

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
NOVEMBER 30, 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

D. DELEGATION

- 1) Wastewater Discussion

E. INFORMATION ITEMS

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

F. REQUESTS FOR DECISION

1) Council & Legislation

- a) Lacombe Regional Waste Services Commission

2) Finance

- a) Auditor Engagement
- b) Bank Fees November Update
- c) Budget 2022 – 2025

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
 - Parkland Regional Library Board

3) Information Item

- a) RDRWA Municipal Funding

4) Upcoming Meetings

- a) Council Meeting – December 20, 2021

H. 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

Summer Village of Sunbreaker Cove

Administration and Finance

Council Date: November 30, 2021

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$1,017,829.12

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

- | | |
|-----------------------------------|---------------|
| 1. Lacombe County | \$ 7,388.88 |
| a. Guard Services May – Sept 2021 | |
| 2. Pidherney's | \$ 966,787.48 |
| a. Wastewater Project Progress #5 | |
| 3. Stantec Consulting Ltd | \$ 37,461.40 |
| a. WW Project - \$15,840.99 | |
| b. WW Project - \$21,620.41 | |

Council Expense Claims Year to Date Report:

January 2021

- | | |
|-------------------|-----------|
| ▪ Teresa A. Beets | \$ 621.02 |
| ▪ Jim Willmon | \$ 200.00 |
| ▪ Keith Kimball | \$ 150.00 |

February 2021

- | | |
|-------------------|-----------|
| ▪ Teresa A. Beets | \$ 745.00 |
| ▪ Keith Kimball | \$ 150.00 |

March 2021

▪ Teresa A. Beets	\$ 1559.10
▪ Jim Willmon	\$ 1028.56
▪ Keith Kimball	\$ 262.50

April 2021

▪ Teresa A. Beets	\$ 886.76
▪ Jim Willmon	\$ 400.00

May 2021

▪ Teresa A. Beets	\$ 573.38
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June 2021

▪ Teresa A. Beets	\$ 1033.31
▪ Keith Kimball	\$ 400.00

July 2021

▪ Teresa A. Beets	\$ 912.72
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August 2021

▪ Teresa A. Beets	\$ 0
▪ Jim Willmon	\$ 0
▪ Keith Kimball	\$ 0

September 2021

▪ Teresa A. Beets	\$ 2330.07
▪ Jim Willmon	\$ 1462.40

October 2021

▪ Teresa A. Beets	\$ 1083.31
▪ Keith Kimball	\$ 1100.00

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
2021-11-15 12:57 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
As of 2021-11-15
Batch: 2021-00084 to 2021-00087

Page 1

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
772	2021-10-31	Black Press Group Ltd	SDAB Ads		
34148733		261-000-215 - SDAB Costs	SDAB Ads	664.44	
		312-000-260 - GST Paid Refundat	GST Tax Code	33.22	697.66
773	2021-10-31	Lacombe County	Guard Services May-Sept		
IVC00041185		226-000-200 - Enforcement	Guard Services May-Sept	7,037.02	
		312-000-260 - GST Paid Refundat	GST Tax Code	351.86	7,388.88
774	2021-10-31	Parkland Regional Library	4th Quarter Requisition		
210236		274-000-850 - Parkland Regional	4th Quarter Requisition	173.13	
		312-000-260 - GST Paid Refundat	GST Tax Code	8.66	181.79
775	2021-10-31	Pidherney's	Progress #5 WW Project		
130598		297-191-840 - Project - Wastewat	Progress #5-Project WW	920,749.98	
		312-000-260 - GST Paid Refundat	GST Tax Code	46,037.50	966,787.48
776	2021-10-31	VOID - wrong village			
777	2021-10-31	Wild Rose Assessment Service	Assessment Fees Oct 1-Dec 31		
8410		212-400-232 - Assessment Fees	Assessment Fees Oct 1-Dec	1,750.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	87.50	1,837.50
778	2021-10-31	Debbie & Brian Young	Completions Deposit Refund		
9006		461-000-520 - Deposits Roads Re	Completions Deposit Refun	500.00	500.00
779	2021-11-15	Stantec Consulting Ltd	Engineering Services-WW Project		
1651275		297-191-840 - Project - Wastewat	Engineering Services-WW P	15,086.66	
		312-000-260 - GST Paid Refundat	GST Tax Code	754.33	15,840.99
EFT:					
226	2021-11-02	Go Services Inc.	Sept Portable Toilet Rental		
15152139		272-000-510 - Parks & Playgrounc	Sept Portable Toilet Rent	289.55	
		312-000-260 - GST Paid Refundat	GST Tax Code	14.48	304.03
227	2021-11-02	Rugged West Maintenance Inc.	Mowing and Trimming Sept 7		
1220		232-000-200 - Green Space Progr	Mowing and Trimming Sept	1,000.00	
		312-000-260 - GST Paid Refundat	GST Tax Code	50.00	1,050.00
228	2021-11-02	Stantec Consulting Ltd	Project-Waste Water		
1642279		297-191-840 - Project - Wastewat	Project-Waste Water	20,590.87	
		312-000-260 - GST Paid Refundat	GST Tax Code	1,029.54	21,620.41
229	2021-11-02	WSP Canada Inc.	Drainage Project		
1050689		297-191-841 - Project - Drainage	Drainage Project	913.97	
		312-000-260 - GST Paid Refundat	GST Tax Code	45.70	959.67

Report Date
2021-11-15 12:57 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
 As of 2021-11-15
 Batch: 2021-00084 to 2021-00087

Page 2

Payment # Invoice #	Date	Vendor Name GL Account	Reference GL Transaction Description	Detail Amount	Payment Amount
Other:					
2885-Man	2021-10-31	Receiver General/OTH	June to Sept Tax & CPP		
CP92021		312-000-262 - CRA Remuneration Tax		168.25	
		312-000-262 - CRA Remuneration CPP		331.52	499.77
2903-Man	2021-10-31	Receiver General/OTH	CPP October		
CP10		312-000-262 - CRA Remuneration CPP October		160.94	160.94
				Total for MAIN:	1,017,829.12

Certified Correct This November 15, 2021

Mayor

Administrator

Summer Village of Sunbreaker Cove**November 30, 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:

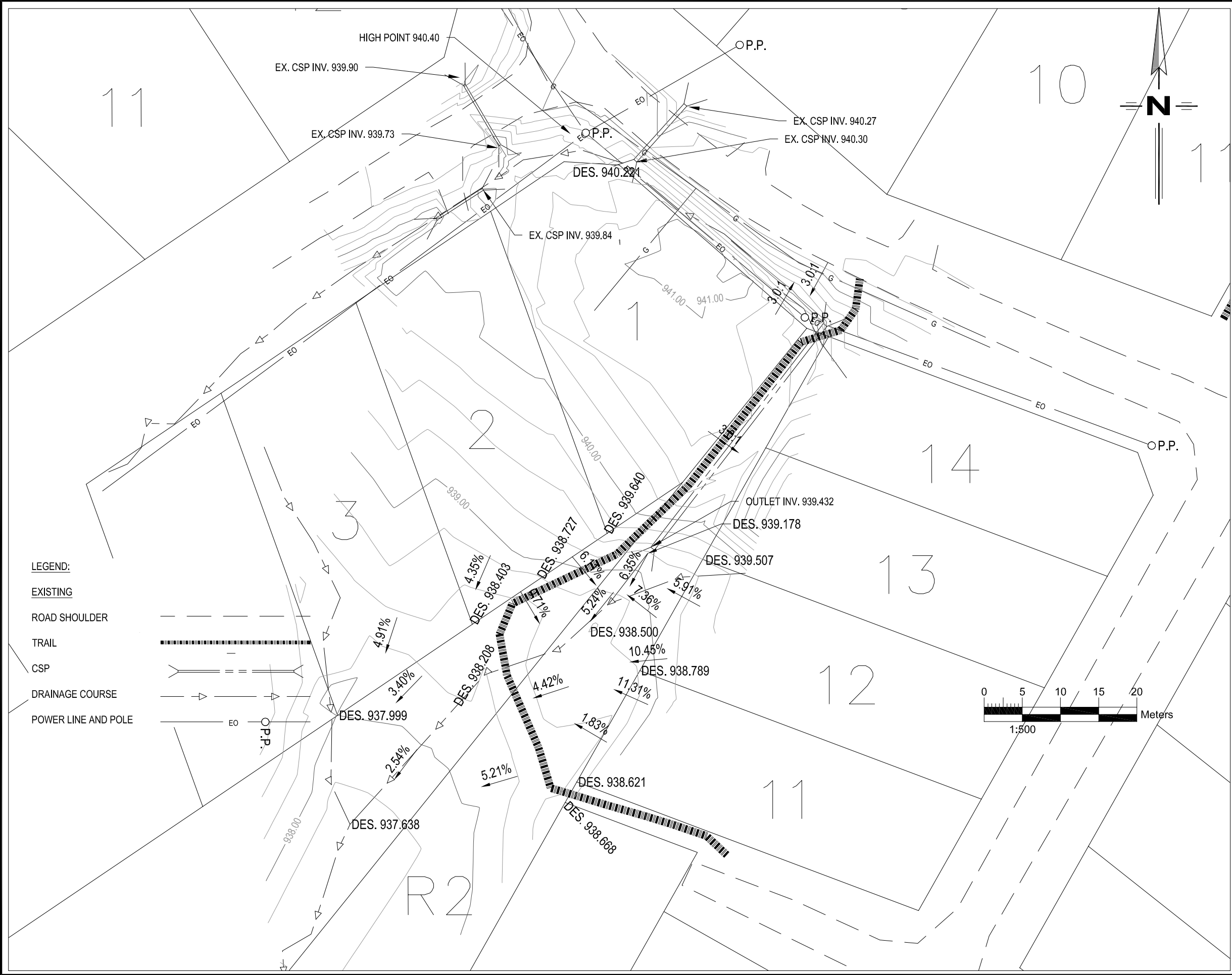
- Administration has been receiving and filing Superior inspection forms and applications for sewer connection forms from residents and/or contractors. Administration is tracking submissions on a spreadsheet and will be ready to open the cc valves for properties as needed once the line is operational. Administration has also purchased a 7-foot long cc key specifically for some of the deeper valves in Sunbreaker Cove.
- Administration has reviewed the area in question for Rip Rap installation and is of the opinion that the entire 90-meter length should be armored this winter. Most of the bank is made up of loose dirt with little or no vegetation stabilizing it. If water levels rise and there is a storm, the village is at risk of losing significant portions of the bank.
- The Larch Road drainage project has been completed. Due to some safety concerns regarding sharp culverts Administration has arranged for the culvert edges to be dulled with a grinder and posts with rope have been installed to block off the areas of concern. There were some additional concerns regarding grades and the potential for drainage to run into private property. WSP Engineering has provided some survey data on the attached drawing to help illustrate the intended drainage courses and the current grades in that location.

Options for Consideration:

Accept as information

Authorities:

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



- LEGEND:
- EXISTING
 - ROAD SHOULDER
 - TRAIL
 - CSP
 - DRAINAGE COURSE
 - POWER LINE AND POLE



7710 EDGAR INDUSTRIAL COURT
RED DEER, ALBERTA T4P 4E2
TEL: 1 403-342-7650 | FAX: 1 403-342-7691 | WWW.WSPGROUP.COM

CLIENT:

SUMMER VILLAGE OF SUNBREAKERS COVE

CLIENT REF. #: ---

PROJECT:

**DRAINAGE IMPROVEMENTS 2021
LARCH ROAD AND BREAKERS WAY
SUNBREAKERS COVE**

ISSUE / REVISION:		
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---	---	---
---	---	---
2	2021-09-16	CONSTRUCTION
1	2021-05-14	FOR BID
0	2021-02-02	REVIEW

ISS / REV	YYYY-MM-DD	DESCRIPTION
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PROJECT NO:

201-12163-00

SCALE:

DESIGNED BY:

A.H.

DRAWN BY:

CHECKED BY:

C.S.

PROJECT MANAGER:

DISCIPLINE:

INFRASTRUCTURE

TITLE:

FINAL DRAINAGE

DRAWING NO:

C03

SHEET NO: --- OF 3

ISSUE:	CONSTRUCTION	ISS/REV:
DATE OF:	SEPTEMBER 16, 2021	2

Ansi B. R:\MUNIPROJECTS\2020\PROJECTS\201-12163-00 Sunbreaker Cove Drainage 2021\DWGS\01 PRODU\03 FINAL DRAINAGE.dwg, Plot Date: 2021/11/22 9:30 AM By: Hawkings, Adam

Summer Village of Sunbreaker Cove

November 30, 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 (35 in Birchcliff, 1 in Half Moon Bay, 9 in Jarvis Bay, 24 in Norglenwold, and 22 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 (NEW) |
| 15. 1130 Breakers Way | Dwelling (NEW) |

Active development permits for the operation of a Tourist Home:

- 16. 1309 Breakers Way
- 17. 1126 Breakers Way
- 18. 1323 Birch Road
- 19. 635 Fox Crescent
- 20. 1318 Balm Road
- 21. 641 Fox Crescent
- 22. 685 Fox Crescent

Closed development permits since last meeting:

- 1. 1317 Birch Road Demolition

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove

November 29, 2021

Council and Legislation

Request for Decision

Agenda Item: *Lacombe Regional Waste Services Commission*

Background:

Attached Council will find the 2022 LRWSC agreement for the Summer Village of Sunbreaker Cove. This is a five-year contract, commencing on the first of January 2022 and terminating on the 31st day of December 2027 with the annual cost being \$14,682.40. This agreement allows the Summer Village of Sunbreaker Cove and its residents to use all the transfer stations and waste facilities operated by Lacombe County. This includes the Eckville and Bentley Transfer Stations. It also includes the disposal of all the household waste collected by the garbage contractor. Lacombe County has increased their rates for this contract from the \$14,070.91 they were charging in 2020.

Options for Consideration:

- Council authorize the Mayor and CAO to sign agreement as presented.
- Council table for further information.

Recommendations:

That Council discuss and authorize the Mayor and CAO to sign the agreement as presented.



Household Waste Acceptance Agreement

THIS AGREEMENT entered into this _____ day of _____, 2021.

BETWEEN:

SUMMER VILLAGE OF SUNBREAKER COVE

of

Tanner Evans, CAO

#2 Erickson Drive

Sylvan Lake, AB T4S 1P5

(Hereinafter referred to as "Summer Village")

OF THE FIRST PART

- and -

LACOMBE REGIONAL WASTE SERVICES COMMISSION

of

RR 4, Site 3, Box 18

LACOMBE AB T4L 2N4

(Hereinafter referred to as the "Commission")

OF THE SECOND PART

WHEREAS The Commission operates a solid waste collection and disposal site for the benefit of its residents;

AND WHEREAS the Summer Village wishes to delivery household waste to the Commission facilities;

AND WHEREAS The Summer Village and the Commission recognize the benefits of a single transportation organization for the entire community;

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter contained the parties mutually covenant and agree with each other as follows:

1. Definitions

1.1. In this Agreement:

- a) "Household Waste" means all collection and proper disposal of wet garbage materials;

b) "Service" means access to the Bentley (Pt. NE 22-40-1 W5M) and Spruceville (Pt. NW 29-40-27 W4M) Transfer Site facilities during regular hours of operation and the proper disposal of household waste materials;

c) "Net Cost" means the total billable cost of providing the Service.

2. Term

2.1. The term of this Agreement shall be for a period of five (5) years, commencing on the 1st day of January 2022, and terminating on the 31st day of December, 2027.

2.2. This agreement will remain in effect unless terminated by either party as per clause 5.

3. Covenants of Summer Village

3.1 The Summer Village covenants and agrees with the Commission, during the term of this Agreement:

a) to provide all permanent population numbers and number of seasonal residences;

b) to pay all invoiced amounts within 30 days based on the following formula;

- Number of houses times 2.9 people (average family size)
- Less full time population as per the latest census
- Remaining houses times 2.9 people times 20% (2.4 months of the year)
- The total number of residents times the requisition plus an additional 15%.

2021 Calculation

240	Total number of residences	
81	Population SV Sunbreaker Cove as per Municipal Affairs	
41	Number of houses (population full time)	
<u>115</u>	Seasonal residences	199 x 2.9 x 20% (2.4 months)
196	People based on above formula	115.42
\$74.75	Requisition est. plus 15%	
\$14,682.40	Total cost per year	

c) to execute agreement in a timely manner and pay the invoice within 30 days of final execution by both parties;

d) to inform their residents that this agreement is for the collection and disposal of appropriate household waste only;

e) Inform the Commission of the name and contact numbers of the designated waste contractor.

4. Covenants of the Commission

- 4.1 The Commission covenants and agrees with the Summer Village during the term of this Agreement:
- a) to allow the Summer Village contracted waste hauler to delivery household waste from the Summer Village to the Bentley or Eckville transfer sites.
 - b) to issue the yearly invoice at the beginning of each year.
 - c) To inform the CAO of the summer village of any operational issues that need to be addressed by the summer village

5. Termination

- 5.1 In the event either of the parties hereto (the "notifying party") alleges the other party (the "party in default") has breached any of its covenants and agreements herein contained, written notice of such default shall be provided by the notifying party to the party in default and the party in default shall have a period of seven (7) days to remedy the default failing which this Agreement may be forthwith terminated by the notifying party.
- 5.2 Either of the parties hereto may, at any time, terminate this agreement by serving the other party with sixty (60) days written notice of intention to terminate the agreement.

6. Indemnification

- 6.1 The Commission shall not, in connection with this Agreement, be liable for any damage to the equipment or other property of the Summer Village, or for the injury or death of any officer, employee, agent, contractor, licensee or invitee of the Summer Village except where caused by the willful misconduct or gross negligence of the Commission or its employees.
- 6.2 The Summer Village hereby indemnifies the Commission from and against all losses, liabilities, costs, damages, and expenses (including reasonable legal fees and disbursements) incurred by the Commission in connection with this Agreement as a result of any claim, action, suit or proceeding based on a claim of injury to the person or property of any third party caused by the willful misconduct or negligence of the summer village, its officers, employees, agents, contractors, licensees or invitees.
- 6.3 The Commission hereby indemnifies the Summer Village from and against all losses, liabilities, costs, damages, and expenses (including reasonable legal fees and disbursements) incurred by the Summer Village in connection with this Agreement as a result of any claim, action, suit or proceeding based on a claim if injury to the person or property of any third party caused by the willful misconduct or gross negligence of the Commission, its officers, employees, agents, contractors, licensees or invitees.

7. Notice

7.1 Any notice or other communication required to be given pursuant to the terms of this Agreement shall be in writing and shall be sufficiently given:

- a) if delivered by hand or by courier to a party at its address for service, such delivery shall be deemed received by the party on the date of delivery, if such delivery is during the party's normal business hours, on any business day;
- b) except during any period of actual or impending postal disruption, if sent by first class mail, or by airmail if sent from outside Canada or the United States, postage prepaid, to a party at its address for service, such mailing shall be deemed to have been received by the party on the fourth (4th) business day following the date of mailing. However, if postal service is interrupted or operating with unusual or imminent delay, such notice or other communication shall be sent by such means during such interruption or period of delay; and
- c) to any party which has provided a direct facsimile transmission number as part of its address for service, if sent by fax to a party to its fax number as provided herein, such transmission shall be deemed received by the party when actually received, if such transmission is during the party's normal business hours on any business day. If such notice or other communication is not received during the party's normal business hours, such notice or other communication shall be deemed to have been received by the party on the business day next following the date of transmission.

For the purpose of this Section 8, the address for service for each party shall be as follows:

Tanner Evans, CAO
 #2 Erickson Drive
 Sylvan Lake, AB T4S 1P5

Phone: (403) 887-2822

LACOMBE REGIONAL WASTE SERVICES COMMISSION
 Commission Manager
 RR #4, Site 3, Box 18
 Lacombe, AB T4L 2N4

Phone: (403) 782-8970

Cell: (403) 896-3715

Email: jhohn@lrwsc.ca

8. Miscellaneous Provisions

- 8.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.
- 8.2 This Agreement shall enure to the benefit of and be binding upon the parties hereto, their respective successors.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

SUMMER VILLAGE OF SUNBREAKER COVE

PER: _____
Mayor

PER: _____
Tanner Evans, CAO

LACOMBE REGIONAL WASTE SERVICES COMMISSION

PER: _____
Grant Creasey, Chairperson

PER: _____
Jay Hohn
Commission Manager

Summer Village of Sunbreaker Cove

Finance

Request for Decision

Agenda Item: *Auditor Engagement*

Background:

Metrix Group LLP have been chosen to serve as Auditors for the Summer Village of Sunbreaker Cove for the fiscal year ending December 31, 2021.

They have submitted two copies of the audit engagement letters for signing by both the CAO and Mayor. The purpose of this letter is to outline the terms of their engagement to audit the financial statements of the Summer Village of Sunbreaker Cove which comprise the statement of financial position as at December 31, 2021, and the statement of operations and accumulated surplus, changes in net financial assets, and cash flows.

Options for Consideration:

- 1) Agree by signing engagement letter.
- 2) Decline to sign if there are any concerns with engagement letter.

Administrative Recommendations:

- 1) Sign engagement letters as presented.

Authorities:

MGA 276(1) Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with;

(a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada.



October 26, 2021

Summer Village of Sunbreaker Cove
 Bay 8
 14 Thevenaz Industrial Trail
 Sylvan Lake AB T4S 2J5

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

Re: 2021 Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Summer Village of Sunbreaker Cove for the fiscal year ending December 31, 2021. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Sunbreaker Cove which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Sunbreaker Cove. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Mayor and Council of Summer Village of Sunbreaker Cove

Opinion

We have audited the financial statements of Summer Village of Sunbreaker Cove (the Summer Village), which comprise the statement of financial position as at December-31-21, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December-31-21 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Summer Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Summer Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Summer Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Summer Village's financial reporting

process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Summer Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Summer Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Summer Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;

- ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Summer Village of Sunbreaker Cove from whom we determine it necessary to obtain audit evidence.
- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
 - b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Summer Village of Sunbreaker Cove and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Summer Village of Sunbreaker Cove.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Summer Village of Sunbreaker Cove) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct / Code of Ethics*, prepare the Non-Profit Organization (NPO) Information Return and corporate tax return. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Estimated Fees

We previously (letter of May 6, 2021) estimated that our fees for these services will be \$30,500 (for all 5 Summer Villages) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Summer Village of Sunbreaker Cove shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Summer Village of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Summer Village.

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Summer Village of Sunbreaker Cove by:

Mr. Tanner Evans, Chief
Administrative Officer

Date signed

Mayor Teresa Beets

Date signed

Summer Village of Sunbreaker Cove

Finance

Request for Decision

Agenda Item: *Bank Fees November Update*

Background:

In September, Administration provided the following Banking Fees information to Council.

During the month of July, while taking payments for taxes and utilities, the Summer Village of Sunbreaker Cove incurred \$1,226.44 in the following fees:

- \$871.20 in VISA fees
- \$336.62 in MC fees
- \$42.25 in monthly Moneris (Debit/Credit Machine) fees

****This is approximately \$.06 per debit transaction, 1.64% on each MC transaction and 1.55% on all VISA transaction (last quote given).****

During the 2021 tax payment process, Administration had received some feedback from Residents who were frustrated by the inability to pay their taxes and utilities online and at their financial institutions. Many expressed that our office should keep up with the times, similar to larger Municipalities, and allow this as a payment option.

Currently we offer VISA, Mastercard, Debit, Cash, Cheque, Money Order, Plastic and Electronic Tax Withdrawals as a form of payment.

Administration was given the following quote from our financial institution to set up online banking access at the 5 large banks:

Sample of other FI Corporate Creditor Pricing 2021

Sample of Competitors Corporate Creditor Service Pricing				
FI	Implementation Fee	Monthly Fee	Per Item Fee	Report
BMO	\$125.00	\$25.00	\$0.00	\$0.00
Scotiabank	\$125.00	\$25.00	\$0.00	\$2.50
RBC	\$125.00	\$25.00	<100 \$0.065 101-1,000 \$0.060 > 1000 \$0.055	\$1.25
TD	\$125.00	\$25.00	< 20 \$0.00 21-200 \$10.00 > 200 \$10.00 / 100	\$0.00
CIBC	\$125.00	\$25.00	\$0.055	\$1.25

In order to set up these 5 banks for online payment ability, the Summer Village of Sunbreaker Cove would incur:

- \$625 in one time Implementation Fees
- \$1500 per year in monthly fees + fees per items in some branches.

In September, Council asked Administration to further check on whether or not we are able to charge a percentage fee for credit card payments.

I have checked with a Municipal Affairs Adviser and was told that we can request a fee for service on top of an in-person credit card payment. This fee should not be included as part of net municipal revenue but should be instead included as a separate item in revenues. It is also advised that this fee be included as part of the fees bylaw to improve transparency for residents, in addition it would also be advised this alternative to be stated clearly on tax notices when sent to residents.

A potential problem to this would be the margin for error during busy times. Reception would be responsible for manually calculating the percentage on top of each payment, advising Ratepayer of the extra fee and then receipting both a tax receipt and a general receipt for the fee. So extra time and extra work for the reception person.

I have checked with Moneris, and asked if we are able to add an additional fee line charge to capture this percentage automatically so that the ratepayer agrees to as part of their transaction, however Moneris has stated that this is not done for credit cards, only with interac. Their reason behind this is because clients already have to pay yearly fees on their credit cards.

NEW – Interac e-transfer for Business

ATB financial has advised that they have recently had a few villages and summer villages look into this option, precisely because there is no costs to receiving e-transfers and if set up using auto deposit, is a very safe method for receiving funds. The process for setting this up is relatively straight forward and would require an email account to be set up for example:

payment@sylvansummervillages.ca.

The only issue would be, it's not always easy to know exactly what the payment is for and our ratepayers would need to be reminded to put their information in the notes section.

Once an email address has been determined, we would need to register it as the only one that is accepting payment and to be set up for auto deposit, which means funds sent by e-transfer will automatically go into the selected bank account, no password needed, which eliminates potential fraud as otherwise the email would be sitting in the email waiting for acceptance.

Options for Consideration:

- 1) Continue allowing in-person debit payments for taxes, utilities, invoices & development permits and discontinue all in-person credit card payments (credit card payments may be paid through the PlastiQ online payment system only).
- 2) Allow in person credit card payment capability with a 2% fee for service charged.
- 3) Set up Online bill payments for the 5 main banks at the above quoted costs.
- 4) Set up the Business e-transfer payment option
- 5) Keep banking as is.

Administrative Recommendations:

- 1) That Council discuss the costs of keeping the in person credit card payment ability as an option to pay and/or whether to add online banking and/or Business e-transfer as a better more cost efficient option to pay.
- 2) That Council provide direction to Administration on what payment types to accept.

Authorities:

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

Summer Village Sunbreaker Cove

November 30, 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 amend and approve the 2022 budget.

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
Council Approved
Assessments/ASFF
DI Entered

Approved

Budget Summary**Revenue**

Taxation	\$	359,050.72
Administration	\$	15,313.48
Protective Services	\$	-
Public Works	\$	103,266.00
Planning and Development	\$	4,422.32
Taxation and Operating Revenue	\$	482,052.52
Alberta Requisitions	\$	-
Capital Revenue	\$	-
Total Revenue	\$	482,052.52

Expenses

Council & Legislative	\$	23,696.40
Administration	\$	161,077.72
Protective Services	\$	67,737.11
Public Works	\$	208,602.98
Planning & Development	\$	4,528.32
Recreation & Planning	\$	16,361.49
Environment	\$	48.50
Operating Expenses	\$	482,052.52
Alberta Requisitions	\$	-
Capital Projects	\$	-
Total Expenses	\$	482,052.52

Account #	Department / Description	2019 Actuals	2020 Actuals	2021 Budget	2021 YEF	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Administration									
101-000-110	Taxation			\$ 329,249.17	\$	359,050.72	\$ 374,857.73	\$ 392,147.61	\$ -
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	\$	374,364.20	\$ 390,293.43	\$ 407,879.21	\$ 16,032.57
Protective Services									
121-000-530	Collected Fines			\$ -	\$	-	\$ -	\$ -	\$ -
Total Protective Services				\$ -	\$	-	\$ -	\$ -	\$ -
Public Works									
101-000-120	Garbage Levy			\$ 28,569.00	\$	29,070.00	\$ 29,651.00	\$ 34,384.14	\$ 34,384.14
	Wastewater Connection Levy				\$	27,600.00	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00
	Wastewater Utility Levy				\$	38,100.00	\$ 51,810.00	\$ 67,830.00	\$ 67,830.00
	Transfer from Reserves			\$ -	\$	8,496.00	\$ 8,203.00		
Total Public Works				\$ 28,569.00	\$	103,266.00	\$ 117,264.00	\$ 129,814.14	\$ 129,814.14
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	\$	1,665.16	\$ 1,698.46	\$ 1,732.43	\$ 1,767.08
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				\$ -	\$	-	\$ -	\$ -	\$ -
Total Revenue		\$ 423,988.77	\$ 423,756.07	\$ 383,954.09	\$ 403,151.79	\$ 482,052.52	\$ 512,068.20	\$ 542,294.33	\$ 150,539.71

Account #	Department / Description Council	2019 Actuals	2020 Actuals	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		\$ 22,982.86	\$ 18,364.23	\$ 24,515.77	\$ 20,102.93	\$ 23,696.40	\$ 24,143.97	\$ 24,618.83	\$ 25,102.16

Account #	Department / Description	2019 Actuals	2020 Actuals	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>			

Account #	Department / Description	2019 Actuals	2020 Actuals	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		\$ 18,069.00	\$ 27,460.00	\$ 52,702.00	\$ 52,702.00
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>\$ 51,402.33</i>	<i>\$ 61,285.32</i>	<i>\$ 87,139.85</i>	<i>\$ 87,549.11</i>
Total Administration		\$ 150,239.33	\$ 136,569.18	\$ 163,250.10	\$ 156,720.11	\$ 161,077.72	\$ 172,095.19	\$ 199,769.02	\$ 202,457.71

Account #	Department / Description	2019 Actuals	2020 Actuals	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		\$ 42,589.44	\$ 37,321.23	\$ 28,533.00	\$ 28,533.00
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		\$ 34,268.25	\$ 31,159.26	\$ 57,496.26	\$ 64,496.26	\$ 67,737.11	\$ 68,797.63	\$ 60,276.35	\$ 60,547.61
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	\$ 8,804.91	\$ 8,981.00	\$ 8,981.00
	SLRWW Debenture			\$ 3,738.38					
	Wastewater Service Rate Charges					\$ 46,596.00	\$ 60,013.00	\$ 51,881.00	\$ 54,151.00
	Transfer to Reserves							\$ 15,950.00	\$ 14,789.00
	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	\$ 117,417.91	\$ 125,412.00	\$ 126,521.00
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		\$ 132,445.83	\$ 147,095.54	\$ 117,010.98	\$ 117,101.98	\$ 208,602.98	\$ 225,662.33	\$ 235,821.31	\$ 239,138.50

Account #	Department / Description	2019 Actuals	2020 Actuals	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			\$ 2,000.00		\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
Total Planning and Development		\$ 28,729.39	\$ 1,391.39	\$ 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		\$ 13,700.60	\$ 13,648.15	\$ 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		\$ 430.00	\$ 45.90	\$ 46.63	\$ 46.63	\$ 48.50	\$ 49.47	\$ 50.46	\$ 51.47
Total Operating Budget		\$ 382,796.26	\$ 348,273.65	\$ 383,954.09	\$ 378,336.90	\$ 482,052.52	\$ 512,068.20	\$ 542,294.33	\$ 549,503.71

Budget 2022

Sunbreaker Cove CALCULATIONS FOR TAX RATE**Municipal Operations Mill Rates Only**

Requisitions Are:	Alberta School Foundation ASF	2022	2021 Difference
		Total Levy	

Residential	\$	133,691,170.00
Non Residential	\$	150,250.00
	\$	-
Total	\$	133,841,420.00

Assesd value of all property as shown on the assessment ro	133,841,420.00	0.00	-
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<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>	% of Total	Rate	2021
General Municipal \$ 359,050.72 does not contain project / capital component	\$ 133,841,420.00	0.0026827		0.00246	

Other	Revenue \$	123,001.80	Total mill rate	0.00246
Total	Budget \$	482,052.52		

For Council's information:
Calculations for Assessments is as follows:

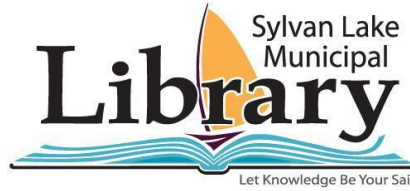
$$\text{Mill rate} = \frac{\text{Levy required}}{\text{Assessment}} = \text{X } 1000$$

$$\text{Tax: } \frac{\text{Assessment} \times \text{Mill rate}}{1000}$$

$$\text{Assessment: } \frac{\text{Tax}}{\text{Mill rate}} = \text{X } 1000$$

% increase 9.051126840%

	Roll #	
100,000.00	0.002460	246.00 Mun.
100,000.00	0.000000	0.00 School
		246.00 2021
100,000.00	0.002683	268.27 Mun.
100,000.00	0.000000	0.00 School
Increase Assessment	-	268.27 2022
Increase Taxes	22.27	



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

November 17, 2021

Attention to: Summer Village of Sunbreaker Cove Council
Summer Villages of Sylvan Lake
#2 Erickson Drive
Sylvan Lake, Alberta T4S 195

Re: Municipal Support for the Red Deer River Watershed Alliance

Dear Summer Village of Sunbreaker Cove Council,

Thank-you for your ongoing support of the Red Deer River Watershed Alliance (RDRWA), the designated Watershed Planning and Advisory Council for the Red Deer River watershed. This letter provides an update on the RDRWA's recent activities and our municipal funding process for 2022-23.

Who We Are

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. As a multi-sector not-for-profit organization, a core tenet of our work is that all sectors have a role to play in watershed management.

Our goals are to provide a forum for cross-sector dialogue, to raise awareness of watershed issues, and to promote the use of best practices and the integrated management of land and water resources. We bring many sectors together to tackle watershed issues in practical and innovative ways. Highlights of our work include a *State of the Watershed Report (2009)*, an *Integrated Watershed Management Plan on Water Quality (2016)*, education and outreach programs to thousands of Albertans, regular events, and timely advice on land and water-resource files to members, municipalities, and the provincial government.

The Red Deer River Watershed Alliance welcomes the councillors, reeves, and mayors elected in October 2021.

We look forward to working together on watershed projects in your communities.

An Ongoing Relationship

Your municipality plays a key role in the RDRWA both as a partner and funder. **We rely on the 50 cent per capita funding that comes from municipalities**, and together, municipalities contribute approximately 20% of the RDRWA's annual funding.

Our records show that the Summer Village of Sunbreaker Cove has been a longstanding supporter of the RDRWA, and we hope to see that relationship continue. Consistent core funding from our partners is integral to the operations of WPACs and supports our ability to lead projects with adequate staff and resources.

Benefits to Your Municipality

The RDRWA recognizes the role of municipalities as major land-use decision-makers and community leaders. Over the past 15 years, our organization has developed many resources to support communities in the watershed. The RDRWA's work benefits the Summer Village of Sunbreaker Cove through direct programming and through broader programming that influences the health of local watersheds and regional water security.

Our [2020-2021 Annual Report](#) provides details about recent activities, with highlights including:

- **Source Waters Film:** The RDRWA developed a short [documentary film](#) to raise awareness about the watershed and the importance of water in central Alberta, plus three other educational videos. These films support efforts to raise water literacy across central Alberta.
- **Mapping What Matters:** Working with Fiera Biological Consulting, we mapped the condition of riparian areas along 1,782 kilometers of shoreline in the Medicine-Blindman Rivers watershed and initiated a project to map 4,293 more kilometres in the Little Red Deer, Kneehills, Threehills, and Buffalo sub-watersheds. These projects equip key partners with the baseline information needed to support targeted restoration and conservation programs.
- **Interactive Portal:** The RDRWA developed an [online map portal](#) that also maps "hydrologically significant areas" across the watershed, in partnership with the Nature Conservancy of Canada. This information can be used as a practical tool by municipalities, landowners, and industry.
- **Website and E-Newsletter:** We modernized our website and monthly e-newsletter. To stay up-to-date on the latest water-related news in central Alberta, please subscribe [here](#). We also encourage municipal staff to submit any water-related events to our [community calendar](#).

Thank-you again for being a partner in watershed management. We hope the Summer Village of Sunbreaker Cove will continue to help fund the work of the RDRWA while participating in key events and programs. If you would like the RDRWA to send you an invoice, please contact Kelly Dodds at info@rdrwa.ca or by phone at 403-340-7379. We also ask that you provide us with a primary contact name, phone number, and email address, to ensure your municipality receives regular updates. I would also be pleased to answer any questions or discuss ways that the RDRWA can meet the needs of the Summer Village of Sunbreaker Cove.

Sincerely,

Josée Méthot

Josée Méthot
Executive Director, RDRWA

Stay Connected

Did you know that the RDRWA offers many ways to connect?

- Sign up for our [monthly e-newsletter](#)
- Participate in our regular forums and events
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees

