

**SUMMER VILLAGE OF WHITE SANDS COUNCIL MEETING  
AGENDA  
FEBRUARY 24, 2012  
1:00 PM  
TOWN OF STETTLER BOARD ROOM**

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1. Call to Order
2. Additions to Agenda
3. Minutes
  - a. Adoption of the Minutes of the Regular Summer Village of White Sands Council Meeting held on December 21, 2011 2-4
4. Financial
  - a. Bank Reconciliation as of January 31, 2012 5
  - b. Statement of Revenue & Expenses as of January 31, 2012 6
  - c. Accounts Payable as of February 22, 2012 7-10
5. Administration/Current Concerns
  - a. 2012 Operating & Capital Budget Planning **Verbal**
  - b. 2012 MSI Funding **Verbal**
  - c. South Buffalo Lake Structure Plan **Verbal**
  - d. Council & Staff Reports **Verbal**
6. Correspondence
  - a. None
7. Bylaws
  - a. None
8. Additions
9. In-Camera Session
10. Next Meeting Date
11. Adjournment

**MINUTES OF THE REGULAR COUNCIL MEETING  
OF THE SUMMER VILLAGE OF WHITE SANDS COUNCIL  
HELD ON DECEMBER 21, 2011  
TOWN OF STETTLER BOARD ROOM**

**Present:** Mayor Lorne Thurston  
Councillor Colin Adair (Teleconference)  
Councillor Barry Guenette (Teleconference)  
Chief Administrative Officer Greg Switenky  
Recording Secretary Laurie Tait

**Absent:** Maintenance Contractor Allen Berger  
Contract Development Officer Dave Dittrick

1. **Call to Order:** Mayor L. Thurston called the Council Meeting to order at 12:04 p.m.

2. **Agenda Additions/Approval**

**Motion 11:12:01** Moved by Councillor Guenette to approve the agenda as presented with the following additions.

8(a) Alberta Animal & Municipal Enforcement Services  
8(b) SMRWSC Bylaw 5-11 Proposed Amendment

MOTION CARRIED  
Unanimous

3. **Adoption of Minutes**

(a) Minutes of the Regular Council Meeting held on September 30, 2011

**Motion 11:12:02** Moved by Councillor Adair that the Minutes of the Regular Council Meeting held on September 30, 2011 be approved as presented.

MOTION CARRIED  
Unanimous

4. **Financial** (a) Bank Reconciliation as of November 30, 2011

**Motion 11:12:03** Moved by Councillor Guenette that the Summer Village of White Sands Council approve that Financial Item 4(a) be accepted for information.

MOTION CARRIED  
Unanimous

(b) Statement of Revenue & Expenses as of November 30, 2011

**Motion 11:12:04** Moved by Councillor Adair that the Summer Village of White Sands Council approve that Financial Item 4(b) be accepted for information.

MOTION CARRIED  
Unanimous

(c) Accounts Payable as of December 19, 2011

**Motion 11:12:05** Moved by Councillor Guenette that the Accounts Payable for the period ending December 19, 2011 in the amount of \$23,347.71 having been paid, be accepted as presented.

MOTION CARRIED  
Unanimous

5. Administration/Current Concerns

(a) Memo re: 2012 Interim Operating Budget

CAO, G. Switenky advised that Section 242 of the *Municipal Government Act (MGA)* requires Council to adopt an Interim Operating Budget for each calendar year. Section 242 further states that Council may adopt an Interim Operating Budget for part of a calendar year. Since the Summer Village's 2012 Operating Budget will not be adopted until May/June 2012, an Interim Operating Budget is required to provide legal expenditure authority per Section 248 of the *MGA*.

The Interim Operating Budget is not used to set property tax rates; rather its purpose is to be used as the authority to provide services, programs and overall corporate continuity. An Interim Operating Budget ceases to have any effect when the Operating Budget and Tax (Mill) Rate Bylaw is finally adopted in 2012.

At this time of year, it has been usual administrative practice to simply recommend that Council approve the same level of interim operational expenditures for 2012 as was finally approved for the previous year 2011.

**Motion 11:12:06**

Moved by Councillor Adair that the Summer Village of White Sands Council adopt, per Section 242(2) and 248 of the *Municipal Government Act*, an Interim Operating Budget with expenditures totaling \$460,500 for that part of 2012 prior to the Operating Budget being adopted by Council.

MOTION CARRIED  
Unanimous

(b) Stettler Waste Management Authority

**Motion 11:12:07**

Moved by Councillor Guenette that the Summer Village of White Sands Council support in principle for the County of Stettler No. 6 to lease a portion of land from the Stettler Waste Management Authority Landfill Site NE33-40-19-W4 for the Waste 2 Energy Project and that the Summer Village of White Sands agree in principle to commit a long-term supply of their Municipal Solid Waste to the project.

MOTION CARRIED  
Unanimous

(c) Council & Staff Reports - This item was dealt with later in meeting

6. Correspondence (a) None

7. Bylaws (a) None

8. Additions (a) Alberta Animal & Municipal Enforcement Services Contract

CAO G. Switenky advised the primary change to the current contract is the change to the fee in Section 16, monthly increase from \$250 to \$280.

**Motion 11:12:08** Moved by Councillor Adair that the Summer Village of White Sands approve the renewal of the contract with Alberta Animal & Municipal Enforcement Services.

MOTION CARRIED  
Unanimous

(b) SMRWSC Bylaw 5-11 Proposed Amendment

CAO G. Switenky advised the proposed amendment to Bylaw 1 of the SMRWSC is for changes to the wording of Section 2.1 Board of Directors to reflect - Municipality and Special Areas.

**Motion 11:12:09** Moved by Councillor Guenette that the Summer Village of White Sands approve the SMRWSC Bylaw 5-11 Proposed Amendment.

MOTION CARRIED  
Unanimous

Council changed the order of the agenda to return to Council & Staff reports.

5. Administration/Current Concerns

(c) Council & Staff Reports

Mayor Thurston updated Council on the progress of various items and projects ongoing in the Summer Village

- New double wall fuel tank installed.
- Bottle collection garage still under construction
- Gravelling has been completed through SIP Grant
- Direction signs are being made as well as 2 new outhouses
- Gazebo is completed and ready to be placed on hill
- Next year estimate will be sought for pump outs
- Carriage road winter use
- Area Structure Plan input for County of Stettler
- No License required for single swimming buoys
- Farmers' Market request to use Hall

9. In-Camera Session (a) None

10. Next Meeting Date Call of the Chair.

11. Adjournment

**Motion 11:12:10** Moved by Councillor Adair that this Regular Meeting of the Summer Village of White Sands Council be adjourned.

MOTION CARRIED  
Unanimous at 1:22 p.m.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

**SUMMER VILLAGE OF WHITE SANDS  
BANK RECONCILIATION  
AS OF JANUARY 31, 2012**

Net Balance at End of Previous Month	\$	544,700.66
ADD: General Receipts		7,858.54
Interest Earned		651.09
Investments Matured		<u>0.00</u>
SUBTOTAL		553,210.29
LESS: General Disbursements		18,591.21
Investments		
Returned Cheques		0.00
Bank Charges		<u>224.50</u>
SUBTOTAL		<u>18,815.71</u>
<b>NET BALANCE AT END OF CURRENT MONTH</b>	<b>\$</b>	<b>534,394.58</b>
Balance at End of Month - Bank		543,261.06
ADD: Outstanding Deposits		0.00
LESS: Outstanding Cheques		<u>8,866.48</u>
<b>NET BALANCE AT END OF CURRENT MONTH</b>	<b>\$</b>	<b>534,394.58</b>
INVESTMENTS:		
		<u>0.00</u>
SUBTOTAL		<u>0.00</u>
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$</b>	<b>534,394.58</b>

THIS STATEMENT SUBMITTED TO SUMMER VILLAGE OF WHITE SANDS THIS  
3rd DAY OF FEBRUARY, 2012

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MAYOR

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

**SUMMER VILLAGE OF WHITE SANDS  
STATEMENT OF REVENUE AND EXPENDITURES  
AS OF JANUARY 31, 2012**

	YTD Budget	YTD Actual	Variance	Annual Budget
<b>Revenue</b>				
General Administration	37,240.00	2.62	37,237.38	37,240.00
Protective Services	-	-	-	-
Roads, Streets, Transportation	28,050.00	-	28,050.00	28,050.00
Planning & Development	5,000.00	(621.38)	5,621.38	5,000.00
Recreation & Parks	2,200.00	-	2,200.00	2,200.00
Taxes/Penalties	385,810.00	2,098.41	383,711.59	385,810.00
Other Revenue	2,200.00	651.09	1,548.91	2,200.00
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Total Revenue</b>	<b>\$ 460,500.00</b>	<b>\$ 2,130.74</b>	<b>\$ 458,369.26</b>	<b>\$ 460,500.00</b>
<b>Expenses</b>				
Council & Legislative	10,600.00	-	10,600.00	10,600.00
General Administration	58,320.00	(2,272.60)	60,592.60	58,320.00
Fire Fighting & Preventive	14,200.00	-	14,200.00	14,200.00
Ambulance	-	-	-	-
Bylaw Enforcement	5,000.00	-	5,000.00	5,000.00
Roads, Streets, Transportation	55,270.00	4,094.86	51,175.14	55,270.00
Water Department	24,450.00	(151.57)	24,601.57	24,450.00
Garbage Collection & Disposal	10,900.00	175.00	10,725.00	10,900.00
Planning & Development	13,800.00	-	13,800.00	13,800.00
Parks & Recreation	31,400.00	1,085.00	30,315.00	31,400.00
Requisitions	204,750.00	-	204,750.00	204,750.00
Contingency	30,810.00	-	30,810.00	30,810.00
	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Total Expenses</b>	<b>\$ 459,500.00</b>	<b>\$ 2,930.69</b>	<b>\$ 456,569.31</b>	<b>\$ 459,500.00</b>
<b>Surplus/Deficit</b>	<b>\$ 1,000.00</b>	<b>\$ (799.95)</b>	<b>\$ 1,799.95</b>	<b>\$ 1,000.00</b>

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	4072
Cheque Date	First	Last		4077

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Alta Gas Utilities	4072	2011-12-30	\$117.92
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Natural Gas Nov 21 to Dec 16		2011.12.22	\$117.92
=====			
Stettler Home Hardware	4073	2011-12-30	\$24.70
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Supplies		85753	\$6.39
Supplies		85693	\$18.31
=====			
Thurston, Lorne	4074	2011-12-30	\$2,526.30
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Expense Reimbursement		2011.12.21	\$2,526.30
=====			
Town of Stettler	4075	2011-12-30	\$477.66
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fuel		IVC015640	\$124.74
Photocopies & Postage		IVC015641	\$352.92
=====			
TransAlta Energy Marketing	4076	2011-12-30	\$510.46
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Nov 2011 Power Bill		11-1139602	\$510.46
=====			
Woody's Auto Stettler	4077	2011-12-30	\$52.50
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire Extinguisher Maint		387621	\$52.50
=====			
		Total Cheques	\$3,709.54
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	4078
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount									
A.U.M.A.	4078	2012-01-24	\$790.55									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>2012 Membership</td> <td>20120072</td> <td>\$790.55</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	2012 Membership	20120072	\$790.55			
Invoice Description	Invoice Number	Invoice Amount										
2012 Membership	20120072	\$790.55										
Alberta Animal Services	4079	2012-01-24	\$294.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Dec 2011 Bylaw Enforcement</td> <td>10621</td> <td>\$294.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Dec 2011 Bylaw Enforcement	10621	\$294.00			
Invoice Description	Invoice Number	Invoice Amount										
Dec 2011 Bylaw Enforcement	10621	\$294.00										
Association of Summer Villages	4080	2012-01-24	\$750.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>2012 Dues to the ASVA</td> <td>2011.12.13</td> <td>\$750.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	2012 Dues to the ASVA	2011.12.13	\$750.00			
Invoice Description	Invoice Number	Invoice Amount										
2012 Dues to the ASVA	2011.12.13	\$750.00										
Berger, Allen	4081	2012-01-24	\$3,900.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Contracted Maintenance Worker</td> <td>127042</td> <td>\$3,675.00</td> </tr> <tr> <td>Fuel &amp; Cell Phone Allowance</td> <td>2012.01.09</td> <td>\$225.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Contracted Maintenance Worker	127042	\$3,675.00	Fuel & Cell Phone Allowance	2012.01.09	\$225.00
Invoice Description	Invoice Number	Invoice Amount										
Contracted Maintenance Worker	127042	\$3,675.00										
Fuel & Cell Phone Allowance	2012.01.09	\$225.00										
Berger, Allen	4082	2012-01-24	\$112.66									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Working Advance Reimbursement</td> <td>2011.12.31</td> <td>\$112.66</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Working Advance Reimbursement	2011.12.31	\$112.66			
Invoice Description	Invoice Number	Invoice Amount										
Working Advance Reimbursement	2011.12.31	\$112.66										
Burmac Mechanical 2000	4083	2012-01-24	\$236.26									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>White Medal Pieces</td> <td>B30401</td> <td>\$133.88</td> </tr> <tr> <td>White Metal Pieces</td> <td>B30198</td> <td>\$102.38</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	White Medal Pieces	B30401	\$133.88	White Metal Pieces	B30198	\$102.38
Invoice Description	Invoice Number	Invoice Amount										
White Medal Pieces	B30401	\$133.88										
White Metal Pieces	B30198	\$102.38										
IJD Inspections Ltd.	4084	2012-01-24	\$748.56									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Building Permits</td> <td>WS11-12</td> <td>\$592.56</td> </tr> <tr> <td>PSDS Permit</td> <td>WS11-014S</td> <td>\$156.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Building Permits	WS11-12	\$592.56	PSDS Permit	WS11-014S	\$156.00
Invoice Description	Invoice Number	Invoice Amount										
Building Permits	WS11-12	\$592.56										
PSDS Permit	WS11-014S	\$156.00										
Schwartz Home Building Centre	4085	2012-01-24	\$64.03									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Supplies</td> <td>433707</td> <td>\$64.03</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Supplies	433707	\$64.03			
Invoice Description	Invoice Number	Invoice Amount										
Supplies	433707	\$64.03										
Town of Stettler	4086	2012-01-24	\$7,875.00									
<table border="0"> <tr> <td>Invoice Description</td> <td>Invoice Number</td> <td>Invoice Amount</td> </tr> <tr> <td>Oct to Dec 2011 Admin Contract</td> <td>IVC015656</td> <td>\$7,875.00</td> </tr> </table>				Invoice Description	Invoice Number	Invoice Amount	Oct to Dec 2011 Admin Contract	IVC015656	\$7,875.00			
Invoice Description	Invoice Number	Invoice Amount										
Oct to Dec 2011 Admin Contract	IVC015656	\$7,875.00										



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
TransAlta Energy Marketing	4087	2012-01-24	\$81.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Dec 2011 Gas & Power Bill	11-1141207	\$81.00	
-----			
United Farmers of Alberta	4088	2012-01-24	\$1,637.77
-----			
Invoice Description	Invoice Number	Invoice Amount	
Diesel Clear	92768381	\$1,637.77	
-----			
ZAP Municipal Consulting Inc.	4089	2012-01-24	\$2,101.38
-----			
Invoice Description	Invoice Number	Invoice Amount	
Contracted Development Officer	2011-034	\$1,576.38	
Contracted Development Officer	2011-064	\$525.00	
-----			
	Total Cheques		\$18,591.21
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	First
Vendor Name	First	Last	Cheque Number	4090
Cheque Date	First	Last		4094

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Alta Gas Utilities	4090	2012-02-22	\$139.06
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Natural Gas Dec 16 to Jan 18		2012.02.21	\$139.06
=====			
Berger, Allen	4091	2012-02-22	\$3,950.00
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Contracted Maintenance Worker		127043	\$3,675.00
Fuel & Cell Phone Allowance		2012.02.06	\$275.00
=====			
Stettler Home Hardware	4092	2012-02-22	\$202.06
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Supplies		85825	\$22.42
Supplies		85863	\$12.57
Supplies		85891	\$96.13
Supplies		85895	\$10.50
Supplies		85907	\$8.47
Supplies		85917	\$7.98
Supplies		86035	\$28.25
Supplies		86059	\$15.74
=====			
The Minister of Finance	4093	2012-02-22	\$6.00
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Search		2012.01.31	\$6.00
=====			
United Farmers of Alberta	4094	2012-02-22	\$100.76
=====			
Invoice Description		Invoice Number	Invoice Amount
-----			
Supplies		3042-62600	\$100.76
=====			
		Total Cheques	\$4,397.88
			=====