

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
JULY 17, 2023 @ 8:30 A.M.
COUNCIL MEETING TO FOLLOW ORGANIZATIONAL MEETING
PUBLIC HEARING @ 10:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, May 29, 2023
 - Special Meeting Minutes, July 5, 2023
 - Municipal Planning Commission, July 10, 2023

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Council & Legislation

- a) Alberta Municipalities' Convention
- b) Bentley Parade

2) Planning & Development

- a) Encroachment Agreement Fee Request
- b) Tourist Home Request
- c) Municipal Development Plan

F. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

- a) Mayor Willmon
- b) Deputy Mayor Kimball
- c) Councillor Beets

2) Committee Reports

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

3) Upcoming Meetings

- a) Council Meeting – September 11, 2023

G. ADJOURNMENT

Summer Village of Sunbreaker Cove
Regular Meeting Minutes
May 29, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held May 29, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Jim Willmon
	Deputy Mayor:	Keith Kimball
	Councillor:	Teresa Beets
	CAO:	Tanner Evans
	Public Works Manager:	Owen Olynyk
	Development Officer:	Kara Hubbard
	Recording Secretary:	Teri Musseau

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

AGENDA APPROVAL

SBC-23-095 MOVED by Deputy Mayor Kimball that the agenda be adopted as amended:

G.1. Newsletter
F.1.D. Governance Workshop

CARRIED

CONFIRMATION OF MINUTES

SBC-23-096 MOVED by Councillor Beets that the minutes of the Regular Meeting of Council held on April 17, 2023, be approved as presented.

CARRIED

SBC-23-097 MOVED by Deputy Mayor Kimball that the minutes of the Municipal Planning Commission meeting held on May 15, 2023, be approved as presented.

CARRIED

INFORMATION ITEMS

1) Accounts Payable Report
2) Public Works Report
3) Development Update
4) CAO Report

SBC-23-098 MOVED by Mayor Willmon that Council accept the information items as presented.

CARRIED

TABLED ITEMS

PLANNING & DEVELOPMENT

Bylaw #187-23 Municipal Development Plan
SBC-23-099 MOVED by Deputy Mayor Kimball that Council give 1st reading to the Municipal Development Plan Bylaw #187-23 and that Council schedule a public hearing for the Municipal Development Plan at their June Council meeting.

CARRIED

REQUESTS FOR DECISION

COUNCIL & LEGISLATION

SBC-23-100 Association of Summer Villages of Alberta Conference
MOVED by Councillor Beets that Mayor Willmon and Deputy Mayor Kimball attend the Association of Summer Villages of Alberta Conference October 19th & 20th at the Royal Hotel West in Edmonton.
CARRIED

SBC-23-101 Association of Summer Villages of Alberta Silent Auction
MOVED by Mayor Willmon that Council accept the Association of Summer Villages of Alberta request for a Silent Auction donation as information.
CARRIED

Council break at 10:33 a.m.

Council reconvened at 11:02 a.m.

Bylaw #183-23 Burning and Fire Pit Bylaw
SBC-23-102 MOVED by Mayor Willmon that Council give 1st reading to the Burning and Fire Pit Bylaw #183-23 as amended.
CARRIED

SBC-23-103 MOVED by Deputy Mayor Kimball that Council give 2nd reading to the Burning and Fire Pit Bylaw #183-23 as amended.
CARRIED

SBC-23-104 MOVED by Councillor Beets that Council by unanimous consent give 3rd reading to the Burning and Fire Pit Bylaw #183-23 at this meeting as amended.
CARRIED UNANIMOUSLY

SBC-23-105 MOVED by Mayor Willmon that Council give 3rd and final reading to the Burning and Fire Pit Bylaw #183-23 as amended.
CARRIED

SBC-23-106 Governance Workshop
MOVED by Deputy Mayor Kimball that Mayor Willmon and Councillor Beets attend the Governance Workshop hosted by Lacombe County on June 6, 2023.
CARRIED

PUBLIC WORKS

SBC-23-107 Admin Building Improvements Capital Project Amendment
MOVED by Mayor Willmon that Council authorize the spending of MSI funds for the Administration Building Improvements capital project and amend the MSI grant application amount by \$2,322.00.
CARRIED

SBC-23-108 Fleet Replacement Policy
MOVED by Deputy Mayor Kimball that Council approve the Fleet Replacement Policy as presented.
CARRIED

COUNCIL REPORTS

- Mayor Willmon
- Sylvan Lake Regional Water & Wastewater Commission
 - Joint Services Committee
- Deputy Mayor Kimball
- No reports
- Councillor Beets
- No reports

COMMITTEE REPORTS

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

SBC-23-109 MOVED by Deputy Mayor Kimball that Council accept the Council and Committee Reports as presented.
CARRIED

NEXT MEETING

SBC-23-110 MOVED by Mayor Willmon that the next meeting of Council be held on July 17, 2023, at 8:30 a.m.
CARRIED

ADJOURNMENT

SBC-23-111 MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 12:21 p.m.
CARRIED

JIM WILLMON, MAYOR

TANNER EVANS, CAO

Summer Village of Sunbreaker Cove
Special Meeting Minutes
July 4, 2023

Minutes of a Special Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held July 4, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

PRESENT Mayor: Jim Willmon via zoom
Deputy Mayor: Keith Kimball
Councillor: Teresa Beets
CAO: Tanner Evans
Recording Secretary: Teri Musseau

CALL TO ORDER The meeting was called to order at 1:55 p.m. by Mayor Willmon.

AGENDA APPROVAL

SBC-23-112 MOVED by Councillor Beets that the agenda be adopted as amended:

Move D(a) Closed Session before C(a) ICF
CARRIED

CLOSED SESSION

SBC-23-113 MOVED by Mayor Willmon that Council move to a closed session to seek advice from officials as per FOIP Section 24, at 1:56 p.m.
CARRIED

SBC-23-114 MOVED by Mayor Willmon that Council return to an open meeting at 3:34 p.m.
CARRIED

SBC-23-115 MOVED by Mayor Willmon that Council award the drainage tender to Tar-ific Construction for the drainage work on Larch Road.
CARRIED

COUNCIL & LEGISLATIVE

SBC-23-116 Intermunicipal Collaboration Framework Terms of Reference
MOVED by Councillor Beets that Council accept the Intermunicipal Collaboration Framework Terms of Reference as presented.
CARRIED

ADJOURNMENT

SBC-23-117 MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 3:40 p.m.
CARRIED

JIM WILLMON, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held July 10, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Keith Kimball
Member-at-Large: Debbie Ricalton via Zoom
Member-at-Large: Fred Barham via Zoom
Development Officer: Kara Hubbard
Recording Secretary: Teri Musseau
Applicant(s): Colette Gilbert via Zoom

CALL TO ORDER: Chair Kimball called the meeting to order at 9:01 a.m.

AGENDA:

MPC-23-007 Moved by Debbie Ricalton to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION

1. 685 Fox Crescent - Renewal

Application for 685 Fox Crescent (Lot 5, Block 3, Plan 1823MC) requesting a development permit to operate a tourist home.

2. 1126 Breakers Way - Renewal

Application for 1126 Breakers Way (Lot 6, Block 6, Plan 4146RS) requesting a development permit to operate a tourist home.

3. 1323 Birch Road - Renewal

Application for 1323 Birch Road (Lot 15, Block 9, Plan 5969MC) requesting a development permit to operate a tourist home.

Kara Hubbard and applicants left the meeting at 9:15 a.m.

DECISIONS

1. 609 Fox Crescent

MPC-22-008 Moved by Keith Kimball to approve the application for a development permit to operate a tourist home at 609 Fox Crescent with the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.

Initials

- Tourist homes shall be contained within the principle building and therefore garage suits shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for the tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 10.
- 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, a minimum of one stall per bedroom.
- Adjacent landowners to be provided with contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.

CARRIED

2. 1126 Breakers Way

MPC-22-009

Moved by Debbie Ricalton to approve the application for a development permit to operate a tourist home at 1126 Breakers Way with the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suits shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for the tourist home guests.
- The maximum number of people staying overnight in the 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, a minimum of one stall per bedroom.
- Adjacent landowners to be provided with contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.

CARRIED

Initials

3. 1323 Birch Road

MPC-22-010

Moved by Keith Kimball to approve the application for a development permit to operate a tourist home at 1323 Birch Road with the following conditions being met to the satisfaction of the Development Officer:

- The development permit is only valid for 1 year from the date of issuance. A new development application and approval will be required at that time should the application wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suits shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreational vehicle shall be used as accommodation for the tourist home guests.
- The maximum number of people staying overnight in the tourist home shall be 10.
- 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, a minimum of one stall per bedroom.
- Adjacent landowners to be provided with contact information of the tourist home operator(s) to allow neighbours to address any complaints with renters.
- Applicant to provide the Development Officer with a sketch showing egress windows for each bedroom.
- Applicant to provide the Development Officer with proof from Alberta Safety Codes that the deck railing is up to code.
- Applicant to provide the Development Officer with proof the old firepit has been removed from the property.

CARRIED

ADJOURNMENT:

MPC-23-011

Moved by Chair Kimball that the Municipal Planning Commission meeting be adjourned at 9:21 a.m.

CARRIED

KEITH KIMBALL, CHAIR

TANNER EVANS, CAO

Initials



Summer Village of Sunbreaker Cove

Administration and Finance

July 17, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$150,138.51

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

1. Larkaun Homes Ltd	\$ 5,000.00
a. Completions Deposit Refund	
2. Rugged West Maintenance Ltd	\$ 3,012.25
a. Buoy Installation	
b. May 25- Mowing & Trimming	
3. Pidherney's	\$ 3,239.67
a. Leak Investigation	
4. Sylvan Lake Regional Water/Waster Comm.	\$ 5,888.99
a. May Wastewater Services	
b. Governance & Admin Costs	
5. Summer Village of Norglenwold	\$ 10,432.01
a. May 2023 Muni Specific Costs	
b. May 2023 Shared Costs	
6. AB School Foundation Fund	\$ 88,571.07
a. School Funding	
7. Summer Village of Norglenwold	\$ 19,171.79
a. June 2023 Muni Specific Costs	
b. June 2023 Shared Costs	

Council Expense Claims Report:

June 2023

▪ Jim Willmon	\$646.24
▪ Keith Kimball	\$0
▪ Teresa Beets	\$200.00

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.

Date Printed
2023-07-10 9:12 AM

**Summer Village of Sunbreaker Cove
List of Accounts for Approval (Detailed)**
Batch: 2023-00026 to 2023-00038

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1061	2023-05-19	Darwindurnie Consulting Corp.			
202112		242-000-256 - Wastewater Main	Financial Management	1,503.00	
		312-000-260 - GST Paid Refund	GST Tax Code	75.15	1,578.15
1062	2023-05-30	Marny Paul			
MAY152023MPC		261-000-220 - MPC Costs	May 15 MPC Meeting	100.00	100.00
1063	2023-05-31	Go Services Inc.			
15165029		272-000-510 - Parks & Playgrou	Portable Toilet Rental	195.00	
		312-000-260 - GST Paid Refund	GST Tax Code	9.75	204.75
1064	2023-05-31	Larkaun Homes Ltd			
7040		461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
1065	2023-05-31	Roadata Services Ltd			
81441		232-000-250 - Road Maintenanc	Road Permit	16.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.80	16.80
1066	2023-05-31	Rugged West Maintenance Inc.			
1322		272-000-500 - Buoys	Buoy Installation	1,868.80	
		312-000-260 - GST Paid Refund	GST Tax Code	93.45	1,962.25
1327		232-000-200 - Green Space Pro	Mowing & Trimming May 25	1,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	50.00	1,050.00
			Payment Total:		3,012.25
1067	2023-05-31	Triangle Construction Inc.			
1702		232-000-240 - Tree Removal	Tree Assessment Blocks 1	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
1068	2023-06-30	Barricades and Signs Ltd.			
53260		232-000-265 - Sign Program	Street Signs and Posts	2,126.71	
		312-000-260 - GST Paid Refund	GST Tax Code	106.34	2,233.05
1069	2023-06-30	Empringham Disposal Corp			
48378		243-000-200 - Waste Removal C	May 2023 Weekly Collector	1,488.00	
		312-000-260 - GST Paid Refund	GST Tax Code	74.40	1,562.40
1070	2023-06-30	Federation of Canadian			
INV-33991-J6T5		211-303-220 - Mem. FCM	2023/2024 Membership-Rex	117.67	
		312-000-260 - GST Paid Refund	GST Tax Code	5.88	123.55
1071	2023-06-30	Larkaun Homes Ltd			
229018		461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
1072	2023-06-30	Pidherney's			
141110		242-000-256 - Wastewater Main	Leak Investigation	3,085.40	
		312-000-260 - GST Paid Refund	GST Tax Code	154.27	3,239.67
1073	2023-06-30	Red Deer Catholic Regional			
2023-2		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	2,416.85	2,416.85
1074	2023-06-30	Roadata Services Ltd			
81646		232-000-250 - Road Maintenanc	Road Permit	32.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.60	33.60
1075	2023-06-30	Sylvan Lake Regional			
1818		242-000-260 - Useage Fees-WV	May 2023 WW Services	1,647.28	1,647.28

Date Printed
2023-07-10 9:12 AM

Summer Village of Sunbreaker Cove
List of Accounts for Approval (Detailed)
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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1828		242-000-250 - SLR WasteWater	Governance & Admin Costs	4,241.71	4,241.71
			Payment Total:		5,888.99
1076	2023-06-30	Triangle Construction Inc.			
1716		232-000-240 - Tree Removal	June 15 & 19 Tree Remove	850.00	
		312-000-260 - GST Paid Refund	GST Tax Code	42.50	892.50
1077	2023-07-07	Go Services Inc.			
15165703		272-000-510 - Parks & Playgrou	June Monthly Portable Toile	357.50	
		312-000-260 - GST Paid Refund	GST Tax Code	17.88	375.38
1078	2023-07-07	Parkland Regional Library			
230251		274-000-850 - Parkland Region	3rd Quarter Requisition Pay	207.81	
		312-000-260 - GST Paid Refund	GST Tax Code	10.39	218.20
1079	2023-07-07	Rugged West Maintenance Inc.			
1337		232-000-200 - Green Space Pro	June 6 & 20 Mowing & Trim	2,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	100.00	2,100.00
1080	2023-07-07	Wild Rose Assessment Service			
9075		212-400-232 - Assessment Fees	Jul 1 2023- Sept 30/23 Asse	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
			Total Computer Cheque:		31,963.64

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
260	2023-05-31	Summer Villages of Norglenwold			
2023-00074		226-000-200 - Enforcement	ATB MC-CND Tire-Wiper Bl	11.00	
		212-400-220 - Council Mtg Expe	Credit-Office-Over Charge f	-64.50	
		212-400-220 - Council Mtg Expe	Credit-Print-Over Charge fo	-64.50	
		212-400-220 - Council Mtg Expe	Credit-Office-Over Charge f	-70.00	
		212-400-220 - Council Mtg Expe	Credit-Print-Over Charge fo	-70.00	
		261-000-110 - Development Ser	2023 Esri Canada ArcGIS F	166.50	
		226-000-200 - Enforcement	ATB MC-Intercon Messagin	7.00	
		226-000-200 - Enforcement	ATB MC-CND Tire-Velcro-B	5.40	
		226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.60	
		226-000-200 - Enforcement	ATB MC-Mobil 1-Oil Change	20.74	
		232-000-250 - Road Maintenanc	MC-Little Rocks-Gravel -Sin	10.71	
		212-400-220 - Council Mtg Expe	Office Supplies-120 Copies	60.00	
		212-400-220 - Council Mtg Expe	Printing Costs-120 Copies	60.00	
		226-000-200 - Enforcement	ATB MC-Best Buy-Data Tra	4.00	
		226-000-200 - Enforcement	ATB MC-CND Tire-140 W Ir	12.00	90.95
2023-00078		212-100-110 - Salaries	Salaries	8,080.88	
		212-100-130 - Training	Training	0.01	
		212-100-140 - Benefits	Shared Benefits	299.52	
		212-100-210 - Travel & Subsis	T&S	442.77	
		212-100-211 - WCB	WCB	153.33	
		212-100-266 - PW Fleet	Public Works Fleet	38.33	
		212-200-215 - Postage/Freight/C	Postage/Freight	33.84	
		212-200-500 - Printing Costs	Printing Costs	108.34	
		212-200-510 - Office Supplies	Office Supplies	162.58	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	96.48	
		212-300-540 - Utilities	Utilities	179.96	

Date Printed
2023-07-10 9:12 AM

**Summer Village of Sunbreaker Cove
List of Accounts for Approval (Detailed)**
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EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-300-250 - Facility Improvem	Facility Improvements	25.28	
		212-300-255 - Facility Maintenan	Facility Maintenance	297.55	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	174.39	
		212-300-242 - IT Equipment	IT Equipment	86.72	
		212-300-265 - Equipment Mainte	Equipment Maintenance	55.94	
		212-300-270 - Equipment Renta	Equipment Rental	39.20	
		212-300-510 - Other Contingenc	Contingency	65.93	
		212-300-530 - Building Insuranc	Building Insurance	0.01	10,341.06
			Payment Total:		10,432.01
261	2023-06-30	Summer Villages of Norglenwold			
2023-00086		226-000-200 - Enforcement	UFA-May Bylaw Fuel	140.79	
		226-000-200 - Enforcement	ATB MC-Tactical Shirt for By	15.00	
		297-195-840 - Project-Road Ana	Stantec-Pavement Conditi	1,641.12	
		226-000-200 - Enforcement	RD Toyota-Deposit-New By	100.00	
		226-000-200 - Enforcement	Walmart-Rachet Strap-Byla	6.40	
		226-000-200 - Enforcement	CND Tire-Dog Spray	10.40	
		226-000-200 - Enforcement	Intercon Messaging-Bylaw C	7.00	
		261-000-110 - Development Ser	AB Land Titles-47542775	20.00	
		226-000-200 - Enforcement	ATB MC-Showdown-Patch f	10.40	
		226-000-200 - Enforcement	CND Tire-Battery Cable for	4.00	
		226-000-200 - Enforcement	CND Tire-Inverter	32.00	
		226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.60	
		226-000-200 - Enforcement	CND Tire-Lg Battery Cable-	4.00	
		226-000-200 - Enforcement	Amazon-Bylaw Shirt	13.80	2,007.51
2023-00090		212-100-110 - Salaries	Salaries	13,390.43	
		212-100-130 - Training	Training	1,003.91	
		212-100-140 - Benefits	Shared Benefits	299.52	
		212-100-210 - Travel & Subsis	T&S	246.33	
		212-100-211 - WCB	WCB	153.33	
		212-100-266 - PW Fleet	Public Works Fleet	45.98	
		212-200-215 - Postage/Freight/C	Postage/Freight	369.05	
		212-200-500 - Printing Costs	Printing Costs	140.98	
		212-200-510 - Office Supplies	Office Supplies	-12.69	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	112.54	
		212-300-540 - Utilities	Utilities	0.00	
		212-300-250 - Facility Improvem	Facility Improvements	514.21	
		212-300-255 - Facility Maintenan	Facility Maintenance	196.93	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	292.30	
		212-300-242 - IT Equipment	IT Equipment	155.17	
		212-300-265 - Equipment Mainte	Equipment Maintenance	164.42	
		212-300-270 - Equipment Renta	Equipment Rental	39.20	
		212-300-510 - Other Contingenc	Contingency	52.67	
		212-300-530 - Building Insuranc	Building Insurance	0.00	17,164.28
			Payment Total:		19,171.79
			Total EFT:		29,603.80

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3505	2023-06-30	AB School Foundation Fund			

Date Printed
2023-07-10 9:12 AM

Summer Village of Sunbreaker Cove
List of Accounts for Approval (Detailed)
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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
14335		201-100-130 - ASFF-Residential	ASFF School Fund	88,571.07	88,571.07
				Total Other:	88,571.07
				Total MAIN:	150,138.51



Council Expense Claim Form

NAME: Jim WillmonPOSITION: MayorMONTH ENDING: June-2023

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
4/17/23	Regular Council		Mayor	\$ 120.00
4/24/23	Sylvan Lake Regional Wastewater Commission		Mayor	\$ 120.00
4/27/23	Joint Services Committee		Mayor	\$ 120.00
5/29/23	Regular Council		Mayor	\$ 120.00
6/6/23	Gov Workshop -hosted by Lacombe County		Mayor	\$ 120.00
	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.				\$ 600.00

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/17/23	Regular Council		\$0.68	\$ 0.00
4/24/23	Sylvan Lake Regional Wastewater Commission		\$0.68	\$ 0.00
4/27/23	Joint Services Committee		\$0.68	\$ 0.00
5/29/23	Regular Council		\$0.68	\$ 0.00
6/6/23	Gov Workshop -hosted by Lacombe County	68.00	\$0.68	\$ 46.24
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 46.24

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 646.24

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Summer Village of Sunbreaker Cove

Finance

Information Item

Agenda Item: *2nd Quarter Financial Report*

Background:

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

Please be aware that these reports have been prepared prior to fully completing June shared costing.

Options for Consideration:

Detailed 2nd Quarter Financial Report

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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



2023

Second Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council July 17, 2023

2023 Operating Budget to June 30, 2023

The 2023 Operating Budget reflects the costs of the Council approved 2023 Municipal Budget that shows a small decrease of 1.77% from 2022 in Municipal taxation.

Revenue:

Our Return on Investments is currently collecting 4.5% on the bank balance of \$749,631.53 as of June 30, 2023. This has created a significant increase in year to date revenue. Also, due to the recent Bank of Canada Interest Rate increase, this rate has been increased to 5.05% for the foreseeable future.

The MSI Operational of \$17,004 has not yet been received from the Province.

The taxation revenue is short by \$145.69 due to a property being reassessed by Wildrose Assessment Services recently.

The rate rider count is up to 51 properties now paying the \$251.73.

Wastewater utility levy is under budget mainly due to having more seasonal properties than expected and all new connections that are pro rated.

Expenditures

Council and Legislation:

Very minimal Council remunerations, travel, subsistence, and conference expenditures have been used to date.

Council Education Opportunities has \$450 remaining to be utilized on training and education for Council members.

Overall, only 17% of Council and Legislation budget has been used as of June 30, 2023.

Administration:

Administrative overall costs are at 61% mid-year. Computer Software and IT Equipment (Shared Costs) are over budget.

Protective Services:

2023 Policing costs have only been invoiced for the January to March portion of the year. The remaining \$17,370 will be invoiced in April of 2024 as the RCMP do not have the same yearend as we do.

Public Works:

Public Works is currently operating at 30% of their allocated budget and summertime municipal services also mean many expenses to pay for contract grass cutting and

maintenance around the Summer Village. Wastewater useage fees have been invoiced up to May from SLRWW.

Planning and Development:

Planning and Development is currently operating at 10% percent of it's budget. Expenses are mainly for Municipal Planning Commission and Development Services expenses.

Recreation:

Parks and Recreation is operating at 32% of their allocated budget,with the Regatta expenses still to come in.

Environment:

Red Deer River Watershed has been paid and their allocation is now 100% utilized.

In Conclusion:

Overall, the Summer Village of Sunbreaker Cove is operating at approximately 43% of their 2023 Operational Budget on June 30, 2023 and is on track to be within budget for yearend.

2023 Capital Budget to June 30, 2023

Revenue:

An MSI grant has been applied for the Administrative Building Improvements for \$13,873 of \$77,000 in a shared application with the other 4 Municipalities (not approved yet).

A CCBF grant was applied for the Road Analysis in the amount of \$8,388, also in a shared application with the other 4 Municipalities. This grant application has currently been denied due to insufficient Asset Management software.

No further grants have been applied for in 2023 at this time.

Expenditures:

The Rip Rap Project has spent \$8,170 and the Larch Road Drainage Project, \$4,482.50 to date and the Administrative Building Improvements has spent \$1,342.84.

Overall, \$13,995.34 has been spent in the 2023 Capital Budget as of June 20, 2023.

Alberta School Foundation Budget to June 30, 2023

Currently, the 2023 mill rates and requisitioned amounts have not been finalized through the required legislative process yet. In accordance with section 162(4) of the Education Act, if a municipality has not received the requisition by this date, the requisition will be based on the prior year amounts. As such the June 2023 invoices are still based on the 2022 requisitions.

A Provincial Education property tax comparison report is attached for further information.

ATB Bank Balance to June 30, 2023 - \$749,631.53

Debenture #1 remaining \$235,581.48

Debenture #2 remaining \$243,739.73

Surplus and Reserve Balances to June 30, 2023

• Accumulated Surplus	5,273.51
• Completions Deposits	69,500.00
• Deferred Revenue (Grants)	94,349.28
• JSC IT Reserve	0.00
• JSC Fleet Replacement Reserve	2,367.09
• Reserves Wastewater	75,889.34
• Reserves General Operating	215,000.00
• Mill Rate Stabilization	25,000.00
• Reserves Environmental	0.00
• Reserves Roads	278,610.75
• Reserve Land Improvement	131,600.00
• Reserve Infrastructure	50,240.00
• Reserve OP – Long Term	687,868.53

2023 Assessment Growth and Summary Reports

The Summer Village of Sunbreaker Cove had a 5.9% Assessment increase from last year (reports from Wild Rose Assessment Services are attached).

MSI Report

All year's MSI allocations with the exception of the 2023 (\$56,099) have been received. The ongoing Larch Road Drainage project for \$85,000 has spent \$70,515 to date and \$14,485 remains to be spent. The additional \$41,485 is in pre-tendering by the Public Works department and has not been applied for to amend this project to the full \$112,000 that was budgeted for. MSI funding (Report attached).

Reminder: MSI ends in 2023 and will be replaced with the Local Government Fiscal Framework (LGFF) beginning in 2024. Sunbreaker Cove will still be able to access their 2023 allocation under the LGFF if necessary however, municipalities will not be able to submit any MSI capital project amendments after December 31, 2023.

CCBF Report

CCBF Funding for 2021, 2022 & 2023 have not been fully received to date due. This amounts to \$26,199 being accessible to the Summer Village of Sunbreaker Cove for the Road Analysis of \$8,388.

Property Taxes

The 2023 Property Tax and Assessment notices were mailed out on May 22nd and are due and payable on or before July 31st. Sunbreaker Cove currently has no properties registered with Alberta Land Titles for tax arrears.

Utility Notices

The 2023 Utility Notices were also mailed out on May 22nd and are due and payable on or before July 31st.

Report Date
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Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending June 30, 2023

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	Budget	2022 YTD	Remaining	Var %
Revenue				
101-000-110 - Taxation	359,438.99	359,293.30	(145.69)	0.04-
101-000-120 - Garbage Levy	33,836.00	33,750.00	(86.00)	0.25-
101-000-510 - Taxes Penalties & Cos	5,300.00	5,346.23	46.23	0.87
112-000-410 - Sale of Services & Su	66.93	325.00	258.07	385.58
112-000-540 - Interest Charges		157.85	157.85	
112-000-550 - Return on Investments	5,000.00	15,377.02	10,377.02	207.54
112-000-570 - Other Revenue		30.33	30.33	
112-000-740 - MSI Operational	17,004.00		(17,004.00)	100.00-
112-000-840 - Grant Lacombe	549.78	576.00	26.22	4.77
112-171-840 - Annual Wastewater Rate Rider	23,159.00	12,838.23	(10,320.77)	44.56-
112-172-840 - Wastewater Utility Levy	57,600.00	54,720.00	(2,880.00)	5.00-
161-000-410 - Compliance Certifica	200.00	300.00	100.00	50.00
161-000-510 - Inspection Fees	1,507.00	2,204.62	697.62	46.29
161-000-520 - Development Permits/Appeal Fees	7,000.00	2,484.80	(4,515.20)	64.50-
161-000-590 - Encroachment Fees	850.00	650.00	(200.00)	23.53-
Total Revenue:	511,511.70	488,053.38	(23,458.32)	4.59-
Expenditures				
Council and Legislation				
211-101-150 - Mayor Remuneration	7,000.00	1,160.00	5,840.00	83.43
211-101-210 - Mayor Trav & Sub	2,500.00	248.88	2,251.12	90.04
211-102-150 - Deputy Mayor Renumera	4,000.00		4,000.00	100.00
211-102-210 - D. Mayor Trav & Sub	1,500.00		1,500.00	100.00
211-103-150 - Councillor Remunerati	2,000.00	400.00	1,600.00	80.00
211-103-210 - Councillor Trav & Sub	1,000.00		1,000.00	100.00
211-201-212 - Alberta Summer Village Association	1,800.00		1,800.00	100.00
211-202-212 - Alberta Urban Municipalities Association	600.00		600.00	100.00
211-203-212 - Council Education Opportunity	450.00		450.00	100.00
211-301-220 - Mem. ABmunis	1,007.76	963.31	44.45	4.41
211-302-220 - Mem. ASVA	1,034.28	975.00	59.28	5.73
211-303-220 - Mem. FCM	175.51	117.67	57.84	32.96
211-304-220 - Mayors and Reeves Mem	116.63	150.00	(33.37)	28.61-
Total Council and Legislation:	23,184.18	4,014.86	19,169.32	82.68
Administration				
212-100-110 - Salaries	97,472.00	39,884.53	57,587.47	59.08
212-100-130 - Training	1,826.00	1,298.80	527.20	28.87
212-100-140 - Benefits	3,377.00	1,368.59	2,008.41	59.47
212-100-210 - Travel & Subsistence	2,191.00	501.67	1,689.33	77.10
212-100-211 - WCB	1,395.00	217.22	1,177.78	84.43
212-100-266 - PW Fleet	730.00	360.37	369.63	50.63
212-200-215 - Postage/Freight/Couri	1,100.00	214.61	885.39	80.49
212-200-500 - Printing Costs	1,002.00	563.61	438.39	43.75
212-200-510 - Office Supplies	1,826.00	634.28	1,191.72	65.26
212-300-217 - Phone/Fax/Internet	913.00	400.14	512.86	56.17
212-300-240 - Computer Software/Mtn	2,738.00	3,309.30	(571.30)	20.87-
212-300-242 - IT Equipment	455.00	584.63	(129.63)	28.49-
212-300-250 - Facility Improvements	1,826.00	25.28	1,800.72	98.62
212-300-255 - Facility Maintenance	3,881.00	1,232.27	2,648.73	68.25
212-300-265 - Equipment Maintenance	274.00	87.15	186.85	68.19
212-300-270 - Equipment Rental	730.00	196.00	534.00	73.15

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Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending June 30, 2023

Page 2

	Budget	2022 YTD	Remaining	Var %
212-300-510 - Other Contingency	91.00	108.13	(17.13)	18.82-
212-300-530 - Building Insurance	548.00	337.91	210.09	38.34
212-300-540 - Utilities	1,643.00	1,364.05	278.95	16.98
212-400-220 - Council Mtg Expenses	1,500.00	389.00	1,111.00	74.07
212-400-221 - Fees and Charges	700.00	217.95	482.05	68.86
212-400-222 - Advertising	500.00		500.00	100.00
212-400-230 - Legal Fees	4,500.00		4,500.00	100.00
212-400-231 - Audit Fees	7,500.00	4,698.91	2,801.09	37.35
212-400-232 - Assessment Fees	7,400.00	3,900.00	3,500.00	47.30
212-400-275 - Municipal Insurance	4,382.25	3,748.00	634.25	14.47
212-400-910 - Tax Changes	106.08		106.08	100.00
212-400-920 - Infrastructure Reserve	50,240.00	50,240.00		
212-400-930 - Fleet Replacement Reserve	1,000.00	1,000.00		
212-400-940 - Operating Contingency	15,000.00	15,000.00		
Total Administration:	216,846.33	131,882.40	84,963.93	39.18
Protective Services				
223-000-200 - Contracted Fire Service	9,765.70	10,020.41	(254.71)	2.61-
224-000-200 - Emergency Management	2,800.00	2,750.00	50.00	1.79
224-000-201 - Safety Equipment	220.73		220.73	100.00
225-000-200 - Policing Costs	18,180.00	810.00	17,370.00	95.54
226-000-200 - Enforcement	8,000.00	1,983.93	6,016.07	75.20
Total Protective Services:	38,966.43	15,564.34	23,402.09	60.06
Public Works				
232-000-200 - Green Space Program	10,608.00	1,000.00	9,608.00	90.57
232-000-240 - Tree Removal	15,000.00	1,600.00	13,400.00	89.33
232-000-250 - Road Maintenance Program	20,400.00	2,718.71	17,681.29	86.67
232-000-255 - Plowing Program	27,580.00	11,257.50	16,322.50	59.18
232-000-265 - Sign Program	2,220.21	2,126.71	93.50	4.21
232-000-270 - Pathway Program	5,304.00	200.00	5,104.00	96.23
232-000-530 - Ditch & Culvert Progr	2,199.66		2,199.66	100.00
242-000-250 - SLR WasteWater Commis	9,270.00	4,241.71	5,028.29	54.24
242-000-252 - Transfer to Reserves	2,552.00		2,552.00	100.00
242-000-253 - System Debenture Share	28,949.00	7,053.56	21,895.44	75.63
242-000-255 - System Debenture Interest		7,421.00	(7,421.00)	
242-000-256 - Wastewater Maintenance Program	25,000.00	(128.15)	25,128.15	100.51
242-000-260 - Useage Fees-WW Serv Rate Charges	27,893.00	5,989.68	21,903.32	78.53
243-000-200 - Waste Removal Contrac	18,600.00	4,464.00	14,136.00	76.00
243-000-255 - Landfill Costs	15,236.00	14,588.31	647.69	4.25
Total Public Works:	210,811.87	62,533.03	148,278.84	70.34
Planning and Development				
261-000-110 - Development Services	1,000.00	201.50	798.50	79.85
261-000-115 - IDP	1,000.00		1,000.00	100.00
261-000-200 - Planning Projects	500.00		500.00	100.00
261-000-215 - SDAB Costs	600.00		600.00	100.00
261-000-220 - MPC Costs	1,200.00	200.00	1,000.00	83.33
Total Planning and Development:	4,300.00	401.50	3,898.50	90.66

Recreation

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Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending June 30, 2023

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	Budget	2022 YTD	Remaining	Var %
272-000-500 - Buoys	5,388.66	1,868.80	3,519.86	65.32
272-000-510 - Parks & Playgrounds	6,067.86	1,102.50	4,965.36	81.83
272-000-515 - Regatta	3,000.00		3,000.00	100.00
212-403-220 - FCSS Town of Sylvan	2,146.90	2,146.90		
274-000-850 - Parkland Regional Lib	750.00	415.62	334.38	44.58
Total Recreation:	17,353.42	5,533.82	11,819.60	68.11
Environment				
273-101-150 - Red Deer River Waters	49.47	49.47		
Total Environment:	49.47	49.47	0.00	0.00
Total Expenditures:	511,511.70	219,979.42	291,532.28	56.99
Surplus / Deficit	0.00	268,073.96	268,073.96	0.00

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Summer Village of Sunbreaker Cove
Capital Projects Budget
For the Period Ending June 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-195-840 - Project CCBF-Road Analysis	8,388.00		(8,388.00)
197-196-840 - Project Env Res-EOS Stairs	70,000.00		(70,000.00)
197-197-840 - Project WW Res-WWEmergency/Contin Plan	20,000.00		(20,000.00)
197-198-840 - Project Env Res-Rip Rap	15,000.00		(15,000.00)
197-199-840 - Project MSI-Larch Road Drainage	62,000.00		(62,000.00)
197-199-841 - Project CCBF-Larch Road Drainage	15,000.00		(15,000.00)
197-199-842 - Project Road Res-Larch Road Drainage	35,000.00		(35,000.00)
197-200-840 - Project Env Res-DLO Docks	25,000.00		(25,000.00)
197-201-840 - Project WW Res-GIS Implementation	1,800.00		(1,800.00)
197-202-840 - Project MSI-Admin Building Improve	13,873.50		(13,873.50)
Total Revenue:	266,061.50	0.00	(266,061.50)
Expenditures			
297-195-840 - Project-Road Analysis	8,388.00		8,388.00
297-196-840 - Project-EOS Stairs	70,000.00		70,000.00
297-197-840 - Project-WW Emergency/Contingency Plan	20,000.00		20,000.00
297-198-840 - Project-Rip Rap	15,000.00	8,170.00	6,830.00
297-199-840 - Project-Larch Road Drainage	112,000.00	4,482.50	107,517.50
297-200-840 - Project-DLO Docks	25,000.00		25,000.00
297-201-840 - Project-GIS Implementation	1,800.00		1,800.00
297-202-840 - Project-Admin Bldg Improvements	13,873.50	1,342.84	12,530.66
Total Expenditures:	266,061.50	13,995.34	252,066.16
Surplus / Deficit	0.00	(13,995.34)	(13,995.34)

Report Date
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Summer Village of Sunbreaker Cove
ASFF Budget Report
For the Period Ending June 30, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-100-130 - ASFF Residential	357,980.15	358,410.72	430.57
101-102-130 - ASFF Non-Residential	571.44		(571.44)
101-103-130 - DI - Designated Industrial	12.06	12.16	0.10
Total Revenue:	358,563.65	358,422.88	(140.77)
Expenditures			
201-100-130 - ASFF-Residential	357,980.15	181,975.86	176,004.29
201-200-130 - ASFF Non-Residential	571.44		571.44
201-300-130 - DI - Designated Industrial	12.06		12.06
Total Expenditures:	358,563.65	181,975.86	176,587.79
Surplus / Deficit	0.00	176,447.02	176,447.02

2023 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2022	2023	% Change	2022	2023	% Change	2022	2023	% Change
Village of Morrin	\$35,549	\$34,032	-4%	\$3,856	\$3,901	1%	\$39,405	\$37,934	-4%
Village of Munson	\$44,078	\$44,158	0%	\$5,056	\$4,871	-4%	\$49,134	\$49,029	0%
Village of Myrnam	\$38,841	\$37,112	-4%	\$5,217	\$5,079	-3%	\$44,057	\$42,191	-4%
Village of Nampa	\$62,777	\$60,803	-3%	\$70,735	\$68,113	-4%	\$133,511	\$128,916	-3%
Village of Paradise Valley	\$21,154	\$20,531	-3%	\$5,061	\$4,906	-3%	\$26,215	\$25,437	-3%
Village of Rockyford	\$63,229	\$62,185	-2%	\$22,886	\$23,008	1%	\$86,115	\$85,193	-1%
Village of Rosalind	\$29,609	\$30,101	2%	\$9,844	\$8,983	-9%	\$39,453	\$39,085	-1%
Village of Rosemary	\$69,233	\$67,990	-2%	\$8,229	\$8,093	-2%	\$77,463	\$76,083	-2%
Village of Rycroft	\$93,736	\$90,563	-3%	\$93,629	\$92,181	-2%	\$187,365	\$182,744	-2%
Village of Ryley	\$64,771	\$63,793	-2%	\$42,702	\$42,379	-1%	\$107,473	\$106,173	-1%
Village of Spring Lake	\$323,259	\$347,801	8%	\$10,613	\$11,290	6%	\$333,871	\$359,091	8%
Village of Standard	\$77,333	\$72,653	-6%	\$56,519	\$51,829	-8%	\$133,851	\$124,482	-7%
Village of Stirling	\$261,559	\$256,691	-2%	\$9,605	\$11,494	20%	\$271,165	\$268,185	-1%
Village of Veteran	\$23,395	\$23,192	-1%	\$9,100	\$9,070	0%	\$32,495	\$32,261	-1%
Village of Vilna	\$27,970	\$27,753	-1%	\$7,947	\$7,296	-8%	\$35,917	\$35,049	-2%
Village of Warburg	\$128,228	\$122,725	-4%	\$35,643	\$35,596	0%	\$163,872	\$158,321	-3%
Village of Warner	\$58,945	\$58,862	0%	\$15,832	\$15,810	0%	\$74,777	\$74,671	0%
Village of Waskatenau	\$40,257	\$38,462	-4%	\$6,794	\$6,453	-5%	\$47,051	\$44,915	-5%
Village of Youngstown	\$22,608	\$22,084	-2%	\$6,768	\$7,082	5%	\$29,376	\$29,165	-1%
Summer Village									
Summer Village of Argentia Beach	\$211,812	\$207,923	-2%	\$1,140	\$1,123	-1%	\$212,952	\$209,046	-2%
Summer Village of Betula Beach	\$61,459	\$61,013	-1%	\$202	\$197	-3%	\$61,661	\$61,210	-1%
Summer Village of Birch Cove	\$34,894	\$36,363	4%	\$192	\$187	-3%	\$35,086	\$36,550	4%
Summer Village of Birchcliff	\$459,049	\$466,572	2%	\$7,082	\$7,049	0%	\$466,131	\$473,621	2%
Summer Village of Bondiss	\$161,898	\$168,167	4%	\$2,710	\$2,693	-1%	\$164,608	\$170,860	4%
Summer Village of Bonnyville Beach	\$68,899	\$65,826	-4%	\$649	\$636	-2%	\$69,547	\$66,463	-4%
Summer Village of Burnstick Lake	\$54,461	\$53,213	-2%	\$125	\$122	-2%	\$54,587	\$53,335	-2%
Summer Village of Castle Island	\$33,567	\$35,386	5%	\$59	\$58	-2%	\$33,626	\$35,444	5%
Summer Village of Crystal Springs	\$208,076	\$221,198	6%	\$1,186	\$1,156	-2%	\$209,262	\$222,354	6%
Summer Village of Ghost Lake	\$120,527	\$123,412	2%	\$249	\$244	-2%	\$120,777	\$123,655	2%
Summer Village of Golden Days	\$311,689	\$342,293	10%	\$3,037	\$2,979	-2%	\$314,726	\$345,271	10%
Summer Village of Grandview	\$218,796	\$258,067	18%	\$1,048	\$1,028	-2%	\$219,844	\$259,095	18%
Summer Village of Gull Lake	\$249,454	\$250,392	0%	\$4,428	\$4,384	-1%	\$253,882	\$254,776	0%
Summer Village of Half Moon Bay	\$112,582	\$106,841	-5%	\$150	\$147	-2%	\$112,732	\$106,988	-5%
Summer Village of Horseshoe Bay	\$43,545	\$39,794	-9%	\$667	\$667	0%	\$44,212	\$40,460	-8%
Summer Village of Island Lake	\$290,343	\$295,487	2%	\$2,485	\$2,466	-1%	\$292,828	\$297,953	2%
Summer Village of Island Lake South	\$66,708	\$72,031	8%	\$404	\$396	-2%	\$67,112	\$72,427	8%
Summer Village of Itaska Beach	\$97,823	\$109,828	12%	\$568	\$552	-3%	\$98,392	\$110,380	12%
Summer Village of Jarvis Bay	\$452,547	\$452,831	0%	\$1,361	\$1,331	-2%	\$453,908	\$454,161	0%
Summer Village of Kapasiwin	\$79,097	\$77,548	-2%	\$311	\$307	-1%	\$79,408	\$77,855	-2%
Summer Village of Lakeview	\$45,696	\$43,845	-4%	\$245	\$249	2%	\$45,941	\$44,094	-4%
Summer Village of Larkspur	\$81,404	\$78,940	-3%	\$215	\$213	-1%	\$81,619	\$79,153	-3%
Summer Village of Ma-Me-O Beach	\$259,982	\$263,469	1%	\$7,534	\$7,493	-1%	\$267,516	\$270,961	1%

Requisitions are actuals, subject to revision

Classification: Public

2023 Education Property Tax Requisition Comparison Report

Municipality	Residential / Farm Land Requisition			Non-Residential Requisition			Total Education Requisition		
	2022	2023	% Change	2022	2023	% Change	2022	2023	% Change
Summer Village of Mewatha Beach	\$148,589	\$146,696	-1%	\$831	\$855	3%	\$149,420	\$147,551	-1%
Summer Village of Nakamun Park	\$86,544	\$92,315	7%	\$541	\$526	-3%	\$87,085	\$92,841	7%
Summer Village of Norglenwold	\$543,582	\$569,217	5%	\$2,047	\$2,021	-1%	\$545,630	\$571,238	5%
Summer Village of Norris Beach	\$87,877	\$94,726	8%	\$653	\$649	-1%	\$88,531	\$95,375	8%
Summer Village of Parkland Beach	\$197,279	\$193,165	-2%	\$9,100	\$9,225	1%	\$206,379	\$202,389	-2%
Summer Village of Pelican Narrows	\$148,632	\$151,805	2%	\$1,136	\$1,113	-2%	\$149,768	\$152,918	2%
Summer Village of Point Alison	\$60,725	\$63,262	4%	\$275	\$266	-3%	\$61,000	\$63,528	4%
Summer Village of Poplar Bay	\$231,416	\$246,847	7%	\$1,460	\$1,420	-3%	\$232,876	\$248,266	7%
Summer Village of Rochon Sands	\$161,168	\$156,066	-3%	\$1,574	\$1,536	-2%	\$162,742	\$157,602	-3%
Summer Village of Ross Haven	\$157,865	\$155,676	-1%	\$813	\$793	-2%	\$158,678	\$156,469	-1%
Summer Village of Sandy Beach	\$114,472	\$119,453	4%	\$2,208	\$2,112	-4%	\$116,680	\$121,565	4%
Summer Village of Seba Beach	\$477,518	\$455,495	-5%	\$14,737	\$14,223	-3%	\$492,255	\$469,718	-5%
Summer Village of Silver Beach	\$213,370	\$235,535	10%	\$749	\$723	-4%	\$214,120	\$236,257	10%
Summer Village of Silver Sands	\$139,605	\$144,599	4%	\$3,950	\$3,898	-1%	\$143,555	\$148,497	3%
Summer Village of South Baptiste	\$50,600	\$50,705	0%	\$2,704	\$2,823	4%	\$53,304	\$53,528	0%
Summer Village of South View	\$49,675	\$50,387	1%	\$477	\$466	-2%	\$50,152	\$50,853	1%
Summer Village of Sunbreaker Cove	\$363,366	\$357,659	-2%	\$586	\$571	-2%	\$363,952	\$358,230	-2%
Summer Village of Sundance Beach	\$146,055	\$153,005	5%	\$297	\$295	-1%	\$146,352	\$153,300	5%
Summer Village of Sunrise Beach	\$69,763	\$73,345	5%	\$500	\$499	0%	\$70,263	\$73,843	5%
Summer Village of Sunset Beach	\$89,211	\$88,307	-1%	\$560	\$547	-2%	\$89,771	\$88,855	-1%
Summer Village of Sunset Point	\$178,437	\$196,126	10%	\$670	\$662	-1%	\$179,106	\$196,788	10%
Summer Village of Val Quentin	\$117,650	\$114,209	-3%	\$851	\$838	-2%	\$118,502	\$115,047	-3%
Summer Village of Waiparous	\$87,562	\$91,622	5%	\$162	\$160	-1%	\$87,725	\$91,782	5%
Summer Village of West Baptiste	\$96,596	\$98,589	2%	\$486	\$475	-2%	\$97,082	\$99,065	2%
Summer Village of West Cove	\$148,143	\$144,650	-2%	\$748	\$728	-3%	\$148,891	\$145,378	-2%
Summer Village of Whispering Hills	\$121,739	\$126,493	4%	\$1,046	\$1,033	-1%	\$122,786	\$127,526	4%
Summer Village of White Sands	\$297,887	\$293,946	-1%	\$1,824	\$2,151	18%	\$299,711	\$296,097	-1%
Summer Village of Yellowstone	\$90,483	\$95,352	5%	\$600	\$584	-3%	\$91,083	\$95,936	5%
Improvement District									
Improvement District No. 04 (Waterton)	\$410,378	\$444,591	8%	\$242,641	\$233,312	-4%	\$653,019	\$677,903	4%
Improvement District No. 09 (Banff)	\$319,681	\$279,775	-12%	\$2,673,345	\$2,157,390	-19%	\$2,993,026	\$2,437,166	-19%
Improvement District No. 12 (Jasper National Park)	\$14,956	\$14,940	0%	\$198,501	\$199,178	0%	\$213,457	\$214,118	0%
Improvement District No. 13 (Elk Island)	\$990	\$943	-5%	\$23,910	\$23,343	-2%	\$24,900	\$24,286	-2%
Improvement District No. 24 (Wood Buffalo)	\$6,534	\$6,290	-4%	\$3,918	\$3,832	-2%	\$10,452	\$10,122	-3%
Kananaskis Improvement District	\$167,207	\$161,029	-4%	\$423,830	\$398,650	-6%	\$591,037	\$559,678	-5%
Special Area									
Special Areas Board	\$1,633,021	\$1,600,593	-2%	\$9,687,466	\$8,948,803	-8%	\$11,320,487	\$10,549,396	-7%
Townsite									
Townsite of Redwood Meadows Administration Society	\$457,165	\$480,553	5%	\$0	\$0	0%	\$457,165	\$480,553	5%

Requisitions are actuals, subject to revision

Classification: Public

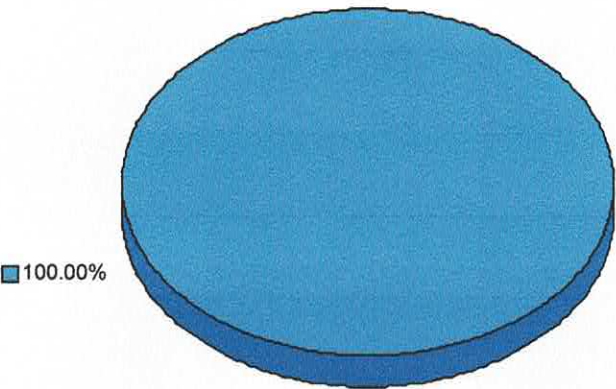
Assessment Code	Tax Status	Grand Totals				
		Previous (2021)	New (2022)	Growth	Inflation	
300 Vacant	T	3,671,530	3,529,000	-426,530	284,000	7.7%
310 Single Family	T	135,200,640	146,337,000	2,462,360	8,674,000	6.4%
903 Municipal Owned - Public Use	E	15,615,090	15,704,000	910	88,000	0.6%
Total:		154,487,260	165,570,000	2,036,740	9,046,000	5.9%

Municipal Assessment

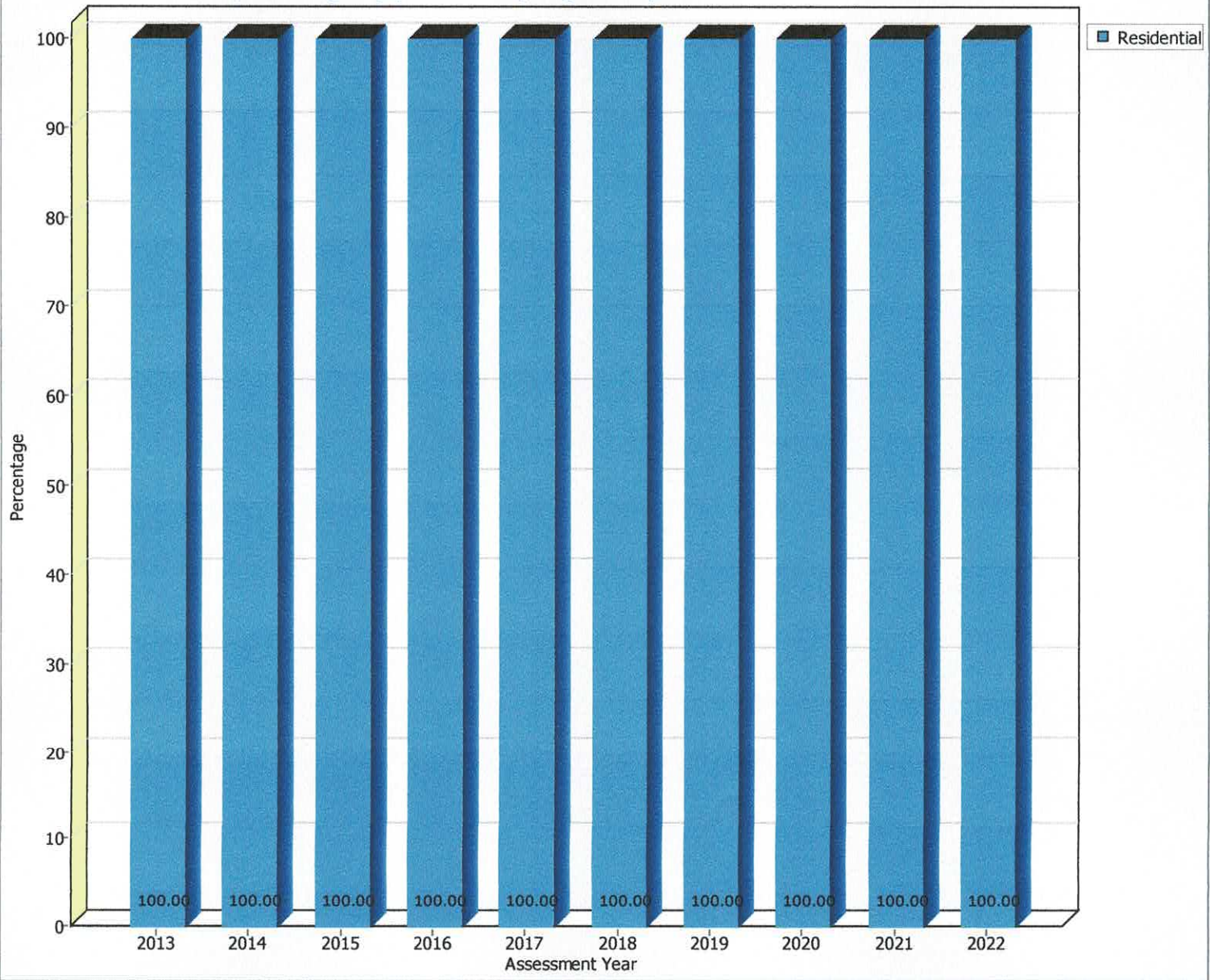
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
300	Vacant	16	T	3,529,000	0	0	3,529,000
310	Single Family	250	T	98,767,000	47,570,000	0	146,337,000
Taxable Total:		266		102,296,000	47,570,000	0	149,866,000
Sub Total:		266		102,296,000	47,570,000	0	149,866,000
<u>Code</u>	<u>Description</u>	<u>Records</u>	<u>Status</u>	<u>Land</u>	<u>Impr.</u>	<u>Other</u>	<u>Total</u>
903	Municipal Owned - Public Use	21	E	15,704,000	0	0	15,704,000
Exempt Total:		21		15,704,000	0	0	15,704,000
For Municipal Assessment:		287		118,000,000	47,570,000	0	165,570,000
Grand Totals							
Taxable Total:		266		102,296,000	47,570,000	0	149,866,000
Exempt Total:		21		15,704,000	0	0	15,704,000
Parcels: 287		287		118,000,000	47,570,000	0	165,570,000

Assessment Breakdown by Property Description
Total: 149,866,000

Taxable
■ 100.00% Residential 149,866,000



Total Breakdown of percentage by year for Property Description

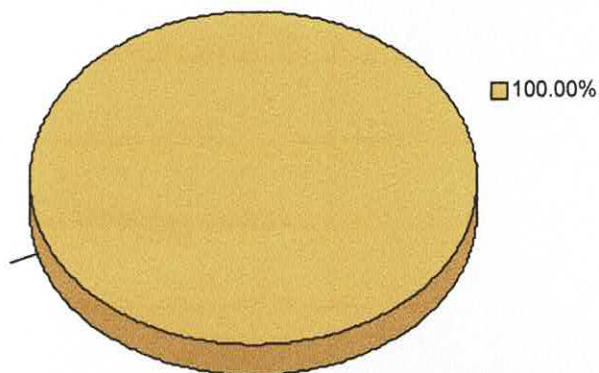


Assessment Breakdown by Mill Codes

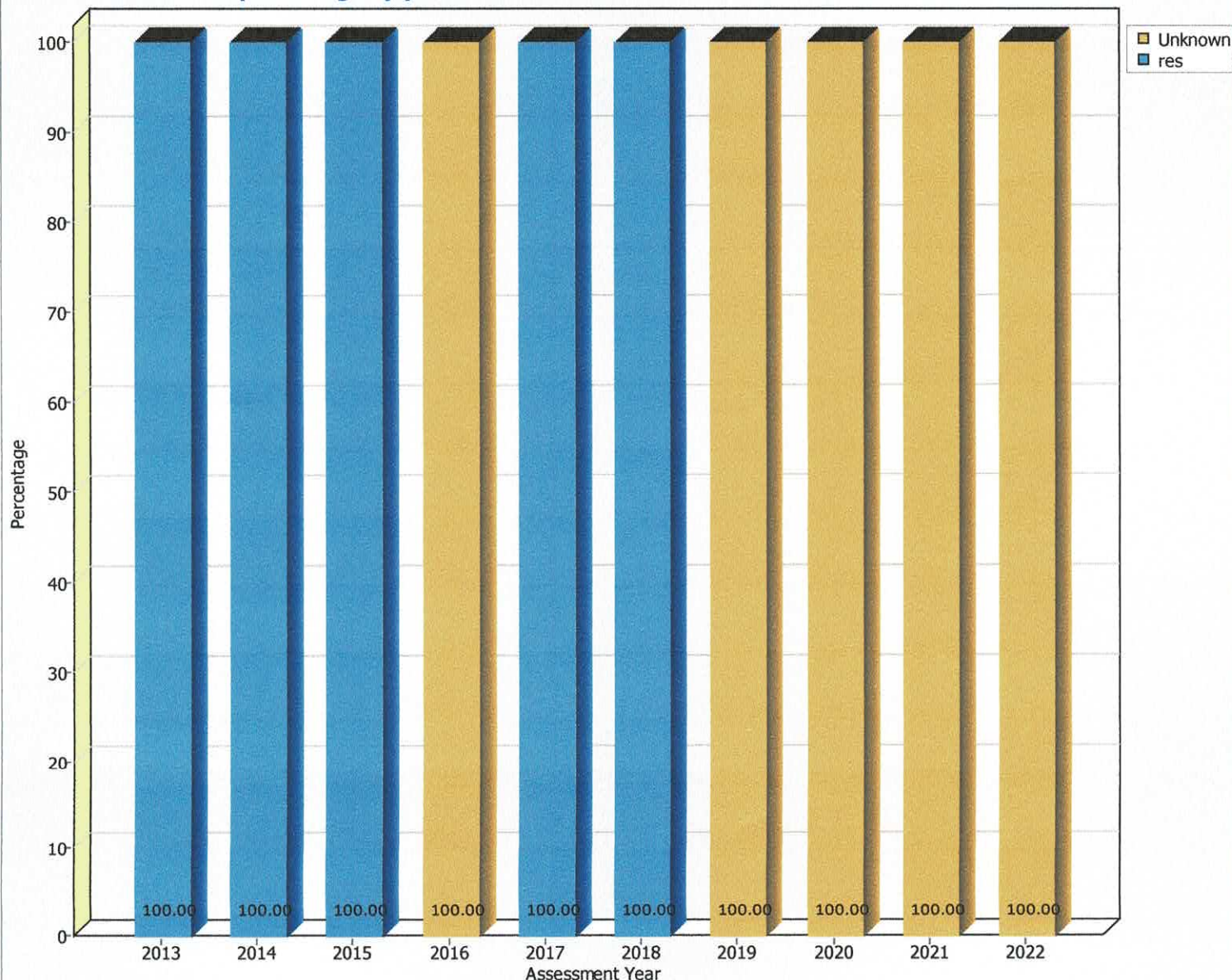
Total: 149,866,000

Taxable

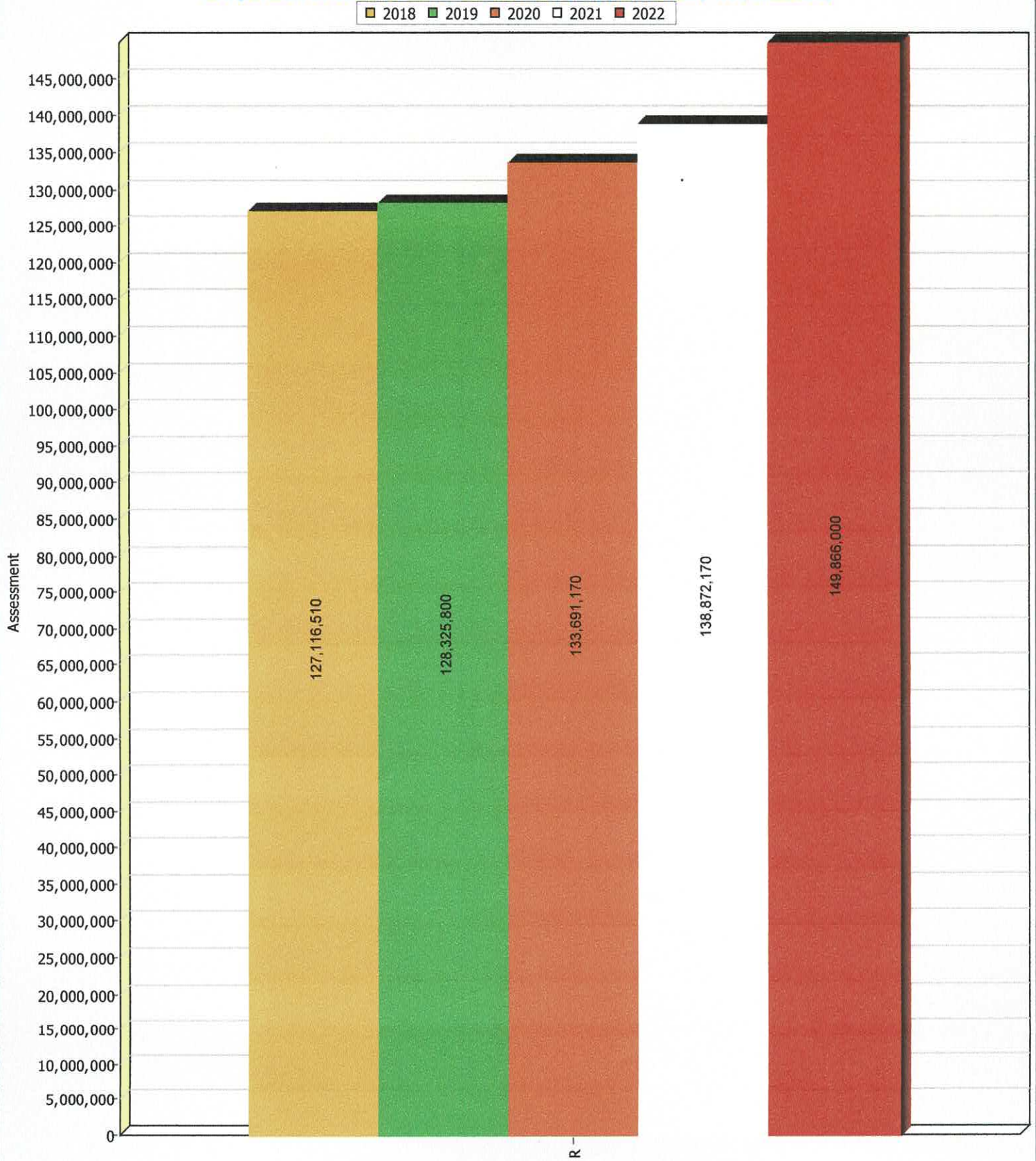
100.00% Unknown	149,866,000
0.00% res	0



Total Breakdown of percentage by year for Mill Codes



Comparison of total taxable assessment (Supplementary not included)



SUMMER VILLAGE OF SUNBREAKER COVE

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$41,895	\$41,895	\$0	100	Certified	\$154	\$0
2008	\$53,960	\$53,960	\$0	100	Certified	\$1,288	\$0
2009	\$42,764	\$42,764	\$0	100	Certified	\$486	\$0
2010	\$132,884	\$132,884	\$0	100	Certified	\$876	\$0
2011	\$133,246	\$133,246	\$0	100	Certified	\$1,316	\$3,554
2012	\$134,721	\$134,721	\$0	100	Certified	\$1,430	\$79,515
2013	\$126,076	\$126,076	\$0	100	Certified	\$541	\$78,982
2014	\$138,496	\$138,496	\$0	100	Certified	\$6,480	\$32,007
2015	\$134,285	\$134,285	\$0	100	Certified	\$1,557	\$16,384
2016	\$126,688	\$126,688	\$0	100	Certified	\$0	\$149,242
2017	\$126,292	\$126,292	\$0	100	Certified	\$2,663	\$72,877
2018	\$153,685	\$153,685	\$0	100	Certified	\$14,212	\$3,568
2019	\$92,171	\$92,171	\$0	100	Certified	\$15,715	\$0
2020	\$118,521	\$118,521	\$0	100	Certified	\$8,041	\$13,696
2021	\$138,339	\$138,339	\$0	100	Certified	\$0	\$1,127,591
2022	\$56,099	\$56,099	\$0	100	Certified	\$3,143	\$152,584
2023	\$56,099	n/a	n/a	0	n/a	n/a	n/a
Total	\$1,806,221	\$1,750,122	\$0			\$57,902	\$1,730,000

"Pending" Project Summary

		Requested Amount	
	Count	Total Project Costs	Requested MSI to be Applied
New Applications			
Draft	0	\$0	\$0
Submitted	1	\$77,000	\$13,860
Sub-total	1	\$77,000	\$13,860
Amendments *			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
Sub-total	0	\$0	\$0
TOTAL PENDING:		\$77,000	\$13,860

* Amounts reflect the total increase or decrease to the original accepted amounts.

"Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
Count	1	11	12
Total Project Costs	\$85,000	\$4,513,521	\$4,598,521
Total MSI Funding to be Applied	\$85,000	\$1,859,630	\$1,944,630
Total MSI Funding Applied	\$55,887	\$1,674,113	\$1,730,000

A municipality may commit future years' MSI capital funding to eligible project(s) prior to receiving its annual allocation, subject to a commitment limit.
Acceptance of a project on the basis of estimated future funding does not guarantee that future funding will be available.

Canada Community-Building Fund - Summer Village of Sunbreaker Cove

Click on the tab to expand and view information about

- Application/Projects - Create, save, submit, view and print CCBF project information. View submitted application status
- Allocations and Payments - view annual allocations and payment status
- Statement of Funding and Expenditure reporting(SFE) - Create, save, submit, view and print CCBF SFEs. View submitted SFE status.
- Agreement Summary - View CCBF Memorandum of Agreement information

CCBF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified CCBF Expenditure
\$180,222	\$150,884	\$173	\$164,267

Applications/Projects

Allocations and Payments

Year	Allocation	Payments	Status	Search: Payment Criteria Status
FY2005	\$2,510	\$2,510	Paid (Reconciled)	Payment criteria has been met
FY2006	\$2,510	\$2,510	Paid (Reconciled)	Payment criteria has been met
FY2007	\$3,349	\$3,349	Paid (Reconciled)	Payment criteria has been met
FY2008	\$6,303	\$6,303	Paid (Reconciled)	Payment criteria has been met
FY2009	\$12,600	\$12,600	Paid (Reconciled)	Payment criteria has been met
FY2010	\$12,635	\$12,635	Paid (Reconciled)	Payment criteria has been met
FY2011	\$12,635	\$12,635	Paid (Reconciled)	Payment criteria has been met
FY2012	\$12,635	\$12,635	Paid (Reconciled)	Payment criteria has been met
FY2013	\$12,635	\$12,635	Paid (Reconciled)	Payment criteria has been met
FY2014	\$8,750	\$8,750	Paid (Reconciled)	Payment criteria has been met
FY2015	\$8,617	\$8,617	Paid (Reconciled)	Payment criteria has been met
FY2016	\$8,720	\$8,720	Paid (Reconciled)	Payment criteria has been met
FY2017	\$8,732	\$8,732	Paid (Reconciled)	Payment criteria has been met
FY2018	\$9,467	\$9,467	Paid (Reconciled)	Payment criteria has been met
FY2019	\$19,153	\$19,153	Paid (Reconciled)	Payment criteria has been met
FY2020	\$9,633	\$9,633	Paid (Reconciled)	Payment criteria has been met
FY2021	\$19,484	\$0	Processing	Payment criteria not met
FY2022	\$9,854	\$0	Processing	Payment criteria not met

Showing 1 to 18 of 18 entries

Statement of Funding and Expenditure Reporting

Agreement Summary

Summer Village of Sunbreaker Cove

July 17, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 85 development permits issued in the Summer Villages (22 in Birchcliff, 2 in Half Moon Bay, 17 in Jarvis Bay, 19 in Norglenwold, and 25 in Sunbreaker Cove).

The following is the listing for Sunbreaker Cove:

- | | | |
|---|-----------------------------|----------------|
| 1. 717 Sunhaven Way | Addition | Issued in 2020 |
| <i>(outstanding condition – to be completed by fall)</i> | | |
| 2. 669 Fox Crescent | Dwelling & Detached Garage | Issued in 2020 |
| <i>(extension until end of September)</i> | | |
| 3. 1319 Birch Road | Shed | Issued in 2020 |
| <i>(complete, final inspection scheduled)</i> | | |
| 4. 1119 Poplar Road | Dwelling Addition | Issued in 2021 |
| <i>(complete, final inspection scheduled)</i> | | |
| 5. 805 Sunhaven Way | Demo & Detached Garage w GH | Issued in 2021 |
| <i>(extension until September)</i> | | |
| 6. 711 Elk Street | Deck | Issued in 2021 |
| <i>(complete, SSC final outstanding)</i> | | |
| 7. 1130 Breakers Way | Dwelling | Issued in 2021 |
| <i>(current extension until end of August)</i> | | |
| 8. 701 Sunhaven Way | Demolition & Dwelling | Issued in 2021 |
| <i>(build complete, outstanding landscaping conditions)</i> | | |
| 9. 809 Sunhaven Way | Dwelling | Issued in 2021 |
| <i>(build complete, inspection required)</i> | | |
| 10. 1422 Aspen Close | Dwelling | Issued in 2022 |
| 11. 747 Elk Street | Dwelling | Issued in 2022 |
| 12. 1105 Poplar Road | Dwelling & Garage w GH | Issued in 2022 |
| 13. 609 Fox Crescent | Dwelling | Issued in 2022 |
| 14. 1213 Pine Road | Dwelling | Issued in 2022 |
| 15. 1101 Larch Road | Dwelling Move – Demolition | Issued in 2022 |
| 16. 717 Elk Street | Dwelling Addition | Issued in 2023 |
| 17. 1301 Breakers Way | Detached Garage | Issued in 2023 |
| 18. 1101 Larch Road | Dwelling | Issued in 2023 |
| 19. 1209 Pine Road | Detached Garage Addition | Issued in 2023 |

Active development permits for the operation of a Tourist Home:

1. 753 Elk Street
2. 635 Fox Crescent
3. 1318 Balm Road
4. 1314 Balm Road
5. 641 Fox Crescent
6. 609 Fox Crescent **(NEW)**

Closed development permits since last meeting:

- | | | |
|-------------------|------------|----------------|
| 1. 1219 Pine Road | Demolition | Issued in 2022 |
|-------------------|------------|----------------|

Permit Summary:Year to date 2023:

5 development permits. Estimated project cost \$775,000.00.

2022 Jan.-Dec.:

14 development permits. Estimated project cost \$2,191,500.00.

2021 Jan.-Dec.:

14 development permits. Estimated project cost \$2,404,000.00.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove

July 17, 2023

Information

Agenda Item: *CAO Report*

Background:

- Administration has hired a new Public Works Manager named Justin Caslor. Justin comes to us from the Town of Sundre where he was the Director of Infrastructure and was previously the Utility Supervisor and Engineering Technologist in the Town of Stony Plain, and was the Manager of Engineering for the Town of Ponoka before that. He also has a Diploma of Civil Engineering Technology. We are confident that he will make an excellent addition to the team.
- ICF committee meeting between Sunbreaker Cove and Lacombe County will take place on July 25th.
- According to the recently passed fleet replacement reserve, our Bylaw Enforcement vehicle is in need of replacement. Administration is asking Sunbreaker Cove to pass a motion to allow the spending of up to \$10,388 from the Fleet Replacement reserve and General Operating reserve (currently sitting at \$2,367 and \$215,000) in order to pay for the Sunbreaker Cove share of the new vehicle. This price does not reflect the trade in value of the current truck.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council to accept as information.

Authorities:

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

June 22, 2023

Mr. Tanner Evans
Chief Administrative Officer
Summer Villages on Sylvan Lake
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Dear Mr. Evans:

Subject: Highway 20 Functional Planning Study (from Highway 11 to Highway 12)

I am pleased to advise you that Alberta Transportation and Economic Corridors (TEC) has retained AECOM Canada Ltd. to complete a functional planning study for Highway 20 from Highway 11 to Highway 12, which is within your area of interest.

This assessment is anticipated to be completed by October 2024 and will include the following main objectives:

- Update the previous twinning plan of Highway 20 between Highway 11 and Highway 11A, and investigate the feasibility of roundabout upgrades at the major intersections.
- Recommend a Highway 20 twinning plan between Highway 11A and Highway 12.
- Provide a comprehensive access management plan within the study area. Assess the operational characteristics of the highway and its intersections and provide recommendations for interim and long-term improvements.
- Protect the land required and develop cost estimates for the highway improvements.

The study will include a formal public consultation component. Public input maybe gathered through in-person public open houses and/or online virtual open houses, as deemed appropriate by TEC. Stakeholder consultation will also be conducted at the administration level for each of the affected municipalities. An electronic copy of the final report will be provided to each municipality upon completion of the study. If requested, a municipal council presentation of the final study recommendations can be provided.

AECOM Canada Ltd. will be contacting your administration soon to obtain any information that may be relevant to the study, including land use plans and traffic assessments. It would be much appreciated if you could provide the contact information for an administration official who can represent your municipality for this study.

If you have any questions regarding this functional planning study, please do not hesitate to call me at 403-348-1385 or through e-mail chris.lo@gov.ab.ca.

Yours truly,



Chris Lo, P.Eng., PTP
Infrastructure Engineer (Central Region)

Council
JSC
HRSC
JSO

JANUARY CAO Goal Setting CAO Goal Setting CAO merit increase	FEBRUARY Year End Financial Q4 Review Year End Financial	MARCH Financial Audit Review	APRIL Q1 Review Adopt Mill Rate Q1 Financial Review
MAY	JUNE	JULY Q2 Review Organizational Meeting Q2 Review Organizational Meeting	AUGUST
SEPTEMBER Strategic Planning CAO Review	OCTOBER Q3 Review Q3 Review Budget Discussion CAO Review & Increase Consolidate CAO Review	NOVEMBER Adopt JSC Budget SV Budget Discussion	DECEMBER Adopt Municipal Budget

Summer Village of Sunbreaker Cove

July 17, 2023

Council and Legislation

Request for Decision

Agenda Item: *Alberta Municipalities Convention*

Background:

Administration has received information about the upcoming Alberta Municipalities Convention. The 2023 Alberta Municipalities Convention is being held September 27 – 29 at the Edmonton 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 sessions or in-person networking.

The cost to attend in-person is \$620 for early-bird registration and virtual attendance, or \$775 for in-person if registration is after August 18th. Summer 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 \$250. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Options for Consideration:

Council has allocated \$600 for the convention from the 2023 budget.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2023 Budget

Event Summary

Registration is OPEN!

DATES: September 27 - 29, 2023

LOCATION: Edmonton Convention Centre

AGENDA: *Coming soon ...*

TRADE SHOW: Registration for Trade Show is now open, [register today!](#) If you have any questions, please email tradeshow@abmunis.ca for more details.

[Trade Show Brochure](#)

SPONSORSHIP: If you are interested in becoming a 2023 Alberta Municipalities Convention sponsor, email sponsorship@abmunis.ca to receive a package. We are always looking for new and exciting partners, and can work with you to customize a package that best suits your needs.

[Sponsorship Brochure](#)

PRICING

Type	Early-bird & Virtual Pricing	In-Person Regular (After August 18)
Alberta Municipalities Member	\$620	\$775
RMA Member	\$720	\$900
Non-Member	\$1000	\$1200 Municipal
Interns	Complimentary	
Virtual	\$250	

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.

PRE-CONVENTION SESSIONS

Cost: \$395 + tax

All sessions run concurrently from 8:30 am to 4:00 pm on Tuesday, September 26

EOEP - Effective Meetings

Join the inaugural offering of EOEP's newest course, Effective Meetings! The course builds on highly rated education sessions at recent ABmunis and RMA conventions by providing a full day interactive learning experience that will help participants:

- Understand what makes a great meeting and how you can help make meetings great
- Examine how rules of order and proper procedure enhance your meetings
- Discover ways to set up great decisions
- Identify action items that you can implement at your next council meeting

As an elected official, you spend a good chunk of your life in meetings. This course provides tools, tips, and ideas to make your meetings work best!

****Please note this course is not applicable for associate or affiliate members.**

EOEP - Municipal Corporate Planning and Finance

Understanding municipal finances is fundamental to the job of an elected official. Municipal councils are expected to plan, govern and set policy for the best interests of their community. Sound financial planning and management is key to supporting a healthy municipality that can ensure that its current and future service commitments are funded in a sustainable manner.

It is important that elected officials understand how financial planning and monitoring align with the municipality's business cycle, including strategic planning, business planning and performance measurement. Elected officials need to understand their role in establishing and prioritizing competing service level demands on behalf of citizens and then determine strategies to fund those service level commitments.

****Please note this course is not applicable for associate or affiliate members.**

RMRF Legal Course

* Please note this course is not applicable for associate or affiliate members.

The Reynold Mirth Richards and Farmer LLP legal pre-convention session will focus on two different subjects through the day:

CAOs: The One and Only

This session will cover a variety of topics related to the lifecycle of a Chief Administrative Officer, including hiring and firing, employment contracts, healthy communications between Council and the CAO and recognizing and cultivating the unique roles of Council and the CAO in a municipality. In addition, we will discuss some of the more mundane aspects of life as a CAO such as signing authority, going in camera and CAO duties and responsibilities.

Back Off: Harassment in the Workplace

As employers, municipalities have an obligation to provide a safe workplace for employees, which includes providing a workplace free from bullying, harassment or intimidation. This session will address the recent increase in difficult ratepayer interactions and what options municipalities have available to them to avoid potential liability under Occupational Health and Safety legislation, Human Rights legislation, Workers Compensation legislation and the common law, including the brand new tort of harassment. But this session will also address internal challenges and the importance of those at the top leading by example.

STUDY TOUR

Edmonton International Airport (YEG) Airport City Sustainability Campus Tour
Tuesday, September 26 from 2:00 pm to 4:30 pm (Complimentary)

Join us for an exciting tour of the Airport City Sustainability Campus, a hub of leading and emerging technologies from all sectors focused on aviation, commercial development and decarbonization. Having attracted \$1.5B in investment over the past nine years, the YEG campus houses many types of businesses in the transportation, cargo logistics, manufacturing, sustainability, technology development, training and tourism sectors. This tour will explore the Airport City Sustainability Campus' integrated ecosystem that spurs collaboration and innovation while fostering the commercialization of clean and emerging technologies.

Attendees will be picked up from the Edmonton Convention Centre, and will be dropped off at the same location at the conclusion of the study tour.

**** Timing for this tour overlaps with Pre-Convention sessions. If you are registered for Pre-Convention, please do not register for the YEG Airport Tour.**

HOTELS

Alberta Municipalities has partnered with the following hotels to do our best to get members the best hotel rates. Please note, as our pre-determined blocks become

full, the below rates may no longer be available. A deposit of first and last night's room rates may be required at the time of booking.

Fairmont Hotel Macdonald - rates starting at \$265 per night + tax

Sandman Signature Downtown Edmonton - rates starting at \$160 per night + tax*

Chateau Lacombe Hotel - rates starting at \$154 per night + tax*

Courtyard Marriott Downtown - Room block full

Westin Edmonton Downtown - Room block full

*Taxi chits will be available for those staying at the Chateau Lacombe and Sandman Signature hotels for transportation to and from the Edmonton Convention Centre, as well as transportation to and from evening events. Please see the front desk of your hotel, or the registration desk at the Edmonton Convention Centre to pick up a chit.

IN MEMORIUM

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to events@abmunis.ca to have them included in the 2023 In Memoriam.

MUNICIPAL FLAGS OR LOGOS

As always, we will have our flag/logo video play throughout the event. If your flag/logo has changed in the last year, please send the updated, high-resolution photo to events@abmunis.ca.

PARTNERS PROGRAM

Cost: \$100

The Alberta Municipalities Partners' Program is available for those members who are bringing a partner along with them to Edmonton. Registration will provide your partner with the following access:

- Entrance to the Opening Trade Show Dessert Reception on Wednesday, September 27 from 3:00 – 5:30 pm
- A ticket to the Host City Reception
- Access to the Royal Alberta Museum and the Art Gallery of Alberta, along with taxi transportation to and from the venues if necessary

Please note, registration DOES NOT grant partners access to any other Convention agenda items or meals, including Opening Ceremonies, breakout sessions, or any other plenary activities. Visits to the museum and the art gallery will be self-directed by the participant.

Summer Village of Sunbreaker Cove

July 17, 2023

Council and Legislation

Request for Decision

Agenda Item: *Bentley Fair Days*

Background:

The Town of Bentley has extended an invitation for Council to join them on Thursday, August 10th for their 60th Anniversary of the Bentley Fair and Rodeo parade.

A luncheon will take place at 11:30 am at the Bentley Municipal Office with the parade to follow at 1:00 p.m. Vehicles will be provided for members wishing to participate. They are asking attendees to bring an identification sign that can be placed on the exterior of the vehicle.

The RSVP deadline is July 26th should Council wish to attend.

Options for Consideration:

- 1) That Council members attend should their schedules allow.
- 2) That Council accept as information and Administration send their regrets.

Administrative Recommendations:

- 1) That Council members attend should their schedules allow.

Authorities:



June 12, 2023

Mayor Jim Willmon
Summer Village of Sunbreaker Cove
2 Erickson Drive
Sylvan Lake AB T4S 1P5

Your Invited

Please Join us for our Annual Fair and Rodeo
August 10th to 13th, 2023

Parade Theme:

"Salute to the 60th Anniversary of the Bentley Fair and Rodeo Parade"

Dear Jim

The Town of Bentley would be honored to have you and your guest(s) come and experience our annual Fair Days, which run August 10th to August 13th. The event kicks off with a community pancake breakfast on the morning of Thursday August 10th and our annual parade in the afternoon.

Please join us for a luncheon at the Bentley Municipal office at 11:30am with the parade to follow at 1:00pm. If you plan on attending, we ask you to please RSVP for the luncheon, on or before Wednesday July 26, 2023, to the Town Office at 403-748-4044, or by email to info@townofbentley.ca

If your municipality/organization has a float, we would love your participation as well. Even if you do not have a float, but still wish to participate in the parade, we can arrange for a vehicle to be available. Please remember to bring an identification sign, "if you have one," that can be placed on the exterior of a vehicle, to help identify you or the organization that you are representing. Judging of the floats will commence at 11:30 pm, with the parade to follow at 1:00pm.

Please note for safety purposes, we ask that no candy be thrown from a moving vehicle.

For further information regarding the day and the events planned, please refer to the Town of Bentley Facebook page or our website at www.townofbentley.ca

Yours Truly,
Mayor Greg Rathjen

Box 179, Bentley AB T0C 0J0 Ph.
403.748.4044 | Fx. 403.748.3213
info@TownofBentley.ca
www.TownofBentley.ca



Summer Village of Sunbreaker Cove

July 17, 2023

Planning and Development

Request for Decision

Agenda Item: *Encroachment Agreement Letter – 1106 Breakers Way*

Background:

Administration has received a letter from the homeowner of 1106 Breakers Way about renewing their encroachment agreement. Administration sent the homeowner a letter stating that the encroachment agreement was approved for renewal by Council, required signature and the new fee as reflected in the policy.

Background on the encroachment:

Encroaching driveway, and detached garage on the municipal walkway.

1992 Real property report in file – Detached garage encroachment is shown.

2004 - A Certificate of Compliance was completed, real property report shows garage encroachment. EA for the driveway was entered into.

2016 – Administration sent the homeowner a letter stating that the Encroachment Agreement was to be updated from 2004 and shall include the driveway and detached garage.

2017 – Updated Encroachment Agreement was entered into.

2023 – Council approved the renewal of the Encroachment Agreement.

The annually agreement fee was \$50, since the encroachment agreement policy has been updated any new agreements are to pay the updated fee of \$250 annually.

Options for Consideration:

- 1) That Council discuss and direct administration to make changes to the properties Encroachment Agreement.
- 2) That Council accept as information, the homeowner either signs the encroachment agreement/pays the fee, or removes the encroachment.

Administrative Recommendations:

That Council discuss and direction administration.

Authorities:

Encroachment Agreement SBC-22-144

From: [REDACTED]
Sent: Wednesday, June 14, 2023 10:38 AM
To: Kara Hubbard <khubbard@sylvansummervillages.ca>
Subject: Encroachment Agreement - 1106 Breakers Way

Good morning Kara. I left a voice message also but wanted to follow up with an email as well to give you a heads up on why I was calling.

I received the updated agreement in the mail a while back and have some concerns. We have owned our place since around 2003-04 and have not made any changes to the existing encroachment since we bought here except some gravelling of the driveway. The original agreement was in place on our purchase date and when we bought the \$50/year was agreeable.

The new agreement states the yearly fee of \$250/year. A 500% increase from the previous. We are in a bit of a predicament as we need to use the access road that is on the walk path to access the garage so you have us "over a barrel" as the saying goes. We can't afford to move the garage and access road that were on this spot when we purchased.

Looking at the survey supplied the garage is not on the path only the roof overhang touches and maybe overhangs 3-4 feet of the path length.

We do have \$1MM liability in place for our insurance of this property.

I feel with this new agreement if I try to sell my property the value would be diminished also with a \$250 yearly fee imposed.

I would suggest that not all Encroachment agreements would be the same. Maybe this new agreement suits some but in my situation that I purchased the property the way it is under an existing agreement the was accepted when I bought it. Also, we are not hindering any activity on the walk path that we actually improved with gravel. I'm not sure the drastic increase in fees and I am very uncomfortable with what is coming on our next agreement in 5 years.

Anyway, I've carried on too long, please call me back to discuss or I could stop by your office for a meeting.

Schedule "A"

1106 Breakers Way

E-2-A

CIV. ADDRESS
SUMMER VILLAGE OF SUNBREAKER COVE
ALBERTA

LEGAL DESCRIPTION
LOT 11
BLOCK 6
PLAN 4146 R.S.

LEGEND & NOTES

DISTANCES ARE IN METRES AND DECIMALS THEREOF.
STATUTORY IRON POSTS FOUND ARE SHOWN TRUS
IRON BARS FOUND SHOWN THUS X
TEMPORARY POINT ESTABLISHED SHOWN THUS X

UNLESS OTHERWISE SPECIFIED, THE CLEARANCES SHOWN ARE TO FOUNDATION WALLS
MEASURED PERPENDICULARLY FROM THE PROPERTY BOUNDARIES.
BOUNDARY DIMENSIONS ARE SHOWN AS MEASURED.

TITLE NUMBER R83 231 002
TITLE SEARCHED ON THE DATE OF JANUARY 14, 1992
PROPERTY IS SUBJECT TO:
842 033 465 - UTILITY R/W
652 211 447 - MORTGAGE



NOTE: EAVES ENCROACH

The "Encroachments"

SURVEYOR'S AFFIDAVIT

- ROBERT L. MAGNUM, ALBERTA LAND SURVEYOR DO HEREBY CERTIFY THAT:
- THE SURVEY REPRESENTED BY THIS PLAN IS TRUE AND CORRECT AND WAS MADE UNDER MY PERSONAL SUPERVISION.
- THE SURVEY WAS MADE IN ACCORDANCE WITH THE MANUAL OF GOOD PRACTICE.
- THE SURVEY WAS COMPLETED ON JANUARY 15, 1992.
- THE IMPROVEMENTS AS SHOWN ON THIS PLAN ARE ENTIRELY WITHIN THE BOUNDARIES OF THE SUBJECT PROPERTY EXCEPT AS SHOWN.
- NO VISIBLE ENCROACHMENTS EXIST ONTO THE SUBJECT PROPERTY FROM ANY IMPROVEMENT SITUATED ON AN ADJACENT PROPERTY.

CERTIFIED CORRECT THIS DAY OF .19

ALBERTA LAND SURVEYOR

DATE: JANUARY 15, 1992

SCALE = 1:250

Job No. 9996

SNELL & OSLUND
SURVEYS (1979) LTD.
RED DEER &
ROCKY MOUNTAIN HOUSE - ALBERTA
1990 - ©





Policy Title	Date:	Resolution No.
Encroachment Policy	October 17, 2022	SBC-22-144

PURPOSE:

The Summer Village of Sunbreaker Cove has the responsibility to manage encroachments on municipal land within the boundaries of the municipality. The Summer Village of Sunbreaker Cove asserts its right of ownership to all lands owned, leased and managed by the municipality.

POLICY STATEMENT:

It is the policy of the Summer Village to work proactively with property owners to regulate and manage existing encroachments on all lands managed by the municipality. New encroachments on municipal land are discouraged.

DEFINITIONS:

“building(s)” includes anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road.

“development” means:

- (a) An excavation or stockpile and the creation of either of them; or
- (b) A ***building*** or an addition to, or replacement or repair of a ***building*** and the construction or placing in, on, over or under land of any of them; or
- (c) A change of use of land or a ***building*** or an act done in relation to land or a ***building*** that results in or is likely to result in a change in the use of the land or ***building***; or
- (d) A change in the intensity of use of land or a ***building*** or an act done in relation to land or a ***building*** that results in or is likely to result in a change in the intensity of use of the land or ***building***.

“encroachment(s)” means a ***building, development, water well*** or any other object that illegally extends onto an adjacent property or is located entirely on municipal property.

GENERAL:

1. The Summer Village can require the removal of all ***encroachments*** from lands owned, leased or managed by the municipality. The owners of the ***encroachment*** shall be

- required to remove the **encroachment** and restore the site to its original / natural state to the satisfaction of the municipality, and or
2. Stairs, retaining walls, and other types of **development** encroaching onto Municipal property may be permitted by the Council provided the owner of the **encroachment**:
 - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
 - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
 - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
 - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
 - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
 - f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
 - g. Pays the annual **encroachment** fee of \$250.00 at time of agreement and reassessed every five years.
 - h. For stairs, provide an inspection report from Superior Safety Codes to ensure stairs are safe and up to code, every five years.

This policy replaces the Encroachment Policy SBC-20-044 and Development of Stairs and Decks on E.O.S. Lands Policy 60.2.

Summer Village of Sunbreaker Cove**July 17, 2023****Planning and Development****Request for Decision****Agenda Item: *Tourist Home Letters*****Background:**

Administration has received two letters from residents with comments specifically on Tourist Home regulations and the number of the approvals in the village.

In January 2023 Council directed administration to research regulations in other municipalities for tourist homes maximums in municipalities. Based on administrations findings it was discovered that many municipalities do not have any regulations on tourist homes and those that do have regulations do not have a cap on how many. The Town of Canmore, allowed for 300 units in a redevelopment plan area, Town of Banff had a maximum of 65 between 12 town districts, and Crowsnest Pass requires a 200m separation distance. Council at that time made the motion to accept as information and did not move forward with a maximum in the village.

Enclosed are the letters, current tourist home regulations, and a map showing the location of all currently approved.

Options for Consideration:

- 1) That Council discuss and direct administration to draft a Land Use Bylaw Amendment.
- 2) That Council accept as information.

Administrative Recommendations:

That Council discuss and if desired provide direction to administration to draft a Land Use Bylaw amendment, or accept as information.

Authorities:

Land Use Bylaw #99/13.

Joan and Torben Petersen
643 Fox Cres
Sunbreaker Cove
[REDACTED]

Sunbreaker Cove Summer Village Council

June 20, 2023

Dear Council,

We recently received notice of yet another tourist home approval on Fox Cres and we have some concerns.

When the subject first came up, I thought there was mention of limiting the number of rentals in the area. Kara has confirmed that despite discussion, no decision has been reached on that matter.

We currently have a tourist home next door, one directly across the street, one at the end of the block and now this new one a few doors down (609), that makes four in one block! We are feeling like this is a bit too much.

Although we haven't had any major issues, it changes the entire feel of the community. We have new neighbours every weekend, never know what to expect, frequently have to ask them not to use our dock, have had unknown boats tied up to our dock, and have even had people using our kayaks! Every time we go up to our cabin to relax, there is the over-arching question, "what can we expect this time?" It really takes away from our positive experience of what is supposed to be our get away - one that we have put a considerable investment of time and money into over the past 40 years.

We are at a loss to see the positive value tourist homes bring to the community. While the community maybe able to sustain a few without great impact, we respectfully suggest that attention has to be paid to the total number of tourist homes as well as the number in any specific area or street.

Your prompt attention to this matter would be appreciated and we would suggest that any pending approvals should be on hold until an acceptable limit has been reached.

If you would like to discuss this issue further, please call us at the number above.

Sincerely,

Joan and Torben Petersen

July 7, 2023

Summer Villages Administration Office
#2 Erickson Drive
Sylvan Lake, AB
T4S 1P5
[REDACTED]

Dear Kara Hubbard and Sunbreaker Cove Administration:

I would like to express my concerns regarding tourist home applications and the number of tourist homes that are currently active on my street.

Our main concern is that we do not want to be surrounded by tourist homes. Some of the tenants can be fantastic and others may not be. Currently 609, 605, 603, and 641 are operating as tourist homes which means we are surrounded and I'm not sure they are all approved. Our intent is not to inhibit anybody from being able to profit from their investment, but we would also like to be able to enjoy ours without being impacted by tourist homes, and there is almost always a bit of impact.

Would administration look at how many have been approved on a specific street, or in a specific area and set criteria around that as a consideration?

We understand it would be very difficult to determine and enforce this fairly with the residents. We would also want to make sure that everyone has the same opportunity and consideration. I'm not sure how best to do that with Council and Administration, or even how they would be able to best manage that and be fair to all. Are there policies that could be put into place that only a specific percentage of homes could be considered tourist homes within the village or on a particular street? Are there other summer villages within Canada that have successfully addressed this?

I would like to request that any policy or bylaw that Administration creates or revises, should also be written in such a manner as to prevent the ability of counsel members or persons within a position of influence to be able to influence the outcome based on their own personnel bias or preference. We feel that bylaws should be written in such a manner to to remove any bias and ability to influence and allow for consistency in rules and enforcement to be fair to all residents.

I also don't believe it's our responsibility as neighbors to police this bylaw. There is a fee that administration requires for tourist home applications which should allocate some time for administration to complete searches on the internet. I have completed a quick internet search and found the following:

- Kijiji - 605 Fox Crescent - <https://www.kijiji.ca/v-short-term-rental/red-deer/sylvan-lake-cabin-sunbreaker-cove/1654225636>
- AirBNB - Currently shows 9 properties in Sunbreaker though some are named Birchcliff, they are located in our village.
- VRBO – Currently shows 2 properties in Sunbreaker, including 605 Fox Crescent

Please let me know if you wish to discuss this further.

Sincerely,

Carrie-Anne and Shawn Lunn
607 Fox Crescent



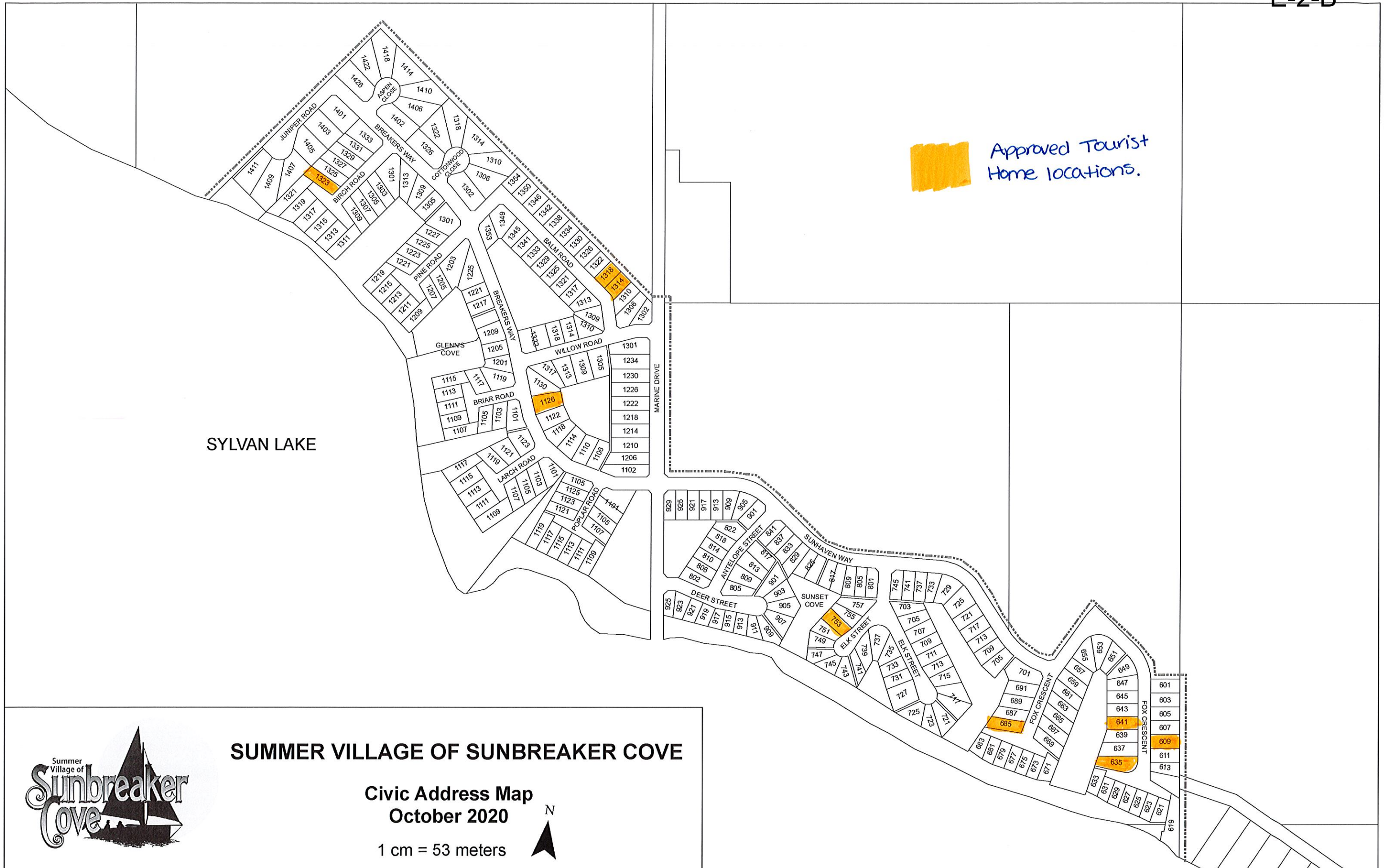
Summer Village of Sunbreaker Cove Land Use Bylaw No. 99/13

from the *municipality*.

- (e) No person shall erect or cause to be erected any **fence** on any property owned by the *municipality* without their expressed written approval.

4(9) Tourist Homes *Amended by Bylaw #152-20.*

- (a) A **development permit** is required to operate a **tourist home**. Tourist Homes will be issued for twelve (12) months. **Registered owners** cannot operate more than one (1) **tourist home** in the Residential District (R1).
- (b) Tourist homes shall be contained within the principal building and therefore garage suits shall not be used.
- (c) Notwithstanding part three, section 2(3), no recreation vehicle shall be used as accommodation for **tourist home** guests.
- (d) The maximum number of people staying overnight in a **tourist home** shall be two (2) times the number of bedrooms plus two (2). Floor plan is to be submitted at the time of application.
- (e) The operator of a **tourist home** shall provide the Summer Village Office with the name and phone number(s) of at least one person (adult) that is authorized to act on the owner/operator's absence. The owner/operator is responsible for informing the Summer Village Office of any changes in this information.
- (f) The minimum length of stay shall be no less than seven (7) days in the peak season between May one (1) until September thirty (30). Otherwise it shall be no less than three (3) days.
- (g) The **tourist home** shall always abide by the community standards bylaw regardless of who is occupying the home. This includes (noise, nuisance, and littering etc.). A summary of key bylaws will be provided by administration.
- (h) In residential districts tourist homes shall not display any sign advertising the **tourist home**.
- (i) Adequate 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.
- (j) Approval of a **development permit** does not exempt the owner/operator of a **tourist home** from complying with any federal, provincial, or other municipal legislation.



Summer Village of Sunbreaker Cove

July 17, 2022

Planning and Development

Request for Decision

Agenda Item: *MDP Public Hearing*

Background:

Public Hearing will be held at 10:00 a.m. during the Council meeting regarding the Municipal Development Plan Amendment Bylaw #187/23.

Options for Consideration:

1. Council to discuss comments received from the public, then give second and third readings to Bylaw #187/23.
2. Council to discuss comments received from the public, make minor amendments to the Bylaw, then give second and third readings.
3. Council to discuss comments received from the public and make major amendments to the Bylaw, therefore rescinding first reading on Bylaw #187/23 and creating a new Bylaw to be presented at the next Council meeting for first reading (with public hearing to follow).

Administrative Recommendations:

Council to discuss comments received from the public, make minor amendments to the Bylaw, then give second and third readings to Bylaw #187/23.

Authorities:

Section 230(1) of the MGA – Council must hold a public hearing before second reading of a bylaw.

SUMMER VILLAGE OF SUNBREAKER COVE
MUNICIPAL DEVELOPMENT PLAN BYLAW
BY-LAW 187-23

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE, IN THE PROVINCE OF ALBERTA, PURSUANT TO THE PROVISION OF THE *MUNICIPAL GOVERNMENT ACT*, BEING CHAPTER M-26, OF THE REVISED STATUES OF ALBERTA 2000 AND AMENDMENTS THERETO, TO PROVIDE FOR THE ADOPTION OF A MUNIICIPAL DEVELOPMENT PLAN BYLAW.

WHEREAS, Section 632 of the *Municipal Government Act*, Revised Statues of Alberta 2000, and amendments thereto, permit a Council to adopt by bylaw a Municipal Development Plan Bylaw.

AND WHEREAS, a Municipal Development Plan has been prepared in accordance with the requirement of Part 17 of the *Municipal Government Act*, Revised Statues of Alberta 2000, Chapter M-26, and amendment thereto; and

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

- 1. That this bylaw may be cited as the Summer Village of Sunbreaker Cove “***Municipal Development Plan Bylaw***”.
- 2. That the attached booklet and maps, being Schedule “A”, are hereby adopted as the Summer Village of Sunbreaker Cove Municipal Development Plan.
- 3. That the previous version of the Summer Village of Sunbreaker Cove Municipal Development Plan, Bylaw #82-08, is hereby repealed upon 3rd and final reading being given.

READ a first time this 29th day of May 2023.

Jim Willmon, Mayor

Tanner Evans, C.A.O.

PUBLIC HEARING held on July 17th, 2023.

READ a second time this 17th day of July 2023.

READ a third and final time this 17th day of July 2023.

Jim Willmon, Mayor

Tanner Evans, C.A.O.

Summer Village of Sunbreaker Cove



Municipal Development Plan

Revised 2023

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1.0 Introduction

1.1 BACKGROUND

The initial Municipal Development Plan (MDP), adopted in August 2003, was prepared in response to increased development pressures around the Lake and adjacent to the Summer Village's borders. Prior to the 2003 MDP, Council relied on the Land Use Bylaw as the tool to guide development decisions. The Municipal Development Plan reflects the kind of community the residents of Sunbreaker Cove would like to see as well as providing the basis for actions and decisions to both protect and improve quality of life now and in the future.

The current MDP has been updated to reflect subsequent developments without change to the visions and goals set out in the 2003 MDP.

1.2 LEGISLATED FRAMEWORK

The Municipal Development Plan for the Summer Village of Sunbreaker Cove is a statutory document under the Municipal Government Act, 2000, Chapter M-26, as amended, and has been adopted as a By-law by the Summer Village municipal council.

The Act requires that a Municipal Development Plan must deal with:

- a) future land use within the municipality,
- b) the manner of and the proposals for future development in the municipality,
- c) the coordination of land use and future growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those municipalities,
- d) the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities,
- e) the provision of municipal services and facilities either generally or specifically,
- f) policies compatible with the subdivision and development regulations

to provide guidance on the type and location of land uses adjacent to sour gas facilities,

- g) policies respecting the provision of municipal, school, or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards, and
- h) policies respecting the protection of agricultural operations.

The Municipal Development Plan may deal with:

- a) proposals for the financing and programming of municipal infrastructure,
- b) co-ordination of municipal programs relating to the physical, social, and economic development of the municipality,
- c) environmental matters within the municipality
- d) financial resources of the municipality
- e) economic development of the municipality,
- f) any other matter relating to the physical, social, or economic development of the municipality,
- g) statements regarding the municipality's development constraints, including the results of any development studies and impact analysis, and goals, objectives, targets, planning policies and corporate strategies, and
- h) policies respecting the provision of conservation reserves *in proposed subdivisions* in accordance with section 664.2(1)(a) to (d).

All statutory planning documents, including Municipal Development Plans, Area Structure Plans, and Land Use Bylaws, have to be consistent with one another.

1.3 PROCESS

The Municipal Development Plan needs to reflect the aspirations and quality of life valued by the Sunbreaker Cove residents. The MDP is the key in ensuring that the vision residents want their community to look like in the future will occur.

Amendments to the MDP bylaw require a public hearing and three readings of the amending bylaw.

1.4 PUBLIC INVOLVEMENT

Specific opportunities for the public to make suggestions and representation included:

- a) a community survey distributed to all ratepayers in December of 2001.
- b) an Advisory Committee was formed in January 2002.
- c) a public information open house was held May 4, 2002.
- d) a public hearing was held on August 11, 2003.
- e) the enabling bylaw was passed on August 11, 2003.
- f) First reading of the 2023 amended MDP was given May 29, 2023.
- g) a public hearing was held on May 29, 2023.
- h) the amended MDP was passed on

2.0 Overview

2.1 LOCATION

The Summer Village of Sunbreaker Cove is a county residential community situated on the shores of Sylvan Lake, a beautiful Alberta Lake and a very popular recreation area because of its physical characteristics and its central location in Alberta's Parkland.

The Summer Village is located within Lacombe County and shares the Lake with other municipalities including the Summer Villages of Birchcliff, Half Moon Bay, Jarvis Bay, and Norglenwold, the Town of Sylvan Lake, and the Counties of Lacombe and Red Deer. Primary road access is from Range Road 2-2 which ties in with the broader transportation system of Highway 20 to the east or Highway 766 to the west via Rainy Creek Road.

Sunbreaker Cove enjoys approximately 1.95 kilometers of shoreline within its boundaries, substantially all of which are designated as Environmental Open Space District (EOS). The total area of land within the municipal boundary is 57.5 ha. Approximately 18.6% is dedicated to roads, 59.8% is in private ownership, 3% is the former Sun Haven Provincial Recreation Area (PRA) and the boat launch discussed below, 12% is walkways and green space, designated as Community Recreation District (CR), remaining 6.6% is designated as Environmental Open Space (EOS). The Open Space Community Recreation Districts and walkway system plays an important role as they form an integral part of the overall community and in March 2016 an Open Space Master Plan was adopted.

The lands around the Summer Village are in the County of Lacombe. While the surrounding lands are currently dominated by a mixed-wood forest, comprised mainly of trembling aspen, the County's Area Structure Plan places them within the Lake Development Area rather than the Agricultural Area. Today, the Summer Village consists of a mixture of seasonally occupied cabins, all season vacation homes, and permanent residences.

Relationships with neighbouring municipalities and other governing bodies are important to Sunbreaker Cove and Council will continue to support mutually beneficial planning and operating procedures.

2.2 HISTORICAL OVERVIEW

The Sunhaven Beach Plan of Subdivision was created in 1960, while in the County of Lacombe, followed by the first phases of the Breakers – Sylvan Lake plan in 1963. The Summer Village of Sunbreaker Cove was incorporated as a Summer Village by the Provincial Order in Council, dated January 1, 1991.

The name Sunbreaker Cove was derived from Glenn **Cove** beach and the two subdivisions named **Sunhaven** and the **Breakers**.

Range Road 2-2 leading to the lake has always been used by the public for boat launch access. Lacombe County transferred the titles of two Municipal Reserve lots situated on either side of the range road, to the Province on August 13, 1990, just before the incorporation of the Summer Village. The boat launch is extensively used as a major public access point to the lake. Today, the high volume of traffic and demand for parking space as a result of the heavy use of the boat launch,

certainly, impacts the local residential property owners of the Summer Village.

The initial purpose of the Sunbreaker Cove Ratepayers Association application to become a Summer Village in 1990 was:

- a) the ability to govern democratically and represent the interests and welfare of the community,
- b) to provide services and infrastructure necessary and/or desirable for the ratepayers,
- c) getting the maximum benefit from municipal taxes which were paid to Lacombe County.

In March 2010, Alberta Tourism, Parks, and Recreation (TPR) deregulated and transferred Sun Haven Provincial Recreation Area (PRA) to the Summer Village of Sunbreaker Cove for its continued operation as a public recreation site. The PRA consists of the same two reserve lots transferred in August 1990 by the County of Lacombe to the Province. It is a small day site of 1.59 acres that acts primarily as a staging area for the boat launch. A caveat was placed on title to ensure that if the Summer Village is no longer running the site for public recreation, the title will be transferred back to the province. The Summer Village does not have the authority to sell or transfer the site to a third party for any purposes.

The County of Lacombe operate the boat launch under a license of occupation (LOC) from the Provincial Government. Lacombe County doubled the width of the boat launch in 2010 and in 2012/13 created a 5-acre overflow parking area north of Sunbreaker Cove to accommodate up to 150 trucks and trailers.

3.0 Vision

3.1 BACKGROUND

The vision statement is used to facilitate a common understanding of the community in terms of what qualities are important to the residents.

3.2 VISION STATEMENT

The Summer Village of Sunbreaker Cove is a quiet country residential community, striving to keep it safe and secure while meeting the needs of both the permanent

and seasonal residents. The Summer Village is committed to being a good steward of the environment and encourages passive, family-oriented uses, and activities.

3.3 CORE VALUES

- a) The Summer Village wishes to maintain a low density, single family residential community within a recreational environment.
- b) The Summer Village wishes to maximize the continued enjoyment of Sylvan Lake by monitoring lake water quality, water safety, and shoreline management in conjunction with other Municipalities.
- c) The Summer Village's natural environment including the municipal green spaces, environmental open spaces, public roadways, walkways, and drainage areas are to be preserved in a natural state whenever possible for the enjoyment of future generations.
- d) The Summer Village will continue to strive towards keeping the community safe and secure.
- e) Sunbreaker Cove residents value the Summer Villages Municipal status of independence.

3.4 GUIDING PRINCIPLE

- a) Sunbreaker Cove is committed to working together with neighbouring municipalities regarding land use planning, municipal services, and environmental health and protection of Sylvan Lake.

4.0 **Goals and Objectives**

4.1 GOALS OF THE MUNICIPAL DEVELOPMENT PLAN

- a) To develop a plan for the community which reflects the inherent qualities of Sylvan Lake and lake living as a low density, single family residential community within a seasonal recreational environment.
- b) To encourage high standards for new and existing development that compliments and protects the existing character of the Summer Village.

- c) To preserve and protect the existing public EOS districts, walkways and CR districts within the Summer Village and manage environmentally sensitive areas within the plan area.
- d) To encourage residents to become more environmentally aware and to become good stewards of the natural environment and Sylvan Lake as a whole.

4.2 OBJECTIVES OF THE WHOLE MUNICIPAL DEVELOPMENT PLAN

- a) To identify problems and areas of further study.
- b) To provide the policy framework, which will be used to guide the form, sizes, and quality, for development within the Summer Village.
- c) To harmonize residential and recreational interests, with the first priority given to the majority of the residents.
- d) To ensure that the environmental integrity of the lakeshore, water, and wooded areas are not adversely impacted by the type of development occurring in the Summer Village.
- e) To promote and provide efficient and effective transportation and municipal services.

5.0 **Reserves and Open Space**

5.1 GOAL

To encourage preservation and protection of walkways, environmental open spaces (EOS) and green areas as much as practical, in their natural condition.

5.2 BACKGROUND

Preservation of the natural environment continues to be one of the most important contributors to maintaining Sunbreaker Cove's quality of life and recreational environment. The balance between protecting and using municipal reserves, walkways, and environmental open spaces is a constant challenge. Sunbreaker Cove's priority is to preserve walkways and open spaces in their natural state whenever practical.

5.3 OBJECTIVES

- a) Provide Summer Village residents with passive recreational opportunities.
- b) Protect and maintain the vegetation, including trees, of all Summer Village reserves and environmental open spaces.
- c) Ensure that the public areas do not become an economic burden on local ratepayers and ensure that negative impacts of non-resident users are mitigated.

5.4 POLICIES

Policies for the Reserves and Open Spaces are set out in the Open Spaces Master Plan adopted in 2016, specifically under Section 7.4. Policies are listed separately for connectivity areas and trails, amenities, communal sheds, public open spaces and green passive spaces, conservation areas, and shoreline management.

6.0 **Environmental Protection**

6.1 BACKGROUND

The majority of residents of Sunbreaker Cove have chosen the Summer Village because of the recreational lifestyle that the Sylvan Lake area offers. The Lake and the lakeshore areas offer many benefits, including the opportunity to experience and respect nature. Protection and preservation of the lakeshore, water and the reserve lands contribute to the quality of life for the residents.

6.2 OBJECTIVES

- a) Protect lake escarpment, natural areas, fish, and wildlife habitats.
- b) Support initiatives that increase awareness and public involvement in environmental issues.

6.3 POLICIES

- a) Native, natural, and existing vegetation shall be preserved on all municipal parcels. The removal or alteration of any vegetation on reserve land for the creation or enhancement of views of the lake shall be strictly prohibited.
- b) There shall be no dumping of any material, including grass clippings on municipal reserves.
- c) Environmental stewardship is a shared responsibility and requires the commitment of the residents and the municipalities around the lake.
- d) Support local and provincial environmental groups with efforts to test and monitor the quality of lake water, shoreline preservation and wildlife habitat protection.
- e) Support a regional approach to identify and promote an additional boat launch for the lake to alleviate the congestion and pollution of the boat launch situated in the Summer Village. The overuse of the public boat launch causes environmental concerns of the existing eco system.
- f) Ensure that lake front maintenance is only carried out for the protection and preservation of the shoreline.

7.0 **Existing and Future Land Development**

7.1 GOALS

To adopt high standards for new and existing developments that complements the country-like residential community and enhances the existing character of the Summer Village of Sunbreaker Cove.

7.2 BACKGROUND

Sunbreaker Cove is a quiet country residential community and seeks to maintain the quality of life its residents currently enjoy. The majority of its citizens do not wish for the Summer Village to grow outside its present borders and oppose annexation. The nature of the growth and the pending developments adjacent to the Summer Village will therefore be under the complete control of Lacombe County.

Land-intensive agricultural and natural resource developments occur in appropriate locations within the watershed. Large agriculture operations and confined feeding operations shall be prohibited within the Summer Village. Local small-scale agricultural activities such as non-commercial gardens and greenhouses will be encouraged. There are no agricultural operations, aggregate developments or oil and gas operations within the Summer Village of Sunbreaker Cove that need protection by policy.

Undeveloped lands within the Summer Village are intended to facilitate low-impact recreational activities and support the ecological health of Sylvan Lake. Large-scale agricultural activities and natural resource development would be incompatible with the Summer Village's current (and planned) community.

7.3 EXISTING AND FUTURE LAND USE

As of May 2023, the Summer Village had a total of 265 residential lots, of which 249 are developed (94%). There are 16 undeveloped lots scattered throughout. Present restrictions for minimum lot size will limit any further subdivision.

Existing subdivisions were approved under the Planning Regulations of that time and the former Red Deer Regional Planning Commission. All the lots manage their own water supply via water wells. The Summer Village owns and operates a low-pressure forced main sanitary system that will require all its residents to be connected by April 2024.

7.4 OBJECTIVES

The main function of the Municipal Development Plan is to maintain the quiet country residential setting and ensure that new residential developments are attractive and complement the existing and surrounding areas in the community.

7.5 POLICIES

- a) Single detached dwellings will be the exclusive form of development within the Summer Village of Sunbreaker Cove. High density residential redevelopment is not allowed.
- b) All residential lots will be required to maintain an appropriate appearance from all access roads.

-
- c) Detached garages may be permitted if they are architecturally compatible with the main dwelling and adjacent developments.
 - d) Commercial uses of residential property are not encouraged and will generally not be permitted, except as provided in the Land Use Bylaw.
 - e) Holiday trailers, motor homes, or campers are not permitted to be parked on a vacant parcel except to enable the registered owner of the property to remain on the lot during construction of a home on the property in accordance with the Land Use Bylaw.
 - f) Permanent storage or parking of holiday trailers, motor homes, campers, or boat trailers on reserve land is prohibited. Long-term parking is not allowed on the Summer Village road allowances.
 - g) All new developments shall comply with the standards and provisions of the Land Use Bylaw.
 - h) The natural features of a development site such as trees and vegetation should remain to the greatest extent practical.
 - i) No developments should occur adjacent to or near the shores of the lake, which could degrade fish or wildlife habitat, or adversely impact the natural quality through excessive removal of vegetation.
 - j) Home occupation is a discretionary use and may only be allowed through the provisions of the Land Use Bylaw. Applications will not be considered if traffic or parking problems are to be generated or it will negatively affect the use and enjoyment of neighboring properties.
 - k) High density residential redevelopment is not allowed.
 - l) Large agricultural operations and confined feeding operations shall be prohibited within the Summer Village. Local small-scale agricultural activities such as non-commercial gardens and greenhouses will be encouraged.
 - m) Aggregate resource extraction developments shall be prohibited within the Summer Village. All development of oil and gas infrastructure (e.g., well sites, pipelines) shall be discouraged within the Summer Village. In the event that oil and gas infrastructure is proposed to be developed within the Summer Village, the development authority shall work with the proponents to discourage locating oil and gas infrastructure in areas with important natural features.

8 Infrastructure – Transportation and Utilities

8.1 GOALS

To plan and develop infrastructure in a manner that most effectively and efficiently meets the present and future needs of the Summer Village and is environmentally and economically sustainable.

8.2 BACKGROUND

Most of the Summer Village's roads have a "country-lane" appearance and is an important characteristic to the residents.

Safety issues are a concern on roads due to roadway width, alignment, sight lines, and pedestrian traffic. Speed limits are set to reflect these safety issues.

The Summer Village is served by utility companies for electricity, gas, telephone, and fiber internet. Their systems are upgraded as growth and markets dictate.

8.3 OBJECTIVES

- a) Ensure Sunbreaker Cove neighborhoods remain safe and viable, socially, and economically.
- b) To maintain municipal services currently contracted for the Summer Village. They are snow removal, ditch mowing, garbage collection, wastewater collection, law enforcement, fire and ambulance services and general maintenance.
- c) Provide a cost-effective, reliable, and safe road system servicing all sectors of the Summer Village.
- d) Ensure an effective storm water drainage system is maintained for existing and future development areas.
- e) Remain an environmental steward in protecting the lake and environment with the Summer Village's urban-level wastewater service.

8.4 POLICIES

- a) Establish, operate, and maintain, within available resources, a paving program for the completion of the entire road system for the effective movement of vehicles and pedestrians in Sunbreaker Cove.
- b) Ensure that traffic or bylaw infractions including speeding, parking and weight restrictions will be monitored and enforced by appropriate law enforcement.
- c) Council has implemented a method restricting parking for adjacent public roadways and lands.
- d) The Summer Village collaborates with the adjacent county to address vehicle access and parking concerns in the public boat launch area.
- e) Future Councils to examine the possibility of providing emergency vehicle only access for the Sunhaven and Breakers side.
- f) The majority of residents do not support street lighting within the Summer Village but may consider lighting at intersections where warranted for safety reasons.

9 Intermunicipal Planning and Cooperation

9.1 BACKGROUND

The Summer Village of Sunbreaker Cove recognizes the importance of maintaining a good working relationship with Lacombe County and neighboring municipalities while preserving its autonomy and uniqueness.

The Sylvan Lake Intermunicipal Development Plan is a collaborative effort of eight municipalities surrounding Sylvan Lake. The purpose of the Sylvan Lake IDP is to collectively protect the environment and watersheds, enable appropriate development, and support the diversity of surrounding municipalities.

9.2 GOAL

To maintain an open dialogue with Lacombe County and adjacent municipalities in an effort to pursue mutually beneficial planning and operating strategies and other matters of common concerns.

Focused on land-based decision, the Intermunicipal Development Plan is a focus on setting clear expectations and agreements as to how development will proceed, how the environment will be protected, what support services will be required to accommodate the development and how partner municipalities will continue to work together.

9.3 POLICIES

- a) The Summer Village supports consultative approaches with Lacombe County regarding but not limited to the following matters:
 - i. Subdivision and development of adjacent lands
 - ii. Transportation and utility linages
 - iii. Communication and issue resolution processes
- b) The Summer Village does not intend to annex the adjacent lands, but the development of these lands should not materially or esthetically impair the quality of life for the residents of Sunbreaker Cove, so that consideration should be given to allow for compatible land uses.
- c) The Sylvan Lake Intermunicipal Development Plan prepared for the Sylvan Lake area is the principal tool in interpreting and implementing the policies that are envisioned for the residents and public users of the lake as a whole.

10. Implementation and Review

10.1 GOAL

To effectively promote the use of the Sunbreaker Cove Municipal Development Plan by policy implementation.

10.2 BACKGROUND

It is important that this Municipal Development Plan be viewed as a living document and that its purpose and provisions continue to reflect the wishes of residents for a safe, healthy, and sustainable community. This Municipal Development Plan will be implemented through the Land Use Bylaw. The Land Use Bylaw governs in detail the specific and discretionary uses of land as well as locations and size of buildings through the development permit process.

10.3 OBJECTIVES

- a) Apply the intent of the Municipal Development Plan policies to all aspects of the Summer Villages planning and development activities.
- b) Ensure consistency between the Municipal Development Plan policies to all aspects of the Summer Villages planning and development activities.

10.4 POLICIES

- a) This plan should be interpreted with flexibility having regard to its purpose, objectives, and policies. Councils' decision on interpretation will be final.
- b) Council will observe the effect of the plan after adoption and will bring forth amendments to satisfy public concerns and aspirations.
- c) Council will conduct a review of the plan whenever it considers it no longer expresses the long-term goals of the Summer Village, and in any event, within ten (10) years. The plan will be amended in accordance with the procedures established in the Municipal Government Act (as amended).

Summer Village of Sunbreaker Cove

July 17, 2023

Council Reports

Information Item

Council Reports:

Mayor Willmon

Deputy Mayor Kimball

Councillor Beets

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

Upcoming Meetings:

Next Council Meeting – September 11, 2023



PRLS Board Meeting Minutes

May 18, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday May 18, 2023 in the Combined Board Room, Lacombe.

Present: Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

With Regrets: Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent: Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff: Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Guests: Lindsey Bauman and Erin Switenky (MNP)

Call to Order

Meeting called to order at 10:05 a.m. by Teresa Rilling.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Stephen Levy to excuse Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, and Janice Wing from attendance at the board meeting on February 23, 2023 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 24/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Rilling asked if there were any additions or deletions to the agenda. There were none.



Motion by Len Phillips to accept the agenda as presented.

CARRIED

PRLS 25/2023

1.2. **Approval of Minutes**

Rilling asked if there were any amendments to the February 23, 2023 minutes. There were none.

Motion by Ray Reckseidler to approve the minutes of the February 23, 2023 meeting as presented.

CARRIED

PRLS 26/2023

1.3. **Business arising from the minutes of the February 23, 2023 meeting**

Rilling asked if there was any business arising from the minutes. There was none.

2. **Business Arising from the Consent Agenda**

Rilling asked if there was any business arising from the consent agenda. There was none.

Motion by Barb Gilliat to approve the consent agenda as presented.

CARRIED

PRLS 27/2023

3.1. **Approval of the 2022 Parkland Audit**

Lindsey Bauman and Erin Switenky from Parkland's audit company, MNP, presented Parkland's audit. In their report, the auditors state:

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2022, and the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Parkland received a clean audit. Bauman noted the three items in the management letter from last year have been resolved, which shows the commitment of Parkland Staff to ensuring financial management is sound.

Motion by Elaine Fossen to approve the Parkland Regional Library Board 2022 Audit Findings, Report to the Board of Directors/Executive Committee for December 31, 2022, and the Financial Statements for December 31, 2022, as presented.

CARRIED

PRLS 28/2023

3.2 **Audit Policy**

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors



stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

Staff inquired with the Public Library Services Branch (PLSB) whether there were any legislative requirements that would impede the Executive Committee from being the body responsible for approving Parkland's audit. They responded that there is "*nothing explicit in the legislation. However, it is implied that finances are the responsibility of the corporate board as a whole, not the Executive.*"

One advantage of having the audit approved earlier is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After some discussion, a motion was made:

Motion by Joy-Anne Murphy to hold a special online meeting of the full board to coincide with the completion of the audit for the full purpose of approving the Parkland Audit.

DEFEATED

PRLS 29/2023

Motion by Deb Smith to change PRLS Executive Committee policy to read "*The Executive Committee is responsible for reviewing and approving Parkland's audit which will be forwarded to the board at the board's next meeting.*"

CARRIED

PRLS 30/2023

Lindsey Bauman and Erin Switenky left the meeting at 11:09 a.m.

11:10 – 11:19 Comfort break

3.3. 2024 Budget/Requisition Increase

Sheppard reviewed a preliminary budget for 2024 for information. In the budget, there were no changes made to the requisition, or salary and benefits lines, excepting to adjust for current staffing levels. In the case of provincial operating funding, staff assumed the increases announced this year will continue next year.

All other adjustments to specific lines throughout the budget are a reflection of estimates based on inflation or actual costs over previous years.



Without addressing salaries, there is an initial balance of +\$30,256 at this time.

Motion by Deb Coombes to receive for information.

CARRIED

PRLS 31/2023

3.4. Salary Grid

Sheppard explained. At the September 15, 2022 board meeting, following the Compensation Review presented by Dr. Margaret Law, a motion was made *"to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid"*. This motion was a result of a recommendation from the Compensation Review which stated: *"The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."* Currently, there are fifteen steps on Parkland's salary grid with uniform increments of 2.5%.

Based on Law's Compensation Review, Parkland's salary ranges were acceptable. However, the Executive Committee was unable to provide direction to staff regarding the adoption of a new salary grid.

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine this issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Since Parkland still has to develop a budget for 2024, the Executive Committee recommended using the current salary grid and compensation policy for one more year since it is unlikely a new grid can be established before the budget needs to be approved by the board in September.

Volunteers from the Executive Committee for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, and Janice Wing.

Motion by Deb Smith to use the current compensation policy to create the 2024 budget, and to create a subcommittee to work on creating a new compensation policy and salary grid.

CARRIED

PRLS 32/2023

Motion by Les Stulberg to appoint Twyla Hale, Jul Bissell, and Stephen Levy to join the compensation review subcommittee.

CARRIED

PRLS 33/2023

Twyla Hale left the meeting at 12:00 p.m.



3.5. Marketing and Advocacy Committee Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular.

Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL:

[Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Motion by Doug Booker to receive the Marketing and Advocacy Committee report for information.

CARRIED

PRLS 34/2023

3.6. ALTA Representative

Sheppard reviewed. Former Parkland Board member Bob Green is stepping down from his long-time position as the Parkland representative on the board of the Alberta Library Trustee Association (ALTA). His term will be ending on May 31st this year. Green has asked for nominations or volunteers to serve on the ALTA board.

Sheppard asked for nominations or volunteers. Barb Gilliat volunteered to be Parkland's new ALTA representative.

3.7.1. Director's Report

3.7.2. Library Services Report

3.7.3. I.T. Report

3.7.4. Finance & Operations Report



Rilling asked if there were any questions regarding the Director's Report, Library Services Report, I.T. Report, or the Finance and Operations Report. There were none.

Motion by Len Phillips to receive the Director's Report, Library Services Report, I.T. Report, and Finance and Operations Report for information.

CARRIED
PRLS 35/2023

3.12. **Parkland Community Update**

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

The Penhold & District Public Library have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

The Sedgewick & District Municipal Library has been in their new location downtown for six months and support/demand for the library has continued to increase.

The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and water play that has been extremely popular. They are also holding film nights through the summer.

Motion by Dana Kreil to receive the Parkland Community Update for information.

CARRIED
PRLS 36/2023

4. **Adjournment**

Motion by Norma Penney to adjourn the meeting at 12:17 p.m.

CARRIED
PRLS 37/2023

Chair



Parkland Update

Thursday, June 1, 2023

Get the latest Parkland updates, library news, training, events, and more!



Join us for [Stronger Together](#), November 3, 9 and 10! There will be one full day online, and two days in-person at the River Cree Resort and Casino in Enoch, AB (west Edmonton). You can look forward to a variety of sessions suited for anyone who works with, and loves, libraries, including a focused development day for Library Trustees.

Online Stronger Together Conference – November 3rd, 2023
In-Person Development Day for Library Trustees – November 9th, 2023
In-Person Stronger Together Conference – November 10th, 2023

For any inquiries about the conference, please send your questions to librariesarestrongertogether@gmail.com.

Stay updated with all our conference news by following the conference pages on [Facebook](#)

and [Twitter](#), or visit the [Stronger Together website](#) to learn more.

Young at Heart Trade Show



Parkland attended the [Young at Heart Trade Show](#) in Red Deer earlier this week. We spoke with over 200 people about libraries. We got questions about ILL's and eResources, and many people shared their positive experiences and views of the library. Our goal was to raise awareness and encourage people to visit their local libraries to see all the amazing services offered, and we considered it to be a great success!

Library Managers Coffee Break

Member library managers are invited to a monthly virtual coffee break hosted by Parkland. We discuss upcoming events, changes, or challenges. It is a great opportunity to bounce ideas off other library managers, ask for or give feedback, and network with peers. You can find the recurring invitation in your calendar or reach out to Library Services if you need to be re-added at libraryservices@prl.ab.ca.

Vistaprint Pro Shop

Did you know your library can access the [Vistaprint Pro Shop](#) for professionally printed marketing materials and swag? With the membership that Parkland pays for, libraries can access the customized shopping portal and receive materials at 30%-50% off of their regular price. Initially, all libraries were activated with their main library email address as the login. Contact Hailey at hhalberg@prl.ab.ca if you need assistance.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

West Coast Seeds Donation



We would like to thank [West Coast Seeds](#) for their \$750 donation of seeds for our revamp of the Out in the Garden Children's Programming Kits! The kits are quite ready yet (stay tuned for their completion) but we can't wait to see our member libraries help the kids in their community learn about gardening!

Looking to start a seed garden at your local library? Check out [West Coast Seeds, Seed](#)

[Donation](#)[Program!](#)**Minister's Awards for Excellence in Public Library Excellence for 2023**

Application	Deadline:	Thursday,	June	15
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Letters from Minister Rebecca Schulz, from the Ministry of Municipal Affairs, were recently emailed to all municipalities and library boards announcing the launch of the 2023 Minister's Awards for Municipal and Public Library Excellence. This is an opportunity to recognize library boards for their efforts to serve communities across Alberta. Find information on the Minister's Awards and submission process on the [awards program website](#) and good luck!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **PLC Meeting and Programming Workshop** - June 5 at 10am. Hybrid PLC meeting. Join virtually via the calendar invite, or join us in person if you have RSVP'd.

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit [Niche Academy](#).

**Alberta Seniors Week: Free
Canadian Revenue Agency (CRA)**

Webinar Sessions**Monday, June 5 - Sunday, June 11**

Join the CRA for free online information sessions during Alberta Seniors Week. To register for any (or all) of the webinars, email OUTREACHABG@cra-arc.gc.ca with your name and the session(s) you would like to attend. They'll email a link to

you to join the webinar via Microsoft Teams.

- **June 5, 10:00 am** Be Scam Smart!
- **June 8, 10:00 am** Be Scam Smart!
- **June 6, 10:00 am** Seniors Benefits & Credits
- **June 7, 10:00 am** Disability Tax Credit/Medical Expenses/Home Accessibility Tax Credit

Feel free to print this [poster](#) to display in your library today!

LAA Speaker Series: Public Organizations in a Time of Upheaval

**Wednesday, June 14
10:30am**

If you missed part one of this speaker series, join the [Library Association of Alberta](#) (LAA) for part two! LAA's Virtual Speaker Series features sessions focusing on professional growth and development for library professionals from sectors and in all career growth and development stages. Registration for the Speaker Series is free and open to all members of the Alberta Library Community, regardless of LAA membership status. Visit laa.heysummit.com for more information and to register.

The Fight Against Book Bans:

How Do We Move

Forward? Webinar

**Wednesday, June 14
12:00pm**

Book challenges and bans have been on the rise in North America since 2020, especially in public and school libraries. Many librarians have faced these challenges with courage and commitment to the principles of intellectual freedom and access to information, while others have yet to deal with this issue. [Register for this webinar](#) to refresh your understanding of intellectual freedom, explore the rise in book challenges, consider how to respond to challenges, and draw on the experiences and perspectives of other library professionals.

The Practice of Leadership: Nurturing Your Capacity to Lead Your Team, Your Organization, & Your Community Webinar

**Wednesday, June 14
1:00pm**

In this [free webinar](#) for senior leaders, team leads, and aspiring leaders, the experts at IntegralOrg give an overview of leadership theory, together with ways to put knowledge into practice.



Parkland Update

Thursday, June 15, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

The Economist Has Moved From Overdrive to PressReader

Due to contract negotiations out of our control, *The Economist* has been removed from OverDrive. However, thanks to the Public Library Services Branch, we are excited to share that *The Economist* is now available on PressReader.

PressReader has a webpage with all of their marketing materials that libraries might find useful: [Tools for Success—Libraries & Institutions](#).

Thank You PLC Meeting and Programming Workshop Attendees!

Thank you to all those who attended the June PLC Meeting and Programming Workshop! If you would like more information or meeting notes from the PLC meeting, please contact libraryservices@prl.ab.ca. A video presentation of the material covered in the afternoon portion of the Programming Workshop is coming soon!

Are You Getting the Most From Canva?

Canva is user-friendly design software where you can create anything in a snap, from presentations and logos to social media posts—no design skills or experience required! Libraries can get [Canva for Non-Profits](#), which allows access to all the premium benefits for free. If you'd like to be added to Parkland's Canva for Non-Profits account, please contact Emma

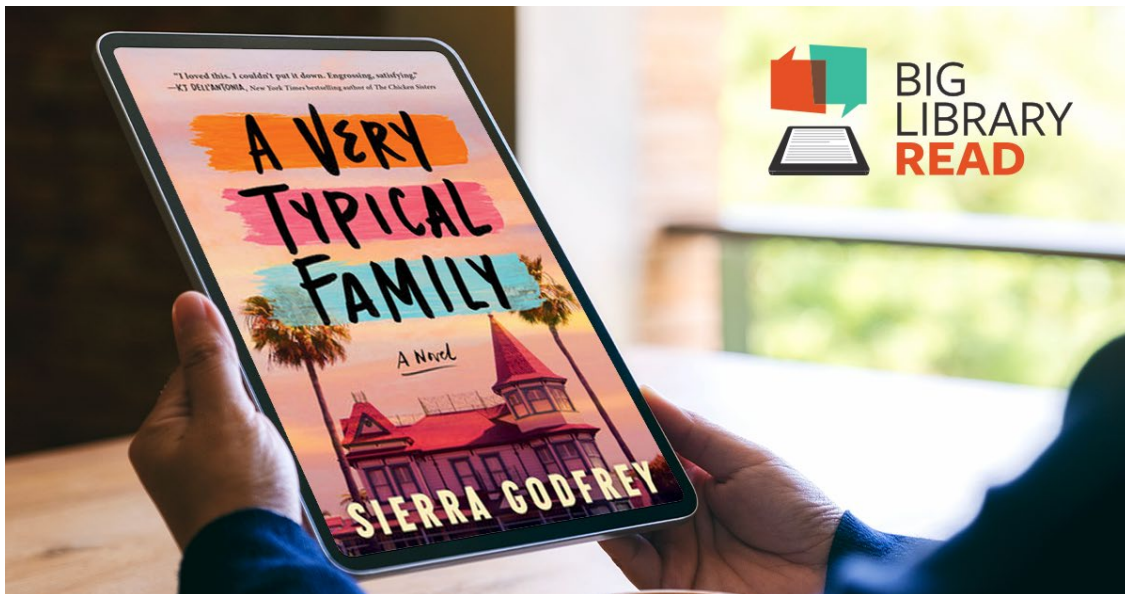
at emchpherson@prl.ab.ca.

Once you have access, watch [this beginner tutorial](#) to learn about all of the features Canva has to offer.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

OverDrive Big Library Read



The Big Library Read Selection is [A Very Typical Family by Sierra Godfrey](#). Written with delightfully dark humor and characters you can't help but cheer for, *A Very Typical Family* is an uplifting family drama that will have you reveling in the power of second chances. This book will be available on Libby starting July 13. Check out these [marketing materials](#) to help you spread the word to your library users.

Happy Pride Month!

June is Pride Month and celebratory events are happening across the province. The [Central Alberta Pride Society](#) plans the annual [Central Alberta Pride Week](#) held the week of August 6-

12,

2023.

Need ideas for book recommendations? Browse through Autostraddle's [numerous booklists](#) on a wide variety of queer subjects from poetry to haunted house stories.

Check out [this guide](#) for creating a Pride campaign on social media, or get some inspiration from this [Didsbury Municipal Library Instagram post](#).

Venture for Canada Internship Program

[Venture for Canada's internship program](#) provides a 50-70% wage subsidy (capped at \$7,000) per student per term for charities and nonprofits that employ fewer than 500 people. Programs can start in the summer, fall, or winter semesters. The application deadline is **Friday, July 7, 2023**.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Brand Guidelines, Copyright, and Social Media Webinar** - July 12 at 1:30pm. Contact Hailey at hhalberg@prl.ab.ca if you would like to attend.

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit [Niche Academy](#).

Decolonizing Libraries is for Everyone Webinar

**Monday, June 27
10am**

Join three three Indigenous librarians from the [Council of Prairie and Pacific University Libraries](#) as they discuss how non-

Indigenous library employees can support Indigenous colleagues and patrons. [In this webinar](#), the panelists will share their experiences in public and academic libraries, talk about who should be engaging in decolonial work within libraries, and why this work is important.

**Beyond the One-Time Gift:
Advanced Techniques for Donor
Retention Webinar**

**Thursday, June 29
11am**

Did you know that retaining donors is 5 times more cost-effective than recruiting new ones? However, despite the nonprofit industry's average donor retention rate of 45%, organizations all over the world are struggling to keep their donors coming back for more. In [this webinar](#), learn new techniques, tips, and insights for engaging supporters of your library.

Low Morale in Libraries Webinar
**Thursday, June 29
1pm**

Low morale is detrimental to the health and well-being of employees, library organizations, and the communities they serve. [Join this webinar](#) to learn about identifying various workplace factors and events that can lead to or trigger low morale, as well as revealing the systems and structures that enable and perpetuate low morale.

Library Management Training
**Thursdays, October 17 -
December 5**

This [8-week virtual course](#) will set you up for success in your future or existing management position by training you on the fundamentals of staff relationships and management, HR policies and processes, budget management, leading a team through change, and more. Built specifically for managers (or those on a future management track), this interactive course provides the opportunity to role-play challenging scenarios and get feedback from experts and peers. Early-bird cost: \$375 USD.

PARKLAND REGIONAL LIBRARY SYSTEM
FINANCIAL STATEMENTS
DECEMBER 31, 2022

PARKLAND REGIONAL LIBRARY SYSTEM**Table of Contents**
DECEMBER 31, 2022

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MANAGEMENT'S REPORT**To the Members of Parkland Regional Library System:**

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian generally accepted accounting principles. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The elected board is composed entirely of neither management nor employees of the Library. The board has the responsibility of meeting with management and external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The board is responsible for recommending the appointment of the Library's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the board to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the board and management to discuss their audit findings. The accompanying financial statements are the responsibility of the management of Parkland Regional Library System.

e-Signed by Ron Sheppard
2023-05-25 13:18:12:12 MDT

Independent Auditor's Report

To the Members of The Parkland Library Board:

Opinion

We have audited the financial statements of The Parkland Library Board (the "Library"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets, cash flows, changes in accumulated operating surplus, and remeasurement gains and losses for the year then ended, and schedules 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 Library as at December 31, 2022, and the results of its operations, changes in its net debt 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 Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Library 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 these 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 Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

Auditor's 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 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.

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 Library'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 Library'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 auditor's report. However, future events or conditions may cause the Library 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.

Lacombe, Alberta

May 18, 2023

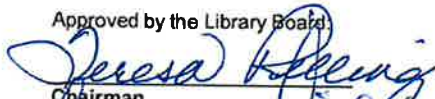

MNP LLP

Chartered Professional Accountants

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022

	2022	2021
FINANCIAL ASSETS		
Cash and cash equivalents (note 4)	\$ 1,089,037	\$ 911,498
Accounts receivable	28,033	21,908
Investments (note 5)	725,120	775,163
TOTAL FINANCIAL ASSETS	1,842,190	1,708,569
LIABILITIES		
Accounts payable and accruals (note 6)	\$ 137,307	\$ 120,407
Book allotment	11,477	12,178
Deferred revenue (note 7)	176,341	157,678
TOTAL LIABILITIES	325,125	290,263
NET FINANCIAL ASSETS	1,517,065	1,418,306
NON-FINANCIAL ASSETS		
Inventory for consumption	\$ 16,632	\$ 17,642
Prepaid expenses	124,454	109,711
Tangible capital assets (schedule 1)	4,484,760	4,593,189
TOTAL NON-FINANCIAL ASSETS	4,625,846	4,720,541
COMMITMENTS (note 8)		
CONTINGENCY (note 14)		
ACCUMULATED SURPLUS	6,142,911	6,138,847
ACCUMULATED SURPLUS CONSISTS OF:		
Accumulated operating surplus (note 9)	6,194,382	6,124,640
Accumulated remeasurement gain on investments	(51,471)	14,207
	6,142,911	6,138,847

Approved by the Library Board:


 Chairman

 Director

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget	2022	2021
REVENUE			
Investment income	\$ 28,500	\$ 52,923	\$ 25,958
Member fees	1,939,986	1,939,986	1,881,436
Miscellaneous and donations	-	1,041	787
Outside sales - Books and supplies	-	139,579	143,788
Provincial funding (note 10)	1,567,965	1,549,301	1,489,125
	<u>3,536,451</u>	<u>3,682,830</u>	<u>3,541,094</u>
EXPENSES			
Administration	\$ 13,600	\$ 10,530	\$ 11,656
Amortization	-	189,553	152,818
Audit	16,500	22,132	19,440
Communications, marketing and promotions	20,000	19,705	8,143
Continuing education	20,000	17,182	14,514
Dues, fees, and memberships	12,200	11,999	12,008
First Nations grant expense	78,839	60,398	1,362
Freight and postage reimbursement	6,300	2,956	3,422
Insurance	19,000	20,367	16,985
Investment fees	4,700	4,176	4,410
Library materials	452,831	475,391	395,904
Library service grant	429,742	429,742	429,742
Miscellaneous - outlet contributions	800	800	800
Outside purchases - books and supplies	-	138,732	143,519
Planned member technology purchases	68,070	70,436	118,414
Professional fees	-	15,949	5,908
Repairs and maintenance - building	52,000	54,133	45,020
Salaries and benefits	1,938,164	1,702,315	1,732,954
Supplies for library materials and inhouse stationary	51,000	41,567	39,641
Technology software, internet, maint. agreement, misc. supplies	210,705	207,197	198,722
Travel	8,000	2,923	1,222
Trustee	35,000	19,991	17,931
Utilities	39,000	28,732	31,074
Vehicle	46,000	49,636	40,717
Workshops, training for libraries	14,000	15,234	12,077
	<u>3,536,451</u>	<u>3,611,776</u>	<u>3,458,403</u>
Excess of revenue over expenses, before other expenses	-	71,054	82,692
OTHER EXPENSES			
Loss on disposal of investments	-	(872)	(3,061)
Loss on disposal of tangible capital assets	-	(440)	(3,799)
	<u>-</u>	<u>(1,312)</u>	<u>(6,860)</u>
Excess of revenue over expenses	-	69,742	75,832
Accumulated operating surplus, beginning of year	6,124,640	6,124,640	6,048,808
Accumulated operating surplus, end of year (Note 9)	6,124,640	6,194,382	6,124,640

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget	2022	2021
Excess of revenue over expenses	\$ -	69,742	\$ 75,832
Acquisition of tangible capital assets	-	(81,564)	(59,523)
Amortization of tangible capital assets	-	189,554	152,818
Proceeds on disposal of tangible capital assets	-	-	-
Loss on disposal of tangible capital assets	-	440	3,799
Change in prepaid expenses	-	(14,745)	(18,405)
Change in inventory for consumption	-	1,010	1,945
Change in accumulated remeasurement loss on long-term investments	-	(65,678)	(31,846)
Increase in net financial assets	-	98,759	124,620
Net financial assets, beginning of year	<u>1,418,306</u>	<u>1,418,306</u>	<u>1,293,686</u>
Net financial assets, end of year	<u>1,418,306</u>	<u>1,517,065</u>	<u>1,418,306</u>

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
OPERATING ACTIVITIES		
Cash receipts from membership fees, contracts, and sales	\$ 2,074,405	\$ 2,072,862
Cash receipts from grants	1,567,964	1,567,964
Investment income received	52,923	25,958
Cash paid for materials and services	(1,293,360)	(1,162,926)
Cash paid for salaries and benefits	(1,691,029)	(1,725,941)
Cash paid for library service grant	(429,742)	(429,742)
Interest paid	(5,551)	(5,888)
	<u>275,610</u>	<u>342,287</u>
CAPITAL ACTIVITY		
Purchase of tangible capital assets	(81,564)	(59,523)
Proceeds on disposal of tangible capital assets	-	-
	<u>(81,564)</u>	<u>(59,523)</u>
INVESTING ACTIVITY		
Purchase of investments	(91,507)	(91,509)
Proceeds on sale of investments	75,000	77,000
	<u>(16,507)</u>	<u>(14,509)</u>
Net increase in cash	177,539	268,252
Cash and cash equivalents, beginning of year	911,498	643,246
Cash and cash equivalents, end of year	<u>1,089,037</u>	<u>911,498</u>

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF CHANGES IN ACCUMULATED OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Unrestricted (Note 9)	Reserves (Note 9)	Equity in Tangible Capital Assets (Note 9)	2022	2021
Balance, beginning of year	409,299	1,122,152	4,593,189	\$ 6,124,640	\$ 6,048,808
Excess of revenue over expenses	69,742	-	-	69,742	75,832
Reserves used for (transferred from) operations	(208,720)	208,720	-	-	-
Purchases of tangible capital assets	-	(81,564)	81,564	-	-
Disposal of tangible capital assets	440	-	(440)	-	-
Annual amortization expense	189,553	-	(189,553)	-	-
Balance, end of year	460,314	1,249,308	4,484,760	6,194,382	6,124,640

PARKLAND REGIONAL LIBRARY SYSTEM
STATEMENT OF REMEASUREMENT GAINS AND LOSSES
FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
Accumulated remeasurement gain on investments, beginning of the year	14,207	46,053
Decrease in market value	(65,678)	(31,846)
Accumulated remeasurement gain (loss) on investments, end of year	<u>(51,471)</u>	<u>14,207</u>

PARKLAND REGIONAL LIBRARY SYSTEM
SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022
SCHEDULE 1

	Vehicles	Building	Land	Technology equipment and systems	Equipment	Furniture and fixtures	2022	2021
Original Cost:								
Balance, beginning of year	131,191	3,946,960	610,000	360,375	49,074	50,105	5,147,705	5,103,982
Acquisition of tangible capital assets	44,326	-	-	32,467	900	3,871	81,564	59,523
Disposals of tangible capital assets	-	-	-	(37,468)	-	-	(37,468)	(15,800)
Balance, end of year	175,517	3,946,960	610,000	355,374	49,974	53,976	5,191,801	5,147,705
Accumulated Amortization:								
Balance, beginning of year	92,134	157,879	-	257,459	24,759	22,285	554,516	413,699
Annual amortization	25,015	78,938	-	74,219	5,043	6,338	189,553	152,819
Disposals	-	-	-	(37,028)	-	-	(37,028)	(12,002)
Balance, end of year	117,149	236,817	-	294,650	29,802	28,623	707,041	554,516
Net Book Value	58,368	3,710,143	610,000	60,724	20,172	25,353	4,484,760	4,593,189

PARKLAND REGIONAL LIBRARY SYSTEM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

1. Nature of activities

Parkland Regional Library System (the "Library") is an independent body established under the Alberta Libraries Act for the purpose of providing a variety of support services for the public libraries of rural Central Alberta.

The Library is exempt from tax pursuant to Section 149(1)(l) of the Income Tax Act of Canada.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian Public Sector Accounting Standards ("PSAS") and include the following significant accounting policies:

Cash and cash equivalents

Balances with original maturities of less than 3 months are included in cash and cash equivalents. Marketable securities with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

Revenue recognition

Member fees are recognized as revenue when the services have been provided.

Book and supply outside sales are recognized as product is shipped to the member library that placed the order through the Library.

Provincial funding and grants that are externally restricted are recorded as deferred contributions if the terms of the funding create a liability.

These funds are recognized as revenue in the year in which the related expenses are incurred and the terms of the funding are met.

Unrestricted provincial funding, miscellaneous and donations, and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All investment income is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Expenses

Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or legal obligation to pay.

Non-financial assets

Non-financial assets are assets that are not available to discharge existing liabilities but held for use in Library operations. Such assets have useful lives extending beyond the current year and are not intended for sale in the normal course of Library operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the changes in net financial assets for the year. Non-financial assets consist of the following:

i. Inventory for consumption

Inventory of materials and supplies for consumption is recorded in the financial statements at lower of the cost of the specific item or replacement cost.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2022

2. Significant accounting policies *(continued from previous page)*

ii. Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Contributed tangible capital assets are recorded in the financial statements at fair market value at the time of contribution.

	Method	Rate
Vehicles	declining balance	30%
Building	straight-line	50 years
Technology equipment and systems	declining balance	55%
Furniture and fixtures	declining balance	20%
Equipment	declining balance	20%

A full year of amortization is calculated in the year of acquisition. No amortization is calculated in the year of disposal.

Tangible capital assets are tested for impairment whenever events or changes in circumstances indicate that their carrying amounts may not be fully recoverable. An impairment loss is recognized when and to the extent that management assesses the future useful life of an asset to be less than originally estimated.

iii. Prepaid expenses

Expenses paid in advance where services have not been performed or materials have not been received.

Use of estimates

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the statement of financial position date, and the reported amounts of revenue and expenses during the reporting period. Key components of the financial statements requiring management to make estimates include the provision for doubtful accounts in respect of receivables, the cost and net realizable value of inventories, employee benefit obligations, the useful lives of long-lived assets and the potential impairment of assets. Actual results could differ from these estimates.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in excess of revenue over expenses in the periods in which they become known.

Long-term investment

Investments are recorded at fair market value, based on quoted prices in an active market, including accrued interest. Unrealized changes in fair value are recognized in the statement of remeasurement gains and losses until they are realized, when they are transferred to the statement of operations.

Foreign currency translation

These financial statements have been presented in Canadian dollars, the principal currency of the Library's operations.

Transaction amounts denominated in foreign currencies are translated into their Canadian dollar equivalents at exchange rates prevailing at the transaction date. Carrying values of monetary assets and liabilities reflect the exchange rates at the balance sheet date. Gains and losses on translation or settlement are included in the determination of excess of revenue over expenditures for the current period.

Reserves for future expenditures

Reserves are determined at the discretion of the board to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment within accumulated surplus.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2022

2. Significant accounting policies *(continued from previous page)*

Financial instruments

The Library recognizes financial instruments when the Library becomes party to the contractual provisions of the financial instrument.

Arm's length financial instruments

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Library may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Library has not made such an election during the year. All financial assets and liabilities issued/assumed in an arm's length transaction are subsequently measured at amortized cost, except for marketable securities that are measured at fair value.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Financial asset impairment

The Library assesses impairment of all its financial assets measured at cost or amortized cost. The Library groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Library determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

The Library reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Library reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

3. Change in accounting estimate

Effective January 1, 2022, the Library revised the amortization rate for technology equipment and systems from 30% declining balance to 55% declining balance. This change was applied prospectively and prior year results have not been restated. For the year ended December 31, 2022, the change resulted in an increase of \$33,736 in accumulated amortization on technology equipment and systems and amortization expense.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2022

4. Cash and cash equivalents

Cash accounts bear interest at bank prime rate of 6.45% (2021 - 2.45%) less a percentage based on balance held during the year. At year-end, the unrestricted cash balances bear interest at prime less 1.90% (2021 - prime less 1.90%) on \$1,070,873 (2021 - \$900,425) and prime less 1.90% (2021 - prime less 1.90%) on \$423 (2021 - \$3,883).

5. Investments

	2022	2021
Bonds (original cost of \$772,886; 2021 - \$758,016)	<u>725,120</u>	<u>775,163</u>

Bonds bear interest at rates ranging from 1.10% to 3.75% and have maturity dates ranging from June 2023 to September 2032. Included in investments is \$3,687 (2021 - \$2,922) of accrued interest.

6. Accounts payable and accruals

	2022	2021
Trade accounts payable and accruals	\$ 52,040	50,790
Employee benefit obligations	71,180	59,894
Goods and Services Tax payable	14,087	9,723
	<u>137,307</u>	<u>120,407</u>

Included in trade accounts payable and accruals is a balance of \$2,151 (2021 - \$1,939) on ATB Financial Mastercards with a total credit limit of \$15,000 (2021 - \$15,000).

Employee benefit obligation consist of estimated sick leave benefits of \$60,500 (2021 - \$47,000) that accumulate but do not vest, as well as vacation and lieu time of \$10,680 (2021 - \$12,894) that employees have earned and deferred to future years.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2022

7. Deferred revenue

Deferred revenue represents unspent amounts from the Government of Alberta to offer library services to on-reserve and on-settlement First Nations populations.

	2022	2021
Opening balance	\$ 157,678	\$ 78,839
Add: amounts deferred	145,601	145,601
Less: amounts recorded as revenue	(126,938)	(66,762)
Ending Balance	<u>176,341</u>	<u>157,678</u>

8. Commitments

In 2018, the Library entered into a software license agreement from July 1, 2018 to December 31, 2023 in the amount of \$85,000 per year, subject to inflation increases. In the year, the Library paid \$100,461 (2021 - \$97,535) including GST.

In 2021, the Library signed a contract with TAL Core covering the period October 1, 2021 to September 30, 2024. This contract will require annual payment of \$15,610 in 2023 in October, which cover the cost of services from October to September of the following year.

In 2021, the Library entered into a 10 year agreement for maintenance on their elevator which commenced August 28, 2021 costing \$4,860 per year.

In 2021, the Library entered into a 2 year agreement from November 1, 2021 to October 31, 2023 with a platform for accessing eContent materials in the amount of \$7,000 per year, which will then be continued annually.

9. Accumulated operating surplus

	2022	2021
Unrestricted operating fund	<u>460,314</u>	<u>409,299</u>
Internally restricted		
Operating reserves		
Technology	542,260	377,095
Building	200,000	175,000
Contingent liability	52,530	52,992
	<u>794,790</u>	<u>605,087</u>
Capital reserves		
Amortization	295,974	325,023
Vehicle	115,847	149,346
Equipment/furnishings replacement	42,697	42,696
	<u>454,518</u>	<u>517,065</u>
Total reserves	<u>1,249,308</u>	<u>1,122,152</u>
Equity in tangible capital assets	<u>4,484,760</u>	<u>4,593,189</u>
	<u>6,194,382</u>	<u>6,124,640</u>

10. Provincial funding

	2022	2021
Government of Alberta - Municipal Affairs		
Operating grant	\$ 992,620	\$ 992,620
Library Service grant	429,742	429,742
Provincial First Nations grant	126,939	66,763
	<u>1,549,301</u>	<u>1,489,125</u>

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2022

11. Local Authorities Pension Plan

Employees of the Library participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 281,764 people and 435 employers. The LAPP is financed by employee and employer contributions and by earning investment earnings in the LAPP fund.

Contributions for current service are recorded as expenses in the year in which they become due.

The Library is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan, and 12.80% on pensionable earnings above that amount.

Total service contributions by the Library to the LAPP in 2022 were \$118,260 (2021 - \$130,419). Total current service contributions by employees of the Library to the LAPP in 2022 were \$105,404 (2021 - \$114,811).

As at December 31, 2021, the LAPP disclosed an actuarial surplus of \$11.922 billion (2020 - \$4.961 billion). LAPP has not yet disclosed the actuarial surplus or deficiency as at December 31, 2022.

12. Economic dependence

The Library is dependent on funding from government grants to maintain its operations. In 2022, the Province of Alberta contributed \$1,549,301 (2021 - \$1,489,125) of revenue to the Library, equalling approximately 42% (2021 - 42%) of total revenue. If funding is not received, its operations would be significantly reduced.

13. Financial instruments

The Library, as part of its operations, carries a number of financial instruments. The financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accruals, and book allotment. It is management's opinion that the Library is not exposed to a significant interest, currency, market, liquidity, or credit risks arising from these financial instruments except as otherwise disclosed.

Credit risk

The Library is exposed to credit risk as it grants credit to its members in the normal course of operations. The risk is mitigated by the fact that the receivables are from municipalities. The Library is exposed to credit risk as it has purchased bonds which are included in investments. The risk is mitigated by the fact that the Library has only purchased bonds issued by the Federal or Provincial governments.

Accounts receivable from two member libraries (2021 - three member libraries) in connection with trade receivables represents 22% (2021 - 47%) of total accounts receivable at December 31, 2022. The Library believes that there is minimal risk associated with the collection of these amounts. The balance of accounts receivable is widely distributed among the remainder of the library municipalities and customer base.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities known as price risk. In seeking to minimize the risks from interest rate fluctuations, the Library manages exposure through its normal operating and financing activities. The Library is exposed to interest rate price risk primarily through its fixed rate investments and variable rate cash.

Market rate risk

The Library is exposed to market rate risk on its investments due to changes in quoted market rates on investments.

14. Contingency

In 2020, the Library received a human rights complaint from an employee. This complaint remains at an early stage and is waiting on the Alberta Human Rights Commission. At this time, it is not possible to predict the ultimate outcome of this human rights complaint or to estimate any loss, if any, which may result. There has been no change from prior year.

PARKLAND REGIONAL LIBRARY SYSTEM
Notes to the Financial Statements
FOR THE YEAR ENDED DECEMBER 31, 2022

15. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.

16. Approval of financial statements

These financial statements were approved by the Library board on May 18, 2023.



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

MAY 18, 2023

Audit Report Approved

Parkland's audit was presented to the board by MNPs Lindsey Bauman and Erin Switenky.

Parkland received a clean audit. Bauman noted that three of the five items in the management letter from last year have been resolved.

A copy of the Auditor's Report and Report to the Board has been sent to your municipality.

Audit Policy

Sheppard reviewed the potentially changed audit policy from the Parkland Policies and Bylaws document. At the March 16th Executive Committee meeting, staff were directed to create a draft policy allowing the Executive Committee of the board to approve the audit. Parkland's auditors stated it is typical practice to approve financial statements at the initial presentation to a board or Executive Committee representing the board. Parkland's auditors are required to perform audit testing with the Parkland staff until the audit is approved.

One advantage of having the audit approved earlier by the Executive Committee is that Parkland might receive its government operating grant and the rural library services grant earlier. Submitting an approved audit is one of the Government of Alberta's annual grant requirements.

After much discussion, the board agreed to the policy change.

ALTA Representative

Former Parkland board member, Bob Green, has stated his intention to step down from his long-time role as ALTA board member and Area 3 representative on May 31st. A call for nominations or volunteers resulted in Barb Gilliat, from the Village of Alix, volunteering for the position. Thank you, Barb!

2024 Budget/Requisition Increase

Sheppard reviewed the proposed budget for 2024. Even without taking into account salary increases, it will be a tight budget year despite additional provincial funding.

Salary Grid

In September of 2022, a compensation review was performed by Dr. Margaret Law. Out of that review a motion was made by the board "to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid". This motion was a result of a recommendation from the Compensation Review which stated: "The salary grid has an unusual number of steps. The recommendation is 5-8 steps, which is an estimate of the number of years that it takes to master the job."

The complexity of reducing the steps of the salary grid were such that the Executive Committee could not resolve the issue at their last two meetings. Instead, they decided to form a subcommittee which would examine the issue comprehensively. Reducing the steps of the grid encompasses Parkland's whole compensation philosophy, policy, and budget.

Seven volunteers for the subcommittee include Deb Smith, Barb Gilliat, Len Phillips, Janice Wing, Twyla Hale, Jul Bissell, and Stephen Levy.

It is hoped that the new Compensation Policy will be completed in time to be incorporated into Parkland's 2025 budget.

Marketing and Advocacy Report

Norma Penney reviewed the Advocacy Committee report. She explained the history of the committee, its expansion to the other library systems, and its many recent efforts, especially those associated with the provincial election.

Despite recent increases to library grants from the Government of Alberta, the Advocacy Committee believes library boards need to still be visiting current

MLAs to thank them for the additional grant funding with an undertone that ideally more needs to be done to sustain rural public library service in particular. Many materials have been created to assist library boards with this advocacy effort.

After Penney's update, Sheppard reviewed the Marketing Report, and indicated where to find the latest Municipal ROIs on Parkland's website at the following URL:
[Return on Investment - Parkland Regional Library System \(https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca\)](https://www.prl.ab.ca/about-us/return-on-investmentprl.ab.ca)

Board members are strongly encouraged to download and print their municipal ROIs and present them to council.

In addition, Parkland has created a marketing strategy to contribute to the success of the main priorities that directly relate to the main goals of the Strategic Plan 2023-2025. This plan is meant to be a general guiding document, with detailed action items to be determined by Parkland staff.

Committee News from Trustees

Stettler and Stettler County formed an intermunicipal library board agreement three years ago, which has just expired. They have renewed the agreement for five more years and celebrated that fact on May 4th.

The Penhold & District Public Library have been running programs with the assistance of children from the community. In addition, their friends of the library group will hold an artisan gala with a chocolatier, caricature artist, and more.

The Sedgewick & District Municipal Library has been in their new location downtown for six months and support/demand for the library has continued to increase.

The Village of Cremona recommends a CBC podcast by Terry O'Reilly about marketing for libraries. They have also set up a small free library in their community and encourages others to do the same.

The Clive Public Library is holding a program called "Books and Cooks" for pre-school aged children that has been very popular.

The Caroline Municipal Library has been holding a program called "Sensory Wednesday" featuring sand and

water play that has been extremely popular. They are also holding film nights through the summer.

Board Members Present

Teresa Rilling (Board Chair), Alison Barker-Jevne, Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Jeff Eckstrand, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Barb Gilliat, Twyla Hale, Pam Hansen, Dana Kreil, Stephen Levy, Julie Maplethorpe, Joy-Anne Murphy, Norma Penney, Leonard Phillips, Ray Reckseidler, Deb Smith, Les Stulberg, Delaney Thoreson, Carlene Wetthuhn, Angie Fricke (alt. for Shannon Wilcox), Darren Wilson

Regrets

Cody Hillmer, Connie Hueslman, Gord Lawlor, Marc Mousseau, Bill Rock, Pat Toone, Shannon Wilcox, Bill Windsor, Janice Wing

Absent

Cal David, Amanda Derksen, Kathy Hall, Michael Hildebrandt, Ricci Matthews, Jackie Northey, Shawn Peach, Diane Roth, Sandy Shipton, Michelle Swanson, Doug Weir, Patricia Young

Staff

Kara Hamilton, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Next Meeting: September 14, 2023 (in-Person)

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.