

ALBERTA BEACH COUNCIL
ROUND TABLE MEETING
BEING HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS
AND BEING HELD ELECTRONICALLY VIA ZOOM
TUESDAY, SEPTEMBER 12, 2023 AT 5:30 P.M.

AGENDA

1. Council Open House Outcomes
- p. 2-12 2. Water Distribution Feasibility Study Steering Committee – Consulting Services
- p. 13 3. Summer Village of Sunset Point – Request to use Boundary Road for Lake Weeds
- p. 14-16 4. Boat Launch – Concrete Ramps
- p. 17-19 5. Policy Review – General Village Policy G.2.8 Public Participation Policy
- p. 20-24 6. Council Committee Appointments
- 7.
- 8.
- 9.

aboffice@albertabeach.com

From: Marlene Walsh <marlenehwalsh@gmail.com>
Sent: September 1, 2023 4:11 PM
To: Alberta Beach Village Office
Subject: Fwd: Water Feasibility Study Minutes - Aug 11, 2023
Attachments: Water Distribution Feasibility Study Meeting Minutes August 11, 2023 .pdf

Hi Kathy

Per the attached meeting minutes from the Aug 11, 2023 WFDS, Alberta Beach and Val Quentin were going to discuss this at their next Council Meeting and follow up with their decision regarding moving forward with MPE Engineering.

For the Val Quentin Council Meeting Minutes - I believe the following was the outcome:

Information from County was reviewed at the July 28, 2023 meeting. After discussion at the Val Quentin Council Meeting, Council would recommend proceeding with Request for Proposals.

We are awaiting the decision from Alberta Beach Council on how you wish to proceed. Sunset Point has already agreed they would be willing to proceed with MPE Engineering.

Any questions, please let me know.

Thanks

Marlene

I am sharing a snippet from the Grant Application we submitted:

PARTNERSHIP AND PROJECT READINESS

4. a. Provide a brief description of each partner's roles and responsibilities with respect to the project.

Each of the participating municipalities will appoint 2 Council members and their Chief Administrative Officer (CAO) to a steering committee, and the Councillors appointed to the steering committee will keep their respective Councils updated on the project as the project proceeds

How will each participating member be involved in project planning, administration, and decision making?

The Tri Village Region Partnership Steering Committee will be responsible for preparation and management of the following:

- Terms of Reference
- Budget
- Work Plan Timelines - monitoring reporting due dates and ensure the timely submission of all required reporting.
- Request for Proposal for Consultant
- Evaluation, Interview and Selection of Consultant
- Awarding of Contract
- Work Plan Monitoring
- Progress Reviews
- Final Report Review and copies provided for individual Tri Village Region Partnership Partners
- Public Engagement with Stakeholders and Residents

Water for Life: Potable Water Distribution Feasibility Study Minutes

Meeting - Friday, August 11, 2023 10:30 AM - Alberta Beach Council Chambers Office

**PARTNERS: Village of Alberta Beach; Summer Villages of Sunset Point and Val Quentin
(Tri Village Region Partnership)**

**ATTENDEES: Tara Elwood; Debbie Durocher; Kathy Skwarchuk; ; Kathy Dion;
Roger Montpellier; Marlene Walsh; Gwen Jones ; Matt Ferris**

Absent: Kelly Muir

**Review of Capital Infrastructure Plan – Lac Ste. Anne Municipalities
Engineering Consulting Services provided by Matthew Ferris**

Next Steps

This would provide actual/estimated costs to move forward with a WDS

Governance Model would be required

Payment: Payment up front - then bill Val Quentin

Alberta Beach and Val Quentin will discuss at the next Council Meeting and will follow up with their decision regarding moving forward with MPE Engineering.

Meeting Adjourned

Water for Life: Potable Water Distribution Feasibility Study

Meeting - July 28, 2023 - 1 PM - Alberta Beach Council Chambers Office

**PARTNERS: Village of Alberta Beach; Summer Villages of Sunset Point and Val Quentin
(Tri Village Region Partnership)**

**ATTENDEES: Tara Elwood; ~~Debbie Durocher~~; Kathy Skwarchuk; Kelly Muir; Kathy Dion;
Roger Montpellier; Marlene Walsh; Gwen Jones ; Matt Ferris**

At our first meeting, a Sub Committee Chairperson will be appointed and the [Approved Terms of Reference](#) can be signed off.

Request For Proposal Approval in order to proceed with awarding the Contract to a successful Consultant.

Steering Committee

- **Nomination and Appointment of Chairperson**
- **Nomination and Appointment of Vice Chairperson**

Request for Proposal

- **Review of Document - any edits**
- **Determine Timelines**
- **Upload to websites**

We will also determine best dates and times for future meetings.

MANAGING PARTNER: SUMMER VILLAGE OF VAL QUENTIN

All members in the partnership, including the managing partner, have passed resolutions or motions supporting their involvement in the project.

Partnership Activities:

The Tri Village Region Partnership will strike an intermunicipal steering committee to manage the project.

Tri Village Region Partnership steering committee members will participate equally and work collaboratively to gain a better understanding of the best options for potential implementation of a new regional potable water distribution system.

Outputs and Expected Results:

The potable water distribution study will undertake an in-depth analysis to establish options for a potable water distribution system. The feasibility study will provide an overview of existing services and examination of options for service models for implementation.

The study will inform the Tri-Village Region Steering Committee of viable models and costs associated with the development of a long-term potable water distribution system service for the region.

The consultant will provide comparable governance structures for systems similar in nature in the Province of Alberta. This will be helpful to determine if a commission, a municipal corporation or public/private partnership is more feasible.

The consultant will provide known funding options such as water for life, green initiatives, etc. for potential

consideration and application. Should applicant contribution be required, the governance structure would identify the contribution amount required to repay a debenture to be made by the Tri Village Region Partnership.

The consultant's work plan shall include, but may not necessarily be limited to, the following:

- o Collection and review of previous relevant studies.
- o Examination of existing methods including inventory and number of wells, conditions, etc. and report on current state.
- o Identify regional servicing options to meet each member municipality's requirements for the 25 year horizon, based on current standards. The regional system will need to demonstrate acceptable design life, per capita flows, industrial flow estimates, and peaking factors.
- o Identify environmental issues to be addressed (water licenses, regulations, effluent standards, water conservation strategy).
- o Identify any public health issues associated with each alternative.
- o Provide financial analysis and projections for annual operating and maintenance and capital construction costs.
- o A field investigation of components pertaining to the water supply and distribution system including lagoon and pump stations.

The Tri Village Region Partnership Steering Committee will focus on the enhancement of regional plans, service delivery frameworks, and regional service delivery efficiencies

Participating municipalities will engage in public consultation throughout the project. The Tri Village Region Partnership will focus on information sharing to inform the public about the study and to obtain input from potentially interested and affected parties during the process. The main goals and objectives of the public consultation process are to:

- Present clear and concise information to stakeholders at key stages of the study process
- Solicit community, regulatory and municipal input

There may also be opportunity to work in partnership with First Nations communities to improve on-reserve water and infrastructure operations and management.

PROJECT PRIORITY

The project is necessary to help sustain the existing populations and ensure the continued economic viability and growth in the Tri Village Region Partnership while offering residents a safe, assured supply of potable water. The cooperative efforts of the Province of Alberta and the Tri Village Region Partnership will help bring this project through to completion.

Public engagement and information sharing sessions will be offered to key groups including the Northern Gateway Public School System, Non Governmental Organizations, local residents, business owners and the public. These stakeholder sessions will increase awareness and understanding to better support implementation of the potable water distribution system.

PARTNERSHIP AND PROJECT READINESS

Each of the participating municipalities will appoint 2 Council members and their Chief Administrative Officer (CAO) to a steering committee, and the Councillors appointed to the steering committee will keep their respective Councils updated on the project as the project proceeds.

How will each participating member be involved in project planning, administration, and decision making?

The Tri Village Region Partnership Steering Committee will be responsible for preparation and management of the following:

- Terms of Reference
- Budget
- Work Plan Timelines - monitoring reporting due dates and ensure the timely submission of all required reporting.
- Request for Proposal for Consultant
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- Public Engagement with Stakeholders and Residents

Risk Management Mitigation Strategy

Organizational readiness has been discussed amongst the three municipalities as well as with Lac Ste. Anne County and additional partners and stakeholders in the Tri Village Region Partnership.

Awarding the contact to a consultant who is well informed in the design and construction of regional potable water distribution systems will be critical to the success of this project and will help to mitigate challenges during the study process. During the RFP Process, proponents will be vetted to ensure the successful proponent has the knowledge, expertise and resources to complete the project within the required timeline. Examining and understanding the needs of the Tri Village Region Partnership and stakeholders will be essential to the success of the project.

- The Tri Village Region Partnership Steering Committee will work collaboratively to review the consultant applications, and will proceed with interviews with consultants who can demonstrate strong expertise and knowledge in water distribution management.
- The proponent selected will be responsible for development of the findings, conclusions, and 7 recommendations presented.
- The successful proponent and the Tri Village Region Partnership Steering Committee will be aligned in the understanding and agreement of the project scope and responsibilities through every step of the engagement.
 - The successful Proponent and the Tri Village Region Partnership Steering Committee will agree upon the communication methods and frequency of updates to be provided throughout the duration of the study. The details of this agreement and understanding will be outlined and signed in an executed engagement letter. If the scope changes, the engagement letter will be updated through a formal addendum or other written communication with the Consultant. Over-communication is better than an unaddressed misunderstanding.
- Supporting documentation be readily accessible for research performed to support the Consultants conclusion.
 - Tracking mechanisms will be monitored by the Managing Partner. An emphasis will be placed on potential internal and external risks. Risk identification; Prioritization; Mitigation Strategy and Evaluation and Feedback and Monitoring for continuous improvement. Some risks that could impact the project and timelines not being met; fieldwork; soil testing; time of year; weather; other regulators and processing time for government permits.
- Information about land-use activities, ownership, watershed boundaries, regional land-use boundaries, and municipal zoning will be useful when characterizing the source water area and identifying potential risks. • Discussion and agreement between the Consultant to share the risk burden with the Consultant to minimize the economic impacts to the Tri Village Region Partnership.

July 31, 2023	Request for Proposal to be Issued
August 18, 2023	Closing Date for Proposal Submission
September 15, 2023	Interviews and reference checks completed • Shortlist of potential consultant selections

	<ul style="list-style-type: none"> ● Develop communications and public participation plan co
September 22, 2023	Contract Awarded to successful Consulting firm <ul style="list-style-type: none"> ● Scope of Project clearly defined
October 2, 2023	Milestone Accomplishments - events; social media and e-blasts and post on websites <ul style="list-style-type: none"> ● Advise Minister's Office of events and communication related to an ACP funded project. ● Provide multiple mediums for engaging important groups outside of committee meetings (e.g. offline discussions, email copy lists, open houses).
Bi Weekly/Monthly Meetings	Progress meetings detailed in the work plan <ul style="list-style-type: none"> ● Conduct resident survey to obtain feedback ● Project Start Up Meeting ● Progress meetings detailed in the work plan ● Record and file meeting minutes ● Identify successes, gaps, barriers, redundancies, and lessons learned through project team analysis and discussion based on the results ● Action items noted for improvement ● Ongoing Risk Management Assessments ● Timeline Review as per Work Plan
December 2024	Final Report and Recommendation to Council - time to sort out completion dates before the grant

INTERMUNICIPAL COLLABORATION - BUDGET

5. a. What are the expenditure estimates provided under the Project Budget section based on?
 Include details on the anticipated project resources, service providers, or contractors.

Budget	\$206,000 Tri Village Region Partnership Municipalities will each contribute \$2,000.00
Have not had opportunity to meet with a Consultant - so these are estimated costs	
Eligible projects costs <ul style="list-style-type: none"> ● Feasibility Study ● Legal Advice ● Engineering Consulting ● Public Consultation 	\$80,000 \$10,000 \$75,000 \$10,000
Contingency 10%	\$20,000

Ineligible project costs

- CAO's meeting/ administration time & expenses
- Misc administration costs (photocopy etc.) Meeting & facility costs
- Councilor meeting fees; mileage expenses

Letters of Support Received:

- **Tri Village Region Sewer Services Commission**
- **West Inter Lake District (WILD) Water Commission**
- **Lac Ste. Anne Water Quality Management Society**

August 10, 2023

Lac Ste. Anne County
P.O. Box 219
56521 RGE RD 65
Sangudo, AB T0E 2A0

Attention: Matthew Ferris
Manager of Planning & Development

Dear Mr. Ferris:

Re: Capital Infrastructure Plan – Lac Ste. Anne Municipalities
Engineering Consulting Services

As per previous discussions, MPE Engineering Ltd. (MPE) is pleased to submit this engineering consulting services budget to complete the Capital Infrastructure Plan work for the Village of Alberta Beach Summer, and the Summer Villages of Val Quentin, and Sunset Point (the “Tri-Village Area”).

1.0 PROJECT UNDERSTANDING

Currently, the West Inter-Lake District Regional Services Commission (WILD) owns and operates a potable water transmission system through parts of the County. The County, as well as other municipalities in the area have an allocation that they are allowed to draw from the transmission system and distribute through their municipality. MPE is currently completing the Utility Feasibility Study with Lac Ste. Anne County (County). This project involves reviewing ownership models, servicing standards, and a capital infrastructure plan for the water utility in the County.

MPE understands that the Village of Alberta Beach Summer, and the Summer Villages of Val Quentin, and Sunset Point would like to complete a capital infrastructure plan at the same time.

MPE has a clear understanding of the project requirements. We have selected a project team and developed a project schedule that will ensure the completion of this project in an efficient and thorough manner.

2.0 SCOPE OF WORK

MPE will provide the following scope of services for each of the three municipalities:

1. Preliminary Engineering

- a. Complete Project Kickoff Meeting
- b. Review background documentation including allocation, zoning, and population
- c. Identify important local requirements
- d. Review existing infrastructure reviews and studies
- e. Review available mapping and infrastructure master plans

2. Detailed Design

- a. Generate options for potable water distribution
- b. Provide **50% Package** for review.
- c. Cursory review of environmental and historical constraints
- d. Investigate rights-of-way
- e. Identify land acquisitions, existing utilities, and regulatory approvals
- f. Summarize and compare the options for potable water distribution
- g. Review capital expenditure, O&M costs, and other related costs
- h. Provide **90% Package** for review
- i. Provide lifecycle analysis for the preferred option
- j. Investigate funding options
- k. Provide **Final Package**

MPE has made the following assumptions for this project:

- ✦ No council, committee, or public presentations will be required. MPE can complete these should they be required. This would be subject to additional fees.
- ✦ No regulatory approvals will be applied for at this stage. MPE can complete these should they be required. This would be subject to additional fees.
- ✦ No public consultation will be required. MPE can complete this should it be required. This would be subject to additional fees.
- ✦ MPE has not included a geotechnical investigation in the scope or fees. MPE can complete this investigation in-house should it be required. This would be subject to additional fees.
- ✦ MPE has not included an environmental sub-consultant in the scope or fees. Should an environmental sub-consultant be required, MPE has worked with many reputable consultants and can provide a recommendation for one. This would be subject to additional fees.
- ✦ MPE has not included GPS survey in the scope or fees. MPE can complete this should it be required. This would be subject to additional fees.
- ✦ The review meetings will be held at the Alberta Beach Office or the MPE Edmonton Office.
- ✦ Review of the 50% and 90% packages will take no longer than ten (10) business days.
- ✦ Meetings will include Project Kickoff Meeting, 50% Package Review Meeting, and 90% Package Review Meeting.

Deliverables

MPE will provide a full report outlining the background information, the design decisions and rationale for watermain location and sizing. Identified constraints, land issues, utilities, regulatory approvals, and environmental and historical constraints will be outlined. Capital costs, O&M costs and other related costs will be broken into a capital expenditure plan, including lifecycle analysis. Maps of the watermain system will be provided in digital format along with typical details for construction of the system.

3.0 PROJECT TEAM

MPE has selected the following Project Team.

MPE CORPORATE REPRESENTATIVE—MIREK GRZESZCZUK, P.TECH.(ENG.)

Mirek is the Edmonton Region Manager with **21 years of experience**, and as Corporate Representative will have overall responsibility for the successful completion of the project to the satisfaction of the County by ensuring good communication, high quality work, and that the project stays on schedule and on budget. Mirek will also complete quality assurance and corporate review on all aspects of the project. Mirek’s senior standing in MPE will ensure the necessary project resources are provided.

PROJECT MANAGER—MIKE ANDREWS, P.ENG.

Mike’s responsibilities will include the day-to-day liaison with the County and MPE team to ensure the successful completion of the project. Mike will lead all team members to ensure swift and successful execution of the project. He will direct the team through all phases of the project, managing the project to its’ conclusion. Mike is a Project Manager with **10 years of engineering experience** in the fields of municipal infrastructure, water and wastewater, and project management.

PROJECT ENGINEER—MARC DUBEAU, E.I.T.

As Project Engineer, Marc will be responsible for completing basic engineering design under the Project Manager. Marc will also assist with all reporting and documentation. Marc is a project engineer with **4 years of experience**.

DESIGN/DRAFTING—ADRIAN ENTZ, C.E.T.

Adrian will perform the design/drafting components of the project including GIS and AutoCAD. Adrian is a Design/Drafting Technologist with **12 years of experience**.

4.0 PROJECT SCHEDULE

MPE proposes the following schedule for the design of this project:

Kick-off Meeting	October 16, 2023
Review Background Information	October 23 to November 10, 2023
50% Package Submission	January 22, 2024
90% Package Submission	March 1, 2024
Final Package	March 22, 2024

All dates are in 2023/2024. If the project extends beyond the proposed schedule, the fees may have to be re-evaluated.

5.0 PROJECT FEES

It is estimated that the engineering fees, net of GST, will be as follows:

	Village of Alberta Beach	Summer Village of Sunset Point	Summer Village of Val Quentin
Preliminary Engineering	\$8,874	\$7,543	\$6,212
Detailed Design	\$18,068	\$15,358	\$12,648
Total:	\$26,942	\$22,901	\$18,860

The costs for the above items are presented as an upset fee for each municipality. If work proceeds concurrently, this cost will be reduced. Work will be invoiced hourly, up to the upset limit. There are no disbursements expected for this project.

6.0 CLOSING

Thank you for your consideration of our submission. Should you have any questions or require clarification regarding this submission, please contact the undersigned at 780-509-4304 or mgrzeszczuk@mpe.ca.

Yours truly,

MPE ENGINEERING LTD.



Mirek Grzeszczuk, P.Tech.(Eng.)
Edmonton Region Manager
MG:ma

Alberta Beach Village Office

From: Matt Ferris <office@sunsetpoint.ca>
Sent: September 7, 2023 10:40 AM
To: aboffice@albertabeach.com
Subject: Re: Question

That's exactly what we were thinking

Sent from my iPhone

On Sep 7, 2023, at 9:55 AM, aboffice@albertabeach.com wrote:

Hi Matt,
For clarification is this just for your lake front property owners to dump their lake weeds at the Boundary Road lake access or is it something else?

Thanks,

Kathy Skwarchuk,
CAO
Alberta Beach
Box 278
Alberta Beach, AB
T0E 0A0
Phone: 780-924-3181
Fax: 780-924-3313
aboffice@albertabeach.com

This email is intended for the use of the recipient or entity to which it has been addressed. This email may contain information that is privileged confidential, and/or protected by law and is to be held in strict confidence. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute or take action relying on it. Any communication received in error, or subsequent reply should be deleted or destroyed.

From: office@sunsetpoint.ca <office@sunsetpoint.ca>
Sent: Wednesday, September 6, 2023 5:28 PM
To: 'Alberta Beach Village Office' <aboffice@albertabeach.com>
Subject: Question

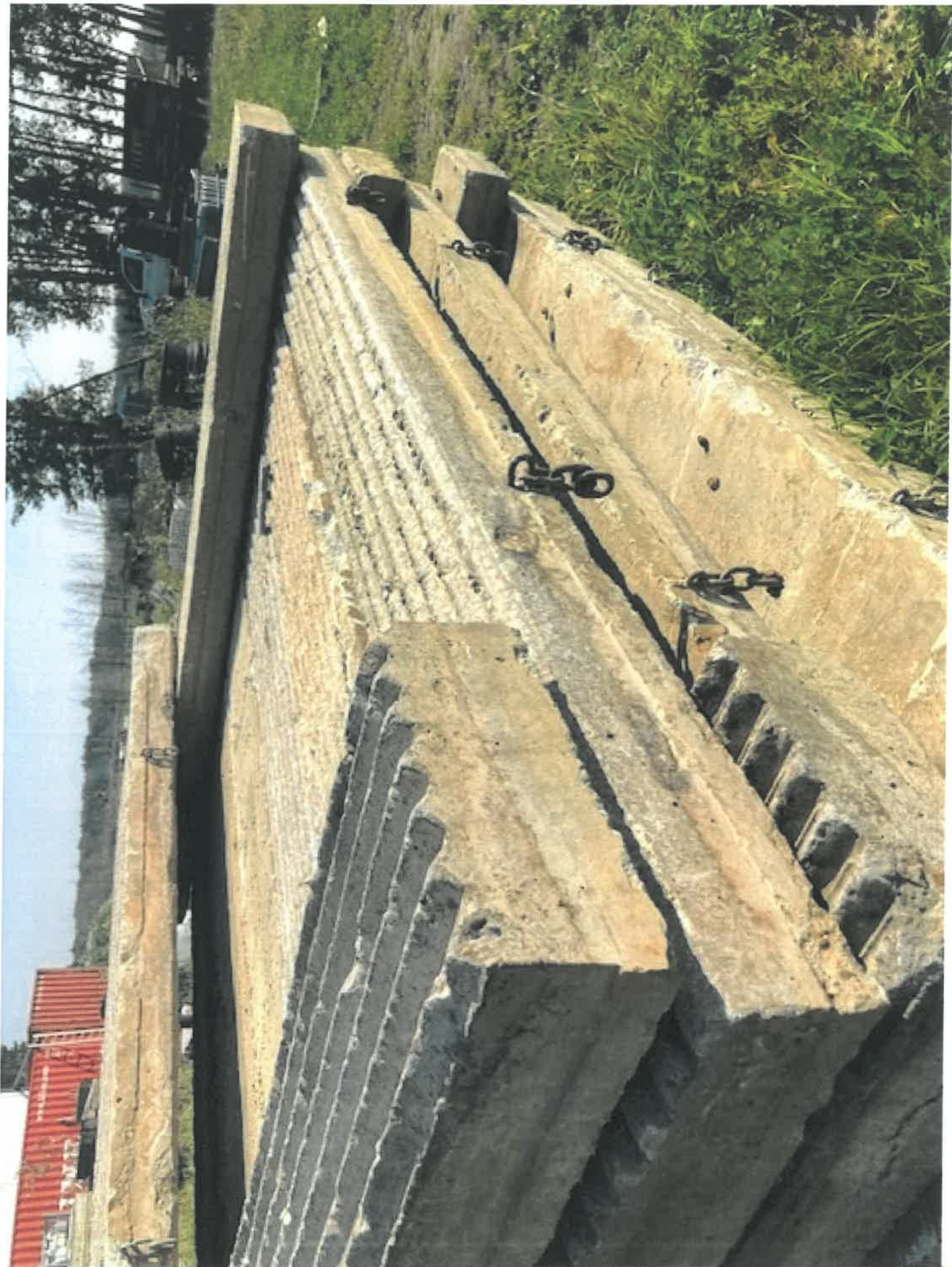
Hi Cathy would you be willing to let Sunset Point use your weed dump closest to our Village. Also would their being a charge associated with it.

Regards,
Matt

aboffice@albertabeach.com

From: Daryl Weber
Sent: September 2, 2023 3:56 PM
To: aboffice
Subject: Boat launch ramp footings
Attachments: IMG_0556.jpg; Untitled attachment 00088.txt; IMG_0557.jpg; Untitled attachment 00091.txt; IMG_0555.jpg; Untitled attachment 00094.txt; IMG_0554.jpg; Untitled attachment 00097.txt

Kathy and Public Works committee I have access to 41 - 10' x 6" x ^{16"}14" boat launch ramp footings for \$5000 delivered to the end of the boat launch. Do you think we might be interested they cost far more than that brand new they have chains in them so that they can be linked together and lift it into place.





Policy: G.2.8 Public Participation Policy

1. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in major decisions that impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

2. GENERAL POLICY PRINCIPALS

Council recognizes that good governance includes engaging Residents in Public Participation by:

- (a) Recognizing that although councillors are elected to consider and promote the welfare and interests of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process;
- (b) Creating opportunities for Residents to influence decisions;
- (c) Promoting sustainable decisions by recognizing various Resident interests;
and
- (d) Providing Residents with the appropriate information and tools to engage in meaningful participation.

3. DEFINITIONS

- (a) **"C.A.O."** means the chief administrative officer of the Municipality or their designate.
- (b) **"Residents"** means the residents of the Village.
- (c) **"Municipality"** means Alberta Beach.
- (d) **"Public Participation"** includes a variety of non- statutory opportunities where Residents receive information and are requested to provide input to the Municipality.
- (e) **"Public Participation Plan"** means a plan which identifies which Public Participation Tools to be used to obtain public input to a particular circumstance.

**ALBERTA BEACH
VILLAGE POLICIES**

Policy: G.2.8 Public Participation Policy

- (f) **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
- i. in-person participation which may include at-the-counter interactions, annual newsletters, newspaper advertisements, door-knocking, interviews, facebook, regular council meetings – question period, public meetings, round table meetings, meet and greets, open houses and workshops;
 - ii. written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
 - iii. digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys, and
 - IV. any other means deemed appropriate by Council.

4. POLICY RESPONSIBILITIES

1) Council Responsibilities

(a) Council shall:

- i. review and approve Public Participation Plans developed by the C.A.O. in accordance with this Policy or as directed by Council;
- ii. consider input obtained through Public Participation; and
- iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

2) Administration Responsibilities

(a) The C.A.O. shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans;
- iii. report the findings of the Public Participation to Council.

5. PUBLIC PARTICIPATION OPPORTUNITIES

- (a) Public Participation will be used as a means of public engagement:
- i. when new program or services are being considered;
 - ii. as otherwise directed by Council.

**ALBERTA BEACH
VILLAGE POLICIES**

Policy: G.2.8 Public Participation Policy

6. POLICY EXPECTATIONS

1) Legislative and Policy Implications:

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act, the Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

2) Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a respectful manner.
- (c) The results of Public Participation will be made available to Council and Residents in a timely manner in accordance with Municipal Policies.

7. REPORTING AND EVALUATION

- (a) Information obtained in Public Participation will be reviewed by the C.A.O. and a report shall be provided to Council.

DEPARTMENT: Council

ADOPTED AND APPROVED BY COUNCIL: July 17, 2018

AMENDMENT DATE/RESOLUTION NO: 177-18

Council Committee Appointments

COUNCIL COMMITTEE APPOINTMENTS - July 18, 2023		I. Elwood	D. Durocher	B. Love	K. Muir	D. Weber	Meeting Information
COMMITTEE							
A.B. AG SOCIETY AGLIPLX OPERATIONS COMMITTEE		ALT			X		Ag Society Mtg held last Thur of the month at 7:00 pm Mtgs held at Agliplex
A.B. AG SOCIETY BEACHWAVE PARK OPERATIONS COMMITTEE			X				Ag Society Beachwave Mtgs held as required (mtgs held at Agliplex)
A.B. CAMPGROUND ADVISORY COMMITTEE		X			X		As required. Mtgs held in A.B. Council Chambers.
A.B. INTER-MUNICIPAL DEVELOPMENT PLAN STEERING COMMITTEE		X				X	As required. Mtgs held in A.B. Council Chambers.
A.B. LIBRARY BOARD		X					Monthly-2nd Monday 6:30 p.m. Mtgs held at A.B. Library.
A.B. MUSEUM & ARCHIVES			X				Monthly-2nd Wednesday 7:00 p.m. Mtgs held at Museum Heritage Park.
A.B. PUBLIC WORKS ADVISORY COMMITTEE		X			X		As required. Mtgs held in A.B. PW Shop or Council Chambers.
BEACHWAVE PARK STAKEHOLDERS COMMITTEE			X				As required. Mtgs held in A.B. Council Chambers.
COMMUNITY FUTURES YELLOWHEAD EAST		ALT.				X	Bi-Monthly 3rd Thur. 12:00 p.m. lunch, 1:00 p.m. mtg. Mtgs held at YEBDC Ofc in Whitecourt.
COMMUNITY POLICING ADVISORY COMMITTEE (CPAC)		X					B-Monthly 3rd Thursday at 6:00 p.m. in Spruce Grove RCMP Stn (Apr 21/June16/Sept15/Jan12)
EMERGENCY ADVISORY COMMITTEE		X	X	X	X	X	As required. Mtgs held in A.B. Council Chambers.
FCSS TRIVILLAGE COMMITTEE							As required. Usually 2 mtgs per year. Mtgs held in Onoway Council Chambers
HWY 43 EAST WASTE COMMISSION		ALT.					Exec. Mtgs. held Monthly 3rd Monday in LSA County Ofc at 9:30 a.m./ Annual General meeting open to all council & held in Spring (Apr/May) following Exec. Mtg. (date to be announced).
INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF) COMMITTEE		X			ALT.	X	As required.
LAC STE. ANNE EAST END BUS							Bi-Monthly 2nd Monday at 9:00 a.m. in Onoway or A.B. Council Chambers.
LAC STE ANNE FOUNDATION						X	Monthly. 3rd Wednesday 1:00 p.m. Mtgs held at Lodges in Mayerthorpe, Whitecourt or Onoway.
LILSA (LAKE ISLE & LAC STE. ANNE WATER QUALITY MGMT SOCIETY)			X				As required. (Mtgs held in various locations)
LAND USE BYLAW REVIEW COMMISSION		X	X				Meetings with Development Officer as required
MUNICIPAL PLANNING COMMISSION		X	X	X	X		As required - takes place during regular Council mtgs.
ONOWAY REGIONAL FIRE SERVICES EXECUTIVE STEERING COMMITTEE		X					As required. Mtgs held in Onoway Council Chambers or at Onoway Heritage Center
PARTNERS IN PROGRESS		X					As required. (SVSP managing project)
REGIONAL TRAIL MASTER PLAN COMMITTEE (SVSP ACP GRANT)		X			X		As required. Mtgs held in A.B. Council Chambers.
SARLUC (STE. ANNE RECREATIONAL LAKE USE COMMITTEE)					X		As required. (Mtgs usually held in LSAC Office)
SARM (STE. ANNE REGIONAL MUNICIPALITIES) COMMITTEE		X			X	ALT.	Monthly-3rd Tuesday 7:00 pm Stony Plain Prov Bldg (No Council Appt. - Same night as Council Mtg)
STONY CRIME PREVENTION ASSOCIATION (No Appointment)							Bi-Monthly-2nd Wednesday at 7:00 p.m. Mtgs held in Alberta Beach Council Chambers
STURGEON RIVER WATERSHED ALLIANCE							Bi-Monthly or As Required
T.V.R.S.C. (TRIVILLAGE REGIONAL SEWER SERVICES COMMISSION)							As required - Mtgs held in Parkland County Office.
WATER DISTRIBUTION FEASIBILITY STUDY STEERING COMMITTEE (VO ACP GRANT)		X	ALT.		X		4 per year Mondays 10:00 a.m. Lunch Mtg. Mtgs held in Spruce Grove YRL office.
WILD WATER COMMISSION		X	ALT.		X		
YELLOWHEAD REGIONAL LIBRARY		X				ALT.	

as of 06/09/2023

6

20

Alberta Beach Organizational Meeting - October 17, 2023
Background on Committees/Appointments

	<u>Background Information</u>	<u># of Meetings</u>	<u>Honorarium</u>	<u># of Reps.</u>	<u>New Appointment</u>
A.B. Ag Society Agliplex Operations Committee	The A.B. Ag Society leases the Agliplex & it's lands from the village. The village appoints one Councillor to represent the village on the Operations Committee. The committee's mandate is to operate & maintain the Agliplex building. This is a working committee and the committee reports to the Ag Society.	Ag Society Mtg held the 4th Thurs of the month @ 6:00pm at Agliplex	AB pays meeting fee	1 Rep & 1 Alt.	Kelly & Tara Alt.
A.B. Ag Society Beachwave Park Operations Committee	The A.B. Ag Society manages the operations of Beachwave Park. The village appoints one Councillor to represent the village on their Operations Committee. The committee's mandate is to operate & maintain Beachwave Park. This is a working committee and the committee reports to the Ag Society.	As needed	AB pays meeting fee	1	Debbie
A.B. Campground Advisory Committee	The A.B. Campground Advisory Committee holds meetings with the campground managers to review operations, prepare budget in the spring, work out details of the startup & operations & meet in the fall for review of the financial report & wind up of the season. (Committee made up of 2 Councillors, CAO and P.W. Manager)	Meetings twice per year or as required (meetings held in Council Chambers)	AB pays meeting fee	2	Tara & Kelly
A.B. Inter-municipal Development Plan Steering Committee	Municipal partners AB, LSAC, SSP and VQ review subdivision & development applications within the IDP area of Lac Ste. Anne County. IDP should be negotiated & renewed this term.	as required	AB pays meeting fee	2 Reps (one being Chief Elected Official)	Tara & Daryl
A.B. Library Board	The A.B. Library Board is responsible for the management & operation of the A.B. Library which is governed under the MGA & A.B. Bylaw #270-19. The Library receives funding from A.B., LSAC, SVSP, SVVQ, other SV's, & Friends of the Library as well as provincial funding thru LSAC.	Monthly - 2nd Monday at 6:30 p.m. at Library	AB pays meeting fee	1	Tara
A.B. Museum & Archives	The A.B. Museum leases the Heritage Village Park lands from the village. Meetings are held monthly to discuss the operation & management of the Museum Heritage Village Park.	Monthly - 2nd Wed at 7:00 p.m. in Museum Heritage Park	AB pays meeting fee	1	Debbie
A.B. Public Works Advisory Committee	The A.B. Public Works Advisory Committee holds meetings with the Public Works Manager to review PW, projects, equipment requirements, capital projects, road work, drainage etc. (Committee made up of 2 Councillors, CAO and P.W. Manager)	Meetings as required (meetings held in Council Chambers)	AB pays meeting fee	2	Tara & Kelly
Beachwave Park Stakeholders Committee	Beachwave Park Stakeholders Committee- this initiative was formed to develop programs and activities for our youth. A.B. Ag Society recently took over the responsibility for the operations of Beachwave Park (through an agreement between Village of A.B. & Ag Society) Ag Society hired a coordinator to oversee activities & programs in the park. Funding for this initiative includes the following stakeholders Ag. Society, Seniors, Lions, Community League, AB, LSAC, SSP, VQ & CI. (stakeholder meetings held to review operations & financial)	Meetings usually twice per year or as required in A.B. Council Chambers	AB pays meeting fee	1	Debbie
Community Futures Yellowhead East	Provincially funded, CFYE offers courses & business startup assistance, loans and various other programs to the public to assist in starting a business. Board & investment committee is responsible to approve or deny applications for funding for business startup & loans etc.	Bi-monthly - 3rd Thurs. at 6:00 p.m. (incl. supper) in Whitecourt	AB pays meeting fee - CFYE pays mileage	1 Rep & 1 Alt.	Daryl & Tara Alt.

21

Alberta Beach Organizational Meeting - October 17, 2023
Background on Committees/Appointments

	<u>Background Information</u>	<u># of Meetings</u>	<u>Honorarium</u>	<u># of Reps.</u>	<u>New Appointment</u>
Community Policing Advisory Committee (CPAC)	Meetings held between the Parkland RCMP & stakeholders to discuss community policing issues in the region. The A.B. Emergency Advisory Committee through Bylaw #271-20 is responsible to approve the Alberta Beach Municipal Emergency Management Plan (MEMEP) & related plans & programs to ensure that A.B. is prepared to address any potential emergency or disaster. The committee meets with the Alberta Beach DEM (Director or Emergency Management) annually to review the plans, budget, provides guidance & direction to the A.B. Emergency Mgmt. Agency and is responsible to declare a State of Local Emergency & to authorize the DEM to exercise the powers during the State of Local Emergency. Municipalities receive provincial FCSS funding (based on per capita) 80% Provincial 20% municipal, Committee through a Terms of Reference meets to review & approve/deny applications from community groups for FCSS funding. Committee made up of one Council Rep from each municipality - A.B./SVSP/SVVO Onoway provides administration & A.B. is chairperson.	Bi-monthly - 3rd Thurs. at 6:00 p.m. in Spruce Grove Parkland RCMP Stn	A.B. pays meeting fee & mileage	1	Tara
Emergency Advisory Committee		Annual meeting or as required (held in A.B. Council Chambers)	AB pays meeting fee	5	All Council
FCSS Trivillage Committee (Family & Community Support Services)		Minimum of 2 mtgs per year or as required. Meetings held in Onoway	AB pays meeting fee & mileage	1	Kelly
Highway 43 East Waste Commission	Comprised of 17 member municipalities within LSAC. Board is responsible for the operation of the Hwy 43 Landfill site. Management services are contracted to LSAC. The Executive Board consists of 7 reps 2 from LSAC, 1 from Mayerthorpe, 1 from Onoway, 1 from Alberta Beach and 2 from the Summer Villages.	Bi-monthly mtgs. 3rd Monday at 9:30 a.m. - LSAC County office	Hwy 43 pays meeting fee & mileage	1 & 1 Alt.	Daryl & Tara Alt.
Inter-municipal Collaboration Framework (ICF) Committee	As per the requirement under the MGA each municipality is now responsible to have an ICF agreement with all bordering municipalities. The ICF Committee is responsible to meet and review the individual ICF agreements between A.B. & LSAC/A.B. & SVSP/ A.B. & SVVO.	As required	A.B. pays meeting fee	2 & 1 Alt.	Tara & Daryl & Kelly Alt.
Lac Ste. Anne East End Bus	A partnership between AB, LSAC, and Onoway. EEB operates 2 buses in the east end of LSA. Meetings held to discuss operations & financial. The current partnership understanding is that Onoway does the Administration, A.B. houses the Bus and the County is responsible for maintenance of bus.	Bi-monthly - Usually 2nd Monday @ 9:30a.m. in Onoway or A.B.	AB pays meeting fee & mileage	1	Daryl
Lac Ste. Anne Foundation	Municipal Partners from A.B. & Onoway to Whitecourt, operates all Senior housing facilities within boundaries - new facility in Onoway, new facility in Mayerthorpe and expansion in Whitecourt. The Board is responsible for the operations of the Seniors Lodges.	Monthly - 4th Wed at 1:00 p.m., meetings held in Mayerthorpe, Whitecourt and Onoway alternately.	LSA Foundation pays mtg fee & mileage	1	Daryl
Lake Isle & Lac Ste. Anne Water Quality Mgmt Society (LILSA)	Society to improve water quality in Lake Isle & Lac Ste. Anne. Alberta Beach is a non voting member of the board. This committee tends to be a working committee.	Monthly 7pm(usually meets in A.B. Council Chambers)	AB pays meeting fee & mileage	1	Debbie
Land Use Bylaw Review Committee	Land Use Bylaw Review Committee is made up of 2 Councillors and the Development Officer to review the Alberta Beach Land Use Bylaw and recommend any changes to Council.	As required (meetings held in A.B. Council Chambers)	AB pays meeting fee	2	Tara & Debbie

22

Alberta Beach Organizational Meeting - October 17, 2023
Background on Committees/Appointments

	<u>Background Information</u>	<u># of Meetings</u>	<u>Honorarium</u>	<u># of Reprs.</u>	<u>New Appointment</u>
Municipal Planning Commission	M.P.C. meetings are held to review & approve/deny development permit applications which are beyond the authority of the Development Officer to approve. (mtgs are held during regular Council meetings). A.B./Onoway/Summer Villages have contracted a private fire service provider (NWFR). The Town of Onoway contracts the fire services through ORFS and Town of Onoway contracts the service to A.B. and the summer villages. The committee meets to review budget, financial & operations & make any recommendations to the group of municipalities receiving the service. (one Council Rep from A.B. & Onoway & one for all S.V.) (CAO's from Onoway & A.B. attend meeting and Fire Chief as necessary) LSAC & the Town of Onoway applied for ACP grant to assist in economic development activities and the development of a local business directory. A.B. joined the committee in 2020.	as required (at regular Council mtgs)	N/A	5	All Council
Onoway Regional Fire Services Steering Committee		As required (meetings held in Onoway Council Chambers)	AB pays meeting fee & mileage A.B. pays meeting fee & mileage	1	Tara
Partners in Progress		As required. Meetings held in Onoway Council Chambers	A.B. pays meeting fee & mileage	1	Tara
Regional Trail Master Plan Steering Committee	The S.V. of Sunset Point is the managing partner for the ACP Grant for the Regional Trail Master Plan study. The steering committee meets with the consultant to complete a study of recreation trails in the region.	As required.	A.B. pays meeting fee & mileage	2	Tara & Kelly
SARLUC (Ste. Anne Recreation Lake Use Committee)	Committee has been re-structed to review efficient and advantageous options for recreational lake access that will benefit all stakeholders on Lac Ste. Anne. To review boat launches on Lac Ste. Anne, make recommendations for future improvements, operations and possible user fees. Council reps from A.B. & LSAC have been appointed, however other stakeholders is still to be determined. (No meetings have taken place yet)	As required.	A.B. pays meeting fee	2	Kelly & Daryl
SARM (Ste. Anne Regional Municipalities) Committee	SARM meetings are meetings of the Mayors, Deputy Mayors & CAOs of LSAC/Mayerthorpe/Onoway/A.B. and one rep from the Summer Villages to discuss joint projects & local issues etc.	2 meetings per year or as required.	A.B. pays meeting fee	2	Tara & Kelly & Daryl Alt.
Stony Plain Crime Prevention Association	A.B. does not have a rep on this committee as the meetings are held the same night as our Council meeting. The Sturgeon River Watershed Alliance (SRWA) is a municipally-supported watershed stewardship group established for the Sturgeon River subwatershed. The SRWA is guided by a steering committee made up of elected officials in the Sturgeon subwatershed & a technical advisory committee made up of municipal staff & invited experts. The SRWA partners with the North Saskatchewan Watershed Alliance (NSWA).	Monthly - 3rd Tues. - 7pm in Stony Plain	N/A	N/A	N/A
Sturgeon River Watershed Alliance	TVRSSC is owned by A.B./S.P. & V.Q. Commission has hired a CAO and Maintenance Manager. Commission board members include 2 Council Reps from ABI/2 from S.P. & 2 from V.Q. Meetings are held Bi-monthly to review operations of sewer system.	Quarterly or as required. Meetings held in Parkland County	AB pays meeting fee & mileage	1	Daryl
TriVillage Regional Sewage Service Commission (TVRSSC)	The S.V. of Val Quentin is the managing partner for the ACP Grant to complete a Water Distribution System for the Trivillage partners (AB/SP/VQ)	Bi-monthly - 3rd Thurs. @ 7:00pm at SSP office	TVRSSC pays meeting fee	2	Kelly & Daryl
Water Distribution Feasibility Study Steering Committee		As required	A.B. pays meeting fee	2	Tara & Kelly

**Alberta Beach Organizational Meeting - October 17, 2023
Background on Committees/Appointments**

	<u>Background Information</u>	<u># of Meetings</u>	<u>Honorarium</u>	<u># of Reps.</u>	<u>New Appointment</u>
West Inter Lake District Water Commission (WILD)	Multiple municipal partners including Lac Ste. Anne County, Parkland County, Wabamun, Onoway, A.B. and SV in LSA. Commission is responsible for the the WILD water line & water fill stations. Each individual municipality is responsible for their water distribution lines.	Monthly meetings in Parkland County	WILD pays meeting fee & mileage(\$150.00 up to 4hrs & \$250.00 all day)	1 Rep & 1 Alt.	Tara & Debbie Alt.
Yellowhead Regional Library	YRL is responsible for regional library service within the area of Spruce Grove to Jasper, Wetaskiwin to Swan Hills.	4/year - Mondays 10:00 a.m. in Spruce Grove	AB pays meeting fee & mileage	1 Rep & 1 Alt.	Tara & Daryl Alt.
Current Council Per Diem Rates:					
Mayor - \$879.46/month					
Deputy Mayor - \$799.50/month					
Councillor - \$772.86/month					
Some committees (as noted above) pay an honourarium and /or mileage as shown otherwise Alberta Beach pays meeting fee & mileage.					
AB Meeting Fees:					
up to 4 hrs/ \$75.00					
over 4 hrs / \$125.00					
Meeting Chairperson / \$25.00					
mileage rate .58/KM					
Council Internet Expense @ \$50.00 per Mth					
Council Cell Phone Expense @ \$50.00 per Mth					