

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
MAY 17TH, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, April 19, 2021

D. DELEGATION

- 1) Municipal Wastewater Line

E. INFORMATION ITEMS

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

F. REQUESTS FOR DECISION

1) Finance & Administration

- a) Surplus Distribution

2) Council & Legislation

- a) Special Events Permit
- b) Lot 10 Thevenaz Industrial Trail

3) Public Works

- a) Road Overlay Plan

4) Planning & Development

- a) Plans Cancellation Bylaw #161-21
- b) Plans Cancellation Bylaw #162-21

G. 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
 - Town of Sylvan Lake Library Board
- b) Ann Zacharias, Summer Village of Birchcliff
 - Parkland Regional Library Board

3) Upcoming Meetings

- a) Council Meeting – June 21, 2021

H. ADJOURNMENT

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
April 19, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held April 19, 2021 in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE

Mayor:	Teresa Beets via Zoom
Deputy Mayor:	Jim Willmon via Zoom
Councillor:	Keith Kimball via Zoom
CAO:	Tanner Evans via Zoom
Public Works Coordinator:	Chris Loov via Zoom
Development Officer:	Kara Kashuba via Zoom
Recording Secretary:	Teri Musseau
Delegates:	Brad Vender Heyden Michael Wuetherick Rhonda King Kathryn Kolaczek
Gallery:	Andrea Hunt via Zoom Drew Turnbull via Zoom Jill Sarluis via Zoom

CALL TO ORDER The Meeting was called to order at 9:01 a.m. by Mayor Beets.

AGENDA APPROVAL

SBC-21-065 MOVED by Councillor Kimball that the agenda be adopted as amended:

D.1. Add Collection Connection
E.3. Newsletter
E.4. Piers & Hoists

CARRIED

CONFIRMATION OF MINUTES

SBC-21-066 MOVED by Deputy Mayor Willmon that the minutes of the Regular Meeting of Council held on March 29, 2021, be approved as presented.

CARRIED

SBC-21-067 MOVED by Councillor Kimball that the minutes of the Municipal Planning Commission meeting held on April 12, 2021, be approved as presented.

CARRIED

SBC-21-068 MOVED by Councillor Kimball that the minutes of the Special meeting of Council held on April 6, 2021, be approved as amended.

CARRIED

DELEGATION

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

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
April 19, 2021

C-1

Natalie Sugden joined the meeting at 10:15 a.m. via Zoom.

Brad Vander Heyden left the meeting at 10:03 a.m.

Kathryn Kolaczek left the meeting at 10:25 a.m.

Bylaw 160-21 Municipal Wastewater Collection Bylaw
SBC-21-069 MOVED by Deputy Mayor Willmon that Council give 1st reading to
the amended Municipal Wastewater Collection Bylaw #160-21.
CARRIED

SBC-21-070 MOVED by Mayor Beets that Council accept the Sanitary Service
change order as discussed subject to approval from Lacombe
County.
CARRIED

Council break at 10:52 a.m.

Council reconvened at 11:08 a.m. with the same people as at the start of the meeting except for
Brad Vander Heyden, Kathryn Kolaczek, Michael Wuetherick and Rhonda King.

INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Development Update

Kara Kashuba left the meeting at 11:16 a.m.

- 3) Newsletter
- 4) Piers & Hoists

SBC-21-071 MOVED by Deputy Mayor Willmon that the information items be
received as information.
CARRIED

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

Bylaw #159-21 2021 Mill Rate Bylaw
SBC-21-072 MOVED by Councillor Kimball that Council give 1st reading to the
Mill Rate Bylaw #159-21.
CARRIED

SBC-21-073 MOVED by Deputy Mayor Willmon that Council give 2nd reading to
the Mill Rate Bylaw #159-21.
CARRIED

SBC-21-074 MOVED by Mayor Beets that Council give 3rd reading to the Mill
Rate Bylaw #159-21 at this meeting.
CARRIED UNANIMOUSLY

SBC-21-075 MOVED by Councillor Kimball that Council give 3rd and final
reading to the Mill Rate Bylaw #159-21.
CARRIED

COUNCIL REPORTS

- Mayor Beets
- Sylvan Lake Regional Wastewater Commission Technical Committee
 - Municipal Wastewater Committee
- Deputy Mayor Willmon
- Municipal Wastewater Line
- Councillor Kimball
- No reports

Committee Reports

- Ann Zacharias, Summer Village of Birchcliff
- Parkland Regional Library Board

SBC-21-076 MOVED by Deputy Mayor Willmon to accept the Council reports, Committee reports and information items as information.
CARRIED

NEXT MEETING

SBC-21-077 MOVED by Mayor Beets that the next meeting of Council be held on May 17, 2021 at 9:00 a.m.
CARRIED

ADJOURNMENT

SBC-21-078 MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 11:53 a.m.
CARRIED

MAYOR BEETS, MAYOR

TANNER EVANS, CAO

Summer Village of Sunbreaker Cove

May 17, 2021

Delegation

Information Item

Agenda Item: *Municipal Wastewater Line*

Background:

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

Options for Consideration:

- 1) Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

n/a

Summer Village of Sunbreaker Cove**Administration and Finance Council****Date: May 17, 2021 Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 44,656.61

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

- | | | |
|-----------------------------------|----|-----------|
| 1. Government of Alberta | \$ | 9,902.03 |
| a. Police Funding-2020 | | |
| 2. Lacombe Regional Waste Service | \$ | 14,682.40 |
| a. LRWSC Requisition | | |
| 3. Summer Village of Norglenwold | \$ | 13,171.73 |
| a. March Shared Costs | | |
| b. CAMA Membership Renewal | | |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Report Date
2021-05-07 1:17 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
As of 2021-05-07
Batch: 2021-00034 to 2021-00037

Page 1

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

Computer Cheques:

721	2021-04-16	Spoiled During Printing			
722	2021-04-16	System after printing lost inv			
723	2021-04-16	Government of Alberta	Police Funding-2020		
1800012840		412-000-270 - Trade Accounts Payable	Police Funding-2020	5,917.00	5,917.00
724	2021-04-30	Lacombe Regional Waste Service	2021 LRWSC Requisition		
36426		243-000-255 - Landfill Costs	2021 LRWSC Requisition	14,682.40	14,682.40
725	2021-04-30	Harald Mueller	MPC Meeting April 12		
APR122021MPC		261-000-220 - MPC Costs	MPC Meeting April 12	100.00	100.00
726	2021-04-30	Parkland Regional Library	2nd Quarter Requisition Payment		
210234		274-000-850 - Parkland Regional Library	2nd Quarter Requisition Payment	173.14	
		312-000-260 - GST Paid Refundable	GST Tax Code	8.66	181.80
727	2021-04-30	Triangle Construction Inc.	Removal of Poplar Trees		
1397		232-000-240 - Tree Removal	Removal of Poplar Trees	1,350.00	
		312-000-260 - GST Paid Refundable	GST Tax Code	67.50	1,417.50
728	2021-04-30	Wild Rose Assessment Service	Assessment Fees-Apr 1-Jun 30		
8221		212-400-232 - Assessment Fees	Assessment Fees-Apr 1-Jun	1,750.00	
		312-000-260 - GST Paid Refundable	GST Tax Code	87.50	1,837.50

EFT:

187	2021-04-13	Debbie Ricalton	MPC Meeting on March 15th		
MAR152021-MPC		261-000-220 - MPC Costs	MPC Meeting on March 15th	100.00	100.00
188	2021-04-13	Summer Villages of Norglenwold	CAMA Membership Renewal		
2021-00069		261-000-110 - Development Services	CAMA Membership Renewal	43.50	43.50
2021-00079		212-100-110 - Salaries	Salaries	6,259.73	
		212-100-130 - Training	Training	31.32	
		212-100-140 - Benefits	Shared Benefits	179.05	
		212-100-210 - Travel & Subsistence	T&S	0.00	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	Public Works Fleet	13.05	
		212-200-215 - Postage/Freight/Commodities	Postage/Freight	823.17	
		212-200-500 - Printing Costs	Printing Costs	36.66	
		212-200-510 - Office Supplies	Office Supplies	5,147.03	
		212-300-217 - Phone/Fax/Internet	Phone/Fax	92.20	
		212-300-540 - Utilities	Utilities	130.11	
		212-300-250 - Facility Improvements	Facility Improvements	0.00	
		212-300-255 - Facility Maintenance	Facility Maintenance	68.90	
		212-300-263 - Condominium Costs	Condominium Cost	0.00	
		212-300-240 - Computer Software/Equipment	Computer Software	285.99	

Report Date
2021-05-07 1:17 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
As of 2021-05-07
Batch: 2021-00034 to 2021-00037

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Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
		212-300-242 - IT Equipment	IT Equipment	20.98	
		212-300-265 - Equipment Mainten	Equipment Maintenance	0.00	
		212-300-270 - Equipment Rental	Equipment Rental	40.04	
		212-300-510 - Other Contingency	Contingency	0.00	
		212-300-530 - Building Insurance	Building Insurance	0.00	13,128.23
				Payment Total:	13,171.73
189	2021-05-04	Alberta Parking Lot Services	Road Maintenance		
22963		232-000-250 - Road Maintenance	Road Maintenance	2,370.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	118.50	2,488.50
190	2021-05-04	Alchemy Communications Inc.	Project-Wastewater Collection		
2653		297-191-840 - Project - Wastewat	Project-Wastewater Collec	802.50	
		312-000-260 - GST Paid Refundat	GST Tax Code	40.13	842.63
2667		297-191-840 - Project - Wastewat	Public Relations-WW Proje	450.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	22.50	472.50
				Payment Total:	1,315.13
191	2021-05-04	Empringham Disposal Corp	Bi-Weekly Collection-March		
22425		243-000-200 - Waste Removal Co	Bi-Weekly Collection-Marc	624.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	31.20	655.20
192	2021-05-04	Go Services Inc.	Monthly Portable Toilet Rental		
15148913		272-000-510 - Parks & Playgrounc	Monthly PortaPotty March	207.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	10.35	217.35
193	2021-05-04	WSP Canada Inc.	Project-Drainage		
0997465		297-191-840 - Project - Wastewat	Project-Drainage	2,450.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	122.50	2,572.50
				Total for MAIN:	44,656.61

Certified Correct This May 7, 2021

Mayor

Administrator

Summer Village of Sunbreaker Cove

Finance

Request for Decision

Agenda Item: *Quarterly Financial Report*

Background:

Administration would like to provide the following 1st Quarter Financial information to Council.

Options for Consideration:

- The Operating Budget Report to March 31, 2021
- Administration is requesting to move Sunbreaker Cove's remaining MOST funding grant of \$7,810.96 from Deferred Revenue to the following accounts in order to offset Pandemic Costs as provided by the MOST Grant (report is attached):
 - \$ 6,329.91 to Office Supplies 212-200-510
 - \$ 359.84 to IT Expenses 212-300-242
 - \$ 198.63 to Facility Maintenance 212-300-255
 - \$ 922.58 to Other Revenue to offset uncollected taxation 112-000-570

Once this is complete, the statement of financial expenditures can be submitted to the Province for completion of the Grant showing all funding has been utilized.

- Administration is also requesting permission to Transfer the Lacombe County Funding from Deferred Revenue to the 2021 Lacombe Grant Operating Revenue Budget 112-000-840 in the amount of \$539.
- ASFF Report to March 31, 2021
- Capital Projects Report to March 31, 2021

Balances at March 31, 2021

- ATB Bank Account \$2,321,784.52

Reserves and Deferred Accounts

• Accumulated Surplus	138,103.51
• Completions Deposits	20,000.00
• Deferred Revenue (Grants)	804,590.32
• JSC IT Reserve	5,000.00
• Fleet Replacement Reserve	716.09
• Reserves Roads	406,709.00

- Reserves Wastewater 962,444.49
- Reserves General Operating 62,767.87
- Mill Rate Stabilization Fund 25,000.00
- Unpaid Taxes
 - There are only 2 properties of concern with unpaid taxes and utilities from 2020 totalling \$10,205.68. All others are under \$150.

Administrative Recommendations:

- 1) That Council authorize Administration to move the MOST funding from Deferred Revenue to the applicable accounts noted.
- 2) That Council authorize Administration to move the Lacombe County Grant funding from Deferred Revenue to the applicable account noted.
- 3) That Council discuss and accepts all other noted items as information.

Authorities:

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

Report Date
2021-05-07 10:09 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending March 31, 2021

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	Budget	2021 YTD	YTD
Revenue			
101-000-110 - Taxation	329,249.17		(329,249.17)
101-000-120 - Garbage Levy	28,569.00		(28,569.00)
101-000-510 - Taxes Penalties & Cos	5,000.00	3,782.73	(1,217.27)
101-103-130 - DI - Designated Industrial	11.51		(11.51)
112-000-410 - Sale of Services & Su	58.32	225.00	166.68
112-000-540 - Interest Charges		1.00	1.00
112-000-550 - Return on Investments	7,000.00	3,494.93	(3,505.07)
112-000-570 - Other Revenue		100.13	100.13
112-000-740 - MSI Operational	9,275.00		(9,275.00)
112-000-840 - Grant Lacombe	539.00		(539.00)
121-000-530 - Fines Provincial Coll		113.00	113.00
161-000-410 - Compliance Certifica	533.70	100.00	(433.70)
161-000-510 - Inspection Fees	1,067.28	166.40	(900.88)
161-000-520 - Development Permits/A	1,601.11	1,500.00	(101.11)
161-000-590 - Encroachment Fees	1,050.00	700.00	(350.00)
Total Revenue:	383,954.09	10,183.19	(373,770.90)
Expenditures			
Council and Legislation			
211-101-150 - Mayor Remuneration	9,000.00	2,660.00	6,340.00
211-101-210 - Mayor Trav & Sub	2,500.00	265.12	2,234.88
211-102-150 - Deputy Mayor Renumera	4,000.00	925.00	3,075.00
211-102-210 - D. Mayor Trav & Sub	1,500.00	303.56	1,196.44
211-103-150 - Councillor Remunerati	2,000.00	462.50	1,537.50
211-103-210 - Councillor Trav & Sub	1,000.00		1,000.00
211-201-212 - Alberta Summer Village Association	1,036.32		1,036.32
211-202-212 - Alberta Urban Municipalities Association	829.06		829.06
211-203-212 - Council Education Opportunity	450.00	(200.00)	650.00
211-301-220 - Mem. AUMA	950.00	823.74	126.26
211-302-220 - Mem. ASVA	975.00	975.00	
211-303-220 - Mem. FCM	165.45		165.45
211-304-220 - Mayors and Reeves Mem	109.94		109.94
Total Council and Legislation:	24,515.77	6,214.92	18,300.85
Administration			
212-100-110 - Salaries	79,668.14	17,700.29	61,967.85
212-100-130 - Training	2,111.21	507.95	1,603.26
212-100-140 - Benefits	2,978.85	537.14	2,441.71
212-100-210 - Travel & Subsistence	2,734.27		2,734.27
212-100-211 - WCB	1,905.79	311.40	1,594.39
212-100-266 - PW Fleet	1,426.49	13.05	1,413.44
212-200-215 - Postage/Freight/Couri	1,454.71	612.08	842.63
212-200-500 - Printing Costs	1,629.63	185.22	1,444.41
212-200-510 - Office Supplies	2,556.01	6,329.91	(3,773.90)
212-300-217 - Phone/Fax/Internet	1,663.73	300.55	1,363.18
212-300-240 - Computer Software/Mtnc	1,222.23	2,018.15	(795.92)
212-300-242 - IT Equipment	838.32	431.02	407.30
212-300-250 - Facility Improvements	838.32		838.32
212-300-255 - Facility Maintenance	2,944.32	219.63	2,724.69
212-300-263 - Condominium Costs	855.55	760.80	94.75
212-300-265 - Equipment Maintenance	360.18		360.18

Report Date
2021-05-07 10:09 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending March 31, 2021

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	Budget	2021 YTD	YTD
212-300-270 - Equipment Rental	672.22	120.12	552.10
212-300-510 - Other Contingency	279.70	115.41	164.29
212-300-530 - Building Insurance	414.89		414.89
212-300-540 - Utilities	2,424.11	418.34	2,005.77
212-400-220 - Council Mtg Expenses	800.56	147.52	653.04
212-400-221 - Fees and Charges	6,500.00	139.85	6,360.15
212-400-222 - Advertising	1,139.95		1,139.95
212-400-230 - Legal Fees	4,269.64		4,269.64
212-400-231 - Audit Fees	6,309.36	4,593.85	1,715.51
212-400-232 - Assessment Fees	7,200.00	1,950.00	5,250.00
212-400-233 - Accounting Software	2,000.00		2,000.00
212-400-275 - Municipal Insurance	3,735.93	2,689.66	1,046.27
212-400-910 - Tax Changes	100.00	(55.00)	155.00
212-400-920 - Infrastructure Reserve	16,216.00		16,216.00
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-401-220 - Election Expenses	5,000.00	289.98	4,710.02
Total Administration:	163,250.11	40,336.92	122,913.19
Protective Services			
223-000-200 - Contracted Fire Service	9,205.98	6,498.18	2,707.80
224-000-200 - Emergency Management	3,121.20	2,500.00	621.20
224-000-201 - Safety Equipment	208.08		208.08
225-000-200 - Policing Costs	9,089.00		9,089.00
226-000-200 - Enforcement	35,872.00		35,872.00
Total Protective Services:	57,496.26	8,998.18	48,498.08
Public Works			
232-000-200 - Green Space Program	10,000.00	57.74	9,942.26
232-000-240 - Tree Removal	9,144.00		9,144.00
232-000-250 - Road Maintenance Program	16,000.00	60.00	15,940.00
232-000-255 - Plowing Program	26,000.00	9,126.25	16,873.75
232-000-265 - Sign Program	2,092.96		2,092.96
232-000-270 - Pathway Program	5,000.00		5,000.00
232-000-530 - Ditch & Culvert Progr	2,072.64		2,072.64
242-000-250 - SLR WasteWater Commis	8,463.00		8,463.00
242-000-251 - SLR Water Commission	1,000.00	346.75	653.25
242-000-253 - System Debenture Share	3,738.38		3,738.38
242-000-254 - Wastewater Project Costs	5,000.00	2,909.28	2,090.72
243-000-200 - Waste Removal Contrac	12,000.00	1,248.00	10,752.00
243-000-255 - Landfill Costs	16,500.00		16,500.00
Total Public Works:	117,010.98	13,748.02	103,262.96
Planning and Development			
261-000-110 - Development Services	1,200.00	74.32	1,125.68
261-000-115 - IDP	2,000.00		2,000.00
261-000-200 - Planning Projects	508.00		508.00
261-000-215 - SDAB Costs	310.90		310.90
261-000-220 - MPC Costs	1,865.38	300.00	1,565.38
Total Planning and Development:	5,884.28	374.32	5,509.96

Recreation

Report Date
2021-05-07 10:09 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending March 31, 2021

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	Budget	2021 YTD	YTD
272-000-500 - Buoys	5,080.00		5,080.00
272-000-510 - Parks & Playgrounds	5,720.08	569.39	5,150.69
272-000-515 - Regatta	2,235.20		2,235.20
212-403-220 - FCSS Town of Sylvan	2,014.80		2,014.80
274-000-850 - Parkland Regional Lib	700.00	173.14	526.86
Total Recreation:	15,750.08	742.53	15,007.55
Environment			
273-101-150 - Red Deer River Waters	46.61		46.61
Total Environment:	46.61	0.00	46.61
Total Expenditures:	383,954.09	70,414.89	313,539.20
Surplus / Deficit	0.00	(60,231.70)	(60,231.70)

MOST - New JSC Rates

	28.15%	5.82%	23.30%	24.08%	18.65%
	<u>NGL</u>	<u>HMB</u>	<u>JB</u>	<u>BC</u>	<u>SBC</u>
2020 Yearend Balance Remaining	\$ 25,156.16	\$ 6,323.99	\$ 19,992.65	\$ 10,152.74	\$ 7,810.96
Covid Barriers- 297-197-840	\$ 11,880.00	\$ -	\$ -		
Covid Hands Free Installs NGL only					
<u>2021</u>					
<u>Office Supplies 412-200-510</u>					
January Office Supplies	\$806.55				
February Office Supplies	\$5,829.56				
March Office Supplies	<u>\$27,309.88</u>				
	\$33,945.99	\$9,555.12	\$1,977.01	\$7,908.40	\$8,175.55
<u>IT Expenses 412-300-242</u>					
February IT	\$283.57				
March IT	<u>\$1,646.18</u>				
	\$1,929.75	\$543.19	\$112.39	\$449.57	\$464.76
<u>Work From Home 412-300-510</u>					
No Applicable Expenses	\$0.00				
For 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Cleaning Costs-412-300-255</u>					
January/February	\$277.14				
February Monthend	\$418.57				
March Monthend	<u>\$369.52</u>				
	\$1,065.23	\$299.84	\$62.04	\$248.17	\$256.55
<u>Computer Software 412-300-240</u>					
No Applicable Pandemic Expenses					
For 2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 2021 Shared Costs	<u>\$36,940.97</u>				
To be Moved to Offsetting Accounts	\$22,278.14	\$2,151.44	\$8,606.14	\$8,896.86	\$6,888.38
Total Remaining for 2021	\$2,878.02	\$ 4,172.55	\$ 11,386.51	\$ 1,255.88	\$ 922.58
To Offset Taxation					

Report Date
2021-05-07 10:11 AM

Summer Village of Sunbreaker Cove
ASFF Budget Report
For the Period Ending March 31, 2021

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	Budget	Year to Date	Budget Remain
Revenue			
101-100-130 - ASFF Residential	340,782.21		(340,782.21)
101-102-130 - ASFF Non-Residential	551.63		(551.63)
101-103-130 - DI - Designated Industrial	11.51		(11.51)
Total Revenue:	341,345.35	0.00	(341,345.35)
Expenditures			
201-100-130 - ASFF-Residential	340,782.21	82,663.36	258,118.85
201-200-130 - ASFF Non-Residential	551.63		551.63
201-300-130 - DI - Designated Industrial	11.51		11.51
Total Expenditures:	341,345.35	82,663.36	258,681.99
Surplus / Deficit	0.00	(82,663.36)	(82,663.36)

Report Date
2021-05-07 10:23 AM

Summer Village of Sunbreaker Cove
Capital Projects Budget
For the Period Ending March 31, 2021

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	Budget	Year to Date	Budget Remain
Revenue			
197-191-840 - Project - MSI Wastewater Collection Sys	1,160,616.00		(1,160,616.00)
197-191-842 - Project - WW Borrowing/Collection Fee	1,165,007.00		(1,165,007.00)
197-191-843 - Project - WW Sewer Reserves Transfer	746,400.00		(746,400.00)
197-191-844 - Project - Reserves Pathway & Stairs	20,000.00		(20,000.00)
197-191-841 - Project - Drainage	100,000.00		(100,000.00)
101-000-125 - WW Rate Rider - Annual			
197-191-845 - WW - Rate Rider - Paid in Full			
197-191-846 - WW - Tie Ins			
197-191-847 - WW - Grinder Pumps			
Total Revenue:	3,192,023.00	0.00	(3,192,023.00)
Expenditures			
297-191-840 - Project - Wastewater Collection System	3,017,000.00	13,695.89	3,003,304.11
297-191-842 - Project - WW Stantec Design Finalization	15,023.00		15,023.00
297-191-843 - Project - WW Other WWC	40,000.00		40,000.00
297-191-844 - Project - Pathway & Stairs	20,000.00		20,000.00
297-191-841 - Project - Drainage	100,000.00	6,620.70	93,379.30
297-191-846 - WW - Tie Ins			
297-191-847 - WW - Grinder Pumps			
Total Expenditures:	3,192,023.00	20,316.59	3,171,706.41
Surplus / Deficit	0.00	(20,316.59)	(20,316.59)

Summer Village of Sunbreaker Cove

May 17, 2021

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Drainage project will go out for invitational tender on June 1. The design is going forward as presented to Council but without a ditch damn that would cause pooling water. Post construction, public works will monitor water flow into that ditch to determine if there is a need to add a ditch damn afterwards. Coordination for the timing of construction will need to take place between the chosen contractor and Pidherney's as they construct the wastewater system.
- Second Outhouse will be installed at Glen's Cove before the May long weekend.
- Street sweeping has been completed.
- Bollards at Sunset Cove and Glen's Cove have been removed for the spring.
- The pathway at Sunset Cove is scheduled to be resurfaced with limestone.
- Bollards at Sunset and Glen's cove are being lifted to make them easier to install and remove. The bollards the path between Briar and Larch Road are being repositioned to ensure snow mobiles and ATV's cannot access the pathway.
- Public Works has met with 3 contractors and requested proposals on options to rebuild the stairway in the reserve between Elk Street and Fox Crescent. Administration is still waiting to receive all the proposals.
- Public Works applied for and was approved for a federal grant that will allow Administration to hire a second summer worker this year.

Options for Consideration:

Accept as information

Authorities:

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

Summer Village of Sunbreaker Cove

May 17, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 67 development permits issued in the Summer Villages (27 in Birchcliff, 1 in Half Moon Bay, 8 in Jarvis Bay, 19 in Norglenwold, and 12 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. 705 Elk Street | Relocation of Dwelling |
| 8. 917 Deer Street | Addition |
| 9. 1319 Birch Road | Shed |
| 10. 1119 Poplar Road | Dwelling Addition |

Active development permits for the operation of a Tourist Home:

11. 1309 Breakers Way
12. 1126 Breakers Way (NEW)

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.



Summary of key Bylaws

1. Cannabis Bylaw

(Key Points)

- a. Consumption of Cannabis is prohibited within the Summer Village unless consumed at a Private Residence.
- b. No person shall smoke or consume Cannabis in any Public Place.
- c. No person shall smoke or consume Cannabis on private property without the consent or permission of the owner of the private property.

2. Burning & Fire Pit Bylaw

(Key Points)

- a. Any person who starts a propane, natural gas or charcoal bbq or fire shall remain in charge, or keep a competent person in charge of the bbq or fire.
- b. Any person who starts a fire, or who is in charge of a fire, on property owned or occupied by that person, shall, upon demand, pay to the Summer Village any and all costs incurred by the Summer Village to extinguish such fire when, in the opinion of a Peace Officer, Director of Disaster Services or the Administrator, the fire is a hazard to persons or to other properties.
- c. With the exception of propane, natural gas or charcoal barbecues, fire pits that comply with Section 3 of the bylaw, burning in provincial or municipal owned campgrounds and parks is permitted only where fireplaces, stoves and fire pits are provided by or approved by the Summer Village of Sunbreaker Cove.
- d. No person shall purchase, possess, handle, discharge, fire or set off fireworks within the Summer Village of Sunbreaker Cove unless he holds a permit signed by the Fire Service. Permits will only be issued for the discharge of professional fireworks and discharged by professional pyrotechnicians as accredited by Natural Resources Canada in accordance and pursuant to the Alberta Fire Code.



3. Community Standards Bylaw

(Key Points)

- a. Permissible Hours. Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day.
- b. No person shall place, deposit or throw or cause to be placed, deposited or thrown litter upon any Summer Village property, including any street, lane, ditches, park, other public place or water course.

4. Traffic Bylaw

(Key Points)

- a. No person shall park or drive any vehicle on any land owned by the Summer Village of Sunbreaker Cove including, but not limited to, parks, boulevards or green spaces at any time without getting written permission prior to doing so.
- b. Recreational vehicles or trailers shall not be parked on any road in the Summer Village of Sunbreaker Cove.
- c. A person may operate an off-highway vehicle on a highway within the Summer Village boundary for the purpose of access and egress to Sylvan Lake and their residence subject to the conditions in the bylaw.
- d. The maximum speed limit in the Summer Village of Sunbreaker Cove shall be 30 km/h unless authorized road signs order a lesser or greater speed. Every driver shall obey the speed limit fixed by signs.

For more information on the above bylaws please visit the Summer Village of Sunbreaker Cove website at: <http://www.sylvansummervillages.ca/bylaws--policies1.html>

Summer Village of Sunbreaker Cove

Finance

Request for Decision

Agenda Item: *Surplus Distribution*

Background:

The 2020 annual Audited Financial Statements are now complete and have been submitted to the Province.

The attached spreadsheet is for Council to review and determine how they would like the 2020 surplus funds to be distributed.

Options for Consideration:

- Advise Administration where Council wishes accumulated surplus funds to be distributed.
- Create any new Reserve accounts for future growth as Council sees necessary for their 5 year plans.

Administrative Recommendations:

That Council discusses and redistributes surplus amount on the live Proposed Allocation spreadsheet.

Authorities:

MGA (Section 283.1) A new requirement in the MGA provides that municipalities must adopt, at a minimum, written three-year financial plan and a five-year capital plan and Council must review and update the plans annually.

Summer Village of Sunbreaker Cove
Allocation of Surplus on May 17, 2021

Adjusted Financial Surplus & Reserves	Current Balances	Council Targets	Over/Under Target	Allocation	Revised Balances	Over/Under Target
Accumulated Surplus	138,103.51	20,000.00	118,103.51	-69,160.14	68,943.37	48,943.37
Reserves						
General Contingency Reserve	62,767.87	300,000.00	-237,232.13	0.00	62,767.87	-237,232.13
Road Reserve	406,709.00	400,000.00	6,709.00	0.00	406,709.00	6,709.00
Wastewater Reserve	962,444.49	1,500,000.00	-537,555.51	0.00	962,444.49	-537,555.51
Environment Reserve (was transferred to WW)	0.00	100,000.00	-100,000.00	0.00	0.00	-100,000.00
Infrastructure Reserve (New 2020)	0.00	0.00	0.00	0.00	0.00	0.00
Fleet Replacement Reserve (New 2020)	716.09					
Information Technology & Facilities Reserve	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Mill Rate Stabilization Fund	25,000.00	100,000.00	-75,000.00	0.00	25,000.00	-75,000.00
Total Reserves	1,462,637.45	2,405,000.00	-943,078.64	-69,160.14	1,461,921.36	-943,078.64

Summer Village of Sunbreaker Cove

May 17, 2021

Council & Legislation

Request for Decision

Agenda Item: *Special Events Permit*

Background:

Administration has received an application from Kallee Marshall, whose parents own a property on Pine Road, to hold her wedding in the green space at Glenn's Cove with approximately 100 attendees on September 11, 2021.

The application and special events policy are attached for Council's information

Options for Consideration:

1. Council approve the special events permit for a wedding in Glenn's Cove on September 11, 2021.
2. Council deny the special events permit for a wedding on September 11, 2021, in Glenn's Cove.

Administrative Recommendations:

1. Council discuss and provide direction to Administration.

Authorities:

Special Events Policy

APPENDIX 1

SPECIAL EVENTS PERMIT APPLICATION FORM

All applicants must complete PART "A" of the Application Form, Complete PART "B" of the Application Form if your event is more complex in terms of organization and numbers of people involved or the event has the potential to significantly impact or conflict with normal site visitation.

PART "A": APPLICATION FORM

Name of Applicant: Kallee Marshall

Address: Business: [REDACTED]

Home: [REDACTED]

Telephone: Business: _____ Fax: _____

Telephone: Home: _____ Fax: _____

Email Address: [REDACTED]

Other Contact Person(s) if applicable: [REDACTED]

Name of the Event: Wedding

1. Describe the type of event that is to be held:

Wedding Ceremony

2. What organization is sponsoring this event?

No one

3. What is the estimated number of participants/volunteers/spectators that will be involved?
in the event?

Participants: 100 Volunteers: _____ Spectators: _____

Based on restrictions set by province

4. Event Details:

Activity: Wedding Ceremony Location: Glens Cove (Off to the right at the top of the green space)

5. Will either vehicle or pedestrian traffic need to be controlled or stopped at any time during the event? Provide Parking Plan.

No, guests will be directed to park in overflow parking

6. Provide Waste Plan (Garbage/Restrooms)

Plan to have garbage on site and provide porta potty if needed.

7. What are the date(s) and time(s) of the event? Include set-up and clean-up days and times.

Date(s) Sept 11, 2021

Set-up: 10 AM Date: Sept 11, 2021 Time of Day: From 10 AM to 11 AM

Clean-up: 2:30 PM Date: Sept 11, 2021 Time of Day: From 2:30 PM to 3:00 PM

8. What safety measures will be in place to prevent or address injuries or accidents involving participants or members of the public attending the event? (i.e., warning signs, safety personnel, first aid or ambulance personnel in attendance, safety structures) Provide details.

Signage directing guests to wedding, bathroom etc.

9. Does the event involve the set-up of equipment or facilities, (i.e., tents, buildings, tables, fencing, signs, trail markings, loud speakers or other structures)? Provide details.

Small speaker, chairs.

10. Will the event involve vegetation removal or ground disturbance? Provide details.

No

Please include a Security Plan and a detailed layout with your application.

SUMMER VILLAGE OF SUNBREAKER COVE

SPECIAL EVENT POLICY	12.4
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EFFECTIVE DATE: March 17, 2013

SECTION: Administration

POLICY STATEMENT:

The purpose of this policy is to establish guidelines for the allocation and management of Special Events on municipal parks in the Summer Village of Sunbreaker Cove.

It is the goal of this policy to:

- a. Provide a fair and transparent means of service delivery
- b. Ensure equitable access to the municipal parks
- c. To promote a diverse range of activities
- d. Establish uniform criteria and procedures for the reservation and use of Parks for special events
- e. Facilitate scheduling that will support proper maintenance of Parks
- f. Permit the planning and implementation of Special Events and programs in which a large number of people are expected to participate
- g. Ensure that the Summer Village Parks are used for the benefit of the entire community
- h. Balance the needs of Permit Holders, casual participants and the summer village as a whole.

DEFINITIONS:

Park - any land owned, leased or controlled by the Municipality, designation or used as parkland or as a trail, including gardens, playgrounds, sports fields or beach areas.

Regional Event - an event that attracts a large number of visitors may receive significant media attention and develop a provincial and/or national profile for the event and the region.

Permit Holder - any person or organization that holds a permit of any kind for use of parks within Sunbreaker Cove.

Special Event - defined as, but not limited to, a festival, procession, march, drill, parade, or other organized event that has any of the following components:

- a. Rides/carnival activities
- b. Street closures
- c. Fireworks or lasers
- d. Traffic control
- e. Need for security

- f. Live entertainment
- g. Barbeques/open flams
- h. Generators/electrical distribution
- i. Food or beverage sales
- j. Invited guests
- k. Wedding

PROCEDURE:

How to apply

1. Complete the attached booking application form and submit with the \$50.00 application fee to the Summer Village Administration Office.
2. The application must be received one week prior to the next scheduled Council meeting.
3. The Summer Village may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect municipal property or maintain the enjoyment of the Park for the public, which shall include identification of:
 - a. Permit Holder, whether an individual, individuals or corporation
 - b. Permitted use
 - c. Applicable fees
 - d. Confirmation of payment of applicable insurance
 - e. Time and date of permitted use
 - f. Place of permitted use
4. Before the final permit will be issued the following information must be submitted with the completed application:
 - a. Contact name, including phone number and email (if available) of Permit Holder(s)
 - b. Insurance Certificate
 - c. Applicable fees
 - d. Site Plan
 - e. Parking Plan
 - f. Signage
 - g. Emergency Plan
 - h. Garbage and Waste disposal plan

Application Approval

1. All applications will be reviewed at the 1st Council meeting following receipt of all applicable information.
2. Council will review each application and provide decision based the needs of Permit Holders, casual participants and the summer village as a whole.

APPENDIX 1

SPECIAL EVENTS PERMIT APPLICATION FORM

All applicants must complete PART "A" of the Application Form, Complete PART "B" of the Application Form if your event is more complex in terms of organization and numbers of people involved or the event has the potential to significantly impact or conflict with normal site visitation.

PART "A": APPLICATION FORM

Name of Applicant: _____

Address: Business: _____

Home: _____

Telephone: Business: _____ Fax: _____

Telephone: Home: _____ Fax: _____

Email Address: _____

Other Contact Person(s) if applicable: _____

Name of the Event: _____

1. Describe the type of event that is to be held:

2. What organization is sponsoring this event?

3. What is the estimated number of participants/volunteers/spectators that will be involved?
in the event?

Participants: _____ Volunteers: _____ Spectators: _____

4. Event Details:

Activity: _____ Location: _____

5. Will either vehicle or pedestrian traffic need to be controlled or stopped at any time during the event? Provide Parking Plan.

6. Provide Waste Plan (Garbage/Restrooms)

7. What are the date(s) and time(s) of the event? Include set-up and clean-up days and times.

Date(s) _____

Set-up: _____ Date: _____ Time of Day: From _____ to _____

Clean-up: _____ Date: _____ Time of Day: From _____ to _____

8. What safety measures will be in place to prevent or address injuries or accidents involving participants or members of the public attending the event? (i.e., warning signs, safety personnel, first aid or ambulance personnel in attendance, safety structures) Provide details.

9. Does the event involve the set-up of equipment or facilities, (i.e., tents, buildings, tables, fencing, signs, trail markings, loud speakers or other structures)? Provide details.

10. Will the event involve vegetation removal or ground disturbance? Provide details.

Please include a Security Plan and a detailed layout with your application.

Summer Village of Sunbreaker Cove

May 17, 2021

Council & Legislation

Request for Decision

Agenda Item: *Purchase of 10 Thevenaz Industrial Trail*

Background:

An offer has been made to Jarvis Bay for the purchase of 10 Thevenaz Industrial Trail (the lot behind the current building) and has been accepted by Jarvis Bay. The Condo Corporation to which we belong has an accepted offer at \$248,000 plus legal fees. The Condo Corporation will require \$35,000 from each bay to cover the purchase price and some improvements including:

- Widening of the laneway at the rear to accommodate more parking and enable a turning radius
- Trees along the highway frontage to meet the Town's landscaping requirements and have some privacy
- Each bay owner would have dedicated yard space behind their bay
- Fencing / gates

The Summer Village Administration will be on the hook for \$35,000. This would then further be split 5 ways for each summer village at \$7,000

The purchase of this lot would mean that the sale of our current building would come with 1/8 of an acre for a laydown yard, parking, equipment storage, etc. and would, according to their realtor, add approximately \$50,000 of value to each bay.

The original "New Building Memo" that became the new building Joint Ownership Agreement included a provision for the purchase of this lot. Jarvis Bay has agreed to provide a loan at 0% interest for the shared condo bay's cash call (\$7,000 to each village). The loan would be subject to an agreement that SV of Jarvis Bay would be paid out of the sale proceeds from the shared condo before any further distributions.

Each SV currently owes NGW \$70,812 when we sell the condo, which is currently listed at \$350,000. Should any SV choose to take the loan from JB, it would add another \$7,000 to be paid out after the sale of the condo – however we will be able to adjust the listing price, hopefully lessening any potential losses.

Options for Consideration:

1. Accept as information
2. Discuss and make recommendations to Administration

Administrative Recommendations:

1. Council discuss and provide direction to Adminsitration.

Authorities:

n/a

Summer Village of Sunbreaker Cove

May 17, 2021

Public Works

Request for Decision

Agenda Item: *Road Overlay Plan*

Background:

Public Works has prepared a draft plan for future road overlays. This plan outlines projected future pavement overlay dates and costs to assist in budgeting for future projects. This plan is based on performing asphalt overlays every 20 years and every 15 years on Marine Drive due to the higher traffic volumes. This plan is an estimate of the dates for asphalt overlay and actual dates may vary depending on road deterioration. The speed that the road degrades can vary heavily depending on factors such as traffic volume & weight, weather conditions and preventative maintenance.

Options for Consideration:

1. Council move to adopt the road overlay plan as presented to be included with the summer villages 5 year capital plan.
2. Council move to amend the road overlay plan presented.
3. Council accept as information.

Administrative Recommendations:

Council move to adopt the road overlay plan as presented to be included with the summer villages 5 year capital plan.

Authorities:

MGA 201 (c) "A council is responsible for

a) developing and evaluating the policies and programs of the municipality;"



Sunbreaker Cove Road Overlay Capital Plan

May 17, 2021

Overlay history

2009: Willow Road, Balm Road, Breakers Way, Sunhaven Way and Deer Street.

Projected future overlay projects

2022: Fox Crescent, Elk Street, Poplar Road, Larch Road, Briar Road, Pine Road, Birch Road, Cottonwood Close, Aspen Close.

Area of approximately 13,800m²

Estimated Projected Cost \$315,865

(Cost based on 2020 cost of \$22/m² with 2% inflation per year)

2024 (Based on 15-year road life due to higher traffic volumes): Marine Drive and boat launch parking lots.

Area approximately 6,135m²

Estimated Project Cost \$146,095

To fund work in 2024 Sunbreaker Cove will need to save \$73,048 annually between grants and reserve transfers starting in 2023.

2029 (Based on 20-year road life): Breakers Way, Sunhaven Way, Willow Road, Balm Road, Deer Street, Antelope Street and Juniper Road.

Area of approximately 18,365m²

Estimated Project Cost \$482,782

To fund work in 2029 Sunbreaker Cove will need to save \$96,556 annually between grants and reserve transfers starting in 2025.

2039 (Based on 15-year road life): Marine Drive and boat launch parking lots.

Area approximately 6,135m²

Estimated Project Cost \$196,625

2042: Fox Crescent, Elk Street, Poplar Road, Larch Road, Briar Road, Pine Road, Birch Road, Cottonwood Close, Aspen Close.

Area of approximately 13,800m²

Estimated Projected Cost \$469,359

2049: Breakers Way, Sunhaven Way, Willow Road, Balm Road, Deer Street, Antelope Street and Juniper Road.

Area of approximately 18,365m²

Estimated Project Cost \$649,761

Summer Village of Sunbreaker Cove

May 17, 2021

Planning and Development

Request for decision

Agenda Item: *Plans Cancellation Bylaw Request #161-21*

Background:

The homeowners of 717 Elk Street are requesting to consolidate two lots on their property into one to only have one wastewater connection for their property. As this bylaw is cancelling part of a parcel it requires subdivision approval.

The Plans Cancellation Bylaw provides the municipality with the ability to control the future development impacts on a lot as well. If or when the homeowners of these lots decide to separate them again, it will need Summer Village subdivision approval.

Options for Consideration:

- 1) That Council give 1st, 2nd and 3rd reading to the Plans Cancellation Bylaw as presented.
- 2) That Council give 1st, 2nd and 3rd reading to the Plans Cancellation Bylaw as amended.

Administrative Recommendations:

That Council give 1st reading to the Plans Cancellation Bylaw.
That Council give 2nd reading to the Plans Cancellation Bylaw.
That Council give 3rd reading to the Plans Cancellation Bylaw at this meeting.
That Council give 3rd and final reading to the Plans Cancellation Bylaw.

Authorities:

Section 658 of the MGA – empowers a municipality to cancel a plan of subdivision in whole or in part;

SUR-9 - Alberta Land Titles Procedures Manual – Plans Cancellation Bylaw

SUMMER VILLAGE OF SUNBREAKER COVE
PLANS CANCELLATION BYLAW
BY-LAW 161-21

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 1823MC.

WHEREAS, pursuant to Section 658 of the *Municipal Government Act*, empowers a municipality to cancel a plan of subdivision in whole or in part;

AND WHEREAS, the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

AND WHEREAS, every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

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

- 1. That lots 20 & 21, Block 6, Plan 1823MC is hereby canceled in its entirety.
- 2 That the Registrar of Land Titles issue a new certificate of title for the land described as follows:

Lots: 20A
Block: 6
Plan: 1823MC

READ a first time this 17th day of May 2021.

READ a second time this 17th day of May 2021.

READ a third and final time this 17th day of May 2021.

Teresa Beets, Mayor

Tanner Evans, C.A.O.

Summer Village of Sunbreaker Cove

May 17, 2021

Planning and Development

Request for decision

Agenda Item: *Plans Cancellation Bylaw Request #162-21*

Background:

The homeowner of 1322 Willow Road are requesting to consolidate two lots on their property into one to only have one wastewater connection for their property. As this bylaw is cancelling part of a parcel it requires subdivision approval.

The Plans Cancellation Bylaw provides the municipality with the ability to control the future development impacts on a lot as well. If or when the homeowners of these lots decide to separate them again, it will need Summer Village subdivision approval.

Options for Consideration:

- 1) That Council give 1st, 2nd and 3rd reading to the Plans Cancellation Bylaw as presented.
- 2) That Council give 1st, 2nd and 3rd reading to the Plans Cancellation Bylaw as amended.

Administrative Recommendations:

That Council give 1st reading to the Plans Cancellation Bylaw.
That Council give 2nd reading to the Plans Cancellation Bylaw.
That Council give 3rd reading to the Plans Cancellation Bylaw at this meeting.
That Council give 3rd and final reading to the Plans Cancellation Bylaw.

Authorities:

Section 658 of the MGA – empowers a municipality to cancel a plan of subdivision in whole or in part;

SUR-9 - Alberta Land Titles Procedures Manual – Plans Cancellation Bylaw

SUMMER VILLAGE OF SUNBREAKER COVE
PLANS CANCELLATION BYLAW
BY-LAW 162-21

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE FOR THE PURPOSE OF CANCELLING A PORTION OF PLAN 5969MC.

WHEREAS, pursuant to Section 658 of the *Municipal Government Act*, empowers a municipality to cancel a plan of subdivision in whole or in part;

AND WHEREAS, the owners of the parcels of land in the portion of the plan to be cancelled have consented to the proposed cancellation;

AND WHEREAS, every person shown on the certificates of title of the lands in the plan of subdivision as having an estate or interest in it have consented to the proposed cancellation;

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

- 1. That lots 1 & 2, Block 5, Plan 5969MC is hereby canceled in its entirety.
- 2 That the Registrar of Land Titles issue a new certificate of title for the land described as follows:

Lots: 1A
Block: 5
Plan: 5969MC

READ a first time this 17th day of May 2021.

READ a second time this 17th day of May 2021.

READ a third and final time this 17th day of May 2021.

Teresa Beets, Mayor

Tanner Evans, C.A.O.

Summer Village of Sunbreaker Cove

May 17, 2021

Council Reports

Information Item

Council Reports:

Teresa Beets
Jim Willmon
Keith Kimball

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Ann Zacharias, Summer Village of Birchcliff

- Parkland Regional Library Board

Information Items:

Upcoming Meetings:

Next Council Meeting – June 21, 2021



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – APRIL 14, 2021 – 6:30PM VIA ZOOM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

2. Director's Report

The Director's Report was approved as presented.

With the library currently closed due to Provincial Restrictions, virtual programming and curbside pick-up continues for patrons. For exciting virtual options for all ages and to find the most up to date information please visit the library website at: <https://sylvanlibrary.prl.ab.ca/>

The Library Director is part of the Sylvan Lake Community Supports Coalition (SLCSC). This group meets every second Thursday and is able to discuss challenges in the community and avoid duplication of services.

The Sylvan Lake Municipal Library approached the Sylvan Lake News regarding a recently vacated column. The newspaper is open to the Library having a regular monthly spot in the paper. Potential content will be decided on by the staff at the library and submissions should begin in May.

3. New Items

The annual audit was completed by RSM for the 2020 year. The audit documents were approved as amended after the presentation.

The Town of Sylvan Lake Library Board Bylaw had first reading at this meeting and will be brought back to the next Board meeting in May.

Meeting adjourned at 7:26pm.

Next Regular Meeting – May 12, 2021 at 6:30pm

Annual Report 2020

Parkland Regional Library System

Expanding opportunities for discovery, growth, and imagination for all Central Albertans

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported our 49 public libraries throughout the pandemic.

2020 was a challenging year for everyone; face masks and hand sanitizer became daily routines and libraries were mandated closed to the public along with many other services. Libraries responded and continue to adapt service to meet evolving community needs. Perimeter Wi-Fi access, curbside pickup, virtual programming, take-away craft kits, and increased digital content are some ways our libraries met the changing needs brought about by the COVID-19 pandemic.

We Responded, We Innovated, We Adapted

Parkland stayed open to support our member libraries. We:



- Maintained all core services
- Increased eLibrary investment
- Increased communication
- Distributed masks for the GOA through libraries
- Installed 100+ computers
- Transitioned 37 libraries to SuperNet 2.0
- Increased digital collections by 20%
- Shared virtual resources for staff and patrons

2020 Impacts & Outcomes

- 25% increase in database use
- 47% increase in digital circulation
- 400% increase in remote support sessions
- Continued van deliveries to circulate library material
- 18 virtual meetings with libraries
- 59 updates delivered to stakeholders
- Website traffic increased by 7%

We delivered **59 email newsletters** to member municipalities and libraries between March and December.

"The Parkland Updates were a lifeline!"

-PRLS library manager

We created a **COVID-19 Info** page on our website with current resources to support our members and the broader Alberta community. See it [here](#)

We reached out on **social media**, sharing online resources and supports for children, families, seniors, and workers. Followers increased by 25% and we averaged a **47% increase** in engagement.

Parkland Annual Report 2020



1st place winner

To keep people engaged with their libraries following physical closures, Parkland's Advocacy Committee held a **library card design contest** in July. We received over **100 submissions** from all ages across the whole region. The Advocacy Committee chose three winning designs through online, anonymized voting. These new cards were distributed to member libraries at the end of September.



3rd place winner



We cooperated with Yellowhead Regional Library, Peace Library System, and The

Alberta Library, to host our first **joint virtual conference, *Stronger Together***, on October 1 & 2. A tremendous success, we encouraged and educated **1,155 international registrants**.



You can stay up-to-date by visiting our website,

www.prl.ab.ca, or

follow us on

Facebook, Twitter,
and **Instagram**

Parkland headquarters completed construction and moved into a **new building**, on time, within budget, and without service disruption, during a pandemic! Still located in the City of Lacombe, this is the first time Parkland has moved to a new site in in our 60-year history.

Contact Us:

Parkland Regional Library System

4565 46th Street
Lacombe, AB T4L 0K2
403-782-3850

Board Chair Debra Smith

Vice Chair Janine Stannard

Executive Committee

Debra Smith (Chair)
Janine Stannard (Vice Chair)
Kevin Ferguson
Bruce Gartside
Philip Massier
Ray Olfert
Jas Payne
Leonard Phillips
Heather Ryan
Cindy Trautman

Advocacy Committee

Gord Lawlor (Chair)
Norma Penney (Vice Chair)
Jeanny Fisher
Barb Gilliat
Cora Knutson
Stephen Levy
Bill Rock
Debra Smith (ex officio)
Janine Stannard
Shannon Wilcox

Director - Ron Sheppard (ext. 230)

Manager of Library Services

Colleen Schalm (ext. 221)

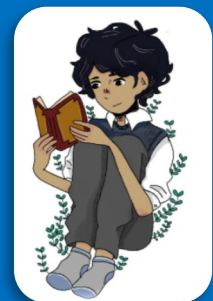
Manager of Finance & Operations

Donna Williams (ext. 141)

Manager of Technology Infrastructure

Tim Spark (ext. 212)

IT Helpdesk – (ext. 600)



2nd place winner

Complete Board and Municipality list [here](#).



Parkland Regional Library System is a municipal co-operative that supports 49 public libraries across central Alberta, serving over 220,000 residents in 64 municipalities

*Statistics based on 2020 Annual Report to PLSB Municipal Affairs