



**WATERWOLF ADVISORY PLANNING COMMISSION  
EXECUTIVE BOARD MEETING  
October 20<sup>th</sup>, 2009, 10:00 a.m.  
RM of Fertile Valley Council Chambers - Conquest**

**PRESENT**

**Executive Board:** Dave Cross, Joyce Aitken, Nick Patkau, Donald Shirliff, Sylvia Matwe, Tony Peter, Edna Laturnus, Yvonne Arntsen, M.L. Whittles

**Regrets:** Kevin Vollmer

**WaterWolf Staff:** Russ McPherson, Denise Stroeder, Adam Toth

**WaterWolf Planning Staff:** Karen Thogersen, Tim Cheesman

**1. Call to Order:**

The meeting was called to order at 10:15 a.m. by Chairperson Dave Cross.

**2. Adoption of Agenda:**

**Shirliff: Motion to adopt the agenda. CD.**

**3. Adoption of Minutes:**

**Aitken: Motion to adopt the September 24<sup>th</sup>, 2009 Minutes. CD.**

**4. Business Arising: n/a**

**5. New Business:**

**A. Work Plan for the Planning Commission 2009 – 2010**

- Letters have been sent out to the participating municipalities asking them to appoint their Commissioner and Alternate Commissioner to the WaterWolf Advisory Planning Commission.
- The Future Land Use maps for both Urban and Rural Municipalities were digitized and re-sent to each municipality asking for any changes or comments to be forwarded back to our office by mid-November.
- Any urban municipality that we have not received a water and sewer map from has been sent a blank map and asked to draw their lines on and send back to the office to be digitized.
- Any municipalities with an Official Community Plan have been asked to forward a digital copy of their plan and any accompanying maps to our office so these can be included on a CD as an Appendix to the WaterWolf Growth Management Plan.
- A letter has been drafted and sent to Municipal Affairs asking for matching funds to address municipal capacity in administration and planning within the WaterWolf Planning Commission. We hope to have received a response before the November 24<sup>th</sup> WaterWolf Planning Workshop.
  - We had a short meeting with the Great Plains College discussing the delivery of administration training. We are going to look into this and have them do a presentation at the November 24<sup>th</sup> meeting in Lucky Lake.
- Administrative Capacity – utilizing the community colleges for support and training. Using our own experience within the region. We need to gather information within the region to see what resources are out there:
  - Human Resources - levels of certification, are they near retirement
  - Emergency services – trained volunteers, equipment available, which communities have emergency services plans? (may be a good workshop subject for the region)
  - Water Technicians (Levels of Certification), Pest Control Officers, Building Inspectors & Engineers – what firms are municipalities using, who do they recommend
  - Is there value in bulk buying in the region? – ie. Culverts, pipes, office supplies, engineering firms, etc...
- There may be an advantage to having an “Administrators Day” meeting for our region. This would be a good opportunity to talk about best practices (esp. for Tangible Capital Assets). This could be a workshop organized for early 2010.
- Karen & Adam have been working on a common set of bylaws for the WaterWolf Region. They have lumped about 8 nuisances together into one bylaw. This will allow municipalities to extract some of the information from this to implement in their area.

**B. Budget**

- A draft will be sent out to the Budget Committee once Russ completes it.

**C. Creation of Sub-Committees**

- Communications Committee (Dave, Edna, Yvonne, M.L.)
  - Quarterly Newsletters will be created and sent out to all participating municipalities and any other organization that is identified.

**D. LAST steps to Planning Commission**

- Once all of the bylaws have been collected, Tim will come to Outlook and we will assemble the package to be sent to Municipal Affairs for approval. He anticipates that it will take approximately a month for final approval. It would be ideal to have this finalized so we can make an announcement and presentation at the SUMA/SARM conventions. Once the minister signs off on the agreement, it is submitted to the Saskatchewan Gazette announcing the establishment of the WaterWolf Advisory Planning District. The first meeting of the entire group would happen in January/February. We would invite all dignitaries, funders, etc. to this event. Then in early 2010, we will work toward the finalization of the WaterWolf Growth Management Plan.
- The Planning Implementation Team (Tony, Edna, Yvonne) – this team will act as a sounding board for the finalization of the WaterWolf Growth Management Plan

**E. Outline for November 24<sup>th</sup> Planning Workshop**

- The agenda will include: MD Ambulance, Joyce, WaterWolf Executive Board Update (Dave), Next 6 Months, Finance Report, EMO (Emergency Measures Organization) Presentation, Break-Out Sessions, Great Plains College

6. Correspondence: n/a

7. Other: n/a

**8. Next Meeting Date:**

- Executive Board: Date will be decided upon at the November 24<sup>th</sup> meeting
- WaterWolf Planning Group: Tuesday, November 24<sup>th</sup> – Lucky Lake @ 10:00 a.m. Community Centre  
\*attendees will pay their own meals\*

**9. Adjourn Meeting:**

Whittles: Motion to adjourn. CD

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Chairperson

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Vice-Chairperson / 2<sup>nd</sup> Vice-Chairperson