

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
December 11, 2023

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held December 11, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

<b>PRESENT</b>	Mayor:	Jim Willmon
	Deputy Mayor:	Keith Kimball
	Councillor:	Teresa Beets via Zoom
	CAO:	Tanner Evans
	Development Officer:	Kara Hubbard
	Finance Manager:	Tina Leer
	Public Works Manager:	Justin Caslor
	Recording Secretary:	Teri Musseau

**CALL TO ORDER** The meeting was called to order at 8:29 a.m. by Mayor Willmon.

**AGENDA APPROVAL**

**SBC-23-170** MOVED by Councillor Beets that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**SBC-23-171** MOVED by Deputy Mayor Kimball that the minutes of the Regular Meeting of Council held on October 16, 2023, be approved as presented.  
CARRIED

**INFORMATION ITEMS**

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

**SBC-23-172** MOVED by Mayor Willmon that Council accept the information items as presented.  
CARRIED

**REQUESTS FOR DECISION**

**FINANCE**

**SBC-23-173** 2024 Budget  
MOVED by Mayor Willmon that Council approve the 2024 Budget as amended.  
CARRIED

**SBC-23-174** MOVED by Mayor Willmon that Council replace the Long-Term Debt Reserve with a Rate Rider Receivables Reserve, to clarify the component of the accumulated surplus associated with the Wastewater Collection Fee Receivables reflected in our audited financial statements and remove receivables from capital reserves.  
CARRIED

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**SBC-23-175**            MOVED by Mayor Willmon that transfer \$35,655 from the Wastewater reserve into the new Rate Rider Receivables Reserve. The receivable reserve at Dec 31, 2023, is projected to be \$694,584, which is \$36,655 greater than the remaining long-term debt obligations at Dec 31, 2023. The Wastewater reserve at Dec 31, 2023, will be \$40,224.  
CARRIED

**SBC-23-176**            MOVED by Mayor Willmon that Council transfer the Infrastructure Reserve to the Road Reserve.  
CARRIED

**SBC-23-177**            Tax Penalty Relief Policy  
MOVED by Deputy Mayor Kimball that Council adopt the Tax Penalty Relief Policy as amended.  
CARRIED

**SBC-23-178**            Auditor Engagement Letter  
MOVED by Councillor Beets that Council sign the auditor engagement letter from the Metrix Group as presented.  
CARRIED

**COUNCIL & LEGISLATION**

**SBC-23-179**            Fire Pits on Sylvan Lake  
MOVED by Councillor Beets that Council support the proposal from Mayor Megson, Mayor of the Town of Sylvan Lake, to promote the use of fire pits on Sylvan Lake instead of having fires directly on the ice, and further, Deputy Mayor Kimball be designated as Council's representative.  
CARRIED

**SBC-23-180**            Range Road 2-2 Paving  
MOVED by Mayor Willmon that Council sign the Memorandum of Understanding with Lacombe County agreeing to pay half of the paving costs of Range Road 2-2 from Rainy Creek Road to the boat launch.  
CARRIED

**PLANNING & DEVELOPMENT**

**SBC-23-181**            Safety Codes Contract Renewal  
MOVED by Deputy Mayor Kimball that Council renew their agreement with Superior Safety Codes for another 3-year term.  
CARRIED

**SBC-23-182**            Encroachment Agreement Request  
MOVED by Councillor Beets that Council enter into an encroachment agreement with the owners at 1323 Birch Road for a brick patio and brick sidewalk encroaching on the road right of way for a 5-year term.  
CARRIED

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**COUNCIL REPORTS**

Mayor Willmon

- Joint Services Committee
- Association of Summer Villages of Alberta Conference
- Sylvan Lake Intermunicipal Development Plan Committee
- Sylvan Lake Regional Water/Wastewater Commission

Deputy Mayor Kimball

- Association of Summer Villages of Alberta Conference

Councillor Beets

- No reports

**COMMITTEE REPORTS**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

**CORRESPONDENCE**

- Municipal Indicators
- Association of Summer Villages of Alberta
- Red Deer River Watershed Alliance

**SBC-23-183**      MOVED by Deputy Mayor Kimball that Council accept the Council and Committee Reports as presented.

CARRIED

**NEXT MEETING**

**SBC-23-184**      MOVED by Mayor Willmon that the next meeting of Council be held on February 12, 2024, at 8:30 a.m.

CARRIED

**ADJOURNMENT**

**SBC-23-185**      MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 12:20 p.m.

CARRIED

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JIM WILLMON, MAYOR

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TANNER EVANS, CAO