointed Representatives; and
- (c) Subject to Section 4.4 herein, authorize all expenditures from funds administered on behalf of the Association.

4.3. The Vice-Chairman shall:

- (a) Preside over all meetings of the Association in the absence of the Chairman;
- (b) Assist the Chairman in all duties as required; and
- (c) In the absence of the Chairman, and subject to Section 4.4 herein, authorize all expenditures from funds administered on behalf of the Association.

4.4. The Administrator shall:

- (a) Take or cause to be taken Minutes of all meeting of the Association;
- (b) Within a reasonable period of time following all meetings of the Association, provide copies of all Minutes to all Members;
- (c) Make all necessary arrangements for the meetings and follow-up of the Association;

- (d) Notify all Members and Appointed Representatives, as the case may be, of upcoming meetings;
- (e) Cause all invoices and proper payments of the Association to be paid promptly out of the resources of the Association;
- (f) Cause to be kept detailed accounts of all income and expenditures of the Association for auditing as required by the Association and present such financial statements and the auditor's comment statement, to the Members annually; and
- (g) be responsible for the authorization of all expenditures from funds administered on behalf of the Association. In the absence of the Administrator, the Chairman shall, together with the Assistant CAO authorize expenditures from funds administered on behalf of the Association. and
- (h) be responsible for the administration and management of the Association and the services the Association provides.

5. FINANCING

- 5.1. All operating and capital expenditures shall be in accordance with the budget, approved by a simple majority of the Appointed Representatives.
- 5.2. The Association shall, if supported by a resolution passed by a sixty (60) percent majority of the Appointed Representatives, requisition funds from the Members in an aggregate amount sufficient to offset any unexpected or unavoidable deficit which may arise after the approval in any year of the capital and operating budgets of the Association.
- 5.3. Any funds requisitioned from the Members shall be the same ratio as set forth in the Allocation Formula set for in Appendix "1" hereto (the "Allocation Formula").
- 5.4. The books, financial accounts and records of the Association shall be reviewed at least once each year by a chartered accountant appointed by the Association, with a request that the chartered accountant provide an auditor's comment statement.

6. DISSOLUTION OR WINDING UP OF THE ASSOCIATION

- 6.1. Upon the dissolution or winding up of the Association and after the payment of all debts and liabilities of the Association, the remaining property of the Association shall be distributed amongst the parties hereto on the basis of the percentage share of the respective Members calculated pursuant to the Allocation Formula as at the date of dissolution or winding up, as the case may be.

7. GENERAL

- 7.1. A Member, Appointed Representative, or any other person entitled to attend a meeting of the Association or of the Appointed Representatives, as the case may be, may participate in the meeting by means of telephone or other communication facilities that permit all persons participating in the meeting to hear each other and a person participating in such a meeting by those means is deemed to be present at the meeting.
- 7.2. This Agreement is binding upon all parties hereto for a term concurrent with the services contract with Alberta Health Services (AHS) from the date of this Agreement and thereafter shall continue in force on a year- to-year basis.
- 7.3. After the first anniversary of the date of this Agreement, any party hereto may withdraw from this Agreement by giving not less than six (6) month's Notice in writing to all of the other parties hereto to become effective on the 1<sup>st</sup> following completion of the six (6) month Notice period.
- 7.4. Any municipality wishing to become a Member of the Association may become a Member of the Association on such terms and conditions established by the Association and subject to the unanimous approval of the Members, PROVIDED THAT the Municipality wishing to become a Member agrees to be bound by the terms and conditions of this Agreement.
- 7.5. The parties hereto acknowledge that the provisions of this Agreement which are intended to survive the expiry or termination of this Agreement or the withdrawal of a party to this Agreement shall survive such expiry, termination, or withdrawal and shall not be merged therein or therewith provided that the obligations of the parties hereto relating to survival of the terms contained herein are restricted to the time during which the parties hereto have been parties to this Agreement.
- 7.6. This Agreement may be amended with the unanimous approval of the Members.
- 7.7. Whether or not so stipulated herein, all notices, communication, requests, and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:
  - (a) personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
  - (b) by email, fax or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:

- i. upon transmission with answer back confirmation if received within the normal working hours of the business day;
  - ii. at the commencement of the next ensuing business day following transmission with answer back confirmation thereof;
- (c) by mailing via first class registered post, postage prepaid, to the party on whom it is served. Notice so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of postal interruption, no Notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.

Except as herein otherwise provided, Notice required to be given pursuant to this Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, or ten (10) days after the same has been mailed in a prepaid envelope by single registered mail to:

- i. County of Stettler  
Box 1270  
Stettler, AB T0C 2L0  
Attention: Chief Administrative Officer  
Fax: 403-742-1277
- ii. Town of Stettler  
Box 280  
Stettler, AB T0C 2L0  
Attention: Chief Administrative Officer  
Fax: 780-742-1404
- iii. Village of Big Valley  
Box 236  
Big Valley, AB T0J 0G0  
Attention: Chief Administrative Officer  
Fax: 403-876-2223
- iv. Village of Botha  
Box 160  
Botha, AB T0C 0N0  
Attention: Chief Administrative Officer  
Fax: 403-742-6586
- v. Village of Donalda  
Box 160  
Donalda, AB T0B 1H0  
Attention: Chief Administrative Officer  
Fax: 403-883-2022

- vi. Village of Gadsby  
Box 80  
Gadsby, AB T0C 1K0  
Attention: Chief Administrative Officer  
Fax: 403-574-2369
  
- vii. Summer Village of Rochon Sands  
Box 1746  
Stettler, AB T0C 2L0  
Attention: Chief Administrative Officer  
Fax: 403-742-4771
  
- viii. Summer Village of White Sands  
Box 119  
Stettler, AB T0C 2L0  
Attention: Chief Administrative Officer  
Fax: 403-742-1404

Or to such other address as each party may from time to time direct in writing.

- 7.8. This Agreement shall be construed and governed by the laws of the Province of Alberta.
  
- 7.9. All of the provisions of this Agreement are to be construed as covenants and agreements as though the words importing such covenants and agreements were used in each separate article, paragraph, and sub-paragraph hereof and all of such covenants and agreements shall be deemed to run with the Land and the reversion therein. Should any provision of this Agreement be illegal or not enforceable they shall be considered separate and severed from the Agreement and its remaining provisions shall remain in force and be binding upon the parties hereto as though the illegal or unenforceable provisions had never been included. The Schedules shall form part of this Agreement.
  
- 7.10. The parties hereto and each of them do hereby covenant and agree to do such things and execute such further documents, agreements, and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.
  
- 7.11. No party hereto shall assign its interest in this Agreement, or any part hereof, in any manner whatsoever without having first received written consent from all other parties hereto, such consent not to be unreasonably withheld, PROVIDED THAT in no event shall any assignment which may have been consented to release or relieve the assignor from its obligations to fully perform all of the terms, covenants, and conditions of this Agreement on its part to be performed.

7.12. This Agreement may be executed in several counterparts each of which when so executed shall be deemed to be an original, and such counterparts shall constitute the one and same instrument and notwithstanding their date of execution shall be deemed to bear date as of the date of this Agreement.

7.13. This Agreement enures to the benefit of and is binding upon the parties to this Agreement and their respective successors and permitted assigns.

**IN WITNESS WHEREOF** the parties hereto have executed this membership Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard effective as of the date first above written.

**County of Stettler No. 6**

Per: \_\_\_\_\_  
(Corporate Seal)  
Per: \_\_\_\_\_

**Village of Donalda**

Per: \_\_\_\_\_  
(Corporate Seal)  
Per: \_\_\_\_\_

**Town of Stettler**

Per: \_\_\_\_\_  
(Corporate Seal)  
Per: \_\_\_\_\_

**Village of Gadsby**

Per: \_\_\_\_\_  
(Corporate Seal)  
Per: \_\_\_\_\_

**Village of Big Valley**

Per: \_\_\_\_\_  
(Corporate Seal)  
Per: \_\_\_\_\_

**Summer Village of White Sands**

Per: \_\_\_\_\_  
(Corporate Seal)  
Per: \_\_\_\_\_

**Village of Botha**

Per: \_\_\_\_\_  
(Corporate Seal)  
Per: \_\_\_\_\_

**Summer Village of Rochon Sands**

Per: \_\_\_\_\_  
(Corporate Seal)  
Per: \_\_\_\_\_

APPENDIX "1"

Allocation Formula

$$\text{Percentage Per Member} \quad \frac{A}{B}$$

Where:

1) For Village, Towns or Stettler County:

A = Population of the Member as determined by the most recent census;

For Summer Villages:

Number of Developed properties	-	number of permanent properties occupied	+	permanent residence population
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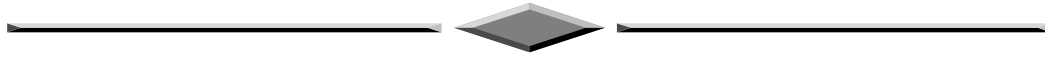
$$A = \frac{\text{Number of Developed properties} - \text{number of permanent properties occupied} + \text{permanent residence population}}{3}$$

2) B = Aggregate of A for all Members

663913.doc; August 13, 2010

# MEMORANDUM

**To:** Mayor and Council  
**From:** Greg Switenky  
**Date:** November 4, 2010  
**Re:** Summer Village of White Sands – Administration Agreement



The Town of Stettler has been providing administration and accounting services for the Summer Village of White Sands since January 1<sup>st</sup>, 1999. The current three year Agreement expires on December 31<sup>st</sup>, 2010. A comparative history of the annual service fees paid to the Town of Stettler is as follows:

1999	\$12,650	plus \$2,850 one time set-up
2000	\$12,650	
2001	\$12,650	
2002	\$13,000	
2003	\$13,250	
2004	\$13,500	
2005	\$14,500	
2006	\$15,000	
2007	\$15,500	
2008	\$17,000	
2009	\$18,000	
2010	\$19,000	(increase of \$6,350 since 1999)
2011	\$29,370	
2012	\$30,000	
2013	\$30,630	

The above annual fee increase for 2011 is based on following assumptions:

Staff time 7 hours/week x 52 weeks @ \$55 per hour	\$20,020
Software Maintenance share 400/3400 properties (11% of \$40,000)	\$4,400
Year end procedures 30 hours @ \$75	\$2,250
CAO time 27 hours @ \$100	<u>\$2,700</u>
	\$29,370

Note: the Town does bill directly for "Out of pocket expenses" such as postage, paper, telephone etc.

## Recommendation:

That the Summer Village of White Sands Council approve the three-year Administration and Accounting Services Agreement with the Town of Stettler, in the amount of \$29,370 for 2011; \$30,000 for 2012; \$30,630 for 2013, and as per the terms and conditions contained in the Agreement.



September 15, 2010

Greg Switenky, CAO  
Summer Village of White Sands  
Box 119  
Stettler, AB. T0C 2L0

Dear Mr. Switenky

**RE: Buffalo Lake Intermunicipal Development Plan**

Please be advised that at the August 26, 2010 meeting Council gave third reading to Bylaw No. 1122/10, a bylaw of Lacombe County for the purpose of adopting the Buffalo Lake Intermunicipal Development Plan.

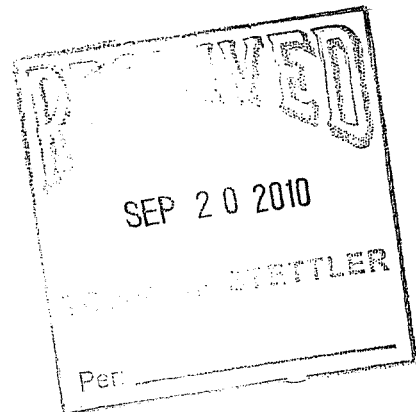
As you are aware Lacombe County Council is concerned that the Buffalo Lake IDP has not adequately addressed the issue of access on the west side of Buffalo Lake and would like to pursue this matter further. While Council was aware of the need to bring closure to this planning document and time constraints relative to the municipal elections they do not believe the document fully addresses the needs of Lacombe County.

Lacombe County is requesting the cooperation of the member municipalities in the Buffalo Lake Intermunicipal Development Plan in seeking an amendment to the Buffalo Lake Integrated Shoreline Management Plan(BLISMP) to allow for a possible additional public access on the west side of the lake. To this end we will be contacting Alberta Sustainable Resources to determine the status of the BLISMP and formally requesting an amendment to the plan to include lake access points at Pipe's Point and the Narrow's Growth Node. Council feels it is imperative that additional lake access points be developed as part of future growth around Buffalo Lake.

Yours truly,

TERRY HAGER, CLGM  
County Commissioner  
Lacombe County

/lt



## Member Notices

**IMPORTANT NOTICE**  
July 14, 2010

*Attention: Mayors, Councillors & CAOs*

### **New Alberta Weed Control Act will Impact Municipalities**

On June 16, 2010, the new Alberta Weed Control Act received Proclamation and came into force. This Act aims to regulate noxious weeds, prohibited noxious weeds, and weed seeds through various control measures. It also mandates the licensing of seed cleaning plants and mechanisms.

#### **What does this mean for municipalities?**

Municipalities or local authorities are identified as having responsibilities within the Act. Those responsibilities include appointing inspectors to enforce and monitor compliance with the Act within their municipality.

The new Weed Control Act and Regulation are available for viewing on Agriculture and Rural Development's "Ropin' the Web" site. Municipalities will need to update their Notices and Bylaws in regard to the Weed Control Act. Section 16 of the Regulation provides details on transitioning bylaws to the new Act. The website also includes templates for the Weed Control Act Notices listed in Part 3 of the Act.

If you have questions regarding the Weed Control Act, please contact Gayah Sieusahai, Pest Regulatory Officer with ARD at 780-427-9945 or at [gayah.sieusahai@gov.ab.ca](mailto:gayah.sieusahai@gov.ab.ca)

Thank you,

John McGowan  
CEO



# ALBERTA ANIMAL & MUNICIPAL ENFORCEMENT SERVICES



July 28, 2010

SUMMER VILLAGE OF WHITE SANDS  
BOX 119  
STETTLER, ALBERTA  
T0C 2L0

To: SUMMER VILLAGE OF WHITE SANDS  
Re: Officer Change

This letter is to inform you that effective September 1, 2010 Officer Jeff Carson will be taking over patrols in your Municipality as Officer Mike Alexandre will be moving on to a new position.

Officer Carson currently deals with Animal Control in the City of Red Deer and also the Towns of Blackfalds and Lacombe. Officer Carson has been with our company for over two years and has shown himself to be an able Officer in the fields of Parking and General Bylaw Enforcement as well as Animal Control.

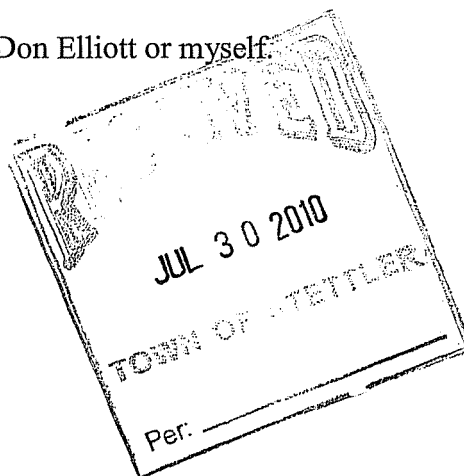
Please note that any outstanding court cases or fines will still be prosecuted and fully completed as Officer Alexandre will appear in court as required for these cases.

To ensure a smooth transition for this change our Municipal Enforcement Supervisor Don Elliott will be working closely with Officer Carson over the next while. Both Don's and my expectations of Officer Carson's work in your area must continue at the level of service you presently receive.

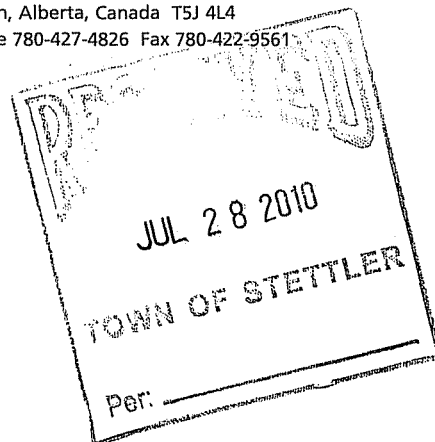
If you have any question please feel free to contact Don Elliott or myself.

Yours truly,

George Potter  
Chief Administrating Officer  
Alberta Animal Services



18th floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta, Canada T5J 4L4  
Telephone 780-427-4826 Fax 780-422-9561



AR47367

July 23, 2010

Mr. Greg Switenky  
Summer Village of White Sands  
PO Box 119  
Stettler, Alberta T0C2L0

Dear Mr. Switenky:

The Government of Alberta is developing the Modernized Emergency Public Warning System (EPWS). The new system, to be known as "Alberta Emergency Alert," will be replacing the EPWS and is expected to launch in November 2010. This new system has been developed to provide digital alerts across Alberta to reach more distributors and more Albertans than ever before.

Attached is a high-level information package about the new system and a schedule of available training sessions. Like the EPWS, there is no charge to the users. Training will be provided by the Alberta Emergency Management Agency and offered throughout the province during September and October 2010. We strongly encourage all communities to participate in the new program by nominating users to attend a training session.

**Beginning on November 16, 2010, communities will no longer have access to the previous EPWS.** Users of the previous EPWS will not be automatically switched over to the new system without Alberta Emergency Alert training.

If you have any questions about Alberta Emergency Alert, please contact Ms. April Diver, Public Warning Co-ordinator, at 780-644-1106, or by email, at [april.diver@gov.ab.ca](mailto:april.diver@gov.ab.ca).

We look forward to continuing to ensure safe communities through this unique emergency preparedness program.

Sincerely,

Ray Gilmour  
Deputy Minister

Attachments

cc: John Bishop, Phil Holton, Mark Dennis

## **ALBERTA EMERGENCY ALERT**

### **General Program Information for Communities**

#### **Background:**

The first provincewide emergency public warning system was developed and launched in Alberta in 1992. The Alberta Emergency Public Warning System (EPWS) delivers critical public information directly to air through local radio and television stations. Municipal officials, such as fire chiefs and directors of emergency management, First Nations representatives, and provincial and federal representatives, such as Environment Canada, are trained to activate the system when there is a threat to life and safety.

A new system will be implemented in fall 2010. This new system will provide enhanced coverage of alerts across Alberta and increased system reliability. This web-based tool will be available to all communities in Alberta. Under contract with Black Coral Inc. and in partnership with distributors across the province, Alberta Emergency Alert will provide emergency alerts directly to the public in time to save lives.

#### **What to Expect:**

Communities will be able to issue a large range of alerts on any hazard ranging from minor incidents to potential severe, life-threatening events. Emergency management personnel should be nominated by their municipalities or First Nations. They must attend annual training provided by the Alberta Emergency Management Agency. Each trained user will be provided with personal and secure access to the web-based Alberta Emergency Alert program. Using a normal internet connection, users can issue a warning for their area and any neighbouring regions.

Alerts will be in both an audio and a visual (text crawler) format, available through television (cable, off-air, IP managed and satellite) and radio (AM/FM and satellite). In most cases the main content of the alert will also be available in both official languages. The future intent of the Alberta Emergency Alert program is to expand the availability of alerts across a variety of distribution channels, including through social media applications, such as Facebook and Twitter, cell phones and Reverse 911.

#### **Tests:**

The Government of Alberta has established a quarterly live test schedule that allows the public to remain familiar with Alberta Emergency Alert and ensures distributor equipment is functioning. This schedule is available at [www.aema.alberta.ca](http://www.aema.alberta.ca).

## **ALBERTA EMERGENCY ALERT**

### **Frequently Asked Questions**

#### **What is Alberta Emergency Alert?**

The Alberta Emergency Alert is a digital public warning system used to alert the public of hazards, potential emergencies or disasters, through participating distributors (such as broadcast media) and the Internet. Based on the urgency, severity and certainty of the alert, it will either go directly to air to the affected area or it will be available to distributors to air at their discretion. All alerts will be provided on the Alberta Emergency Alert website where the public can subscribe to receive the information that they are interested in. This new system will be launched to the public in November 2010. It is administered by the Government of Alberta through the Alberta Emergency Management Agency and maintained under a contract with Black Coral Inc.

#### **Who can send alerts?**

Local government officials and key emergency management personnel within communities throughout Alberta can use Alberta Emergency Alert. Some provincial and federal governments, such as Environment Canada (severe weather) and Alberta Environment (flow forecasting) also use Alberta Emergency Alert. Alberta police departments may also use Alberta Emergency Alert to issue an AMBER Alert to the public when a child, or an adult with a proven mental or physical disability, has been abducted and it is believed that his/her life is in grave danger.

#### **What kinds of alerts can be issued?**

Alberta Emergency Alert is designed for all types and all severities of alerts enabling Albertans to increase personal emergency preparedness. All types of alerts can be issued, ranging from weather concerns to industrial incidents, to AMBER Alerts to health hazards. An alert can be issued when a severe impact is expected, or alternatively, for an anticipated minor effect.

#### **What types of alerts go directly to air?**

Alerts where life and safety are threatened go directly and automatically to air in the affected area. These alerts are called **Critical Alerts**. They will interrupt radio and television with an audio message and a text crawler with critical, life-saving information. These alerts will also be displayed on the Alberta Emergency Alert website and Really Simple Syndicate (RSS) Feed. The following types of alerts may become Critical Alerts when life and safety are threatened and time is essential:

- |   |   |                            |
|---|---|----------------------------|
| ✓ Dangerous/Deadly Air Quality or Water     | ✓ Flash Flood                                     | ✓ Explosives               |
| ✓ Aircraft Crash                            | ✓ Dam Overflow                                    | ✓ Infectious Disease       |
| ✓ Civil Emergency                           | ✓ Earthquake                                      | ✓ AMBER alert              |
| ✓ Terrorism                                 | ✓ Magnetic Storm                                  | ✓ Catastrophic loss of 911 |
| ✓ Wildfire/Forest Fire                      | ✓ Landslide                                       | ✓ Train Derailment         |
| ✓ Industrial Fire                           | ✓ Meteorite/Falling object (e.g. space satellite) | ✓ Tornado                  |
| ✓ High-Intensity or Large-spread Urban Fire | ✓ Chemical/Biological/Radiological threat         |                            |

### **What types of alerts do not go automatically to air?**

Alerts which do not go directly to air are called **Information Alerts**. They may include any of the above alerts where life and safety are not under an immediate threat. They may also include:

- |                                  |  |   |
|----------------------------------|--|---|
| ✓ Animal Health/Dangerous Animal | ✓ Missing Vulnerable Person  | ✓ Winter Storm/Ice                        |
| ✓ Storm Surge/High Water         | ✓ Plant Infectious Disease   | ✓ Wind/Dust Storm                         |
| ✓ Overland Flood                 | ✓ Emergency Preparedness   | ✓ Freezing Rain/Drizzle                   |
| ✓ Avalanche                      | ✓ Product Safety   | ✓ Heavy Rainfall/Thunderstorm             |
| ✓ Volcano effects                | ✓ Public Services (School Lockdowns, Transit/Bridge/Road Closures, Critical Service outages) | ✓ Flash Freeze/Cold Wave/Wind Chill/Frost |
| ✓ Hazardous Materials            |  | ✓ High heat and humidity/Heat Wave        |
| ✓ Blood, Food and Drug shortage  |  | ✓ Utility Outages                         |
| ✓ Marine Incidents               |  |   |

### **How much does it cost?**

There is no cost to communities to participate in Alberta Emergency Alert. Training is also provided to users by the Alberta Emergency Management Agency at no cost. Users will require an internet connection to issue an alert.

### **How do I become a user?**

Users must first be nominated by their municipality (and fill out a nomination form). The Alberta Emergency Management Agency offers training to nominated individuals for Alberta Emergency Alert. Training sessions can be arranged through any field officer.

### **How many users should my community have?**

Not all members of a community will have access to Alberta Emergency Alert. Communities should confirm they have enough authorized users to ensure adequate coverage through holidays, sickness and events of extended duration. Communities should also consider that users will require access to an internet connection. Each municipal office or Emergency Management Committee should maintain a list of all authorized users and their contact information.

### **How is public education being addressed?**

Live tests help the public become familiar with Alberta Emergency Alerts. A public education campaign is also under development and participants are encouraged to assist where possible. The public will be viewing alerts through various mediums. Familiarity is essential for this critical public service to be effective.

**Is liability a concern?**

The *Emergency Management Amendment Act, 2010*, Chapter 5 Part 3, provides liability protection for emergency service providers. Alberta Emergency Alert is designated as an emergency service, carrying out the duties of Alberta Emergency Alert. Section 27 states, "No action lies against the Minister or a person acting under the Minister's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under this Act or the regulations."

**What if I am an Emergency Public Warning System (old system) user?**

Emergency Public Warning System (EPWS) users, once nominated by their community and trained to use Alberta Emergency Alert, will be switched over to the new system. Users will not be automatically switched over as they **MUST** attend training prior to using Alberta Emergency Alert. Users will **NOT** be able to activate the previous system, EPWS, on or after November 16, 2010.

**We welcome feedback on this program.**

## Alberta Emergency Alert Training Schedule

Registration is required prior to attending a training session.

Please contact Andrea Kennedy by email at [andrea.kennedy@gov.ab.ca](mailto:andrea.kennedy@gov.ab.ca) or at 780-644-4457 to register. Sessions may fill up so please register early.

Exact locations to be determined.

### North Central Region

Sept 20: Edson 13:00-16:00  
 Sept 21: Mayerthorpe 08:00-11:00  
 Drayton Valley 13:30-16:30  
 Sept 22: Spruce Grove 08:30-11:30  
 Redwater 13:30-16:30  
 Sept 23: Wetaskiwin 09:00-12:00  
 Sept 24: Edmonton 09:00-12:00

### South Central Region

Sept 27: Brooks 13:30-16:30  
 Sept 28: Okotoks 13:00-16:00  
 Sept 29: Strathmore 08:00-11:00  
 Sept 30: Airdrie 08:00-11:00  
 Calgary 13:30-16:30  
 Oct 1: Canmore 09:00-12:00  
 Oct 7: Youngstown 13:00-16:00  
 Oct 19: Consort 13:00-16:00

### North East Region

Sept 17: Fort McMurray 08:30-11:30  
 Sept 20: Bonnyville 13:00-16:00  
 Sept 21: Vermillion 13:30-16:30  
 Sept 22: Two Hills 09:00-12:00  
 Sept 23: Bruderheim 08:00-11:00  
 Smoky Lake 13:30-16:30  
 Sept 24: Athabasca 09:00-12:00

### Central Region

Oct 12: Drumheller 13:00-16:00  
 Oct 13: Three Hills 08:00-11:00  
 Olds 13:30-16:30  
 Oct 14: Lacombe 08:30-11:30  
 Rocky Mountain House 13:30-16:30  
 Oct 15: Stettler 09:30-12:30

### North West Region

Sept 27: Peace River 13:30-16:30  
 Sept 28: Clear Hills County (David  
 Thompson Hall) 13:00-16:00  
 Sept 29: Spirit River 08:00-11:00  
 Grande Prairie 13:30-16:30  
 Sept 30: Valleyview 09:00-12:00  
 High Level 13:00-16:00

### South Region:

Oct 12: Redcliff 13:30-16:30  
 Oct 13: Taber 08:30-11:30  
 Warner 13:30-16:30  
 Oct 14: Lethbridge 08:00-11:00  
 Pincher Creek 13:30-16:30  
 Oct 15: Claresholm 08:30-11:30  
 Vulcan 13:30-16:30

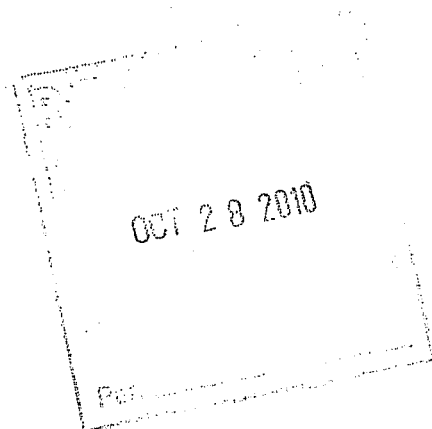
### East Central Region

Oct 4: Provost 13:00-16:00  
 Oct 5: Wainwright 08:00-11:00  
 Viking 13:30-16:30  
 Oct 6: Camrose 08:00-11:00  
 Vegreville 13:30-16:30

Oct 16: Barons 09:00-12:00

October 21, 2010

Mr. Greg Switenky, Chief Administrative Officer  
Summer Village of White Sands  
PO Box 119  
Stettler, Alberta T0C 2L0

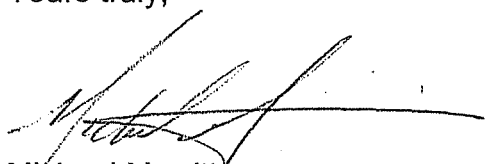


Dear Mr. Switenky:

Thank you for your email of September 28, 2010, requesting a second time extension to complete and submit the financial information return, the financial statements, and the respective auditor's reports for the Summer Village of White Sands.

On behalf of the Honourable Hector Goudreau, Minister of Municipal Affairs, I am pleased to forward a copy of Ministerial Order No. L:257/10, granting an extension of time to November 30, 2010, for the submission of the 2009 financial reports.

Yours truly,



Michael Merritt  
Assistant Deputy Minister

Attachment

cc: Honourable Hector Goudreau, Minister of Municipal Affairs  
Mayor Colin Adair, Summer Village of White Sands



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Dunvegan - Central Peace*

MINISTERIAL ORDER NO. L:257/10

I, Hector Goudreau, Minister of Municipal Affairs, pursuant to section 605 of the *Municipal Government Act*, make the following order:

The following times under sections 276 and 278 of the *Municipal Government Act*, for completion of the matters specified, are extended for the Summer Village of White Sands as follows:

1. The time for preparation of the 2009 financial statements is extended to November 30, 2010.
2. The time for making available to the public the 2009 financial statements, or a summary of them, and the auditor's report of the financial statements, is extended to November 30, 2010.
3. The time for submission to the Minister of Municipal Affairs of:
  - (a) the 2009 financial information return and the auditor's report on the financial information return, and
  - (b) the 2009 financial statements and the auditor's report on the financial statements, is extended to November 30, 2010.

Dated at Edmonton, Alberta, this 21<sup>st</sup> day of October, 2010.

Hector Goudreau  
Minister of Municipal Affairs

**BYLAW 130-10**

**A BYLAW OF THE SUMMER VILLAGE OF WHITE SANDS, IN THE PROVINCE OF ALBERTA, BEING A BYLAW TO ENACT THE SUMMER VILLAGE OF WHITE SANDS, COUNTY OF STETTTLER NO. 6, LACOMBE COUNTY, COUNTY OF CAMROSE NO. 22 AND THE SUMMER VILLAGE OF ROCHON SANDS BUFFALO LAKE INTERMUNICIPAL DEVELOPMENT PLAN.**

**WHEREAS** under the authority of and pursuant to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 as amended, or repealed and replaced from time to time, two or more Municipal Councils may, by each passing a bylaw, adopt an Intermunicipal Development Plan as jointly prepared and mutually agreed upon.

**WHEREAS**, the Council of the Summer Village of White Sands, in cooperation with the County of Stettler No. 6, Lacombe County, County of Camrose No. 22 and the Summer Village of Rochon Sands deems it desirable to adopt a Buffalo Lake Intermunicipal Development Plan as soon as possible; and

**NOW THEREFORE**, the Council of the Summer Village of White Sands in the Province of Alberta enacts as follows:

- 1) That the attached document in its entirety, including all maps and schedules and appendixes is adopted as the Joint Summer Village of White Sands, County of Stettler No. 6, Lacombe County, County of Camrose No. 22 and the Summer Village of Rochon Sands Buffalo Lake Intermunicipal Development Plan and forms part of this Bylaw.
- 2) That Bylaw No. 65, which established the former Buffalo Lake Intermunicipal Development Plan and all amendments thereto, is rescinded in total upon the date on which this Bylaw receives third reading and is finally passed.
- 3) This Bylaw shall take force and effect on the date it receives third reading and is finally passed.

READ a first time this 19<sup>th</sup> day of July, A.D. 2010.

Advertised in the Stettler Independent: July 28, August 4 & August 11, 2010

Public Hearing: August 14, 2010 (Joint)

READ a second time this \_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO