

THE EAST SIDE RESORT VILLAGE OF TURTLE LAKE

INDIAN POINT GOLDEN SANDS-TURTLE LAKE LODGE SANDY BEACH

Schedule 1.1

Proposal of Preparedness

This document is a statement of the Organized Hamlet boards and Resort Village planning committee research, findings and needs to provide ratepayers with an up-to-date responsible level of good government.

For this document, the Organized Hamlet board members and Resort Village planning committee will be referenced as the Planning Committee.

Background

The Organized Hamlet of Indian Point Golden Sands and the Organized Hamlet of Turtle Lake Lodge have a long-standing history of cooperation, sharing of infrastructure and shared service agreements.

A \$785,000.00 three cell sewage lagoon was fully funded by the two Organized Hamlets, Provincial Government and Federal Government. This was completed in 2010, with an expected lifespan of 40 plus years. The current usage is approximately at 20 percent with ample capacity for future Resort Village expansion.

The two Organized Hamlets also cost shared 90 percent of a recent solid waste transfer station in conjunction with WYWRA waste management. The RM of Parkdale contributes 10 percent to these costs to cover the use of the site by non-organized hamlet ratepayers in the area. These costs include construction and operational expenses of the transfer station and decommissioning of the old landfill site.

Some of the shared agreements between the two Organized Hamlets are road maintenance agreements, fire-fighting agreements, policing costs, library, hospital surcharge, planning and development costs, stars contributions, 911 dispatch and other general government services.

The Planning Committee will ensure that the newly elected Resort Village Council is current and guided by The Municipalities Act and any other acts that provide the basic legislative framework for good, responsive, transparent and accountable governance. This will also help Council make responsible decisions about municipal services, establish policies and provide

direction for the operation of the Municipality in a manner which encourages a high level of ratepayers' participation in the governance process. The Municipalities Act also provides flexibility to respond to existing and future needs of residents in creative and innovative ways. Also, in this framework, Council can make decisions that are considered appropriate and in the best interest of residents. Council will develop a safe and viable community, foster economic, social and environmental well-being and at the same time provide wise stewardship of public assets under control at the local level.

Electoral Process

This process will follow the rules of the Local Government Election Act as outlined in Part V Division 3 of the Municipalities Act.

The Committee recommends that a Council consisting of a **Mayor and Three Councilors** be elected in accordance with Part V Division 2 of The Municipalities Act.

The proposed Resort Village has a varying degree of expertise beneficial to the daily operations. Some examples are legal profession, chartered accounts, municipal administration, local government and people with municipal experience, with years of experience extending into the high thirties.

Council members will be encouraged to attend courses offered for the newly elected so they will be current with provincial legislation, laws and codes.

Municipal Office

Research by the Committee has determined the office will be located in the Resort Village. This will be accomplished in the immediate future by renting suitable office space with living quarters included at 309 Birch Drive, Indian Point Golden Sands, and later by constructing a purpose-built structure on suitable land within the Resort Village. Our capital expenditure budget has allowances for the building of an office complex however this will proceed through the planning stage and will be prioritized for possible construction in year two or three.

Office space will be sufficient for Council meetings and public attendance so that meetings will be conducted in an open and transparent manner.

Administration

The Committee has been in contact with an administrator with a Class A Supreme certification. Darcy Olson was retired from the administrator's position in the RM of Britannia. He is fully certified to train a new administrator and owns property in the Organized Hamlet of Turtle Lake Lodge. Mr. Olson has agreed to provide his services as Acting Administrator and trainer / mentor for a future Administrator.

Office Trainee

Our plans are to hire an office trainee. There are local people who have expressed interest in obtaining their certificate in municipal administration. This will be Council's goal to ensure long term stability in our administration.

Office Hours

Our plans are to have the administration office open on a predetermined schedule, with an allowance made for vacation time and holidays.

Web Site

Council will create a web site with public information posted, providing a cost-effective channel to inform the public, which will help to create a high level of ratepayer's participation in future governance.

Assessment

The Resort Village will keep the tax roll current along with a pick-up ledger on all properties. This will be done in conjunction with current development and building permits and confirmed by SAMA each year.

Tax Levy

The tax levy will be authorized on all assessments by resolution and necessary bylaws in council.

Board of Revision

Council will appoint a board of revision.

Operational and Capital budgets

Operational and capital budgets will be a top priority, adopted and in place at the start of each year. These budgets will be done prior to authorizing the tax levy. (These budget documents are in place and form part of this application as required on line 6 of the application and are identified as 'schedule 4').

Official Community Plan and Zoning Bylaw

The Committee to establish a resort village has drafted an Official Community Plan (OCP) and Zoning Bylaw as a starting point for discussion once the Resort Village has been established by the Minister of Government Relations. Council will be responsible to ensure the final OCP and

Zoning Bylaw are lawful and meet the needs of this resort area. It is recognized that the Minister requires that the OCP must be confirmed by a professional planner however this committee has prepared these drafts as a starting point for Council.

Council's Responsibilities

The following list will portray the research, tentative agreements and projected plans of which the Planning Committee will encourage the elected Council to adopt and follow.

Council is legislatively responsible to ensure that:

- A municipal office is named in Saskatchewan. The Resort Village will be named **'The East Side Resort Village of Turtle Lake'** with a civic address of 309 Birch Drive. A post office box will be assigned.
- They appoint a certified administrator.
- They adopt an annual operating and capital budget.
- They appoint an auditor and undertake a financial audit.
- The results of the municipality's financial audit and the auditor's report will be submitted to the Minister prior to July 1 of each year. There are qualified people within the community who have expressed the availability of their services.
- All decisions are made by resolution or bylaw.
- They designate signing authority to the Administrator and Mayor with an alternative being one other council member.
- A fidelity bond is obtained annually for the administrator and any other employee as required.
- They obtain worker's compensation coverage for workers, employees and labour contracts.
- All meetings are conducted in public.
- A quorum is required at all meetings.
- A record retention schedule is established.
- Public notice is provided when a regular meeting date is changed. This will be accomplished with a notice posted in the Resort Village office and on the web site.

A Public Notice Bylaw

A public notice bylaw must be adopted and public notice provided prior to considering any of the following:

- Any report to close, lease or sell a municipal street or road.
- Any report to dispose of public land used for park purposes.
- Any report to increase / decrease the number of councilors in the municipality.
- The initial consideration to divide the municipality into wards.

- The report completed by the wards commission with respect to the establishment of boundaries is completed and open for public inspection at the municipal office during normal business hours.
- Holding a public hearing and deciding a matter after a public hearing pursuant to this or any other Act.
- Borrowing money, lending money or guaranteeing the repayment of a loan.
- Establishing a purchasing policy.
- Selling or leasing land for less than fair market value and without a public offering.
- Setting remuneration for members of council and for members of council committees and other bodies established by Council.
- Establishing a business improvement district.
- Prohibiting or limiting the operation of a business or class of business.
- Amending or repealing of referendum bylaws or resolution.
- Holding a public meeting of the voters.
- Any report with respect to special taxes.
- Using any excess revenue generated from special taxes.

Streets, Roads and Snow Removal

The streets and roads in the past few years are in the best condition that the ratepayers have seen. This maintenance plan was accomplished by using local contractors who are ratepayers. Some of the equipment is supplied but the majority is contractor owned.

Some of the services that are accomplished by this method are snow removal, grading, drainage, culvert replacement, landscaping, dust abatement, and any other maintenance necessary for the upkeep of a Resort Village.

This method of maintenance has met with a high level of approval and support from the ratepayers and we would expect the Resort Village Council would continue with this process for the benefit of ratepayers.

Emergency Plan

The Committee will recommend to Council that our Resort Village prepare an emergency plan and entertain co-operating with adjoining and nearby municipalities, resort communities, first nations.

Fire Fighting Agreements

The Committee has been in contact with three local fire departments and expects to negotiate a fire protection agreement with one.

The proposed Resort Village has a heated shop in which is housed a $\frac{3}{4}$ ton pickup truck with a water tank and a fire cart in the back. The fire cart is a unit combining a fire pump, hoses and a foamer unit so we have a first response setup with a water supply. In addition, the shop houses

a tandem trailer with a 1000 gallon tank and a pump assembly that either can be used for fire-fighting or for filling the water tank. This unit is pulled with any available truck when required.

The proposed Resort Village also has other pumps, hoses and backpacks available for first response conditions.