

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
JULY 11, 2022 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, June 13, 2022
 - Municipal Planning Commission, June 6, 2022
 - Subdivision & Development Appeal Board, June 7, 2022

D. CLOSED SESSION

- 1) Section 27: Privileged Information @ 11:00 a.m.

E. INFORMATION ITEMS

- 1) Council Tasks List
- 2) Accounts Payable Report
- 3) Quarterly Financial Report
- 4) Public Works Report
- 5) Development Update

F. REQUESTS FOR DECISION

1) Council & Legislation

- a) Alberta Municipalities' Convention
- b) Cheque Signing Policy
- c) Subdivision Authority Bylaw

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) Joint Service Committee
 - Meeting Minutes April 29, 2022
 - Meeting Minutes May 12, 2022

3) Upcoming Meetings

- a) Council Meeting – September 12, 2022

H. ADJOURNMENT

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
June 13, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held June 13, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Teresa Beets
	Deputy Mayor:	Jim Willmon
	Councillor:	Keith Kimball
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Public Works Coordinator:	Robert Wood
	Finance Officer:	Tina Leer
	Recording Secretary:	Teri Musseau

CALL TO ORDER The meeting was called to order at 9:03 a.m. by Mayor Beets.

AGENDA APPROVAL

SBC-22-066 MOVED by Councillor Kimball that the agenda be adopted as amended:

Before E.1.A. Add: MSI Amending Memorandum of Agreement
E.2.C. Tourist Homes
E.2.D. Docks and Mooring

CARRIED

CONFIRMATION OF MINUTES

SBC-22-067 MOVED by Councillor Kimball that the minutes of the Regular Meeting of Council held on May 9, 2022, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Council Tasks List
- 2) Accounts Payable Report
- 3) Grant Financial Report
- 4) Public Works Report
- 5) Development Update

SBC-22-068 MOVED by Deputy Mayor Willmon that Council accepts the information items as presented.

CARRIED

REQUESTS FOR DECISION

COUNCIL & LEGISLATION

SBC-22-069 MSI Amending Memorandum of Agreement
MOVED by Mayor Beets that Council sign the MSI Amending Memorandum of Agreement extending the 2012 - 2015 allocations until December 31, 2021.

CARRIED

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
June 13, 2022

C-1

SBC-22-070	<u>No Parking Zone Request</u> MOVED by Deputy Mayor Willmon that Council accept the “no parking zone” request as information as Council is reluctant to issue no parking signs on a one-to-one basis considering there hasn’t been a parking issue to date. Council will reconsider the request if warranted. CARRIED
Bylaw #171-22 SBC-22-071	<u>Bylaw Enforcement Officer Bylaw</u> MOVED by Deputy Mayor Willmon that Council give 1 st reading to the Bylaw Enforcement Officer Bylaw #171-22. CARRIED
SBC-22-072	MOVED by Councillor Kimball that Council give 2nd reading to the Bylaw Enforcement Officer Bylaw #171-22. CARRIED
SBC-22-073	MOVED by Mayor Beets that by unanimous consent Council give 3rd reading to the Bylaw Enforcement Officer Bylaw #171-22 at this meeting. UNANIMOUSLY CARRIED
SBC-22-074	MOVED by Deputy Mayor Willmon that Council give 3 rd and final reading to the Bylaw Enforcement Officer Bylaw #171-22. CARRIED
Bylaw #173-22 SBC-22-075	<u>Subdivision Authority Bylaw</u> MOVED by Councillor Kimball that Council table for amendments. CARRIED
Bylaw #172-22 SBC-22-076	<u>Subdivision and Development Appeal Board Bylaw</u> MOVED by Deputy Mayor Willmon that Council give 1 st reading to the Subdivision and Development Appeal Board Bylaw #172-22. CARRIED
SBC-22-077	MOVED by Councillor Kimball that Council give 2nd reading to the Subdivision and Development Appeal Board Bylaw #172-22. CARRIED
SBC-22-078	MOVED by Mayor Beets that by unanimous consent Council give 3rd reading to the Subdivision and Development Appeal Board Bylaw #172-22 at this meeting. UNANIMOUSLY CARRIED
SBC-22-079	MOVED by Deputy Mayor Willmon that Council give 3 rd and final reading to the Subdivision and Development Appeal Board Bylaw #172-22. CARRIED
PLANNING & DEVELOPMENT	
SBC-22-080	<u>Encroachment Agreement Policy</u> MOVED by Mayor Beets that Council table the Encroachment Agreement Policy for amendments as discussed. CARRIED

SBC-22-081 Encroachment Agreement Request
MOVED by Councillor Kimball that Administration enter into an encroachment agreement with the owners of 1353 Balm Road for their wastewater tank encroaching onto the road right of way.
CARRIED

SBC-22-082 Tourist Homes
MOVED by Councillor Kimball that Council accept the discussion on limiting the number of tourist homes as information.
CARRIED

SBC-22-083 Docks and Mooring
MOVED by Councillor Kimball that Council accept the discussion on docks and mooring applications as information.
CARRIED

COUNCIL REPORTS

- Mayor Beets
- Association of Summer Villages of Alberta
 - Sylvan Lake Regional Water and Wastewater Commission

- Deputy Mayor Willmon
- No reports

- Councillor Kimball
- Lacombe Regional Emergency Management Plan Advisory Committee

SBC-22-084 MOVED by Councillor Kimball to accept the Council reports as information.
CARRIED

NEXT MEETING

SBC-22-085 MOVED by Mayor Beets that the next meeting of Council be held on July 11, 2022, at 9:00 a.m.
CARRIED

ADJOURNMENT

SBC-22-086 MOVED by Mayor Beets that being the agenda matters have been concluded, the meeting adjourned at 12:50 p.m.
CARRIED

TERESA BEETS, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held June 6, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Keith Kimball
Member-at-Large: Fred Barham via zoom
Member-at-Large: Debbie Ricalton via zoom
CAO: Tanner Evans
Development Officer: Kara Kashuba
Recording Secretary: Teri Musseau
Applicant(s)/Gallery: Larry Mellor
Kevin Ranger
Rodolfo Cardenas Ponzon via zoom
Keltie Cardenas Ponzon via zoom
Lene Jorgensen via zoom
Ralph White via zoom
Charlotte White via zoom

CALL TO ORDER: Chair Kimball called the meeting to order at 8:33 a.m.

AGENDA:

MPC-22-007 Moved by Debbie Ricalton to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION

1. 753 Elk Street

Application for 753 Elk Street (Lot 3, Block 6, Plan 1823MC) requesting a tourist home permit in the Summer Village of Sunbreaker Cove.

2. 1105 Poplar Road

Application for 1105 Poplar Road (Lot 3, Block 1, Plan 5213MC) requesting a garage with guest house in the Summer Village of Sunbreaker Cove.

Kara Kashuba, Larry Mellor, Kevin Ranger, Rodolfo Cardenas Ponzon, Keltie Cardenas Ponzon, Lene Jorgensen, Ralph White, and Charlotte White left the meeting at 9:07 a.m.

DECISIONS

1. 753 Elk Street

MPC-22-008 Moved by Councillor Kimball that the Municipal Planning Commission approve the development permit for a tourist home at 753 Elk Street subject to the following conditions being met to the satisfaction of the Development Officer:

Initials

- The development permit is only valid for 1 year from the date of issuance. A new development approval will be required at the time should the applicant wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreation vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in a tourist home shall be 8.
- The owner/operator of the tourist home is responsible for informing the Summer Village Office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, of a minimum of one stall per bedroom.
- Trailer must be removed from property during renter occupancy.
- The operators to diligently monitor the guests and closely abide by the rules for a tourist home in the Summer Village.
- Owners to ensure renters respect neighbours through parking, litter and firepit education and enforcement
- The operators should diligently monitor the guests and closely abide by the rules for a tourist home in the summer village.

CARRIED

2. 1105 Poplar Road

MPC-22-009

Moved by Debbie Ricalton that the Municipal Planning Commission approve the development permit for a garage with guest house at 1105 Poplar Road subject to the following conditions being met to the satisfaction of the Development Officer:

- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.
- Electrical power from the property line to any buildings situated on this parcel to be constructed underground.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not be rented out to a separate party than those renting the detached dwelling.
- Height of the accessory building shall not exceed 7.62m (25ft.).
- Guest house means an accessory building containing sleeping facilities for temporary usage only and may have a bathroom but shall not have a kitchen or other cooking facilities.

Initials

- Completions Deposit of \$5,000.00.
- One existing shed to be removed from the property and the other to be moved into compliance.
- Landscaping to be completed according to the landscaping plan.
- All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority. All maintenance and upkeep shall be the responsibility of the property owner. A lot grade certificate may be required at completion to ensure that proper drainage on the property exists.

CARRIED

ADJOURNMENT:

MPC-22-010

Moved by Chair Kimball that the Municipal Planning Commission meeting be adjourned at 9:27 a.m.

CARRIED

KEITH KIMBALL, CHAIR

TANNER EVANS, CAO

Initials

SUMMER VILLAGE OF SUNBREAKER COVE
SUBDIVISION AND DEVELOPMENT APPEAL BOARD
JUNE 7, 2022
RECORD OF HEARING AND DECISION

PRESENT	Chair	Teresa Beets
	Member-at-Large	Garry Will
	Member-at-Large	Mike Bruni
	Development Officer	Kara Kashuba
	ICAO	Tanner Evans
	Recording Secretary	Teri Musseau
	Applicant	Brian Bakgaard
	Appellant(s)	Ralph White Charlotte White Tina Nielsen

CALL TO ORDER Chair Beets called the hearing to order at 10:00 a.m.

PURPOSE OF HEARING The purpose of the hearing is to hear an appeal received on May 11, 2022, from Ralph & Charlotte White, and a second appeal received May 16, 2022, from Rick and Tina Nielsen, appealing the April 26, 2022, issuance of development permit #222032 by the Development Officer, for demolition and a dwelling for the property located at 747 Elk Street, Lot 6, Block, 6, Plan 1823MC, in the Summer Village of Sunbreaker Cove.

APPEAL FILED AND NOTICE GIVEN Pursuant to Section 686(1) of the Municipal Government Act, the appeal was filed within the 21-day appeal period and notice was given by letter to the applicant and owners of property located within a 200' radius of the proposed development. The hearing is being convened 27 days after receipt of the letter of appeal and within 30 days as outlined in Section 686(2) of the Municipal Government Act.

DEADLINE FOR DECISION Pursuant to Section 687(2) of the Municipal Government Act, the Subdivision and Development Appeal Board must give its decision in writing together with reasons for the decision within 15 days of concluding the hearing.

OBJECTIONS TO MEMBERS OF THE APPEAL BOARD The Members of the Subdivision and Development Appeal Board are appointed in accordance with the Subdivision and Development Appeal Board Bylaw #138-18.

Members of the Subdivision and Development Appeal Board were asked if they felt they should disqualify themselves from hearing the appeal before them and no one felt they needed to disqualify themselves.

Garry Will disclosed the fact that he has known all the parties present for several years.

Mr. & Mrs. White and Mrs. Nielsen were asked if they had any objection to any of the members of the Subdivision and Development Appeal Board present hearing the case. They had no objection to any of the members hearing the case.

Mr. Bakgaard was also asked if he had any objections to any of the members of the Subdivision and Development Appeal Board present hearing the case. He had no objection to any of the members hearing the case.

**DISCLOSURE
OF EVIDENCE
FINDING OF
FACTS**

The members of the Subdivision and Development Appeal Board were asked if they had sought, been given or reviewed any evidence prior to the hearing.

Other than the agenda package that was sent to members a few days prior to the hearing, none of the members had sought, been given or reviewed any evidence prior to the hearing.

**APPEAL
LETTER READ**

Tanner Evans, Chief Administrative Officer, read the appeal letter received from Mr. & Mrs. White on May 11, 2022, and the letter received from Tina Nielsen on May 16, 2022, into record.

**DUTIES AND
JURISDICTION**

CAO Evans provided his report to the Board on duties and jurisdiction.

Mayor Beets called for a recess to determine if the board had jurisdiction to hear the appeal before them at 10:15 a.m.

Mayor Beets reconvened the meeting at 10:45 a.m. stating the Subdivision and Development Appeal Board determined it has jurisdiction to hear the appeal as the Land Use Bylaw may have been relaxed, varied, or misinterpreted.

**HEARING
PROCEDURES**

Chair Beets reviewed the procedures to be followed for the hearing.

**BACKGROUND
OF APPEAL**

Kara Kashuba, Development Officer, provided the Subdivision and Development Appeal Board the background of the appeal.

In April 2022, a development permit was issued by the development authority for demolition and a new dwelling at 747 Elk Street. The property had an existing dwelling and detached garage to be demolished. The approved development permit includes a two-story dwelling with a walkout basement and attached garage. The proposed dwelling development complies with the Land Use Bylaw regulations, is considered a permitted use, and required no variances. The Land Use Bylaw states:

“Permitted use(s) means a use which is compatible with other uses in the district and for which a Development Permit shall be issued provided it otherwise conforms with the Land Use Bylaw.”

“For a permitted use in any district:

- (a) The Development Officer shall approve, with or without conditions, an application for a Development Permit where the proposed development conforms in every respect to this Land Use Bylaw, the Municipal Government Act, Subdivision and Development Regulations, approved statutory plans, and the Sylvan Lake Management Plan: 2000 Update.”*

The main argument by the appellants appears to be that administration has misinterpreted the difference between an attached or detached garage. The Land Use Bylaw section 1.3 states the following:

“Detached dwelling(s) means a residential building containing one dwelling unit and everything physically attached to said dwelling unit (e.g., breezeways and attached garages), which is physically separate from any other residential building, and does not include a manufactured dwelling unit”

Accessory building(s) means a building separate and subordinate to the main building, the use of which is incidental to that main building and is located on the same parcel of land.”

The drawings included in the supporting documents show that the garage is attached not only with walls, deck, and a roof, but also with an interior stairway that leads from the second floor above the garage into the remainder of the dwelling. The garage has no other man door access other than the one leading inside the dwelling. The only thing making the design unique is that the garage portion of the dwelling is set on an angle to accommodate the driveway and vehicle entrance into the garage. The drawing on page 6 of the supporting documents appears to show them separately, but this is deceiving as it is showing the second floor above the garage next to the lower floor of the walk-out.

The garage is physically and structurally attached and therefore part of the detached dwelling, is not considered to be a separate building, and is therefore required to comply with the Land Use District regulations for a detached dwelling in the Land Use Bylaw.

Below are responses addressing concerns to the appellant's letters of appeal.

- 1) Height – The total height of proposed dwelling is 27.4' (8.38m) and is 5.4' (1.64m) under the maximum allowable height of 32.8' (10m).
- 2) Square Footage – There is no maximum square footage size for a dwelling on a property, the size can vary depending on how it meets the Land Use Bylaw requirements. (Setbacks, parcel coverage etc.).
- 3) Use of the building – It is common to see extra bedrooms above attached garages and is a requirement for developers to provide floor plans for a dwelling but there are no regulations on what exactly the floor plans can and can't have for rooms. For this development there is no indication that the rooms above the attached garage will be used as guest housing.
- 4) Parcel Coverage – The calculations on the site plan result in a proposed parcel coverage total of 49.86% and is within the maximum 50%. A condition on the development permit states, *“Final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage.”* This condition is to ensure that the parcel coverage is within the maximum. We cannot require developers to be under the 50% as it is the maximum allowable and it is their decision to develop to the maximum with the understanding that any future property changes will have to accommodate that total.
- 5) Notice of Decision – After receiving the appellants letter it had come to our attention that one page of the supporting documents was missing from the documents on the website. This was corrected and all the documents were re-sent to the

appellant, there was no reason for the page to not be shared with the public. The requirement of notice as stated in the Land Use Bylaw is listed below:

*“Development Permits and Notices
 For permitted and discretionary uses:*

- (i) Mail a notice of the decision to all persons whose use, enjoyment or value of property may, in the opinion of the Development Authority, be affected; and*
- (ii) Post a notice of the decision on the Summer Villages’ website;”*

A notice of decision was mailed to all adjacent properties and the notice was posted on the Summer Villages website for the period of appeal.

**APPELLANT
 PRESENTATION**

Ralph & Charlotte White addressed the board with the reasons they believed there was misinterpretation of the land use bylaw by the Development Officer when granting Development Permit #222032 for demolition and dwelling at 747 Elk Street.

It is the opinion of the appellant the garage is separate from the dwelling and therefore should be considered an accessory building and subject to the land use bylaw regulations for an accessory building.

The White’s concerns include:

- height of the accessory building
- square footage of accessory building
- purpose of accessory building
- developed area of the lot
- notice of decision is incomplete

The White’s addressed a separate floor plan for the garage and stated the garage had a different foundation and separate roof. They feel the garage is being attached by a breezeway and it is an accessory building to the main dwelling and not an attached garage.

There were additional concerns over the use, value and enjoyment of their property should the applicant be permitted to develop as per the approved development plans. The development would obstruct the view of the lake from their property causing an affect on the value of their property.

They do not believe the height is in compliance with the permitted height and feel the applicant will be over 50% parcel coverage upon completion of the build.

Mrs. Nielsen spoke to her concerns with the development. She too is concerned over the height of the garage and does not feel it is in compliance with the Land Use Bylaw and believes the size of the garage is in excess of the permitted square footage.

Mrs. Nielsen also addressed the development would obstruct their view of the lake and feels all residents should be required to follow the rules that were created.

APPLICANT PRESENTATION	<p>Mr. Bakgaard spoke to his development. He stated there was never a breezeway between the house and the garage and that he regrets the wording choice. He is building a dwelling with attached garage not a house with an accessory building. It was noted the height is below the permitted height and appreciates the concerns of his neighbours.</p> <p>Mr. Bakgaard explained the reasons for his design. He owns an irregular lot and he struggled with the design and placement of the structure. Additional bedrooms above the garage and reasons for the size of the garage were addressed.</p>
IN FAVOUR OF THE APPEAL	<p>No written submissions were received in favour of the appeal. No one was present to speak in favour of the appeal.</p>
AGAINST THE APPEAL	<p>No written submissions were received in opposition of the appeal. No one was present to speak in opposition of the appeal.</p>
SUMMARY FROM APPELLANTS	<p>Mr. & Mrs. White acknowledged the hard work Mr. Bakgaard has done on his proposed development. They are concerned with protecting the value of their property and resale value in the future.</p> <p>Mrs. Nielsen had nothing further to add.</p>
APPLICANT SUMMARY	<p>Mr. Bakgaard added his development would not hinder resale values in the future.</p>
DEVELOPMENT OFFICER SUMMARY	<p>Kara Kashuba summarized her case stating the facts.</p> <p>It is clear in the eyes of the development authority that the garage is physically and structurally attached to the dwelling. Therefore, the approved development permit for the dwelling is a permitted use that is within the regulations of the Land Use Bylaw. Further, the height of the proposed dwelling is actually 5.4' less than the maximum allowable height, so theoretically an application for a larger and higher dwelling could still be considered a permitted use on this lot. The development plans submitted have been carefully reviewed to ensure it complies with the regulations and in administration's opinion there has been no misinterpretation. The design of the dwelling is situated on the parcel to fit within the lot, it is angled to facilitate the driveway/approach which then has resulted in different roof lines and layout of the dwelling to keep the garage attached to the building.</p>
OPPORTUNITY FOR A FAIR HEARING	<p>Chair Beets asked Mr. & Mrs. White and Mrs. Nielsen if they felt they had an opportunity to state their case. All appellants acknowledged they had.</p> <p>Chair Beets asked Mr. Bakgaard if he felt he had an opportunity to state his case. He acknowledged he had.</p>
HEARING CLOSED	<p>Chair Beets thanked everyone for their attendance and presentations. A written decision of the Board will be made within 15 days. The hearing was declared closed at 11:46 a.m. No further submissions will be entertained by the board.</p>

**FINDINGS
OF THE BOARD**

Upon hearing and considering the representations and the evidence of the parties concerned the Board finds the facts in the matter to be as follows:

- 1) The dwelling is a permitted use that is within the regulations of the Land Use Bylaw.
- 2) There was no relaxation or variance granted and the dwelling height is 5.4' less than the maximum allowable height.
- 3) The development does not have an accessory building included in the plans and the garage is not considered to be a detached accessory building as it is structurally attached.
- 4) Parcel coverage is below the maximum 50% allowable.
- 5) The Land Use Bylaw was not misinterpreted by the Development Authority.
- 6) Notice of decision was mailed to adjacent landowners and the notice was posted on the Summer Village website for the appeal period.

DECISION

The *Municipal Government Act* Section 642(1) states:

“When a person applies for a development permit in respect of a development provided for by a land use bylaw pursuant to section 640(2)(b)(i), the development authority must, if the application otherwise conforms to the land use bylaw and is complete in accordance with section 683.1, issue a development permit with or without conditions as provided for in the land use bylaw.”

Based on the evidence presented at the hearing and with consideration for the presentations made by both the appellants and the applicant, it is the decision of the Subdivision and Development Appeal Board to uphold the development permit # 222032 for demolition and dwelling at 747 Elk Street and deny the appeal.

DATED AT THE TOWN OF SYLVAN LAKE THIS 7TH DAY OF JUNE 2022.

**THE SUMMER VILLAGE OF
SUNBREAKER COVE SUBDIVISION AND
DEVELOPMENT APPEAL BOARD**

**Teresa Beets
SDAB Chair**

SUNBREAKER COVE COUNCIL MEETING TASKS

DATE	TASK	ASSIGNED	COMMENTS
	trees falling by Glenn's Cove on Pine Road	Robert	
	trees removed and stumps left - need to remove from reserve between Birch and Pine	Robert	
	LUB want stuff about developer parking and garbage issues	Kara	
	no idling signs to moved further up road and away from boat launch	Robert	
	check with Empringham as to cost reduction for less lots	Robert	
4/11/22	need parking signs on Breakers Way	Robert	
	Children at play sign with 30 km moved by Pidherney's and should be closer to Breakers Way corner	Robert	
	"you are here" sign missing	Robert	
	encroachment letters to semi-waterfront owners re: EAs needed is using municipal lands		
6/13/22	send WW Commission update on # of ppl hooked up to WW system	Tanner	
	total of monthly installment amounts (monthly \$ amount and # of residents)	Tina	
	check if all side roads need overlay	Robert	for maintenance
	contact road overlay company to discuss previous messy work and ensure only doing where needed	Robert	prep for overlay
	check dead trees on reserve by Jim	Robert	
	walkabout of SV with Council	Robert	
	hoist on reserve at 723 Elk Street been sitting for years and needs removing	Robert	
	805 Sunhaven did they build like they applied for (boundaries)	Kara	
	705 unsightly premise	Kara	
	deal with trailers in LUB amendment	Kara	
	apply for DLO	Tanner	
	COMPLETED		
	send teresa Emer man. Link	Teri	
	amend rate riser fee on ww bylaw	Teri	
	why large gap in cheque numbers	Tina/Trudy	
	send rate rider fee to Phil	Tanner	
	have Phil add note as to what MSI was used for (deferred revenue)	Tanner	
	send Phil reserve transfers as per Jim's motion	Tanner	
	check to see Blissful Beach being metered separately from SBC	Robert	
	amend garbage collection bylaw fee to \$112 per parcel	Teri	
	amend Dock and Mooring Bylaw	Teri	
3/1/22	encroachment agreements with 625 Fox and other properties neighbouring	Kara	Provided List of th
	payables-gst not listed on report	Trudy	
	check with Trudy on remuneration due dates	Trudy	
	sticker to be added to tax notices stating utilities paid separately	Tina	Complete
	clean up website	Carolyn	Complete

ask auditor for separate report for amortization
check with contractors to see what wait time is for installation
3/1/22 deck at 625 Fox have AEP approval?
mooring policy and bylaw for April meeting
3/1/22 613 Fox missing from encroachment list
6/13/22 confirm all eligible grant funding received

Tina	Requested
Robert	
Kara	
Tanner	
Kara	
Tina	

Summer Village of Sunbreaker Cove**Administration and Finance****Council Date: July 11, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$115,615.53

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

1. Pelletier, Denis	\$ 3,000.00
a. Completions Deposit Refund	
2. Rugged West Maintenance Inc.	\$ 3,149.11
a. Buoy Installation & Bollard Removal	
b. Mowing & Trimming	
3. Sylvan Lake Regional Water/Wastewater	\$ 3,235.85
a. 2022 Governance & Admin Costs	
4. Summer Village of Norglenwold	\$ 12,540.55
a. May 2022 Muni Specific Costs	
b. May 2022 Monthly Shared Costs	
5. AB School Foundation Fund	\$ 83,075.62
a. 2 nd Quarter ASFF	

Council Expense Claims Report:**June 2022**

▪ Teresa A. Beets	\$ 539.80
▪ Jim Willmon	\$ 700.00
▪ Keith Kimball	\$ 0

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.

Summer Village of Sunbreaker Cove

List of Accounts for Approval

Date Printed

2022-06-29 9:39 AM

Batch: 2022-00050 to 2022-00052

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
882 SDAB060722	2022-06-29	Bruni, Mike 261-000-215 - SDAB Costs	June 7 SDAB Meeting & Mil	127.45	
883 SDAB060722	2022-06-29	Will, Garry 261-000-215 - SDAB Costs	June 7 SDAB Meeting & Mil	127.45	127.45
884 6106	2022-06-29	Rubeling, Sharon Elaine 461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
885 9016JUNE1020	2022-06-29	Pelletier, Denis 461-000-520 - Completions Dep	Completions Deposit Refun	3,000.00	3,000.00
886 532666 532666	2022-06-29	Brownlee LLP 212-400-230 - Legal Fees 312-000-260 - GST Paid Refund	Legal Fees-Septic Encroact GST Tax Code	2,500.90 125.05	2,625.95
887 2021PIER	2022-06-29	Canada Revenue Agency 312-000-262 - CRA Remunerati	CPP Contributions Deficien	242.52	242.52
888 33710 33710	2022-06-29	Empringham Disposal Corp 312-000-260 - GST Paid Refund 243-000-200 - Waste Removal C	GST Tax Code Weekly Collection	62.40 1,248.00	1,310.40
889 15156703 15156703	2022-06-29	Go Services Inc. 312-000-260 - GST Paid Refund 272-000-510 - Parks & Playgrou	GST Tax Code Monthly Portable Toilet Ren	9.25 185.00	194.25
890 2022-2	2022-06-29	Red Deer Catholic Regional 201-100-130 - ASFF-Residential	Supplementary Tax Requisi	2,257.83	2,257.83
891 1236 1236 1236 1241 1241	2022-06-29	Rugged West Maintenance Inc. 272-000-500 - Buoys 232-000-270 - Pathway Program 312-000-260 - GST Paid Refund 312-000-260 - GST Paid Refund 232-000-200 - Green Space Pro	Buoy Installation Bollard Removal GST Tax Code GST Tax Code Mowing and Trimming May	1,919.15 80.00 99.96 50.00 1,000.00	2,099.11 1,050.00
				Payment Total:	3,149.11
892 1628	2022-06-29	Sylvan Lake Regional 242-000-250 - SLR WasteWater	Governance & Admin Costs	3,235.85	3,235.85
893 FCSS-22	2022-06-29	Town of Sylvan Lake 212-403-220 - FCSS Town of Sy	2022 FCSS	2,104.80	2,104.80
894 22-020 22-020	2022-06-29	Xandal Backhoe Ltd. 297-191-840 - Project - Wastew 312-000-260 - GST Paid Refund	Tuned on Valves for 13 Proj GST Tax Code	975.00 48.75	1,023.75
				Total Computer Cheque:	19,899.36

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
244 2022-00074 2022-00074 2022-00078	2022-05-31	Summer Villages of Norglenwold 212-400-231 - Audit Fees 212-400-231 - Audit Fees 212-100-130 - Training	Metrix Group-Audit Bldg Prc Metrix Group-Audit WW Prc Training	500.00 2,500.00 131.36	3,000.00

Date Printed
2022-06-29 9:39 AM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
Batch: 2022-00050 to 2022-00052

Page 2

EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
2022-00078		212-100-140 - Benefits	Shared Benefits	262.98	
2022-00078		212-100-210 - Travel & Subsiste	T&S	25.89	
2022-00078		212-100-211 - WCB	WCB	129.80	
2022-00078		212-100-266 - PW Fleet	Public Works Fleet	55.20	
2022-00078		212-200-215 - Postage/Freight/C	Postage/Freight	785.03	
2022-00078		212-200-500 - Printing Costs	Printing Costs	179.33	
2022-00078		212-300-530 - Building Insuranc	Building Insurance	0.00	
2022-00078		212-100-110 - Salaries	Salaries	6,989.99	
2022-00078		212-300-217 - Phone/Fax/Intern	Phone/Fax	182.39	
2022-00078		212-300-250 - Facility Improvem	Facility Improvements	0.00	
2022-00078		212-300-255 - Facility Maintena	Facility Maintenance	314.51	
2022-00078		212-300-263 - Condominium Co	Condominium Cost	0.00	
2022-00078		212-300-240 - Computer Softwar	Computer Software	220.03	
2022-00078		212-300-242 - IT Equipment	IT Equipment	-56.30	
2022-00078		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
2022-00078		212-300-270 - Equipment Renta	Equipment Rental	40.30	
2022-00078		212-300-510 - Other Contingenc	Contingency	22.35	
2022-00078		212-300-540 - Utilities	Utilities	132.27	
2022-00078		212-200-510 - Office Supplies	Office Supplies	125.42	9,540.55
Payment Total:					12,540.55
Total EFT:					12,540.55

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3143	2022-06-29	AB School Foundation Fund			
12933		201-100-130 - ASFF-Residential	2nd Quarter ASFF School F	83,075.62	83,075.62
3150	2022-06-29	Debbie Ricalton			
JUNE62022-MP		261-000-220 - MPC Costs	June 6, 2022 MPC Committ	100.00	100.00
Total Other:					83,175.62
Total MAIN:					115,615.53

Certified Correct This June 29, 2022

Mayor

Administrator



Council Expense Claim Form

NAME: Teresa BeetsPOSITION: MayorMONTH ENDING: June-2022

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/7/22	Subdivision & Development Appeal Board		Mayor	\$ 120.00
6/8/22	Sylvan Lake Regional Wastewater Commission		Mayor	\$ 120.00
6/13/22	Regular Council		Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
6/27/22	ASVA		ASVA + \$70.00 SBC	\$ 70.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 430.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/7/22	Subdivision & Development Appeal Board	45.00	\$0.61	\$ 27.45
6/8/22	Sylvan Lake Regional Wastewater Commission	90.00	\$0.61	\$ 54.90
6/13/22	Regular Council	45.00	\$0.61	\$ 27.45
	Select Event		\$0.61	\$ 0.00
6/27/22	ASVA		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 109.80

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 539.80



Council Expense Claim Form

NAME: Jim WillmonPOSITION: Deputy MayorMONTH ENDING: June-2022

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/23/22	ASVA Mooring Town Hall		Deputy Mayor	\$ 100.00
4/11/22	Regular Council		Deputy Mayor	\$ 100.00
4/29/22	Joint Services Committee		Deputy Mayor	\$ 100.00
5/9/22	Regular Council		Deputy Mayor	\$ 100.00
5/12/22	Joint Services Committee		Deputy Mayor	\$ 100.00
5/12/22	ASVA LGFF Town Hall		Deputy Mayor	\$ 100.00
6/13/22	Regular Council		Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 700.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/23/22	ASVA Mooring Town Hall		\$0.61	\$ 0.00
4/11/22	Regular Council		\$0.61	\$ 0.00
4/29/22	Joint Services Committee		\$0.61	\$ 0.00
5/9/22	Regular Council		\$0.61	\$ 0.00
5/12/22	Joint Services Committee		\$0.61	\$ 0.00
5/12/22	ASVA LGFF Town Hall		\$0.61	\$ 0.00
6/13/22	Regular Council		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 700.00

Summer Village of Sunbreaker Cove

Finance

Information Item

Agenda Item: 2nd Quarterly Financial Report

Background:

Administration would like to provide the following 2nd Quarter Financial information to Council.

Please be advised that at time of reporting, not all of June shared costing distribution has been completed.

Options for Consideration:

- The Operating Budget Report to June 30, 2022
- ASFF Report to June 30, 2022
- Capital Projects Report to June 30, 2022

Bank Balances at June 30, 2022

- ATB Bank Account \$455,823.19
- ATB LOC \$1,000,000.00
- Debenture #1 \$242,887.48
- Debenture #2 \$250,435.56

Reserves and Deferred Accounts

• Accumulated Surplus	25,000.00
• Completions Deposits	62,500.00
• Deferred Revenue (Grants)	171,563.78
• JSC IT Reserve	0.00
• JSC Fleet Replacement Reserve	10,716.09
• Reserves Roads	422,118.75
• Reserves Wastewater	116,044.49
• Reserves General Operating	24,999.87
• Mill Rate Stabilization Fund	25,000.00
• Reserves OP-Long Term Debt	
• Payments	716,817.53
• Reserves Environmental	100,000.00
• Reserves Land Improvement	115,000.00

Taxes Update:

- 171 properties (not on TIPPs) remaining to be paid in full as of July 5/22
- \$13,771.30 is collected per month (as of April) in TIPPs from 63 properties

Administrative Recommendations:

That Council discusses and accepts as the report for their information.

Authorities:

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

Report Date
2022-07-05 9:25 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending June 30, 2022

Page 1

	Budget	2021 YTD	YTD
Revenue			
101-000-110 - Taxation	339,092.86	339,093.79	0.93
101-000-120 - Garbage Levy	29,792.00	29,792.00	
101-000-510 - Taxes Penalties & Cos	5,200.00	2,904.70	(2,295.30)
112-000-410 - Sale of Services & Su	66.48	200.00	133.52
112-000-540 - Interest Charges		132.72	132.72
112-000-550 - Return on Investments	1,000.00	1,535.63	535.63
112-000-570 - Other Revenue		601.05	601.05
112-000-740 - MSI Operational	8,502.00		(8,502.00)
112-000-840 - Grant Lacombe	539.00	554.00	15.00
112-171-840 - Annual Wastewater Rate Rider	27,600.00	29,200.68	1,600.68
112-172-840 - Wastewater Utility Levy	48,800.00	23,329.87	(25,470.13)
112-173-840 - Transfer from Reserves	7,246.00		(7,246.00)
121-000-530 - Fines Provincial Coll		100.00	100.00
161-000-410 - Compliance Certifica	555.05	100.00	(455.05)
161-000-510 - Inspection Fees	1,110.11	1,011.30	(98.81)
161-000-520 - Development Permits/Appeal Fees	5,500.00	4,500.00	(1,000.00)
161-000-590 - Encroachment Fees	1,098.00	850.00	(248.00)
Total Revenue:	476,101.50	433,905.74	(42,195.76)
Expenditures			
Council and Legislation			
211-101-150 - Mayor Remuneration	8,000.00	2,900.00	5,100.00
211-101-210 - Mayor Trav & Sub	2,500.00	1,337.56	1,162.44
211-102-150 - Deputy Mayor Renumera	4,000.00	700.00	3,300.00
211-102-210 - D. Mayor Trav & Sub	1,500.00	219.60	1,280.40
211-103-150 - Councillor Remunerati	2,000.00	670.00	1,330.00
211-103-210 - Councillor Trav & Sub	1,000.00		1,000.00
211-201-212 - Alberta Summer Village Association	1,077.60		1,077.60
211-202-212 - Alberta Urban Municipalities Association	862.22		862.22
211-203-212 - Council Education Opportunity	468.00	165.00	303.00
211-301-220 - Mem. AUMA	988.00	936.75	51.25
211-302-220 - Mem. ASVA	1,014.00	975.00	39.00
211-303-220 - Mem. FCM	172.07		172.07
211-304-220 - Mayors and Reeves Mem	114.34		114.34
Total Council and Legislation:	23,696.23	7,903.91	15,792.32
Administration			
212-100-110 - Salaries	82,983.63	33,248.71	49,734.92
212-100-130 - Training	1,501.29	761.45	739.84
212-100-140 - Benefits	2,798.33	1,890.88	907.45
212-100-210 - Travel & Subsistence	1,801.82	170.17	1,631.65
212-100-211 - WCB	1,391.95	413.10	978.85
212-100-266 - PW Fleet	1,313.63	129.51	1,184.12
212-200-215 - Postage/Freight/Couri	1,507.92	717.61	790.31
212-200-500 - Printing Costs	999.79	472.53	527.26
212-200-510 - Office Supplies	2,439.60	739.45	1,700.15
212-300-217 - Phone/Fax/Internet	938.31	301.55	636.76
212-300-240 - Computer Software/Mtno	1,967.44	2,350.24	(382.80)
212-300-242 - IT Equipment	375.32	315.42	59.90
212-300-250 - Facility Improvements	1,125.97	335.81	790.16
212-300-255 - Facility Maintenance	3,990.06	753.36	3,236.70

Report Date
2022-07-05 9:25 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending June 30, 2022

Page 2

	Budget	2021 YTD	YTD
212-300-263 - Condominium Costs	869.91		869.91
212-300-265 - Equipment Maintenance	93.83		93.83
212-300-270 - Equipment Rental	562.98	201.50	361.48
212-300-510 - Other Contingency	93.83	59.09	34.74
212-300-530 - Building Insurance	480.18	465.01	15.17
212-300-540 - Utilities	2,439.60	1,682.13	757.47
212-400-220 - Council Mtg Expenses	2,300.00	64.60	2,235.40
212-400-221 - Fees and Charges	1,000.00	170.95	829.05
212-400-222 - Advertising	500.00		500.00
212-400-230 - Legal Fees	4,440.42	2,604.40	1,836.02
212-400-231 - Audit Fees	6,500.00	7,587.85	(1,087.85)
212-400-232 - Assessment Fees	7,400.00	3,700.00	3,700.00
212-400-233 - Accounting Software			
212-400-275 - Municipal Insurance	4,296.32	2,887.35	1,408.97
212-400-910 - Tax Changes	104.00		104.00
212-400-920 - Infrastructure Reserve	28,500.00		28,500.00
212-400-930 - Fleet Replacement Reserve	1,000.00		1,000.00
212-401-220 - Election Expenses			
Total Administration:	165,716.13	62,022.67	103,693.46
Protective Services			
223-000-200 - Contracted Fire Service	9,574.22	9,824.32	(250.10)
224-000-200 - Emergency Management	3,246.05	2,500.00	746.05
224-000-201 - Safety Equipment	216.40		216.40
225-000-200 - Policing Costs	12,111.00		12,111.00
226-000-200 - Enforcement	32,000.00		32,000.00
Total Protective Services:	57,147.67	12,324.32	44,823.35
Public Works			
232-000-200 - Green Space Program	10,400.00	1,000.00	9,400.00
232-000-240 - Tree Removal	9,509.76		9,509.76
232-000-250 - Road Maintenance Program	20,000.00	2,455.00	17,545.00
232-000-255 - Plowing Program	27,040.00	15,434.00	11,606.00
232-000-265 - Sign Program	2,176.68		2,176.68
232-000-270 - Pathway Program	5,200.00	80.00	5,120.00
232-000-530 - Ditch & Culvert Progr	2,155.72		2,155.72
242-000-250 - SLR WasteWater Commis	7,285.00	3,235.85	4,049.15
242-000-252 - Wastewater Service Rate Charges	46,596.00	925.26	45,670.74
242-000-253 - System Debenture Share	27,600.00	6,844.56	20,755.44
242-000-255 - System Debenture Interest		7,847.52	(7,847.52)
242-000-256 - Wastewater Maintenance Program	21,000.00	1,989.50	19,010.50
243-000-200 - Waste Removal Contrac	12,480.00	3,744.00	8,736.00
243-000-255 - Landfill Costs	17,160.00	14,682.40	2,477.60
Total Public Works:	208,603.16	58,238.09	150,365.07
Planning and Development			
261-000-110 - Development Services	1,200.00	40.82	1,159.18
261-000-115 - IDP	1,000.00		1,000.00
261-000-200 - Planning Projects	528.32		528.32
261-000-215 - SDAB Costs	600.00	254.90	345.10
261-000-220 - MPC Costs	1,200.00	600.00	600.00

Report Date
2022-07-05 9:25 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending June 30, 2022

Page 3

	Budget	2021 YTD	YTD
Total Planning and Development:	4,528.32	895.72	3,632.60
Recreation			
272-000-500 - Buoys	5,283.20	2,304.15	2,979.05
272-000-510 - Parks & Playgrounds	5,948.88	1,000.00	4,948.88
272-000-515 - Regatta	2,324.61		2,324.61
212-403-220 - FCSS Town of Sylvan	2,104.80	2,104.80	
274-000-850 - Parkland Regional Lib	700.00	367.66	332.34
Total Recreation:	16,361.49	5,776.61	10,584.88
Environment			
273-101-150 - Red Deer River Waters	48.50		48.50
Total Environment:	48.50	0.00	48.50
Total Expenditures:	476,101.50	147,161.32	328,940.18
Surplus / Deficit	0.00	286,744.42	286,744.42

Report Date
2022-07-05 9:09 AM

Summer Village of Sunbreaker Cove
General Ledger
For the Period 2022-01-01 to 2022-06-30

Page 1

Account # / Description			Account Class		Balance Forward
Date	Source	Transaction Description	Sub Pd Batch	Tr Amount	Balance
412-000-250 - Long Term Debt #1			Liability		0.00
2022-01-01	Year End Close	Balance Forward Entries	GL 1 00000	246,467.60 Cr	246,467.60 Cr
			Net Total:	246,467.60 Cr	
412-000-251 - Long Term Debt #2			Liability		0.00
2022-01-01	Year End Close	Balance Forward Entries	GL 1 00000	253,700.00 Cr	253,700.00 Cr
			Net Total:	253,700.00 Cr	

Report Totals:

	<u>Ledger Accounts</u>	<u>Non-Ledger Accounts</u>
Total Balance Forward:	500,167.60 Cr	0.00
Total Debits:	0.00	0.00
Total Credits:	0.00	0.00
Total Committed:	0.00	
Net Change:	0.00	0.00
Ending Balance:	500,167.60 Cr	0.00
Budget Surplus (Deficit):	0.00	
Total Budget Remaining:	0.00	

Accounts Printed: 2

Report Date
2022-07-05 9:27 AM

Summer Village of Sunbreaker Cove
ASFF Budget Report
For the Period Ending June 30, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-100-130 - ASFF Residential	363,365.74	363,359.04	(6.70)
101-102-130 - ASFF Non-Residential	585.98	585.98	
101-103-130 - DI - Designated Industrial	11.83	11.64	(0.19)
Total Revenue:	363,963.55	363,956.66	(6.89)
Expenditures			
201-100-130 - ASFF-Residential	363,365.74	170,666.91	192,698.83
201-200-130 - ASFF Non-Residential	585.98		585.98
201-300-130 - DI - Designated Industrial	11.83		11.83
Total Expenditures:	363,963.55	170,666.91	193,296.64
Surplus / Deficit	0.00	193,289.75	193,289.75

Report Date
2022-07-05 8:50 AM

Summer Village of Sunbreaker Cove
Capital Projects Budget
For the Period Ending June 30, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-192-840 - Project Cap Res-Open Space/Pathways	40,000.00		(40,000.00)
197-193-840 - Project Cap Res-Shoreline Armourment	50,000.00		(50,000.00)
197-194-840 - Project Cap Res/MSI-Road Overlay	379,500.00		(379,500.00)
197-191-840 - Project - MSI Wastewater Collection Sys	40,000.00	20.00	(39,980.00)
Total Revenue:	509,500.00	20.00	(509,480.00)
Expenditures			
297-192-840 - Project - Open Spaces/Pathways	40,000.00		40,000.00
297-193-840 - Project - Shoreline Armourment	50,000.00	43,400.00	6,600.00
297-194-840 - Project - Road Overlay	379,500.00		379,500.00
297-191-840 - Project - Wastewater Collection System	40,000.00	9,320.00	30,680.00
Total Expenditures:	509,500.00	52,720.00	456,780.00
Surplus / Deficit	0.00	(52,700.00)	(52,700.00)

Summer Village of Sunbreaker Cove

July 11, 2022

Public Works

Information Item

Agenda Item: *Public Works Update*

Background:

- Administration continues to collect sewer connection paperwork from residents. Administration has been reaching out to residents who have submitted both the application and Superior inspection forms to arrange dates to have the cc valve for their property opened. Public Works will be going through the village with the consultant, Stantec, and to inspect all air release valves, isolation valves and odour control. We will also be inspecting tanks where there was potential damage done after the initial opening of the system.
- The consultant, WPS, is preparing a list of options for the Larch Road and Poplar Road drainage issues.
- Administration has acquired quotes for asphalt overlay on all the side roads. The total area is 13,850 m². Border Paving is the successful bidder at \$339,325.00. Road overlay includes Juniper Rd, Aspen Ct, Birch Rd, Cottonwood Ct, Pine Rd, Briar Rd, Larch Rd, Poplar Rd, Elk St, Fox Cr. The previous work done in 2020 was to patch the roads where it was failing to prepare for overlay.
- Road Analysis Fee breakdown based on the provided schedule is \$13,706.65 if the analysis includes all 5 summer villages to share costs. If only Sunbreaker Cove was to do the study without cost sharing, the pricing is approximately \$41,390.47. A more comprehensive proposal will be provided by the consultant when the study is ready to proceed.
- Public Works is working on training through AWWOA to become a certified small systems operator for the municipal sewage systems. In the meantime, Public Works is working with consultants to manage the operation of the system.
- Several dead trees near Glenn's Cove are scheduled to be removed once boat hoists are out of the area. A single tree on Briar Road is also scheduled to be removed. Work tentatively scheduled for mid July.

- The new stairway between Elk Street and Fox Crescent has had settling of the gravel / rock fill for the steps. The contractor has been contacted about follow up work. The pathway and steps are being overgrown and clearing of both will be taking place in July.
- Council Task List is being reviewed and followed up on.

Administrative Recommendations:

Council to accept as information.

Summer Village of Sunbreaker Cove

July 11, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 99 development permits issued in the Summer Villages (34 in Birchcliff, 3 in Half Moon Bay, 15 in Jarvis Bay, 21 in Norglenwold, and 26 in Sunbreaker Cove).

The following is the listing for Sunbreaker Cove:

1. 1206 Marine Drive	Demolition
2. 717 Sunhaven Way	Addition
3. 1105 Larch Road	Dwelling
4. 669 Fox Crescent	Dwelling & Detached Garage
5. 1211 Pine Road	Garage with Guest House
6. 917 Deer Street	Addition
7. 1319 Birch Road	Shed
8. 1119 Poplar Road	Dwelling Addition
9. 633 Fox Crescent	Deck Addition & Hot Tub
10. 805 Sunhaven Way	Demolition & Detached Garage with Guest House
11. 711 Elk Street	Deck
12. 613 Fox Crescent	Driveway
13. 1317 Birch Road	Dwelling
14. 1130 Breakers Way	Dwelling
15. 701 Sunhaven Way	Demolition & Dwelling
16. 809 Sunhaven Way	Dwelling
17. 1321 Birch Road	Garage with Guest House
18. 1422 Aspen Close	Dwelling
19. 1105 Poplar Road	Demolition
20. 747 Elk Street	Dwelling

Active development permits for the operation of a Tourist Home:

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

Permit Summary:Year to date 2022:

January - 0 development permits.

February – 0 development permits.

March – 1 development permit. Estimated project cost \$350,000.00

April – 3 development permits. Estimated project cost \$655,000.00

May – 1 development permit. Estimated project cost \$11,500.00

June - 2 development permits. Estimated project cost \$375,000.00

2021:

January – 0 development permits.

February – 0 development permits.

March – 2 development permits. Estimated project cost \$22,000.00

April – 0 development permits.

May – 1 development permit. Estimated project cost \$17,000.00

June – 1 development permit. Estimated project cost \$370,000.00

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove

Council and Legislation

Request for Decision

Agenda Item: *Alberta Municipalities' Convention*

Background:

Administration has received information about the upcoming Alberta Municipalities Convention. The Alberta Municipalities Convention is being held September 21 – 23 at the Calgary TELUS Convention Centre. Online attendance will be available to those who do not wish to attend in person. Online attendees will not be able to attend breakout education session or in-person networking.

The cost to attend in-person is \$600 for early-bird registration and virtual attendance, or \$750 for in-person if registration is after August 10th. Summer Village members who register at least on (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$200. For every additional participant in-person, you will have the option to register a virtual attendee at a reduced rate.

Options for Consideration:

Council has allocated \$862 in the 2022 budget for this Convention.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2022 Budget

Alberta Municipalities' Convention

Event Summary

Convention

We are excited to announce that registration for the 2022 Alberta Municipalities' Convention and Trade show is now open! This will be our first Convention hosted in Calgary since 2017, and we can't wait to return. Be sure to book your spot soon, space is limited and there is a chance that in-person attendance could sell out.

Convention will take place September 21 – 23 at the Calgary TELUS Convention Centre, with pre-Convention sessions taking place Tuesday, September 20. Hotel room blocks are open, with all of the information listed on our event website.

Location: Calgary TELUS Convention Centre

Dates: September 21 - 23, 2022 (Pre-Convention sessions to take place Tuesday, September 20)

REGISTER NOW

Price (Early-bird deadline is August 10 at 11:59 pm)

Members In-person: \$600 (\$750 after early-bird)

RMA Members: \$700 (\$850 after early-bird)

Non-Members: \$975 (\$1125 after early-bird)

Municipal Interns: Complimentary

Virtual: \$600

Please note - the cost to attend virtually is the same as the early-bird pricing, unless the criteria below is met. Special pricing is only available to Alberta Municipalities regular members (urban municipalities).

Virtual registrants will NOT have access to live breakout session. Slide presentations and audio from each session will be recorded and made available following Convention.

*Registration payment by credit card will be the only accepted form of payment. If you have any questions, please email registration@abmunis.ca.

Regular Member Virtual Pricing

In order to support our members who are unable to attend due to financial constraints or health concerns, we are offering virtual registration at a discounted rate to Alberta Municipalities urban municipal members who have registered for Convention.

Summer Village and Village members who register at least one (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$200. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Towns, Cities and Specialized Municipality members who register five (5) in-person attendees will have the option to register one attendee virtually for the reduced price of \$200. For every additional five (5), they will have the option to register a virtual attendee at the reduced rate.

*Once a municipality has registered their in-person attendees, the Alberta Municipalities Registrar will reach out with a discount code for your virtual attendees.

Pre-Convention Sessions

*All Pre-Convention sessions are \$395

Council's Role in Public Engagement (EOEP)

Municipal councils are elected to make decision on behalf of citizens. However, in order to govern effectively and make decisions that are in the best interest of the diverse communities within municipalities, councils must be willing to consider the community's perspectives and input when making decisions. The EOEP's *Council's Role in Public Engagement* course will provide an overview of the various ways municipalities can engage with citizens, how public input can be integrated into decision-making, the dangers and limits of involving the public in municipal decisions, and the importance of engagement in supporting sustainable community development.

Council's Role in Land Use and Development Approvals (EOEP)

"Good planning" is a general concept – there is no single approved statement of what good planning consists of. Planning has evolved over many years and can be considered

a long term, ongoing process that includes planning itself, as well as project delivery and ongoing monitoring and evaluation. Planning aims to improve the effectiveness of public services in meeting people's needs, and to support the development of local communities and to improve the quality of life for all.

Full Day legal seminar (facilitated by RMRF)

Join our legal partners from Reynolds, Mirth, Richards and Farmer LLP as they take a deep dive into the most top-of-mind legal issues facing municipalities across Alberta.

Hotel Room Blocks

**Please note, two-night, non-refundable deposits will be required at the time of booking. This is to ensure that entire rooms blocks are not cancelled in the weeks leading up to the event, forcing Alberta Municipalities to pay attrition fees. We appreciate your understanding with this matter.*

Delta Calgary - rooms starting at \$295/night + taxes
209 4th Avenue SE, Calgary
(403) 266-1980

Book at the Delta Calgary

Fairmont Palliser - rooms starting at \$309/night + taxes
133 9th Avenue SW, Calgary
(403) 262-1234

Book at the Fairmont Palliser

Hyatt Regency - rooms starting at \$329/night + taxes
700 Centre Street SE, Calgary
(403) 717-1234

Book at the Hyatt Regency

Le Germain Hotel - rooms starting at \$289/night + taxes
899 Centre Street S, Calgary
(403) 264-8990

Book at the Le Germain Hotel

Marriott Downtown Calgary - rooms starting at \$315/night + taxes
110 9th Avenue SE, Calgary
(403) 266-7331

Book at the Marriott Downtown Calgary

Trade Show

Registration is now open for all interested visitors. Please see the brochure for all of the details. Should you have further questions, please email tradeshow@abmunis.ca.

Trade Show Brochure

Register for a Trade Show booth

Convention Code of Conduct

Alberta Municipalities is committed to providing a welcoming, inclusive and harassment-free environment for all persons attending the Convention ("Convention Participants"), regardless of gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.

The following guidelines apply to all facets of the Convention including sponsor hosted events, workshops, plenaries, political meetings and social gatherings where Convention Participants are in attendance.

Behaviours that are not acceptable at the Convention include:

Harassment or intimidation based on gender, race, sexual orientation, disability, physical appearance, ethnicity, age, religion or any other legally protected characteristic.
Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
Shouting down or threatening Convention Participants.

Any Convention Participant found violating these rules may have their registration revoked and be asked to leave the Convention, without a refund, at the discretion of the CEO or designate.

Event CategoryConvention

Location

120 Ninth Avenue SE
Calgary AB T2G 0P3

How to register and submit questions

REGISTER NOW

Cancellation/Refund Policy

Any written cancellation received prior to 4:30 pm MST on Tuesday August 30, 2022 is eligible for a refund, less a \$50 cancellation fee. Any written cancellation received after 4:30 pm MST on Tuesday, August 30, 2022 and prior to 4:30 pm MST on Tuesday September 6, 2022, is eligible for a 50% refund. Any cancellations received less than a week prior to the event will not be eligible for a refund. Written notice includes letter, fax or emails. Emails can be sent to registration@abmunis.ca.

[REGIS](#)

Summer Village of Sunbreaker Cove

July 11, 2022

Council & Legislation

Request for Decision

Agenda Item: *Cheque Signing Policy*

Background:

Administration has amended the Cheque Signing Policy and is bringing it forward requesting Council approve a revision to the financial limit to allow Administration to release EFTs in excess of \$10,000.00 for shared costs, therefore the Mayor will no longer be required to come into the office to sign off on these expenses prior to payment being released. There will be no changes to the \$10,000.00 financial limit for cheque signing.

Options for Consideration:

1. Council adopt the amended Cheque Signing Policy as presented.
2. Council adopt the amended Cheque Signing Policy as amended.
3. Council accept as information.

Administrative Recommendations:

1. Council adopt the amended Cheque Signing Policy as presented.

Authorities:

n/a



Policy Title Cheque Signing Policy	Date: July 11, 2022	Resolution No. SBC-22-
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Policy Statement:

To establish a policy that allows for cheque signing authority by two members of Administration for the Summer Village of Sunbreaker Cove.

Purpose and Scope:

To allow for cheques to be signed by two members of Administration for expedited payment and/or certain events where members of Council are not available to sign.

1. Signing Authorities:

- 1.1 Members of Council of the Summer Village of Sunbreaker Cove
- 1.2 Chief Administrative Officer
- 1.3 Executive Assistant

2. Basis of Signing Policy:

- 2.1 The basis of the Cheque Signing Policy is to establish a process in which Administration is able to sign cheques and release EFTs (electronic funds transfers) without being accompanied by a Council member signature.

3. Financial Limit:

- 3.1 The financial limit in which Administration only signatures are permitted is \$10,000 or less. There is no limit for the release of the monthly shared costs by EFT.

4. Signing Conditions:

- 4.1 Cheques that have Administration only signatures will be allowed under the following conditions:
 - 4.1.1 When a member of Council is not available to sign.
 - 4.1.2 When a cheque has been approved in a Council meeting but was missed during the signing session.

POLICY: CHEQUE SIGNING POLICY

- 4.1.3 In the event of a manual cheque being necessary, all authorized back-up paperwork (email, fax, etc.) from a member of Council, must accompany an Administration only signed cheque.
- 4.1.4 All Administrative signed cheques to be recorded and reported at next Council meeting.

Summer Village of Sunbreaker Cove

July 11, 2022

Council and Legislation

Request for Decision

Agenda Item: *Subdivision Authority Bylaw*

Background:

During a Municipal Accountability Program Review (MAP), Municipal Affairs identified legislative gaps that needed to be addressed.

It was noted that the Subdivision Authority Bylaw appoints Council as the Subdivision Authority which makes the members of Council ineligible to sit on the Subdivision and Development Appeal Board. The bylaw was tabled at the June Council meeting.

Council will need to appoint Municipal Planning Services (MPS) as the Subdivision Authority for the Summer Village of Sunbreaker Cove by resolution.

Options for Consideration:

- 1) Council give 1st, 2nd, and 3rd readings to the Subdivision Authority Bylaw #173-22 and appoint MPS as the Subdivision Authority for the Summer Village of Sunbreaker Cove.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 1st reading to By-Law #173-22
- 2) That Council give 2nd reading to By-Law #173-22
- 3) Upon unanimous consent by Council to give 3rd reading at this meeting
- 4) That Council give 3rd reading to By-Law #173-22
- 5) That Council appoint MPS as the Subdivision Authority for the Summer Village of Sunbreaker Cove.

Authorities:

MAP Review

MGA Section 556

**SUMMER VILLAGE OF SUNBREAKER COVE
SUBDIVISION AUTHORITY
BY- LAW #173-22**

BEING A BYLAW OF SUMMER VILLAGE OF SUNBREAKER COVE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE SUBDIVISION AUTHORITY OF SUMMER VILLAGE OF SUNBREAKER COVE.

WHEREAS pursuant to Part 17 of the *Municipal Government Act*, RSA 2000, c. M-26, the purpose of Part 17 is to provide a means whereby plans and related matters may be prepared and adopted to achieve orderly, economical, and beneficial development, use of land and patterns of human settlement;

AND WHEREAS pursuant to section 623 of the *Municipal Government Act*, RSA 2000, c. M-26, council must by bylaw establish a subdivision authority to exercise subdivision powers and duties on behalf of the municipality;

AND WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c. M-26, a subdivision authority may include one or more of all members of council, a designated officer, a municipal planning commission and any other person or organization;

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

1. Short Title

- 1.1. This Bylaw shall be known as the "Subdivision Authority Bylaw".

2. Definitions

In this Bylaw:

- 2.1. "Act" means the *Municipal Government Act*, RSA 2000, c. M-26, as amended from time to time.
- 2.2. "Council" means the Council of Summer Village of Sunbreaker Cove.
- 2.3. "Land Use Bylaw" means Summer Village of Sunbreaker Cove Bylaw, as amended, repealed, or replaced from time to time.
- 2.4. "Municipal Government Board" means the Board established pursuant to section 486 of the Act.
- 2.5. "Subdivision and Development Appeal Board" means the Board established to hear subdivision and development appeals pursuant to section 627 of the Act.
- 2.6. "Subdivision Authority" means the Subdivision Authority established pursuant to this Bylaw.

3. Establishment of Subdivision Authority

- 3.1. The Subdivision Authority of Summer Village of Sunbreaker Cove is hereby established.
- 3.2. The Subdivision Authority shall consist of one person or organization appointed by resolution of Council.

- 3.3. If the appointed person or organization is unable or unwilling to exercise subdivision powers and duties on behalf of Summer Village of Sunbreaker Cove, Council shall appoint another person or organization by resolution.
- 3.4. Council may remove the person or organization from the position of Subdivision Authority by resolution at any time.

4. Term of Office

- 4.1. Subject to Section 3.4 of this Bylaw, the Subdivision Authority shall be appointed by Council for a term of year years and may be reappointed upon the expiry of the term.

5. Fees

- 5.1. The fees to be charged by the Subdivision Authority in connection with any steps involved in the subdivision of land are set out in Schedule "A".

6. Powers and Duties

- 6.1. The Subdivision Authority is authorized to exercise subdivision powers and duties on behalf of Summer Village of Sunbreaker Cove in accordance with the Act, its regulations and the Land Use Bylaw.
- 6.2. The Subdivision Authority may delegate any of its responsibilities, except the authority to refuse or approve subdivisions, with or without conditions, to another person or organization.
- 6.3. The Subdivision Authority is not required to hold a hearing in considering an application for subdivision.
- 6.4. The Subdivision Authority shall maintain a record of all applications it receives and all decisions it makes, copies of which shall be available to the Chief Administrative Officer of Summer Village of Sunbreaker Cove and Council upon request.
- 6.5. The Subdivision Authority may make rules as are necessary for the conduct of its business that are consistent with the Act, its regulations, this Bylaw, the Land Use Bylaw, and any other Summer Village of Sunbreaker Cove bylaws.
- 6.6. The Subdivision Authority shall have the authority to sign subdivision decisions.
- 6.7. The Subdivision Authority may, with the written consent of the applicant, communicate electronically with the applicant in accordance with the Act.
- 6.8. The Subdivision Authority may extend the time for endorsement of subdivision plans and the time for registration of subdivision plans in accordance with the Act for an additional one-year period. No additional time extensions shall be allowed.
- 6.19. The Subdivision Authority has the authority to agree that any or all of the land that is to be taken as environmental reserve is instead to be the subject of an environmental reserve

easement for the protection and enhancement of the environment in accordance with the Act.

7. **Repeal**

7.1. This bylaw repeals and replaces Bylaw #111-16.

READ a first time in Council assembled this 11th day of July 2022.

READ a second time in Council assembled this 11th day of July 2022.

READ a third time in Council assembled and passed this 11th day of July 2022.

Teresa Beets, Mayor

Tanner Evans, C.A.O.

SUMMER VILLAGE OF SUNBREAKER COVE
SUBDIVISION AUTHORY
BYLAW #173-22

APPENDIX ‘A’

The endorsement fee is charged for the number of lots to be subdivided.
Reserve lots and public utility lots are exempt from the lot fee.

1-2 lots	\$1,200.00
Per lot thereafter	\$ 225.00

Summer Village of Sunbreaker Cove

July 11, 2022

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

Joint Services Committee

- Meeting Minutes April 29, 2022
- Meeting Minutes May 12, 2022

Information Items:

Upcoming Meetings:

Next Council Meeting – September 12, 2022



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JUNE 8, 2022 – 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.

On May 11, 2022, the Library was closed to allow the staff to attend the Marigold Conference in Calgary.

The Sylvan Lake Municipal Library was chosen as part of a virtual tour of Alberta's public libraries. The Alberta Library Profile written by Jessie Bach is included at the end of these highlights.

Onsite delivery to the Sylvan Lake Lodge and Bethany resumed in April after a long break due to the health pandemic. Every second Tuesday, one of the programmers takes a supply of reading materials and movies for the residents to enjoy.

Friends of the Sylvan Lake Library (FOSLL) have a book sale planned on the weekend of August 19-21, 2022. This sale is by donation and will take place at the library.

Over the course of the winter some sections of the flooring began to lift which caused a safety hazard.

From June 12th to the 26th the library will be closed while the flooring is replaced. Curb side pick-up will be available for any items placed on hold and any events planned virtually, outside, or offsite will go forward.

Parkland Regional Library reached out to Andrea Newland (Library Director) to be interviewed by CBC Edmonton; they are doing a series on various libraries in the Parkland regional system. The link to listen to the interview is: <https://www.cbc.ca/listen/live-radio/1-17-edmonton-am/clip/15917918-recommended-reads-sylvan-lake-municipal-library>

3. New Items

The Sylvan Lake Library tote bags have arrived and can be purchased for \$5.00 each.

The Pub Quiz Trivia nights are still active with June taking place at Lodge 43 and the summer months moving to Second Wind Brewery.



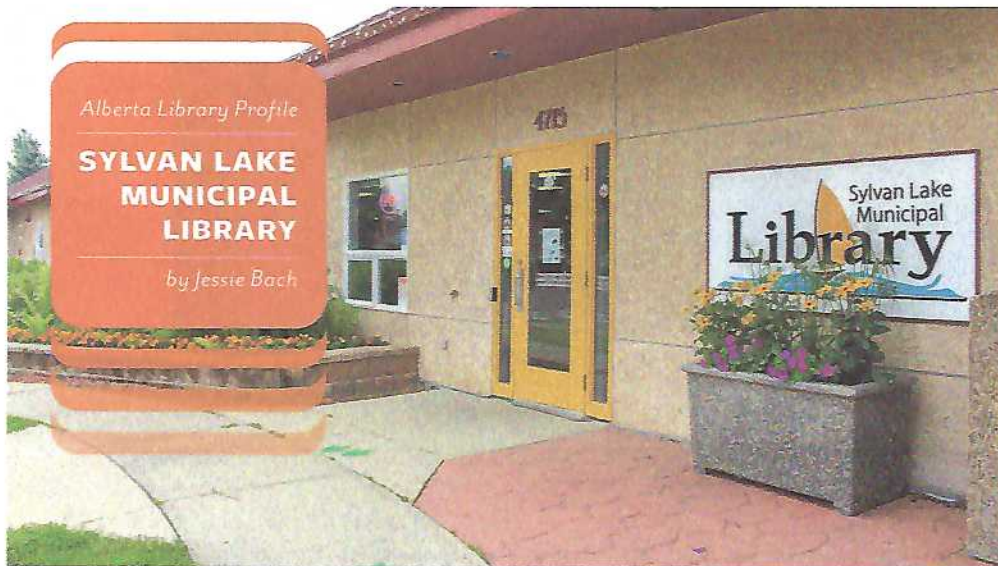
4. Policy

Work continues with sub-committees to update and review policies on an ongoing basis.

The audited financial statements will be reviewed at the next meeting in July via Zoom.

Meeting adjourned at 7:10pm.

Next Regular Meeting – July 7, 2022, at 6:30pm.



ALBERTA LIBRARY PROFILE: SYLVAN LAKE MUNICIPAL LIBRARY

by Jessie Bach

This month, our virtual tour of Alberta's public libraries takes us to the central Alberta [town of Sylvan Lake](#) and the [Sylvan Lake Municipal Library](#). In my conversation with Library Director Andrea Newland, she describes a busy community hub where noise, play, and a little bit of chaos are all part of the daily routine and supporting the needs of the community—by providing a Little Free Pantry, hosting job fairs, and sharing Story Time via Zoom—is a top priority.

"If anyone is looking for a place to feel welcomed and included, you need to visit the Sylvan Lake Municipal Library." —Andrea Newland, Library Director

About the town:

The town of Sylvan Lake is home to approximately 15,000 people, and the population is a blend of summer visitors and permanent residents. On average, over 760,000 visit the lakeside community every summer. As Andrea Newland points out, "summers are busy! [Sylvan Lake has] lots of restaurants and even more patios."



Inside the Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

About the library:

The Sylvan Lake Municipal Library serves the people of Sylvan Lake, as well as many residents in Red Deer County and the five Summer Villages around the lake.

The library building is an accessible, bright, and inviting place. There is lots of natural light and comfortable space to hang out in. It is a community hub.

About the Library Director:

Andrea Newland has been working in libraries for over twenty years and has held the position of Director at the Sylvan Lake Library for about two and a half years. When she took on the gig in 2019, she told the [Sylvan Lake News](#) that she was "hoping to make new partnerships and relationships within the community," and "to continue to foster the positive, friendly and safe atmosphere the library has in the community." Two years later, she's doing just that!

JB: What's a typical day like at the Sylvan Lake Library?



Andrea Newland, Library Director at Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

AN: There is no such thing! The phone usually starts ringing before we're even open. Students come in to write exams, story time is held, babies cry, toddlers run, and parents chase after them. Our patrons tell us how glad they are to see us and wish us good health. After school, kids arrive and rush to the computers to play Roblox. We register people for programs, answer lots and lots of questions, sign up new members, laugh, and reassure parents that it's okay that their kids are noisy. To us, noise is life and community.

JB: What do you love most about your job?

Q-1,2,3
AN: It doesn't matter how well I plan; every day is very unpredictable. As a person who gets bored easily, this is perfect! Plus, I feel at home every time I walk through the door. I also love the fact that I have so much freedom to be creative in my role. Of course, I do the required administrative duties such as budgeting, HR, etc., but I also have the luxury of getting to design new shelving and re-create our space as needed.

JB: What is the biggest challenge you face at your library?

AN: I was barely here six months when COVID hit. I have yet to experience a "normal year" at the Sylvan Lake library. My biggest challenge has been keeping staff in good spirits, motivated, and mentally healthy during the past two years. With so much uncertainty, remaining positive and being a strong leader has been extremely taxing. I would like to believe that this challenge is almost behind us and we can begin to move forward and execute our Plan of Service.

JB: When the COVID-19 pandemic hit, how did it change how your library delivers service?

AN: We changed every single way we deliver service. Every "comfort zone" was pushed to the limit and the staff rose above these challenges. Staff who were camera shy suddenly found themselves offering story times via Zoom or programs recorded for later viewing on Facebook. We spent a lot of time answering phone calls, mailing out library materials, and doing curbside pickup. We had people from across Canada and the United States attend our virtual programs—reaching people we would never have reached if the pandemic hadn't happened. We have now settled into a blend of virtual and in-person services, and I don't see that changing for the foreseeable future.

JB: Lots of libraries host Little Free Libraries, but I love that your library hosts a Little Free Pantry! How did you identify the need for this resource, and go about putting it into action?



The Little Free Pantry at Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

AN: The [Little Free Pantry](#) has been running in the library since September 2016. It was a passion project by our Assistant Director, Jeri Wolf, and staff who had noticed a rise in hungry children coming into the library and asking if we had any food. As Jeri commented early in the program's infancy, "any time that money becomes an issue and people begin losing jobs—we get busier because we are an inexpensive deal. You can use free internet here; you can get help with your resume—this was just one more way to give back to the community."

Since its inception, the Little Free Pantry has grown in space and scope—we added a refrigerator last year so that perishable and frozen items could be added to the pantry. We have been blessed by a very supportive community that rises to the challenge every time we ask for donations of food or funds.

G-1,2,3

JB: Your library offers some great programs in partnership with local organizations. How do you form partnerships like this? What can other local organizations gain from working with the library, and vice versa?

AN: Collaborations with other community groups and organizations are what allow us to be so diverse and flexible in our programs. This year several groups reached out to us, either to make use of our space or to invite us into theirs. We were contacted by Trish Proctor with [Powering Trades: a Manpower Program](#) about hosting a [Job Fair at the library](#). We jumped at the opportunity, as our community has been affected by job losses and economic downturn. The program went well, and they have asked to return in June for another event. Collaborations like these allow us to bring new opportunities and experiences to our community and broaden the reach of organizations that some people might never have heard of.

JB: What other exciting programs, opportunities or initiatives are on offer at the Sylvan Lake Library?

AN: We are excited to bring back our [Film Society](#) this month with our local Landmark Cinemas. We're showing [Wildhood](#) in March and [Learn to Swim](#) in April. Our community received the news of the program's return with much excitement!

We have a virtual session coming up with Telus Spark and the [Yamnuska Wolfdog Sanctuary](#) that we've arranged for a local elementary school. They will learn about the differences between wolfdogs and wolves, diet, senses, behaviours, and more.

Throughout April we are hosting a [Poetry Art Exhibit](#). Participants will work on their art in the library Friday afternoons in March and display their artwork throughout the library for the entirety of [Poetry Month](#).

With the return to in-person programs for all ages, we have lots of activities coming up in the next few months, from in-house art programs to [Red Hot Science](#), to [Paint Nights](#), and more!

JB: Anything else you'd like to add or share about the Sylvan Lake Library or your experience as the Director?

AN: It has been an overwhelmingly wonderful experience so far. Even during a pandemic, the dedication of the staff, the Board, and the community has been incredible. I have never worked among so many innovative and creative people in my life. If anyone is looking for a place to feel welcomed and included, you need to visit the Sylvan Lake Municipal Library.



Inside the Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

JB: I'd like to extend a big thank you to Andrea for answering my questions about what's going on at the Sylvan Lake Municipal Library!



Beyond the Stacks is a column about libraries in Alberta and the useful and necessary services they provide.



Jessie Bach grew up on a family farm in Southern Alberta, and is a life-long library user and book lover. She has a degree in history from the University of Saskatchewan, and a Master of Library and Information Studies from Dalhousie University. Jessie has worked in archives, academic libraries, corporate records management, and now public libraries. Her current role is Bibliographic Services Manager at [Marigold Library System](#) where she manages the team that does acquisitions, cataloguing and processing of library material for Marigold's thirty-six member libraries. She currently lives in Calgary with her partner and, in true librarian fashion, four cats. Jessie likes to read (of course), knit, consume way too many true crime podcasts, and lift weights in the gym.

Feature image credit: Photo of Sylvan Lake Municipal Library provided courtesy of Andrea Newland, Library Director.

Joint Service Committee
Regular Meeting Minutes
April 29, 2022

G-1,2,3

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe (joined at 1:08)
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER

The Meeting was called to order at 1:02 p.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-22-12

MOVED by Jim Wilmon that the agenda be adopted as presented.

CARRIED

ADOPTION OF MINUTES

JSC-22-13

MOVED by Jon Jonston to adopt the Regular Meeting Minutes of February 28 as presented.

CARRIED

INFORMATION ITEMS

1) 1st Quarter Shared Costs Update

JSC-22-14

Moved by Jim Wilmon to accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

- 1) Level of Service Agreement
- 2) Procedural Bylaw
- 3) Procurement Policy

JSC-22-15

MOVED by Chair Dufresne that the JSC move to a closed session at 1:17p.m.

CARRIED

JSC returned from a closed session at 3:45 p.m. The following motions were made by the Chair:

Joint Service Committee
Regular Meeting Minutes
April 29, 2022

G-1,2,3

JSC-22-16

Edits to be made to the level of service presentation:

- Page 16 header should read "budgeting process"
- Page 17 should have guidance for Council to manage capital planning decision
- Page 19 clarify 10 regular Council meetings
- Page 22 Public Works Coordinator should actively participate on various boards

JSC-22-17

Direction to move forward with Procedural Bylaw with the following edits:

- Remove definition for open microphone
- Spelling error in section 64
- Ensure closed session section is up to date with latest MGA requirements
- Section 159 regarding a 6-year limit for Council to be removed
- Add definition for resident

JSC-22-18

Administration to move forward with a procurement policy in 2023, with the following amendments:

- Spending ranges should not overlap and should correspond with actual policy
- New section for code of conduct for Administration
- Remove any claims having to do with supporting local contractors

CARRIED

ROUND TABLE

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

ADJOURNMENT

JSC-22-19

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 3:58 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

Joint Service Committee
Regular Meeting Minutes
May 12, 2022

G-1,2,3

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans
RCMP Sgt. Stephanie Lesyk
RCMP Detachment Commander Jay Peden

CALL TO ORDER

The Meeting was called to order at 12:04 p.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-22-20

MOVED by Julie Maplethorpe that the agenda be adopted as presented.

CARRIED

DISCUSSION ITEMS

- 1) RCMP Discussion
- 2) Road Matrix
- 3) Summer Village Elected Officials Meet & Greet
- 4) Remuneration Comparison

Discussion with RCMP took place including level of service expectations, current goals, crime prevention, crime C.A.P.T.U.R.E. program, information sharing and reporting.

JSC-22-21

MOVED by Chair Dufresne that the JSC move to a closed session at 1:15 p.m.

CARRIED

JSC returned from a closed session at 2:30 p.m. The following motions were made by the Chair:

JSC-22-22

Administration to send out an email blast with a summary of the discussion between JSC and RCMP.

JSC-22-23

Administration to obtain Road Matrix pricing for each village should some decide to proceed and others not.

JSC-22-24

The JSC does not support moving forward with an elected officials meet & greet.

CARRIED

ROUND TABLE

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

ADJOURNMENT

JSC-22-25

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 2:48 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO