

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
DECEMBER 20, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES

- Regular Meeting Minutes, October 18th, 2021
- Special Meeting Minutes, October 28th, 2021
- Regular Meeting Minutes, November 30th, 2021
- Municipal Planning Commission, December 6th, 2021

D. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Development Update

E. REQUESTS FOR DECISION

1) Council & Legislation

- a) Utility Bylaw
- b) Pier and Hoist Plan

2) Finance

- a) Budget 2022 - 2025

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Committee Reports

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
 - Parkland Regional Library Board

3) Information Item

- a) Joint Service Committee Minutes

4) Upcoming Meetings

- a) Council Meeting – January 17th, 2021

G. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held October 18, 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
	Public Works Coordinator:	Chris Loov via Zoom
	Development Officer:	Kara Kashuba via Zoom
	Recording Secretary:	Teri Musseau
	Delegates:	Michael Wuetherick via Zoom

CALL TO ORDER The Meeting was called to order at 9:02 a.m. by Mayor Beets.

AGENDA APPROVAL

SBC-21-175 MOVED by Councillor Kimball that the agenda be adopted as amended:

ADD:
Closed Session to end of agenda
F.4.A Newsletter

MOVE:
E.2. Quarterly Financial to F.3.A

CARRIED

CONFIRMATION OF MINUTES

SBC-21-176 MOVED by Deputy Mayor Willmon that the minutes of the Regular Meeting of Council held on September 28, 2021, be approved as presented.

CARRIED

DELEGATION

Municipal Wastewater Line
Michael Wuetherick, the Wastewater Technical Advisor, joined Council to discuss next steps moving forward with the Municipal Wastewater Line.

INFORMATION ITEMS

- 1) Accounts Payable Report
- 3) Public Works Report
- 4) Development Update
- 5) Subdivision and Development Appeal Board Advertising

SBC-21-177 MOVED by Deputy Mayor Willmon that Council discontinue with advertising in newspaper publications for the Subdivision and Development Appeal Board as the advertising is not a requirement.

CARRIED

SBC-21-178 MOVED by Councillor Kimball that Council accepts the information items as information.

CARRIED

REQUEST FOR DECISION**COUNCIL & LEGISLATION**

- SBC-21-179** Parkland Regional Library Board 2022 Budget
 MOVED by Councillor Kimball that Council approve the 2022
 Parkland Regional Library Board Budget as presented.
 CARRIED
- SBC-21-180** Sylvan Lake Management Committee
 MOVED by Councillor Kimball that Council support the
 recommendation to dissolve the Sylvan Lake Management
 Committee with the understanding that the Sylvan Lake
 Management Committee's database be preserved by the
 Intermunicipal Development Plan Committee or a member
 municipality.
 CARRIED
- Bylaw #165-21** Utility Bylaw
SBC-21-181 MOVED by Mayor Beets that Council give first reading to the Utility
 Bylaw #165-21 as amended.
 CARRIED

PUBLIC WORKS

- SBC-21-182** Sewer Connection Form
 MOVED by Deputy Mayor Willmon that Council approve the amended
 Sewer Connection Form with confirmation from Superior Safety Codes
 of a passed inspection as requirements prior to Administration opening
 the curb stop.
 CARRIED

COUNCIL & LEGISLATION

- SBC-21-183** Newsletter
 MOVED by Councillor Kimball that Council accept as information and
 Mayor Beets prepare the newsletter as discussed.
 CARRIED

INFORMATION ITEMS

- SBC-21-184** Quarterly Financial Report
 MOVED by Deputy Mayor Willmon that Administration move
 \$746,400.00 from the Wastewater Reserve and \$796,239.00 from
 Deferred Revenue into the Operating Capital Budget.
 CARRIED
- SBC-21-185** MOVED by Deputy Mayor Willmon that Administration apply the 2020
 MSP funds to the Larch Road Drainage Project.
 CARRIED

Council break at 12:55 p.m.

Council reconvened at 1:12 p.m.

CLOSED SESSION

SBC-21-186 MOVED by Councillor Kimball that Council move to a closed session to seek advice from officials as per FOIP Section 16 at 1:13 p.m.

CARRIED

SBC-21-187 MOVED by Mayor Beets that Council return to an open meeting at 2:06 p.m.

CARRIED

SBC-21-188 MOVED by Deputy Mayor Willmon that Administration obtain cost breakdown from all 3 contractors with a potential reduction in scope of work, and further, Council to discuss at a special meeting by the end of October.

CARRIED

COUNCIL REPORTS

Deputy Mayor Willmon

- No reports
- Completed Munis 101 training

Councillor Kimball

- No reports
- Completed Munis 101 training

Mayor Beets

- Lacombe Regional Emergency Management Advisory Committee
- Municipal Wastewater Line

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

SBC-21-189 MOVED by Councillor Kimball to accept the Council reports and Committee reports as information.

CARRIED

NEXT MEETING

SBC-21-190 MOVED by Mayor Beets that the next meeting of Council be held on November 29, 2021, at 9:00 a.m.

CARRIED

ADJOURNMENT

SBC-21-191 MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 2:21 p.m.
CARRIED

TERESA BEETS, MAYOR

TANNER EVANS, CAO

Minutes of a Special Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held October 28, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Teresa Beets via Zoom
Deputy Mayor: Jim Willmon
Councillor: Keith Kimball
CAO: Tanner Evans
Recording Secretary: Teri Musseau

CALL TO ORDER The Meeting was called to order at 1:37 p.m. by Mayor Beets.

AGENDA APPROVAL

SBC-21-192 MOVED by Councillor Kimball that the agenda be adopted as amended:

Addition:

C.2. Shoreline Armoring

CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

SBC-21-193 Long Term Borrowing
MOVED by Deputy Mayor Willmon that Administration apply to the Alberta Treasury Board and Finance for a final draw of \$253,700.

CARRIED

SBC-21-194 Shoreline Armoring
MOVED by Deputy Mayor Willmon that Council agree to use Lakeview Contracting to armor the shoreline near one branch of Elk Street and proceed with the Alberta Environment and Parks applications; and Administration to bring back recommendations on the final length for armoring with funds to come from accumulated surplus.

CARRIED

ADJOURNMENT

SBC-21-195 MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 2:18 p.m.

CARRIED

MAYOR BEETS, MAYOR

TANNER EVANS, CAO

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held November 30, 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
Public Works Coordinator: Chris Loov via Zoom
Development Officer: Kara Kashuba via Zoom
Finance Officer: Tina Leer via Zoom
Recording Secretary: Carolyn Widmer
Delegate: Brad VanderHeyden 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 Councillor Kimball that the agenda be adopted as amended:

ADD:
F.2.D Utility
F.1.B Piers & Hoists
E.4 Commissionaires/Policing

MOVE:
F.2.C Budget to beginning

CARRIED

CONFIRMATION OF MINUTES

SBC-21-176 MOVED by Mayor Beets that the minutes of the Regular Meeting of Council held on October 18, 2021, be tabled to next meeting.

CARRIED

DELEGATION

Municipal Wastewater Line
Brad VanderHeyden, from Stantec Engineering Services, joined Council to discuss next steps moving forward with the Municipal Wastewater Line.

CARRIED

Brad VanderHeyden left meeting at 9:42 am.

Council break at 10:31 am Teresa

Reconvened at 10:44 am Teresa

Budget
MOVED by Mayor Beets that the 2022 – 2025 Budget be tabled to next Council meeting.

CARRIED

Council break at 12:04 p.m. Teresa
Reconvened at 12:25 p.m. Teresa

INFORMATION ITEMS

- 1) Accounts Payable Report
 - 2) Public Works Report
 - 3) Development Update
 - 4) Commissionaires & Policing
- CARRIED

SBC-21-177 MOVED by Councillor Kimball that Council accepts the information items as information.

CARRIED

SBC-21-178 Public Works Report
 MOVED by Mayor Beets to move forward with installation of rip rap and to notify residents who have encroachment agreements prior to next winter.

Deputy Mayor Willmon exused himself from the discussion.

CARRIED

SBC-21-179 Policing/Commissionaires
 MOVED by Mayor Beets to commence discussion once more with Lacombe County to proceed with Commissionaire for upcoming boat launch season and to obtain Commissionaire reports.

CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

SBC-21-180 Lacombe Regional Waste Services Commission
 MOVED by Deputy Mayor Willmon to authorize Mayor Beets and Tanner Evans to sign the agreement.

CARRIED

SBC-21-181 Utility Bylaw
 MOVED by Mayor Beets to make amendments to the \$400 and \$160 and to bring back next month for second and third reading.

CARRIED

SBC-21-182 Newsletter
 MOVED by Mayor Beets that Administration make amendments and mail out.

CARRIED

FINANCE

SBC-21-183 Auditor Engagement
 MOVED by Deputy Mayor Willmon that Council sign the engagement letters as presented.

CARRIED

SBC-21-184 Bank Fees
 MOVED by Deputy Mayor Willmon that Council recommends to keep the in person credit card payment ability as an option to pay, and to add Business e-transfer as a better more cost efficient option to pay.

CARRIED

COUNCIL & LEGISLATION

SBC-21-185

Piers and Hoists/Wastewater Utility Bylaw

MOVED by Mayor Beets that a Special Meeting be held.

CARRIED

COUNCIL REPORTS

- Deputy Mayor Willmon
- No reports
- Councillor Kimball
- SLMC
- Mayor Beets
- ASVA
 - George Cuff training

COMMITTEE REPORTS

- Julie Maplethorpe, Summer Village of Jarvis Bay
- Parkland Regional Library Board

SBC-21-186

MOVED by Mayor Beets to accept the Council reports and Committee reports as information.

CARRIED

NEXT MEETING

SBC-21-187

MOVED by Mayor Beets that the next meeting of Council be held on December 20, 2021, at 9:00 a.m.

CARRIED

ADJOURNMENT

SBC-21-188

MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 3:12 p.m.

CARRIED

TERESA BEETS, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held December 6, 2021, at the Summer Village Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Keith Kimball via Zoom
Member-at-Large: Colette Gilbert via Zoom
Member-at-Large: Fred Barham via Zoom
CAO: Tanner Evans via Zoom
Development Officer: Kara Kashuba via Zoom
Recording Secretary: Carolyn Widmer via Zoom
Applicant(s): Shannon McMechan
Cory Kaun
Jason Zabinsky

CALL TO ORDER: Chair Kimball called the meeting to order at 9:04 a.m.

AGENDA:

MPC-21-013 Moved by Chair Kimball to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION

1. 1321 Birch Road – Development Permit Application

Application for a garage with guest house located on the property of 1321 Birch Road. (Lot 14, Block 9, Plan 413NY)

Kara Kashuba, Shannon McMechan, Cory Kaun and Jason Zabinsky left the meeting at 9:14 a.m.

DECISIONS

MPC-21-014 Moved by Keith Kimball to deny the application due to the size of the room labelled “kitchenette” and the inclusion of upper and lower cabinets, sink, dishwasher, and fridge, it is the opinion of the Municipal Planning Commission that the “kitchenette” is for all intents and purposes, a kitchen. The definition of a ‘guest house’ under the Sunbreaker Cove Land Use Bylaw is an *‘accessory building containing sleeping facilities for temporary usage only and may have a bathroom, but shall not have a kitchen or other cooking facilities.’*
CARRIED

ADJOURNMENT:

MPC-21-015 Moved by Chair Kimball that the Municipal Planning Commission meeting be adjourned at 9:40 a.m.
CARRIED

KEITH KIMBALL, CHAIR

-

TANNER EVANS, CAO

Summer Village of Sunbreaker Cove**Administration and Finance****Council Date: December 20, 2021****Information Item****Agenda Item:** *Accounts Payable Update***Background:**

Total payables processed and presented to Council \$ 61,464.50

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

- | | |
|--|--------------|
| 1. Urban Dirtworks Inc. | \$ 47,573.67 |
| a. Progress #1 2021 Drainage Improvement | |
| b. Drainage of Ditch | |
| 2. Summer Village of Norglenwold | \$ 8,754.49 |
| a. October 2021 Muni Specific Costs | |
| b. October 2021 Monthly Shared Costs | |

Council Expense Claims Report:**November 2021**

- Teresa A. Beets \$ 1058.38

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
2021-12-09 9:34 AM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
Batch: 2021-00090 to 2021-00094

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
824	2021-11-30	Al's Bobcat & Trucking	18255	Sanding and Clean Up for Spring I	765.45	
			18275	Sanding Nov 16 & 22nd	1,039.50	1,804.95
825	2021-11-30	Avanti Hydrovac Inc.	0716423	Clean Out Culverts	630.00	630.00
826	2021-11-30	Go Services Inc.	15153418	Nov.Monthly Portable Toilet Renta	217.88	217.88
827	2021-11-30	Larkaun Homes Ltd	1050Refund	Refund for Overpayment on Dev. F	300.00	300.00
828	2021-11-30	Urban Dirtworks Inc	4076	Progress #1 2021 Drainage Improv	46,550.97	
			4073	Drainage of Ditch	1,022.70	47,573.67
829	2021-11-30	Will, Garry	NOV29SDAB	SDAB Refresher Nov.22, 23rd & 2	300.00	300.00
830	2021-11-30	WSP Canada Inc.	1057448	Drainage Project Services-Oct 3-N	1,732.50	1,732.50
831	2021-12-08	Federation of Canadian	29171-M3J8Q0	FCM Membership Renewal 2022/2	111.86	111.86
					Total Computer Cheque:	52,670.86

EFT

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
230	2021-10-31	Summer Villages of Norglenwold	2021-00176	Oct 2021 Muni Specific Charges	1,591.54	
			2021-00180	Oct 2021 Monthly Shared Costs	7,162.95	8,754.49
					Total EFT:	8,754.49

OTHER

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2934	2021-11-30	Receiver General/OTH	NOV2021	Council CPP Nov 30th	39.15	39.15
					Total Other:	39.15

Total MAIN: 61,464.50

Certified Correct This December 9, 2021

Date Printed
2021-12-09 9:34 AM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
Batch: 2021-00090 to 2021-00094

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Mayor

Administrator



Council Expense Claim Form

NAME: Teresa Beets
 POSITION: Mayor
 MONTH ENDING: November-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
11/1/21	on site construction Mtg Wastewater project		Mayor	\$ 120.00
11/17/21	AUMA conference		Mayor +4 (2hour)	\$ 170.00
11/18/21	AUMA conference		Mayor +4 (2hour)	\$ 170.00
11/19/21	AUMA Conference		Mayor	\$ 120.00
11/19/21	Sylvan Lake Regional Wastewater Commission		Mayor	\$ 120.00
11/24/21	SBC Summary Mtg Budget for Commission		Mayor	\$ 120.00
11/29/21	Municipal Government George Cuff Course		Mayor	\$ 120.00
11/30/21	Regular Council		Title	\$ 0.00
			Title	\$ 0.00
11/15/21	ASVA		ASVA + \$70.00 (SBC)	\$ 70.00
If event is other please type it in.				\$ 1,010.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/1/21	on site construction Mtg Wastewater project		\$0.59	\$ 0.00
11/17/21	AUMA conference		\$0.59	\$ 0.00
11/18/21	AUMA conference		\$0.59	\$ 0.00
11/19/21	AUMA Conference		\$0.59	\$ 0.00
11/19/21	Sylvan Lake Regional Wastewater Commission	82.00	\$0.59	\$ 48.38
11/24/21	SBC Summary Mtg Budget for Commission		\$0.59	\$ 0.00
11/29/21	Municipal Government George Cuff Course		\$0.59	\$ 0.00
11/30/21	Regular Council		\$0.59	\$ 0.00
			\$0.59	\$ 0.00
11/15/21	ASVA		\$0.59	\$ 0.00
				\$ 96.76

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: \$ 1,058.38

Summer Village of Sunbreaker Cove

December 20, 2021

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 91 development permits issued in the Summer Villages (32 in Birchcliff, 2 in Half Moon Bay, 9 in Jarvis Bay, 24 in Norglenwold, and 24 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
12. 711 Elk Street	Deck
13. 613 Fox Crescent	Driveway
14. 1317 Birch Road	Dwelling
15. 1130 Breakers Way	Dwelling
16. 701 Sunhaven Way	Demolition & Dwelling (NEW)
17. 809 Sunhaven Way	Dwelling (NEW)

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove

Council and Legislation

Request for Decision

Agenda Item: *Utility Bylaw*

Background:

Edits have been made to Utility Bylaw 165-21 which is now presented to Council for second and third reading. The Wastewater Utility Bylaw sets out the rates, billing, and collection of fees for the Sunbreaker Cove Municipal Wastewater System.

Options for Consideration:

- 1) Council to give second and third reading to Bylaw 165-21.
- 2) Council to discuss and give direction to administration.

Administrative Recommendations:

- 1) Council to give second and third reading to Bylaw 165-21.

**SUMMER VILLAGE OF SUNBREAKER COVE
WASTEWATER UTILITY BYLAW
BY-LAW 165-21**

A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE, IN THE PROVINCE OF ALBERTA, TO REGULATE THE RATES, BILLING, AND COLLECTION OF FEES FOR THE MUNICIPAL WASTEWATER SYSTEM IN THE SUMMER VILLAGE OF SUNBREAKER COVE.

Being a Bylaw of the Summer Village of Sunbreaker Cove to provide for the connection to and provision of sewage services to residents of the Summer Village of Sunbreaker Cove.

WHEREAS The Municipal Government Act, R.S.A. 2000, c. M-26 provides a Municipal Council with the authority to pass bylaws respecting public utilities;

NOW THEREFORE the Council of the Summer Village of Sunbreaker Cove in the Province of Alberta, duly assembled, hereby enacts as follows:

1 TITLE AND GEOGRAPHIC SCOPE

- 1.1 This Bylaw may be referred to as the "Summer Village of Sunbreaker Cove Utility Bylaw".
- 1.2 This Bylaw shall only be applicable within the boundaries of the Summer Village of Sunbreaker Cove, as depicted in Schedule "A" attached hereto.

2 DEFINITIONS AND INTERPRETATION

- 2.1 In this Bylaw:
 - a) "Council" means the Council of the Summer Village of Sunbreaker Cove.
 - b) "Customer" means any person who is the Owner and thereby occupant of any premises connected to or provided with utility services pursuant to this Bylaw.
 - c) "Chief Administrative Officer" means the Chief Administrative Officer for the Summer Village of Sunbreaker Cove or his or her delegate.
 - d) "Owner" means the registered Owner of land and includes the purchaser thereof, and where the context so requires the Owner of the land receiving goods or services pursuant to this Bylaw.
 - e) "Person" means a human being, a corporation or other legal entity.
 - f) "Three season home" means a home that does not have the proper insulation, water, or heating systems designed to be lived in year round.
 - g) "Winterize" means preparing a house for vacancy, which may include preparing the plumbing system and components to not be affected by temperature extremes.
- 2.2 The Preamble and Schedules attached to this Bylaw form part of this Bylaw.
- 2.3 In this Bylaw the reference to the male gender shall include the female, and the singular shall include the plural and vice versa.
- 2.4 Where a word or term in the Bylaw is defined by this Bylaw, derivatives of that word or term shall be interpreted to have the same general meaning as the defined word or term, as the context may require.

3 DELEGATION OF AUTHORITY

- 3.1 Council hereby delegates to the Chief Administrative Officer authority to do all things necessary in order to fulfill the responsibilities and duties of the Summer Village with respect to the delivery of utility services under the Municipal Government Act and this Bylaw. The Summer Village Chief Administrative Officer is responsible for the operation of the sewage system in accordance with:

3.1.1 Provincial and Federal Statutes and Regulations

3.2.2 This Bylaw and related Regulations

- 3.2 The Summer Village Chief Administrative Officer may delegate to one or more Summer Village employees any of the duties hereby delegated to the Summer Village Chief Administrative Officer.

4 RATES, BILLING AND COLLECTION

- 4.1 The rates to be charged to Customers for the disposal of wastewater to the Summer Village Wastewater System are prescribed in Schedule "B" of this Bylaw.
- 4.2 A utility bill showing actual or estimated amounts for all service charges to the Customer shall be prepared and delivered annually. The wastewater service charges and any other charge authorized by a Bylaw of the Summer Village of Sunbreaker Cove may be combined on a single Customer bill, but each charge shall be shown separately.
- 4.3 No reduction in rates or charges shall be made for any interruption of wastewater services during a billing period.
- 4.4 All utility bills are due and payable upon receipt of billing with payment to be made at the Summer Village of Sunbreaker Cove office or at such other place as may be designated from time to time by the Summer Village Chief Administrative Officer.
- 4.5 Non-receipt of a utility bill shall not exempt the Customer from payment of the services rendered.
- 4.6 Any wastewater account balance which remains unpaid more than one month after the billing date shall have added to their account a late payment fee as specified in Schedule "C" based on the combined account balance including other services and charges included on the utility bill by the Summer Village of Sunbreaker Cove.
- 4.7 Where a utility account has been outstanding for a period of sixty (60) days, a notice shall be mailed to the Customer and the registered Owner of the property if the Customer is not the registered Owner, warning that wastewater service may be shut off unless full payment of the account is received within (7) seven days of the notice. If payment is not received with the seven (7) day period, the Summer Village may (but is not required to) hand deliver, or post a final notice on the property, warning the wastewater services shall be shut off unless full payment of the account is received within two (2) days of the final notice. Payment must be made by cash, certified cheque, or debit card, failing which, services may be disconnected.

- 4.8 Where utility services have been shut off for non-payment of a utility account in accordance with Section 4.7, the sewer service shall not be turned on until such time as the account, including penalties and a reconnection fee as prescribed in Schedule “C” has been paid. Payment must be by cash, certified cheque, or debit card.
- 4.9 Notwithstanding Section 4.7, where the Customer is unable to pay the entire amount of the outstanding utility account the Summer Village Chief Administrative Officer may, upon negotiation of a satisfactory repayment schedule, postpone the shut-off of wastewater services.
- 4.10 Where a utility account or other charges under this Bylaw remain unpaid, the Summer Village Chief Administrative Officer may add the unpaid utility or other charges to the tax roll account of the property.
- 4.11 The Summer Village Chief Administrative Officer may undertake collection of any unpaid utility accounts by any means provided by the law.
- 4.12 Any person with an approved development permit for the demolition of a dwelling shall give five (5) working days’ notice of the same to the Summer Village office, otherwise the rates will continue until such notice is given or the wastewater service is turned off. Discontinuing of wastewater services will not be permitted for any other reason.
- 4.13 Where wastewater service is to be discontinued a final billing will be calculated on a prorated basis from the date of the last billing to the date of discontinuance of service.

5 PENALTIES

- 5.1 Charges as prescribed in Schedule “C” will be imposed on any Customer issuing a cheque to the Summer Village of Sunbreaker Cove which is dishonored or returned with a notification of non-sufficient funds (NSF) and those charges shall be added to their account.

6 MISCELLANEOUS

This Bylaw shall come into full force and effect on the date of passing.

INTRODUCED AND GIVEN FIRST READING this ____ day of ____, 2021.

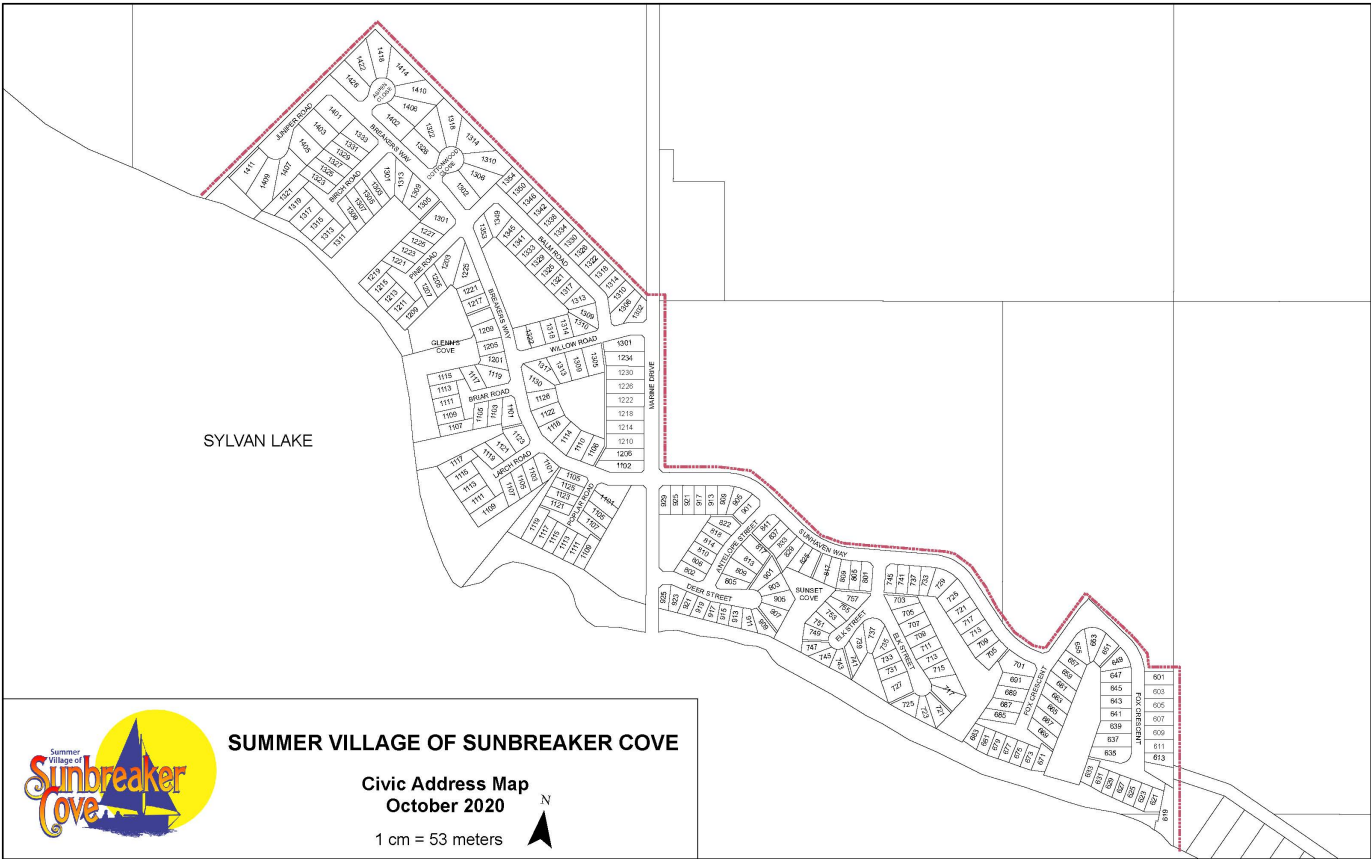
GIVEN SECOND READING this ____ day of ____, 2021

GIVEN THIRD AND FINAL READING this ____ day of ____, 2021.

Teresa Beets, Mayor

Tanner Evans, C.A.O.

SCHEDULE “A”



SCHEDULE “B”

Residential Rates

Each Customer shall be invoiced once a year for sewer services supplied:

- If the home has the capacity to be occupied in the winter, the charge will be \$400/year, or
- If the home does not have the capacity to be occupied in the winter and needs to be winterized annually and/or is a summer home, the charge will be \$160/year.

The lower fee is only available if the customer declares to Summer Village Administration in writing (letter or email) that the dwelling is a summer home:

- at the time of connection is requested, and
- annually thereafter prior to March 31.

The initial cost will be pro-rated to reflect when the home is connected to the sewer services. The proration for homes not capable of being used in the winter shall consider the extent they were connected after May 1 and a typical seasonal occupancy of 40% of a calendar year.

SCHEDULE “C”

Sewage Line Connection Rates	At Cost +25%
Repair to damaged stand pipe	At Cost +25%
Cleaning plugged sewage	At Cost +25%
After hours	At Cost +25%
Curb Stop Open/Close	\$75.00
Administration fee (initiating account)	\$15.00
Late payment fees	2% per month
N.S.F. Fee	\$150.00
Miscellaneous items at costs +25% as determined by the Summer Village Chief Administrative Officer.	

Summer Village of Sunbreaker Cove

Council and Legislation

Information Item

Agenda Item: *Pier and Hoist Plan*

Background:

Administration has received a number of phone calls and letters from concerned residents regarding the proposed plan for pier and hoists. A few letters have been attached for your consideration and review at the request of the residents.

Administration has reached out to AEP again for updates but has heard nothing back. We have also reached out to the Town of Sylvan Lake to inquire what they will be doing with their docks and mooring fields. They have also discussed different license options for the shoreline but have not heard back from AEP since August.

This item is before Council today for discussion. While we still wait to hear back from Alberta Environment and Parks, Administration and Council have raised a few concerns about the actual administration of the plan. Concerns include:

- How will people actually apply? Will there be an arial photo showing where the proposed dock is located and which homes will be sharing? Does the approval stay with each owner or the dock captain? Are we looking at 250+ applications? This is a significant administrative undertaking particularly with a small administrative staff that is spread thin already.
- Is the application annual? Does it need updating annually or anytime owners change?
- Is there some sort of identification system for docks?
- Administration does not have the ability to enforce. Do we not renew the application if dock owners are not following rules, or if they place their dock in a different location or angle that proposed? Does the dock captain enforce? Are we expecting administration to handle phone calls and disputes among dock owners?
- Is there a fee that helps to cover administration's time and any expenses (tag system)?
- If we don't have enough room for each back lot owner, who gets approval?
- Do semi-waterfront owners have the right to put a dock out in the location in front of their home?
- Will we allow more than one boat per lot owner? How can we enforce this?
- Are rental properties allowed to rent out their dock? How can we enforce this?
- Can docks be shared with people who do not reside in SBC? Again, how can we enforce this when multiple boats are on one dock?

- With enforcement being the main concern, do we have the option to just give permission to residents, and then allow the Province to sort out the TFA's and dock owners to report unauthorized docks to AEP? Again, administration does not have the capacity or the jurisdiction to enforce.

Options for Consideration:

- 1) Council to discuss and provide direction to administration.
- 2) Council to accept as information.

Administrative Recommendations:

- 1) Council to discuss and provide direction to administration.

Hello Tanner

I am following up on your latest letter regarding the proposed changes to the Provincial moorage regulations. We know there were previous public consultations, but this was before the provincial regulations were enacted and the proposed regulations developed by SBC. We were wondering if there will be any further public consultation prior to the new regulations being enacted?.

Some comments we have:

- In the case of a sale of a semi-waterfront property, not having the ability to transfer their dock to a new owner, we feel this would significantly impact their property value as opposed to a back lot owner.
- Having the largest waterfront in SBC, we are wondering if there will be a limit to the number of docks located behind our property?
- As stated in your document there is no discussion regarding allowing lifts for personal watercraft, as in the provincial regulations.

We are wondering what the next steps are in preparing the formal regulations for SBC? Please do not hesitate to reach out if you have any questions.

[REDACTED]

Dear Tanner Evans,

We are property owners in Sunbreaker Cove (SBC) and are writing to express concern and non-support for the draft plan created by SBC Council regarding dock layouts for the area. Semi-Waterfront property owners were not appropriately consulted or informed of the draft plan that Council submitted to Alberta Environment and Parks (AEP). Currently the dock layouts of semi-waterfront owners along Birch Road meet the Provincial regulations that were recently put in place. The draft plan is an unsupported and unproven idea that only benefits the backlot owners and negatively impacts semi-waterfront owners. It is our position that SBC Council should consider options to support backlot owners access to dock space through the community reserves. At this time, we fully support the provincial regulations to manage the number of docks and boat lifts on the lake and will follow the registration process required by the province.

Thank you for your time. We would like to discuss this matter further with you at your convenience.

[REDACTED]
[REDACTED]
[REDACTED]

Hi Tanner,

I was told to direct this concern to you. We came to the lake this weekend to find 3 extra boat lifts, a full dock on wheels and 2 canoes out on beach in front of our homes for winter seemingly being stored for winter!? They are situated on the walking area between the 2 main beaches where the lifts docks are supposed to be stored. For years, all of us lakefront home owners have stored their own lifts on or just outside our own properties to help make room for all the others on the 2 main reserve areas, but have still stored our docks in the 2 main areas, so it was surprising to see these lifts/dock/canoes on the beach this year as nobody has ever done that before? Our fear is that others will see this and do it as well and pretty soon there will be no more room to walk the beach let alone enjoy the open views without all this in front. Do you have any thoughts on how to resolve this or how to stop it before it gets worse in the future? We don't even know whose they are? The other lakefront owners were all unhappy and talking about it this weekend so I volunteered to get in touch with you and pass the information onto you. It would really be nice to free up this area as it's used a lot in winter as well everybody now has to maneuver around all of these things. Hope you can help. Thank you in advance for your understanding and consideration regarding this matter.

It's just a concern as what tends to happen is once somebody starts doing something, then others tend to follow suit and that would not be good if more and more lifts/docks/canoes continued to be stored there each year. Pretty soon there would be no place to walk and the public walking area would be consumed with equipment. As I said, the lakefront owners have stored their lifts on/in front of their own properties as long as we've been there (25yrs) to allow for more room/space for everybody else to store their lifts on main reserves areas where they are supposed to, but lakefront owners always leave the public walkways clear and store our docks on the 2 major open reserves in Sunbreaker Cove with all the others. Nobody has ever stored their lifts, docks or canoes on the walking path/ public land area until this year which was a surprise. We are really hoping systems get set in place where lifts/docks/equipment have to be labeled with names/registration numbers and signs posted so people know what they can and can't leave/store on public beaches. This continually happens all summer long. Every year now more and more people are leaving their smaller water crafts, beach chairs/toys, etc along the public walkway instead of taking it back to their homes. Maybe there needs to be storage area for those things as well.

[REDACTED]

I've spent some time going over the mooring proposal along with what AEP is proposing for Alberta lakes.

As a lakefront owner, I've talked with a number of my neighbours and we have notable issues with the proposal that SBC is moving forward with.

The proposal seemingly advocates exclusively for backlot owners and disregards the obvious reality that lakefront owners should naturally be able to determine what's in front of their lot, rather than have administration dictate it.

I can appreciate the interest of backlot owners, as I used to be one. However, I don't think the proposal should be at the expense of lakefront owners and any mention of dock share or losing their dock rights certainly does. Specifically, I have no interest in sharing my dock simply because we've put the time, effort, and cost into maintaining it, and furthermore lakefront property is notably more expensive than backlot property. As AEP is suggesting, backlot owners have no rights, whereas semi-lakefront owners do. Inferring from all this that indeed lakefront owners should have priority access to what is in front of their lot.

I think equitable is that lakefront owners can continue to have one dock as they see fit, aligned to the AEP plan. Backlot owners can move ahead with a proposal to place their docks exclusively at the treed reserves as many of them already are. If this is not feasible, it's time for the community to consider marina-style mooring for backlot owners at a cost that can be equally shared with all lots.

Simply put, I (and many others) do not support the SBC proposal as there is potential that I lose my dock in front of my lakefront home, and/or, am forced into a scenario where I need to dock share with an owner whom may not respect my lakefront as much as I do. Long and short, AEP's proposal finally addresses the mess of docks that degrade SBC's lakefront, particularly as it stands East of Glen's Cove, whereas administration has not taken the responsibility to do so.

Lakefront owners deserve a say as frankly we have much to lose, and have the biggest cost/property sunk into the community.

I appreciate your response.

██████



SUMMER VILLAGE SUNBREAKER COVE (SBC) MOORING PLAN PROPOSAL



PREPARED APRIL 2021 FOR
AEP DISCUSSION AND PLAN APPROVAL



PROPOSAL OBJECTIVE

SBC's objective is to get AEP's approval of a specific "draft" mooring plan to:

- Ensure SBC is only approving acceptable mooring layouts
- Eliminate the need for TFA applications and approvals for privately owned mooring structures where SBC is the waterfront owner and has followed an AEP approved plan.

The term "draft" is used to clarify the current status of the plan recognizing AEP's sole jurisdiction to approve dock structures.

Note: Abbreviations and terminology are provided (Slides 13 & 14), with **bolded** words defined in the terminology slide



BACKGROUND

- SBC wants to be able to control what docks and lifts are in front of it's EOS on behalf of many of it's ratepayers.
- AEP issued several draft Disturbance Standards (DS) for public engagement in 2020 that set out conditions under which lakefront owners would be excluded from needing to get a TFA before placing a mooring structure.
- Without action by SBC, the DS could:
 - Give all **lakefront owners** the right to deny others from placing a mooring structure in front of their property even if they are not the waterfront owner.
 - Make **backlot owners** relocate their boat lift to a spot in front of CR if they can get SBC consent and a TFA, unless they can share a dock with a lakefront owner.



BACKGROUND (CONTINUED)

- SBC administration will not and cannot consent to mooring structures on a first-come first-served basis without:
 - referencing a municipally approved plan and
 - having assurance the mooring structures will be approved by AEP
- The DS requires all necessary municipal permits and approvals be obtained with respect to the permitted activity. Therefore, SBC can pass a bylaw that requires SWF owners obtain SBC approval.
- It is understood the AEP intends to commence enforcing the law. This implies AEP will deal with dock and boat lift complaints by **lakefront** owners. Please confirm.



THE DRAFT PLAN:

SBC's Draft Plan is comprised of five parts:

1. Proposed SBC Mooring Administration Segments (MAS)
2. Who can place a dock and/or boat lift in front of SBC's EOS?
3. What does SBC want to see in a shared mooring application?
4. What dock layouts will be approved?
5. What implementation steps are proposed?

Note: The Draft Plan does not address personal watercraft mooring

Proposed SBC Mooring Administration Segments (MAS)



Figure 1 – shows EOS segmentation for municipal mooring plan (source: Google Earth - Aug 2015 satellite imagery)





Who can place a dock and/or boat lift in front of SBC's EOS?

It is proposed that SBC administration consent only to docks and hoists placed inside designated areas (shaded blue in Figure 1) if the dock is shared by at least three lots and where each participant:

1. Is a SBC lot owner,
2. Has only one boat lift in the water (see further discussion in Appendix),
3. Agrees to use the dock, boat lift, and boat for non-commercial purposes,
4. Owned a lot that had a boat lift in the water during 2019 and/or 2020 (wait list for others; see further discussion in Appendix),
5. Is deemed to have participated in selecting a shared dock captain as the sole point of contact with administration, and
6. Is deemed to have agreed to contribute in a meaningful way to:
 - maintaining a safe dock (family friendly and not dangerous to people or the environment),
 - the substantial efforts associated with moving the dock and associated hoists twice a year, and
 - equalizing the perceived value of dock materials being contributed where desired.



Who can place a dock and/or boat lift in front of SBC's EOS? (continued)

Point 6 is intended to reassure and set out expectations if docks amalgamate and there are changes to who now share docks.

Shared docks might further consider adopting a conflict resolution process that allows the majority of participants to remove a participant from the shared dock if the conflict has been documented with all dock participants over a reasonable period in advance of such action being taken. The removed participant would go on the waiting list.

Administration can approve a dock shared by less than three lots on a temporary basis where the dock captain confirms they are prepared to accommodate those on the wait list.

SBC consent to docks and lifts will be demonstrated using a tag or posting system issued to the dock captain. Consents will need to be obtained every five years.

Specific lakefront lots in four MAS segments that are not accessible from CR (shaded yellow on Fig 1) are exempt from requiring SBC approval (or sharing a dock and being constrained to one boat lift) if they conform to DS conditions.



What does SBC want to see in a shared mooring application?

Elected **dock captains** should submit an application that includes:

1. A list of the participating lots (with a contact name, cell number and SBC address),
2. A dock layout description/schematic clarifying:
 - the location of the mooring area. Perhaps providing a satellite image (i.e. google map) to identify its location relative to past dock arrangements
 - the dock and hoist layout to be used. See further discussion in Appendix where a naming convention is offered for consideration
 - the **total dock width used** at the line of navigation and how it is allocated
3. Documentation from adjacent dock captains as to whether or not they agree that the proposed dock does not unreasonably constrain their dock layout to ensure:
 - the actions taken by one group do not unduly constrain opportunities available to have a larger shared dock that utilizes the shoreline more effectively, and
 - Administration is minimizing the chance that docks are simply approved on a first-come first-served basis.



What dock layouts will be approved?

Docks and lifts shall not be placed beyond the **line of navigation**

The dock **setback** shall:

- Be at least 5 ft. See further discussion in Appendix for rationale
- Be at least 10 ft from the east and west boundaries of SBC's EOS to ensure compliance with the DS
- Include the following additional setback where non-standard or modified dock layouts are used to ensure adjacent systems are not negatively impacted and boats can get safely on and off their hoists and pass between docks:
 - 15 ft where boat hoists are located behind other hoists, and
 - 25 ft where boats hoists are orientated parallel to the shore

The ability to have a platform that increases the total width used depends on where it is located and the pressure in that area to accommodate more boat lifts. While layouts with a high lift density are desirable, some reduction in dock density for platforms may be acceptable.

Having wider dock systems will increase the amount of safe space between lifts and the shoreline for family use.



What implementation steps are proposed?

SBC would like to:

1. Obtain AEP approval of the draft plan
2. Pass a bylaw requiring essentially all mooring structures placed in front of SBC's EOS be approved by the municipality commencing in 2021.
3. Allow SBC lot owners in 2021 to place a dock and boat lift as they have in the past. Lots that did not participate in a dock in 2019 &/or 2020 will go on a waiting list maintained by administration.
4. Engage with SBC lot owners during 2021. Those currently with boat hoists in the water will have this summer to discuss if and how docking arrangements need to change to obtain SBC's consent beyond 2021.
5. Implement the plan on a formal basis in 2022



APPENDICES

1. Abbreviations & Terminology (2 slides)
2. Further Discussion of Draft Plan (8 slides)
 - Satellite Imagery Used
 - Who Can Place a dock and/or boat lift in front of EOS Space?
 - What dock layouts will be approved?
3. SBC Public Engagement Information (4 slides)
4. Select SBC Maps (3 slides)
5. Focused Satellite Imagery
 - West (Breakers) -4 slides
 - East (Sunhaven) -3 slides

ABBREVIATIONS

- AEP -Alberta Environment & Parks
- CR -Community Reserves
- DS -AEP Proposed Disturbance Standards setting out conditions under which a TFA is not required
- DSA – Designated Swim Area off Glen’s Cove
- EOS -Environmental Open Space (EOS) making SBC the waterfront owner
- ESA –Environmentally Sensitive Areas that should be left undisturbed
- SBC –Summer Village of Sunbreaker Cove, a municipality within Alberta off Sylvan Lake
- SWF -Semi-waterfront, located behind the municipal EOS along the shoreline
- TFA -Temporary Field Authorization by AEP to have a mooring structure in the water for more than 14 days





TERMINOLOGY

- Communal piers -shared, privately owned, non-commercial piers with a significant number of backlot hoists, such as the one located off Sunset Cove on the east (Sunhaven) side of SBC for many years
- Lakefront owner -either a waterfront lot owner with riparian rights or a SWF lot owner with frontage directly connected to the EOS. Lots with just a view of the lake are not classified as lakefront.
- Backlot owner –not a lakefront owner
- Dock Captain –the single point of contact with SBC for those sharing a dock
- Total Dock Width Used–is the maximum total width of dock/deck material, boat hoists and the required setbacks.
- Line of Navigation – where water is deeper than 5 ft at time of the dock is placed
- Setback –distance from the east and west boundaries of SBC’s EOS or half the minimum separation between standard dock layouts plus any additional ingress and egress required for non-standard dock layouts.

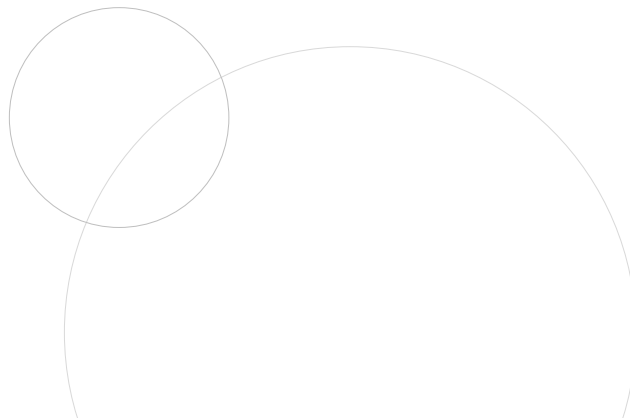


Discussion: Satellite Imagery Used

Figure 1 was generated using Google Earth Pro.

- Google Maps/Earth provides clear, high resolution satellite imagery from Aug 2015 of SBC that show the mooring situation then. Clippings from the 2017 Communal Piers Map (Figure 2) were used in Google Earth Pro to assist in considering a Mooring Plan.
- While Zoom Earth has clear satellite imagery from July 2018, it is not as high a resolution and the website has further limitations relative to desktop Google Earth Pro application.

The Appendix zooms into specific areas with satellite imagery and some comments.





Discussion:

Who can place a dock and/or boat lift in front of SBC's EOS?

- Given shoreline constraints, lot owners that have not used their dock or boat hoist for boat mooring for several years should be required to make their spot available to another lot desiring access on a shared dock to place a boat in the water (use it or lose it).
- The wait list protocol still needs to be developed by administration.
- The capacity to have more docks & boat lifts is dependent on the willingness of individuals to participate in larger shared (communal) docks and physical and environmental constraints.
- The 2018 preliminary piers & hoists plan indicated approvals would not be transferable, however, the final plan may not reflect this. SWF owners may think their approvals should be transferable. There is little reason to differentiate between SWF lot owners and backlot owners in terms of transferability.



Discussion: Dock layouts -6 slides

While a setback of at least 5 ft is a significant increase to that currently being used in some areas in front of the EOS, it is half the DS's 10 ft setback. The 5 ft value recognizes:

- AEP has indicated they are prepared to allow higher densities than the DS permits
- A large portion of SBC's mooring segments are armoured with rocks (set to prevent further erosion), which makes it difficult to beach a boat, and
- Adequate ingress/egress requirements for personal watercraft

The intent of the 5 ft minimum setback is to minimize the need to relocate boat lifts while achieving significant other positive outcomes. It also recognizes that many SBC lot owners want the municipality to:

- block people that don't own in SBC from placing a boat lift in front of the EOS
- increase separation between boat lifts on different docks where the dock density seems too high to allow additional safe areas where families can access the water and improve ingress/egress for personal or smaller watercraft
- monitor the need and desire for additional communal docks

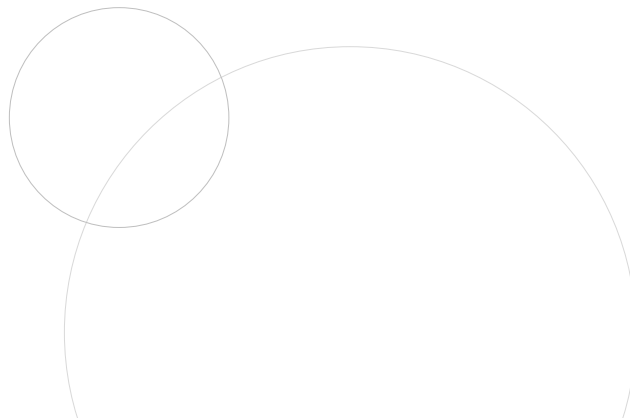
Discussion: Dock Layouts (continued)



Several dock layout shapes were considered while developing the mooring plan

- Chart 1 takes values from Chart 3 to graphically show how the layout can affect lift density per 100m.
- Chart 2 shows the shapes and the naming convention considered
- Chart 3 further helps to clarify the naming convention considered and the determination of total width that includes setbacks

Following Chart 1 there is a brief discussion of the impact of the layouts.



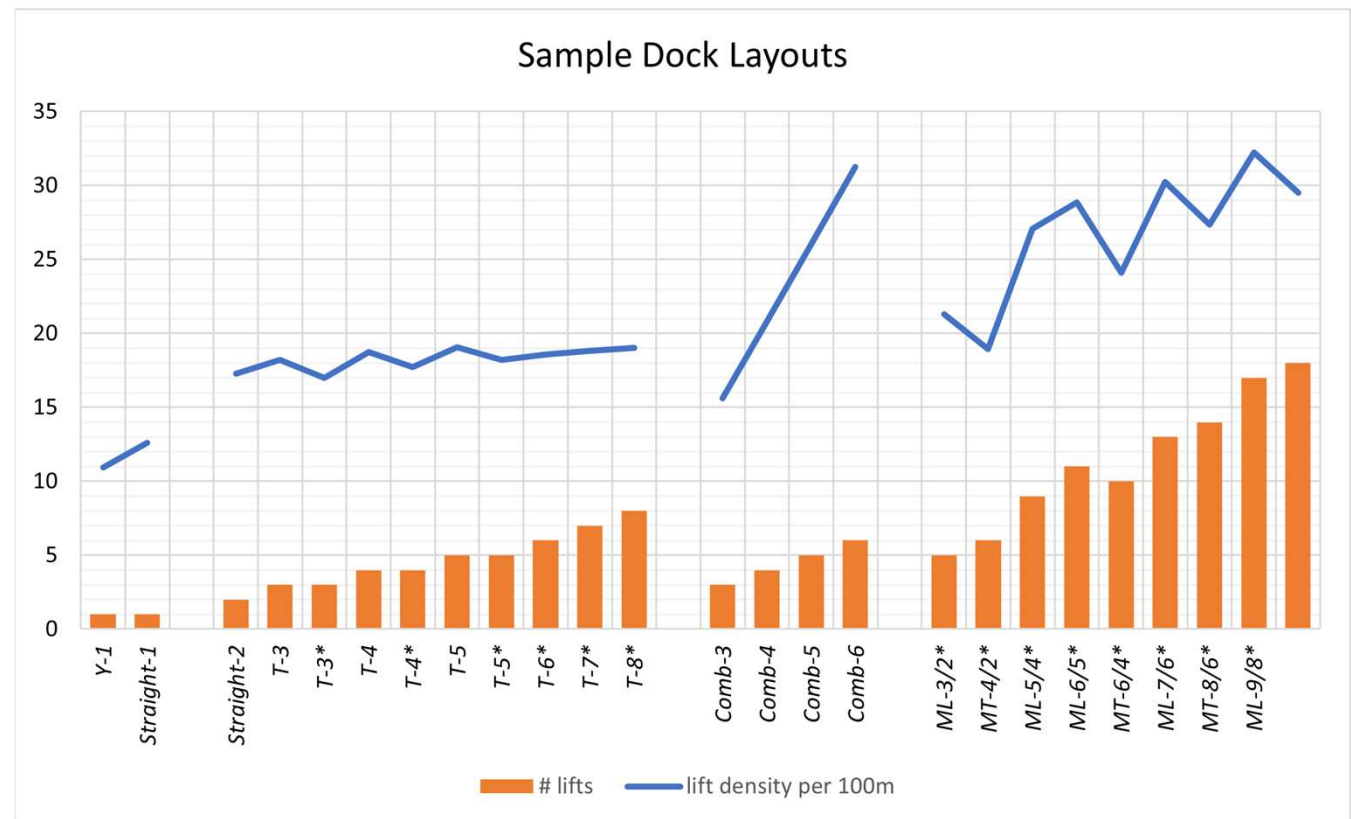
Discussion: Dock Layouts (continued)



Chart 1 – Dock layout affects # boat lifts, total width used and therefore boat lift density

Chart demonstrates

1. Single lift docks have lower (poor) boat lift density relative to multi-lift docks
2. Standard “T” docks densities don’t increase (improve) much after 3 lifts are on it
3. Adding 4 ft for platform reduces lift density except for the “Comb” docks.
4. “Comb” docks need 4+ lifts to be justified on width & density basis, but then are as good or better than many other shapes.





Discussion: Dock Layouts (continued)

Dock density values (number of boat lifts per 100m of total width of the dock layout with setbacks) such as provided on the prior slides can be used to address the efficiency of the layout. For instance:

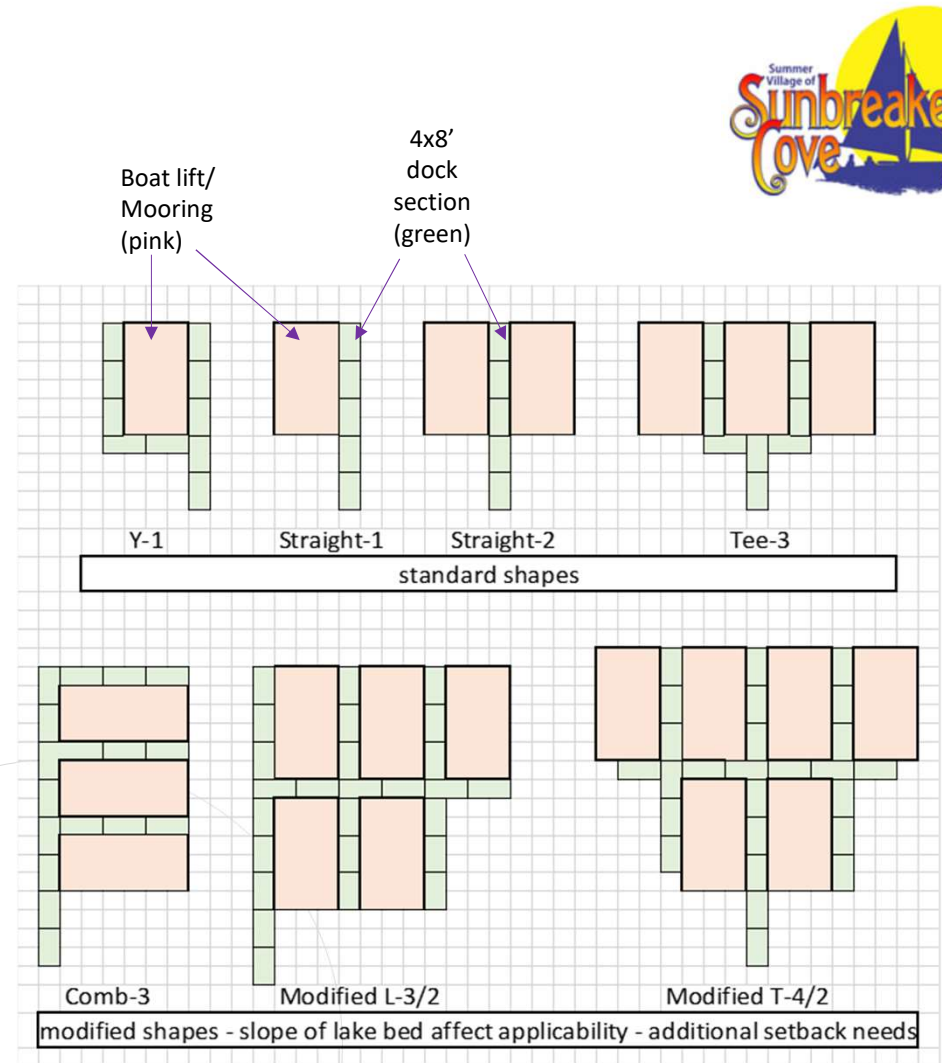
- The density associated with a T-3 dock with 8 ft of dock and no platform is:
 - 67% higher than that of a Y-1 dock with 8 ft of dock width
 - 44% higher than that of a Straight-1 dock with 4 ft of dock width
 - 6% higher than that of a Straight-2 dock with 4 ft of dock width
- Having standard “T” shaped docks with more than 3 dock lifts does not result in material improvements to the density as each additional lift requires an additional 4 ft of dock. The density associated with a T-5 dock, for instance, is only 5% higher than that of a T-3 dock.
- Adding 4 ft of dock between two hoists to make an 8 ft wide platform would reduce the density of a T-3 dock by 7% and a T-4 dock by 5%.
- Two layouts with the same number of lifts can have different lift densities. For instance, a Comb-4 layout is 11% greater than a T-4 layout. Further, the Comb-shape can accommodate a large platform without adding to the system width if the water depth doesn’t increase too rapidly.

Discussion: Dock Layouts (continued)

Chart 2 – Sample Dock Layouts naming convention with comments

Several dock layout shapes were considered in developing the mooring plan as shown here. With regards to the naming convention and setback considerations adopted:

- The number(s) indicate how many boat lifts are on the dock. With the “Modified” layouts, the first/second numbers indicate how many lifts are on the lake and shore side of the dock system, respectively.
- The “Comb” and “Modified L” (ML) shapes have additional setback requirements for ingress/egress on only one side relative to the minimum separation required between standard shaped or “Tee” docks.
- The “Modified T” (MT) shapes have additional setback requirements for ingress/egress on both sides relative to the separation required for the “Comb” or “ML” shapes .
- A “T-4” would have 4 lifts and be an expansion of the T-3 layout shown with additional 4 ft of dock to access the additional lift added to one end. Same idea with respect to a MT-5/3 being a dock lift expansion of the MT-4/2 layout shown.



Discussion: Dock Layouts (continued)



Chart 3 – Helps describe dock layout naming convention, and how assumed separation is allocated to a dock system width

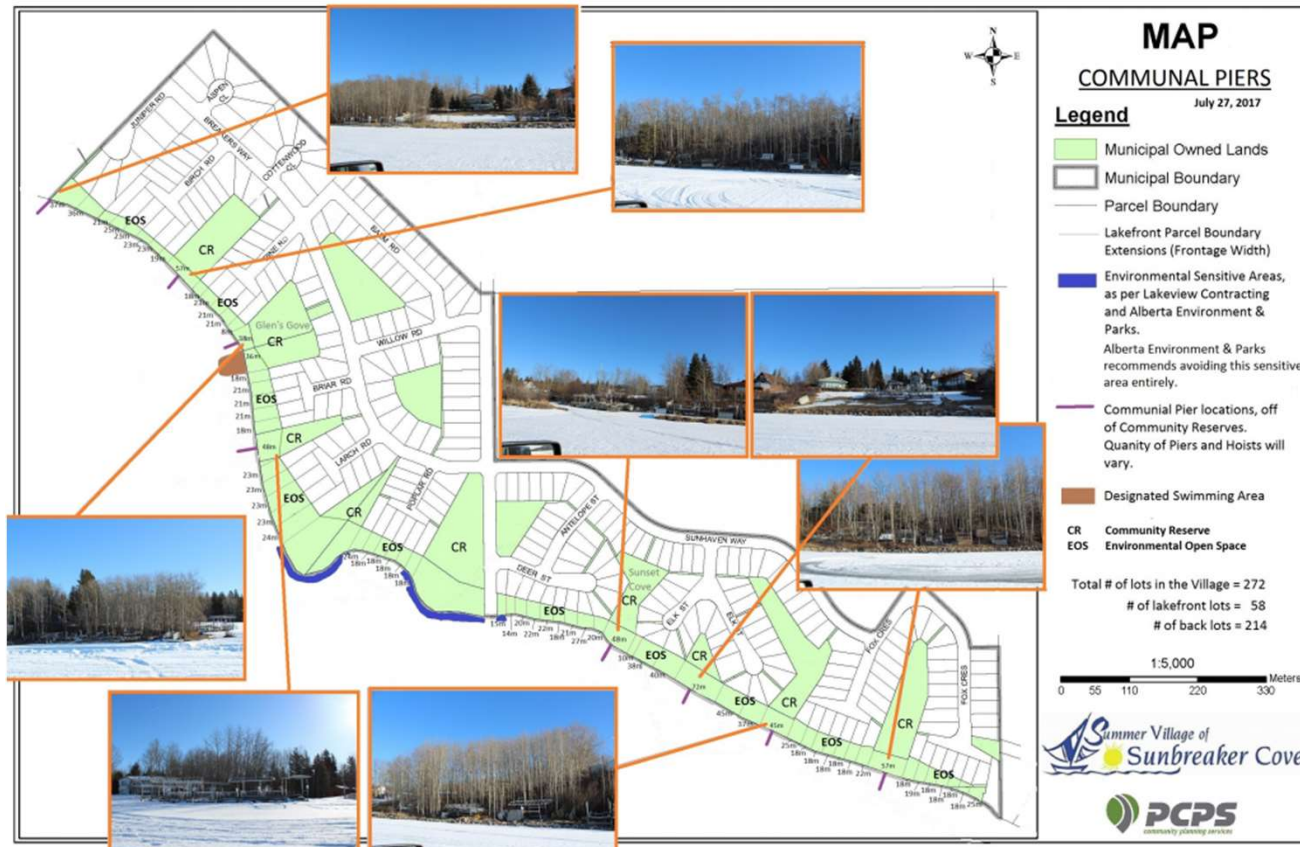
Dock Layout and Effective Boat Density Associated with Shore Line Width								Dock Layout and Effective Boat Density Associated with Shore Line Width							
Dock Shape w/ Boat Lift Count Info	# Boat Lifts	Shoreline Width Used by Mooring System (ft)					Effective Lift Density	Dock Shape w/ Boat Lift Count Info	# Boat Lifts	Shoreline Width Used by Mooring System (ft)					Effective Lift Density
		Dock	Lifts	SEP	AS	Total				Dock	Lifts	SEP	AS	Total	
<u>Standard Shapes - No AS:</u>								<u>Modified Shapes - Need AS; Slope of Lake Bed Affects Applicability:</u>							
Y-1	1	8	12	10	0	30	10.9	Comb-2	2	4	24	10	25	63	10.4
Straight-1	1	4	12	10	0	26	12.6	Comb-3	3	4	24	10	25	63	15.6
Straight-2	2	4	24	10	0	38	17.3	Comb-4	4	4	24	10	25	63	20.8
T-3	3	8	36	10	0	54	18.2	Comb-5	5	4	24	10	25	63	26.0
T-3*	3	12	36	10	0	58	17.0	Comb-6	6	4	24	10	25	63	31.2
T-4	4	12	48	10	0	70	18.7	ML-3/2*	5	16	36	10	15	77	21.3
T-4*	4	16	48	10	0	74	17.7	ML-5/4*	9	24	60	10	15	109	27.1
T-5	5	16	60	10	0	86	19.1	ML-6/5*	11	28	72	10	15	125	28.9
T-5*	5	20	60	10	0	90	18.2	ML-7/6*	13	32	84	10	15	141	30.2
T-6*	6	24	72	10	0	106	18.6	ML-9/8*	17	40	108	10	15	173	32.2
T-7*	7	28	84	10	0	122	18.8	MT-4/2*	6	16	48	10	30	104	18.9
T-8*	8	32	96	10	0	138	19.0	MT-6/4*	10	24	72	10	30	136	24.1
								MT-8/6*	14	32	96	10	30	168	27.3
								MT-10/8*	18	40	120	10	30	200	29.5
Notes:															
1	No intent to limit dock layouts, or imply all lifts are 12 ft wide														
2	Not all of the modified shapes considered above may be applicable because of water depth issues.														
3	SEP- minimum separation between docks in front of SBC EOS (twice the minimum setback)														
5	AS - additional, dock specific spacing necessary for ingress/egress issues														
5	Effective Density value is [# lifts/total width(m)]*100														
6	"" layouts above include extra 4 ft in dock width to provide an 8 ft wide seating area														



What public engagement has occurred already?

- SBC conducted a survey of all lot owners in the spring of 2017 to assist a Piers & Hoists Committee (PHC) that had representation by council, lakefront owners and backlot owners.
- The survey indicated support for shared docks and **communal piers** as opposed to community built and managed piers. Communal piers being shared, privately owned, non-commercial piers with a significant number of backlot hoists, such as the one located off Sunset Cove on the east (Sunhaven) side of SBC for many years
- Survey results were not unanimous regarding what should change. Comments included: having one hoist per dock was inefficient, the shoreline was cluttered in some areas, and people had a significant investment in their docks and real estate.
- The public open house in Aug 2017 and the June 2018 Annual Information Meeting encouraged a greater sharing of docks and presented a Communal Piers Map (next slide) showing areas that should not be used for mooring - environmental sensitive areas (ESA) and a designated swimming area (DSA) off Glen's Cove. Also shown were theoretical extensions to determine frontage at the original bank.
- Changes to the preliminary plan were adopted in the Oct 2018 final meeting of the PHC to reflect agreement by those in attendance on several points including (1) that theoretical lot lines could be misinterpreted as changing property boundaries, (2) trespass on private property should be discouraged, and (3) it was unreasonable and impractical to suggest backlot owners be constrained to communal piers located in front of CR.
- The preliminary plan as of Oct 2018 is posted on SBC's website.

Figure 2 – Communal Piers Map used in prior public engagement activities

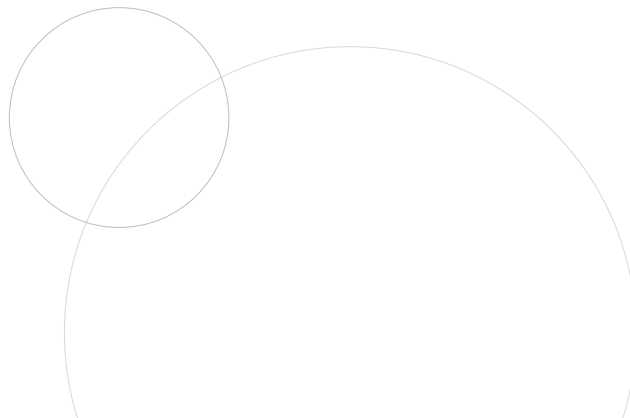


Discussion:

What is wrong with SBC using the Oct 2018 preliminary plan on SBC Website?



- There is no legal way for SBC to authorize occupation of public land (the shore and bottom of the lake) because they are not within our jurisdiction. AEP has sole jurisdiction over use of the bed of the lake and the shore (where the bed of the lake is exposed when water levels aren't at their normal fullest level).
- While AEP has indicated they could approve a municipal plan with a higher density of docks than allowed under the DS, they consider SBC's current draft plan to be deficient in two major ways:
 1. it does not clearly address with certainty who can put out a dock and where, and
 2. there is no sketch that shows where the Crown's land will in fact be occupied.



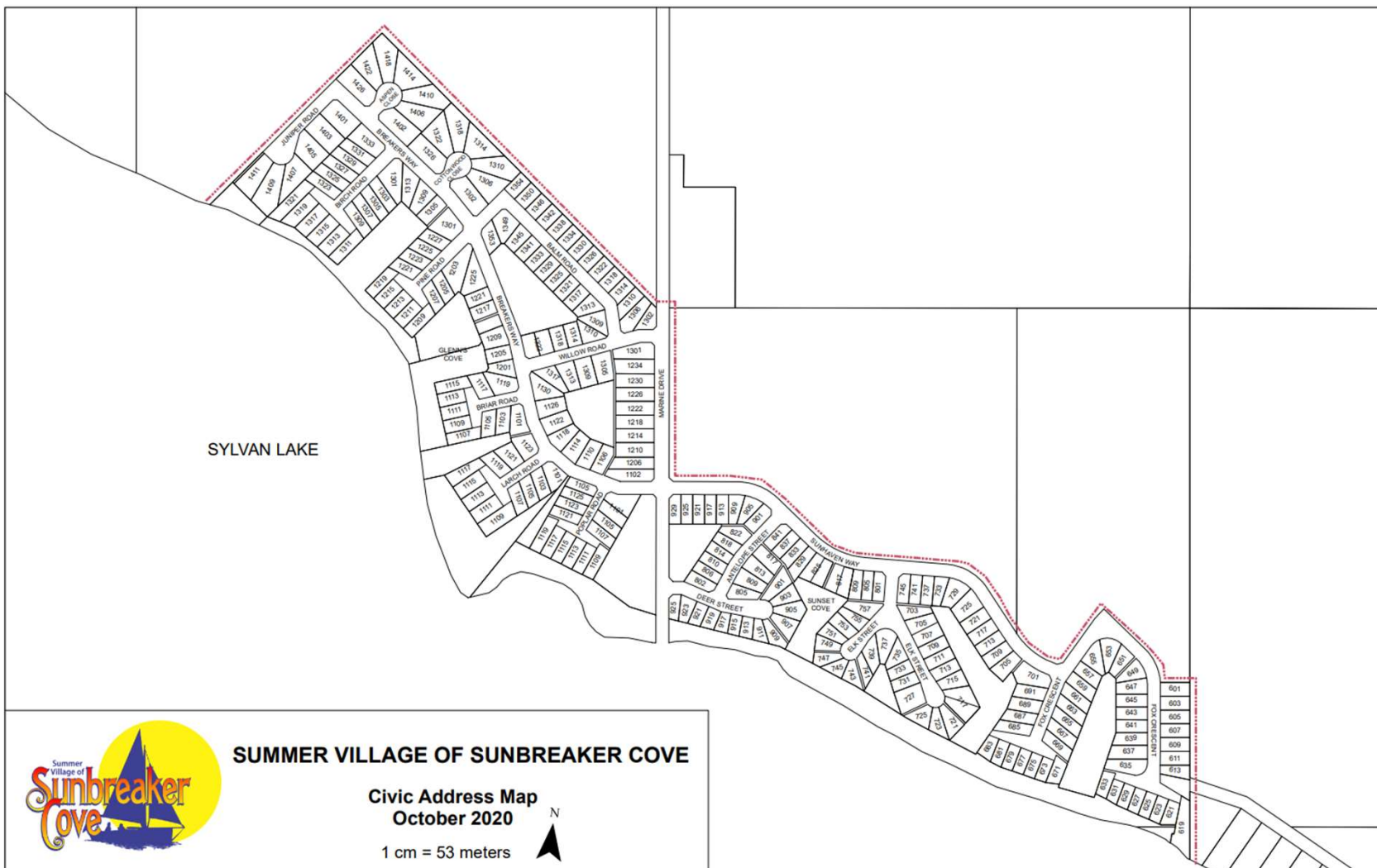
Does SBC need further public engagement to develop a new plan?

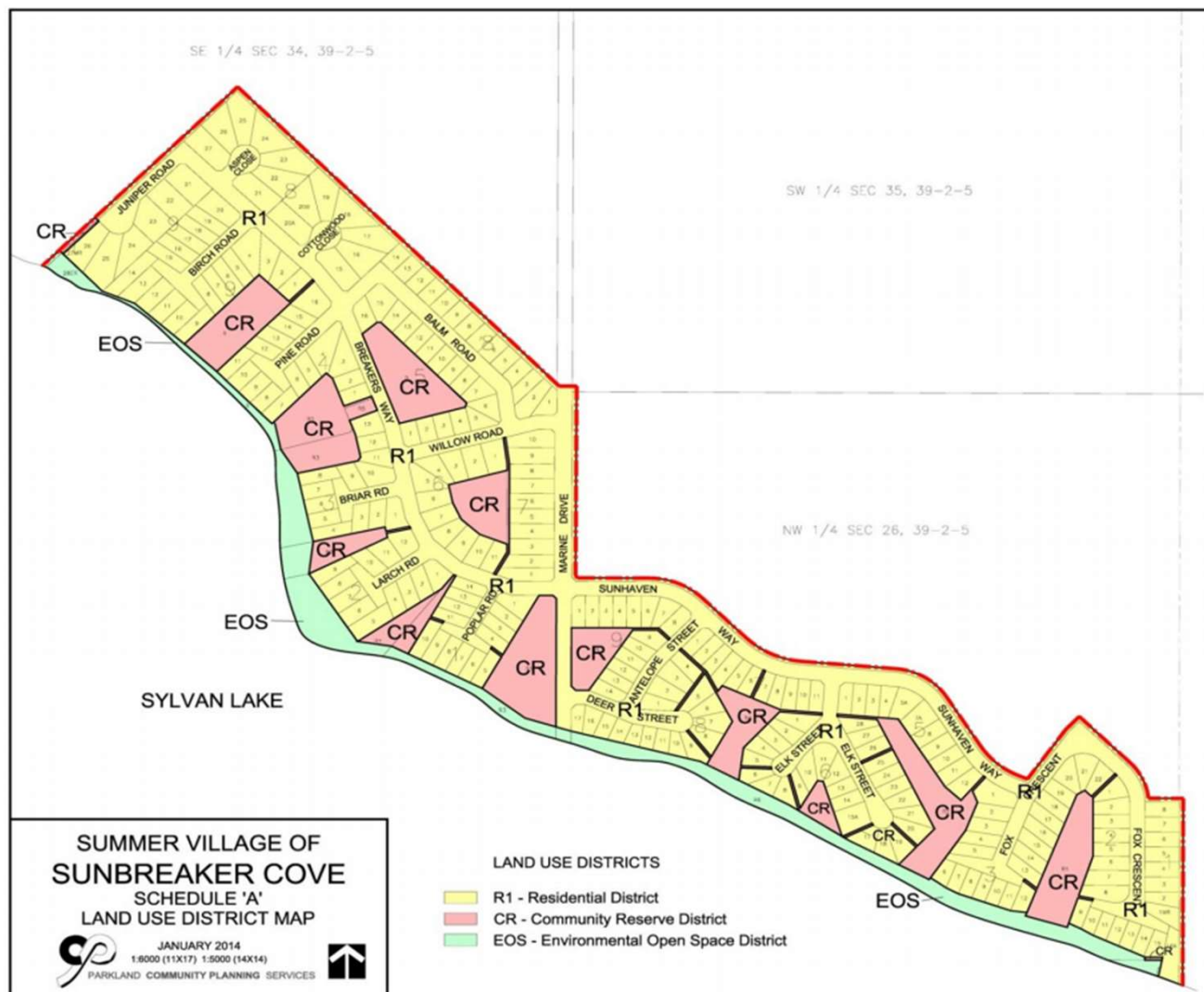


Not at this time given:

1. Prior SBC public engagement activities,
2. Prior work by a Piers & Hoists (P&H),
3. Council's role and obligation to act in the interests of the whole municipality. Most SBC ratepayers are backlot (only 21% [57 lots] of SBC's total private lots are SWF and only 1 lot is waterfront),
4. Council 's personal knowledge of the issues, having shared docks in front of SBC's EOS for many years and participated in the P&H committee.
5. Uncertainty as to what will be approved by AEP, particularly with respect to setbacks

A public education campaign will nevertheless be required once AEP approves our draft plan and a new bylaw has been passed.







Satellite Image with Communal Piers Overlay and Major Shoreline Segments – West (Breakers)



Some minor revisions to 2017 ESA and DSA designations would be appropriate.

ESAs impact available mooring area in front of some SWF lots

Mooring Administration Segments (MAS) with possible subdivisions – Breakers Side



Figure 4 – Breakers Side - with potential subdivision of MAS to assist approvals (source: Google Earth -Aug 2015 satellite imagery)



B2 segment is not accessible from pathways but other segments shown are

Figure 5 – Sept 2018 satellite imagery -provided to comparison of mooring between 2015 (above) -source: Zoom Earth



Relatively few changes in number of boats between 2018 and 2015?

Closer Look at SBC's Most Westerly Shoreline Segment -for discussion



Hoists are too close to the west boundary

Easterly subdivision (B5e, includes 1 SWF & the CR) is 255' wide. While nice to see one dock with 5 lifts, there is clearly room more dock consolidation

Shoreline is accessible along this segment. More remote that other areas for many

Closer Look Near Glen's Cove - for Discussion



Clearly room for additional dock consolidation.

B3 Segment (west of DSA) and B4 segment (east of DSA) include modified dock layouts.

B3 segment includes 1 SWF lot.

Preliminary subdivision of B4 Segment (5 SWF lots west of DSA) is perhaps too arbitrary and may limit how dock owners reconsider alternative dock layouts. Segment width along B4 line of nav is about 345 ft.



B5 segment width along line of nav is about 552 ft, with lifts concentrated in front of CR. Opportunities for SWF lots to share with backlots.

Satellite Image with Communal Piers Overlay and Major Shoreline Segments – East (Sunhaven)



ESA impacts
available
mooring area in
front of westerly
SWF lot

Have minimized
mooring area in
front of Deer
Street. These SWF
lots can have
private docks and
easily share with
end lots without
trespass occurring.
Also close to
walkway into CR



Mooring Administration Segments



Figure 6 – Sunhaven side -with further subdivision of MASs to assist approvals (source: Google Earth -Aug 2015 satellite imagery)



S1, S3 & S4 segments are not accessible via pathway

S2a subdivision includes a communal dock

Shoreline access issues in front of portions of S2c need be considered in dock approving dock layouts

Figure 7 – Sept 2018 satellite imagery -provided to comparison of mooring between 2015 (above) -source: Zoom Earth



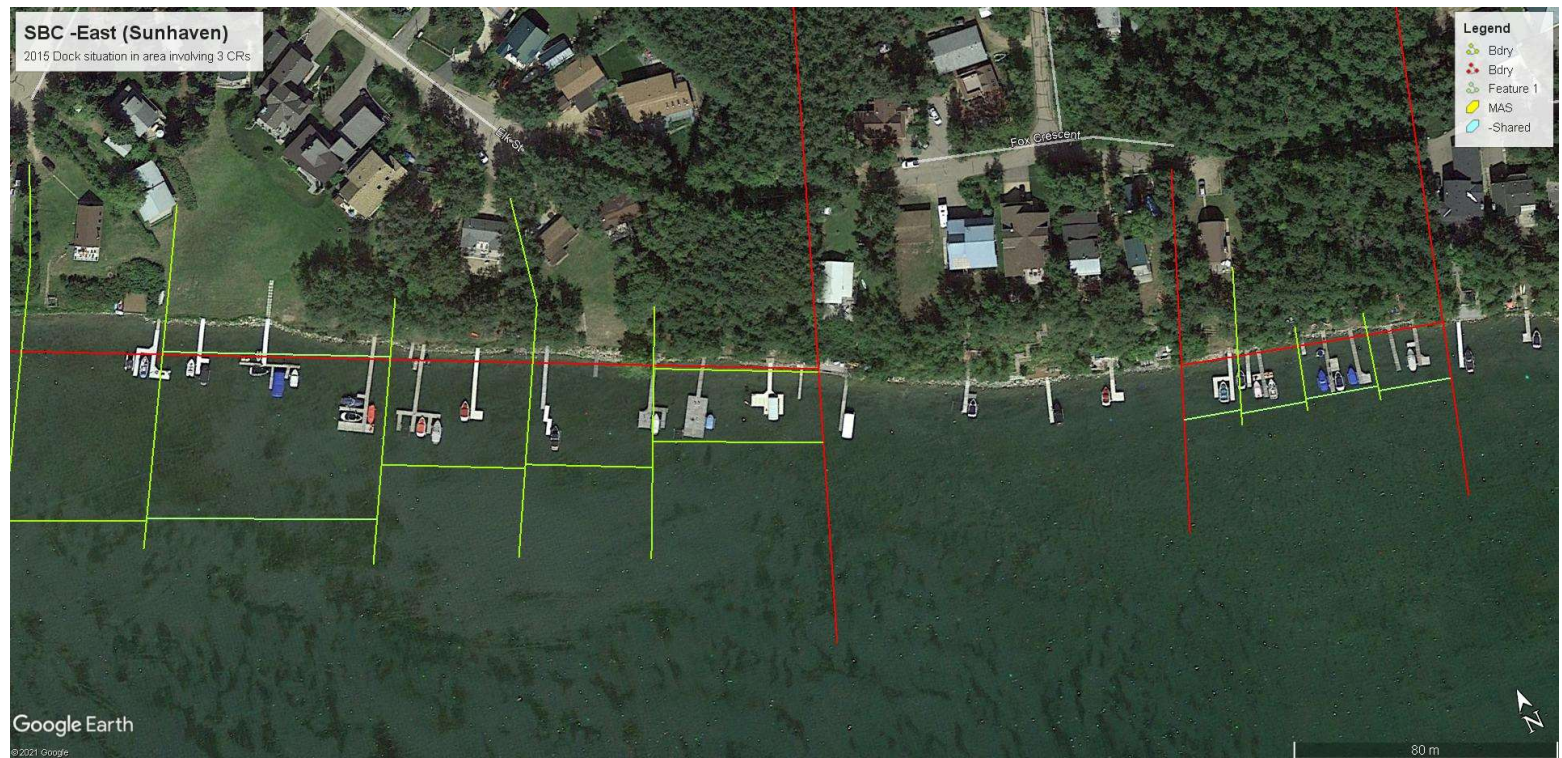
Relatively few changes in number of boats between 2018 and 2015?

Closer Look at Selected Sunhaven Area Involving 3 CRs – for discussion



Are the preliminary S2 & S4 segment subdivisions too arbitrary or unproductive regarding dock owner discussions as to future consolidation?

S4 segment includes 1 SWF lot with the CR frontage and has a width along line of nav of about 272 ft



Summer Village Sunbreaker Cove

December 20, 2021

Finance

Request for Decision

Agenda Item: *Budget 2022 - 2025*

Background:

Administration would like to provide the following draft 2022 - 2025 Budget to Council.

Options for Consideration:

1) That Council review and discuss draft operating budget information provided and to provide the necessary input into the 2022 – 2025 Budget.

A live budget will be provided for any changes and recommendations.

Administrative Recommendations:

- 1) That Council review and approve the 2022 budget as provided.
- 2) That Council revise the 2022 budget, then approve.
- 3) Should Council not approve the 2022 budget as provided, then Council must adopt a 2022 interim operating budget for 1/3 of the approved 2021 operating budget, or \$127,984.70 in order to meet it's obligations under the Alberta Municipal Government Act.

Authorities:

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.

Sunbreaker Cove

Budget 2022 - 2025

First Edit FO -Oct 13/21
CAO Input Ready Nov 24/21
Council Review Nov 30/21
Council Approved
Assessments/ASFF
DI Entered

Approved

Budget Summary**Revenue**

Taxation	\$	339,126.44
Administration	\$	15,313.48
Protective Services	\$	-
Public Works	\$	113,438.00
Planning and Development	\$	8,257.16
Taxation and Operating Revenue	\$	476,135.08
Alberta Requisitions	\$	-
Capital Revenue	\$	-
Total Revenue	\$	476,135.08

Expenses

Council & Legislative	\$	23,696.40
Administration	\$	165,749.72
Protective Services	\$	57,147.67
Public Works	\$	208,602.98
Planning & Development	\$	4,528.32
Recreation & Planning	\$	16,361.49
Environment	\$	48.50
Operating Expenses	\$	476,135.08
Alberta Requisitions	\$	-
Capital Projects	\$	-
Total Expenses	\$	476,135.08

Account #	Department / Description	2021 Budget	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Administration							
101-000-110	Taxation	\$ 329,249.17		\$ 339,126.44	\$ 350,190.75	\$ 362,935.96	\$ 376,526.99
101-000-510	Penalties	\$ 5,000.00		\$ 5,200.00	\$ 5,304.00	\$ 5,410.08	\$ 5,518.28
101-103-130	DI Designated Industrial Tax	\$ 11.37		\$ 11.83	\$ 12.06	\$ 12.31	\$ 12.55
112-000-540	Interest Charges	\$ -					
112-000-550	Returns on Investments	\$ 7,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,001.00	\$ 1,001.00
112-000-410	Sales of Services and Supplies	\$ 58.32		\$ 60.65	\$ 62.47	\$ 64.35	\$ 66.28
112-000-840	Grant Lacombe	\$ 539.00		\$ 539.00	\$ 555.17	\$ 571.83	\$ 588.98
112-000-570	Other Revenue	\$ -		\$ -	\$ -	\$ -	\$ -
112-000-600	Transfer from Reserve	\$ -		\$ -	\$ -	\$ -	\$ -
112-000-740	MSI Operational	\$ 9,275.00		\$ 8,502.00	\$ 8,502.00	\$ 8,672.04	\$ 8,845.48
Total Administration		\$ 351,132.86		\$ 354,439.92	\$ 365,626.45	\$ 378,667.55	\$ 392,559.56
Protective Services							
121-000-530	Collected Fines	\$ -		\$ -	\$ -	\$ -	\$ -
Total Protective Services		\$ -		\$ -	\$ -	\$ -	\$ -
Public Works							
101-000-120	Garbage Levy	\$ 28,569.00		\$ 29,792.00	\$ 29,651.00	\$ 34,384.14	\$ 34,384.14
	Wastewater Connection Levy (rate rider)			\$ 27,600.00	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00
	Wastewater Utility Levy			\$ 48,800.00	\$ 74,000.00	\$ 94,000.00	\$ 95,200.00
	Transfer from Reserves	\$ -		\$ 7,246.00	\$ 713.00		
Total Public Works		\$ 28,569.00		\$ 113,438.00	\$ 131,964.00	\$ 155,984.14	\$ 157,184.14
Planning and Development							
161-000-410	Compliance Certificates	\$ 533.70		\$ 555.05	\$ 566.15	\$ 577.48	\$ 589.03
161-000-520	Development Permits / Appeal Fees	\$ 1,601.11		\$ 5,500.00	\$ 5,610.00	\$ 5,722.20	\$ 5,836.64
161-000-510	Inspection Fees	\$ 1,067.41		\$ 1,110.11	\$ 1,132.31	\$ 1,154.95	\$ 1,178.05
161-000-590	Encroachment Fees	\$ 1,050.00		\$ 1,092.00	\$ 1,113.84	\$ 1,136.12	\$ 1,158.84
		\$ -		\$ -	\$ -	\$ -	\$ -
Total Planning and Development		\$ 4,252.23		\$ 8,257.16	\$ 8,422.30	\$ 8,590.75	\$ 8,762.56
Total Revenue		\$ 383,954.09	\$ 403,151.79	\$ 476,135.08	\$ 506,012.76	\$ 543,242.44	\$ 558,506.27

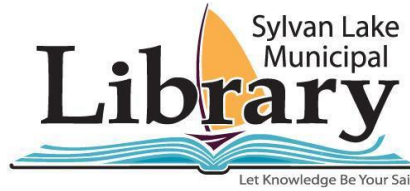
Account #	Department / Description Council	2021 Budget	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
211	Remuneration						
211-101-150	Mayor Remuneration	\$ 9,000.00		\$ 8,000.00	\$ 8,160.00	\$ 8,323.20	\$ 8,489.66
211-102-150	Deputy Mayor Remuneration	\$ 4,000.00		\$ 4,000.00	\$ 4,080.00	\$ 4,161.60	\$ 4,244.83
211-103-150	Councillor Remuneration	\$ 2,000.00		\$ 2,000.00	\$ 2,040.00	\$ 2,080.80	\$ 2,122.42
	<i>Total Remuneration</i>	<i>\$ 15,000.00</i>		<i>\$ 14,000.00</i>	<i>\$ 14,280.00</i>	<i>\$ 14,565.60</i>	<i>\$ 14,856.91</i>
	Travel and Subsistence						
211-101-210	Mayor Trav & Sub	\$ 2,500.00		\$ 2,500.00	\$ 2,550.00	\$ 2,601.00	\$ 2,653.02
211-102-210	Deputy Mayor Trav & Sub	\$ 1,500.00		\$ 1,500.00	\$ 1,530.00	\$ 1,560.60	\$ 1,591.81
211-103-210	Councillor Trav & Sub	\$ 1,000.00		\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
	<i>Total Travel and Subsistence</i>	<i>\$ 5,000.00</i>		<i>\$ 5,000.00</i>	<i>\$ 5,100.00</i>	<i>\$ 5,202.00</i>	<i>\$ 5,306.04</i>
	Registration & Conventions						
211-201-212	ASVA Conference	\$ 1,036.32		\$ 1,077.77	\$ 1,099.33	\$ 1,121.31	\$ 1,143.74
211-201-212	AUMA Conference	\$ 829.06		\$ 862.22	\$ 879.46	\$ 897.05	\$ 914.99
211-202-212	Disaster Forum	\$ -		\$ -			
	Council Education Opportunities	\$ 450.00		\$ 468.00	\$ 451.00	\$ 452.00	\$ 452.00
	<i>Total Registration and Conventions</i>	<i>\$ 2,315.38</i>		<i>\$ 2,407.99</i>	<i>\$ 2,429.79</i>	<i>\$ 2,470.37</i>	<i>\$ 2,510.73</i>
	Memberships						
211-301-220	AUMA Membership	\$ 950.00		\$ 988.00	\$ 1,007.76	\$ 1,027.92	\$ 1,048.47
211-302-220	ASVA Membership	\$ 975.00		\$ 1,014.00	\$ 1,034.28	\$ 1,054.97	\$ 1,076.06
211-303-220	FCM Membership	\$ 165.45		\$ 172.07	\$ 175.51	\$ 179.02	\$ 182.60
211-304-220	Mayors & Reeves Membership	\$ 109.94		\$ 114.34	\$ 116.63	\$ 118.96	\$ 121.34
	<i>Total Memberships</i>	<i>\$ 2,200.39</i>		<i>\$ 2,288.41</i>	<i>\$ 2,334.18</i>	<i>\$ 2,380.86</i>	<i>\$ 2,428.48</i>
Total Council		\$ 24,515.77	\$ 20,102.93	\$ 23,696.40	\$ 24,143.97	\$ 24,618.83	\$ 25,102.16

Account #	Department / Description	2021 Budget	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
	Administration						
121-1	Personnel						
212-100-110	Salaries	\$ 79,668.14		\$ 82,983.63	\$ 84,643.30	\$ 86,336.17	\$ 88,062.89
212-100-130	Training	\$ 2,111.21		\$ 1,501.29	\$ 1,531.32	\$ 1,561.94	\$ 1,593.18
212-100-210	Travel & Subsistence	\$ 2,734.26		\$ 1,801.82	\$ 1,837.86	\$ 1,874.61	\$ 1,912.11
212-100-211	WCB	\$ 1,905.79		\$ 1,391.95	\$ 1,419.79	\$ 1,448.18	\$ 1,477.15
212-100-266	PW Fleet	\$ 1,426.49		\$ 1,313.63	\$ 1,339.90	\$ 1,366.70	\$ 1,394.03
212-100-140	Benefits	\$ 2,978.85		\$ 2,798.33	\$ 2,854.30	\$ 2,911.38	\$ 2,969.61
<i>Total Personnel</i>		<i>\$ 90,824.74</i>		<i>\$ 91,790.65</i>	<i>\$ 93,626.46</i>	<i>\$ 95,498.99</i>	<i>\$ 97,408.97</i>
212-2	Consumables						
212-200-215	Postage / Freight / Courier	\$ 1,454.71		\$ 1,507.92	\$ 1,538.08	\$ 1,568.84	\$ 1,600.22
212-200-500	Printing costs	\$ 1,629.63		\$ 999.79	\$ 1,019.79	\$ 1,040.18	\$ 1,060.99
212-200-510	Office Supplies	\$ 2,556.01		\$ 2,439.60	\$ 2,488.39	\$ 2,538.16	\$ 2,588.92
<i>Total Consumables</i>		<i>\$ 5,640.35</i>		<i>\$ 4,947.31</i>	<i>\$ 5,046.26</i>	<i>\$ 5,147.18</i>	<i>\$ 5,250.12</i>
212-3	Facilities & Equipment						
212-300-217	Phone / Fax/ Internet	\$ 1,663.73		\$ 938.31	\$ 966.46	\$ 995.45	\$ 1,025.32
212-300-540	Utilities	\$ 2,424.11		\$ 2,439.60	\$ 2,512.79	\$ 2,588.17	\$ 2,665.82
212-300-250	Facility Improvements	\$ 838.32		\$ 1,125.97	\$ 1,159.75	\$ 1,194.54	\$ 1,230.38
212-300-255	Facility Maintenance	\$ 2,944.32		\$ 3,990.06	\$ 1,136.34	\$ 1,137.34	\$ 1,137.34
212-300-263	Condominium Costs	\$ 855.55		\$ 869.91	\$ 896.01	\$ 922.89	\$ 950.57
212-300-240	Computer Software / Mtnce Agreement	\$ 1,222.23		\$ 1,967.44	\$ 2,026.46	\$ 2,087.26	\$ 2,149.87
212-300-242	IT Equipment	\$ 838.32		\$ 375.32	\$ 386.58	\$ 398.18	\$ 410.12
212-300-265	Equipment Maintenance	\$ 360.18		\$ 93.83	\$ 96.64	\$ 99.54	\$ 102.53
212-300-270	Equipment Rental	\$ 672.22		\$ 562.98	\$ 579.87	\$ 597.27	\$ 615.18
	Fleet Replacement Reserve	\$ -		\$ -	\$ -	\$ -	\$ -
212-300-510	Other	\$ 279.70		\$ 93.83	\$ 1,961.36	\$ 1,962.36	\$ 1,962.36
	Development Contingency	\$ -		\$ -			
	Building Insurance NEW	\$ 414.89		\$ 480.18	\$ 414.89	\$ -	\$ -
<i>Total Facilities & Equipment</i>		<i>\$ 12,513.57</i>		<i>\$ 12,937.43</i>	<i>\$ 12,137.15</i>	<i>\$ 11,983.00</i>	<i>\$ 12,249.50</i>
<i>Total Shared Budget</i>		<i>\$ 108,978.66</i>		<i>\$ 109,675.39</i>	<i>\$ 110,809.87</i>	<i>\$ 112,629.17</i>	<i>\$ 114,908.59</i>

Account #	Department / Description	2021 Budget	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
212-4	Municipal Specific						
212-401-220	Election Expenses and A.I.M.	\$ 5,000.00		\$ 1,500.00	\$ 1,545.00	\$ 1,591.35	\$ 1,639.09
212-400-220	Council Mtg Expenses	\$ 800.56		\$ 832.58	\$ 857.56	\$ 883.28	\$ 909.78
212-402-220	Donations to other organizations	\$ -		\$ -	\$ -	\$ -	\$ -
212-400-221	Bank Fees	\$ 6,500.00		\$ 6,760.00	\$ 6,895.20	\$ 7,033.10	\$ 7,173.77
212-400-222	Advertising	\$ 1,139.95		\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
212-400-230	Legal Fees	\$ 4,269.64		\$ 4,440.42	\$ 4,529.23	\$ 4,619.82	\$ 4,712.21
212-400-231	Audit Fees	\$ 6,309.36		\$ 6,500.00	\$ 6,600.00	\$ 6,812.00	\$ 6,812.00
212-400-232	Assessment Fees	\$ 7,200.00		\$ 7,400.00	\$ 7,400.00	\$ 7,400.00	\$ 7,400.00
212-400-231	Accounting Software	\$ 2,000.00		\$ -	\$ -	\$ -	\$ -
212-400-275	Municipal Insurance	\$ 3,735.93		\$ 4,296.32	\$ 4,382.25	\$ 4,469.90	\$ 4,559.29
212-400-910	Tax Changes	\$ 100.00		\$ 104.00	\$ 106.08	\$ 108.20	\$ 110.37
274-000-510	ICF - Contingency	\$ -		\$ -	\$ -	\$ -	\$ -
247-000	Infrastructure Reserve	\$ 16,216.00		\$ 22,741.00	\$ 27,460.00	\$ 52,702.00	\$ 60,000.00
212-400-	Fleet Replacement Reserve	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<i>Total Municipal Specific</i>		<i>\$ 54,271.44</i>		<i>\$ 56,074.33</i>	<i>\$ 61,285.32</i>	<i>\$ 87,139.85</i>	<i>\$ 94,847.11</i>
Total Administration		\$ 163,250.10	\$ 156,720.11	\$ 165,749.72	\$ 172,095.19	\$ 199,769.02	\$ 209,755.71

Account #	Department / Description	2021 Budget	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Protective Services							
223-000-200	Contracted Fire Service	\$ 9,205.98		\$ 9,574.22	\$ 9,765.70	\$ 9,961.01	\$ 10,160.23
226-000-200	Enforcement	\$ 35,872.00		\$ 32,000.00	\$ 32,640.00	\$ 33,292.80	\$ 33,958.66
224-000-200	Emergency Management	\$ 3,121.20		\$ 3,246.05	\$ 3,310.97	\$ 3,377.19	\$ 3,444.73
224-000-201	Safety Equipment	\$ 208.08		\$ 216.40	\$ 220.73	\$ 225.15	\$ 229.65
224-000-	Policing costs	\$ 9,089.00		\$ 12,111.00	\$ 18,179.00	\$ 18,180.00	\$ 18,180.00
Total Protective Services		\$ 57,496.26	\$ 64,496.26	\$ 57,147.67	\$ 64,116.40	\$ 65,036.15	\$ 65,973.27
Public Works							
Maintenance Programs							
232-000-200	Green Space Program	\$ 10,000.00		\$ 10,400.00	\$ 10,608.00	\$ 10,820.16	\$ 11,036.56
232-000-201	Tree Removal	\$ 9,144.00		\$ 9,509.76	\$ 9,699.96	\$ 9,893.95	\$ 10,091.83
232-000-255	Plowing Program	\$ 26,000.00		\$ 27,040.00	\$ 27,580.80	\$ 28,132.42	\$ 28,695.06
232-000-250	Road Maintenance Program	\$ 16,000.00		\$ 20,000.00	\$ 20,400.00	\$ 20,808.00	\$ 21,224.16
232-000-530	Ditch and Culvert Program	\$ 2,072.64		\$ 2,155.55	\$ 2,198.66	\$ 2,242.63	\$ 2,287.48
232-000-265	Sign Program	\$ 2,092.96		\$ 2,176.68	\$ 2,220.21	\$ 2,264.62	\$ 2,309.91
232-000-270	Pathway Program	\$ 5,000.00		\$ 5,200.00	\$ 5,304.00	\$ 5,410.08	\$ 5,518.28
Total Maintenance		\$ 70,309.60		\$ 76,481.98	\$ 78,011.62	\$ 79,571.86	\$ 81,163.29
Waste Water / Water							
242-000-250	SLRWW Gov & Admin	\$ 8,463.00		\$ 7,285.00	\$ 7,430.70	\$ 7,579.31	\$ 7,730.90
	SLRWW Debenture	\$ 3,738.38					
	Wastewater Service Rate Charges			\$ 46,596.00	\$ 60,013.00	\$ 51,881.00	\$ 54,151.00
	Transfer to Reserves					\$ 13,540.00	\$ 12,318.00
	SBC Wastewater Debenture Share	\$ -		\$ 27,600.00	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00
	SBC Wastewater Maintenance Program			\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00
	Wastewater project costs	\$ 5,000.00					
242-000-251	SLR Water Comm.	\$ 1,000.00		\$ -	\$ -	\$ -	\$ -
Total Wastewater		\$ 18,201.38		\$ 102,481.00	\$ 116,043.70	\$ 121,600.31	\$ 122,799.90
Waste and Recycle							
243-000-200	Waste Removal Contract	\$ 12,000.00		\$ 12,480.00	\$ 12,729.60	\$ 12,984.19	\$ 13,243.88
243-000-255	Landfill	\$ 16,500.00		\$ 17,160.00	\$ 17,503.20	\$ 17,853.26	\$ 18,210.33
Total Waste		\$ 28,500.00		\$ 29,640.00	\$ 30,232.80	\$ 30,837.46	\$ 31,454.21
Total Public Works		\$ 117,010.98	\$ 117,101.98	\$ 208,602.98	\$ 224,288.12	\$ 232,009.63	\$ 235,417.40

Account #	Department / Description	2021 Budget	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Planning and Development							
Memberships							
261-000-110	Development Services	\$ 1,200.00		\$ 1,200.00	\$ 1,236.00	\$ 1,273.08	\$ 1,311.27
261-000-215	SDAB Costs	\$ 310.90		\$ 600.00	\$ 612.00	\$ 624.24	\$ 636.72
261-000-220	MPC Costs	\$ 1,865.38		\$ 1,200.00	\$ 1,224.00	\$ 1,248.48	\$ 1,273.45
261-000-200	Planning Projects	\$ 508.00		\$ 528.32	\$ 538.89	\$ 549.66	\$ 560.66
261-000-115	IDP (reserve)	\$ 2,000.00		\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
Total Planning and Development		\$ 5,884.27	\$ 4,119.00	\$ 4,528.32	\$ 4,630.89	\$ 4,735.86	\$ 4,843.31
Recreation and Planning							
274-000-850	Parkland Regional Library	\$ 700.00		\$ 700.00	\$ 714.00	\$ 728.28	\$ 742.85
272-000-515	Regatta/Canada Day	\$ 2,235.20		\$ 2,324.61	\$ 2,371.10	\$ 2,418.52	\$ 2,466.89
212-403-220	FCSS to Town of Sylvan Lake	\$ 2,014.80		\$ 2,104.80	\$ 2,146.90	\$ 2,189.83	\$ 2,233.63
	Buoys	\$ 5,080.00		\$ 5,283.20	\$ 5,388.86	\$ 5,496.64	\$ 5,606.57
272-000-510	Parks and Playgrounds (Sunset/Glen's)	\$ 5,720.08		\$ 5,948.88	\$ 6,067.86	\$ 6,189.22	\$ 6,313.00
Total Recreation and Planning		\$ 15,750.08	\$ 15,750.00	\$ 16,361.49	\$ 16,688.72	\$ 17,022.50	\$ 17,362.95
Environment							
Memberships							
273-100-150	Environmental Projects (SLMC & Lake St	\$ -		\$ -	\$ -	\$ -	\$ -
243-102-150	Red Deer River Watershed Society	\$ 46.63		\$ 48.50	\$ 49.47	\$ 50.46	\$ 51.47
273-000-220	Shoreline Restoration	\$ -		\$ -	\$ -	\$ -	\$ -
Total Environment		\$ 46.63	\$ 46.63	\$ 48.50	\$ 49.47	\$ 50.46	\$ 51.47
Total Operating Budget		\$ 383,954.09	\$ 378,336.90	\$ 476,135.08	\$ 506,012.76	\$ 543,242.44	\$ 558,506.27



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – OCTOBER 13, 2021 – 6:30PM

1. Treasurer’s Report

The Treasurer’s Report was approved as presented.

2. Director’s Report

The Director’s Report was approved as presented.

Andrea Newland, Library Director, presented the library budget to the Town of Sylvan Lake Council on October 12; this presentation was very well received. The Town suggested Andrea should return to Council on November 22 (at 6:00pm) after the new elected officials are sworn in. This process will help to educate new Councillors and give them the opportunity to ask questions.

Due to the Provincial restrictions, effective October 1, 2021, the hours of operation are as follows:

Saturday Closed / Sunday Closed / Monday 1:00pm-8:00pm / Thursday 10:00am-8:00pm

Tuesday 10:00am-5:00pm / Wednesday 10:00am-5:00pm / Friday 10:00am-5:00pm

Please note the library will be closed on November 11, 2021, for Remembrance Day.

3. New Items

Sylvan Lake Municipal Library’s “Little Free Pantry”, a free resource for people dealing with food insecurity, is well used; groceries move off the shelves faster than the library can restock them. From October 18-29, the library is asking for non-perishable food donations or monetary donations to help fill the shelves, any monetary donation of \$20 or more will qualify for a tax receipt.

Donations are accepted for the “Little Free Pantry” all year and please note it is important to check expiry dates on food items prior to donating. To help raise awareness, the library asks that people spread the news by using the hashtags #StockthePantry and #SylvanLakeLibrary on social media.

4. Policy

The “Finance Policy” and the “Gifts and Donations Policy” were updated and passed during this meeting.

Meeting adjourned at 7:23pm.

Next Regular Meeting – November 10, 2021, at 6:30pm

F-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
October 28, 2021

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER The Meeting was called to order at 9:32 a.m. by Chair Roger Dufresne.

AGENDA APPROVAL

JSC-21-11 MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

ADOPTION OF MINUTES

JSC-21-12 MOVED by Julie Maplethorpe to adopt the Regular Meeting Minutes of September 2, 2021 as presented.

CARRIED

INFORMATION ITEMS

- 1) 3rd Quarter Budget Report

JSC-21-13 Moved by Jim Willmon to accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

- 1) Equipment for Enforcement
- 2) Personnel Policy
- 3) COLA for Staff
- 4) 2022 Budget Discussion

JSC-21-14 MOVED by Roger Dufresne that the JSC move to a closed session at 11:24 a.m.

CARRIED

F-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
October 28, 2021

JSC returned from a closed session at 1:11 p.m. The following motions were made by the Chair:

- JSC-21-15** Administration to research alternative options and models for security and policing in the summer villages.
- JSC-21-16** The administration office will be closed from December 27-31 (the 27 and 28 being Stat Holidays) with the expectation that a phone number will still be available for emergency contact.
- JSC-21-17** The personnel policy will be brought to the HR subcommittee for a section by section review. Section 14. D) of the policy allowing 25 vacation days for employees having completed 10 years of service will be removed from the policy.
- JSC-21-18** There will be no COLA increase for staff this year, and the salary grid will be reviewed at the following JSC meeting.
- JSC-21-19** Administration to increase the salary line item by 3.5% and keep the total bottom line the same, resulting in a budget that is essentially flat to last year.
- JSC-21-19** JSC to approve a 3.5% increase to CAO salary in January of 2022.

CARRIED

ROUND TABLE

Each member gave a round table update of the ongoing business in their respective municipalities.

ADJOURNMENT

- JSC-21-20** Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 1:32 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO