

PARCS
RESOURCE GUIDE FOR RESEARCH
January 2019

INDEX for Resource Materials (pages 2 to 3)

The index list BOTH:

- Journal articles in our newsletters since June 2009,
- Convention presentations since 2013.

Newsletters can be printed from the website: www.skparcs.com

Convention presentations can ordered by email request: parcs@sasktel.net

CATALOGUE of Convention Presentations (page 4 to 13)

The catalogue is a listing of some of the materials shared by presenters at PARCS conventions and workshops. Power Point presentations have been converted to PDF documents for ease of sharing. Some presenters have provided session handouts.

PARCS members can request any of the listed materials by emailing and stating the **catalogue number** of the item to be emailed to them. Please limit your request to no more than 3 items per individual email request.

This catalogue service is available to PARCS **members only**.

INDEX FOR PARCS RESOURCE MATERIALS

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Lessee Voters in RVs – PARCS UPDATE #73

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Organized Hamlets and RM Councils work together – CATALOGUE #3, #32 (Tool Kit for OHs), #44 (Advisory Services), #66 (Comprehensive overview)

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Mailbag issues – PARCS UPDATE #36, #88

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Weekend warriors versus year-round residents – PARCS UPDATE #42

CATALOGUE OF CONVENTION PRESENTATIONS

- #1** At the 2013 PARCS Convention, Sam Ferris, Executive Director of the Environmental and Municipal Management Services Division of the Water Security Agency, reported on the development of the **LIQUID DOMESTIC WASTE DISPOSAL** chapter of the Saskatchewan's new Environmental Codes. Sam reported that although the proposed 5-year moratorium on land spreading had been removed, *the ban on winter land spreading continues.*
- #2** At the 2013 PARCS Convention, Gord Vaadeland of the Sturgeon River Plains Bison Stewards Association described the efforts of his group in **MAINTAINING A SELF SUSTAINING, NATURALLY REGULATED AND FREE RANGING POPULATION OF PLAINS BISON**. Gord emphasized that, unlike bison that are maintained in captivity, these bison, although protected from humans, are allowed to live by the laws of Mother Nature. This initiative aims to protect the only free ranging herd of bison within its historic range.
- #3** At the 2013 SARM Convention, Sherry Jimmy, PARCS President, presented a session on **FOSTERING AN EFFECTIVE WORKING RELATIONSHIP BETWEEN RM COUNCILS AND ORGANIZED HAMLET BOARDS IN COTTAGE COUNTRY**. Sherry spoke to five basic areas: 1) shared governance between the RM Council and the OH advisory Board, 2) consistent and regular communication between the two groups, 3) achieving transparency and accountability, 4) enfranchisement of seasonal property owners, 5) environmental stewardship.
- #4** At the 2013 PARCS Convention, Lynne Saas, PARCS Coordinator of Member Services, provided a summary of the **2013 SURVEY ABOUT SEWAGE DISPOSAL IN SASK COTTAGE COMMUNITIES**. The phone survey posed two questions to 64 municipalities: "*How does your municipality currently dispose of sewage in your cottage community or communities* and "*Is your municipality currently planning for changes in your method of sewage disposal and if so, how?*"
- #5** At the 2013 Convention, Jeff Hudson of the Global Institute of Water Security, reported on the **SOUTH SASKATCHEWAN AND LAKE DIEFENBAKER BASIN STUDY** which he labelled as a study of "one of Canada's most endangered river basins". The multi-million dollar long-term study is looking at both the effects of global warming and the phosphorus input from Alberta into Lake Diefenbaker.
- #6** At the 2012 Convention, Bob Patrick from the University of Saskatchewan spoke about **PRAIRIE DRAINAGE AND SOURCE WATER PROTECTION**. Bob spoke about the effects of mountain snow packs and mountain forest covers on our Canadian watersheds, the water allocation agreement between Saskatchewan and Alberta, and the importance having a Source Water Protection Plan, providing 5 steps for arriving at such a plan.
- #7** At the 2012 Convention, Ralph Leibel of the Sask Ministry of Government Relations, spoke about **THE MUNICIPALITY'S ROLE IN PROTECTING THE LAKESHORE**. Ralph called on municipalities ordering on lakes to develop Official Community Plans and Zoning Bylaws which would include the protection of the foreshore along the lake,

typically municipal reserve land. Ralph also spoke to the need for adequate service agreements with developers so that municipalities are able to recapture the infrastructure costs of lakeshore development.

#8 TOURISM SASKATCHEWAN by Saskatchewan Tourism

#9 COMMUNICATION IN COTTAGE COUNTRY by Lynne Saas

#10 At the 2010 PARCS Convention, Tanya Johnston from Sask Environment described the dangers of **AQUATIC INVASIVE SPECIES** such as Zebra Mussels which pose serious problems for municipal water supplies, pose a health hazard and remove plankton (fish food) from lakes. The presentation outlines ways to protect your lake from this threat.

#11 At the 2010 PARCS Convention, Lionel Hughes, editor of the magazine Prairies North, shared a beautiful power point about **SASKATCHEWAN GEMS**. His photos featured lakes like: Athabasca, Big Shell, Brightsand, Kenosee, Diefenbaker, Jackfish, Steepbank, Little Black Bear and the Gem Lakes, along with historical places like Batoche, Buzzard Coulee, St. Victor, and the Porcupine Forest.

#12 At the 2010 Spring Workshop, the **FRIENDS OF GOOD SPIRIT LAKE** gave a presentation about their role as a non-profit group whose goal is "to take action to ensure that the natural beauty of the lake and area are protected and maintained". The group described the threats posed to their lake by rising water levels and increased phosphates and nitrates caused by interference in the natural drainage system around the lake. The group works to monitor, educate and lobby.

#13 TRAILS IN RESORT COMMUNITIES by Cathy Watts

#14 At the 2010 Convention, Twyla Bergstrom from the Ministry of Municipal Affairs, provided an overview about **MANAGING LAKEFRONT DEDICATED LANDS**. She spoke about the ownership of public lands, the kinds of dedicated lands (municipal reserves versus environmental reserves) and their uses. Twyla also spoke about the rights of the municipality to take control over development on public reserves.

#15 Also at the 2010 Spring Workshop, Joe Jozsa, Professional Community Planner, made a presentation on **COMMUNITY PLANNING WITH ONE EYE ON THE ENVIRONMENT**, explaining the 7 components of an OCP and Zoning bylaw that aims for environmental stewardship.

#16 At the 2011 PARCS Convention. The PARCS Board of Directors shared a presentation about **THE PARCS ORGANIZATION** in four parts: 1) the history of PARCS, 2) Who we are today, 3) Our member issues, and 4) What PARCS does for you.

#17 COMMUNITY PLANNING WITH ONE EYE ON THE ENVIRONMENT by Lynne Saas.

#18 The District of Katepwa describes **AN INNOVATING APPROACH TO LAGOON EXPANSION**, telling how they built a new lagoon by partnering with a training institute, with the students providing much of the labour on the project.

#19 Building communities is not just about building infrastructure, it's also about building community spirit. The Resort Village of Island View did just that in **BUILDING A COMMUNITY AROUND A SUMMER KITCHEN (19.1)**. Similarly, the Resort Village of Mistusinne believes in **BUILDING COMMUNITY BY WORKING TOGETHER (19.2)**.

- #20** Many cottage communities feel overwhelmed by the proliferation of docks and boat launches springing up on their lakes. The District of Lakeland developed a pro-active **DOCK AND BOAT LAUNCH POLICY**.
- #21** When 4 Resort Villages, 2 developers, 9 Organized Hamlets and 1 RM work together **PLANNING FOR A REGIONAL LAGOON**, the results are impressive.
- #22** The Resort Village of Tobin Lake achieved a **SHORELINE STABILIZATION PROJECT** by bringing together all the partners: The Resort Village, Sask Power, Oceans and Fisheries and their local Conservation officer.
- #23** Since 2012 PARCS has been engaged in dialogue with various departments about the problems of cottage communities facing **INCREASING DEMANDS AND DWINDLING RESOURCES**. The growing demands from the Environmental codes, from the need for trained administrators, from the need for risk management and from the growing tourist industry have been made worse by the lack of grants, the competing pressures of education taxes on property, and the lack of jurisdictional control in hamlet communities.
- #24** At the 2010 PARCS Convention, the Resort Village of Aquadeo described their **CONVERSION TO A POTABLE WATER SYSTEM** from a 'hygienic system' using lake water to a treated water system starting with choosing the design, arranging the financing and building the system.
- #25** At the 2012 Summer Workshops, representatives from the Municipal Cooperation Development Program described **INTERMUNICIPAL COOPERATION** initiatives assisted by MCDP through facilitation, education, training and research. Examples were provided of inter-municipal cooperation around the province.
- #26** In 2012, Ralph Leibel of the Ministry of Government Relations shared a presentation about **MANAGING SASKATCHEWAN GROWTH** and the changes it has brought to municipal planning. Ralph describes the recent growth around the province, tells municipalities how to prepare for growth and addresses service agreements.
- #27** Faced with boat trailers, utility trailers, and ice fishing huts spilling over onto Municipal Reserve lands and into the treed areas around the village, the Resort Village of Echo Bay undertook to develop a **COMMUNITY STORAGE COMPOUND** where individual cottage owners could either lease storage space or build their own cold storage garages.
- #28** The District of Lakeland established an **ENVIRONMENTAL ADVISORY COMMITTEE** to advise their Council on environmental issues. The committee has representation from each Cottage Owners' Association. Council provides an annual operating fund and meeting space.
- #29** In 2010 the Resort Village of Candle Lake undertook to hire a **BYLAW ENFORCEMENT OFFICER** for their community. The handout describes the issues made the move necessary, how it was implemented and its positive results.
- #30** The Community Club in the Resort Village of Coteau Bay worked together on **FUND RAISING FOR A COMMUNITY CLUB AND PARK**. They were able to access a grant for the new roof on their hall and raised huge fund for their children's play park.

- #31** The Resort Village of Mistusinne implemented a supervised **INDOOR RECYCLING PROGRAM** inside a Quonset building. A set of bins on a trailer receives the sorted recycling. Every few months, the trailer is hauled to a regional recycling centre. Although the program results in savings on garbage, its main benefit is environmental.
- #32 A TOOL KIT FOR ORGANIZED HAMLET BOARDS** – 2015 Convention written by Sherry Jimmy, a must-have resource for organized hamlet boards.
- #33 SASKATCHEWAN'S NEW DRAINAGE POLICIES FOR AGRICULTURAL WATER MOVEMENT** – 2015 Convention by the Water Security Agency
- #34 FLOOD MITIGATION, THE 1:500 YEAR REGULATIONS** – 2015 Convention by the Water Security Agency
- #35 FROM CRISES TO ACTION**– 2015 Convention by the Qu'Appelle Action Committee
- #36 ON-SITE WASTE WATER SYSTEMS**– 2015 Convention by the Sask on Site Wastewater Management Association
- #37 REGULATION OF PRIVATE SEWAGE WORKS IN SASKATCHEWAN**– 2015 Convention by the Saskatoon Health Region
- #38 FISHERIES MANAGEMENT IN SASKATCHEWAN** – 2015 Convention by Sask Environment, Fisheries Branch
- #39 SASKATCHEWAN WILDLIFE FEDERATION, FISHERIES ENHANCEMENT** – 2015 Convention by the Saskatchewan Wildlife Federation
- #40 WETLANDS, WHY THEY ARE SO IMPORTANT TO YOU** – 2015 Convention by Ducks Unlimited
- #41 SASKATCHEWAN WATERSHEDS**– 2015 Convention by the Saskatchewan Association of Watersheds (SAW)
- #42 CARRYING CAPACITY STUDIES** – Candle Lake Study – at the 2015 Convention by Urban Systems
- #44** At the 2016 Convention, the presentation by Bonnie Chambers, Ministry of Government Relations, about **ORGANIZED HAMLETS and RM COUNCILS** began with Bonnie's announcement that the amended legislation instituting higher thresholds for establishing new OHs or new RVs has not yet been proclaimed. When it does become law, it will make it very difficult to create new Organized Hamlets or Resort Villages – leaving annexations as the alternative for establishing larger more viable communities. Bonnie presented a clear and detailed summary of the differences between RM Councils and OH Boards: their legal authority, annual meetings, budgets and special levies, membership and elections, along with the events that can lead to the dissolution of an OH. She concluded with a review of the role of the Appeal Board in settling disputes between RMs and OHs and recommendations for how RM Councils and OH Boards can work together.
- #45** At the 2016 Convention, the panel on **FAIR REPRESENTATION of COTTAGE OWNERS on RM COUNCILS** began with Cliff Schmidt (Councillor on the RM of Hoodoo Council and also a cottage owner) who described how, prior to Cliff's election to Council,

POWL (Property Owners of Wakaw Lake) had obtained the necessary signatures on a petition calling on the RM of Hoodoo to hold a referendum to change the RM boundaries so that cottage owners had a more fair representation on Council, how the RM held the referendum during the winter when few cottage owners were available to vote and subsequently, how the vote was lost. Don Gabel, POWL president, described how POWL has since asked the RV of Wakaw Lake to enter into a friendly annexation of the RM lake properties (currently in the hands of a consulting group), hoping to obtain a fair voice for cottage owners. PARCS president, Garry Dixon, outlined the 3 ways that a reorganization of division boundaries in an RM can occur: 1) The RM can ask the province to initiate the process, 2) The ratepayers can petition the RM Council to reorganize (but the RM is not required to act on this petition, 3) The ratepayers can petition the RM to hold a referendum which it must act upon. Garry described the situation in his own RM of McKillop where, although approximately 79% of the ratepayers are cottage owners and 21% of the ratepayers own farmland, the cottage owners are under represented on the RM Council. For an article by Garry on this topic, order *Catalogue #45*.

- #46** The 2016 convention presentation by Kate Wilson, Alberta's Aquatic Invasive Species Specialist about **ALBERTA'S PROGRAM TO FIGHT INVASIVE MUSSELS** began with an explanation about how Zebra and Quagga Mussels have travelled to our borders, the estimated annual costs of an infestation and the reasons why Prairie Provinces are so vulnerable. Kate described the elements of the Alberta approach: policy and legislation (prohibition, mandatory inspections), education (clean, drain, dry), monitoring (Alberta Lake Management and others), and inspections (using creative solutions for inspections). Whereas the 770 inspections carried out last summer in Saskatchewan were done by existing conservation officers (no new staff members were hired), we were impressed with Kate's description of how Alberta hired a cadre of approximately 50 hourly employees (mostly students), trained them for a week, and enacted legislation allowing them to stop every boat entering their province.
- #47** The 2016 convention presentation by Ron Hlasny, Environment Saskatchewan's AIS Coordinator since 2014, about **SASKATCHEWAN'S PROGRAM TO FIGHT INVASIVE MUSSELS**, revealed a similar education component to Alberta's (namely the "clean drain dry" program). The main differences in our Sask model were found in the legislation and the inspection. Whereas Alberta legislation requires that all boats submit to inspections by specially hired and trained border inspectors, Saskatchewan legislation appears to reserve the right to inspect for conservation officers only. Environment Saskatchewan has, however, made significant strides in educating special groups such as watercraft dealers and owners of float planes. Ron's presentation revealed that Environment Saskatchewan will continue to put its effort into education rather than inspection. Ron quoted the Ministry's position that "unless border inspections operate 24/7 on every road entering the province, there is a chance for AIS to enter our province" (*and by inference – if you can't achieve total coverage, why bother to better the odds?*)
- #48** The 2016 convention presentation by Brent Webster, the Director of Conservation Officer Services for Saskatchewan Environment, about **SASKATCHEWAN'S AIS INSPECTION SERVICES** confirmed that he had been asked, in 2016, to "put together an inspection

strategy using only the staff that they currently had". By way of risk assessment, that plan concentrated on the southern and eastern parts of the province (from Moose Mountain to Hudson Bay) with inspection stations set up for two days at a time on major highways. Brent spoke to the advantage of partnering with Canadian Border Services by having them filter out the high risk boats, turning back the American boats or requiring the Canadian boats to report to a decontamination site. Brent stated that the Ministry would be looking at "partnership opportunities, opportunities for other jurisdictions to assist: and would be making recommendations for the inspection strategy for 2017."

- #49 The 2016 Convention's keynote address by Diana Adams of KPMG, titled **UNDERSTANDING FRAUD AND ETHICS** began with a description of ethical behavior. Diana explained about fraud assessment, prevention and detection. She provided examples of fraud risk management programs and policies. Diana explained that what usually happened when there was a combination of motive, opportunity and rationale. She provided examples of how these three factors can result in fraud. The session included descriptions of fraud risk management programs and policies. It concluded with a depiction of ways to proactively establish an environment where the risk of fraud is minimized.
- #50 The 2016 Convention session by Diana Lee, Ministry of Government Relations, about **EFFECTIVE COUNCILS**, provided an overview of Council's role and responsibilities, its Code of Ethics and possible conflict of interest and its required bylaw outlining meeting procedures. Diana outlined the role and responsibilities of the Administrator, described the cycle for passing a bylaw and differentiated between policies and bylaws. She touched on the processes for financing infrastructure, for purchasing and for tax enforcement. Diana stated that annual meetings are not required by law but can provide an opportunity for information exchange.
- #51 The 2016 Convention presentation by the Commissionaires of Southern Sask explained how they provide **PART-TIME BYLAW ENFORCEMENT SERVICES** to 70 small communities, using verbal discussions, written warnings, possible 'Orders to Remedy' or fines - in a consistent unbiased way. The presenters pointed out that "Commissionaires can also be contracted to provide overnight drive-around services."
- #52 Information about the Bylaw Enforcement Survey that preceded the 2016 convention.
- #53 The 2016 convention presentation by Colleen Fennig, of WUQWATR, described the **LOVE YOUR LAKE PROGRAM** which, in 2016, resulted in 3,863 lakeshore assessments on Last Mountain Lake, Christopher, Emma and Anglin Lakes, Blackstrap and Pike Lakes, Katepwa and Wakaw Lakes, along with parts of Jackfish and Murray Lakes. She described the signs and benefit of healthy shorelines (reminding us that "*nature is not neat and manicured*"), along with the signs and impacts of unhealthy shorelines. Love Your Lake, a packaged program for evaluating the properties along a lakeshore, is coordinated by the Watershed Authority for that lake. Cottage owners assist as volunteers. Assessments are done from a boat. Properties are observed and photographed. The individual shoreline reports are confidential; only the property owner received the report for that particular property. A summary report is generated

for all of the properties on the lake and encourages community associations to work together as stewards of their lake. Contact information is provided on the report.

- #54** At the 2017 convention, Dr. Lynn Gidluck led a half-day workshop on **PLANNING FOR EFFECTIVE COMMUNICATION**. Delegates worked in table groups to make a communication plan that reflected 'what could go wrong', 'who would be in charge', 'what strategy would be used' and 'who would be the spokesperson'. Their aim was to sell using key messages. Each table group had one of four issues to communicate about: 'garbage abuses', 'building-bylaws', 'dust problems, or 'environmental abuses'.
- #54.1** The speaker's handout describes the four scenarios listed above along with roles of the 'cynical bashers', the 'boosters' and the 'enhancers'.
- #55** At the 2017 convention, Dianne Ford, chair of the Saskatchewan Municipal Board, described the **ROLE OF THE SASKATCHEWAN MUNICIPAL BOARD** in hearing appeals about "planning, assessments, road maintenance and municipal boundaries" plus approving "water and sewage projects, long term debt, local improvement projects, debt limits and investments". The presentation included a number of very interesting real-life examples of issues involving resort villages with which the Municipal Board had recently been involved.
- #56** At the 2017 convention, Mary McFadyen, Saskatchewan's Ombudsman, described the **ROLE OF THE OMBUDSMAN in ensuring that MUNICIPALITIES COMMUNICATE FAIRLY**. She described how her office reviews complaints from citizens in resort village or rural municipalities, how they help these municipalities use fair processes in making decisions, in dealing with complaints from and better communicating with their ratepayers. She used examples from resort villages and rural municipalities with cottage communities.
- #57** At the 2017 convention, June LeDrew, a resident in the OH of Collingwood Estates, spoke about the **COLLINGWOOD COMMUNITY NEWSLETTER**, describing how to use blank templates for newsletters, showing examples of poor newsletters to avoid, and presenting samples of their excellent newsletters – along with helpful hints, use of email.
- #58** At the 2017 convention, Garry Dixon, PARCS president, spoke about **SHARING OUR STORIES**, describing four current issues facing PARCS:
- Fair elections with equal cottage owner ratepayers getting proportional representation on rural municipal councils.
 - The need for training for members of RM councils and resort village councils.
 - Opportunities for involving as many voters as possible in municipal elections.
 - Better criteria for the items that are allowed on the OH budgets.
- #59** At the 2017 convention, municipal planners Jennifer Chamberlain from SARM and Jenna Schroeder from the Ministry of Government Relations, spoke about **MUNICIPAL PLANNING**. They spoke about the importance of having formal plans, the role of municipality in regional planning and asset management, plus the characteristics of a successful municipality. Also, they answered a number of frequently asked questions posed by RM and RV municipalities.

#60 At the 2017 convention, PARCS Coordinator of Members Services, Lynne Saas led a panel presentation about **MERGERS AND ANNEXATIONS**. She described the process, governance and advantages of:

- The 3 resort village on Katepwa Lake becoming the District of Katepwa,
- The resort village and the organized hamlet on Buffalo Pound Lake becoming a single resort village,

She also described the unexpected new communities springing up, unannounced, alongside existing communities on Lake Diefenbaker and called on:

- The Mayor of Wakaw Lake and the Chair of the Property Owners of Wakaw Lake to describe their current talks aimed at possible annexation.
- The administrator of Candle Lake to tell how that community uses regional planning to facilitate communication and joint planning among the communities on that lake.

#61 At the 2017 convention, Randy Fernets, councillor from the RV of Thode, spoke about **ALGAE GROWTH IN SASKATCHEWAN LAKES**, speaking about the history of algae in our southern lakes, the process of algae growth, the options for managing algae growth and the opportunities for 'citizen science' (the involvement of cottage owners in managing this problem).

#62 At the 2018 convention, Sam Ferris, Vice-President of the Regulator Division of the **WATER SECURITY AGENCY** indicated that the WSA controls all ground and surface water on behalf of the power invested in the Crown. He defined both the **shore** and the **bed** of the water body and described those instances where cottage communities would need to obtain Aquatic Habitat Protection Permits before proceeding with work in or around a body of water. Sam's presentation concludes with a **list of valuable links** to additional specific information.

#63 At the 2018 convention, Gordon Bue, Manager of the Lands Branch, NE Region, of the **MINISTRY OF AGRICULTURE** defined crown land between the actual water level of the lake and the high water level of the lake, called the foreshore, whereas crown land between the high water level of the lake and the surveyed subdivision is called the shore land. Bue indicated that all applications for a new subdivisions must be approved by the agrologist in either the northeast (Tisdale), northwest (North Battleford) or south (Swift Current). Gordon's presentation provides **contact information** to each office.

#64 At the 2018 convention, Eric MacDougall of the **COMMUNITY PLANNING BRANCH** of the Ministry of Government Relations (Resource Guide #64) described their role in approving Official Community Plans and the accompanying Zoning Bylaws as well as approving subdivisions as per the 2007 Planning and Development Act. The Community Planning Branch manages the regulations for the Dedicated Lands which are set aside for recreational purposes and which include buffer strips, walkaways, public reserves and Environmental Reserves. The Community Planning Branch also provides advice about managing land which may be prone to slumping, erosion, or flooding – known as Hazard Lands. Eric's presentation provides many **visual examples**.

#65 At the 2018 convention, Lee-Ann Smith of the Fisheries Protection Program of **OCEANS AND FISHERIES CANADA** described how Saskatchewan is located within the Central and Arctic Region with one of its regional offices located in Regina. She described the three aspects of their role:

- Triage: Receiving and managing permits with regard to the Fisheries Act and the Species at Risk Act. Her presentation provides **useful information for municipalities to do self-assessments to determine whether they need to submit applications.**
- Regulator Review: For major projects like pipe-lines (out of Winnipeg Office).
- Partnership agreements and standards.

#66 At the 2018 convention, Ron Palmer, Councillor for the RM of North Qu'Appelle and Sherry Jimmy, Reeve for the RM of Meota (both residents in organized hamlet cottage communities in their RMs) collaborated to present a major workshop on **RMs and OHs WORKING TOGETHER**. Their detailed presentation covered:

- **Roles** of the three OH Board members and the RM Council, including: handling finances for the OH's allocated amount from its taxes (>40% TAXES < 75%), regular and annual meetings, minutes to be shared, required signatures, **samples of financial records to be shared**, OH reserves;
- **Practices** such as: communication practices, conduct of OH meetings, legality of OH policies;
- **Projects:** working together and examples of success stories.
- This document is an excellent resource for RMs and OHs seeking to systematize and improve their working relationship. It is to be noted that it is based on a manual developed by an OH member of an RM Council with input and ultimate approval by the OH Boards and the RM.

This document is an excellent resource for RMs and OHs seeking to systematize and improve their working relationship. It is to be noted that it is based on a manual developed by an OH member of an RM Council – which was studied and approved by both the OHs and the RM.

#67 At the 2018 convention, Jenna Schroeder from the Planning Branch of the Ministry of Government Relations, spoke about **MUNICIPAL PLANNING**. She spoke about the importance of having Official Community Plans and Zoning Bylaws, along with District Planning Authorities. She advised municipalities to get to know their neighbouring communities including First Nations and Metis communities. As lead-up to this session:

- Ross Wilson, Mayor of the RV of Lumsden Beach described how that RV **collaborated with a number of other communities in their neighbourhood** to develop inter-municipal agreements governing sewage and the volunteer fire department.
- Borden Wasyluk, Mayor of the RV of Candle Lake spoke about the **North Central Lakeland District Community Plan** which include that RV along with the RM of Paddockwood and the District of Lakeland.
- Joanne Brochu, vice-chair of Board of the **WaterWolf Regional Planning Commission**, formed in 2010 and the largest planning district in the province. Her presentation (**#67.1**) spoke to two examples of work they have done:
 - **Asset management** brought shared access to the tools and training to complete individual Asset Management Plans along with \$230,000 in grant funding to their region.
 - The formation of the **Lake Diefenbaker Task Force against Zebra Mussels** (a committee of the WaterWolf Regional Planning Commission)

which saw the formation of an at-home-protection-plan for their lake and this summer raised over \$30,000 for setting up a Citizens on Patrol Program and two decontamination units. During the summer of 2018, member communities prevented two contaminated boats from infecting their lake.

#68 At the 2018 convention, Christie Saas, consultant, explained the following components of a grant application:

- About the applicant
- The initial project plan
- Learning from others
- The project timeline
- The partner wish list
- The search for funding
- Short list of potential agencies
- The information checklist
- The talk to the program officer
- Writing the application
- The budget
- Reporting
- Proofing
- Record Keeping
- What to do while waiting
- Applications that succeed
- Applications that fail
- 3 page list of funding sources

#69 At the 2018 convention, Brian Schatz, consultant, explained the following aspects about having a policy / handbook about staff:

- WHO is responsible for developing the staff policy
- WHAT content should be in the staff policy
- WHERE staff policies apply and where to find them
- WHEN to develop staff policies, and
- WHY it is important to develop staff policies.