

# SUMMER VILLAGE OF SOUTH VIEW

## AGENDA

Regular Council Meeting at the Onoway Civic Centre, held on  
Wednesday, October 10<sup>th</sup>, 2018 commencing at 9:30 a.m.

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1. Call to Order
  
2. Agenda: a) October 10<sup>th</sup>, 2018 Regular Council Meeting Agenda
  
3. Minutes: p 1-5  
p 6-8 a) August 20<sup>th</sup>, 2018 Organizational Meeting Minutes  
b) August 20<sup>th</sup>, 2018 Regular Council Meeting Minutes
  
4. Appointments: n/a
  
5. Bylaws: n/a
  
6. Business: a) Alberta Community Partnership grant application for Flowing Rush Abatement – please refer to the attached email and application. A meeting was held at Darwell where municipal partners: Lac Ste. Anne County, Parkland County, Summer Villages of Silver Sands, South View, West Cove, and Alexis Nakota Sioux Nation discussed the noted partnership opportunity. Silver Sands have offered to be the managing partner of this project, and in the proposed budget each municipality would agree to contribute \$2,000.00/year for 3 years. The requested Provincial contribution for this project is \$198,500.00. We are requesting support for this project (*that the Summer Village of South View be authorized to participate in an application for a Flowering Rush Joint Abatement Strategy 2019-2021 under the Alberta Community Partnership Program grant and agree to a financial contribution in the amount of \$2,000.00 per year for 3 years and further agree to the Summer Village of Silver Sands to act as the managing partner to govern the purpose and use of the grant funds*)  
  
b) Alberta Municipal Affairs Municipal Accountability Review Report – attached is our September 14<sup>th</sup>, 2018 letter to AMA in response to their MAP Review Report. There were 8 items cited in this report. Items 1 to 5, and 7 have and will continue to be dealt with. Item 6. will be dealt with on this agenda, which is to appoint the designated officer for the Assessment Review Board (see attached September 20<sup>th</sup>, 2018 email from Lac Ste. Anne County). Item 8, Administratively we are working on

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getting a Subdivision and Development Appeal Board established. I attached only the pages of the report that are directly related to the gaps (the entire report was attached to your previous agenda). Also attached is a September 24<sup>th</sup>, 2018 letter from Alberta Municipal Affairs as follow-up to our September 14<sup>th</sup>, 2018 letter. *(that Stacey Wagner be appointed as the Designated Officer (clerk) of the Assessment Review Board for the Summer Village of South View)*

- c) Public Auction – the Summer Village has one property which is in tax arrears and as per the Municipal Government Act, we must offer this property for sale between April 1<sup>st</sup>, 2018 and March 31<sup>st</sup>, 2019 (one year after tax notification has been placed on it). Council will need to set the date, time, location of the auction, set the terms of the sale, and set the reserve bid which needs to be as close to fair market value as possible (we normally use the assessed value). Administration is requesting consideration of the following motions:

*-(that in accordance with section 419(b) of the Municipal Government Act that the terms of the sale of property Lot 15, Block 2, Plan 4772KS for the public auction be set as follows: "cash, certified cheque, bank draft, 10% non-refundable deposit on day of the sale and balance due within 10 days of the public auction date")*

*-(that in accordance with the Municipal Government Act and with respect to the recovery of taxes related to land that the date for the public auction of Lot 15, Block 2, Plan 4772KS be scheduled for Tuesday, January 22<sup>nd</sup>, 2019 at 12:00 p.m. noon at the Town of Onoway Civic Centre Council Chambers located at 4812-51 Street in Onoway, Alberta)*

*-(that in accordance with section 419(a) of the Municipal Government Act, that the reserve bid for the property to be sold at the public auction being Lot 15, Block 2, Plan 4772KS be set at the current assessed value of \$67,910.00)*

- d) Municipal Elected Officials Training Session – please refer to the September 10<sup>th</sup>, 2018 email regarding Alberta Emergency Management Agency noted training on Saturday, October 13<sup>th</sup>, 2018 following the Summer Villages of Lac Ste. Anne County East meeting *(authorize attendance)*

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- e) Onoway Regional Fire Services – invite to annual Firefighter Appreciation Ceremony Invitation scheduled for Sunday, October 14<sup>th</sup>, 2018 at the Alberta Beach Fifty Plus Club *(authorize attendance)*

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- f) FortisAlberta – please see attached information with respect to Fortis Alberta’s annual franchise fee. Currently South View does not have a franchise fee set. Based on estimated consumption, if South View set a rate of 2% we would generate approximately \$1,179.00 in franchise fees. Also attached is a list of what other municipalities have set for their respective franchise fee (the highest you can go is 20%) *(that the Summer Village of South View set its 2019 franchise fee at \_\_\_\_%)*

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- g) Boat Launch Project – as part of the Department License of Occupation application, the Summer Village must contract an engineer to prepare a site survey, measurements and drawings and complete the actual application. Administration requested two quotes, but only one submitted and that was Bolson Engineering in the amount of \$3,800.00 plus GST. These funds will be covered through our boat launch grant. *(that the Summer Village contract the services of Bolson Engineering to complete the site survey, measurements, drawings and complete the License of Occupation Application at a cost of \$3,800.00 plus GST, costs to be covered in the existing boat launch grant application)*

h)

i)

j)

k)

### 7. Financial

- a) Income and Expense Statement – as of September 30<sup>th</sup>, 2018  
(to be distributed at meeting time)

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8. Council Reports

- a) Mayor Benford
- b) Deputy Mayor Ward
- c) Deputy Mayor Johnson

9. Chief Administrator's Report

- Emergency Management Agency 2019 fee of \$1,250.00

10. Information and Correspondence

p 52  
p 53-54  
p 55-56  
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p 59-61  
p 62-64

- a) Alberta Municipal Affairs – September 19<sup>th</sup>, 2018 letter advising the MSI operating spending plan submitted has been accepted.
- b) Alberta Municipal Affairs – September 24<sup>th</sup>, 2018 letter advising the MSI Capital Statement of Funding and Expenditures has been accepted.
- c) Development Permit #18-03, for a single family dwelling and walkout basement at 91 Lakeview Avenue
- d) Statement of Direct Deposit – for September 7<sup>th</sup>, 2018 in the amount of \$8,155.00 representing MSI Operating funding
- e) Alberta Beach – September 4<sup>th</sup>, 2018 letter to Lac Ste. Anne County requesting support to continue with fire department training exercises on Alberta Beach's property located within Lac Ste. Anne County
- f) Lac Ste. Anne Foundation – July 25<sup>th</sup>, 2018 meeting minutes
- g) Fortis Alberta – September 17<sup>th</sup>, 2018 letter on 2019 proposed rates pending approval of the Alberta Utilities Commission (AUC)
- h)

11. Closed Meeting Session n/a

12. Next meeting:

13. Adjournment

Upcoming Meetings:

- SVLSACE and MEO training – October 13<sup>th</sup>, 2018
- ASVA Conference October 18<sup>th</sup> and 19<sup>th</sup>, 2018 in Nisku

SUMMER VILLAGE OF SOUTH VIEW  
ORGANIZATIONAL COUNCIL MEETING MINUTES  
MONDAY, AUGUST 20, 2018  
TOWN OF ONOWAY COUNCIL CHAMBERS

PRESENT:            Sandi Benford            -            Councillor  
                         Brian Johnson            -            Councillor  
                         Garth Ward                -            Councillor  
  
                         Wendy Wildman            -            Chief Administrative Officer (CAO)  
                         Heather Luhtala            -            Assistant CAO

**1.    CALL TO ORDER**

The meeting was called to order at 9:30 a.m. by Chief Administrative Officer, Wendy Wildman.

Motion #111-18

**MOVED** by Sandi Benford that the Agenda be approved with the following amendments:

Addition under Appointments & Confirmations:

-Assessment Review Board – members as appointed by agreement with Lac Ste. Anne County

Deletions under Appointments & Confirmations:

g) Yellowhead Rural Crime Watch (no longer exists)

q) Subdivision & Development Appeal Board (duplicated in agenda)

**CARRIED**

**2.    NOMINATIONS**

a) Mayor:

Chairman Wildman called for nominations for the position of Mayor.

Brian Johnson nominated Sandi Benford for Mayor.

Chairman Wildman called for nominations for the position of Mayor a second time - None

Chairman Wildman called for nominations for the position of Mayor a third time – None.

Motion #112-18

**MOVED** by Garth Ward that nominations for the position of Mayor cease.

**CARRIED**

Sandi Benford was declared Mayor, was administered the Oath of Office for the position of Mayor and assumed the Chair.

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b) Deputy Mayor:

Mayor Benford called for nominations for the position of Deputy Mayor.

Garth Ward nominated Brian Johnson for Deputy Mayor.

Mayor Benford called for nominations for the position of Deputy Mayor a second time - None

Mayor Benford called for nominations for the position of Deputy Mayor a third time - None.

Motion #113-18

**MOVED** by Garth Ward that nominations for the position of Deputy Mayor cease.

**CARRIED**

Brian Johnson was declared Deputy Mayor and was administered the Oath of Office for the position of Deputy Mayor.

3. **APPOINTMENTS & CONFIRMATIONS**

Motion #114-18

**MOVED** by Councillor Ward that the following committee appointments and confirmations be approved:

- a) Public Works Supervisor  
- Sandi Benford with Garth Ward as alternate.
- b) Member to Highway 43 East Waste Commission  
- Brian Johnson with Sandi Benford as alternate.
- c) Representative to Summer Villages of Lac Ste. Anne County East  
- Garth Ward with Sandi Benford as alternate.  
(all Council to attend, rep to vote)
- d) Member to Darwell Sewage Lagoon Committee  
- Garth Ward with Brian Johnson as alternate.
- e) Disaster Services Director, Joint Emergency Management Committee & Regional Emergency Services  
- Sandi Benford with Brian Johnson as alternate.
- f) Joint Subdivision and Development Appeal Board  
- Brian Johnson with Garth Ward as alternate.
- g) Lake Isle Aquatic Management Society  
- Sandi Benford with Garth Ward as alternate.

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- h) Yellowhead Regional Library
  - Sandi Benford with Garth Ward as alternate.
- i) Family and Community Support Services (FCSS)
  - Sandi Benford with Brian Johnson as alternate.
- j) Regional Emergency Services
  - Sandi Benford with Brian Johnson as alternate.
- k) Darwell Regional Waste Water Line
  - Garth Ward with Brian Johnson as alternate.
- l) Assessment Review Board
  - Members as appointed by agreement with Lac Ste. Anne County
- m) Chief Administrative Officer
  - Wildwillow Enterprises Inc. – Wendy Wildman
- n) Auditor
  - Auditor Appointment – Seniuk & Company
- o) Solicitor
  - Patriot Law Group Onoway
- p) Assessor
  - Municipal Assessment Services Group – Dan Kanuka
- q) Development Authority
  - Diane Burtnick - Development Officer
- r) Subdivision Authority
  - Jane Dauphinee – Municipal Planning Services
- s) Municipal Planning Commission
  - All of Council
- t) FOIP Coordinator
  - Wendy Wildman, Wildwillow Enterprises Inc.
- u) Community Peace Officer
  - Town of Mayerthorpe Community Peace Officer Services Agreement – (Dwight Dawn)

**CARRIED**

SUMMER VILLAGE OF SOUTH VIEW  
ORGANIZATIONAL COUNCIL MEETING MINUTES  
MONDAY, AUGUST 20, 2018  
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**4. FINANCIAL**

Motion #115-18

**MOVED** by Councillor Ward that the following financial information be confirmed:

- a) Signing Authority, all of the Council and the Chief Administrative Officer and the Assistant Chief Administrative Officer
  - Two signatures are required
  - One signature to be any member of Council (Sandi Benford, Garth Ward, Brian Johnson)
  - One signature to be the Chief Administrative Officer, Wendy Wildman or the Assistant Chief Administrative Officer, Heather Luhtala
- b) Banking Authority –CIBC and ATB Financial.
- c) Council Remuneration Policy – Policy 1-01.
- d) Expense Reimbursement Policy – Policy 3-01.

**CARRIED**

**5. MEETING DATES**

a. Regular Meeting Day

Motion #116-18

**MOVED** by Deputy Mayor Johnson that regular Council meetings be scheduled on a date as set by Council recognizing that work schedules and other circumstances need to be accommodated, information to be posted on the Summer Village website.

**CARRIED**

b. Regular Meeting Time

Motion #117-18

**MOVED** by Councillor Ward that regular meetings of Council commence at a time as set by Council recognizing that work schedules and other circumstances need to be accommodated, information to be posted on the Summer Village website in accordance with Policy 1-02 Notification of Council and Committee Meetings.

**CARRIED**

c. Regular Meeting Location

Motion #118-18

**MOVED** Deputy Mayor Johnson that the regular meetings of Council take place at the Town of Onoway Council Chambers located at 4812-51 Street, Onoway, AB.

**CARRIED**

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SUMMER VILLAGE OF SOUTH VIEW  
ORGANIZATIONAL COUNCIL MEETING MINUTES  
MONDAY, AUGUST 20, 2018  
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6. **MUNICIPAL OFFICE LOCATION**

Motion #119-18

**MOVED** by Mayor Benford that the named municipal office location be confirmed as 4808-51 Street, Onoway, Alberta.

**CARRIED**

7. **ADJOURNMENT**

Mayor Benford declared the meeting adjourned at 9:41 a.m.

\_\_\_\_\_  
Mayor

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

UNAPPROVED

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SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, AUGUST 20, 2018  
TOWN OF ONOWAY COUNCIL CHAMBERS

PRESENT: Council: Mayor Sandi Benford  
Deputy Mayor Brian Johnson  
Councillor Garth Ward

Administration: Wendy Wildman, Chief Administrative Officer  
Heather Luhtala, Assistant Chief Administrative Officer

Appointments: None

Public at Large: 0

	MOTION #	
1.	<b>CALL TO ORDER</b>	Mayor Benford called the meeting to order at 9:30 a.m.
2.	<b>AGENDA</b> 120-18	<b>MOVED</b> by Deputy Mayor Johnson that the August 20, 2018 Agenda be approved as presented.  <b>CARRIED</b>
3.	<b>MINUTES</b> 121-18	<b>MOVED</b> by Councillor Ward that the minutes of the July 18, 2018 Regular Council Meeting be approved as presented.  <b>CARRIED</b>
4.	<b>APPOINTMENTS</b>	n/a
5.	<b>BYLAWS</b>	n/a
6.	<b>BUSINESS</b> 122-18  123-18  124-18	<b>MOVED</b> by Councillor Ward that Administration investigate the purchase of 4 foldout tables and 20 outdoor chairs.  <b>CARRIED</b>  <b>MOVED</b> by Mayor Benford that Council accept for information the discussion with respect to waste pickup and recycling.  <b>CARRIED</b>  <b>MOVED</b> by Councillor Ward that the Summer Village of South View provide a donation to the Association of Summer Villages of Alberta Conference Silent Auction to a maximum budget of \$150.00.  <b>CARRIED</b>

(b)

SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES  
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	125-18	<b>MOVED</b> by Councillor Ward that administration make arrangements to improve the sightlines due to the tree at 100 Street and Oscar Wikstrom Drive.  <b>CARRIED</b>
	126-18	<b>MOVED</b> by Councillor Ward that administration arrange for the Development Officer and the Fire Chief to do an inspection of the shelters at the German Club for development and fire code compliance and inquire with the assessor as to whether these attached structures have any assessed value AND THAT administration report back to Council once completed.  <b>CARRIED</b>
	127-18	<b>MOVED</b> by Councillor Ward that administration investigate options and funding for a Gazebo in Hillside Park.  <b>CARRIED</b>
	128-18	<b>MOVED</b> by Deputy Mayor Johnson that the Summer Village of South View acknowledge the legislative gaps as noted in the review and commence action to ensure these gaps are rectified and the municipality is meeting its mandatory legislative requirements.  <b>CARRIED</b>
<b>7.</b>	<b>FINANCIAL</b>	n/a
<b>8.</b>	<b>COUNCIL REPORTS</b>	
	129-18	<b>MOVED</b> by Mayor Benford that administration contact Shari Ives with respect to Director or Emergency Management services for the Summer Village of South View.  <b>CARRIED</b>
	130-18	<b>MOVED</b> by Councillor Ward that Council accept for information the verbal Council reports as presented.  <b>CARRIED</b>
<b>9.</b>	<b>CAO REPORT</b>	
	131-18	<b>MOVED</b> by Deputy Mayor Johnson that Council accept for information the verbal Chief Administrative Officer report as presented.  <b>CARRIED</b>

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SUMMER VILLAGE OF SOUTH VIEW  
REGULAR COUNCIL MEETING MINUTES  
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10.	<b>INFORMATION AND CORRESPONDENCE</b> 132-18	<p><b>MOVED</b> by Deputy Mayor Johnson that the following information and correspondence be accepted:</p> <ul style="list-style-type: none"> <li>a) Premier Rachel Notley July 31st, 2018 email thanking the Summer Village for its support of the Trans Mountain Pipeline Expansion Project</li> <li>b) FortisAlberta – August 8th, 2018 letter on the legal decision with respect to exclusivity within its franchise areas</li> <li>c) Community Peace Officer Reports – May, June and July</li> <li>d) Alberta Municipal Affairs – July 25th, 2018 letter on Intermunicipal Collaborative Frameworks and Intermunicipal Development Plans – advising a one-year extension has been granted to rural municipalities to complete same.</li> <li>e) Land Stewardship Centre – 2017-2018 Annual Report Card</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
11.	<b>CLOSED MEETING</b>	n/a
12.	<b>NEXT MEETING</b> 133-18	<p><b>MOVED</b> by Mayor Benford that the next Regular Council Meeting be scheduled for:</p> <p>-Wednesday, October 10, 2018 at 9:30 a.m. at the Town of Onoway Council Chambers.</p> <p style="text-align: right;"><b>CARRIED</b></p>
13.	<b>ADJOURNMENT</b>	The meeting adjourned at 10:37 a.m.

\_\_\_\_\_  
Mayor, Sandi Benford

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

(8)

## Wendy Wildman

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**From:** administration@wildwillowenterprises.com  
**Sent:** October 1, 2018 11:44 AM  
**To:** Wendy Wildman; Dwight Moskalyk  
**Subject:** RE: flowering rush

Wendy, further to this, the new guidelines and on-line application want partner motions in place prior to submitting the application which has a deadline of November 1st. While the applications keeps saying "municipal" partners, the guidelines state the following for first nations:

**First Nations are eligible to participate under the IC component as non-managing, formal project partners on IC project applications. A band council resolution is required to confirm project participation.**

So everyone has to have those motions in place prior to November 1st. Sample motion is down below.

Thanks,

### Heather

**S.V. of South View**

**S.V. of Silver Sands**

**S.V. of Yellowstone**

**Phone: 587-873-5765**

**Fax: 780-967-0431**

**Website:** www.wildwillowenterprises.com

**Email:** administration@wildwillowenterprises.com

----- Original Message -----

Subject: RE: flowering rush

From: <administration@wildwillowenterprises.com>

Date: Mon, October 01, 2018 10:53 am

To: "Wendy Wildman" <cao@onoway.ca>

**MOVED** by (name) that the (municipality) be authorized to participate in an application for a Flowering Rush Joint Abatement Strategy 2019-2021 under the Alberta Community Partnership Program grant and agree to a financial contribution in the amount of \$2,000.00 per year for 3 years and further agree to the Summer Village of Silver Sands to act as the managing partner to govern the purpose and use of the grant funds.

**H.**

**S.V. of South View**

**S.V. of Silver Sands**

**S.V. of Yellowstone**

**Phone: 587-873-5765**

**Fax: 780-967-0431**

**Website:** www.wildwillowenterprises.com

**Email:** administration@wildwillowenterprises.com

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----- Original Message -----

Subject: flowering rush

From: "Wendy Wildman" <cao@onoway.ca>

Date: Mon, October 01, 2018 10:40 am  
To: <administration@wildwillowenterprises.com>  
Cc: <ddm@kronprinzconsulting.ca>

H - can you send me the generic motion(s) that we will need from the partner municipalities for this ACP application.

Thanks

**Wendy Wildman**

CAO

Town of Onoway

Box 540

Onoway, AB. T0E 1V0

780-967-5338 Fax: 780-967-3226

[cao@onoway.ca](mailto:cao@onoway.ca)

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: [cao@onoway.ca](mailto:cao@onoway.ca)**

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in the strictest confidence. If you are not the intended recipient you are hereby notified that any dissemination, copying, or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

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The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program, grant project description and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-422-7125, or by e-mail at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca), or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 15th Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4.

**INSTRUCTIONS:** This form is for applicants to the Alberta Community Partnership (ACP) program. By checking the box next to the component you wish to apply for below, the form will only show the application questions relevant to that component. Applicants should first familiarize themselves with the ACP guidelines, available [here](#).

**Applicant Information**

Legal Name of Entity:

Summer Village of Silver Sands

Contact Name, Title:

Wendy Wildman, Chief Administrative Officer

Mailing Address (street address, city, province, postal code):

P.O. Box 8; Alberta Beach, Alberta. T0E0A0

E-mail Address:

administration@wildwillowenterprises.com

Phone Number:

+1 (587) 873-5765

**Grant Component**

Select one program component for your project application. Refer to the ACP Guidelines for eligibility details.

**Regional Collaboration**

- Intermunicipal Collaboration
- Municipal Restructuring

**Capacity Building**

- Mediation and Cooperative Processes
- Municipal Internship

**Project Title**

Choose a concise title for your project.

(maximum 100 characters)

Flowering Rush - Joint Abatement Strategy 2019-2021

**Project Time Line**

Project Start Date:

or  Project will commence upon receipt of ACP funds.

Project Completion Date:

Dec 31, 2021

For Intermunicipal Collaboration applications, a default Project Completion Date of December 31, 2021 will be used unless a later date is specified

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**Intermunicipal Collaboration**

**\* Note: The evaluation of your grant application will be based on the information submitted on this form only. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.**

**Partners**

All members in the partnership, including the managing partner, must pass resolutions or motions supporting their involvement in the project prior to submitting the grant application. See Schedule 1A of the ACP program guidelines: Component Conditions.

Use the table below to list all municipalities participating in the project.

Managing Partner
Summer Village of Silver Sands
Project Partner(s)
Summer Village of Silver Sands, Summer Village of South View, Summer Village of West Cove, Lac Ste. Anne County, Parkland County

**I certify, as the managing partner, that all participating municipalities have passed motions or resolutions supporting participation in the project.\***

\* All council resolutions must be in place prior to submitting an Intermunicipal Collaboration grant application.

**Project Overview**

1. This project produces:

- A regional service agreement, plan, framework, or model
- A study (e.g. shared service feasibility study, etc).
- A new Intermunicipal Development Plan
- An amended Intermunicipal Development Plan

Other. Specify (Limit 100 characters): Regional Services Framework, Multi-year Management and Implementation

2. Provide a description of the project.

- What is the purpose of the project?
- What activities will the partnership undertake to complete the project?
- What are the project's outputs and expected concrete results?

(Limit 4000 characters)

The purpose of the proposed project is to coordinate and implement a regional action plan for the chemical and mechanical abatement of flowering rush in and immediately near Lake Isle. Flowering rush is a invasive species, as recognized by the Government of Alberta, and has rapidly become a threat to the viability of Lake Isle as an ecological, economic and social resource in the region. The geographic and social reality makes this issue complex to address; Lake Isle is bordered by four recognized municipalities, ancestral lands of our first nation partners (Alexis Nakota Sioux) and is the core of a vibrant and growing residential and recreational community. All the stakeholders value the lake and recognize that without a healthy lake the inherent value of this resource diminishes as well. All the stakeholders bring an important wealth of knowledge to the table; by coordinating these views prior to making any applications with government agencies (Alberta Environment and Parks) we hope to maximize constructive stakeholder input, streamline the application review process ('consultation') and ensure any approved work meets the environmental, cultural and socio-economic standards of our collective community. The project will



build off the hard work and dedication of local stakeholder groups, like the Lake Isle Lake Ste. Anne (LILSA) Water Quality Management Society, who have brought this issue to the forefront in recent years. Key elements of the project will be to define and refine the scope of the program and implement an abatement strategy recognized and collectively approved by the stakeholders.

Completion of the mandate and associated elements will be facilitated through the forming of a regional committee of stakeholders. This committee, representing municipalities, first nations, citizen and interested environmental stewardship groups, will work to develop and adopt terms of reference/operating guidelines, defining a collective mandate, and garner the expertise to identify the specific problem areas and viable abatement solutions. On review, the committee will then select methods of meeting the mandate in these specific locations and develop a budget, timetable and ensure any required permits are in place to complete that work. Simultaneously, the committee will actively seek public and enhanced stakeholder input on viable options and possible alternatives from those with local, historical or learned knowledge of the Lake Isle region. Ultimately the committee will also be charged with overseeing the completion of the approved course of action and reporting back to the stakeholders on the results and next steps of the program.

Existing efforts to organize and implement such action plans have ultimately fallen short as the various groups struggle to coordinate the message and funds towards a collective and comprehensive goal. It is our belief that by using a sub-regional committee to internalize the various perspectives of the different municipal and citizen stakeholders and to collaborate on designing and implementing solutions that promote and respect the competing needs of all elements of the greater Lake Isle community real action will occur in a timely manner. Tangible results of the project would include a working committee to perpetuate discussions and regular water quality strategies in the region long after this initial program is completed, a selection of reports and studies to help the region and other water quality agencies address similar ecological problems, a significant (if not complete) abatement of the flowering rush plots within Lake Isle by fall of 2021 and the development of a longterm action plan for recognizing the need for, organizing and administering invasive species abatement programs in the region going forward.

**Project Priority**

3. Why are the project and grant needed?

- a) Does the project help to resolve an outstanding service gap or problem for the communities within the partnership? If so, please explain.

*(Limit 3000 characters)*

The challenge facing Lake Isle in terms of overall lake health - and specifically the rapid growth of the invasive non-native species Flowering Rush - is that the lake is valued differently by each of a number of stakeholders from a broad background and understanding. Naturally there are significant overlaps in the goals, aspirations and hopes that each of these groups hold for Lake Isle. There is also an overlap in the limitations that each of these groups have in being able to facilitate the actions they have proposed to address the problems. The overarching challenge of this program is that any meaningful work completed will need to be permitted under the provincial approvals process for environmental or Water Act related projects; with so many parallel yet intrinsic plans being mulled in the region, the consultation process required to get a permit has been subjected to (usually) well-meaning but overwhelmingly congestive feedback. The resulting inaction has left the already stretched stakeholders groups stuck in the mud while the Flowering Rush spreads further and further with each passing season. Even when the permit process has been successful - as was the case in the 2017/2018 application for chemical abatement by Alberta Environment and Park - implementation was stymied by citizens and stakeholder groups who, for the most part, simply felt left out of the process and unaware of the chosen plan or its short and long-term impacts to their health and overall enjoyment of the lake. As a result the chemical abatement was shelved for want of a more comprehensive implementation strategy. This application would facilitate this type of cooperation.

As a practical matter, by all estimates, in order to properly address the Flowering Rush issue in Lake Isle we will require successive years of sustained, coordinated and aggressive effort - regardless of the method/methods of abatement used. By way of example, we have come to understand that even if chemical application was universally accepted by all our members for all the impacted areas of Lake Isle, the strongest chemical currently available would require not fewer than consecutive three years of application - and possibly more than five years. Considering the reality that the overall strategy will most certainly need to integrate more labour and time intensive mechanical abatement (hand pulling) the work required to bring the Flowering Rush density to within manageable levels, or hopefully negligible levels, will need to be orchestrated over the better part of a decade.

Notwithstanding the separate requirement for continued operational work, as that conducted by LILSA, an action committee established to tackle this peak threat over the next five or ten years seems the most efficient way to focus all stakeholders efforts. It also gives us the framework that can be revived - or expanded - to address other similar emergent ecological issues in the region (i.e. Himalayan Balsam in LSA).

b) What is preventing the partnership from undertaking the project in-house or from obtaining the resources or expertise needed for the project? How will the grant be used to resolve these barriers?

*(Limit 3000 Characters)*

This collaborative effort is an new initiative. While the mission of this partnership will be reflective of the prior work and standing commitments of our respective members, is is also about focusing those efforts, asking questions and maximizing how we use the answers in our end goal of solving the flowering rush problem. A major factor that is hindering our ability to handle this undertaking internally is the scope of the program. This is further complicated by the limitations of our own internal staff resources. Ultimately the challenge comes in finding the financial resources to organize this new framework, compile the input of not only our own members but also external and auxiliary stakeholders, negotiating an agreement on a common multi-year implementation strategy, and ultimately overseeing and reporting back to the partnership on continuing progress and next steps. As always, time factors into the equation as well, the sooner we have the funds to get this process started the quicker we can work our way to a solution that works for everyone around the table.

## Partnership and Project Readiness

4a. How will each participating municipality be involved in the project planning, administration, and decision making?

Provide a brief description of the project roles and responsibilities for each partner. What arrangements and processes are in place to ensure that the interests of each member municipality will be met in the final outcomes of the project?

*(Limit 2000 characters)*

Each member of the partnership has a very important role in making this project a success. Certainly we are prepared to solicit financial contributions from the partners, but that is not the limit of their participation. As discussed previously, each stakeholder holds a piece to this puzzle and accordingly each partner will be afforded a on say the conditions under-which their piece is paced on the board. This decision making aspect is critical to the partnership and vital to the success of our Flowering Rush abatement efforts.

We have confirmed that the Summer Village of Silver Sands will act as managing partner. This commitment is in addition to the other obligations placed on members of this partnership. For clarity, we must also confirm, the expressed partnership includes Lac Ste. Anne County, Parkland County, Alexis Nakota Sioux First Nation, Summer Villages of Silver Sands, South View, West Cove and LILSA. Auxiliary members include external agents like representative from AEP, Administrative agents including project consultants, and community volunteers/agencies.

Each partner will have a seat on the committee and one vote to decide on business matters/recommendations of the managing agent. The committee will need to adopt a terms of reference, a budget, actively introduce the considerations of their parent associations and review the considerations of others all in the end goal of approving an action plan that accomplishes the primary goal of abating the Flowering Rush while also considering the needs and wants of the greater lake community and those who rely on the lake for cultural, social, economic and ecological benefits.

Management will work to carry out the action plan and return to the committee recommendations on key business items. Management will work closely with municipal/association administration to get background and relay key strategies as needed, and will coordinate with AEP etc to ensure any planned actions meet any key criteria.

- 4b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants?  
Provide details on any dispute resolution mechanisms that may be in place between the partner municipalities.

(Limit 2000 characters)

With such diversity in our partnership we certainly anticipate a healthy debate. At times this debate may border on conflict between competing interests, however we are confident that key principles will see us through these debates. All members around the table acknowledge that unilateral actions in the past have been the source of tension. The novelty of this partnership is to internalize views of all our stakeholders so that we can develop an action plan that respects the input of everyone but also affirms our commitment to solving a specific problem.

Starting with an organizational framework, the committee will need to adopt a terms of reference or operational guideline to govern their decision making process. The terms of reference will include some of the basic principles like how to introduce business, who can vote on business items and how many votes are required for a motion to be carried. These documents should also outline dispute resolution mechanisms including how to file a grievance with the committee, how it will be heard and how an decision will be made. Developing and agreeing to these rules before the game starts is a critical step in addressing disputes. A system that both protects the rights of all members to introduce business items, and if needed air their grievances, and protects the rights of the committee to make a decision is important and the framework must be designed to allow for this.

Much of the debate will be based on quantifiable metrics which offer defined options and typically lead to clear consensus-earning recommendations. A science based approach will help us to base our discussion and decisions on facts. However, given the cultural and intangible value of the lake to some of our members it may be worth considering predetermining some areas where, for example, no chemical application could occur or focusing discussions into sub-regions of the lake to be rated by their sensitivity to member needs/addressed accordingly.

- 5a. Provide a concise overview of the project workplan, timeline, and project risk mitigation strategies that are in place.

(Limit 3800 characters)

The project work plan will require a quick start to build the partnership framework and then a rapid succession of Request for Proposals (RFPs) for management services, environmental analysis and/or mapping, building a member portfolio for each partner, summarizing the various efforts, works and accomplishments of the members to-date and a related gap analysis of the limitations of those efforts and how to address them, among other things. We will reserve the height of summer to focus on actual abatement and preceding fall/winter/spring sessions for data collection, summary of results/updates maps, budgeting, lobbying, permit acquisition and confirming subsequent action plans for the next summer season. Risk mitigation is a conscious undertaking that we owe to our members and funding agents and the lake community at large, with some strategies being task specific and some being intrinsic to the framework of the committee itself.

The project is expected to last from April 2019 to December 31st, 2021. The project will oversee the formation of a committee (2019), adopting a terms of reference (2019) and annual budget, compile member assets and goals, concerns 2019 (gap analysis), conduct environmental assessments of the flowering rush problem and solutions (2019), complete mapping in 2019 and 2021 to show the change coverage/density of the rush and note high risk areas, complete and action/abatement plan to guide future field work by the committee and outline options for each noted area of the environmental study (2019- 2020), research permits and complete reports required to make applications (2020 -2021), hold open houses and consultations (2020 -2021), present a final report of the project and next steps (December 2021).

Risk management is important to all the parties involved. As this project is related to more conceptual activities and not field work, the risk management strategies focus more on the decision making process. From the committee perspective, risk management starts with developing a comprehensive terms of reference which outlines, defines and formalizes a fair association between the members and external stakeholders. The committee will provide budgetary oversight and ensure careful consideration of recommendations from management. the committee will be actively and collectively involved in initiating, reviewing and approving project activities. Collectively with management, the committee will be obligated to seek the expertise of industry professionals during the decision making process, and ensure proper consultation with all stakeholders. The professional advise solicited during this project will be awarded following request for proposals which are offered publicly

and on consideration of the merits of the proposal, including relevant experience and knowledge of the referenced tasks, as outlined in the committee's terms of reference or other supplementary policies. Risk management will ensure the principles of the partnership are protected, decisions are made based on reasonable information, the funds dedicated are spent responsibly, and any work authorized is approved in consideration of property and human rights, regulatory requirements of local, provincial and federal authorities, and generally in a social responsible manner. These principles are not foreign to our member partners, particularly the municipalities, who all have worked within the committee approvals framework before.

It will be a requirement of any authorized consulting or professional services awarded during this project that the provider prove coverage, and maintain coverage for the duration of the work, under an errors and omissions type insurance instrument.

5b. What are the expenditure estimates provided under the Project Budget section based on?

Include details on the anticipated project resources, service providers, or contractors, as well as information on preliminary estimates or quotes if they have already been obtained.

*(Limit 2800 characters)*

The expenditure estimates are based on costs realized in other similar sized projects in our area, some of which our administration team has directly managed. We have had the opportunity to informally discuss the project scope with consultants in the strategic organization and business development sector, as well as policy development consultants to get some feel of project costs, but it would certainly be an initial step in the project to finalize a list of committee functions and project tasks, and then secure formal proposals (with costs) for each as part of the budgeting process.

We anticipate \$2,000 in direct contributions from each member/municipality, per year, for the life of this project. This will amount to \$14,000 per year and with the first year of the project being started in April 2019 and lasting until December 31st, 2021 (3 fiscal periods) this would amount to a total direct request from members of \$42,000. It is possible that on review, the committee may decide to break out this cost differently - but the project budget is based on a \$42,000 total municipal contribution. In addition to this, members/municipalities would be required to cover the per diem and travel/expense reimbursements of their

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**Intermunicipal Collaboration - Budget**

6. Provide a comprehensive, *itemized breakdown* of all your estimated project costs and expenditures in the table below. Use the [+] button to add line items to specifically identify the types of consultant activities and vendor costs (advertising, printing, venue rental). Insufficient or incomplete project cost information will impact the evaluation of your grant application.

Only list the project cost information associated with the scope of work under this grant request.

Refer to the ACP Program Guidelines, Schedule 1A for full information on eligible and ineligible costs under the IC component.

Note: Capital expenditures are not eligible under the IC component.

Item Description	Estimated Item Cost
Project Management (2019, 2020, 2021, only 9 months for 2019 - April start, @ \$1000 per month est.) - Internal estimate, Wildwillow Enterprises Inc.	\$33,000
Management Disbursements (2019, 2020, 2021, pending contract terms and dependent on successful applicant- i.e. travel, stationary/supplies, subsistence, printing/paper/stationary) assume \$5000 is ineligible and will be covered by committee - Internal Estimate, Wildwillow Enterprises Inc.	\$9,000
Term of Reference/Operating Guidelines (2019 - to establish the framework and working relationship of the committee) - estimates based on similar projects in the region and discussions with Transitional Solutions Inc.	\$10,000
Environmental Study - Existing Conditions, Risks, Abatement Options, Recommendations (2019- 2020, concurrent with Invasive Species Mapping Task) - Informal Estimate, Transitional Solutions Inc.	\$70,000
Lake Isle Mapping - Invasive Species Overlay, Physical and Digital Copies (2019 and 2021 - to show start and end coverage) - cost estimate references Bolson Engineering maps for Kapasiwin and Silver Sands in 2015,2016, adjusted	\$20,000
Gap Analysis/ Cost Benefit Report (2019 - to determine what each member can bring to the table to help with implementation of an abatement strategy) - Informal Estimate, Transitional Solutions Inc.	\$10,000
Action Plan/Abatement Strategy (2019-2020 - to formally compile the options available, where/when each option should be used, and proposed work schedules - Informal Estimate, Transitional Solutions Inc. Comparable to recent Bylaw and Policy Project Services 2017-2018.	\$70,000
Environmental Permit Research/Applications (2019, 2020, 2021 as needed - so that we understand what permits we need, and that we have them in place prior to any implementation of work - cost estimates based on comparable work done on other projects i.e. boat launch applications, other shoreline modification applications in the area.	\$12,000
Final Reporting - (2021 - Memo on results and next steps) - Internal Estimate, Wildwillow Enterprises Inc.	\$2,500
Other Non Eligible Disbursements (meeting fees, rentals, stationary, etc)	\$4,000

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**Intermunicipal Collaboration - Budget**

		Total Project Costs
a)		\$240,500
		Total
b)	Total ineligible project costs (refer to Schedule 1A of the ACP Guidelines)	\$9,000
c)	ACP eligible costs (a - b)	\$231,500
d)	Total funds from other grant programs applied towards eligible costs <i>(identify grant program name(s) below)</i>	
e)	Municipal cash contribution towards eligible costs	\$33,000
f)	Total ACP grant request [c - (d + e)]*	\$198,500

\*The grant maximum under the Intermunicipal Collaboration component is \$200,000. The total requested grant amount should not exceed \$200,000.

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Application Certification

- I certify that all information contained within this application to the Alberta Community Partnership program is true and correct and that all program funds will be used in accordance with the program guidelines. I certify that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

[Empty box for name and title]

Print Name, Title  
Duly-Authorized Signing Officer

Signature  
Duly-Authorized Signing Officer

Date

Application Checklist

I confirm that I have:

- Provided all partnership information and certified in the Partners section that all council resolutions or motions supporting the project are in place.
- Provided responses to all questions on the application form; and
- Provided a certification signature from a duly-authorized signing officer.

Incomplete Intermunicipal Collaboration applications will not be reviewed.

Submission

Submit the completed grant application via mail, fax or email to one of the coordinates below. Please save a copy for your records.

Mailing Address:

Municipal Affairs  
Grants and Education Property Tax  
Grant Program Delivery Unit  
15th Floor, 10155 - 102 Street  
Edmonton AB T5J 4L4

Fax:

780-422-9133

E-mail:

acp.grants@gov.ab.ca

Print a Copy to Mail or Fax

Submit by Email

Save a Working Copy

Reset All Fields

Useful Resources

Alberta Community Partnership guidelines and application form:

http://www.municipalaffairs.alberta.ca/alberta-community-partnership

Municipal Internship:

http://www.municipalaffairs.gov.ab.ca/ms/internship/

Collaborative Governance Initiative:

http://www.municipalaffairs.alberta.ca/mdrs\_collaboration

Mediation Services for Municipalities:

http://www.municipalaffairs.alberta.ca/mdrs

Municipal Grants Web Portal:

http://www.municipalaffairs.alberta.ca/municipalgrants

E-mail:

acp.grants@gov.ab.ca

Contact Phone:

For Intermunicipal Collaboration component inquiries:  
780-422-7125 (dial 310-0000 first for toll-free calling).

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Box 8, Alberta Beach, Alberta T0E 0A0  
Phone: 587-873-5765 Fax: 780-967-0431  
Email: administration@wildwillowenterprises.com

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September 14<sup>th</sup>, 2018

Alberta Municipal Affairs  
18<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
EDMONTON, AB. T5J 4L4

Att: Brad Pickering, Deputy Minister

Dear Brad:

Re: S.V. of South View Municipal Accountability Review Report

In reference to the above noted, and your August 4<sup>th</sup>, 2018 letter and attached report dated July 18<sup>th</sup>, 2018, please find enclosed the Summer Village's response to the legislative gaps noted in this report.

On behalf of Summer Village Council and Administration, I thank Municipal Affairs for the implementation of this initiative as this has proven to be a very valuable exercise and learning tool with respect to municipal government operations and expectations.

We will advise yourself once item 6. and item 8. have been completed.

Yours truly,

Wendy Wildman  
Chief Administrative Officer  
Summer Village of South View

/ww

encls.

c.c. Council  
Heather Luhtala



## South View MAP Review response

(8 week deadline from August 4<sup>th</sup>, 2018 - is September 29<sup>th</sup>, 2018)

### Legislative Gaps

#### 1. Procedures & Documentation for closed meetings

- we are aware of the legislation and will ensure that the motion to close the meeting and the reason for closing the meeting will both be done while the public is still in attendance.

#### 2. Requirements to have only one acting deputy mayor

- we are now aware of the legislation and have had an organizational meeting since the date of this report. Council has appointed only one Deputy Mayor at their August 20, 2018 Organizational Meeting.

#### 3. Requirement to notify the public of electronic meetings

- we are now aware of the legislation and will post the information on the Summer Village's website prior to the meeting when we are aware that a Councillor(s) will be attending the meeting via electronic communication.

#### 4. Authority to act by resolution or bylaw

- we are aware of the legislation and will work with Council to ensure all decisions of Council, including direction to the CAO be formalized through a Council resolution or bylaw in an open public meeting with a quorum present.

#### 5. Requirement to vote

- we are aware of the legislation and have advised Council that each vote on a resolution must be visibly demonstrated and visible to the public.

6. Requirement of assessment review boards

- we will confirm with Lac Ste. Anne County who the designated officer is for the Assessment Review Board and we will then seek a Council motion to appoint said designated officer as the clerk.

7. Certify date of mailing tax notices

- we are aware of the legislation and have put the information on the Summer Village's Website. The notice is below:

"This is certification under Sections 310(4) & 336(1) of the *Municipal Government Act* that assessment and tax notices were mailed to all property owners in the Summer Village of South View on May 14, 2018.

Wendy Wildman, Chief Administrative Officer"

8. Establishment of a Subdivision and Development Appeal Board

- we are aware of the legislation and have been working, and will continue to work, with our regional municipal stakeholders to establish a workable and strong SDAB. We are currently working with two groups on this: Emily House and the pool of members she works with, as well as Lac Ste. Anne County. The Summer Village group in our region need to make this a priority matter, and need to engage council members in the required training and appointment to whichever respective pool we partner with, or consider forming our own Summer Village pool and secretary. We are also actively working on a complete view of all of our Summer Village bylaws, and Bylaw 146 is part of that review.

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

RECEIVED  
AUG 12 2018

AR94659

August 4, 2018

Ms. Wendy Wildman  
Chief Administrative Officer  
Summer Village of South View  
PO Box 8  
Alberta Beach AB T0E 0A0

Dear Ms. Wildman:

*Wendy*

Your participation and cooperation during the municipal accountability review conducted in July 2018 for the Summer Village of South View is greatly appreciated. On behalf of the Minister, I have accepted the Summer Village of South View Municipal Accountability Review Report as prepared by the Municipal Affairs staff who met with you. I am confident the outcomes will be beneficial for the ongoing successful administration of the summer village.

Attached is a copy of the report, which identifies areas of legislative compliance, as well as areas deemed to be legislatively non-compliant and requiring attention. Recommendations and resources are also offered to assist in remedying any legislative gaps. To ensure legislative gaps are addressed, please prepare a response to the report, including a plan detailing the actions to be taken to rectify these issues, and submit this response to my office within eight weeks of receiving this letter. The response must include a timeline for completion, which is not to exceed one year.

As ministry staff discussed with you during their visit, it is expected the Municipal Accountability Review report will be shared with your council as a way to build awareness of the diversity of municipal responsibilities. Municipal Affairs does not deem the report to be confidential in nature and encourages sharing the results in a public meeting to demonstrate accountability and transparency with summer village citizens.

Municipal Affairs is committed to maintaining a collaborative working relationship with you as the Chief Administrative Officer for your municipality. We are available to help you address the non-compliant matters identified in the report and welcome your feedback on our review process.

.../2

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Summer Village of South View  
Municipal Accountability Review Report

July 18, 2018

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## Section 1: Introduction

### 1.1 Our Commitment

Alberta Municipal Affairs is committed to helping to ensure Albertans live in viable municipalities with well-managed, collaborative, accountable local governments. To achieve this, Municipal Affairs plays an important role in assisting and supporting municipalities in Alberta through various programs that aim to build capacity.

The *Municipal Government Act (MGA)*, which provides the legislative framework for local government in Alberta, has numerous mandatory requirements that may at times seem overwhelming and difficult to manage for municipalities. Municipalities are also bound by other statutes and corresponding regulations that fall under the purview of Municipal Affairs. Compliance with these statutes and regulations is essential to good governance, the successful operation of a municipality and the viability, safety and well-being of a community. The Municipal Accountability Program is designed to help municipal officials successfully meet the challenges involved in responding to this wide range of legislative needs.

### 1.2 The Municipal Accountability Program

With a focus on promoting an environment supportive of accountable, well-managed local governments, the purpose of this program is to:

- assist municipalities in strengthening their knowledge of mandatory legislative requirements with a primary focus on the *MGA*,
- aid municipalities in achieving legislative compliance,
- support municipalities in being accountable and well-managed, and
- provide a collaborative partnership between Municipal Affairs and municipalities to address legislative discrepancies that may exist.

Working with the chief administrative officer (CAO), support is provided to mitigate any minor legislative gaps that may be identified. Ministry staff work with CAOs to validate compliance, identify gaps, provide resource information, and develop corrective solutions where needed. The outcome of this program will be strong, well-managed municipalities and a strong collaborative relationship between the CAOs and the ministry.

The results of the Summer Village of South View's review, contained in this report, are offered to support the municipality's efforts in achieving its goals for ongoing legislative compliance with the *MGA* and its associated regulations, as well as other legislation under the responsibility of Alberta Municipal Affairs.

July 18, 2018

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2. Closed Meetings

LEGISLATIVE REQUIREMENTS: MGA 197

1. Before closing all or a part of a meeting to the public:
  - Is a resolution passed to indicate what part of the meeting is to be closed?
  - Does the resolution identify what exception to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPP)* applies to the part of the meeting that is to be closed?
  - Are members of the public notified once the closed portion of the meeting is concluded?
2. Do the council meeting minutes record the names of those who attended the closed meeting and the reason for their attendance?

COMMENTS/OBSERVATIONS: During the meeting that was observed on July 18, 2018, prior to a resolution for council to close their meeting to the public, a recess was called allowing the public to leave council chambers. The motion to close the meeting was not made while the public was in attendance. The minutes record a motion to close the meeting and state the appropriate section of FOIPP as required by legislation.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Motions to go into closed sessions should be made with the public in attendance and the appropriate exceptions to disclosure under the *FOIPP Act* should be disclosed so the public is aware of what is being discussed in the closed session.

RESOURCES: Municipal Affairs has developed an online resource for municipalities regarding closed meetings: [Closed Meetings of Council \(Municipal Affairs\)](#)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

July 18, 2018

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### 3. Organizational Meeting

LEGISLATIVE REQUIREMENTS: MGA 152, 192

1. Is an Organizational Meeting held annually?
2. Is a chief elected officer (CEO) appointed (not a requirement if the CEO is elected at large or it is included in the procedural bylaw)?
3. Is a Deputy CEO appointed?

COMMENTS/OBSERVATIONS: Council held their last organizational meeting on June 28, 2017. During the meeting council appointed the chief elected official and the deputy chief elected official from among councillors. The organizational meeting also covered committee appointments, signing authorities and council remuneration. It was noted that two deputy chief elected officials were appointed, and both are currently using the title of Deputy Mayor. Section 152(1)(a) of the MGA states that only one councillor will hold that office at any one time.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Although the MGA does say council must appoint one or more councillors as deputy chief elected official, section 152 states that only one may hold that office at any one time.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

July 18, 2018

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## 5. Meetings Through Electronic Communications

LEGISLATIVE REQUIREMENTS: MGA 199

1. Has notice been provided to the public, including the way in which the meeting is to be conducted?
2. Do the facilities enable the public to watch or listen to the meeting?
3. Was a designated officer in attendance at the facility?
4. Do the facilities enable the meeting's participants to watch or hear each other?

COMMENTS/OBSERVATIONS: The summer village has had councillors use electronic means for participating in council meetings. The facilities allow the public and the meeting participants to hear each other. The summer village does not notify the public that councilor(s) will be participating electronically.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: Notice must be provided to the public including the way the meeting is to be conducted.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Affairs has developed an online resource for municipalities regarding general meeting procedures that may assist municipalities: [Procedural Bylaw and Agendas](#)

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

July 18, 2018

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### 3.3 Meeting Procedures

#### 1. Authority to Act

LEGISLATIVE REQUIREMENTS: MGA 180-181

1. Are resolutions or bylaws passed in an open public meeting?

COMMENTS/OBSERVATIONS: At the July 18, 2018 council meeting there were decisions of council not formalized through a resolution. Direction to the CAO was given in the form of general discussion. There were no motions made approving the July 18, 2018 agenda or approving the June 13, 2018 regular council meeting minutes; however the minutes record motions for both.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: All decisions of council, including direction to the CAO must be formalized through a council resolution or by bylaw in an open public meeting with a quorum present.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

July 18, 2018

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### 3. Voting

LEGISLATIVE REQUIREMENTS: MGA 182-185

1. Does each councillor participate in voting (unless an abstention is required or permitted and is noted)?
2. Is an abstention from voting recorded in the minutes?
3. Is the request for a recorded vote done prior to the vote being taken?
4. Is the request for a recorded vote documented in the minutes accordingly?

COMMENTS/OBSERVATIONS: The voting documented in the council meeting minutes met the legislative requirements; however, at the council meeting that was observed on July 18, 2018, the chair's votes were not always visible; therefore, it was not visibly demonstrated that the chair voted. There were no abstentions and no requests for recorded votes.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: All elected officials present at a council meeting must vote on a matter put to a vote in such a way that is visible to the public unless the councillor is required or permitted to abstain from voting.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

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## 5. Assessment Review Boards

LEGISLATIVE REQUIREMENTS: MGA 454-456, Matters Relating to Assessment Complaints Regulation 201/2017

1. Has a local assessment review board been established?
  - Are three members appointed to this board?
  - Is the term of the appointment established?
  - Have the appointed members received the mandatory training?
2. Is a composite assessment review board established?
  - Are two members appointed to this board?
  - Is the term of the appointment established?
  - Have the appointed members received the mandatory training?
  - Is there a current assessment review board clerk appointment?
3. Has a designated officer been appointed as the clerk and received the mandatory training?

COMMENTS/OBSERVATIONS: Bylaw 166, passed April 26, 2010, establishes an Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB). The Summer Village of South View has an agreement with Lac Ste. Anne County to provide assessment review board services. All legislative requirements are met except there is no reference to a designated officer being appointed as the clerk. Board members and the clerk require training prior to any hearing.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: All members of the boards must complete mandatory training and a designated officer must be appointed to act as the clerk of the assessment review boards.

RESOURCES: Municipal Affairs has developed an FAQ to assist municipalities with respect to Assessment Review Boards. In addition, Municipal Affairs Assessment Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

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## 5. Certify Date of Mailing

LEGISLATIVE REQUIREMENTS: MGA 335, 336

1. Has a designated officer certified the date the tax notices were sent?
2. Have the tax notices been sent before the end of the year in which the taxes were imposed?

COMMENTS/OBSERVATIONS: The summer village was not aware of this requirement; therefore, a designated officer did not certify the date the tax notices were sent.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: A designated officer must certify the date the tax notices have been sent as required in section 335(1) of the MGA.

RESOURCES: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-422-1377.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.





**3. - Subdivision and Development Appeal Board (SDAB)**

LEGISLATIVE REQUIREMENTS: MGA 627, 628, Subdivision and Development Regulation 43/2002, Subdivision and Development Appeal Board Regulation 195/2017

1. Is a subdivision and development appeal board bylaw or intermunicipal agreement established?
2. Do the SDAB members exclude those who are:
  - municipal employees;
  - members of the municipal planning commission; and
  - individuals who can carry out subdivision and development powers on behalf of the municipality?
3. Is there no more than one councillor appointed as a member to the appeal board?
  - If more than one, is there Ministerial approval for the additional councillors to sit on the panel?
4. Are the active members of the SDAB trained?
5. Is there a clerk appointed to the SDAB, and is that person a designated officer?
6. Has the clerk received SDAB training?
7. Has the clerk kept a record of the hearings?

COMMENTS/OBSERVATIONS: Bylaw 146 was passed March 22, 2005 establishing the subdivision and development appeal board (SDAB) for the summer village. A clerk has not been appointed and members have not received the mandatory training.

MEETS LEGISLATIVE REQUIREMENTS: No

RECOMMENDATIONS/ACTION ITEMS: A designated officer must be appointed as the SDAB clerk and all members including the clerk need to receive mandatory training by April 1, 2019. Alternatively, the village may establish by bylaw an intermunicipal SDAB.

RESOURCES: Municipal Affairs has developed a SDAB training guidebook and several facts sheets to assist municipalities, which can be found at the [SDAB website](#). In addition, Municipal Affairs Planning Advisors are available to discuss these topics further by calling toll-free 310-0000 and then 780-427-2225.

MUNICIPAL RESPONSE: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and motions of council and/or bylaw numbers.

July 18, 2018

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## Section 2: Executive Summary

### 2.1 Site Visit

On July 18, 2018, Municipal Affairs staff met with summer village administration to complete the on-site portion of the Municipal Accountability Program review and to observe a council meeting for procedures that are required in the MGA.

The Summer Village of South View is commended for their cooperation and assistance throughout the review. As well as the time commitment during the site visit, municipal staff promptly responded to questions and provided documentation as requested. Ministry staff appreciate this additional time and effort and recognizes the commitment to the well-being and success of the municipality demonstrated by summer village administration.

### 2.2 Strengths

Overall the review findings are very positive. Some of the general areas in which the municipality is meeting mandatory legislative requirements include:

- councillor orientation and training;
- council meeting records;
- council code of conduct bylaw;
- public participation policy;
- taxation;
- tax recovery processes;
- procedures to adopt and amend bylaws; and
- financial administration and auditing processes.

### 2.3 Legislative Gaps

Specific areas where the municipality is required to take action to achieve compliance are included below, along with the page numbers which detail the legislative requirements and the gaps to be addressed:

- procedures and documentation for closed meetings ([page 15](#));
- requirement to have only one acting deputy mayor ([page 16](#));
- requirement to notify the public of electronic meetings ([page 18](#));
- authority to act by resolution or bylaw ([page 20](#));
- requirement to vote ([page 22](#));

July 18, 2018

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- requirement of assessment review boards ([page 30](#));
- certify date of mailing tax notices ([page 51](#)); and
- establishment of a subdivision and development appeal board ([page 56](#)).

## 2.4 Next Steps

This report contains a complete summary of the Municipal Accountability Program review including legislative requirements, comments and observations, recommendations for actions, as well as links to resources to assist the municipality.

A response by the municipality is required that includes a plan detailing the actions to be taken to rectify the legislative gaps identified in this report. This response must be submitted to Municipal Affairs within eight weeks of receiving this report. For your municipality's convenience, this report has been formatted to provide space in each section for responses to the findings on each particular area of non-compliance. However, your municipality is not required to use this report to provide its responses, and may prefer instead to develop a customized document for the responses and implementation plan.

Ministry staff are available to provide support and additional resources to guide the municipality through the development of the plan and to successfully address the legislative gaps identified. The review will formally conclude upon receipt of documentation confirming that all items have been addressed.

July 18, 2018

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Wendy Wildman

SV

**From:** Wendy Wildman <cao@onoway.ca>  
**Sent:** September 20, 2018 11:12 AM  
**To:** 'administration@wildwillowenterprises.com';  
'svsunrisebeach@wildwillowenterprises.com'; 'Summer Village West Cove';  
'cao@svnakamun.com'; 'Kristie Rose'; 'Debbie Giroux'  
**Subject:** FW: ARB clerk

For all our communities that have an agreement with the County for Assessment Review Board services, as we found out in our South View MAP, each municipality has to have a Council resolution appointing the Designated Officer (clerk of the ARB). If you don't have that motion already, please put it on your next agenda. And then you should include this same reaffirming motion at your future Organizational Meetings when you appoint the ARB.

Wendy Wildman  
CAO  
Town of Onoway  
Box 540  
Onoway, AB. T0E 1V0  
780-967-5338 Fax: 780-967-3226  
cao@onoway.ca

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**From:** Ryan Sweeney <rsweeney@lsac.ca>  
**Sent:** September 20, 2018 10:07 AM  
**To:** cao@onoway.ca  
**Cc:** Robert Osmond <rosmond@lsac.ca>; Stacey Wagner <swagner@lsac.ca>  
**Subject:** ARB clerk

Hi Wendy,

The new assessment review board clerk is Stacey Wagner.

Regards

Ryan Sweeney  
Assessment & Taxation Manager

Sent from my Samsung Galaxy smartphone.

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

AR94659

September 24, 2018

Ms. Wendy Wildman  
Chief Administrative Officer  
Summer Village of South View  
PO Box 8  
Alberta Beach AB T0E 0A0

Dear Ms. Wildman: *Wendy*

Thank you for your correspondence of September 14, 2018, and your detailed action plan in response to the 2018 Municipal Accountability Program (MAP) report completed for the Summer Village of South View.

I have reviewed the submission, and I am satisfied with the actions proposed. Please provide a summary report prior to September 14, 2019, to confirm each legislative gap identified in the report has been resolved. Attention to these matters will ensure continued accountability to the citizens of your community.

In order to ensure the MAP program continues to be effective and of value to Alberta municipalities, the ministry will request your feedback on the program in the near future. In the meantime, if you have any questions, please contact Debbie McCann, Municipal Accountability Advisor, Municipal Capacity and Sustainability, toll-free at 310-0000, then 780-427-2225.

Thank you for your co-operation and attention to this process.

Sincerely,



Brad Pickering  
Deputy Minister

cc: Debbie McCann,  
Municipal Accountability Advisor, Municipal Capacity and Sustainability

*40*

**[FWD: FW: Municipal Elected Officials Course(MEO)]**

----- Original Message -----

Subject: FW: Municipal Elected Officials Course(MEO)

From: "Wendy Wildman" <[cao@onoway.ca](mailto:cao@onoway.ca)>

Date: Tue, September 11, 2018 7:42 am

To: <[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>, "Summer Village West Cove" <[svwestcove@outlook.com](mailto:svwestcove@outlook.com)>, <[svsunrisebeach@wildwillowenterprises.com](mailto:svsunrisebeach@wildwillowenterprises.com)>, <[cao@svnakamun.com](mailto:cao@svnakamun.com)>

Let's put on our agenda and see what interest we have from our elected officials.

Wendy Wildman

CAO

Town of Onoway

Box 540

Onoway, AB. T0E 1V0

780-967-5338 Fax: 780-967-3226

[cao@onoway.ca](mailto:cao@onoway.ca)

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From: Shari Ives <[si@secondwindenterprises.com](mailto:si@secondwindenterprises.com)>

Sent: September 10, 2018 5:42 PM

To: Wendy Wildman <[cao@onoway.ca](mailto:cao@onoway.ca)>

Subject: Fw: Municipal Elected Officials Course(MEO)

Hi Wendy,

I contacted Mark from AEMA and he said he did a class for about 40 people so please do invite as many people to this training as possible. He will make time to come out to teach.

Thanks,

-Shari

From: Shari Ives

Sent: Monday, September 10, 2018 3:12 PM

To: Wendy Wildman

Subject: Re: Municipal Elected Officials Course(MEO)

Hi Wendy,

I'll find out and get back to you on that.

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-Shari

**From:** Wendy Wildman  
**Sent:** Monday, September 10, 2018 1:21 PM  
**To:** 'Shari Ives'  
**Subject:** RE: Municipal Elected Officials Course(MEO)

Shari – how many can take the course at one time?

Wendy Wildman  
CAO  
Town of Onoway  
Box 540  
Onoway, AB. T0E 1V0  
780-967-5338 Fax: 780-967-3226  
[cao@onoway.ca](mailto:cao@onoway.ca)

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**From:** Shari Ives <[si@secondwindenterprises.com](mailto:si@secondwindenterprises.com)>  
**Sent:** September 7, 2018 4:21 PM  
**To:** Undisclosed-Recipient;;  
**Subject:** Municipal Elected Officials Course(MEO)

Hello Everyone,

AEMA would like to offer all elected officials the MEO course which is the Municipal Elected Officials Course. Mark from AEMA would like to deliver this course to you as well as the rest of your elected officials as soon as possible preferably before bill 8 is passed as this course will be a requirement if this happens. I would also like to attend this course so as I may have a better idea of what your rolls are in a large scale emergency. If everyone could let me know when you are available that would be great. This is a 1.5hr course. Perhaps you can tack it on to a regular scheduled council meeting? Please let me know at your earliest convenience.

Thanks,

-Shari Ives

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## Wendy Wildman

---

**From:** administration@wildwillowenterprises.com  
**Sent:** September 2, 2018 12:22 PM  
**To:** Liz Turnbull; Bernie Poulin; Graeme Horne; Garth Ward; Sandi Benford; Brian Johnson; Russ Purdy; Brenda Shewaga; Don Bauer  
**Cc:** Wendy Wildman; Charlsie Moskalyk  
**Subject:** [FWD: FIREFIGHTER APPRECIATION CEREMONY INVITATION]  
**Attachments:** Ceremony October 14 2018 Invitation - VIP.pdf

FYI!

**Heather Luhtala,  
Asst. CAO**

**S.V. of South View**

**S.V. of Silver Sands**

**S.V. of Yellowstone**

**Phone: 587-873-5765**

**Fax: 780-967-0431**

**Website: [www.wildwillowenterprises.com](http://www.wildwillowenterprises.com)**

**Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)**

----- Original Message -----

Subject: FIREFIGHTER APPRECIATION CEREMONY INVITATION

From: Erik Ives <[elives.nwfr@gmail.com](mailto:elives.nwfr@gmail.com)>

Date: Fri, August 31, 2018 10:04 am

To: Jim Benedict <[jimbenedictalbertabeach@gmail.com](mailto:jimbenedictalbertabeach@gmail.com)>, Judy Tracy <[jtracy@onoway.ca](mailto:jtracy@onoway.ca)>, Bernie Poulin <[bpoulin@xplornet.com](mailto:bpoulin@xplornet.com)>, [aboffice@albertabeach.com](mailto:aboffice@albertabeach.com), [shelley@onoway.ca](mailto:shelley@onoway.ca), Penny Frizzell <[penny@onoway.ca](mailto:penny@onoway.ca)>, Wendy Wildman <[cao@onoway.ca](mailto:cao@onoway.ca)>, [cao@svnakamun.com](mailto:cao@svnakamun.com), [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com), [ann.morrison@sunsetpoint.ca](mailto:ann.morrison@sunsetpoint.ca), [richard.martin@sunsetpoint.ca](mailto:richard.martin@sunsetpoint.ca), [brian.purnell@sunsetpoint.ca](mailto:brian.purnell@sunsetpoint.ca), [d.evans@valquentin.ca](mailto:d.evans@valquentin.ca), [svcastle@telus.net](mailto:svcastle@telus.net), [cao@rosshaven.ca](mailto:cao@rosshaven.ca), Dave Ives <[di@secondwindenterprises.com](mailto:di@secondwindenterprises.com)>, Dave ives <[davidives.nwfr@gmail.com](mailto:davidives.nwfr@gmail.com)>

Good Morning,

Please see attached invitation. Mayors, Councillors and CAOs from all of the communities in which we serve along with friends and family are all welcome to attend our awards ceremony. In the event that some of your council members did not receive this invitation, please extend this invite to them on our behalf. Please RSVP if you plan on attending this event and include the number of people in your party so we may know how many plates to set out. Thank you for your support and I look forward to seeing you there.

Regards,

Erik Ives

*Captain*

Northwest Fire Rescue and Training

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# ONOWAY REGIONAL FIRE SERVICES

## Promotion Ceremonies and Firefighter Appreciation Night

You are cordially invited to attend the two thousand and eighteen fall Firefighter Graduation Ceremony and Firefighter Appreciation Night for Onoway Regional Fire Services. The evening event will take place on October 14<sup>th</sup> at 1800 (opm) held at the Alberta Beach Fifty Plus Club. There will be a catered dinner along with a cocktail and draft bar open until 2400. All VIF<sup>®</sup> individuals will gain entry to this event free of charge. We request that additional family and friends pay \$25.00 per person for entry. Please RSVP by September 14<sup>th</sup> so we may know how many plates to set out.

This night is dedicated to the firefighters of Onoway Regional Fire Services for their loyalty, sacrifice and achievement. We hope that you will enjoy this evening and get the chance to meet the men and women that protect the communities served by Onoway Regional Fire Services.

Kind Regards,

Onoway Regional Fire Services

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## Advertisement Template

### FRANCHISE FEE INCREASE NOTICE

Please be advised that the (City) (Town) (Village) (Summer Village) of \_\_\_\_\_ is proposing to increase the local access fee, which is charged to FortisAlberta Inc. (FortisAlberta) for use of municipal lands for its power lines effective January 1, 2019\*.

The fee is recovered by FortisAlberta from its customers as the local municipal access fee on electric billings of all customers that receive electric service in the (City) (Town) (Village) (Summer Village). This local access fee will be increased from \$\_\_\_\_ (\_\_\_\_%) to \$\_\_\_\_ (\_\_\_\_%)\*\* of the delivery charge of FortisAlberta, excluding energy related riders. This calculation is based on 625kWh consumption in 30 days.

Questions or concerns should be directed to \_\_\_\_\_ (Name), \_\_\_\_\_ (Position) at (\_\_\_\_) \_\_\_\_\_ (Phone Number).

Thank you.

**\*Your advertisement must include the full date**

**\*\*Your advertisement must have the \$ amount and the % amount**

*These numbers are calculated for you once you enter the proposed change in the Franchise Calculator on the first tab (yellow box); the second tab (Residential Bill Impact) automatically populates with the estimated Residential Bill Impact by dollar & percentage.*

Existing (Current) Typical Residential Customer Monthly Costs

Rate 11 (April 1, 2018 Distribution Tariff) (Estimated Rate Filings) Based on Current 0% Franchise Fee

Delivery Service Charge			
All kWh Delivered	\$0.062670	625 kWh	\$39.61
Basic Daily Charge	\$0.7965	30 Days	\$23.87
			<u>\$63.58</u>
Current Franchise Fee	0.00%		\$0.00
	GST 5.0%		\$2.00
			<u>\$42.58</u>

Current Annual Franchise Fee Costs: \$0 \* 12 = \$0

Proposed Residential Customer Monthly Costs

Rate 11 (January 2019 Estimated Distribution Tariff) Based on Proposed 2% Franchise Fee

Delivery Service Charge			
All kWh Delivered*	\$0.062010	625 kWh	\$38.76
Basic Daily Charge*	\$0.8270	30 Days	\$24.81
			<u>\$63.57</u>
Estimated Proposed Franchise Fee	2.00%		\$1.27
	GST 5.0%		\$3.24
			<u>\$68.08</u>

Proposed Annual Franchise Fee Cost: \$1.27 \* 12 = \$15.25

\* Includes estimated Rate changes.

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**Date:** \_\_\_\_\_

**Fax**

**To:** Kayla Law

**From:** \_\_\_\_\_

**Company:** FortisAlberta Inc.

**Phone:** \_\_\_\_\_

**Phone:** (780) 464-8816

**Fax:** \_\_\_\_\_

**Fax:** (780) 464-8398

2018 Franchise Fee Decision:

- No Change
- Increase, From \_\_\_\_\_% to New Percentage: \_\_\_\_\_%
- Decrease, From \_\_\_\_\_% to New Percentage: \_\_\_\_\_%

Please include the following if a change was made to the Franchise Fee:

- Clear copies of both advertisements (ran consecutively for two weeks);
- Publication dates for both advertisements;
- Name & location of newspaper.

_____ Signature	
_____ Print Name	_____ Title
_____ Municipality	_____ Date

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## MUNICIPAL FRANCHISE FEE RIDERS

**Availability** Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to all FortisAlberta distribution tariffs, except riders and rebates, in each municipality.

**Price Adjustment** A percentage surcharge per the table below will be added to the gross distribution tariff, excluding any riders or charges that relate to deferral account amounts, calculated for each site within each municipality and will be billed to the applicable retailer.

FortisAlberta will pay to each municipality each month, in accordance with the franchise agreements between FortisAlberta and the municipalities, the franchise fee revenue collected from the retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	03-0041	Boyle	6%	2018/07/01
01-0003	Airdrie	15%	2018/04/01	03-0042	Breton	20%	2015/01/01
03-0005	Alix	18%	2015/01/01	01-0043	Brooks	12.63%	2015/01/01
03-0004	Alberta Beach	5%	2017/01/01	02-0044	Bruderheim	0%	2013/07/01
03-0007	Amisk	0%	2014/01/01	02-0047	Calmar	20%	2013/07/01
02-0011	Athabasca	7%	2018/04/01	01-0048	Camrose	10%	2016/01/01
04-0009	Argentia Beach	0%	2017/01/01	02-0050	Canmore	10%	2016/01/01
03-0010	Arrowwood	12%	2015/07/01	03-0054	Carmangay	5%	2018/01/01
02-0387	Banff	4%	2018/01/01	03-0055	Caroline	7%	2016/01/01
03-0363	Barnwell	5%	2013/07/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	12%	2016/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	3%	2013/07/01	02-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	12.40%	2016/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	6%	2016/01/01	02-0065	Claresholm	4%	2017/01/01
02-0019	Beaumont	5%	2013/10/01	03-0066	Clive	9%	2013/01/01
03-0022	Beiseker	0%	2013/07/01	03-0068	Clyde	15%	2017/01/01
02-0024	Bentley	9%	2018/01/01	02-0069	Coaldale	11%	2015/01/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	5%	2015/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	15%	2015/01/01
02-0030	Black Diamond	10%	2017/01/01	03-0076	Coutts	3%	2017/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0077	Cowley	5%	2016/01/01
02-0034	Bon Accord	20%	2013/07/01	03-0078	Cremona	10%	2016/01/01
02-0039	Bow Island	8.50%	2018/01/01	02-0079	Crossfield	0%	2015/01/01
02-0040	Bowden	15%	2017/01/01	09-0361	Crowsnest Pass	16%	2016/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Distribution Tariff Services provide for other charges, including an arrears charge of 1.5% per month.

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**MUNICIPAL FRANCHISE FEE RIDERS**

Effective: the first of the month following  
Commission approval for consumption from  
the first of the month following Commission  
approval

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
04-0080	Crystal Springs	0%	2016/01/01	02-0197	Lamont	5%	2013/07/01
03-0081	Czar	5%	2013/10/01	01-0200	Leduc	16%	2014/01/01
02-0082	Daysland	7%	2018/01/01	02-0202	Legal	10%	2018/01/01
02-0086	Devon	13%	2018/01/01	03-0207	Lomond	15%	2017/01/01
02-0088	Didsbury	17%	2016/01/01	03-0208	Longview	17%	2017/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0209	Lougheed	5%	2016/01/01
03-0093	Duchess	15%	2018/01/01	02-0211	Magrath	8%	2017/01/01
02-0095	Eckville	10%	2015/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
03-0096	Edberg	10%	2018/01/01	02-0215	Mayerthorpe	8%	2016/01/01
03-0097	Edgerton	16%	2015/01/01	04-0359	Mewatha Beach	2%	2016/10/01
02-0100	Edson	5%	2015/01/01	02-0218	Milk River	12%	2017/01/01
03-0109	Ferintosh	11%	2016/01/01	02-0219	Millet	15%	2018/01/01
03-0112	Foremost	7%	2016/01/01	03-0220	Milo	20%	2017/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	02-0224	Morinville	20%	2013/07/01
02-0124	Gibbons	10%	2013/01/01	04-0230	Nakamun Park	0%	2013/10/01
03-0128	Glenwood	0%	2016/02/11	02-0232	Nanton	7%	2016/01/01
04-0129	Golden Days	0%	2017/01/01	02-0236	Nobleford	0%	2013/10/01
02-0135	Granum	5.50%	2013/07/01	03-0233	New Norway	6%	2009/01/01
04-0134	Grandview	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	7%	2017/04/01	02-0238	Okotoks	10%	2017/01/01
03-0144	Hay Lakes	7%	2017/11/01	02-0239	Olds	8.59%	2015/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	7.50%	2013/01/01
03-0149	Hill Spring	5%	2015/09/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	10.70%	2013/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	10%	2016/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	13%	2017/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	9%	2017/01/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	0%	2013/10/01	02-0261	Raymond	12%	2016/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	0%	2013/07/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	15%	2018/01/01
04-0379	Jarvis Bay	0%	2015/10/08	03-0268	Rocky Mtn House	12%	2017/01/01
04-0187	Kapasiwin	0%	2018/04/01	02-0270	Rockyford	5%	2015/04/01
02-0188	Killam	8%	2017/01/01	03-0272	Rosemary	12%	2016/01/01
01-0194	Lacombe	6.20%	2013/10/01	04-0273	Ross Haven	0%	2016/01/01
04-0196	Lakeview	2%	2016/01/01	03-0276	Ryley	3%	2016/01/01

FortisAlberta's Customer and Retailer Terms and Conditions of Electric Distribution Service provide for other charges, including an arrears charge of 1.5% per month.

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## MUNICIPAL FRANCHISE FEE RIDERS

Effective: the first of the month following Commission approval for consumption from the first of the month following Commission approval

Muni Code	Municipality	Rider	Effective
04-0279	Seba Beach	4%	2014/01/01
02-0280	Sedgewick	8%	2017/04/01
04-0283	Silver Sands	3%	2018/01/01
04-0369	South Baptiste	0%	2005/05/01
04-0288	South View	0%	2018/01/01
01-0291	Spruce Grove	20%	2016/01/01
01-0292	St. Albert	0%	2016/01/01
03-0295	Standard	0%	2015/01/01
02-0297	Stavely	5%	2017/01/01
03-0300	Stirling	8%	2015/01/01
02-0301	Stony Plain	20%	2015/01/01
09-0302	Strathcona County	0%	TBD
02-0303	Strathmore	15%	2018/07/01
03-0304	Strome	8%	2016/01/01
02-0307	Sundre	9%	2018/01/01
04-0386	Sunrise Beach	0%	2018/01/01
04-0308	Sunset Point	10%	2017/01/01
02-0310	Sylvan Lake	12%	2016/01/01
02-0311	Taber	20%	2013/10/01
03-0315	Thorsby	20%	2015/01/01
02-0318	Tofield	5%	2015/01/01
02-0321	Turner Valley	10%	2017/01/01
04-0324	Val Quentin	0%	2016/01/01
02-0326	Vauxhall	2%	2015/01/01
02-0331	Viking	8%	2013/07/01
02-0333	Vulcan	20%	2013/10/01
03-0364	Wabamun	10%	2017/01/01
02-0335	Wainwright	7%	2018/01/01
03-0338	Warburg	10%	2015/01/01
03-0339	Warner	0%	2017/01/01
04-0344	West Cove	0%	2018/01/01
02-0345	Westlock	12%	2013/07/01
01-0347	Wetaskiwin	12%	2016/01/01
04-0371	Whispering Hills	5%	2016/10/01
02-0350	Whitecourt	2.55%	2018/01/01
04-0354	Yellowstone	3%	2016/01/01

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**FWD: RE: Summer Village of South View]**

----- Original Message -----

Subject: RE: Summer Village of South View  
From: "Trent Thompson" <[tthompson@bolson.ca](mailto:tthompson@bolson.ca)>  
Date: Mon, August 06, 2018 9:50 am  
To: <[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>  
Cc: "Wendy Wildman" <[cao@onoway.ca](mailto:cao@onoway.ca)>

Heather,

My understanding of what you need for the DLO Application is the letter explaining the project or need for the application, the completed application form, and a detailed survey and drawing of the shoreline/water body in question. We can complete the on site survey and measurements and prepare the required drawing for the application for a fee of \$3,800 + GST. If you want to proceed we would need to order the Cadastral Base File and come take a look at the boat launch. If you have any questions let me know.

Regards,

Trent Thompson, P. Eng.  
General Manager of Engineering  
*Bolson Engineering and Environmental Services*  
Tel: (780) 668-8571  
[www.bolson.ca](http://www.bolson.ca)

**From:** [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com) [<mailto:administration@wildwillowenterprises.com>]  
**Sent:** July-30-18 2:58 PM  
**To:** [tthompson@bolson.ca](mailto:tthompson@bolson.ca)  
**Cc:** Wendy Wildman  
**Subject:** RE: Summer Village of South View

Trent, just a little bit of background, I am in the process of requesting an extension to our existing TFA with Public Lands and to our existing Water Act Approval with Alberta Environment & Parks for maintenance/repair activities on the boat launch. I will be requesting the extension to September 30, 2019. We have until that time to get this DLO in place.

After Thursday will be just fine!

Thank you,

**Heather Luhtala,**  
**Asst. CAO**  
**S.V. of South View**  
**S.V. of Silver Sands**  
**S.V. of Yellowstone**

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**Phone: 587-873-5765**  
**Fax: 780-967-0431**  
**Website: [www.wildwillowenterprises.com](http://www.wildwillowenterprises.com)**  
**Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)**

----- Original Message -----  
Subject: Re: Summer Village of South View  
From: [tthompson@bolson.ca](mailto:tthompson@bolson.ca)  
Date: Mon, July 30, 2018 2:41 pm  
To: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

Heather,

I believe we could help with that. I am away until Thursday night so could I get a quote to you just after the long weekend or do you need it before then?

Thanks,

Trent

Sent from my iPhone

On Jul 27, 2018, at 1:24 PM, <[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)>  
<[administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)> wrote:

Hello Trent,

The Summer Village of South View requires a license of occupation (DLO) application to be done for their existing boat launch site. Is this something that your firm does and would you be interested in giving us a quote to provide the work required to obtain the DLO?

Please feel free to call me if you wish to discuss further.

Thank you,

**Heather Luhtala,**  
**Asst. CAO**  
**S.V. of South View**  
**S.V. of Silver Sands**  
**S.V. of Yellowstone**  
**Phone: 587-873-5765**  
**Fax: 780-967-0431**  
**Website: [www.wildwillowenterprises.com](http://www.wildwillowenterprises.com)**  
**Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)**

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ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

AR94916

September 19, 2018

Her Worship Sandra Benford  
Mayor, Summer Village of South View  
PO Box 8  
Alberta Beach AB T0E 0A0

Dear Mayor Benford,

The Alberta government is committed to making the lives of Albertans better. By providing significant funding to our municipal partners through the Municipal Sustainability Initiative, we continue to assist municipalities in building strong, safe, and resilient communities while respecting local priorities.

I am pleased to inform you that the operating spending plan submitted by your municipality has been accepted. You may proceed to apply your municipality's 2018 operating allocation and any estimated 2017 carry-forward to the priorities identified in your plan.

As partners in supporting Alberta's communities, I look forward to working together to move your local priorities forward.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Honourable Oneil Carlier, MLA, Whitecourt-St. Anne  
Wendy Wildman, Chief Administrative Officer, Summer Village of South View

AR95160B

September 24, 2018

Ms. Wendy Wildman, Chief Administrative Officer  
Summer Village of South View  
PO Box 8  
Alberta Beach, Alberta T0E 0A0

Dear Ms. Wildman:

Thank you for submitting the Municipal Sustainability Initiative (MSI) - 2017 Capital Statement of Funding and Expenditures (SFE).

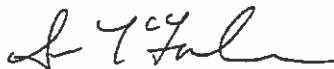
This letter confirms that the municipality's certified SFE has been submitted as required. We have reviewed your report and are satisfied that the reporting requirements of the MSI Memorandum of Agreement have been met. All reported projects have been accepted by the Minister.

Attached is the 2017 Certification Summary Report, which is based on the municipality's reported amounts.

In addition, the funding agreement states that you agree to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site; any engineering drawings or documents; any books of accounts relating to funding, earnings, and expenditures claimed under this agreement; and any other such project related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this agreement. All project related documents shall be kept for a minimum of three years following completion of the project.

If you have any questions, please contact a grant advisor by dialing 310-0000 toll-free, then 780-422-7125.

Sincerely,



Susan McFarlane  
Director, Grant Program Delivery

Attachment

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**MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)**

Program Year 2017  
 Capital Certification Summary  
 Summer Village of South View  
 As at December 31, 2017

Closing Balance: \$127,145  
 2017 Allocation: \$80,303  
 Interest Earned: \$489  
**Total Available: \$207,937**

(1) MA Project No.	(2) Project Name	(3) Status of Project	(4) Ministry Accepted MSI Amount	(5) Total Reported MSI Applied To Date	(6) Remaining Ministry Accepted MSI Amount	(7) Previous and Current Year Qualifying Project Costs to be Funded from MSI	(8) MSI Funds Applied to Previous and Current Year Qualifying Costs	(9) Remaining Qualifying Project Costs Carried Forward to Next Year
CAP-8519	East Entrance Road Rehabilitation	Completed/Fully Funded	\$80,000	\$67,650	\$12,350	\$67,650	\$67,650	\$0
CAP-8877	Waste Bin Enclosure Upgrades	Completed/Fully Funded	\$25,000	\$23,404	\$1,596	\$23,404	\$23,404	\$0
CAP-5761	Park Drainage Upgrade Project	In Progress	\$24,000	\$7,380	\$16,620	\$7,380	\$7,380	\$0
CAP-6667	Creation of Recognition Park	In Progress	\$10,000	\$4,775	\$5,225	\$4,225	\$4,225	\$0
CAP-6425	Boat Launch Replacement	In Progress	\$65,000	\$46,457	\$18,543	\$10,573	\$10,573	\$0
CAP-7934	Railway Avenue Paving	In Progress	\$30,000	\$5,545	\$24,455	\$2,515	\$2,515	\$0
<b>Total:</b>						<b>\$115,747</b>	<b>\$115,747</b>	<b>\$0</b>
<b>2017 Remaining Balance:</b>						<b>\$92,190</b>		

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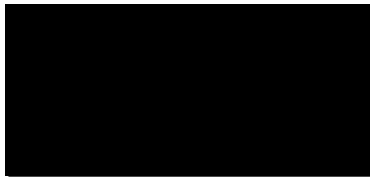
Box 8, Alberta Beach, Alberta T0E 0A0  
Phone: 587-873-5765 Fax: 780-967-0431  
Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)

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## PERMITTED USE APPROVED DEVELOPMENT PERMIT

August-9-18

File #: 18-03



**YOUR APPLICATION FOR: Single Family Dwelling with walkout basement at Plan 6524 KS, Block 5, Lot 1, Municipal Address 91 Lakeview Ave. was considered by the Development Officer and approved subject to the following conditions:**

### General Conditions for All Development Permits:

1. Failure to conform to the conditions of a development permit will render the permit null and void.
2. Prior to construction or commencement of any development, the Owner/Applicant or contractor is responsible to obtain building, electric, plumbing, sewage, and gas permits, if required. Permits must be obtained from the Inspection Group Inc. The Applicant is required to consult with the permit issuer to ensure that there are no conflicts between homeowner/contractor permits and the person(s) responsible for performing the actual work.
3. The Applicant shall be responsible for obtaining and complying with any required permits from federal, provincial, or other regulatory bodies. The Applicant shall also be responsible for complying with the condition of any easement, covenant, building scheme, or development agreement affecting the site.
4. All development shall be landscaped and graded in a manner that all surface run-off is either contained on-site, directed into an existing water body (i.e. a lake or stream) or public drainage system (i.e. a municipal ditch).
5. The Applicant shall remove all garbage and waste at his/her own expense and keep the site in a neat and orderly manner.
6. Any field work or construction undertaken prior to the effective date of the development permit is at the risk of the Owner(s)/Applicant(s).

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7. The Applicant must obtain Summer Village approval for all approaches required for the proposed development.
8. Any changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
9. The proposed development shall be sited and conform to all building setbacks as shown on the submitted drawing, shall not be moved or enlarged except where authorized and conform to all building setbacks as required as per the Land Use Bylaw #179.
10. All arrears that may be owed by the Applicant to the Municipality to be paid in full.

**PERMIT NOTES**

1. The applicant shall comply with the Alberta Safety Codes Act by obtaining the necessary building, plumbing, electrical, gas and private sewage permits from the Inspections Group Inc.
2. The applicant shall comply with the Alberta Fire Code.

Date of issue: August 9, 2018

Effective Date: August 30, 2018 (21 days)

An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Secretary of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Secretary of the Subdivision and Development Appeal Board no later than fourteen (14) days after the notice of decision. The appeal should be directed to this office, and must include a statement of the grounds for the appeal.

If you wish to appeal the decision of the Development Officer you may do so by completing a form available from the

Summer Village of South View  
Box 8  
Alberta Beach, AB T0E 0A0  
(780) 819-3681

Please don't hesitate to contact me if you have any questions or concerns regarding the development permit and conditions.

Signature of Development Officer:   
Diane Burtnick, Development Officer

cc: Wendy Wildman, Municipal Administrator, S V of South View  
Dan Kanuka – SV Assessor

**THIS IS NOT A BUILDING PERMIT – You must  
apply for a building, electrical or any other permits required**

Any development carried out prior to the Effective Date of this permit is at the sole risk of the applicant.



<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>	
SUMMER VILLAGE OF SOUTH VIEW		0000090394	07-Sep-2018	
<b>DEPOSITED AT BANK:</b> 021908989		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>BRANCH:</b> 08989	<b>ACCOUNT:</b> 904475200	0067779301	11-Sep-2018	\$8,155.00
<b>TOTAL</b>				<b>\$8,155.00</b>
PAYMTE D 00663 SUMMER VILLAGE OF SOUTH VIEW PO BOX 8 ALBERTA BEACH AB CAN T0E 0A0				



<b>DEPOSIT NO:</b> 0067779301		<b>DEPOSIT DATE:</b> 11-Sep-2018		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
00100002	MUNICIPAL SUSTAINABILITY INITIATIVE - OPERATING GRANT Total Payment From Municipal Affairs For Inquiries Call 780/427-7481	OPE181932423	\$8,155.00	\$8,155.00
<b>DEPOSIT TOTAL</b>				<b>\$8,155.00</b>



JCA3133805-0001325-00663-0001-0001-00-

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# Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0  
Telephone: 780-924-3181 • Fax: 780-924-3313

September 4, 2018

Reeve and Council  
Lac Ste. Anne County  
Box 219  
Sangudo, AB  
T0E 2A0

Dear Reeve Blakeman & Council:

**Re: Alberta Beach Compost Site – Fire Training Grounds**

As you are aware, in the past the Lac Ste. Anne County fire department had a fire training grounds upon the lands at the Alberta Beach compost site located on RL17-21-54-03-W5M in Lac Ste. Anne County. Alberta Beach would like to continue to use a portion of these lands for a fire training area for our fire department. This could also be an opportunity for joint training initiatives between Lac Ste. Anne County fire department and Onoway Regional Fire Services. At this time Alberta Beach would like to inquire whether Lac Ste. Anne County has any concerns or objections to re-open a fire training grounds on these lands.

I look forward to your response at your earliest convenience.

Yours truly,

A handwritten signature in blue ink, appearing to read "Jim Benedict", is written over a faint, larger version of the same signature.

Jim Benedict,  
Mayor

Cc: Alberta Beach Council  
Town of Onoway  
Onoway Regional Fire Services Member Municipalities  
ORFS

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LAC STE. ANNE FOUNDATION  
BOARD MEETING MINUTES

July 25, 2018

Spruce View Lodge, Whitecourt, AB

1:00 p.m.

1. Call to Order- 1:20 p.m. by Ross Bohnet

Present: Ross Bohnet, Ann Morrison, Sandy Morton, Pat St. Hilaire, Daryl Weber, Ray Hilts, and Bernie Poulin- Late 1:30.

Staff: Dena Krysik –CAO, Betty Gale –Recording Secretary

Guest: Darlene Chartrand, Ken Wiebe, Sheryl Agrey, Joyce Pletz, Becky Wells, Annabelle Kootenay, Kayla Rose, Harold Bakker, Josh Benard, Lisa Belanger and Lynda Cuppens

2. Approval of Agenda

Board Member Ray Hilts moves:

**Motion #18-049: To approve the Agenda as amended.  
3a. Whitecourt Affordable Housing Project Discussion**

Carried

3. Wellspring Family Resources- Whitecourt Project

Board Member Ray Hilts moves:

**Motion #18-050: The Board approves the Memorandum of Understanding between the Lac Ste. Anne Foundation and Wellsprings Family Resource and Crisis Centre as presented with the proposed amendments.**

Carried

4. Minutes

Board Member Ray Hilts moves:

**Motion #18-051: The Board approves the June 7, 2018 meeting minutes as presented.**

Carried

5. Financial Reports

Board Member Ann Morrison moves:

**Motion #18-052: The Board approves the Financial Reports at May 31, 2018 as presented.**

Carried

6. New/Other Business

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Board Member Sandy Morton moves:

**Motion #18-053: The Board accepts the Strategic Business Plan as presented.**

Carried

Board Member Ray Hilts moves:

**Motion #18-054: The Board approves to defer the LSAF Value Statement discussion to the August 29, 2018 meeting.**

Carried

Board Member Daryl Weber moves:

**Motion #18-055: The Board approves the draft letter to the municipalities regarding Board Appointed alternates as presented.**

Carried

#### 7. Policy Review

Board Member Pat St. Hilaire moves:

**Motion #18-056: The Board approves to defer the Governance Policy Review to the August 29, 2018 meeting.**

Carried

#### 8. Information Items

Board Member Ray Hilts moves:

**Motion #18-057: The Board accepts agenda items 8a, 8b, 8c, and 8d as information.**

Carried

#### 9. In Camera

Board Member Sandy Morton moves:

**Motion #18-058: The Board moves to go in camera at 4:06 p.m.**

Carried

Board Member Ann Morrison moves:

**Motion #18-059: The Board moves to come out of camera at 4:20 p.m.**

Carried

Board Member Ray Hilts moves:

**Motion #18-060: The Board approves that Dena Krysik, Chief Administration Officer receive a \$5000.00 performance bonus.**

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Carried

10. Date, Place & Time of Next Meeting

All Board Members moves:

**Motion #18-061: The next board meeting will be held on August 29, 2018 at the Chateau Lac Ste. Anne in Onoway at 12:30 p.m.**

Carried

10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 4:47 p.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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Dave Hunka  
 Manager, Key Accounts  
 Customer Service

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 Dave.Hunka@FortisAlberta.com  
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September 17, 2018

**RE: FortisAlberta's 2019 Proposed Rates**

To ensure you receive the best service possible, FortisAlberta is continually working on new ways to provide excellent customer service, reduce outage frequency and duration and identify efficiencies to reduce costs. In 2019, we have many new enhancements coming for our customers; we look forward to discussing these with you in the coming months.

FortisAlberta is the primary electricity distribution service provider for your area. This letter is to inform you about next year's rates, which are pending approval by the Alberta Utilities Commission (AUC). If approved, these rates will take effect January 1, 2019.

Below is a table showing the total proposed customer bill impacts, including the proposed distribution and transmission rates. The Maximum Investment Levels for all rates have been revised and are included with this letter for your reference. FortisAlberta provides this information to give our municipal customers the opportunity to review the impacts to their budgets for the upcoming year.

**Typical Bill Impacts by Rate Class**

FortisAlberta Inc.  
 2019 Annual Rate Adjustment Filing

Schedule 4.2-A  
 September 10, 2018

**Typical Bill Impacts by Rate Class**  
 (Interim 2019 PBR Rates vs. April 2018 PBR Rates)

Line No	Rate Class (typical usage)	A D Rates Increase (Decrease) (%)	B T Rates Increase (Decrease) (%)	C DT Increase (Decrease) with Riders (%)	D Total Electricity Bill Impacts (%)
1	Rate 11 - Residential	6.6%	5.4%	5.9%	3.8%
2	Rate 21 - FortisAlberta Farm	-0.7%	3.8%	-0.5%	-0.3%
3	Rate 22 - REA Farm	0%	5.8%	0%	1.1%
4	Rate 23 - REA Irrigation	0%	10.3%	-0.8%	1.1%
5	Rate 24 - REA Irrigation (202)	0%	10.3%	-0.8%	1.1%
6	Rate 25 - Small Lighting (Standard) Option	5.4%	17.2%	8.3%	7.3%
7	Rate 26 - Small Lighting (Standard) Option	5.4%	17.2%	8.3%	7.3%
8	Rate 38 - Yard Lighting	5.4%	17.2%	8.3%	7.3%
9	Rate 41 - Small General Service	3.4%	4.4%	3.6%	2.4%
10	Rate 44/45 - Oil & Gas Service	-5.3%	3.9%	-2.1%	-1.4%
11	Rate 61 - General Service	-5.8%	2.1%	3.4%	1.9%
12	Rate 63 - Large General Service	-15.1%	4.4%	5.3%	2.6%

Note (1) Impacts for REA Farm and REA Irrigation are not shown as those REA wire owners have their own distribution costs and Distribution Tariffs that are not considered in this Application.  
 (2) Seasonal Bills

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To ensure the reliability of the electricity distribution grid, FortisAlberta invests more than \$110 million annually to connect new customers and to both maintain and upgrade the system. This investment underpins the rate increases discussed above.

We thank you for the opportunity to advise you of these matters and invite you to contact me or your Stakeholder Relations Manager at any time should you have any questions or require further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Hunka".

Enclosed: Proposed Maximum Investment Levels for 2019

Dave Hunka  
Manager, Key Accounts

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**APPENDIX "B" – CUSTOMER CONTRIBUTIONS SCHEDULES**

**Table 1  
Maximum Investment Levels for Distribution  
Facilities When the Investment Term is 15 years or  
more**

Type of Service	Maximum Investment Level
Rate 11 Residential	\$2,556 per service
Rate 11 Residential Development	\$2,556 per service, less FortisAlberta's costs of metering and final connection
Rate 21 FortisAlberta Farm and Rate 23 Grain Drying	\$5,799 base investment, plus \$830 per kVA of Peak Demand
Rate 26 Irrigation	\$5,799 base investment, plus \$923 per kW of Peak Demand
Rate 38 Yard Lighting	\$825 per fixture
Rate 31 Street Lighting (Investment Option)	\$2,985 per fixture
Rate 41 Small General Service	\$5,799 base investment, plus \$923 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$5,799 base investment, plus \$923 per kW of Peak Demand  FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service (less than or equal to 2 MW)	\$5,799 base investment, plus \$923 per kW for the first 150 kW, plus \$116 for additional kW of Peak Demand
Rate 63 Large General Service (over 2 MW) (Distribution Connected)	\$104 per kW of Peak Demand, plus \$115 per metre of Customer Extension

Notes: Maximum investment levels are reduced if the expected Investment Term is less than 15 years, as specified in Table 2.

Proposed 2019 Annual Rate Adjustments filed September 10, 2018

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