

SUMMER VILLAGE OF SUNRISE BEACH

AGENDA

Regular Meeting held at the Onoway Civic Centre

Tuesday, November 27, 2018 at 6:30 p.m.

1. Call to Order

2. Adoption of the Agenda (additions/deletions)

3. Adoption of the August 28, 2018 Regular Meeting Minutes

4. Appointments –

5. New Business/Action Items

- a) Regional Emergency Advisory Committee, M. Adamkewicz, Senior Management Specialists email sent Sept. 24, 2018, requesting \$1250.00 for the partnership for Regional Emergency Advisory Committee. *(Move to pay the \$1250.00, funds to come from Capital Expenditure budget line item has a balance of \$20,000.00).*

- b) Mapping for Sunrise – The Summer Villages within Wildwillow Administration have updated their maps. Our current map done in 2005 is out dated and inaccurate. The quote for new maps from Navland Geomatics Inc. is \$1,900.00. We feel confident in this company that they will do a good job and we need an updated map. *(Contract the services of Navland Geomatics Inc. to provide a new map for the Summer Village at a cost of \$1,900.00 funds to come from Capital Expenditures budget line item).*

- c) Assessment Review Board – currently the Summer Village has an agreement with Lac Ste. Anne County for Assessment Review Board Services. As part of the Municipal Accountability Program review, administration has learned that each Summer Village must have a motion to appoint the Designated Officer (clerk) of the Assessment Review Board. As per Ryan Sweeney’s September 20th, 2018 email you will see that the clerk of this board is Stacey Wagner *(that Stacey Wagner be appointed the Designated Officer (clerk) of the Assessment Review Board for the Summer Village of Sunrise Beach).*

SUMMER VILLAGE OF SUNRISE BEACH

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- d) North Saskatchewan Watershed Alliance – please refer to the attached August 30th, 2018 letter and requested 2019 membership in the amount of \$0.50/capital (\$67.50 total). The Summer Village has been a part of the North Saskatchewan Water Shed since 2015.

(That the Summer Village of Sunrise Beach continue its membership in the North Saskatchewan Watershed Alliance for 2019 at the rate of \$0.50/capita or \$67.50 for the year or some other direction as given by Council)

- e) The MIG program that we are currently using for Taxes and Accounts Payable will not have any I.T. support soon. Aaptean the company that provides support has a newer program they are offering called “iCity” for the cost for Option One is \$39,455.64 or Option two for \$36,048, with a yearly fee IT fee of \$8,000. Administration has used the MIG program since 2009 and has for the most part, worked well, although as of late we have noticed the IT has lacked in service. We do need support occasionally but especially at tax time and especially this past year when there was a special tax and a minimum tax.

The other program that is familiar to administration is the Muniware Program. The Town of Onoway uses this program as do two other Summer Villages in the within Wildwillow Enterprises. To purchase the Muniware program is \$23,375.00 with a yearly fee of \$1,600.00.

As this purchase was not in the Summer Villages budget this year it is something we will have to deal with in the near future, and we need to ensure we have a new system in place and operating without glitches prior to the 2019 taxes being levied. There will also be additional Administration time involved in transferring files and historical info over to a new system. (*Discussion and direction at meeting time*).

SUMMER VILLAGE OF SUNRISE BEACH

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- f) Further to the discussion for the memorial plaque for Ray Dyck administration has received a quote and information from Laberge Engraving Ltd. In Spruce Grove. A cast aluminum plate is \$88.00 for Bronze and Silver is \$69.95. The insert with the engraving is \$11.50 and \$0.30 a letter. The plaque with the words "Come and Rest Awhile In memory of Ray L. Dyck May 27, 2018 to August 17, 2018" would be placed on the bench at Shedden Drive and Victory Road intersection. Total cost is roughly \$ 120.00 plus GST. (*Move to approve purchase of Memorial plaque at approximately \$120.00*).
- g) Fortis Franchise Fee – please refer to the September 14th, 2018 email from Kayla Law of Fortis Alberta requesting Councils' direction with respect to the 2019 franchise fee. Currently the Summer Village has a 0% franchise fee. If it was raised to 2% for 2019 it is estimated to generate \$1,943.00. The maximum is 20%, and a list of all municipalities and their various rates are attached. As this decision had to be made before the next meeting, council replied by email. We are looking for a motion to ratify this. (*That the Summer Village of Sunrise Beach set their 2019 Fortis franchise fee at 0%*).
- h) Attached is the advertisement for snow removal for the winter of 2018/2019. Further to this we received two proposals which the Summer Village has accepted Guy Tremblay's. Administration requires a motion to ratify. (*Move to ratify hiring of Guy Tremblay at a rate of \$25.00 an hour for the 2018/2019 winter season and with the terms that he use the Summer Village equipment*).
- i) Resident at Block 1, Lot 2, Plan 4652TR email dated October 22, 2018 Requesting the late fees be forgiven as they did not receive the 2018 Tax Notice. Administration followed the proper procedure in that the address was the one on the land title. When the mail was returned the second time the lawyer in the purchase was contacted and a phone

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Regular Meeting held at the Onoway Civic Centre

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number was passed on to us. We called them and got the proper address from them. (*Direction as given by Council*).

- j) Summer Village's of Lac. Ste Anne County East, Dwight Moskalyk Administrator, email dated November 16, 2018 - Two documents are attached for the consideration of Council to encourage the internet cell Summer Village could revise it and send a similar letter as they saw fit. (*Move to forward a letter in support of improving internet cell service to the summer villages or Direction as given by Council*).

- k) Subdivision & Development Appeal Board – As per the MGA each municipality must have a SDAB established. This has been lacking in our Summer Villages . Attached are two proposals:
 - i) Emily House from Milestone Municipal Services Agreement to provide Subdivision and Development Appeal Board (SDAB) Services. This is further to the Bylaw passed at a previous meeting and is in accordance with the Municipal Government Act. Administration fee is \$60.00 an hour. Board Member Per Diems \$170.00 up to 4 hours and \$340.00 for over 4 hours and up to 8 hours.

 - ii) Lac Ste. Anne County, Matthew Ferris Planning & Development Manager letter dated November 16, 2018 – Intermunicipal Subdivision Development Appeal provided by the County for a fee of \$500.00 a year to train staff. When an appeal is held the municipality would be responsible for the applicable costs. The procedure would be overseen by the County. All other costs will be the responsibility of the municipality (*Discussion and direction by Council*).

SUMMER VILLAGE OF SUNRISE BEACH

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Regular Meeting held at the Onoway Civic Centre

Tuesday, November 27, 2018 at 6:30 p.m.

- l) Family and Community Support Services (FCSS) 2019 Funding Agreement. Funding will be \$5,264 from the Province and \$1,316 is Sunrise Beach Municipal contribution. We are looking for your approval to for this agreement.

(Move to approve and execute the FCSS agreement).

m)

n)

o)

7. Information Items:

- a) FortisAlberta – September 17th, 2018 email on 2019 proposed rates which are pending approval of the Alberta Utilities Commission (AUC).
- b) Lac Ste. Anne Foundation – July 25th, 2018 Board Meeting Minutes.
- c) Surface Water Allocation Directive Presentation- Gary Burns attended the presentation on behalf of ASVA. Attached are the highlights.
- d) Lac Ste. Anne County Subdivision Referral Approval, dated Sept 7, 2018 for SE 03-58-07 W5M.
- e) Yellowhead Regional Library Draft 2019 budget and associated highlights.
- f) Alberta Municipal Affairs, Susan McFarlane, Director Grant Program Delivery letter dated Sept. 24, 2018. The SFE has been submitted as required and they have reviewed the report and are satisfied that the reporting requirements of the MSI Memorandum of Agreement have been met.
- g) Alberta Municipal Affairs, Minister Shaye Anderson, letter dated October 16, 2018 the operating spending plan has been accepted.
- h) Lac Ste Anne Lake Levels as produced by Alberta Environment and Parks.
- i) Alberta Rural Health Quarterly – the magazine will be available at meeting time.

SUMMER VILLAGE OF SUNRISE BEACH

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Regular Meeting held at the Onoway Civic Centre

Tuesday, November 27, 2018 at 6:30 p.m.

- j) Lac Ste. Anne County, Mike Primeau, County Manager, letter dated November 2, 2018 – Organization Meeting list of representatives.
- k) Highway 43 East Waste Commission, Joe Duplessie, Manager, letter dated October 24, 2018. The landfill is now accepting uncontaminated Hydrovac waste from all municipalities within Lac Ste. Anne County.
- l) ASVA Beverly Smith , Executive Director, email dated November 1, 2018 to say ASVA's concerns about the Performance Measures impact the summer villages and attached is the letter sent to Peter Pellatt President of the ASVA.
- m) Alberta Community and Social Services, Ken Dropko, Executive Director, letter dated October 2018 – November is Family Violence Prevention Month this year's provincial theme is Reach Out. Speak Out – Everyone Has the Right to Be Safe.
- n)
- o)

8. Reports:

Mayor's Reports

Deputy Mayor's Report

Councillor's Report

Administration Report – Super Sucker attendance at fire & Mr. Dunn's request from fire of 2014

9. Closed Meeting Session – N/A

10. Adjournment:

Up Coming Meetings:

**December Council meeting December 25,
2018 at 6:30**

January Council meeting January 22, 2018