

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
JANUARY 17, 2022 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, December 20, 2021

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Development Update
- 3) Notice of Public Meeting – Palm Cove

E. CLOSED SESSION

FOIP section 16, Third Party Business Interests
FOIP section 17, Third Party Personal Privacy

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Upcoming Meetings

- a) Council Meeting – February 21, 2021

G. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held December 20, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Teresa Beets
	Deputy Mayor:	Jim Willmon via Zoom
	Councillor:	Keith Kimball
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba via Zoom
	Recording Secretary:	Carolyn Widmer via Zoom

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

AGENDA APPROVAL

SBC-21-175 MOVED by Mayor Beets that the agenda be adopted as amended:

ADD:

D.3 Wastewater Update

CARRIED

CONFIRMATION OF MINUTES

SBC-21-176 MOVED by Councillor Kimball that the minutes of the Regular Meeting of Council held on October 18, 2021, be approved as presented.

CARRIED

SBC-21-177 MOVED by Deputy Mayor Willmon that the minutes of the Special Meeting of Council held on October 28, 2021, be approved as presented.

CARRIED

SBC-21-178 MOVED by Deputy Mayor Willmon that the minutes of the Regular Meeting of Council held on November 30, 2021, be approved as amended.

CARRIED

SBC-21-079 MOVED by Councillor Kimball that the minutes of the Municipal Planning Commission held on December 6, 2021, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Development Update
- 3) Wastewater Update

CARRIED

SBC-21-180 MOVED by Mayor Beets that Council accepts the information items as information.

CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

SBC-21-181 Bylaw 165-21	<u>Utility Bylaw</u>
	MOVED by Mayor Beets to give second reading of Bylaw #165-21 as amended. CARRIED
SBC-21-182 Bylaw 165-21	
	MOVED by Deputy Mayor Willmon to give third and final reading of Bylaw #165-21 as amended. CARRIED
SBC-21-183	<u>Pier and Hoist Plan</u>
	MOVED by Councillor Kimball that Sunbreaker Cove will not require all docks to have an approval or application submitted for the 2022 boating season. Further, administration is to draft a policy to be passed before the end of March, which will include a phased roll out of the approval process. CARRIED

Recess 11:30 a.m.

Reconvened 11:45 a.m.

FINANCE

SBC-21-184	<u>2022 – 2025 Budget</u>
	MOVED by Councillor Kimball that Council approve the 2022 – 2025 budget as amended. CARRIED

COUNCIL REPORTS

- Deputy Mayor Willmon
- No reports
- Councillor Kimball
- No reports
- Mayor Beets
- Wastewater Commission Meeting
 - Accepted budget
 - Transfer station delayed due to power panel and generator
 - South shore line discussion with the Minister
 - February 28th deadline for application to proceed with the policy

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

SBC-21-185 MOVED by Mayor Beets to accept the Council reports and Committee reports as information.
CARRIED

NEXT MEETING

SBC-21-186 MOVED by Mayor Beets that the next meeting of Council be held on January 17, 2022, at 9:00 a.m.
CARRIED

ADJOURNMENT

SBC-21-187 MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 12:45 p.m.
CARRIED

TERESA BEETS, MAYOR

TANNER EVANS, CAO

Summer Village of Sunbreaker Cove

Administration and Finance

Council Date: January 17, 2022

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 698,650.36

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

- | | |
|---------------------------------------|---------------|
| 1. Pidherney's | \$ 589,935.24 |
| a. Progress Payment#6 | |
| 2. Red Deer Catholic Regional | \$ 9,031.33 |
| a. Supplementary Tax Requisition 2021 | |
| 3. Summer Village of Norglenwold | \$ 14,498.26 |
| a. November 2021 Muni Specific Costs | |
| b. November 2021 Monthly Shared Costs | |
| 4. AB School Foundation Fund | \$ 84,312.45 |
| a. ASFF School Fund-December 31, 2021 | |

Council Expense Claims Report:

December 2021

- | | |
|-------------------|------------|
| ▪ Teresa A. Beets | \$ 864.11 |
| ▪ Jim Willmon | \$ 1087.40 |
| ▪ Keith Kimball | \$ 1859.11 |

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.

Date Printed
2022-01-10 1:49 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
Batch: 2021-00097 to 2022-00003

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
832	2021-12-20	Pidherney's			
		132024	Prograss Payment #6 Sanitary Serv	589,935.24	589,935.24
833	2021-12-20	Red Deer Catholic Regional			
		2021-4	Supplementary Tax Requisition 20:	9,031.33	9,031.33
			Total Computer Cheque:		598,966.57

EFT

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
231	2021-11-30	Summer Villages of Norglenwold			
		2021-00185	Nov 2021 Muni Specific Costs	5,164.19	
		2021-00189	Nov 2021 Monthly Shared Costs	9,334.07	14,498.26
232	2021-12-17	Empringham Disposal Corp			
		28383	Bi-Weekly Collection- November	655.20	655.20
233	2021-12-17	Go Services Inc.			
		15152848	Monthly Portable Toilet Rental-Oct	217.88	217.88
			Total EFT:		15,371.34

OTHER

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
2963	2022-01-07	AB School Foundation Fund			
		12231	Accrual ASFF School Fund-Decembe 31st	84,312.45	84,312.45
			Total Other:		84,312.45
			Total MAIN:		698,650.36

Certified Correct This January 10, 2022

Mayor

Administrator



Council Expense Claim Form

NAME: Teresa Beets
 POSITION: Mayor
 MONTH ENDING: December-2021

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/9/21	Sylvan Lake Regional Wastewater Commission		Mayor	\$ 120.00
12/13/21	Sylvan Lake Regional Wastewater Commission		Mayor	\$ 120.00
12/17/21	Sylvan Lake Regional Wastewater Commission		Mayor	\$ 120.00
12/20/21	Regular Council		Mayor	\$ 120.00
12/20/21	Sylvan Lake Regional Wastewater Commission		Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
			Title	\$ 0.00
12/15/21	ASVA		ASVA + \$70.00 (SBC)	\$ 70.00
If event is other please type it in.				\$ 670.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/9/21	Sylvan Lake Regional Wastewater Commission	82.00	\$0.59	\$ 48.38
12/13/21	Sylvan Lake Regional Wastewater Commission	82.00	\$0.59	\$ 48.38
12/17/21	Sylvan Lake Regional Wastewater Commission	38.00	\$0.59	\$ 22.42
12/20/21	Regular Council	45.00	\$0.59	\$ 26.55
12/20/21	Sylvan Lake Regional Wastewater Commission	82.00	\$0.59	\$ 48.38
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
			\$0.59	\$ 0.00
12/15/21	ASVA		\$0.59	\$ 0.00
				\$ 194.11

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: Teresa Beets
 C.A.O: _____

TOTAL PAYABLE: \$ 864.11



Council Expense Claim Form

NAME: Jim Willmon
 POSITION: Deputy Mayor
 MONTH ENDING: December-2021

Please follow the below steps for the formulas to work correctly.

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Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/6/21	Muni 101 training - Day 3/4		Deputy Mayor	\$ 100.00
10/13/21	Muni 101 training - Day 4/4		Deputy Mayor	\$ 100.00
10/18/21	Regular Council		DM&C +4 (1hour)	\$ 125.00
10/21/21	ASVA 2021 Conference & AGM		Deputy Mayor	\$ 100.00
10/28/21	Joint Services Committee		Deputy Mayor	\$ 100.00
10/28/21	Special Council Meeting		Deputy Mayor	\$ 100.00
11/30/21	Regular Council		DM&C +4 (2hour)	\$ 150.00
12/20/21	Regular Council		Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 850.00 875

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/6/21	Muni 101 training - Day 3/4		\$0.59	\$ 0.00
10/13/21	Muni 101 training - Day 4/4		\$0.59	\$ 0.00
10/18/21	Regular Council		\$0.59	\$ 0.00
10/21/21	ASVA 2021 Conference & AGM		\$0.59	\$ 0.00
10/28/21	Joint Services Committee	360.00	\$0.59	\$ 212.40
10/28/21	Special Council Meeting		\$0.59	\$ 0.00
11/30/21	Regular Council		\$0.59	\$ 0.00
12/20/21	Regular Council		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 212.40

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____
 C.A.O: _____

TOTAL PAYABLE: \$ ~~1,062.40~~
 187.40



Council Expense Claim Form

NAME: Keith Kimball

POSITION: councillor

MONTH ENDING: ~~October~~-2021 December

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
8/28/21	Special Meeting		Councillor	\$ 100.00
11/17/21	AUMA convention		DM&C +4 (4hour)	\$ 200.00
11/18/21	AUMA Convention		DM&C +4 (4hour)	\$ 200.00
11/19/21	AUMA Convention		DM&C +4 (2hour)	\$ 150.00
11/23/21	FCSS		Councillor	\$ 100.00
11/30/21	Regular Council		DM&C +4 (2hour)	\$ 150.00
12/6/21	Municipal Planning Commission		Councillor	\$ 100.00
12/20/21	Regular Council		DM&C +4 (2hour)	\$ 150.00
			Title	\$ 0.00
			Title	\$ 0.00

If event is other please type it in.

\$ 1,250.00 1,150.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
8/28/21	Special Meeting		\$0.59	\$ 0.00
11/17/21	AUMA convention		\$0.59	\$ 0.00
11/18/21	AUMA Convention		\$0.59	\$ 0.00
11/19/21	AUMA Convention		\$0.59	\$ 0.00
11/23/21	FCSS		\$0.59	\$ 0.00
11/30/21	Regular Council		\$0.59	\$ 0.00
12/6/21	Municipal Planning Commission		\$0.59	\$ 0.00
12/20/21	Regular Council		\$0.59	\$ 0.00
			\$0.59	\$ 0.00
			\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
11/19/21	AUMA Hotel Costs	677.88	31.23	\$ 709.11
				\$ 0.00
				\$ 0.00
				\$ 709.11

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 1,959.11

1,859.11

Summer Village of Sunbreaker Cove

January 17, 2022

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 94 development permits issued in the Summer Villages (33 in Birchcliff, 3 in Half Moon Bay, 11 in Jarvis Bay, 24 in Norglenwold, and 23 in Sunbreaker Cove).

The following is the listing for Sunbreaker Cove:

- | | |
|-----------------------|---|
| 1. 1206 Marine Drive | Demolition |
| 2. 717 Sunhaven Way | Addition |
| 3. 1105 Larch Road | Dwelling |
| 4. 669 Fox Crescent | Dwelling & Detached Garage |
| 5. 1211 Pine Road | Garage with Guest House |
| 6. 917 Deer Street | Addition |
| 7. 1319 Birch Road | Shed |
| 8. 1119 Poplar Road | Dwelling Addition |
| 9. 633 Fox Crescent | Deck Addition & Hot Tub |
| 10. 805 Sunhaven Way | Demolition & Detached Garage with Guest House |
| 11. 711 Elk Street | Deck |
| 12. 613 Fox Crescent | Driveway |
| 13. 1317 Birch Road | Dwelling |
| 14. 1130 Breakers Way | Dwelling |
| 15. 701 Sunhaven Way | Demolition & Dwelling |
| 16. 809 Sunhaven Way | Dwelling |

Active development permits for the operation of a Tourist Home:

1. 1309 Breakers Way
2. 1126 Breakers Way
3. 1323 Birch Road
4. 635 Fox Crescent
5. 1318 Balm Road
6. 641 Fox Crescent
7. 685 Fox Crescent

Closed development permits since last Council meeting:

1. 809 Sunhaven Way Shed

Yearly Report:

A total of 65 Development Permits were issued in all 5 Summer Villages in 2021, 17 of them were Sunbreaker Cove's.

In 2020, 36 Development Permits were issued in all 5 Summer Villages, 10 of them were Sunbreaker Cove's.

4 Development Permits were closed in 2021 in Sunbreaker Cove.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove

January 17, 2022

Public Works

Information Item

Agenda Item: Public Works Update

Background:

- A letter was sent out informing the residents who have an encroaching boathouse that the agreement will not be renewed next year. We have not heard anything back.
- The Rip Rap work is expected to be done in late February or early March. There were delays because Lakeview had to deal with a new contact at AB Environment who was less familiar with the approval process.
- We have obtained high level estimates for stairway repairs on the Breakers side.
- Public Works is compiling all the forms for wastewater connections, and when we have the go ahead from the commission, we will contact everyone who has submitted the completed paperwork and set up a time to turn the curb stop valves.
- Public Works is also currently working on a package for a new buoy installation contract.
- We are in the process of acquiring quotes in the coming months for overlay on all the side roads. Because oil prices are still very high asphalt prices will likely be substantially higher than expected. As the records we have regarding our roads are not optimal, Administration plans to present an option to at the next Joint Service Committee meeting for all 5 villages to undergo a study by an engineering firm. This study includes equipment that drives the roads with 2 different types of cameras which identify asphalt thickness and indicators of stress to determine a pavement condition index (PCI). A trailer is also hauled on each road that drops weights at certain intervals to determine the quality of the base underneath the asphalt. This information is compiled into a report which includes recommended maintenance moving forward, allowing us to maximize the lifespans of our road systems in the most cost-effective manner.

Administrative Recommendations:

Council to accept as information.

Summer Village of Sunbreaker Cove

January 17, 2022

Information Item

Agenda Item: Notice of Public Meeting

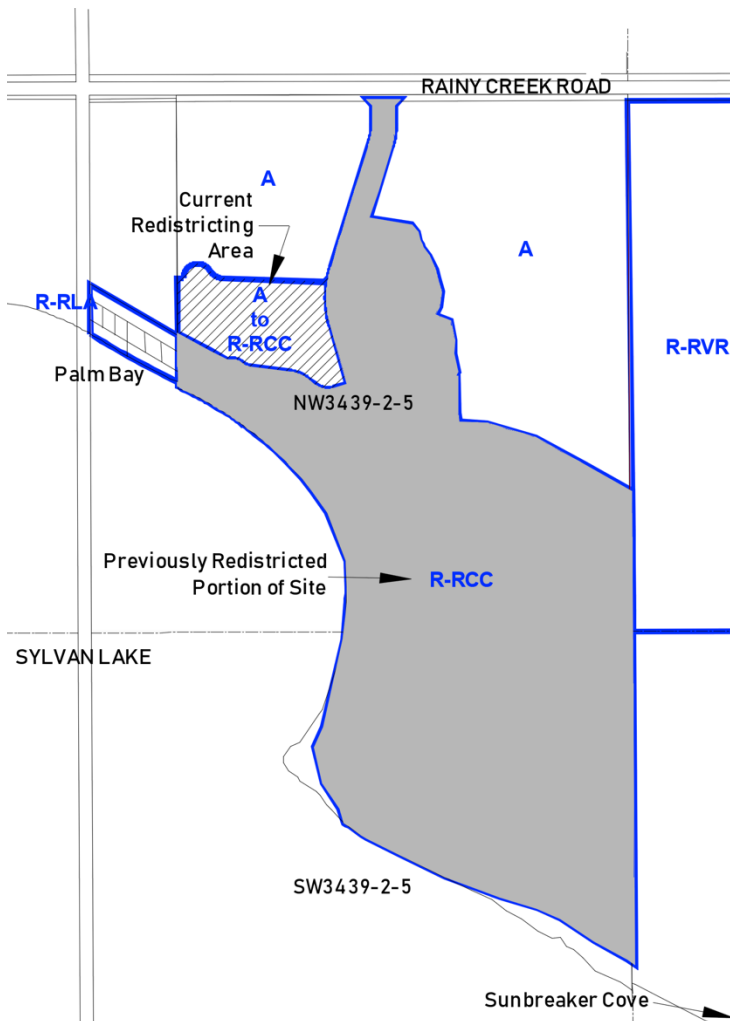
Background: Attached for the information is a notice of public meeting regarding a potential redistricting in Palm Cove.

Administrative Recommendations:

Council to accept as information.

PUBLIC INFORMATION MEETING

PROPOSED PALM COVE REDISTRICTING



An application for a redistricting has been submitted to Lacombe County by Qualico Developments West Ltd., within the NW34 39-2-5, adjacent to Sylvan Lake. Lacombe County previously approved a 59 lot subdivision for the initial stage on this site. The current subdivision application retains the originally approved number of lots.

An Online Public Information Meeting is being held to convey the development intentions for the site and to gather input from stakeholders. Project representatives, the landowner and consultants will be in attendance to answer questions.

If you would like additional information, or if you are unable to attend the public information meeting times, please contact the meeting organizer (contact info below).

PRE-REGISTRATION WITH THE MEETING ORGANIZER IS REQUIRED FOR ONE OF THE MEETING TIME SLOTS

A copy of the draft development and subdivision concept, together with supporting technical studies are available for viewing on the County's website at: www.lacombecounty.com

Registration Deadline: Monday, February 7, 2022
Online Meeting Date: Wednesday, February 9, 2022
Available Time Slots: 4:00pm to 4:30pm
4:45pm to 5:15pm
6:15pm to 6:45pm
7:00pm to 7:30pm

Online Meeting Format: Microsoft Teams (via web browser or app)
Feedback Deadline: February 11, 2022

MEETING ORGANIZER: Chris Davis
Davis Consulting Group
780-990-9010
chris@davisconsulting.ca