

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
JULY 19, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, June 21, 2021
 - MPC Minutes, June 28, 2021

D. DELEGATION

- 1) Municipal Wastewater Line

E. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial
- 3) Public Works Report
- 4) Development Update

F. REQUESTS FOR DECISION

1) Council & Legislation

- a) Sylvan Lake Management Plan
- b) Munis 101 Councillor Training
- c) Subdivision & Development Appeal Board Training
- d) Utility Rate Discussion

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Teresa Beets
- b) Jim Willmon
- c) Keith Kimball

2) Upcoming Meetings

- a) Council Meeting – September 20, 2021

H. ADJOURNMENT

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
June 21, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held June 21, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Teresa Beets via Zoom
	Deputy Mayor:	Jim Willmon via Zoom
	Councillor:	Keith Kimball via Zoom
	CAO:	Tanner Evans via Zoom
	Public Works Coordinator:	Chris Loov via Zoom
	Development Officer:	Kara Kashuba via Zoom
	Recording Secretary:	Teri Musseau
	Delegates:	Michael Wuetherick via Zoom
		Rhonda King via Zoom
		Kathryn Kolaczek via Zoom
	Gallery:	Andrea Hunt via Zoom
		Jill Sarlius via Zoom
		Deborah Kominko via Zoom
		Marny Paul via Zoom

CALL TO ORDER The Meeting was called to order at 9:00 a.m. by Mayor Beets.

AGENDA APPROVAL

SBC-21-101 MOVED by Councillor Kimball that the agenda be adopted as amended:

F.3.C. Encroachment Agreement
CARRIED

CONFIRMATION OF MINUTES

SBC-21-102 MOVED by Deputy Mayor Willmon that the minutes of the Regular Meeting of Council held on May 17, 2021, be approved as amended
CARRIED

SBC-21-103 MOVED by Mayor Beets that the minutes of the Subdivision and Development Appeal Board held on May 28, 2021, be approved as amended.
CARRIED

DELEGATION

Municipal Wastewater Line
Michael Wuetherick the Wastewater Technical Advisor, Rhonda King Consultant, and Brad Vander Heyden from Stantec, joined Council to discuss next steps moving forward with the Municipal Wastewater Line.

Brad Vander Heyden joined the meeting at 9:1 a.m.

Brad Vander Heyden, Kathryn Kolaczek, and Michael Wuetherick left the meeting at 9:59 a.m.

COUNCIL & LEGISLATION

Bylaw #160-21 Municipal Wastewater Collection Bylaw
SBC-21-104 MOVED by Deputy Mayor Willmon that Council give 2nd reading to
the Municipal Wastewater Collection Bylaw #160-21 as amended.
CARRIED

SBC-21-105 MOVED by Mayor Beets that Council give 3rd and final reading to
the Municipal Wastewater Collection Bylaw #160-21 as
amended. CARRIED

Rhonda King left the meeting at 10:48 a.m.

Council recess at 10:48 a.m.

Council reconvened at 10:58 a.m.

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Public Works Report
- 3) Development Update

SBC-21-106 MOVED by Mayor Beets that the information items be received as
information. CARRIED

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

SBC-21-107 Metrix Group
MOVED by Councillor Kimball that Council approve the Metrix Group
to continue with the audit services for 2021 and 2022.
CARRIED

COUNCIL & LEGISLATION

SBC-21-108 Sylvan Lake Regional Water Commission
MOVED by Deputy Mayor Willmon that the Council of the Summer
Village of Sunbreaker Cove hereby approves the disestablishment of
the Sylvan Lake Regional Water Commission
CARRIED

SBC-21-109 Drowning Prevention
MOVED by Mayor Beets that Council proclaim July 18 - 24, 2021, as
National Drowning Prevention week.
CARRIED

PLANNING & DEVELOPMENT

- Bylaw #163-21
SBC-21-110

Plans Cancellation Bylaw
MOVED by Councillor Kimball that Council give 1st reading to the Plans Cancellation Bylaw #163-21.
CARRIED
- SBC-21-109

MOVED by Deputy Mayor Willmon that Council give 2nd reading to the Plans Cancellation Bylaw #163-21.
CARRIED
- SBC-21-110

MOVED by Mayor Beets that Council give 3rd reading to the Plans Cancellation Bylaw #163-21 at this meeting.
CARRIED UNANIMOUSLY
- SBC-21-111

MOVED by Councillor Kimball that Council give 3rd and final reading to the Plans Cancellation Bylaw #163-21.
CARRIED
- Bylaw #164-21
SBC-21-112

Plans Cancellation Bylaw
MOVED by Deputy Mayor Willmon that Council give 1st reading to the Plans Cancellation Bylaw #164-21.
CARRIED
- SBC-21-113

MOVED by Councillor Kimball that Council give 2nd reading to the Plans Cancellation Bylaw #164-21.
CARRIED
- SBC-21-114

MOVED by Mayor Beets that Council give 3rd reading to the Plans Cancellation Bylaw #164-21 at this meeting.
CARRIED UNANIMOUSLY
- SBC-21-115

MOVED by Councillor Kimball that Council give 3rd and final reading to the Plans Cancellation Bylaw #164-21.
CARRIED
- Bylaw #161-21
SBC-21-116

Plans Cancellation Bylaw
MOVED by Deputy Mayor Willmon that Council rescind Plans Cancellation Bylaw #161-21.
CARRIED
- SBC-21-117

Encroachment Agreement
MOVED by Deputy Mayor Willmon that Council accept as information and Administration address as per current policies/agreements.
CARRIED

COUNCIL REPORTS

- Councillor Kimball
 - No reports
- Deputy Mayor Willmon
 - Alberta Parks and Environment
- Mayor Beets
 - Municipal Wastewater

Committee Reports

- Julie Maplethorpe, Summer Village of Jarvis Bay
- Town of Sylvan Lake Library Board
- Ann Zacharias, Summer Village of Birchcliff
- Parkland Regional Library Board

SBC-21-118 MOVED by Deputy Mayor Willmon to accept the Council reports, Committee reports and information items as information.
CARRIED

NEXT MEETING

SBC-21-119 MOVED by Mayor Beets that the next meeting of Council be held on July 19, 2021, at 9:00 a.m.
CARRIED

Kara Kashuba and gallery left the meeting at 12:05 p.m.

CLOSED SESSION

SBC-21-120 MOVED by Mayor Beets that Council move to a closed session to seek advice from officials as per FOIP Section 16, at 12:06 p.m.
CARRIED

SBC-21-121 MOVED by Councillor Kimball that Council return to an open meeting at 12:33 p.m.
CARRIED

SBC-21-122 MOVED by Councillor Kimball that Council proceed with Lakeview Contracting to replace the stairway in OS18 this fall as recommended by Administration.
CARRIED

ADJOURNMENT

SBC-21-123 MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 12:36 p.m.
CARRIED

MAYOR BEETS, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held June 28, 2021, at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Keith Kimball via Zoom
Member-at-Large:	Debbie Ricalton via Zoom
Member-at-Large:	Fred Barham via Zoom
CAO:	Tanner Evans via Zoom
Development Officer:	Kara Kashuba via Zoom
Recording Secretary:	Teri Musseau
Applicant(s):	Valentyna Naboka via Zoom
	Jill Sarlius via Zoom

CALL TO ORDER: Chair Kimball called the meeting to order at 9:03 a.m.

AGENDA:

MPC-21-008 Moved by Fred Barham to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 635 Fox Crescent – Tourist Home

Application for a Tourist Home at 635 Fox Crescent (Lot 8 Block 2 Plan 1823MC)

Adele Poratto joined the meeting at 9:12 a.m.

2. 1318 Balm Road – Tourist Home

Application for a Tourist Home at 1318 Balm Road (Lot 5 Block 8 Plan 5969MC)

3. 1323 Birch Road – Tourist Home

Application for a Tourist Home at 1323 Birch Road (Lot 15 Block 9 Plan 5969MC)

Kara Kashuba, Valentyna Naboka, Adele Poratto, and Jill Sarlius left the meeting at 9:33 a.m.

DECISIONS

MPC-21-009 Moved by Keith Kimball to approve the application for a tourist home at 635 Fox Crescent subject to the following conditions being met to the satisfaction of the Development Officer:

Initials

- The development permit is only valid for 1 year from the date of issuance. A new development approval will be required at the time should the applicant wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreation vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in a tourist home shall be 8.
- The owner/operator of the tourist home is responsible for informing the Summer Village Office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, of a minimum of one stall per bedroom.

CARRIED

MPC-21-010

Moved by Fred Barham to approve the application for a tourist home at 1318 Balm Road subject to the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance. A new development approval will be required at the time should the applicant wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreation vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in a tourist home shall be 8.
- The owner/operator of the tourist home is responsible for informing the Summer Village Office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, of a minimum of one stall per bedroom.
- Utilization of lake by use of boat must be launched at Lacombe County dock and use of dock facilities by owner upon prior

Initials

- agreement. In shared dock situations, renter(s) must be respectful to other dock owners.
- Owner monitors fire pit for safety compliance with provincial regulations.
 - Property up to standards with safety codes for compliance with dock. Current photos show deck under construction.
- CARRIED

MPC-21-011

Moved by Debbie Ricalton to approve the application for a tourist home at 1323 Birch Road subject to the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance. A new development approval will be required at the time should the applicant wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreation vehicle shall be used as accommodation for tourist home guests.
- The owner/operator of the tourist home is responsible for informing the Summer Village Office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, of a minimum of one stall per bedroom.
- Not more than 10 people maximum sharing the accommodations at one time.

CARRIED

ADJOURNMENT:

MPC-21-012

Moved by Chair Kimball that the Municipal Planning Commission meeting be adjourned at 9:56 a.m.

CARRIED

KEITH KIMBALL, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Sunbreaker Cove

July 19, 2021

Delegation

Information Item

Agenda Item: *Municipal Wastewater Line*

Background:

Delegates will be in attendance to discuss the next steps in moving forward with the Municipal Wastewater Line.

Options for Consideration:

1) Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

n/a

Summer Village of Sunbreaker Cove

Administration and Finance

Council Date: July 19, 2021

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 396,568.72

The following list identifies any payments over \$3,000:

1. Pidherney's	\$	256,888.80
a. Wastewater Project		
2. Donalda Hargrove	\$	7,818.46
a. Refund for Over Payment-WW		
3. Summer Village of Norglenwold	\$	9,579.42
a. May Mail Outs and Elections Charges		
b. May 2021 Monthly Shared Costs		
4. Stantec Consulting Ltd	\$	31,458.18
a. WW Engineering Services		
5. AB School Foundation Fund	\$	82,663.35
a. ASFF School fund		

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Report Date
2021-07-07 11:04 AM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
As of 2021-07-07
Batch: 2021-00048 to 2021-00054

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
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Bank Code: MAIN - General Bank

Computer Cheques:

737	2021-06-30	Outback Lawn Maintenance	Top Up & Spread Sand Glens Cov		
7568		272-000-510 - Parks & Playgrounc	Top Up & Spread Sand Glen	1,800.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	90.00	1,890.00
738	2021-06-30	Pidherney's	Sanitary Service System		
128703		297-191-840 - Project - Wastewat	Sanitary Service System	244,656.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	12,232.80	256,888.80
739	2021-07-07	Brownlee LLP	WW Project		
517567		297-191-840 - Project - Wastewat	WW Project	3,593.75	
		312-000-260 - GST Paid Refundat	GST Tax Code	179.69	3,773.44
740	2021-07-07	Donalda Hargrove	Refund for Double Payment		
CREDIT-301		197-191-847 - WW - Grinder Pum	Refund for Double Payment	2,650.00	
		197-191-846 - WW - Tie Ins	Refund for Double Payment	788.46	
		197-191-845 - WW - Rate Rider - I	Refund for Double Payment	4,380.00	7,818.46
741	2021-07-07	Parkland Regional Library	3rd Quarter Requisition		
210235		274-000-850 - Parkland Regional I	3rd Quarter Requisition	173.14	
		312-000-260 - GST Paid Refundat	GST Tax Code	8.66	181.80
742	2021-07-07	Red Deer River Watershed	2021 Red Deer River Waters		
2021		273-101-150 - Red Deer River Wa	2021 Red Deer River Water	46.61	46.61
743	2021-07-07	Wild Rose Assessment Service	Assessment Fees		
8316		212-400-232 - Assessment Fees	Assessment Fees	1,750.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	87.50	1,837.50

EFT:

203	2021-06-15	Summer Villages of Norglenwol	Mail Outs and Election Charge		
2021-00102		261-000-110 - Development Servic	Office Supp-Newsletter	73.50	
		261-000-110 - Development Servic	Print-Newsletter	73.50	
		261-000-110 - Development Servic	Postage-Newsletter	220.50	
		297-191-840 - Project - Wastewat	Office Supp-WW Mail Out	182.00	
		297-191-840 - Project - Wastewat	Print-WW Mail Out	286.00	
		297-191-840 - Project - Wastewat	Postage-WW Mail-out	475.00	
		212-400-220 - Council Mtg Expens	Teri's Salary Office	18.45	1,328.95
2021-00105		261-000-110 - Development Servic	Alberta Land Titles	10.00	
		261-000-110 - Development Servic	Alberta Land Titles	20.00	
		232-000-200 - Green Space Progr	TSL-Weigh Scale Ticket	6.80	
		232-000-200 - Green Space Progr	Materials to Posts Notice	16.91	
		232-000-270 - Pathway Program	TLS-Weigh Scale Ticket	6.80	
		232-000-270 - Pathway Program	Cervus-Weedwacker Blade	45.18	105.69
2021-00109		212-100-110 - Salaries	Salaries	6,314.12	

Report Date
2021-07-07 11:04 AM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		212-100-130 - Training	Training	457.79	
		212-100-140 - Benefits	Shared Benefits	179.05	
		212-100-210 - Travel & Subsistence	T&S	0.00	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	Public Works Fleet	94.13	
		212-200-215 - Postage/Freight/Commodities	Postage/Freight	129.69	
		212-200-500 - Printing Costs	Printing Costs	67.04	
		212-200-510 - Office Supplies	Office Supplies	32.76	
		212-300-217 - Phone/Fax/Internet	Phone/Fax	92.20	
		212-300-540 - Utilities	Utilities	575.41	
		212-300-250 - Facility Improvements	Facility Improvements	0.00	
		212-300-255 - Facility Maintenance	Facility Maintenance	52.21	
		212-300-263 - Condominium Costs	Condominium Cost	0.00	
		212-300-240 - Computer Software/IT Equipment	Computer Software	54.76	
		212-300-242 - IT Equipment	IT Equipment	538.57	
		212-300-265 - Equipment Maintenance	Equipment Maintenance	0.00	
		212-300-270 - Equipment Rental	Equipment Rental	0.00	
		212-300-510 - Other Contingency	Contingency	16.03	
		212-300-530 - Building Insurance	Building Insurance	0.00	8,144.78
				Payment Total:	9,579.42
204	2021-07-05	Empringham Disposal Corp	Weely Collection May 31		
23841		243-000-200 - Waste Removal Co	Weely Collection May 31	1,248.00	
		312-000-260 - GST Paid Refundable	GST Tax Code	62.40	1,310.40
205	2021-07-05	Go Services Inc.	Monthly Rental-May		
15149735		272-000-510 - Parks & Playgrounds	Monthly Portable Toilet R	185.00	
		312-000-260 - GST Paid Refundable	GST Tax Code	9.25	194.25
206	2021-07-05	Stantec Consulting Ltd	WW Engineering Services		
1610075		297-191-840 - Project - Wastewater	WW Engineering Services	29,960.17	
		312-000-260 - GST Paid Refundable	GST Tax Code	1,498.01	31,458.18
207	2021-07-05	Urban Dirtworks Inc	Supplied Additional 50' Hose		
3913		232-000-530 - Ditch & Culvert Projects	Supplied Additional 50' H	112.39	
		312-000-260 - GST Paid Refundable	GST Tax Code	5.62	118.01
208	2021-07-05	WSP Canada Inc.	Drainage Project		
1013206		297-191-841 - Project - Drainage	Drainage Project	770.00	
		312-000-260 - GST Paid Refundable	GST Tax Code	38.50	808.50
Other:					
2779-Man	2021-06-30	AB School Foundation Fund	ASFF School Fund		
11529		201-100-130 - ASFF-Residential	ASFF School Fund	82,663.35	82,663.35
				Total for MAIN:	398,568.72

Report Date
2021-07-07 11:04 AM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
As of 2021-07-07
Batch: 2021-00048 to 2021-00054

Page 3

Payment #	Date	Vendor Name	Reference		
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount

Certified Correct This July 7, 2021

Mayor

Administrator

Summer Village of Sunbreaker Cove

Finance

Information Item

Agenda Item: *Quarterly Financial Report*

Background:

Administration would like to provide the following 2nd Quarter Financial information to Council.

Options for Consideration:

- The Operating Budget Report to June 30, 2021
- Please note that at time of report preparation, not all shared costs have been distributed.

- ASFF Report to June 30, 2021
- Capital Projects Report to June 30, 2021

Balances at June 30, 2021

• ATB Bank Account	\$3,291,968.66
• Debenture - June 30, 2021	
- Long Term Debt	250,000.00
Reserves and Deferred Accounts	
• Accumulated Surplus	138,103.51
• Completions Deposits	20,500.00
• Deferred Revenue (Grants)	810,868.36
• JSC IT Reserve	5,000.00
• Fleet Replacement Reserve	716.09
• Reserves Roads	406,709.00
• Reserves Wastewater	962,444.49
• Reserves General Operating	62,767.87
• Mill Rate Stabilization Fund	25,000.00

Administrative Recommendations:

- 1) That Council discuss and accepts noted items as information.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

**Summer Village of Sunbreaker Cove
Operating Budget**

Report Date
2021-07-08 1:25 PM

For the Period Ending June 30, 2021

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	Budget	2021 YTD	YTD
Revenue			
101-000-110 - Taxation	329,249.17	329,249.86	0.69
101-000-120 - Garbage Levy	28,569.00	28,462.00	(107.00)
101-000-125 - WW Rate Rider - Annual			
101-000-510 - Taxes Penalties & Cos	5,000.00	3,782.73	(1,217.27)
101-103-130 - DI - Designated Industrial	11.51	11.51	
112-000-410 - Sale of Services & Su	58.32	725.00	666.68
112-000-540 - Interest Charges		5.75	5.75
112-000-550 - Return on Investments	7,000.00	5,751.33	(1,248.67)
112-000-570 - Other Revenue		1,022.72	1,022.72
112-000-740 - MSI Operational	9,275.00	8,502.00	(773.00)
112-000-840 - Grant Lacombe	539.00	539.00	
121-000-530 - Fines Provincial Coll		213.00	213.00
161-000-410 - Compliance Certifica	533.70	200.00	(333.70)
161-000-510 - Inspection Fees	1,067.28	352.43	(714.85)
161-000-520 - Development Permits/Appeal Fees	1,601.11	4,900.00	3,298.89
161-000-590 - Encroachment Fees	1,050.00	700.00	(350.00)
Total Revenue:	383,954.09	384,417.33	463.24
Expenditures			
Council and Legislation			
211-101-150 - Mayor Remuneration	9,000.00	4,741.00	4,259.00
211-101-210 - Mayor Trav & Sub	2,500.00	533.57	1,966.43
211-102-150 - Deputy Mayor Renumera	4,000.00	1,325.00	2,675.00
211-102-210 - D. Mayor Trav & Sub	1,500.00	303.56	1,196.44
211-103-150 - Councillor Remunerati	2,000.00	762.50	1,237.50
211-103-210 - Councillor Trav & Sub	1,000.00		1,000.00
211-201-212 - Alberta Summer Village Association	1,036.32		1,036.32
211-202-212 - Alberta Urban Municipalities Association	829.06		829.06
211-203-212 - Council Education Opportunity	450.00	(200.00)	650.00
211-301-220 - Mem. AUMA	950.00	823.74	126.26
211-302-220 - Mem. ASVA	975.00	975.00	
211-303-220 - Mem. FCM	165.45	95.97	69.48
211-304-220 - Mayors and Reeves Mem	109.94		109.94
Total Council and Legislation:	24,515.77	9,360.34	15,155.43
Administration			
212-100-110 - Salaries	79,668.14	30,353.74	49,314.40
212-100-130 - Training	2,111.21	965.74	1,145.47
212-100-140 - Benefits	2,978.85	895.23	2,083.62
212-100-210 - Travel & Subsistence	2,734.27		2,734.27
212-100-211 - WCB	1,905.79	311.40	1,594.39
212-100-266 - PW Fleet	1,426.49	181.39	1,245.10
212-200-215 - Postage/Freight/Couri	1,454.71	411.84	1,042.87
212-200-500 - Printing Costs	1,629.63	360.00	1,269.63
212-200-510 - Office Supplies	2,556.01	154.29	2,401.72
212-300-217 - Phone/Fax/Internet	1,663.73	484.95	1,178.78
212-300-240 - Computer Software/Mtnc	1,222.23	2,072.91	(850.68)
212-300-242 - IT Equipment	838.32	1,206.68	(368.36)
212-300-250 - Facility Improvements	838.32		838.32
212-300-255 - Facility Maintenance	2,944.32	140.23	2,804.09
212-300-263 - Condominium Costs	855.55	760.80	94.75

**Summer Village of Sunbreaker Cove
Operating Budget**

Report Date
2021-07-08 1:25 PM

For the Period Ending June 30, 2021

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	Budget	2021 YTD	YTD
212-300-265 - Equipment Maintenance	360.18		360.18
212-300-270 - Equipment Rental	672.22	160.16	512.06
212-300-510 - Other Contingency	279.70	146.72	132.98
212-300-530 - Building Insurance	414.89	(0.02)	414.91
212-300-540 - Utilities	2,424.11	1,148.81	1,275.30
212-400-220 - Council Mtg Expenses	800.56	1,878.69	(1,078.13)
212-400-221 - Fees and Charges	6,500.00	184.95	6,315.05
212-400-222 - Advertising	1,139.95		1,139.95
212-400-230 - Legal Fees	4,269.64		4,269.64
212-400-231 - Audit Fees	6,309.36	4,593.85	1,715.51
212-400-232 - Assessment Fees	7,200.00	3,700.00	3,500.00
212-400-233 - Accounting Software	2,000.00		2,000.00
212-400-275 - Municipal Insurance	3,735.93	2,689.66	1,046.27
212-400-910 - Tax Changes	100.00	(55.00)	155.00
212-400-920 - Infrastructure Reserve	16,216.00		16,216.00
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-401-220 - Election Expenses	5,000.00	289.98	4,710.02
Total Administration:	163,250.11	53,037.00	110,213.11
Protective Services			
223-000-200 - Contracted Fire Service	9,205.98	6,498.18	2,707.80
224-000-200 - Emergency Management	3,121.20	2,500.00	621.20
224-000-201 - Safety Equipment	208.08		208.08
225-000-200 - Policing Costs	9,089.00		9,089.00
226-000-200 - Enforcement	35,872.00	20,754.38	15,117.62
Total Protective Services:	57,496.26	29,752.56	27,743.70
Public Works			
232-000-200 - Green Space Program	10,000.00	1,096.44	8,903.56
232-000-240 - Tree Removal	9,144.00	1,350.00	7,794.00
232-000-250 - Road Maintenance Program	16,000.00	5,780.00	10,220.00
232-000-255 - Plowing Program	26,000.00	9,126.25	16,873.75
232-000-265 - Sign Program	2,092.96		2,092.96
232-000-270 - Pathway Program	5,000.00	3,871.98	1,128.02
232-000-530 - Ditch & Culvert Progr	2,072.64	112.39	1,960.25
242-000-250 - SLR WasteWater Commis	8,463.00		8,463.00
242-000-251 - SLR Water Commission	1,000.00	346.75	653.25
242-000-253 - System Debenture Share	3,738.38		3,738.38
242-000-254 - Wastewater Project Costs	5,000.00	2,909.28	2,090.72
243-000-200 - Waste Removal Contrac	12,000.00	3,744.00	8,256.00
243-000-255 - Landfill Costs	16,500.00	14,682.40	1,817.60
Total Public Works:	117,010.98	43,019.49	73,991.49
Planning and Development			
261-000-110 - Development Services	1,200.00	482.64	717.36
261-000-115 - IDP	2,000.00	26.25	1,973.75
261-000-200 - Planning Projects	508.00		508.00
261-000-215 - SDAB Costs	310.90	1,368.98	(1,058.08)
261-000-220 - MPC Costs	1,865.38	600.00	1,265.38
Total Planning and Development:	5,884.28	2,477.87	3,406.41

Report Date
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Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending June 30, 2021

Page 3

	Budget	2021 YTD	YTD
Recreation			
272-000-500 - Buoys	5,080.00	3,832.62	1,247.38
272-000-510 - Parks & Playgrounds	5,720.08	2,973.89	2,746.19
272-000-515 - Regatta	2,235.20		2,235.20
212-403-220 - FCSS Town of Sylvan	2,014.80	877.00	1,137.80
274-000-850 - Parkland Regional Lib	700.00	346.28	353.72
Total Recreation:	15,750.08	8,029.79	7,720.29
Environment			
273-101-150 - Red Deer River Waters	46.61		46.61
Total Environment:	46.61	0.00	46.61
Total Expenditures:	383,954.09	145,677.05	238,277.04
Surplus / Deficit	0.00	238,740.28	238,740.28

Report Date
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Summer Village of Sunbreaker Cove
ASFF Budget Report
For the Period Ending June 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-100-130 - ASFF Residential	340,782.21	340,778.78	(3.43)
101-102-130 - ASFF Non-Residential	551.63	551.63	
101-103-130 - DI - Designated Industrial	11.51	11.51	
Total Revenue:	341,345.35	341,341.92	(3.43)
Expenditures			
201-100-130 - ASFF-Residential	340,782.21	165,326.71	175,455.50
201-200-130 - ASFF Non-Residential	551.63		551.63
201-300-130 - DI - Designated Industrial	11.51		11.51
Total Expenditures:	341,345.35	165,326.71	176,018.64
Surplus / Deficit	0.00	176,015.21	176,015.21

Report Date
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Summer Village of Sunbreaker Cove
Capital Projects Budget
For the Period Ending June 30, 2021

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-191-840 - Project - MSI Wastewater Collection Sys	1,160,616.00	71,500.00	(1,089,116.00)
197-191-842 - Project - WW Borrowing/Collection Fee	1,165,007.00		(1,165,007.00)
197-191-843 - Project - WW Sewer Reserves Transfer	746,400.00		(746,400.00)
197-191-844 - Project - Reserves Pathway & Stairs	20,000.00		(20,000.00)
197-191-841 - Project - Drainage	100,000.00		(100,000.00)
101-000-125 - WW Rate Rider - Annual			
197-191-845 - WW - Rate Rider - Paid in Full		474,373.40	474,373.40
197-191-846 - WW - Tie Ins		96,941.45	96,941.45
197-191-847 - WW - Grinder Pumps		139,964.75	139,964.75
Total Revenue:	3,192,023.00	782,779.60	(2,409,243.40)
Expenditures			
297-191-840 - Project - Wastewater Collection System	3,017,000.00	295,626.31	2,721,373.69
297-191-842 - Project - WW Stantec Design Finalization	15,023.00	9,640.62	5,382.38
297-191-843 - Project - WW Other WWC	40,000.00		40,000.00
297-191-844 - Project - Pathway & Stairs	20,000.00		20,000.00
297-191-841 - Project - Drainage	100,000.00	7,390.70	92,609.30
297-191-846 - WW - Tie Ins			
297-191-847 - WW - Grinder Pumps			
Total Expenditures:	3,192,023.00	312,657.63	2,879,365.37
Surplus / Deficit	0.00	470,121.97	470,121.97

Summer Village of Sunbreaker Cove**July 19, 2021****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

The following will provide Council an update on Public Works current projects and programs:

- Urban Dirtworks will be completing the drainage work near Larch Road. Bids came in significantly lower than expect. The total budget for the project is estimated to be around \$60,000 compared with the original estimate of \$91,000. Administration is working with Pidherney's and Urban Dirtworks to arrange a date for construction when both contractors will not be in the same area.
- Acquiring pricing for rip-rap shoreline armoring near Deer Street.
- The pathway coming off Elk Street has been routed properly and resurfaced with crushed limestone.
- Cement benches have had wedges inserted under the seats to keep them stable.
- Ongoing roadside and pathway trimming is being done by summer staff.

Options for Consideration:

Accept as information

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality"

Summer Village of Sunbreaker Cove

July 19, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 73 development permits issued in the Summer Villages (31 in Birchcliff, 1 in Half Moon Bay, 9 in Jarvis Bay, 19 in Norglenwold, and 13 in Sunbreaker Cove).

The following is the listing for Sunbreaker Cove:

- | | |
|----------------------|--|
| 1. 809 Sunhaven Way | Shed |
| 2. 1206 Marine Drive | Demolition |
| 3. 717 Sunhaven Way | Addition |
| 4. 1105 Larch Road | Dwelling |
| 5. 669 Fox Crescent | Dwelling & Detached Garage |
| 6. 1211 Pine Road | Garage with Guest House |
| 7. 917 Deer Street | Addition |
| 8. 1319 Birch Road | Shed |
| 9. 1119 Poplar Road | Dwelling Addition |
| 10. 633 Fox Crescent | Deck Addition & Hot Tub |
| 11. 805 Sunhaven Way | Demolition & Detached Garage with Guest House (NEW) |

Active development permits for the operation of a Tourist Home:

12. 1309 Breakers Way
13. 1126 Breakers Way

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove

July 19, 2021

Council and Legislation

Request for Decision

Agenda Item: *Sylvan Lake Management Plan*

Background:

Administration has received the attached request from the Chair of the Sylvan Lake Management Committee asking all 8 municipal partners to make a motion to rescind the Sylvan Lake Management Plan. With the recent completion of the Sylvan Lake Intermunicipal Development Plan (IDP), the Sylvan Lake Management Plan has now become redundant.

Options for Consideration:

- 1) That Council accept as information.
- 2) That Council rescind the Sylvan Lake Management Plan.

Administrative Recommendations:

- 1) That Council rescind the Sylvan Lake Management Plan.

Authorities:

MGA Section 201

201(1)(a) a council is responsible for evaluating the policies and programs of the municipality.

July 5, 2021

Dear Member:

In 1977 the first Sylvan Lake Management Plan was created, helping to establish an integrated approach to the management of the lake as a recreational resource. The plan was developed as a conceptual document providing recommendations for responsible land and recreational use. This plan was updated in 1986 and again in 2000, in a collaborative effort between the eight municipalities surrounding Sylvan Lake to ensure the lake's long-term protection and sustainability. The last plan update in 2000 was completed with the expectation of being adopted as an Intermunicipal Development Plan. The Plan was not adopted as a statutory document; however, it has still served as a guide for the responsible development and growth of land surrounding the lake since its approval. At that time, the responsibility of monitoring the Sylvan Lake Management Plan was granted to the Sylvan Lake Management Committee.

At the last Sylvan Lake Management Committee meeting, the Committee agreed that with the recent completion of the Sylvan Lake Intermunicipal Development Plan (IDP), the Sylvan Lake Management Plan has now become redundant. The IDP is a formal, statutory plan that addresses land-based issues within the watershed and achieves the vision and purpose of the Sylvan Lake Management Plan. As such, the Committee has determined that the Sylvan Lake Management Plan should be rescinded.

As the Chair of the Sylvan Lake Management Committee, I am requesting on the Committee's behalf, that the member municipalities rescind the Sylvan Lake Management Plan as the new IDP has established the policies needed to promote sustainable land development and protect the health of the watershed. We request that, if possible, each municipality rescind the Sylvan Lake Management Plan prior to the next Sylvan Lake Management Committee Meeting in September.

Should you have any questions please feel free to contact me at roger.gj.dufresne@gmail.com.

Sincerely,

Roger Dufresne
Chair, Sylvan Lake Management Committee

Summer Village of Sunbreaker Cove

July 19, 2021

Administration

Request for Decision

Agenda Item: *Munis 101 Training*

Background:

Whether you are a new or returning councillor, developing your skills and knowledge of what it takes to effectively serve your constituents is always a good strategy.

Munis 101: The Essentials of Municipal Governance delivers the key information and strategies that you need to excel in your role. Munis 101 is completely updated to reflect recent changes made to the Municipal Government Act and includes best practices in everything from public participation to considering how to set tax rates.

Munis 101 will not only prepare you to excel in your role, but it also meets all Alberta Municipal Affairs requirements for mandatory post-election training by providing the fundamental strategies and concepts that new and returning elected officials can apply to learning about their own local municipal functions, plans, and financial information. In fact, the course has been endorsed by Alberta Municipal Affairs, so you can be confident that you have the baseline skills and knowledge you need to succeed.

Munis 101 is a 4-session course using Zoom and Google Classroom platforms with plenty of opportunities for reflection, discussion, and applying concepts and ideas to your own municipal context. The course is divided into four sections as follows:

Session 1 – Basics of Municipal Governance and Legislation in Alberta

- Review the role of municipalities in Alberta as legislated by the Municipal Government Act (MGA)
- Recognize municipal responsibilities in relation to service planning and delivery
- Differentiate between different forms of community planning – The Elected Official's Role in Municipal Leadership (pt. 1)
- Recognize the roles and responsibilities of council as a whole
- Understand council proceedings

Session 2 – The Elected Official’s Role in Municipal Leadership (pt. 2)

- Differentiate between the roles and responsibilities of individual councillors, the CAO, and municipal staff
- Evaluate the application of the Council Code of Conduct
- Identify instances of pecuniary interest
- Reflect on decision making process

Session 3 – Explore the Role of Municipal Planning and Development and Effective Collaboration

- Recognize how municipalities plan and grow
- Understand common planning and development processes
- Analyze and classify collaborative projects as opportunities or requirements
- Alleviate and resolve intermunicipal disputes
- Recognize tools for collaboration

Session 4 – Navigate the World of Municipal Finance

- Recognize important budgeting and financial administration processes
- Understand council’s role in financial statement and audit requirements
- Distinguish how municipalities are funded

The cost for this virtual event is \$275 per person and sessions run as follows:

- September 14 from 2:30 to 4:30 p.m.
- September 21 from 2:30 to 4:30 p.m.
- September 28 from 2:30 to 4:30 p.m.
- October 5 from 2:30 to 4:30 p.m.

Options for Consideration:

1. Accept as information.
2. Authorize Councillors to attend and have Administration make arrangements

Administrative Recommendations:

Authorize Councillors to attend and have administration make arrangements.

Authorities:

Bill 21 - 201.1(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor within 90 days after the councillor has been elected.

Summer Village of Sunbreaker Cove

July 19, 2021

Council & Legislative

Request for Decision

Agenda Item: *Subdivision and Development Appeal Board Training*

Background:

Administration has received information on the upcoming Subdivision and Development Appeal Board (SDAB) Training.

In recent changes to the *Municipal Government Act*, Subdivision and Development Appeal Board training is mandatory before members can sit on the SDAB hearing and training must be completed every three years.

This course is for newly appointed SDAB members and clerks or yet to be certified members and clerks.

This course includes:

- administrative law principles
- introduction to planning and development in Alberta
- legislative and planning considerations
- roles and responsibilities of members, clerks and other parties
- SDAB appeals, process and authority
- decision making
- other issues

This course is now delivered in 4, 3-hour online sessions. Successful completion of an online exam within 7 days of the course date is required to obtain certification.

Administration has secured the following dates for our members:

- September 22-24 Member/Clerk Refresher AM
- October 12-15 New Member/Clerk AM

Options for Consideration:

- 1) Council authorize Administration to register the Chair and members-at-large for the upcoming training.

Administrative Recommendations:

Administration to register Mayor and members-at-large for training where available.

Authorities:

Subdivision and Development Appeal Board Regulation

2(2) A member of a subdivision and development appeal board must

- (a) before participating in any hearing as a member of a panel of the board, successfully complete a training program set or approved by the Minister, and
- (b) every 3 years successfully complete a refresher training program set or approved by the Minister.

Summer Village of Sunbreaker Cove

July 19, 2021

Request for Decision

Agenda Item: *Utility rate discussion*

Background:

There have been a number of discussions around the annual utility rate for wastewater services in Sunbreaker Cove. The discussion revolves around the option of a seasonal vs part-time rate rather than a universal rate. Administration has made it clear that it would be our recommendation to have a universal rate as all other Summer Villages do, charging around \$400 - \$450 per year.

Listed below are 2 options we have discussed along with some pros and cons:

1. Turn off curb stop valves for seasonal residences during the winter

Pros	Cons
<ul style="list-style-type: none"> -ensures compliance -fees involved can be covered by homeowner -work can be contracted out 	<ul style="list-style-type: none"> -risk of homeowner forgetting or flushing when valve is closed which could cause flooding -possible increase in requests for PW to turn them on and off for the odd weekend

2. Honor system of residents who winterize their cabin

Pros	Cons
<ul style="list-style-type: none"> -relatively easy to just trust people are telling the truth 	<ul style="list-style-type: none"> -people lie -large administrative component to annually ask each resident, track that information, and then make changes to annual billing

3. Part time owners to install meters

Pros	Cons
<ul style="list-style-type: none"> -accurate way to tell for sure 	<ul style="list-style-type: none"> -another expense to part time owners -administrative effort or subcontract to read meters

Regardless of how it is structured, if Council decides on a two rate system there will be an increase to administrative time each year, particularly in the finance department.

Options for Consideration:

1. Council to discuss and provide direction to administration on how to structure the annual wastewater utility rate.

Authorities:

Summer Village of Sunbreaker Cove

July 19, 2021

Council Reports

Information Item

Council Reports:

Teresa Beets

Jim Willmon

Keith Kimball

Committee Reports:

Information Items:

Upcoming Meetings:

Next Council Meeting – September 20, 2021