

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF SUNBREAKER COVE  
SEPTEMBER 19, 2022 @ 9:00 A.M.**

**A. CALL TO ORDER**

**B. AGENDA**     - additions/deletions  
                      - adoption

**C. ADOPTION OF MINUTES**     - Regular Meeting Minutes, July 11, 2022  
  - Organizational Meeting Minutes, July 11, 2022  
  - Municipal Planning Commission, July 25, 2022  
  - Special Meeting Minutes, July 27, 2022

**D. INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Development Update
- 3) CAO Report
- 4) Tourist Home Resident Correspondence

**E. REQUESTS FOR DECISION**

**1) Finance**

- a) Tax Penalty Removal Request
- b) Audit Engagement 2022

**2) Council & Legislation**

- a) Association of Summer Villages of Alberta
- b) Encroachment Fees Waiver Request
- c) Abandoned Boat Lift
- d) Procedural Bylaw
- e) Strategic Planning

**3) Public Works**

- a) Drainage Options

**4) Planning & Development**

- a) Encroachment Agreement Policy

## **G. 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 – October 17, 2022

## **H. ADJOURNMENT**

Summer Village of Sunbreaker Cove  
Regular Meeting Minutes  
July 11, 2022

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held July 11, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

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

**CALL TO ORDER** The meeting was called to order at 9:10 a.m. by Mayor Willmon.

**AGENDA APPROVAL**

**SBC-22-102**        MOVED by Deputy Mayor Kimball that the agenda be adopted as amended:

ADD:

- E.4.    Public Works Report add drainage, forest assessment, lawn cutting
- E.6.    Docks & Mooring
- E.7.    Stairs on Breakers Way
- E.8.    Wastewater Reports

REMOVE:

- D.1.    Closed Session

CARRIED

**CONFIRMATION OF MINUTES**

**SBC-22-103**        MOVED by Councillor Beets that the minutes of the Regular Meeting of Council held on June 13, 2022, be approved as presented.  
CARRIED

**SBC-22-104**        MOVED by Deputy Mayor Kimball that the minutes of the Municipal Planning Commission Meeting held on June 6, 2022, be approved as presented.  
CARRIED

**SBC-22-105**        MOVED by Councillor Beets that the minutes of the Subdivision and Development Appeal Board hearing held on June 7, 2022, be approved as presented.  
CARRIED

**INFORMATION ITEMS**

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

- 6) Docks & Mooring
- 7) Stairs on Breakers Way
- 8) Wastewater Reports

**SBC-22-106**            MOVED by Mayor Willmon that Council accepts the information items as presented.  
  
CARRIED

**REQUESTS FOR DECISION**

**COUNCIL & LEGISLATION**

**SBC-22-107**            Alberta Municipalities' Convention  
MOVED by Councillor Beets that Mayor Willmon attend the Alberta Municipalities' Convention on behalf of the Summer Village of Sunbreaker Cove.  
  
CARRIED

**SBC-22-108**            Cheque Signing Policy  
MOVED by Councillor Beets that Council adopt the Cheque Signing Policy as amended allowing EFT transfers to be released without prior Council approval, to a maximum of \$20,000.00.  
  
CARRIED

**Bylaw #173-22**            Subdivision Authority Bylaw  
**SBC-22-109**            MOVED by Councillor Beets that Council give 1<sup>st</sup> reading to the Subdivision Authority Bylaw #173-22.  
  
CARRIED

**SBC-22-110**            MOVED by Deputy Mayor Kimball that Council give 2nd reading to the Subdivision Authority Bylaw #173-22.  
  
CARRIED

**SBC-22-111**            MOVED by Mayor Willmon that by unanimous consent Council give 3rd reading to the Subdivision Authority Bylaw #173-22 at this meeting.  
  
UNANIMOUSLY CARRIED

**SBC-22-112**            MOVED by Councillor Beets that Council give 3<sup>rd</sup> and final reading to the Subdivision Authority Bylaw #173-22.  
  
CARRIED

**SBC-22-113**            MOVED by Deputy Mayor Kimball that Council appoint Municipal Planning Services as the Subdivision Authority for the Summer Village of Sunbreaker Cove.  
  
CARRIED

**COUNCIL REPORTS**

- Mayor Willmon
- No reports



Deputy Mayor Kimball

- No reports

Councillor Beets

- Association of Summer Villages of Alberta (ASVA)
- Sylvan Lake Regional Water & Wastewater Commission (SLRWWC)

**COMMITTEE REPORTS**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

**SBC-22-114**                      MOVED by Councillor Beets to accept the Council and Committee reports as information.

CARRIED

**NEXT MEETING**

**SBC-22-115**                      MOVED by Mayor Willmon that the next meeting of Council be held on September 12<sup>th</sup>, 2022, at 9:00 a.m.

CARRIED

**ADJOURNMENT**

**SBC-22-116**                      MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 1:28 p.m.

CARRIED

\_\_\_\_\_

JIM WILLMON, MAYOR

\_\_\_\_\_

TANNER EVANS, CAO

SUMMER VILLAGE OF SUNBREAKER COVE  
ORGANIZATIONAL MEETING  
JULY 11, 2022

*Minutes of an organizational meeting of Council held on July 11, 2022, in the Summer Villages on Sylvan Lake Administration Office in the Town of Sylvan Lake.*

- PRESENT:** Teresa Beets  
Jim Willmon  
Keith Kimball
- STAFF PRESENT:** Tanner Evans, CAO  
Robert Wood, Public Works  
Tina Leer, Finance Officer  
Kara Kashuba, Development Officer  
Teri Musseau, Recording Secretary

**CALL TO ORDER**

The C.A.O., Tanner Evans, called the Meeting to Order at 9:00 a.m.

**AGENDA**

- |                      |  |                |
|----------------------|--|----------------|
| SBC-22-087<br>Agenda | MOVED by Councillor Beets<br>That the agenda be accepted as presented. | <b>CARRIED</b> |
|----------------------|--|----------------|

**SELECTION OF MAYOR**

The C.A.O., Tanner Evans, called for nominations for the position of Mayor.

- |                     |  |                |
|---------------------|--|----------------|
| SBC-22-088<br>Mayor | MOVED by Councillor Beets<br>That Councillor Willmon be appointed as Mayor | <b>CARRIED</b> |
|                     | Tanner Evans turned the meeting over to Mayor.                             |                |

**SELECTION OF DEPUTY MAYOR**

Mayor Willmon called for nominations for the position of Deputy Mayor.

- |                            |   |                |
|----------------------------|---|----------------|
| SBC-22-089<br>Deputy Mayor | MOVED by Mayor Willmon<br>That Councillor Kimball be appointed as Deputy Mayor. | <b>CARRIED</b> |
|----------------------------|---|----------------|

**APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2022  
FINANCIAL YEAR**

- |                        |  |                |
|------------------------|--|----------------|
| SBC-22-090<br>Assessor | MOVED by Mayor Willmon<br>THAT Wild Rose Assessment be appointed Assessor for the Summer Village of Sunbreaker Cove. | <b>CARRIED</b> |
|------------------------|--|----------------|

- |                       |  |                |
|-----------------------|--|----------------|
| SBC-22-091<br>Auditor | MOVED by Mayor Willmon<br>The Matrix Group be appointed Auditor for the Summer Village of Sunbreaker Cove. | <b>CARRIED</b> |
|-----------------------|--|----------------|

**APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND BOARDS**

SBC-22-092  
MPC

MOVED by Councillor Beets  
THAT the following be appointed to the Municipal Planning Commission

- Council Representative – Deputy Mayor Kimball
- Citizen at Large Representative – Debbie Ricalton
- Citizen at Large Representative – Fred Barham
- Citizen at Large Representative – Colette Gilbert
- Citizen at Large Representative – Marny Paul

CARRIED

SBC-22-093  
SDAB

MOVED by  
THAT the following be appointed to the Subdivision Development Appeal Board:

- Council Representative – Mayor Willmon
- Citizen at Large Representative – Garry Will
- Citizen at Large Representative – Gloria Johnston
- Citizen at Large Representative – Mike Bruni
- Citizen at Large Representative – Brian Skinner
- Secretary – Teri Musseau

CARRIED

**APPOINTMENTS TO VARIOUS INTERMUNICIPAL COUNCIL COMMITTEES, COMMISSIONS AND BOARD**

SBC-22-094  
JSC

MOVED by Mayor Willmon  
THAT Mayor Willmon be appointed as Council Representative to the Joint Services Committee.

CARRIED

SBC-22-095  
Emergency  
Advisory  
Committee

MOVED by Deputy Mayor Kimball  
THAT Mayor Willmon, Deputy Mayor Kimball and Councillor Beets be appointed as the Summer Village of Sunbreaker Cove’s Representatives to the Emergency Advisory Committee.

CARRIED

SBC-21-136  
LREMAC

MOVED by Councillor Beets  
THAT Deputy Mayor Kimball be appointed as Summer Village of Sunbreaker Cove’s Representative to the Lacombe Regional Emergency Advisory Committee with Mayor Willmon as alternate.

CARRIED

SBC-22-096  
IDPC

MOVED by Mayor Willmon  
THAT Mayor Willmon be appointed as the Summer Village of Sunbreaker Cove’s Representative to the Intermunicipal Development Plan Committee with Deputy Mayor Kimball as the alternate.

CARRIED

SBC-22-097  
SLRWWC

MOVED by Councillor Beets  
THAT Councillor Beets be appointed as Summer Village of Sunbreaker Cove’s Representative to the Sylvan Lake Regional Wastewater Commission with Mayor Willmon as alternate.

CARRIED

Initials

**APPOINTMENT TO VARIOUS COMMITTEES AT LARGE**

SBC-22-098  
PRLB

MOVED by Deputy Mayor Kimball  
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as representative for all 5 summer villages to the Parkland Regional Library Board.

CARRIED

SBC-22-099  
TOSLLB

MOVED by Mayor Willmon  
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as representative for all five summer villages on the Sylvan Lake Library Board.

CARRIED

SBC-22-100  
FCSS

MOVED by Councillor Beets  
THAT a representative from the Summer Village of Norglenwold be appointed as representative for all 5 summer villages to the Family & Community Support Services Board.

CARRIED

**ADJOURNMENT**

SBC-22-101  
ADJOURNED

MOVED by Mayor Willmon  
THAT being the agenda matters have been concluded, the meeting adjourned at 9:08 a.m.

CARRIED

Jim Willmon, Mayor

Tanner Evans, CAO

Initials

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held July 25, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Keith Kimball  
Member-at-Large: Fred Barham via zoom  
Member-at-Large: Colette Gilbert via zoom  
CAO: Tanner Evans via Zoom  
Development Officer: Kara Kashuba  
Recording Secretary: Carolyn Widmer  
Applicant(s): Adele Porato via Zoom (1318 Balm Rd)  
Gallery: Donalda Hargrove

**CALL TO ORDER:** Chair Kimball called the meeting to order at 9:02 a.m.

**AGENDA:**

**MPC-22-011** Moved by Fred Barham to approve the agenda as presented.  
CARRIED

**DEVELOPMENT APPLICATION**

**1. 635 Fox Crescent**

Application for 635 Elk Street (Lot 8, Block 2, Plan 1823MC) requesting a tourist home permit in the Summer Village of Sunbreaker Cove.

**2. 1318 Balm Road**

Application for 1318 Balm Road (Lot 5, Block 8, Plan 5969MC) requesting a tourist home permit in the Summer Village of Sunbreaker Cove.

Donalda Hargrove left the meeting at 9:18 a.m.

Kara Kashuba and Adele Porato left the meeting at 9:24 a.m.

**DECISIONS**

**1. 635 Fox Crescent**

**MPC-22-012** Moved by Councillor Kimball that the Municipal Planning Commission approve the development permit for a tourist home at 635 Elk Street subject to the following conditions being met to the satisfaction of the Development Officer:

Initials

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

CARRIED

**2. 1318 Balm Road**

**MPC-22-013**

Moved by Debbie Ricalton that the Municipal Planning Commission approve the development permit for a tourist home at 1318 Balm Road subject to 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 approval will be required at the time should the applicant wish to continue with the tourist home use.
- Tourist homes shall be contained within the principle building and therefore garage suites shall not be used.
- Notwithstanding part three, section 2(3) of the Land Use Bylaw, no recreation vehicle shall be used as accommodation for tourist home guests.
- The maximum number of people staying overnight in a tourist home shall be 8.
- The owner/operator of the tourist home is responsible for informing the Summer Village Office of any changes in the alternate owner/operator's information.
- The minimum length of stay shall be no less than 7 days in the peak season between May 1 until September 30. Otherwise, it shall be no less than 3 days.
- The tourist home shall always abide by the community standards bylaw regardless of who is occupying the home.
- Tourist homes shall not display any sign advertising the tourist home.
- Parking must be in place on the property or the road allowance in front of the property, of a minimum of one stall per bedroom.

CARRIED

Initials

ADJOURNMENT:

**MPC-22-014** Moved by Chair Kimball that the Municipal Planning Commission meeting  
be adjourned at 9:40 a.m.

CARRIED

\_\_\_\_\_  
KEITH KIMBALL, CHAIR

\_\_\_\_\_  
TANNER EVANS, CAO

Initials

Summer Village of Sunbreaker Cove  
Special Meeting Minutes  
July 27, 2022

C-4

*Minutes of a Special Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held July 27, 2022,, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

**IN ATTENDANCE** Mayor: Teresa Beets  
Deputy Mayor: Jim Willmon  
CAO: Tanner Evans  
Consultants: Rhonda King  
Michael Solowan

**CALL TO ORDER** The Meeting was called to order at 1:03 p.m. by Mayor Willmon.

**AGENDA APPROVAL**

**SBC-22-117** MOVED by Councillor Beets that the agenda be adopted as presented.  
CARRIED

**REQUEST FOR DECISION**

**COUNCIL & LEGISLATION**

Lacombe County Operating Agreement

**CLOSED SESSION**

**SBC-22-118** MOVED by Mayor Willmon that Council move to a closed session as per FOIP Sections 24 and 27, at 1:07 p.m.  
CARRIED

**SBC-22-119** MOVED by Mayor Willmon that Council return to an open meeting at 3:09 p.m.  
CARRIED

**SBC-22-120** MOVED by Mayor Willmon that Administration proceed with finalizing the transmission line agreement with Lacombe County, with Sunbreaker Cove listed as the Operator on record. Sunbreaker Cove is prepared to allow Lacombe County to conduct the activities associated with their obligations under the agreement.  
CARRIED

**ADJOURNMENT**

**SBC-21-195** MOVED by Councillor Beets that being the agenda matters have been concluded, the meeting adjourned at 3:16 p.m.  
CARRIED

\_\_\_\_\_  
MAYOR WILLMON, MAYOR

\_\_\_\_\_  
TANNER EVANS, CAO



## Summer Village of Sunbreaker Cove

### Administration and Finance

**Council Date: September 12, 2022**

### Information Item

### Agenda Item: *Accounts Payable Update*

#### Background:

Total payables processed and presented to Council \$ 85,810.34

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

- |   |             |
|---|-------------|
| 1. Rugged West Maintenance Inc.                         | \$ 3,149.11 |
| a. Buoy Installation & Bollard Removal-Cheque Re-Issued |             |
| b. Mowing & Trimming-Stop Payment-Cheque Re-Issued      |             |
| 2. Rugged West Maintenance Inc.                         | \$ 3,591.02 |
| a. Bollard Install-June 15                              |             |
| b. Mowing-June 1, 16 & 30 <sup>th</sup>                 |             |
| c. Buoy Repair – June 28 <sup>th</sup>                  |             |
| 3. Stantec Consulting Ltd                               | \$ 4,145.90 |
| a. Wastewater Project-June                              |             |
| 4. Triangle Construction Inc.                           | \$ 4,410.00 |
| a. Tree Removal   |             |
| 5. 1473929 Alberta Ltd                                  | \$ 8,190.00 |
| a. Removal of Broken Poplar Trees                       |             |
| 6. Alberta Parking Lot Services                         | \$ 3,622.50 |
| a. Cold Pour Crack Seal                                 |             |
| 7. Summer Village of Norglenwold                        | \$ 8,506.70 |
| a. June 2022 Muni Specific Costs                        |             |
| b. June 2022 Monthly Shared Costs                       |             |
| 8. Summer Village of Norglenwold                        | \$12,544.88 |
| a. July 2022 Muni Specific Costs                        |             |
| b. July 2022 Monthly Shared Costs                       |             |

### Council Expense Claims Report:

#### July 2022

- |                   |           |
|-------------------|-----------|
| ▪ Teresa A. Beets | \$ 837.25 |
| ▪ Jim Willmon     | \$ 0      |
| ▪ Keith Kimball   | \$ 0      |

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

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

Date Printed  
2022-09-06 9:06 AM

**Summer Village of Sunbreaker Cove  
List of Accounts for Approval (Detailed)**  
Batch: 2022-00055 to 2022-00075

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Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>895</b>	<b>2022-07-19</b>	<b>Rugged West Maintenance Inc.-Stop-Payment Done-Cheque Re-Issued</b>			
1236		232-000-270 - Pathway Program	Bollard Removal	80.00	
		272-000-500 - Buoys	Buoy Installation	1,919.15	
		312-000-260 - GST Paid Refund	GST Tax Code	99.96	2,099.11
1241		232-000-200 - Green Space Pro	Mowing and Trimming May	1,000.00	
		312-000-260 - GST Paid Refund	GST Tax Code	50.00	1,050.00
			Payment Total:		3,149.11
<b>896</b>	<b>2022-07-31</b>	<b>Adams Bailey &amp; Associates Inc</b>			
22-SV-003		272-000-510 - Parks & Playgrou	Pumped Down Well and Sa	733.20	
		312-000-260 - GST Paid Refund	GST Tax Code	36.66	769.86
<b>897</b>	<b>2022-07-31</b>	<b>Black Dragon Fireworks Inc.</b>			
AB22-051		272-000-515 - Regatta	2022 Regatta- Fire Works	1,428.75	
		312-000-260 - GST Paid Refund	GST Tax Code	71.44	1,500.19
<b>898</b>	<b>2022-07-31</b>	<b>Brownlee LLP</b>			
533192		297-191-840 - Project - Wastew	WW Rate Rider Implementa	2,134.00	
		312-000-260 - GST Paid Refund	GST Tax Code	106.70	2,240.70
<b>899</b>	<b>2022-07-31</b>	<b>Empringham Disposal Corp</b>			
34779		243-000-200 - Waste Removal C	Weekly Collection	1,248.00	
		312-000-260 - GST Paid Refund	GST Tax Code	62.40	1,310.40
<b>900</b>	<b>2022-07-31</b>	<b>Go Services Inc.</b>			
15157468		272-000-510 - Parks & Playgrou	Monthly PortableToilet Rent	363.35	
		312-000-260 - GST Paid Refund	GST Tax Code	18.17	381.52
15158189		272-000-510 - Parks & Playgrou	Monthly Portable Toilet x 2	390.00	
		312-000-260 - GST Paid Refund	GST Tax Code	19.50	409.50
			Payment Total:		791.02
<b>901</b>	<b>2022-07-31</b>	<b>Lakeview Contracting Inc.</b>			
1794		232-000-270 - Pathway Program	Top Up Rock at Steps That	500.00	
		312-000-260 - GST Paid Refund	GST Tax Code	25.00	525.00
<b>902</b>	<b>2022-07-31</b>	<b>Parkland Regional Library</b>			
220255		274-000-850 - Parkland Region	3rd Quarter Requisition Pay	183.83	
		312-000-260 - GST Paid Refund	GST Tax Code	9.19	193.02
<b>903</b>	<b>2022-07-31</b>	<b>Roadata Services Ltd</b>			
00079201		232-000-250 - Road Maintenan	Road Permit-June 2022	15.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.75	15.75
00079416		232-000-250 - Road Maintenan	Road Permits	30.00	
		312-000-260 - GST Paid Refund	GST Tax Code	1.50	31.50
			Payment Total:		47.25
<b>904</b>	<b>2022-07-31</b>	<b>Rugged West Maintenance Inc.</b>			
1253		232-000-270 - Pathway Program	June 15 - Bollard Install	50.00	
		232-000-200 - Green Space Pro	June 1,16 & 30 Mowing	3,150.00	
		312-000-260 - GST Paid Refund	GST Tax Code	160.00	3,360.00
1258		272-000-500 - Buoys	Buoy Repair-June 28	220.01	
		312-000-260 - GST Paid Refund	GST Tax Code	11.01	231.02
			Payment Total:		3,591.02
<b>905</b>	<b>2022-07-31</b>	<b>Stantec Consulting Ltd</b>			
1714260		297-191-840 - Project - Wastew	Proj. WW-June	3,948.48	
		312-000-260 - GST Paid Refund	GST Tax Code	197.42	4,145.90

Date Printed  
2022-09-06 9:06 AM

**Summer Village of Sunbreaker Cove  
List of Accounts for Approval (Detailed)**  
Batch: 2022-00055 to 2022-00075

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COMPUTER CHEQUE					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>906</b>	<b>2022-07-31</b>	<b>Triangle Construction Inc.</b>			
1582		232-000-240 - Tree Removal	Tree Removal	4,200.00	
		312-000-260 - GST Paid Refund	GST Tax Code	210.00	4,410.00
<b>907</b>	<b>2022-07-31</b>	<b>1473929 Alberta Ltd</b>			
321		232-000-240 - Tree Removal	Removal of a Broken Poplar	7,800.00	
		312-000-260 - GST Paid Refund	GST Tax Code	390.00	8,190.00
<b>908</b>	<b>2022-07-31</b>	<b>Wild Rose Assessment Service</b>			
8692		212-400-232 - Assessment Fees	Assessment Fees-July 1 to	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
<b>909</b>	<b>2022-07-31</b>	<b>WSP Canada Inc.</b>			
1107558		232-000-530 - Ditch & Culvert P	Drainage Project	450.00	
		312-000-260 - GST Paid Refund	GST Tax Code	22.50	472.50
<b>910</b>	<b>2022-07-31</b>	<b>Xandal Backhoe Ltd.</b>			
22-027		297-191-840 - Project - Wastewa	Tuned on Valves for 8 Prop	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
22-030		297-191-840 - Project - Wastewa	Emergency Shut Off of Valv	412.50	
		312-000-260 - GST Paid Refund	GST Tax Code	20.63	433.13
			Payment Total:		1,063.13
<b>911</b>	<b>2022-08-23</b>	<b>Canada Revenue Agency</b>			
2021PIERINT		312-000-262 - CRA Remunerati	CPP Contributions Deficien	6.67	6.67
<b>912</b>	<b>2022-08-26</b>	<b>Fedor, Darrel &amp; Yvonne</b>			
1010		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>913</b>	<b>2022-08-26</b>	<b>Fletcher, Brent Hal</b>			
1016		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>914</b>	<b>2022-08-26</b>	<b>Petersen, Joan</b>			
1022		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>915</b>	<b>2022-08-26</b>	<b>Dupre, Matthew Leandre Ovide</b>			
1024		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>916</b>	<b>2022-08-26</b>	<b>Kent, Jason</b>			
1052		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
1054		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
			Payment Total:		503.46
<b>917</b>	<b>2022-08-26</b>	<b>Lozo, Terry</b>			
1062		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>918</b>	<b>2022-08-26</b>	<b>Shudra, Robert &amp; Christine</b>			
1090		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>919</b>	<b>2022-08-26</b>	<b>Hendrie, Toby &amp; Joan Heam</b>			
1092		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>920</b>	<b>2022-08-26</b>	<b>Browne, Tatum &amp; Christopher</b>			
2012		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>921</b>	<b>2022-08-26</b>	<b>Sugden, Natalie</b>			
2026		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>922</b>	<b>2022-08-26</b>	<b>Bakgaard, Birgit &amp; Brian</b>			
2032		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73

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<b>Payment # Invoice #</b>	<b>Date</b>	<b>Vendor Name GL Account</b>	<b>GL Transaction Description</b>	<b>Detail Amount</b>	<b>Payment Amount</b>
<b>923</b>	<b>2022-08-26</b>	<b>Nielsen, Christian &amp; Gena Cole</b>			
2034		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>924</b>	<b>2022-08-26</b>	<b>Montpetit, Lance &amp; Elaine</b>			
2076		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>925</b>	<b>2022-08-26</b>	<b>Mueller, Werner</b>			
2090		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
7050		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
			Payment Total:		503.46
<b>926</b>	<b>2022-08-26</b>	<b>Bridges, Ronald &amp; Yvonne</b>			
3004		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
3006		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
			Payment Total:		503.46
<b>927</b>	<b>2022-08-26</b>	<b>Shandro, Robert &amp; Heather</b>			
3010		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
3014		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
			Payment Total:		503.46
<b>928</b>	<b>2022-08-26</b>	<b>Erin Oil Explorations Ltd.</b>			
3016		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>929</b>	<b>2022-08-26</b>	<b>Skinner, Brian</b>			
3018		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>930</b>	<b>2022-08-26</b>	<b>Kortbeek, Maria Johanna</b>			
3026		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>931</b>	<b>2022-08-26</b>	<b>Webb, Charles &amp; Norma</b>			
3028		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>932</b>	<b>2022-08-26</b>	<b>Graham, Marjorie</b>			
3056		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>933</b>	<b>2022-08-26</b>	<b>Mellor, Larry &amp; Alice</b>			
5046RR		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>934</b>	<b>2022-08-26</b>	<b>Winton, Bruce &amp; Mary</b>			
5050		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>935</b>	<b>2022-08-26</b>	<b>Becker, David Michael</b>			
6080		312-000-130 - Suspense-Rate R	Rater Rider Refund	251.73	251.73
<b>936</b>	<b>2022-08-26</b>	<b>Mann, Hildegard &amp; Joel</b>			
6082		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>937</b>	<b>2022-08-26</b>	<b>Hendricks, Gail Louise</b>			
6084		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>938</b>	<b>2022-08-26</b>	<b>Gilbert, Collette</b>			
6092		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>939</b>	<b>2022-08-26</b>	<b>Tarnowski, Michael</b>			
6096		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>940</b>	<b>2022-08-26</b>	<b>Kimball, Kurtis Warren</b>			
6098		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>941</b>	<b>2022-08-26</b>	<b>Safadi, Ramzi</b>			
6110		312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73

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<b>942</b> 6112	<b>2022-08-26</b>	<b>Kerrison, Marilyn</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>943</b> 6122	<b>2022-08-26</b>	<b>Lefebvre, Joyce</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>944</b> 7016	<b>2022-08-26</b>	<b>Doll, Otto</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>945</b> 7018	<b>2022-08-26</b>	<b>Jepson, Robert &amp; Julie</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>946</b> 7020	<b>2022-08-26</b>	<b>Pattison, Peter &amp; Shelley</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>947</b> 7028	<b>2022-08-26</b>	<b>Sticksl, George &amp; Alfonsa</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>948</b> 7044	<b>2022-08-26</b>	<b>Bazant, Ryan</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>949</b> 7054	<b>2022-08-26</b>	<b>Gatzke, Jarrod &amp; Larisa</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>950</b> 7060	<b>2022-08-26</b>	<b>Morrison, John Joseph</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>951</b> 7066	<b>2022-08-26</b>	<b>Lorenz, J. Edward</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>952</b> 7068	<b>2022-08-26</b>	<b>Sticksl, Peter &amp; Karen</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>953</b> 7070	<b>2022-08-26</b>	<b>Bennett, Bryan H.</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>954</b> 7094	<b>2022-08-26</b>	<b>Mead, Scott R. &amp; Dacia</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>955</b> 7102	<b>2022-08-26</b>	<b>Elgar, Tyler Joe</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>956</b> 7106	<b>2022-08-26</b>	<b>Hunter, Randall &amp; Mary</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>957</b> 7110	<b>2022-08-26</b>	<b>Lewis, Chrisopher &amp; Laura</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>958</b> 8011	<b>2022-08-26</b>	<b>Legrow, John &amp; Anna</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>959</b> 8026	<b>2022-08-26</b>	<b>Inkster, Bradley &amp; Charmaine</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>960</b> 9000	<b>2022-08-26</b>	<b>Sherlock, Richard Russell</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>961</b> 9004	<b>2022-08-26</b>	<b>Dodd, Bruce</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>962</b> 9010	<b>2022-08-26</b>	<b>Zabinsky, Jason &amp; Sherry</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73

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<b>963</b> 9016RR	<b>2022-08-26</b>	<b>Pelletier, Denis</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>964</b> 9008	<b>2022-08-26</b>	<b>Hicks, Stephen &amp; Kristinn</b> 312-000-130 - Suspense-Rate R	Rate Rider Refund	251.73	251.73
<b>965</b> 2056	<b>2022-08-31</b>	<b>Jones, Pauline</b> 112-172-840 - Wastewater Utility	Refund-From Full Year to S	46.84	46.84
<b>966</b> 5046	<b>2022-08-31</b>	<b>Mellor, Larry &amp; Alice</b> 461-000-520 - Completions Dep	Completions Deposit Refund	500.00	500.00
<b>967</b> 22-182	<b>2022-08-31</b>	<b>Accelerated Surveys LTD</b> 232-000-240 - Tree Removal 312-000-260 - GST Paid Refund	Obtained Land Titles Plans GST Tax Code	449.95 22.50	472.45
<b>968</b> 24348	<b>2022-08-31</b>	<b>Alberta Parking Lot Services</b> 232-000-250 - Road Maintenance 312-000-260 - GST Paid Refund	Cold Pour Crack Seal GST Tax Code	3,450.00 172.50	3,622.50
<b>969</b> 535059	<b>2022-08-31</b>	<b>Brownlee LLP</b> 297-191-840 - Project - Wastew 312-000-260 - GST Paid Refund	WW Rate Rider Implementa GST Tax Code	1,358.00 67.90	1,425.90
<b>970</b> 35988 36549	<b>2022-08-31</b>	<b>Empringham Disposal Corp</b> 243-000-200 - Waste Removal C 312-000-260 - GST Paid Refund 243-000-200 - Waste Removal C 312-000-260 - GST Paid Refund	Weekly Collection GST Tax Code Weekly Collection GST Tax Code	1,248.00 62.40 1,248.00 62.40	1,310.40 1,310.40
			Payment Total:		2,620.80
<b>971</b> REGATTA2022	<b>2022-08-31</b>	<b>Mann, Robyn</b> 272-000-515 - Regatta	Regatta 2022 - Supply Reir	1,412.41	1,412.41
<b>972</b> 1272 1267	<b>2022-08-31</b>	<b>Rugged West Maintenance Inc.</b> 232-000-270 - Pathway Program 312-000-260 - GST Paid Refund 232-000-200 - Green Space Pro 312-000-260 - GST Paid Refund	Trails Near Elk Street GST Tax Code Mowing and Trimming July GST Tax Code	320.00 16.00 2,080.00 104.00	336.00 2,184.00
			Payment Total:		2,520.00
<b>973</b> 1677	<b>2022-08-31</b>	<b>Sylvan Lake Regional</b> 242-000-260 - Useage Fees	Wastewater Services-July 2	1,908.64	1,908.64
<b>974</b> 22-033 22-036	<b>2022-08-31</b>	<b>Xandal Backhoe Ltd.</b> 297-191-840 - Project - Wastew 312-000-260 - GST Paid Refund 297-191-840 - Project - Wastew 312-000-260 - GST Paid Refund	Turn on 13 Valves GST Tax Code 7 Valves Turned On GST Tax Code	975.00 48.75 525.00 26.25	1,023.75 551.25
			Payment Total:		1,575.00
			Total Computer Cheque:		64,696.42

## EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>245</b> 2022-00086	<b>2022-06-30</b>	<b>Summer Villages of Norglenwold</b> 212-100-110 - Salaries 212-100-130 - Training	Salaries Training	6,429.03 215.34	

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		EFT			
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-140 - Benefits	Shared Benefits	-295.57	
		212-100-210 - Travel & Subsiste	T&S	0.00	
		212-100-211 - WCB	WCB	129.79	
		212-100-266 - PW Fleet	Public Works Fleet	145.92	
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	105.11	
		212-200-510 - Office Supplies	Office Supplies	158.75	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	128.98	
		212-300-540 - Utilities	Utilities	258.81	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	612.73	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	307.14	
		212-300-242 - IT Equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	40.30	
		212-300-510 - Other Contingenc	Contingency	6.19	
		212-300-530 - Building Insuranc	Building Insurance	0.00	8,242.52
<b>246</b>	<b>2022-06-30</b>	<b>Summer Villages of Norglenwold</b>			
2022-00090		243-000-255 - Landfill Costs	Town of Sylvan-Waste Tran	6.90	
		232-000-530 - Ditch & Culvert Pi	ATB MC-Sand Bags-Peavy	67.32	
		232-000-530 - Ditch & Culvert Pi	ATB MC-Sand Bags-CND T	179.96	
		261-000-110 - Development Ser	ATB MC-AB Land Titles	10.00	264.18
<b>247</b>	<b>2022-07-31</b>	<b>Summer Villages of Norglenwold</b>			
2022-00100		261-000-110 - Development Ser	ATB MC-AB Land Title-4487	10.00	
		243-000-200 - Waste Removal C	ATB MC-Uline-Trash Liners	79.88	
		261-000-110 - Development Ser	ATB MC-Land Title-4504867	10.00	99.88
2022-00104		212-100-110 - Salaries	Salaries	10,288.65	
		212-100-130 - Training	Training	0.00	
		212-100-140 - Benefits	Shared Benefits	211.27	
		212-100-210 - Travel & Subsiste	T&S	0.00	
		212-100-211 - WCB	WCB	129.80	
		212-100-266 - PW Fleet	Public Works Fleet	66.61	
		212-200-215 - Postage/Freight/C	Postage/Freight	6.26	
		212-200-500 - Printing Costs	Printing Costs	74.59	
		212-200-510 - Office Supplies	Office Supplies	3.06	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	83.04	
		212-300-540 - Utilities	Utilities	254.90	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	242.05	
		212-300-263 - Condominium Co	Condominium Cost	900.77	
		212-300-240 - Computer Sofwar	Computer Software	59.25	
		212-300-242 - IT Equipment	IT Equipment	84.45	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	40.30	
		212-300-510 - Other Contingenc	Contingency	0.00	
		212-300-530 - Building Insuranc	Building Insurance	0.00	12,445.00
				Payment Total:	12,544.88
				Total EFT:	21,051.58

OTHER



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<b>3174</b> CP6-2022	<b>2022-07-31</b>	<b>Receiver General/OTH</b> 312-000-262 - CRA Remunerati	Counci June CPP	15.78	15.78
<b>3206</b> CP7-22	<b>2022-08-31</b>	<b>Receiver General/OTH</b> 312-000-262 - CRA Remunerati	Counci July CPP	46.56	46.56
			Total Other:		<u>62.34</u>
			Total MAIN:		<u>85,810.34</u>



# Council Expense Claim Form

NAME: Teresa BeetsPOSITION: CouncillorMONTH ENDING: July-2022

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

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

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
7/5/22	Sylvan Lake Regional Wastewater Commission		Mayor	\$ 120.00
7/11/22	Regular Council		Councillor	\$ 100.00
7/14/22	ASVA		Councillor	<del>\$ 100.00</del> 70.00
7/18/22	ASVA		Councillor	<del>\$ 100.00</del> 70.00
7/25/22	Sylvan Lake Regional Wastewater Commission		Councillor	\$ 100.00
7/27/22	Special Meeting		Councillor	\$ 100.00
7/28/22	ASVA		ASVA + \$70.00 (SBC)	\$ 70.00
7/25/22	ASVA		ASVA + \$70.00 (SBC)	\$ 70.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				<del>\$ 790.00</del> 700.00

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
7/5/22	Sylvan Lake Regional Wastewater Commission	90.00	\$0.61	\$ 54.90
7/11/22	Regular Council	45.00	\$0.61	\$ 27.45
7/14/22	ASVA		\$0.61	\$ 0.00
7/18/22	ASVA		\$0.61	\$ 0.00
7/25/22	Sylvan Lake Regional Wastewater Commission	90.00	\$0.61	\$ 54.90
7/27/22	Special Meeting		\$0.61	\$ 0.00
7/28/22	ASVA		\$0.61	\$ 0.00
7/25/22	ASVA		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 137.25

## Other Expenses

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

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ ~~927.25~~ 837.25

## Summer Village of Sunbreaker Cove

September 12, 2022

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 91 development permits issued in the Summer Villages (29 in Birchcliff, 3 in Half Moon Bay, 13 in Jarvis Bay, 22 in Norglenwold, and 24 in Sunbreaker Cove).

#### The following is the listing for Sunbreaker Cove:

- |                       |   |
|-----------------------|---|
| 1. 717 Sunhaven Way   | Addition  |
| 2. 1105 Larch Road    | Dwelling  |
| 3. 669 Fox Crescent   | Dwelling & Detached Garage                      |
| 4. 1319 Birch Road    | Shed  |
| 5. 1119 Poplar Road   | Dwelling Addition                               |
| 6. 805 Sunhaven Way   | Demolition & Detached Garage with Guest House   |
| 7. 711 Elk Street     | Deck  |
| 8. 613 Fox Crescent   | Driveway  |
| 9. 1317 Birch Road    | Dwelling  |
| 10. 1130 Breakers Way | Dwelling  |
| 11. 701 Sunhaven Way  | Demolition & Dwelling                           |
| 12. 809 Sunhaven Way  | Dwelling  |
| 13. 1321 Birch Road   | Garage with Guest House                         |
| 14. 1422 Aspen Close  | Dwelling  |
| 15. 747 Elk Street    | Dwelling  |
| 16. 641 Fox Crescent  | Gazebo & Hot Tub <b>(NEW)</b>                   |
| 17. 1105 Poplar Road  | Dwelling & Garage with Guest House <b>(NEW)</b> |
| 18. 609 Fox Crescent  | Dwelling <b>(NEW)</b>                           |

#### Active development permits for the operation of a Tourist Home:

1. 641 Fox Crescent
2. 685 Fox Crescent
3. 1126 Breakers Way
4. 753 Elk Street **(NEW)**
5. 635 Fox Crescent **(RENEWED)**
6. 1318 Balm Road **(RENEWED)**

#### Closed development permits since last Council meeting:

- |                      |                         |
|----------------------|-------------------------|
| 1. 1105 Poplar Road  | Demolition              |
| 2. 1206 Marine Drive | Demolition              |
| 3. 1211 Pine Road    | Garage with Guest House |
| 4. 1323 Birch Road   | Tourist Home Operation  |
| 5. 917 Deer Street   | Addition                |
| 6. 633 Fox Crescent  | Deck Addition & Hot Tub |

**Permit Summary:**Year to date 2022:

10 development permits. Estimated project cost \$1,391,500.00.

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

**September 12, 2022**

### Information Item

#### **Agenda Item: CAO report**

#### **Background:**

1. Administration was asked to look into the legal fees for the encroachment agreement that was prepared for Sunbreaker Cove. Although the legal opinion was originally for Sunbreaker Cove, Administration will be using it as a template for all summer villages and therefore will be splitting the amount as a shared cost.
2. CAO discussed commissionaires and parking issues with Lacombe County. The county has been provided all necessary bylaws needed to enforce parking within the summer village and will do so.
3. Letters were sent to any residents who took the rate rider option for the wastewater collection fee to clarify the fact that the collection fee was not a Local Improvement Tax. As instructed by the legal team, tax notices were redone. Anyone who had already connected had their fee changed to a utility fee rather than a tax. Anyone who was not connected was refunded and will be charged when they connect.
4. Below is the report from the RCMP on calls responded to in Sunbreaker Cove for the first half of August:
  - 2022-07-31 – Sunbreaker Cove – reports of people parking improperly – members attended, no ticketable offences
  - 2022-07-31 – Sunbreaker Cove – report of male driving Sea-Doo while impaired – members attended, driver arrested for other matters
  - 2022-08-05 – Sunbreaker Cove – missing license plate from trailer
  - 2022-08-07 – Sunbreaker Cove – parking complaints – members attended to deal with any infractions

#### **Administrative Recommendations:**

Council to accept as information.

#### **Authorities:**

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

**Summer Village of Sunbreaker Cove****September 12, 2022****Council and Legislation****Information Item****Agenda Item: *Tourist Home*****Background:**

Administration has received the attached email from a resident asking Council to reconsider the recent amendment to the Land Use Bylaw permitting tourist homes and not renew or approve any applications going forward. Noise, partying and damage were noted as reasons for not allowing them.

Communication regarding this Land Use Bylaw amendment (tourist homes) started in the summer of 2020. Administration had a survey that went out via email and we did receive a number of responses which Council reviewed. We also sent out notification of potential amendments via mail to every owner in Sunbreaker Cove in August of 2020. A public hearing took place on August 31 of 2020, where residents again had the chance to either write in or attend to speak to the proposed amendments. This was advertised via mail, on our website, via email blast, and in the Sylvan Lake newspaper.

After that public hearing, Council did end up giving the required readings of the bylaw to put it into place. Prior to this change, the bylaw was simply silent on tourist homes. They were not previously prohibited in the Summer Village. After hearing from the public, Council decided instead of prohibiting them, to regulate them via the Land Use Bylaw amendment.

**Options for Consideration:**

- (a) Council discuss and provide direction to Administration.
- (b) Council accept as information.

**Administrative Recommendations:**

Council accept as information.

**Authorities:**

Land Use Bylaw #99-13



From: Phil Bazant [REDACTED]  
Sent: August 21, 2022 10:41 AM  
To: Information <[information@sylvansummervillages.ca](mailto:information@sylvansummervillages.ca)>  
Cc: Kara Kashuba <[kkashuba@sylvansummervillages.ca](mailto:kkashuba@sylvansummervillages.ca)>  
Subject: Tourist home development permits., In the sun breaker cove.

This email is intended for Sun Breaker Cove, Teresa Beets and council I am voicing my concern and request that you consider my points that will follow about the approval of what you call tourist homes. The real translation is Airbnb approval in our area.

When I went back and reviewed information I had received from the summer village I notice now to a very small reference to seven approved tourist home rentals in the spring and summer newsletter. I missed it in the first instance, because it was rather obscure. I certainly would have voiced my objection at that time, had I noticed it. I understand that other summer villages around the lake have rejected the idea and I believe there's a good reason to reject the approval of tourist homes in our subdivision. Recently at Ghost Pine, just west of Calgary, they reversed their decision to allow Airbnb because of the excessive partying and damage to the area caused by undesirable renters. You are opening the door for the same thing in our area.

In our telephone conversation recently, I was told that a questionnaire was circulated to the property owners and the majority of the responses were affirmative to the acceptance of tourist homes in our area. Somehow I did not receive such a questionnaire, there's a possibility that I may have missed it if transmitted by email, as I am not very computer savvy. Last week I did a quick survey of some of the folks I know in our area, not one recalled getting such a survey, and each and everyone of them strongly objected to having Airbnb rentals in our family oriented subdivision.

I mentioned in our telephone discussion the fire in Sylvan Lake last year that burned down an eight Plex. Luckily no one died in that fire. I am advised that this was caused in an Airbnb rental, that was renowned to be a party house. In our subdivision at the right time of year, a fire could spread very rapidly should one occur. I am not saying that all Airbnb users are trouble, but there are enough Airbnb users that have demonstrated reckless behaviour that I think we should keep them out of our subdivision. Since I can't find anyone that recalls seeing the survey, I am requesting that you do circulate another survey, probably by mail, to try and get a reading from all of the homeowners. Based on my quick survey, about 10 homeowners, I doubt if we will receive approval for more of these development permits in our area. You'd indicated that they are yearly renewed and I further request that no more renewals be granted. I suppose as an alternate, a plebiscite could be considered.

Your review of what I believe is a very serious mistake is appreciated. Thank you in advance for your action.

## **Summer Village of Sunbreaker Cove**

### **Finance**

### **Request for Decision**

#### **Agenda Item: *Tax Penalty Removal Request***

#### **Background:**

Administration has received a request from a property owner requesting Council to waive his applied tax penalty of \$265.27, as he e-transferred his payment on July 27<sup>th</sup> to an incorrect email address by mistake and the payment was not received by the finance department.

On August 11<sup>th</sup>, the property owner contacted the office regarding a past due utility notice that had been mailed. Upon investigation, it was determined that the taxes were also outstanding and had been penalized. Upon further discussion, several emails and an office visit, the error was discovered to be due to the email address not being correct.

Resident has since paid the original invoice amounts of both taxes and utilities, but not the penalties. Email requesting penalty waiver was received on August 16/22 (attached).

#### **Options for Consideration:**

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax;
- (d) keep penalty as applied.

#### **Administrative Recommendations:**

As this email does not establish a bona fide need nor an extenuating circumstance, it is recommended that Council deny this penalty removal request as the tax payment was not received by this office on or before the due date. With e-transfers, it is quite easy to see whether or not the payment has been received or still pending. Follow up on this was payment was not done until August 11<sup>th</sup>.

#### **Authorities:**

The Municipal Government Act, section 347(1) permits Council to cancel, reduce, refund or defer tax penalties as follows:

If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:



- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax. "

Section 337 - Deemed receipt of tax notice - A tax notice is deemed to have been received 7 days after it is sent.

Tina Leer

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**From:** [REDACTED]  
**Sent:** August 16, 2022 12:41 PM  
**To:** Finance  
**Subject:** Late fee

Good day,

I am sending this email requesting that the late fee penalty be waived for my taxes that were due on July 31/2022. Due to a miscommunication I had e-transfered the payment on July 27<sup>th</sup> but had inadvertently missed putting in the e-transfer part on the email.

Thank You

[REDACTED]

**Tina Leer**

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**From:** [REDACTED]  
**Sent:** August 11, 2022 1:50 PM  
**To:** Finance  
**Subject:** RE:

Oh, it must be a "age" thing as I took it that if you wanted to etransfer you put in just the svsunbreaker blah blah blah I will have my wife re do it and you should have it today.  
I would appreciate the reversal of the late penalty as it was in error and not on purpose.

Thank You

**From:** Finance <finance@sylvansummervillages.ca>  
**Sent:** Thursday, August 11, 2022 1:45 PM  
**To:** [REDACTED]  
**Subject:** RE:

Yes, I can see you are missing the "ettransfer." portion of the beginning of the email address. That is why we have not received it. If the address is entered correctly, it will go in automatically and you will receive a confirmation and so will I.

[ettransfer.svsunbreakercove@sylvansummervillages.ca](mailto:ettransfer.svsunbreakercove@sylvansummervillages.ca)

Kindest Regards,



**TINA LEER**  
FINANCE OFFICER

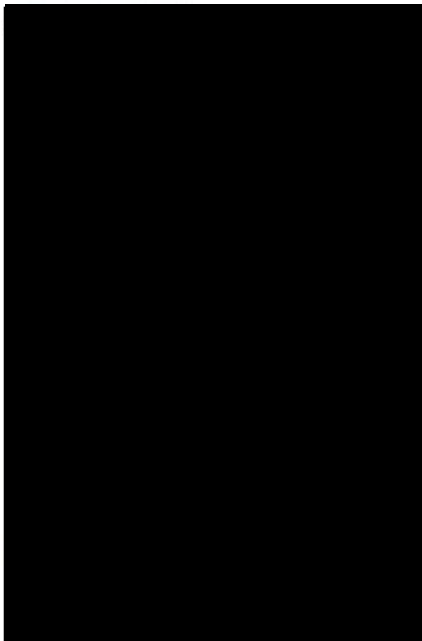
tleer@sylvansummervillages.ca  
403-887-2822  
#2 Erickson Drive, Sylvan Lake, AB T4S 1P5

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**From:** [REDACTED]  
**Sent:** August 11, 2022 1:40 PM  
**To:** Finance <[finance@sylvansummervillages.ca](mailto:finance@sylvansummervillages.ca)>  
**Subject:** FW:

Hi  
Please see attachment... says it is pending  
Sent to [sysunbreakercove@sylvansummervillages.ca](mailto:sysunbreakercove@sylvansummervillages.ca)  
Which I believe is what the newsletter said to send it to.

\*Thank You





You sent it from our savings  
account on July 26

E-1-A

July 27

Yes. Summer village said they have  
no record

Delivered

● **IN PROGRESS**

Your e-Transfer has been sent, so it's now up to  
the recipient to accept or decline.

[Cancel this e-Transfer](#)

[Send a reminder](#)

Your contact's email

**svsunbreakercove@sylvansummervillage  
s.ca**



Date

**Jul 27, 2022**

Type

**Sent INTERAC e-Transfer**

Confirmation #

**Tina Leer**

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**From:** [REDACTED]  
**Sent:** August 11, 2022 1:19 PM  
**To:** Finance  
**Subject:** RE: [REDACTED]

I show we sent the e transfer July 27/2022  
It came out of my bank account  
Sent to Summer Village 202220812353AA018

Thank You

[REDACTED]

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**From:** Finance <finance@sylvansummervillages.ca>  
**Sent:** Thursday, August 11, 2022 1:13 PM  
**To:** [REDACTED]  
**Subject:** RE: [REDACTED]

Good afternoon Mr. [REDACTED]

Thank you for your email. I just took a look into your property and I see that the taxes and utilities remain outstanding on both accounts. I have gone into the e-transfers received and there are none in yours or [REDACTED] name.

Please check to ensure you sent your payment to the email below as this is an auto deposit account linked directly to the Sunbreaker Cove bank account and will not require a password or acceptance on our end.

[etransfer.svsunbreakercove@sylvansummervillages.ca](mailto:etransfer.svsunbreakercove@sylvansummervillages.ca)

I will start a scan on the bank account for \$1884.52 in the meantime, to double check on that as well.

Kindest Regards,





**TINA LEER**  
FINANCE OFFICER

tleer@sylvansummervillages.ca  
403-887-2822  
#2 Erickson Drive, Sylvan Lake, AB T4S 1P5

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**From:** [REDACTED]  
**Sent:** August 11, 2022 12:53 PM  
**To:** Finance <[finance@sylvansummervillages.ca](mailto:finance@sylvansummervillages.ca)>  
**Subject:** [REDACTED]

Good day,

I recently received a bill in the mail with regards to account [REDACTED] for 113.12

Was wondering what this was for.

I had gone into the office around July 27<sup>th</sup> and had asked for the grand total of taxes, garbage fee, sewer etc. and was given a total of 1884.52

This total was ETransferred prior to the payment deadline.

Thank You

## **Summer Village of Sunbreaker Cove**

### **Finance**

### **Request for Decision**

#### **Agenda Item: *Auditor Engagement***

#### **Background:**

Metrix Group LLP have been chosen to serve as Auditors for the Summer Village of Sunbreaker Cove for the fiscal year ending December 31, 2022.

They have submitted two copies of the audit engagement letters for signing by both the CAO and Mayor. The purpose of this letter is to outline the terms of their engagement to audit the financial statements of the Summer Village of Sunbreaker Cove which comprise the statement of financial position as at December 31, 2022, and the statement of operations and accumulated surplus, changes in net financial assets, and cash flows.

#### **Options for Consideration:**

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

#### **Administrative Recommendations:**

- 1) Sign engagement letters as presented.

#### **Authorities:**

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

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





September 5, 2022

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

**Attention: Mr. Tanner Evans, Chief Administrative Officer**

Dear Mr. Evans:

**Re: 2022 Audit Engagement Letter**

**The Objective and Scope of the Audit**

Metrix Group LLP is pleased to serve as auditors for Summer Village of Sunbreaker Cove for the fiscal year ending December 31, 2022. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Sunbreaker Cove which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Sunbreaker Cove. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

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

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

**The Responsibilities of the Auditor**

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

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

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

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

### **Form and Content of Audit Opinion**

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

To the Mayor and Council of Summer Village of Sunbreaker Cove

#### *Opinion*

We have audited the financial statements of Summer Village of Sunbreaker Cove (the Summer Village), which comprise the statement of financial position as at December-31-22, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

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

#### *Basis for Opinion*

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

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

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

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

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

process.

#### *Auditors' Responsibilities for the Audit of the Financial Statements*

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

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

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

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

#### **The Responsibilities of Management**

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

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

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

### **Communications**

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

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

### **Use of Information**

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

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

### **Use and Distribution of Our Report**

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

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

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

### **Reproduction of Auditor's Report**

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

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

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

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

### **Preparation of Schedules**

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

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

### **Ownership**

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

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

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

### **File Inspections**

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

### **Accounting Advice**

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

### **Other Services**

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

### **Dispute Resolution**

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

### **Estimated Fees**

We previously (letter of May 6, 2021) estimated that our fees for these services will be \$31,000 (for all 5 Summer Villages) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

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

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

### **Costs of Responding to Government or Legal Processes**

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

### **Termination**

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

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

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

### **Not Liable For Any Failures or Delays Beyond Our Control**

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

### **Metrix privacy**

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

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

### **Metrix working papers**

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

## Conclusion

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

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

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

Yours truly,

**METRIX GROUP LLP**

Chartered Professional Accountants

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

---

Mr. Tanner Evans, Chief  
Administrative Officer

---

Date signed

---

Mayor Teresa Beets

---

Date signed

**Summer Village of Sunbreaker Cove**

**September 12, 2022**

**Council and Legislation**

**Request for Decision**

**Agenda Item:** *ASVA Annual Conference*

**Background:**

Administration has received information about the upcoming ASVA Conference. The ASVA Conference is being held October 20<sup>th</sup> & 21<sup>st</sup>, at the Renaissance Hotel & Conference Center in Edmonton. The agenda for the conference is attached.

**Options for Consideration:**

Council has allocated \$1077 in the 2022 budget for this conference.

**Administrative Recommendations:**

Council to discuss and provide direction to Administration.

**Authorities:**

2022 Budget



**SAVE THE DATE: October 20 & 21<sup>st</sup>, 2022**

**ASVA Conference & AGM**

**“COME TOGETHER TO GROW TOGETHER AGAIN”**



**Please contact ASVA for early bird registration: [info@asva.ca](mailto:info@asva.ca)**

**Venue:** *Renaissance Hotel & Conference Center, Edmonton Airport*

- **A Room Block Discount is available for early booking until September 20, 2022**  
Please contact reservations: tel. 1-877-231-1724 or email:  
[bailey.chomitzky@marriott.com](mailto:bailey.chomitzky@marriott.com) and refer to ASVA Conference & AGM

**Day 1: Full day Program**

*October 20<sup>th</sup> Registration & Breakfast Buffet 9:00 a.m. – 10:00 a.m.*

*Conference begins at 10:00 a.m. promptly with Minister's Welcome*

*Program 10:00 a.m. – 4:00 p.m.*

*Coffee Break 10:30 a.m. – 10:45 a.m.*

*AGM 4:00 p.m. – 4:45 p.m.*

*Cocktail Hour 5:00 p.m. – 6:00 p.m.*

*Dinner Banquet 6:00 p.m. – 7:00 p.m.*

*Silent Auction & Entertainment 7:00 p.m. – 8:00 p.m.*

**Day 2: ½ day Program**

*Breakfast Buffet 8:00 a.m. – 9:00 a.m.*

*Emergency & Environmental Panel & Q&A 9:00 a.m. – 10:15 a.m.*

*Coffee Break & Snacks 10:15 a.m. – 10:30 a.m.*

*CAO Breakout Session & Panel 10:30 a.m. – Noon*

*12 Noon Closing of Session*

**Featured Keynotes, Panels and Topics:**

Day 1 –

Advocacy Panel

R.C.M.P. K-Division "Policing Small Communities"

ALMS – Government of Alberta (Aquatic Species)

AB Municipalities - Future of Municipal Governments

RMA

Day 2 -

Emergency Management and Environmental Specialists Panel (GOA, AB Muni's, ALMS, FRIIA, and more) "Land, Air, Water"

CAO Breakout Session (Day 2)- featured topics and panel specialists:

SLGM – Tools and Resources for CAO's

LGAA – Tools and Resources for CAO's

Topic 1: The Recipe for Productive CAOs

Topic 2: Ingredients of Positive and Constructive Relationships with CAO's & Councils:

Mayor Bernie Poulin, and S.V. Itaska Beach, CAO June Boyda

Fostering a Culture of Respect and Future of Municipal Government Project research on the changing dynamics of CAOs

## **Summer Village of Sunbreaker Cove**

**September 12, 2022**

### **Council & Legislation**

### **Request for Decision**

**Agenda Item:** *Encroachment Fee Waiver Request*

#### **Background:**

Administration has received a request from the owner of 1353 Balm Road asking Council to waive the encroachment fee for his septic tank as once he is tied into the municipal line they will not be encroaching since the structures will be underground.

#### **Options for Consideration:**

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

#### **Administrative Recommendations:**

- 1) That Council discuss and provide direction to Administration.

#### **Authorities:**

Land Use Bylaw

THIS AGREEMENT MADE EFFECTIVE this \_\_\_\_ day of \_\_\_\_\_, 2022.

**BETWEEN:**

**SUMMER VILLAGE OF  
SUNBREAKER COVE**  
(hereinafter called the "Municipality")

- AND -

  
(hereinafter called the "Owners")

**ROAD ENCROACHMENT AGREEMENT**

**WHEREAS:**

- A. The Owners are the registered owners of the lands located within the Summer Village of Sunbreaker Cove in the Province of Alberta, municipally described as 1353 Balm Road, Sunbreaker Cove, Alberta, and legally described as:

**PLAN 5969MC  
BLOCK 5  
LOT 16  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

(hereinafter referred to as the "Owners' Land");

- B. The Municipality has control and management of the road located along the west and south boundary of the Owners' Land, which road is registered in the Alberta Land Titles Office (hereinafter referred to as the "Road Right-of-Way");
- C. There has been constructed a septic tank and grinder pump on the Owners' Land, a portion of which encroaches upon the Road Right-of-Way (which encroaching portion(s) are hereinafter referred to as the "Encroachment");
- D. The Municipality is prepared to permit the Encroachment to exist upon or under a portion of the Road Right-of-Way, subject to the terms and conditions contained herein;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the payment of \$250 annually paid by the Owners to the Municipality, the receipt of which is hereby acknowledged, and in consideration of the mutual covenants and agreements contained herein, the Municipality and the Owners hereby agree as follows:

### **Grant of Encroachment**

1. The Municipality hereby permits the Encroachment to exist upon the Road Right-of-Way in the manner and location as shown on the Surveyor's Certificate or Real Property Report which is attached hereto as Schedule "A" to this Agreement, subject to the terms, covenants and conditions contained within this Agreement.

### **Term and Termination**

2. The term of this Agreement shall be for 5 years, subject to the earlier termination of this Agreement due to breach of contract or as provided for within this Agreement.
3. In the event that the Municipality deems it necessary for the Encroachment to be partially or completely removed for a temporary period of time, the Owners shall remove it within 14 days at the Owners' sole expense.
4. In the event that the Encroachment must be immediately removed, in whole or in part, due to an emergency situation (as defined by the Municipality at its sole discretion), the Municipality shall be permitted to remove the Encroachment at its sole expense. The Owners shall be permitted to replace the Encroachment, at the Owners' sole expense, upon receiving written confirmation from the Municipality that the emergency has been resolved.
5. In the event that the Encroachment at any time after the date of this Agreement is destroyed or removed from the Road Right-of-Way in circumstances other than contemplated in sections 3 or 4 above:
  - (a) this Agreement shall automatically terminate, save and except for those terms which survive termination, and all rights and privileges granted to the Owners pursuant to the terms of this Agreement shall immediately expire; and
  - (b) the Encroachment, or any structure constructed as a replacement for the Encroachment, shall not be replaced or rebuilt upon the Road Right-of-Way.
6. In the event that the Encroachment is only partially destroyed (less than 75% of the structure is destroyed or damaged), the rights and privileges granted to the Owners pursuant to the terms of this Agreement shall expire with respect to the partially destroyed portion of the Encroachment, if in the sole discretion of the Municipality, it is unreasonable for the Owner to rebuild the partially destroyed portion of the Encroachment having regard to the nature of the structure, and the extent and nature of the damage.
7. Notwithstanding anything contained within this Agreement, upon the transfer of title to the Owner's Land to any individual, person, or corporation other than the original parties to this Agreement, the Municipality shall have the option to require the removal of the Encroachment or require the new owner to agree to be bound by and assume all obligations under this Agreement in a form suitable to the Municipality. Furthermore, the Owner shall

not assign, convey or in any way part with this Agreement or any of the rights and privileges granted pursuant to this Agreement.

8. Notwithstanding anything contained within this Agreement, the Municipality shall be entitled to terminate this Agreement upon 30 days written notice to the Owners, as required pursuant to section 13(1)(o) of the *Traffic Safety Act*.

### **Maintenance, Removal and Reclamation**

9. The Owners shall maintain and repair the Encroachment in a good state of repair and in a safe condition, having regard to the nature of the Encroachment, the nature and condition of the Road Right-of-Way, and the nature and extent of the Encroachment upon the Road Right-of-Way.
10. The Owners acknowledge and agree that the Municipality is not liable for any maintenance or repair required to the Encroachment as a result of any maintenance or repair occurring on the Road Right-of-Way by the Municipality that may affect or damage the Encroachment in any manner whatsoever.
11. Upon the termination of the rights and privileges granted to the Owners pursuant to the terms of this Agreement, the Owners shall:
  - (a) remove the Encroachment from the Road Right-of-Way; and
  - (b) attend to the repair and reclamation of the Road Right-of-Way to the satisfaction of the Municipality.
12. The Owners' obligations under this section shall survive the termination of this Agreement for any reason whatsoever, and shall remain binding upon the Owners until all such obligations are satisfied in full.
13. If, upon termination of this Agreement, the Owners have failed to perform the obligations under section 11 above, the Municipality is hereby authorized to enter the Owners' Lands and perform such obligations at the sole expense of the Owners.

### **Liability**

14. The Owner shall indemnify and hold harmless the Municipality, its councillors, officers, employees, agents, servants, contractors, franchisees and licensees from and against any and all claims, damages, costs (including, without restriction, all legal and other professional costs on a solicitor and his own client full indemnity basis), losses, expenses, actions and suits of every kind and nature caused by, or arising directly or indirectly out of the existence of the Encroachment, the exercise or purported exercise of any of the rights granted within this Agreement, or by reason of any matter or anything done, permitted or omitted to be done by the Owners or their heirs, executors, administrators, successors and permitted assigns, and whether occasioned by negligence or otherwise.

15. The Owners hereby assume, and shall remain responsible for, all risk of personal injury and damage to all real or personal property, including the Owners' property comprising the Encroachment, arising out of the presence of the Encroachment upon the Road Right-of-Way, regardless of how such injury or damage is caused.
16. The Owner shall be responsible for, and shall pay upon demand:
  - (a) the cost of repairing any damage to the Road Right-of-Way caused directly or indirectly by the Encroachment;
  - (b) all costs incurred in removing or altering the Encroachment if not performed as and when required under this Agreement; and
  - (c) any additional costs incurred by the Municipality in maintaining the Road Right-of-Way caused directly or indirectly by the Encroachment.
17. The Owners' obligations under sections 13 to 16 shall survive the termination of this Agreement for any reason whatsoever, and shall remain binding upon the Owners until all such obligations are satisfied in full.
18. Throughout the existence of this Agreement, the Owners shall take out and maintain insurance in such form and in such amounts as may be satisfactory to the Municipality, acting reasonably, and upon request provide the Municipality with written confirmation of the existence of such insurance (including but not limited to providing copies of the insurance policies). Without limiting the generality of the foregoing, the insurance shall have at least the following coverage, and contain the following terms:
  - (a) comprehensive general liability insurance covering all risks associated with the use and occupation of the Encroachment by the Owners including, without limitation, extended coverage, coverage for public liability, and such other coverage and in such amounts as the Municipality may reasonably require;
  - (b) such policies shall name the Municipality as an additional loss payable with respect to the Encroachment; and
  - (c) such policies of insurance shall contain an undertaking by the insurers to notify the Municipality in writing of any material change, cancellation or termination of any provision of any policy not less than thirty (30) days prior to the material change, cancellation or termination thereof.

**Environmental**

20. The Owners hereby represent, covenant and warrant to and in favour of the Municipality that the Owners:

- (a) shall not allow any Hazardous Substance to be placed, held, located or disposed of on, under or at the Road Right-of-Way without the prior written consent of the Municipality, which consent may be arbitrarily or unreasonably withheld;
  - (b) shall not allow the Road Right-of-Way to be utilized in any manner in contravention of any applicable laws intended to protect the environment, including without limitation, laws respecting the handling, disposal and emission of Hazardous Substances;
  - (c) to the extent that Hazardous Substances are, with the Municipality's consent, placed, held, located or disposed of on, under or at the Road Right-of-Way in accordance with the terms hereof, the Owners shall:
    - (i) comply with, or cause to be complied with, all applicable laws and regulations relating to the use, storage and disposal of the Hazardous Substances, as well as all terms or conditions required by the Municipality,
    - (ii) at the request of the Municipality, provide evidence to the Municipality of compliance with all applicable laws and regulations, such evidence to include inspection reports and such tests as the Municipality may reasonably require, all at the Owner's expense.
21. The Owner shall indemnify and save harmless the Municipality, its elected officials, employees, servants, agents, contractors, invitees, licensees, successors and assigns from and against any and all claims, damages, costs (including, without restriction, all legal and other professional costs on a solicitor and his own client full indemnity basis), losses, liabilities, demands, expenses, suits and proceedings of any kind and nature whatsoever, including, without limitation:
- (a) the costs of defending, counterclaiming or claiming over against third parties in respect of any action or matter including fees, costs and disbursements on a solicitor and his own client full indemnity basis and at all court levels;
  - (b) any cost, liability or damage arising out of a settlement of any action entered into by the Municipality with or without the consent of the Owners;
  - (c) the costs of repair, clean-up or restoration paid by the Municipality and any fines levied against the Municipality or the Owners;

which at any time or from time to time may be paid, incurred or asserted against the Municipality as a direct or indirect result of the presence on or under, or the escape, seepage, leakage, spillage, discharge, emission or release, of Hazardous Substances from the Road Right-of-Way either onto any lands (including the Road Right-of-Way), into the atmosphere or into any water. This indemnification shall survive the expiration of the term of this Agreement or the termination of this Agreement for whatever cause, and shall remain binding upon the Owner until all such obligations are satisfied in full.



22. For the purposes of this Agreement, the term "Hazardous Substances" shall mean any substance which is hazardous to persons or property and includes, without limiting the generality of the foregoing:

- (a) any form of radioactive materials;
- (b) explosives;
- (c) any substance that, if added to any water, would degrade or alter or form part of a process of degradation or alteration of the quality of that water to the extent that it is detrimental to its use by man or by any animal, fish or plant
- (d) any solid, liquid, gas or odour or combination of any of them that, if emitted into the air, would create or contribute to the creation of a condition of the air that:
  - (i) endangers the health, safety, or welfare of persons or the health of animal life,
  - (ii) interferes with normal enjoyment of life or property, or
  - (iii) causes damage to plant life or to property; and
- (e) substances declared to be hazardous or toxic under any law or regulation now or hereafter enacted or promulgated by any governmental authority having jurisdiction over the Road Right-of-Way.

### **General**

23. The Owners shall:

- (a) notify the Municipality, in writing, of any sale of the Owners' Lands;
- (b) notify the purchaser of the Owners' Lands of the terms of this Agreement; and
- (c) notify the purchaser of the Owners' Lands that pursuant to Section 7 hereto, the Municipality has the option to require the removal of the Encroachment or require the purchaser to agree to be bound by and assume all obligations under this Agreement in a form suitable to the Municipality.

24. Pursuant to section 651.2 of the *Municipal Government Act*, R.S.A 2000, c. M-26, as amended, this Agreement, and each of the terms, covenants and conditions contained herein, shall be of the same force and effect for all intents and purposes as a covenant running with the Owners' Land and the Road Right-of-Way, and subject to the other terms of this Agreement, shall be binding upon, and enure to the benefit of, all future owners of the Owners' Land throughout the existence of this Agreement.

25. The Municipality shall be at liberty to register this Agreement by way of Caveat against the title to the Owners' Land in order to protect the Municipality's interests under the terms of this Agreement. Any such Caveat or other registration shall expire and shall forthwith be discharged upon the termination of this Agreement.

26. All notices to be given in relation to this Agreement, as well as all requests for prior written consent required under this Agreement, may be hand delivered, sent by prepaid courier, registered mail or by electronic mail addressed to the parties as follows:

a. to the Owners at:

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b. to the Municipality at:

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or at such other address for the Municipality as the Municipality may from time to time appoint in writing. Any notice sent in accordance with this paragraph shall be deemed to be given to and received upon receipt of signed delivery receipt or read receipt in accordance with the mode of transmission.

27. No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act or failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.

28. The terms contained within this Agreement, including any recital and any Schedules attached hereto, shall constitute the entire agreement between the parties. Words within this Agreement importing number or gender shall be construed in grammatical conformance with the context or the party or parties in reference. Any term or provision of this Agreement which is found to be invalid or unenforceable shall be severed from the balance of the document, and shall not affect the enforceability of the remainder of this Agreement.

**IN WITNESS WHEREOF** the parties have executed this Agreement to be effective the year and date first above written.

**SUMMER VILLAGE  
OF SUNBREAKER COVER**


Per: \_\_\_\_\_ c/s

Per: \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  


\_\_\_\_\_  
Witness

\_\_\_\_\_  


**SCHEDULE "A"**  
**ENCROACHMENT**

*[attach Surveyor's Certificate or Real Property Report showing  
the manner and location of the Encroachment]*

## AFFIDAVIT OF EXECUTION

CANADA	)	I, _____
	)	of the _____
PROVINCE OF ALBERTA	)	in the Province of Alberta,
	)	MAKE OATH AND SAY:
TO WIT	)	

1. THAT I was personally present and did see **JARROD GATZKE** named in the within instrument, who is personally known to me to be the person named herein, duly sign and execute the same for the purposes named therein;
2. THAT the same was executed at the \_\_\_\_\_, in the Province of Alberta, and that I am the subscribing witness thereto;
3. THAT I know the said **JARROD GATZKE** and he is in my belief of the full age of eighteen years.

SWORN	before	me	at	the	)	
_____				in the Province of	)	
Alberta, this __ day of _____,				2022.	)	
					)	
					)	
A Commissioner of Oaths in and for					)	_____
Alberta					)	JARROD GATZKE

## AFFIDAVIT OF EXECUTION

CANADA	)	I, _____
	)	of the _____
PROVINCE OF ALBERTA	)	in the Province of Alberta,
	)	MAKE OATH AND SAY:
TO WIT	)	

1. THAT I was personally present and did see **LARISA GATZKE** named in the within instrument, who is personally known to me to be the person named herein, duly sign and execute the same for the purposes named therein;
2. THAT the same was executed at the \_\_\_\_\_, in the Province of Alberta, and that I am the subscribing witness thereto;
3. THAT I know the said **LARISA GATZKE** and she is in my belief of the full age of eighteen years.

SWORN	before	me	at	the	)	
_____				in the Province of	)	
Alberta, this __ day of _____,				2022.	)	
					)	
					)	
A Commissioner of Oaths in and for					)	_____
Alberta					)	LARISA GATZKE

## **Summer Village of Sunbreaker Cove**

**September 12, 2022**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item: *Boat Lift Complaint***

#### **Background:**

Administration has received a complaint from a resident about an abandoned boat lift left on the community reserve in front of 721/723 Elk Street. The boat lift has been left there for at least 4 years and is currently unusable. The resident is requesting the Summer Village remove the structure to allow others to use the space.

Attached is the Temporary Storage of Boat Hoists and Piers Policy for Council's review. #6 of the policy states the Storage of Boat hoists / piers on the reserve is prohibited between the third weekend in May (Victoria Day) and the first weekend in September (Labour Day) weather permitting. #7 addresses non-compliance with the policy which would involve the structure being removed from the reserve with costs of removal, storage and replacement fees being charged to the owner.

#### **Options for Consideration:**

- (a) Council discuss and provide direction to Administration.
- (b) Council accept as information.

#### **Administrative Recommendations:**

Council discuss and provide direction to Administration.

#### **Authorities:**

Temporary Storage of Boat Hoists and Piers Policy amended May 29, 2012.



# Summer Village Administration

*Serving Municipalities Since 1991*

## GENERAL COMPLAINT FORM

Date of Complaint: AUGUST 22, 2022 Time: \_\_\_\_\_

Name of Complainant: DUNCAN M<sup>c</sup>COWAN [REDACTED]

Municipal Address of Complainant: [REDACTED]

Phone Number: [REDACTED]

Details: ABANDONED BOAT LIFT - HAS BEEN LEFT ON  
COMMUNITY LAND IN FRONT OF 721/723 ELK ST. FOR AT  
LEAST 4 YEARS. NO IDENTIFICATION, NOT USEABLE  
(SEE ATTACHED PHOTOS).

PLEASE REMOVE, AS WE NEED THE SPACE FOR CURRENT LIFTS

### For Office Use Only

Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

DMC









## **Summer Village of Sunbreaker Cove**

**September 12, 2022**

### **Request for Decision**

#### **Agenda Item: *Procedural Bylaw***

#### **Background:**

Over the past year, the Joint Services Committee has been working on a procedural bylaw that would be shared by all 5 municipalities in order to create efficiencies in the administrative process. This ensures that each Council is receiving the same administrative service for each meeting.

The changes were not drastic and do not apply to each Summer Village, but include the following:

- Council meetings will be a maximum of 4 hours long, and there will be 10 regular Council meetings per year
- Minutes to be recorded as recommended by Municipal Affairs
- Possibility for special meetings, meetings of the whole, and extra meetings depending on large projects
- No open mic sessions that include staff members during Council meetings
- Agendas to include previous minutes, delegations, updates from department heads including a CAO report on ad hoc requests not by function, quarterly financials, monthly AP/AR report, requests for decision, and Council updates.

#### **Options for Consideration:**

- 1) Council give 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> readings to the Procedural Bylaw #174-22.
- 2) Council accept as information.

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to the Procedural Bylaw #174-22.
- 2) That Council give 2<sup>nd</sup> reading to the Procedural Bylaw #174-22.
- 3) That by unanimous consent Council give 3<sup>rd</sup> reading to the Procedural Bylaw #174-22 at this meeting.
- 4) That council give 3<sup>rd</sup> and final reading to the Procedural Bylaw #174-22.

#### **Authorities:**

MGA Section 145



**SUMMER VILLAGE OF SUNBREAKER COVE  
PROCEDURAL BYLAW  
BY-LAW 174-22**

BEING A BYLAW OF THE SUMMER VILLAGE OF SUNBREAKER COVE TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES.

**WHEREAS**, pursuant to Section 145 of the *Municipal Government Act*, a Council may pass bylaws in relation to the following:

- a) the establishment and functions of Council Committees and other bodies;
- b) the procedure and conduct of Council, Council Committees and other bodies established by the Council, the conduct of Councillors and the conduct of members of Council Committees and other bodies established by the Council.

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

**TITLE**

- 1. This bylaw may be cited as “The Procedural Bylaw”.

**DEFINITIONS**

- 2 In this Bylaw,
  - (a) “Agenda” means the items of business of a meeting and the associated reports, bylaws, or other documents;
  - (b) “Chair” means the person authorized to preside over a meeting, determined in accordance with Section 25 to 27;
  - (c) “Chief Administrative Officer” means the Chief Administrative Officer of the Summer Village of Sunbreaker Cove within the meaning of the *Municipal Government Act*, or his/her designate;
  - (d) “Closed Session” means a meeting or part of a meeting that is closed to the public, within the meaning of the *Municipal Government Act*;
  - (e) “Committee” means a committee, board, or other body established by Council under the *Municipal Government Act*, and includes, without limiting the generality of the foregoing, a Standing Committee, a Task Force, and the Committee of the Whole;
  - (f) “Committee of the Whole” means the Committee described in Sections 9 to 15 of this Bylaw;
  - (g) “Council” means the municipal Council of the Summer Village of Sunbreaker Cove;
  - (h) “Councillor” means a member of Council who is duly elected and continues to hold office and includes the Mayor;
  - (i) “Deputy Mayor” means the Councillor appointed pursuant to the *Municipal Government Act* and this Bylaw to act as Mayor when the Mayor is unable to perform the duties of the Mayor or the office of the Mayor is vacant;
  - (j) “General Election” means an election held in the Summer Village to elect members of Council as described in the Local Authorities Election Act;
  - (k) “Mayor” means the Chief Elected Official of the Summer Village within the meaning of the *Municipal Government Act*;
  - (l) “Member” means a Councillor or a member of a Committee duly appointed by Council;

- (m) “*Municipal Government Act*” means the *Municipal Government Act*, RSA 2000, c M-26, as amended;
- (n) “Non-statutory Public Hearing” means an advertised public hearing that is convened at the direction of Council, or the Committee of the Whole, in its discretion, in relation to a specified matter, in a case where Council is not otherwise required to hold a hearing under the *Municipal Government Act*;
- (o) “Pecuniary Interest” means a pecuniary interest within the meaning of the *Municipal Government Act*;
- (p) “Point of Interest” means a request that the Chair enforce the rules of procedure;
- (q) “Question of Privilege” means a request or motion made to the Chair, unrelated to the business on the floor, which affects the comfort, dignity, safety, or reputation of Council, a Council Committee or individual Members, some examples of which include requests related to heating, lighting, noise, or other disturbances in Council Chambers, conduct of members of the public or fellow Members;
- (r) “Public Hearing” includes a Statutory Public Hearing and a Non-statutory Public Hearing.
- (s) “Quorum” means the minimum number of Members that must be present at a meeting for business to be legally transacted;
- (t) “Resident” means a registered owner of a property in the Summer Village, or others over the age of 18 who reside in the Summer Village.
- (u) “Standing Committee” means a Committee that is designated, by Council, as a standing committee and which typically has ongoing responsibilities related to a broad area of municipal operation or business;
- (v) “Statutory Public Hearing” means an advertised public hearing that Council is required to hold under the *Municipal Government Act*;
- (w) “Summer Village” means the Summer Village of Sunbreaker Cove;

## **APPLICATION**

- 3. The rules and procedures contained in this Bylaw shall apply to Council meetings.
- 4. The rules and procedures contained in this Bylaw shall apply to Committee meetings, subject to the following:
  - a) a rule or procedure, established by this Bylaw, that is specifically stated to apply to Committees, or to a specific Committee or type of Committee, shall prevail over a rule or procedure of more general application contained in this Bylaw;
  - b) if a Committee requests alteration to its procedures, and the alternate procedures are approved by Council, those alternate procedures shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw; and
  - c) a specific rule or procedure set out in a Committee’s governing bylaw or terms of reference shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw.
- 5. To the extent that a procedural matter is not dealt with in the *Municipal Government Act* or this Bylaw, the matter will be determined by referring to the most recent version of *Roberts’ Rules of Order* newly revised.

## **MEETINGS**

### **Regular Meetings**

6. Unless Council by resolution from time to time otherwise determines, 10 regular meetings of Council per year shall be held in the Municipal Office Council Chambers and commence at 9:30 a.m. on the second Monday of every month.
7. When the date of a regular meeting of Council falls on a holiday, the Council meeting will be held at the discretion of Council by a resolution of Council.
8. A meeting of Council shall adjourn no later than 4 hours after the starting time, unless Council, agrees to an extension of the meeting beyond that time.

### **Committee of the Whole**

9. A Committee to be known as Committee of the Whole is hereby established.
10. The membership of the Committee of the Whole shall consist of all members of Council.
11. The function of the Committee of the Whole is to allow for discussions, in a more informal manner, of significant or complex terms, including but not limited to matters that may require a substantial amount of time to analyze and consider, in order to bring recommendations to Council for final consideration and decision.
12. Committee of the Whole meetings may be held from time to time by a resolution of Council.
13. Subject to the *Municipal Government Act*, Committee of the Whole may consider any matter that Council may consider.
14. The Committee of the Whole may:
  - a) conduct Non-statutory Public Hearings;
  - b) receive delegations and submissions;
  - c) meet with other municipalities and levels of government; and
15. No bylaw, nor any resolution respecting a matter that is, at law, reserved to Council, shall be passed by the Committee of the Whole.

### **Organizational Meeting**

16. An organizational meeting of Council will be held annually not later than August 31, in accordance with the *Municipal Government Act*.
17. At the first organizational meeting following a General Election, the first order of business shall be the administration oath of office and the introduction of the Mayor and Council for the Council session.
18. At all organizational meetings, Council shall:
  - a) Establish the Mayor, and Deputy Mayor;
  - b) Appoint Members of Committees;

- c) Conduct other business identified within the organizational meeting agenda.

## **QUORUM**

- 19. A Quorum of Council is a majority of Councillors.
- 20. A Quorum of a Committee is a majority of Members unless the governing bylaw or terms of reference of a Committee provides otherwise.
- 21. If a Quorum is not present within fifteen (15) minutes after the time appointed for the meeting, the names of the Members present shall be recorded, and the meeting will be adjourned.
- 22. If, at any time during a meeting, Quorum is lost, the meeting shall be adjourned.
- 23. If a meeting is adjourned due to loss of Quorum, the remaining items on the Agenda shall be considered at the next scheduled meeting, unless a special meeting is held to conduct such business.
- 24. If a vote on a motion before Council or the Committee of the Whole cannot be taken due to loss of Quorum resulting from:
  - a) a declaration of Pecuniary interest; or
  - b) a Councillor not being present for all or part of a Statutory Public Hearing;then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council or Committee of the Whole under that particular order of business.

## **POWERS & RESPONSIBILITIES OF THE CHAIR**

### **Person to Act as Chair**

- 25. In the Case of a Council meeting or Committee of the Whole meeting, the Chair shall be determined in accordance with the following:
  - a) the Mayor shall be Chair;
  - b) if the Mayor is absent or otherwise unable to preside the Deputy Mayor shall be Chair;
  - c) if neither the Mayor nor Deputy Mayor is in attendance fifteen (15) minutes after the time appointed for a meeting, the meeting shall be deemed cancelled.
- 26. In the case of a Committee meeting, other than a meeting of the Committee of the Whole, the Chair shall be
  - a) the Member designated or appointed as Chair in accordance with the rules and procedures set out in the Committee's governing bylaw or terms of reference;
  - b) a Member appointed by the Committee, where alternate rules and procedures for the designation or appointment of a Chair have not been specifically established.

### **Duties of the Chair**

27. The Chair:
- a) opens meetings;
  - b) chairs meetings;
  - c) preserves order in meetings;
  - d) decides on all questions of procedure, subject to a motion to challenge pursuant to Section 101; and
  - e) ensures that each Member who wishes to speak on a debatable motion is granted the opportunity to do so.

### **ELECTRONIC DEVICES**

28. Members of the public may not electronically record portions of Council and Committee meetings that are open to the public, unless the Chair determines that electronic recording of a meeting by the public be permitted.
29. A member of the public who is electronically recording a Council or Committee meeting in accordance with Section 29 shall be asked to leave the public gallery or viewing area by the Chair.
30. All electronic devices, including cellular telephones, that are present at the meeting location, including in public gallery or at the Council table, must be in silent mode while a meeting is being conducted.

### **ADJOURNMENT**

31. A Member may move a motion to adjourn a meeting at any time, except when:
- a) another Member has the floor;
  - b) a call for a vote has been made;
  - c) the Members are voting; or
  - d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
32. A motion to adjourn shall be put without comment or debate.
33. When all items on an approved Agenda have been dealt with the Chair may adjourn the meeting without requiring a motion or vote by the Members.

### **AGENDA**

#### **Order of Business**

34. The order of business in the Agenda for a Council meeting shall be as follows:
- 1) CALL TO ORDER
  - 2) AGENDA
  - 3) ADOPTION OF MINUTES
  - 4) ADMINISTRATIVE REPORTS / INFORMATION ITEMS
    - a. FINANCE
    - b. PUBLIC WORKS
    - c. DEVELOPMENT
    - d. CAO REPORT



- e. OTHER
- 5) TABLED ITEMS
- 6) NEW BUSINESS ITEMS / REQUEST FOR DECISION
  - a. FINANCIAL & ADMINISTRATION
  - b. COUNCIL AND LEGISLATIVE
  - c. PUBLIC WORKS
  - d. PLANNING & DEVELOPMENT
- 7) COUNCIL REPORTS
- 8) INFORMATION
- 9) MEETING DATES
- 10) ADJOURNMENT

35. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a Two-Thirds Vote, and such a vote shall be decided without debate.

### **Agenda Preparation and Delivery**

- 36. The Agenda for each Council meeting and Committee of the Whole meeting shall be established by the Chief Administrative Officer.
- 37. A Member wishing to introduce an item for inclusion in a meeting Agenda shall submit a written request to the Chief Administrative Office by no later than ten (10) days prior to the meeting.
- 38. After the expiry of the deadline established in Section 37, items may only be added to, or deleted from, the Agenda by a Two-Thirds Vote at the meeting to which the Agenda relates.
- 39. All materials related to items on the Agenda, that are to be included in the Agenda package, shall be provided to the Chief Administrative Officer by no later than ten (10) days prior to the Council meeting.
- 40. The Chief Administrative Officer shall cause the Agenda to be provided to Councillors one week prior to the Council meeting by electronic transfer.
- 41. The Chief Administrative Officer will release electronic copies of the Agenda and all associated reports, bylaws, or other documents to the general public via the Summer Village website once it has been circulated to Council one week prior to the Council or Committee of the Whole meeting unless they may be withheld under the *Municipal Government Act*, *Freedom of Information & Protection of Privacy Act*, or any other statute, bylaw or policy dealing with access to information.

### **Minutes**

#### **Council Meetings**

- 42. The Chief Administrative Officer will prepare a written record of all Council meetings that includes:
  - a) the names of the members of Council present at and absent from the meeting;
  - b) a brief description of the subject matter;
  - c) all decisions and other proceedings;
  - d) the names of members of the public who speak to an item;

- e) any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention;
- f) time of departure and return to Council Chambers of any member of Council for any reason; and
- g) the signatures of the Chair and the Chief Administrative Officer.

#### Committee Meetings

43. Minutes shall be prepared for all Committee meetings and shall:

- a) include all decisions and other proceedings;
- b) include the names of Members present at and absent from the meeting;
- c) include an abstention made under the *Municipal Government Act* by any Member and the reason for abstention;
- d) include the signatures of Council and the recording secretary; and
- e) be retained in a safe manner and be available upon request. A final copy of minutes must be filed with the Chief Administrative Officer, within no more than three working days after being confirmed by the Committee; and
- f) be distributed to all members of Council after receipt of the minutes by the Chief Administrative Officer.

#### Delegations

##### Delegations at Council Meetings

44. Requests for an appointment to make a presentation to Council must be delivered to the Chief Administrative Officer and must:

- a) be in writing;
- b) be received by the Chief Administrative Officer no later than ten (10) days prior to the scheduled Council meeting at which the presentation is to be made;
- c) clearly identify the reason or purpose of the appointment and provide a brief explanation of the subject to be addressed;
- d) specifically identify any request that is intended to be made to Council, if applicable;
- e) identify the individual or primary contact for a group or organization; and
- f) include the contact information of the group or organization, including the current mailing address and daytime telephone number.

45. In questioning delegations, Councillors will ask only questions of clarification that are relevant to the subject matter of the presentation, as described in the written request submitted in accordance with Section 44 and will avoid repetition.

46. Approved delegations may, during their presentations to Council, only speak on the subject matter that has been described in the written request submitted in accordance with Section 44.

47. If a delegation has previously made a presentation before Council in relation to certain subject matter,

- a) that delegation shall not be permitted to make further presentation on the same subject matter, except to present additional information that
  - (i) was not presented during the previous presentation, and

- (ii) is, in the opinion of the Summer Village, of sufficient importance to justify an additional presentation.

#### Responsibilities of Chief Administrative Officer

- 48. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is within the governance authority of Council, the Chief Administrative Officer will:
  - a) if it relates to an item already on the Agenda, deliver a copy of the request or a summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or
  - b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.
- 49. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is not within the governance authority of Council, the Chief Administrative Officer will:
  - a) refer the request to administration for a report and/or a direct response to the writer and provide a copy of the original request and the referral to Council; and
  - b) take any other appropriate action on the request.
- 50. If a Councillor objects to the process determined by the Chief Administrative Officer, a Councillor may make a request in accordance with Section 39, that the item be included for consideration on a Council or Committee of the Whole Agenda.
- 51. If the standards set out in Section 44 are not met, the Chief Administrative Officer may file the request, without any action being taken, after advising Council of his/her determination that the request did not meet the standards.

### PROCEEDING AT MEETING

#### Voting

- 52. Unless otherwise required by this Bylaw, the *Municipal Government Act* or any other enactment, a simple majority vote of those Members present is sufficient to carry a motion.
- 53. A motion is deemed to be defeated if the vote results in a tie.
- 54. Pursuant to Section 183(1) of the *Municipal Government Act*, a Councillor attending a Council meeting must vote on a matter put to a vote at the meeting unless the Councillor is required or permitted to abstain from voting under the *Municipal Government Act* or any other enactment.
- 55. At any time before a vote is taken by Council, a Councillor may request that the vote be recorded.
- 56. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the motion or abstained.
- 57. Votes on all motions must be taken as follows:

- a) except for a meeting conducted through electronic or other communication facilities, Members must be in their designated seat when the motion is considered;
  - b) the Chair puts the motion to a vote;
  - c) Members vote by a show of hands or other method agreed to by Council or the Committee, as the case may be; and
  - d) the Chair declares the result of the vote by stating whether the motion was carried or defeated.
58. After the Chair declares the result of the vote, Members may not change their vote for any reason.
59. A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

### **Bylaws**

60. Every proposed bylaw shall have three (3) separate and distinct readings.
61. A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time.
62. A bylaw shall be introduced for second reading by a motion that the bylaw be read a second time.
63. A bylaw shall be introduced for third reading by a motion that the bylaw be read a third time.
64. A bylaw shall not be given more than two readings at one meeting unless Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings.
65. Council may:
- a) debate the substance of a bylaw;
  - b) propose and consider amendments to a bylaw; and
  - c) refer, by motion, the bylaw to administration for further information prior to second reading and/or third reading.
66. Any amendments to the bylaw which are carried prior to the motion for third reading being put will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.
67. A bylaw is passed when it receives third reading and is signed. A bylaw is effective from the beginning of the day that it is passed unless the bylaw or any applicable enactment provides for another effective date.
68. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
- a) does not receive third reading within two years of first reading; or
  - b) is defeated on second or third reading.
69. After it received third reading, a bylaw shall be signed by the Mayor and Chief Administrative Officer and shall be impressed with the corporate seal of the Summer Village.

## **Proceedings at Public Hearings**

### **Holding Public Hearings**

70. Council shall hold a Statutory Public Hearing, when required to do so under the *Municipal Government Act* or other enactment.
71. On the advice of administration, and should Council deem it appropriate, Council may hold a Non-statutory Public Hearing.
72. On the advice of Administration and should the Committee of the Whole deem it appropriate, the Committee of the Whole may hold a Non-statutory Public Hearing. The Committee of the Whole may not conduct Statutory Public Hearings.

### **Rules and Procedures for Public Hearings**

73. Public Hearings must be conducted,
  - a) in the case of Public Hearings conducted by Council, in conjunction with a regular or special Council meeting; and
  - b) in the case of Non-statutory Public Hearings conducted by the Committee of the Whole, in conjunction with a meeting of the Committee of the Whole.
74. A Statutory Public Hearing on any proposed bylaw or resolution must be held before second reading of the bylaw, or Council votes on the resolution.
75. To begin a Public Hearing, the Chair calls the hearing to order and must ask if anyone is present to speak to the proposed item, bylaw, or resolution. All those in attendance, who wish to speak, are to give their name and location of residence for the record.
76. If a member of the public is unable to attend a Public Hearing, he or she may authorize a person to speak on his or her behalf. The authorization must:
  - a) be in writing;
  - b) name the individual authorized to speak;
  - c) indicate the proposed item, bylaw, or resolution to be spoken to; and
  - d) be signed by the person giving the authorization.
77. A person authorized to speak on behalf of another individual in accordance with Section 76, must state the name of the individual that the speaker represents and must present the written authorization to the Chair.
78. If, at a Public Hearing, a person indicates that he or she is present to speak to the proposed item, bylaw or resolution, the following procedures will apply:
  - a) administration will introduce the proposed item, bylaw, or resolution;
  - b) the Chair will inform Council or the Committee of the whole, as the case may be, of the number and nature of written submission and these submissions will be entered into record;
  - c) members of the public, including persons authorized to speak on behalf of other individuals in accordance with Section 76 will be allowed to speak, with those in favour speaking first, followed by those opposed, followed by those who claim to otherwise be affected;

- d) referral agencies that were served notice of the Public Hearing will be allowed to speak;
  - e) after a person has spoken, any Member may ask that speaker relevant questions through the Chair;
  - f) any Member may ask administration relevant questions after all persons who wish to speak have been heard;
  - g) the Chair may close the Public Hearing.
79. Subject to Section 78, a person, including a person authorized to speak on behalf of one or more individuals in accordance with Section 76, shall be allowed five (5) minutes to speak at a Public Hearing.
80. Presentations by administration or, where applicable, by the applicant at the Public Hearing are not subject to the time limit described in Section 79.
81. The time limit for speaking described in Section 79 may be,
- a) extended to ten (10) minutes by the Chair, at his or her discretion; and
  - b) extended to ten (10) minutes by majority vote of Council or the Committee of the Whole, as the case may be.
82. If no one is present to speak to a proposed item, bylaw or resolution, the following procedures will apply:
- a) administration will introduce the proposed item, bylaw, or resolution;
  - b) the Chair will inform Council or the Committee of the Whole, as the case may be, of the number and nature of written submissions and these submissions will be read into the record or, where appropriate, administration may provide a report on the number of written submissions received and a general overview of the contents of the written submissions;
  - c) any Member may ask administration relevant questions; and
  - d) the Chair may then close the hearing.
83. When a Statutory Public Hearing on a proposed bylaw or resolution is held, a Councillor:
- a) must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the Statutory Public Hearing; and
  - b) may abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the Statutory Public Hearing.
84. Council or the Committee of the Whole, as the case may be, may adjourn a Public Hearing at any time but must adjourn to a definite date and time.

#### **Address to and Recognition by the Chair**

85. All discussion at a meeting of Council or a Committee is directed through the Chair who will be addressed
- a) as “Your Worship”, “Mayor” or “Minister/Madam Chair”, in the event that the Mayor is Chair of the meeting; or
  - b) as “Mister/Madam Chair”, in the event that a person other than the Mayor is Chair of the meeting.
86. No person shall be permitted to speak unless and until such person is recognized by the Chair.

87. When two or more Members wish to speak to a matter, the Chair shall determine the order in which the Members shall be heard,

### **Questions**

88. If a Member wishes to ask a question or seeks clarification in respect on a subject before the Members, he or she may do so without interrupting another speaker. The Member shall, upon recognition, state the question and shall not proceed further without the leave of the Chair, provided that in any event any such question shall be directed to the Chair and shall not be used to discuss the merits of the subject then before the meeting.

### **Interruption of Speaker**

89. No Member shall interrupt any other person who has been recognized by the Chair and has the floor except to raise a Point of Order or a Question of Privilege.
90. A Member who is speaking when a Point of Order or Question of Privilege is raised must cease speaking immediately.
91. The Member who raises a point of Order or Question of Privilege shall briefly explain the Point or Question.
92. Neither a Point of Order nor Question of Privilege is debatable or amendable.

### **Ruling on Proceedings**

93. Upon a Point of Order or Question of Privilege being raised, the Chair will rule upon the same.
94. The Chair may seek advice from administration on a Point of Order or Question of Privilege prior to making his or her ruling.

### **Challenging a Ruling**

95. A ruling of the Chair may be challenged.
96. A motion to challenge a ruling is neither debatable nor amendable.
97. A motion to challenge a ruling shall be determined by a majority vote and may not be reconsidered or rescinded.

### **Motions**

98. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council or a Committee unless it is in the form of a motion.
99. A recommendation in a report is not a motion until a Member moves it.
100. Any Member may require the questions or motion under discussion, or any portion thereof, to be read at any time during the debate, but not so as to interrupt a person while speaking.

101. Members may speak only twice on any motion, once in debate and once to ask questions; however, Council or the Committee, as the case may be, may give permission, by Two-Thirds Vote, to speak again.
102. Each Member may speak for only five (5) minutes, unless Council or the Committee, as the case may be, gives permission, by Two-Thirds Vote, to speak for an additional five (5) minutes.
103. Each member present will be given an opportunity to speak to a motion before it is put to a vote unless a motion is passed to limit or end debate.
104. Except as otherwise provided, all motions are debatable and amendable.
105. Not more than one main motion, amendment thereto, and amendment to the amendment may be on the floor at the same time.
106. No amendment shall be allowed, the substance of which would substantially destroy the intent of the motion or amendment to which it is intended to apply, the purpose of which could be as readily attained by voting against the motion or amendment to which it is intended to apply.
107. Any amendment must be relevant to the motion or amendment to which it is intended to apply.
108. Voting on motions and amendment shall be conducted in the reverse of the order in which they were put, that is to say, firstly, upon the amendment to the amendment, if any, secondly, upon the amendment or amendments to the motion, as the case may be, if any, and lastly, upon the motion or the motion as amended as the case may be, except in the case of times and amounts in which case the longest time and the largest amounts shall be put first.
109. A motion to refer precludes all further amendments to the main motion unless it is decided in the negative.
110. A motion to postpone definitely another motion properly before the meeting,
  - a) shall contain a time certain or ascertainable for the duration of the postponement;
  - b) is not amendable; and
  - c) is only debatable as to the duration of the postponement.
111. Upon a reasonable opportunity for discussion of a motion, in the opinion of the Chair, being afforded, and when no other person is holding the floor, a motion may be made that the question be now put.
112. A motion that the question be now put is neither amendable nor debatable and if such motion is passed, the main motion or amendment as the case may be, shall be voted upon without further amendment or debate. If the motion is not passed, debate upon and amendment to the main motion may continue.
113. A motion to end debate shall be treated in the same manner as a motion that the question be now put as provided above.
114. A motion may, with the consent of the mover and a majority of the Members present, be withdrawn or the wording thereof may be changed.



115. Once Council has dealt with any matter, a motion that would have a similar result may not be made, subject to a motion to reconsider, motion to rescind or motion to renew a defeated motion being passed.
116. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
117. A motion to reconsider may not be applied to:
- a) a vote which has caused an irrevocable action; or
  - b) a motion to reconsider.
118. A motion to reconsider is not amendable but is debatable when the motion being reconsidered is debatable.
119. A motion to rescind a motion which has been passed or to renew a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the motion to rescind or renew is:
- a) made by a Member who voted with the prevailing side which is, when a motion is lost on a tie vote, the side that voted against the motion;
  - b) brought more than one year after the date of the original motion; or
  - c) brought after a General Election which has taken place since the date of the original motion.
120. No motion to rescind may be made when:
- a) a vote has caused an irrevocable action; or
  - b) the same result could be achieved by reconsidering the motion.
121. No motion to rescind is not amendable but is debatable if the motion which is proposed to be rescinded was itself debatable.
122. Where a motion under consideration contains distinct propositions, which are not of necessity related to each other, the vote upon each proposition shall be taken separately when any Member so requests or when the Chair so directs.
123. Where a motion is lengthy, complicated, or controversial, a Member may move to divide the question so that each part may be voted upon individually.

## **CONDUCT IN MEETINGS**

### **Public Conduct**

124. The members of the public present during a Council or Committee meeting will:
- a) maintain order and quiet;
  - b) not approach or speak to Council or the Committee without permission of the Chair;
  - c) not interrupt a speech or action of Council or the Committee, or another person addressing the Members; and
  - d) not otherwise disturb the proceedings before Council or the Committee by words or actions or other improper conduct.

125. The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled for the remainder of the meeting.
126. Any person who refuses to leave, when expelled by the Chair pursuant to Section 125, is guilty of an offence and liable to a fine of no less than \$200.00 and no more than \$10,000.00.
127. The Chair may request the Royal Canadian Mounted Policy, or a duly authorized Community Peace Officer to remove an expelled member of the public if that person does not leave voluntarily.

### **Member Conduct**

128. During a Council or Committee meeting, no Member shall:
- a) speak disrespectfully of any person;
  - b) use offensive or disrespectful language when speaking about any member of administration, staff, or Council of the Committee as a whole,
  - c) speak without first being recognized by the Chair, except to raise a Point of Order or Question of Privilege;
  - d) engage in private conversation of communication, written or verbal, including, without limiting the generality of the foregoing, communications using an electronic device;
  - e) engage in the use of social media during a meeting;
  - f) reflect upon any vote of Council or the Committee, except for the purpose of moving that such a vote be reconsidered or rescinded;
  - g) leave their seat or make any noise or disturbance while a vote is being taken or the result declared;
  - h) break applicable procedural rules or disturb the proceedings; or
  - i) disobey the decision of the Chair on any question of order, practice, or interpretation.
129. The Chair may call to order any Member who is out of order.
130. A Member who is called to order must immediately stop talking or cease the offending behavior but must be given an opportunity to challenge the decision of the Chair before debate is closed. Council or the Committee, as the case may be, will decide the challenge without debate.
131. If a Member has been called to order but continues in a breach of order, the Chair may name the Member by stating his or her name and declaring the offense. The offense shall be declared, and the name of the offending Councillor must be noted in the minutes.
132. If a Member who has been named by the Chair under Section 131 apologizes and withdraws any objectionable statement then he or she may remain and continue to participate in the meeting, and the chair may direct that the notation of the offense be removed from the minutes.
133. If a Member who has been named by the Chair under Section 131 fails or refuses to apologize for the offense, then he or she must immediately leave the meeting room and if he or she does not leave voluntarily, Council or the Committee, as the case may be, must vote on a motion to expel, without debate.
134. The Chair may request that the Royal Canadian Mounted Policy or a duly authorized Community Peace Officer remove an expelled Member if that Member does not leave voluntarily.

## **COMMUNICATIONS TO COUNCIL**

### **Criteria for Submissions**

135. Any communication intended for Council will be forwarded to the Chief Administrative Officer in writing and must:

- a) be legible, coherent, respectful; and
- b) be able to identify the writer and the writer's contact information.

### **Responsibilities of Chief Administrative Officer**

136. If the standards set out in Section 135 are met and the Chief Administrative Officer, determines the communication is within the governance authority of Council, the Chief Administrative Officer will:

- a) if it relates to an item already on the Agenda, deliver a copy of the communication or summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or
- b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.

### **Decisions on Communications**

137. If the standards set out in Section 135 are met and the Chief Administrative Officer determines the communication is not within the governance authority of Council, the Chief Administrative Officer will:

- a) refer the communication to administration for a report and/or a direct response to the writer and provide a copy of the original correspondence and the referral to the Councillors; and
- b) take any other appropriate action on the communication.

138. If a Councillor objects to the process determined by the Chief Administrative Officer, a Council member may make a request, that the item be included for Council consideration on a Council agenda.

139. If the standards set out in Section 135 are not met, the Chief Administrative Officer may file the communication, without any action being taken, after advising Council of his/her determination that the correspondence did not meet the standards.

## **CLOSED SESSION (IN CAMERA)**

140. Council and Committees must conduct their meeting in public, subject to Section 141.

141. Council or a Committee may, by resolution, enter a Closed Session in accordance with the *Municipal Government Act*.

142. A resolution passed to authorize a Closed Session shall identify the legal basis, under the *Municipal Government Act*, for moving to a Closed Session.

143. The business of the Closed Session shall be conducted in accordance with the rules governing procedures of the Council meeting or Committee meeting, as the case may be.
144. No motion shall be passed during a Closed Session except for a motion to revert to a meeting held in public.

## **COMMITTEES AND TASK FORCES**

### **Committees**

145. When establishing a Committee, Council must adopt a terms of reference for the Committee that:
- a) names it;
  - b) establishes membership requirements or restrictions, if any;
  - c) describes its purpose and authority;
  - d) sets the terms of the Committee or directs that it exists at the pleasure of Council, and;
  - e) allocates any necessary budget or other resources.
146. The Mayor shall be an ex-officio member of all Committees established by Council, except for those Committees established pursuant to Part 17 of the *Municipal Government Act*.
147. Any Councillor not appointed as a Member of a Committee shall have the right to attend any Committee meeting, but not the right to debate, make a motion or vote.
148. The Chief Administrative Officer or his/her delegate is deemed to be a non-voting member of Committees and is authorized to be accompanied by such staff as required.
149. Council members appointed to a Committee by Council shall keep Council informed of Committee activities.
150. For each Committee, the Chief Administrative Officer shall appoint an administrative representative who shall:
- a) ensure required notice is given, and accurate minutes are kept for all meetings of the Committee; and
  - b) provide advice, research, information, and additional support staff as required by the Committee.
151. An administrative representative appointed pursuant to Section 150 is not a Member of the Committee in question and may not vote on any matter.
152. Notwithstanding any other provision of this Bylaw, Committee Members serve at the pleasure of Council and may be removed, by Council, from a Committee at any time.
153. Without in any way limiting the generality of Section 152, a Committee Member shall cease to be a Member of a Committee if he or she,
- a) fails to attend three (3) consecutive meetings of the Committee without authorization of Council;
  - b) ceases to be a resident of the Summer Village; or
  - c) is hired as an employee of the Summer Village.

Standing Committee

154. Council may establish Standing Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Summer Village.
155. The Members of a Standing Committee shall be appointed by Council.
156. A Standing Committee shall have a minimum of one (1) Member who is a Councillor, with one further Councillor designated as an alternate Member.
157. Citizen representatives may be appointed as Members of a Standing Committee, in accordance with its approved terms of reference.
158. No Councillor shall serve longer than two consecutive years on any one Standing Committee, unless his or her membership term is extended by a Two-Thirds Vote at the annual organizational meeting of Council;
159. A Standing Committee shall determine the frequency of its meetings, unless otherwise specified in its terms of reference or governing bylaw.
160. Council may establish such Task Forces that may be necessary to assist Council or a Standing Committee in considering a matter.
161. Bylaw #154-20 is hereby repealed.

READ a first time this 12<sup>th</sup> day of September 2022.

READ a second time this 12<sup>th</sup> day of September 2022.

READ a third and final time this 12<sup>th</sup> day of September 2022.

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Jim Willmon, Mayor

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Tanner Evans, C.A.O.

## **Summer Village of Sunbreaker Cove**

**September 12, 2022**

### **Request for Decision**

### **Council and Legislation**

#### **Agenda Item: *Strategic Planning***

#### **Background:**

Attached is the SBC 5 Year Capital Plan Worksheet, our current reserve, differed revenue, and grant funding information for discussion.

Suggestions for projects in 2023 include drainage improvements, Open Space improvements, and GPS locates of all curb stop valves in the Summer Village.

#### **Administrative Recommendations:**

Council to provide direction to administration.

#### **Authorities:**

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

**SBC 5-Year Capital Plan Worksheet**

		1	2	3	4	5	
	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	6-yr subtotal
<b>Planned Capital Expenses/Additions</b>							
Open Spaces (Pathways, Stairs etc)	40,000	20,000	20,000	20,000	20,000	20,000	140,000
Shoreline Armourment	50,000						50,000
Road Overlay Program	379,500		350,485			371,937	1,101,922
<b>Total Expenses (Planned Additions)</b>	<u>469,500</u>	<u>20,000</u>	<u>370,485</u>	<u>20,000</u>	<u>20,000</u>	<u>391,937</u>	1,291,922
<b>Planned Revenue Sources</b>							
MSI Capital Grant (Road Overlay Program)	145,567	-	112,198	-	-	168,297	426,062
Road/Infrastructure Reserve(s)	323,933	20,000	258,287	20,000	20,000	223,640	865,860
Borrowing	-	-	-	-	-	-	
<b>Total Revenue</b>	<u>469,500</u>	<u>20,000</u>	<u>370,485</u>	<u>20,000</u>	<u>20,000</u>	<u>391,937</u>	1,291,922
<b>MSI Capital Grant (or Equiv) Balance Check</b>							
Opening Balance*	89,468	-	56,099	-	56,099	112,198	
Annual Allocation	56,099	56,099	56,099	56,099	56,099	56,099	
MSI spending	-145,567	0	-112,198	0	0	-168,297	-426,062
Cumulative Uncaptured MSI Capital Grants at YE	<u>0</u>	<u>56,099</u>	<u>0</u>	<u>56,099</u>	<u>112,198</u>	<u>0</u>	
<b>Road/Infrastructure Reserve(s) Balance Check</b>							
Opening Balance	618,969	323,536	335,936	134,649	178,649	230,649	
Reserve Contribution from Budget	28,500	32,400	57,000	64,000	72,000	80,000	
Reserves Spending	-323,933	-20,000	-258,287	-20,000	-20,000	-223,640	-865,860
Closing Balance	<u>323,536</u>	<u>335,936</u>	<u>134,649</u>	<u>178,649</u>	<u>230,649</u>	<u>87,009</u>	

## Notes:

Road Overlay Program: modified Mar 2021 plan by accelerating 2029 work;

2022 \$/m3 cost at 125% of prior (2018-2020) quotes, inflating at 2%/yr thereafter

MSI opening balance reflects 2021 allocation less amount directed to 2021 Drainage Project

Infrastructure Reserves Opening Balance includes:

406,709	YE20 Road Reserve
-20,000	transfer for 2021 Stairs work
100,000	transfer from YE20 Unrestricted Surplus for Shoreline Armourment
116,044	transfer from Sewer Reserve (leaving it at \$100,000) for Open Spaces
<u>16,216</u>	transfer of 2021 Infrastructure Reserve amount
618,969	subtotal

**Summer Village of Sunbreaker Cove**  
**Allocation of Surplus on September 7, 2022**

<b>Adjusted Financial Surplus &amp; Reserves</b>	<b>Current Balances</b>	<b>Council Targets</b>	<b>Over/Under Target</b>	<b>Allocation</b>	<b>Revised Balances</b>	<b>Over/Under Target</b>
<b>Accumulated Surplus</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>-33,723.75</b>	<b>-8,723.75</b>	<b>-33,723.75</b>
<b>Reserves</b>						
<b>Operating Reserves</b>						
Long Term Debt						
Payments	716,818.00	716,818.00	0.00	0.00	<b>716,818.00</b>	0.00
General Contingency	25,000.00	25,000.00	0.00	0.00	<b>0.00</b>	
Tax Stabilization	25,000.00	25,000.00	0.00	0.00	<b>25,000.00</b>	0.00
<b>Capital Reserves</b>						
JSC Fleet Replacement Reserve	10,716.09	10,000.00	716.09	0.00	<b>10,716.09</b>	716.09
Environment	100,000.00	100,000.00	0.00	0.00	<b>0.00</b>	100,000.00
JSC IT & Facilities	0.00	5,000.00	-5,000.00	0.00	<b>0.00</b>	-5,000.00
Land Improvements	115,000.00	115,000.00	0.00	0.00	<b>115,000.00</b>	0.00
Roads	442,118.75	865,860.00	-423,741.25	0.00	<b>442,118.75</b>	
Wastewater	116,044.00	116,044.00	0.00	0.00		
<b>Total Reserves</b>	<b>1,550,696.84</b>	<b>1,978,722.00</b>	<b>-428,025.16</b>	<b>-33,723.75</b>	<b>1,309,652.84</b>	<b>95,716.09</b>



4. DEFERRED REVENUE

	2020	Funds Received	Funds Expended	2021
Municipal Sustainability Initiative	\$ 796,239	\$ 502,716	\$ (1,127,392)	\$ 171,563
Municipal Operating Support	7,811	-	(7,811)	-
Other	539	-	(539)	-
	<u>\$ 804,589</u>	<u>\$ 502,716</u>	<u>\$ (1,135,742)</u>	<u>\$ 171,563</u>

Current years municipal sustainability initiative funding was spent on the wastewater collection system design (\$9,641), wastewater collection system construction (\$1,069,081) and drainage improvements (\$48,671).

5. LONG TERM DEBT

Government of Alberta debenture repayable in semi-annual instalments of \$7,565 including interest at a rate of 3.39% maturing in 2046.

Government of Alberta debenture repayable in semi-annual instalments of \$6,910 including interest at a rate of 2.702% maturing in 2046.

	2021	2020
	\$ 253,700	\$ -
	<u>246,468</u>	<u>-</u>
	<u>\$ 500,168</u>	<u>\$ -</u>

Principal repayment terms are approximately:

	Principal	Interest	Total
2022	\$ 13,793	\$ 15,156	\$ 28,949
2023	14,214	14,735	28,949
2024	14,648	14,301	28,949
2025	15,096	13,853	28,949
2026	15,557	13,392	28,949
Thereafter	426,860	145,213	572,073
	<u>\$ 500,168</u>	<u>\$ 216,650</u>	<u>\$ 716,818</u>

**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	Received	\$2,663	n/a
2018	\$153,685	n/a	n/a	0	Received	\$14,212	n/a
2019	\$92,171	n/a	n/a	0	Received	\$15,715	n/a
2020	\$118,521	n/a	n/a	0	Received	\$8,041	n/a
2021	\$138,339	n/a	n/a	0	Received	\$0	n/a
2022	\$56,099	n/a	n/a	0	n/a	n/a	n/a
<b>Total</b>	<b>\$1,750,122</b>	<b>\$1,191,307</b>	<b>\$0</b>			<b>\$54,759</b>	<b>\$359,684</b>

**"Pending" Project Summary**

	Count	Requested Amount	
		Total Project Costs	Requested MSI to be Applied
<b>New Applications</b>			
Draft	0	\$0	\$0
Submitted	1	\$339,325	\$339,325
<b>Sub-total</b>	<b>1</b>	<b>\$339,325</b>	<b>\$339,325</b>
<b>Amendments *</b>			
Draft	0	\$0	\$0
Submitted	0	\$0	\$0
<b>Sub-total</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL PENDING:</b>		<b>\$339,325</b>	<b>\$339,325</b>

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

**"Accepted" Project Summary**

	Ongoing	Completed/Fully Funded	Total
<b>Count</b>	<b>7</b>	<b>5</b>	<b>12</b>
<b>Total Project Costs</b>	<b>\$1,803,881</b>	<b>\$273,719</b>	<b>\$2,077,600</b>
<b>Total MSI Funding to be Applied</b>	<b>\$1,653,556</b>	<b>\$255,232</b>	<b>\$1,908,788</b>
<b>Total MSI Funding Applied</b>	<b>\$154,385</b>	<b>\$205,299</b>	<b>\$359,684</b>

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.



SUMMER VILLAGE OF SUNBREAKER COVE

**Draft**

There are no Draft projects for this municipality.

**Submitted/In Review**

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Funding
CAP-14894	2022 Road Rehabilitation and Overlay	May 10, 2022	Jun 1, 2022	n/a	\$339,325	\$339,325
<b>Number of Projects:</b>	<b>1</b>			<b>Total:</b>	<b>\$339,325</b>	<b>\$339,325</b>

**Accepted**

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Funding
CAP-14239	Larch Road Drainage	Oct 18, 2021	Oct 18, 2021	Jan 10, 2022	\$85,000	\$85,000
CAP-3290	Wastewater Collection System Design	Jun 7, 2016	Jun 14, 2016	Sep 23, 2016	\$270,000	\$202,500
CAP-6527	Pathway Rehabilitation Project 2015 <i>Complete</i>	Dec 18, 2014	Dec 18, 2014	Mar 4, 2015	\$185,000	\$138,750
CAP-7539	Storm Water Upgrades <i>Withdrawn</i>	Nov 18, 2015	Dec 2, 2015	Feb 17, 2016	\$146,300	\$109,725
CAP-8623	Wastewater Collection System Construction	Apr 3, 2020	Apr 3, 2020	Apr 20, 2020	\$1,069,081	\$1,069,081
CAP-8772	Water Pump Upgrade <i>Complete</i>	Feb 10, 2017	Feb 10, 2017	May 17, 2017	\$6,500	\$6,500
CAP-9226	Trail Improvement Design <i>Complete</i>	May 4, 2017	May 31, 2017	Aug 4, 2017	\$42,000	\$42,000
<b>Number of Projects:</b>	<b>7</b>			<b>Total:</b>	<b>\$1,803,881</b>	<b>\$1,653,556</b>

<b>Total Number of Projects:</b>	<b>8</b>	<b>Project Listing Total:</b>	<b>\$2,143,206</b>	<b>\$1,992,881</b>
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**Completed/Fully Funded**

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Applied
CAP-4422	Rehabilitating Parking Lot and Beach Access	Jun 21, 2012	Jun 21, 2012	Mar 12, 2013	\$5,746	\$4,309
CAP-4808	Municipal Administration Building	Feb 11, 2013	Feb 11, 2013	Jun 10, 2013	\$25,000	\$18,750
CAP-5812	Shoreline Stabilization	May 13, 2014	May 13, 2014	Aug 14, 2014	\$185,310	\$138,992
CAP-6245	Stormwater Study	Aug 6, 2014	Aug 6, 2014	Mar 13, 2015	\$46,346	\$34,760
CAP-8124	Picnic Tables Purchase	May 20, 2016	Jun 21, 2016	Oct 4, 2016	\$11,317	\$8,488
<b>Number of Projects:</b>	<b>5</b>			<b>Total:</b>	<b>\$273,719</b>	<b>\$205,299</b>



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR108536

May 16, 2022

Her Worship Teresa Beets  
Mayor  
Summer Village of Sunbreaker Cove  
Bay 8, 14 Thevenaz Industrial Trail  
Sylvan Lake AB T4S 2J5

Dear Mayor Beets:

The Government of Alberta continues to build on its commitment to invest responsibly and sustainably in Alberta's communities and support local infrastructure needs. As part of this commitment, I am pleased to confirm that \$485 million will be allocated to local governments in Municipal Sustainability Initiative (MSI) capital funding and \$30 million in MSI operating funding in 2022. Combined with \$1.196 billion in funding front-loaded in 2021, MSI capital funding over the last three years of the program, from 2021 to 2023, will average \$722 million per year.

In addition, in 2022, Alberta will receive \$255 million in federal funding under the Canada Community-Building Fund (CCBF).

For the Summer Village of Sunbreaker Cove:

- **The 2022 MSI capital allocation is \$56,099.**  
This amount is equivalent to 40.6 per cent of your 2021 allocation, a reduction based on year-over-year change in overall program funding from \$1.196 billion to \$485 million.
- **The 2022 MSI operating allocation is \$8,502.**  
Your 2022 operating allocation will be the same as in 2021.
- **The 2022 CCBF allocation is \$9,854.**  
This amount was calculated using the 2019 Municipal Affairs Population List, the most current municipal-level population data available for the purpose of calculating CCBF funding.

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications). MSI allocation estimates for 2023, the last year of the MSI, are available on the program website at [www.alberta.ca/municipal-sustainability-initiative.aspx](https://www.alberta.ca/municipal-sustainability-initiative.aspx).

.../2



- 2 -

The new Local Government Fiscal Framework (LGFF) program is scheduled for implementation in 2024. The new funding arrangement will ensure predictable long-term infrastructure funding at sustainable levels tied to growth in provincial revenues. I recognize how important it is for you to have the opportunity to provide input on the design of the LGFF, and value your expertise in the development of the new program.

I am pleased to announce that engagement with our local government stakeholders on the LGFF program has already begun. I had the privilege to initiate the LGFF engagement process by meeting with representatives from Alberta Municipalities, Rural Municipalities of Alberta, the Metis Settlements General Council, and the cities of Calgary and Edmonton. This engagement will include a survey on the LGFF program design, which is being sent out to all local governments. The results of these consultations are anticipated to be shared with you by early 2023.

We have a busy year ahead, and I am looking forward to working with you to develop the LGFF to ensure the program reflects local priorities, while aligning with provincial objectives and respecting our taxpayers.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ric McIver".

Ric McIver  
Minister

cc: Tanner Evans, Chief Administrative Officer, Summer Village of Sunbreaker Cove

## Summer Village of Sunbreaker Cove

September 12, 2022

### Public Works

### Request for Decision

#### Agenda Item: *Drainage Options*

#### **Background:**

At the July Council meeting, Council discussed drainage concerns on Larch Road, drainage channels, and culverts. Administration was directed to obtain an engineer study to determine options and cost estimated to mitigate storm water flows.

Initially the proposal had 7 options and was \$22,000. After meeting on site and discussing the options further, Administration asked for a revised quote to only research the options that we believe are reasonable and eliminate the options that the Summer Village was not prepared to undertake.

Public Works has obtained a quote from WSP for project management and design options of \$17,000. Recommendations for the scope of work are as follows:

1. Cap the culvert that directs water towards 1123 Larch Road from the north side of Breakers Way at 1122 Breakers Way. This keeps water in the ditch on the north side of Breakers Way. Grading of the ditch and culvert repair at either 1114 or 1110 Breakers Way.
2. Installing a check dam South of the Larch Road CSP to limit flow and allow a maximum amount of water to travel back along breakers way. (The overflow height on this may cause issued for lot 12 north of Larch rd.)
3. Installing a driveway culvert north of Breakers way on Lot 7 and rebuilding the North ditch to redirect as much of that water as possible to the lot 9 Breakers Way CSP (This water is currently crossing from lot 7 to lot 12)
4. Installing a drainage swale along the back edge of Lot 3 to ensure water moves south towards the wetland showing as a tree clearing on our drawings and from there into the lake. Push the drainage behind the lots towards the lake and dredge the existing channel as needed. Confirm if the new culvert needs to be extended or the drainage channel shaped.

**Options for Consideration:**

- (a) That Council direct Administration to move forward and have WSP prepare plans and cost estimates for the various options.
- (b) Council accept as information.

**Administrative Recommendations:**

That Council direct Administration to move forward and have WSP prepare plans and cost estimates for the various options.

**Authorities:**

MGA 201 c) "A council is responsible for

- a) Developing and evaluating the policies and programs of the municipality;"



2022-08-31

Confidential

Robert Wood  
SV of Sunbreaker Cove  
Bay 8, 14 Thevenaz Industrial Trail  
Sylvan Lake, AB T4S 2J5

Re: Drainage Review Breakers Way and Larch Road

On behalf of WSP we would like to thank the Summer Village (S.V.) for the opportunity to provide this proposal for engineering services associated with the drainage improvement options. A variety of options have been discussed and refined with Mr. Wood and are presented here:

1. Cap the culvert that directs water towards 1123 Larch Road from the north side of Breakers Way at 1122 Breakers Way. This keeps water in the ditch on the north side of Breakers Way. Grading of the ditch and culvert repair at either 1114 or 1110 Breakers Way
2. Installing a check dam South of the Larch Road CSP to limit flow and allow a maximum amount of water to travel back along breakers way. (the overflow height on this may cause issued for lot 12 north of Larch rd.)
3. Installing a driveway culvert north of Breakers way on Lot 7 and rebuilding the North ditch to redirect as much of that water as possible to the lot 9 Breakers Way CSP (This water is currently crossing from lot 7 to lot 12)
4. Installing a drainage swale along the back edge of Lot 3 to ensure water moves south towards the wetland showing as a tree clearing on our drawings and from there into the lake. Push the drainage behind the lots towards the lake and dredge the existing channel as needed. Confirm if the new culvert needs to be extended or the drainage channel shaped.

#### 1.1 PROJECT MANAGEMENT

This task will start up the project, confirm the project scope with the S.V., keep the project on schedule, and communicate with the S.V. for the duration of the project. We will require additional topographic elevations for the various options.

#### 1.2 DESIGN OPTIONS

WSP will prepare plans and cost estimates for the various options. We will contact the shallow utility companies to obtain their locations and confirm any requirements for any crossings, and approvals if required. The options will include required easements or rights of ways, approvals that may be required, timelines, and maintenance considerations. WSP will meet with the S.V. to present the options if required.

We have made a few assumptions with respect to the scope of the project and available information, specifically:

7710 Edgar Industrial Court  
Red Deer, AB  
Canada T4P 4E2

T: +1 403 342-7650  
F: +1 403 342-7691  
wsp.com

WSP Canada Inc.





- No stormwater modelling is required.
- No legal survey is required.
- No Landowner meetings.
- No environmental studies or assessments are required.
- No formal public consultation is required.
- We have assumed 2 meetings with yourself in our proposal.
- Approvals with Provincial or Federal authorities are not included.
- Any additional requirements from AEP are not included.
- Detailed design, tendering, and construction services not included these can be provided once option(s) have been chosen.

#### **Fee Estimate**

The fee estimate is based on the work plan outlined and the above noted assumptions.

Project Management	\$ 3,000
Design Options and Costs	<u>\$14,000</u>
TOTAL =	\$17,000

These fees are lump sum amounts and include all personnel time and reasonable in-house disbursements. Individual task components are estimates only. Actual time and costs may vary within each, without impacting the total fee agreement amount.

This estimate is based on the project scope stated herein and is subject to unforeseen and unanticipated scope changes, work by others, as well as regulatory and environmental issues that may arise during the project.

Any additional work not specified in this proposal will be billed out on an hourly basis. Our hourly rates are attached.

Upon approval to proceed, we will provide a “Authorization for Services” to be completed then we will have a draft of the options completed in 8 to 10 weeks, subject to timely approvals.

Please note that this proposal is only valid for 60 days, after which time, should you decide to proceed, this document may have to be revised. I trust this proposal meets your understanding and needs of the project. Please contact me if you have any questions or would like to discuss any changes.

We look forward to being of service to you.

Yours sincerely,

Craig Suchy  
Senior Project Manager  
Infrastructure - Central Region

CTS/cts

Encl.

## **Summer Village of Sunbreaker Cove**

**September 12, 2022**

### **Planning and Development**

#### **Request for decision**

#### **Agenda Item:** *Encroachment Agreement Policy*

#### **Background:**

During the June Council meeting, Council reviewed the currently Encroachment Agreement Policy and the Development of Stairs and Decks on E.O.S. Lands Policy. It was requested that administration combine the two policies and make appropriate amendments for Council consideration.

Administratiton has included a draft Encroachment Policy and a letter to residents as amended by Councils request.

#### **Options for Consideration:**

1. Council to approve the Encroachment Policy with or without amendments and direct administration to mail the letter to all village residents. This policy would override the existing Encroachment Policy and Development of Stairs and Decks on E.O.S. Lands Policy.
2. Accept as information.

#### **Administrative Recommendations:**

Council to approve the Encroachment Policy with or without amendments and direct administration to mail the letter to all village residents. This policy would override the existing Encroachment Policy and Development of Stairs and Decks on E.O.S. Lands Policy.

#### **Authorities:**

Encroachment Policy – SBC-20-044

Development of Stars and Decks on EOS Lands Policy 60.2



Policy Title	Date:	Resolution No.
Encroachment Policy	September 12, 2022	SBC-

#### PURPOSE:

The Summer Village of Sunbreaker Cove has the responsibility to manage Municipal Reserve, Environmental Reserve, Recreational Leases, Licenses of Occupation and the Shoreline within the boundaries of the municipality.

#### POLICY STATEMENT:

The Summer Village of Sunbreaker Cove asserts its right of ownership to all lands owned, leased and managed by the municipality. It is the policy of the Summer Village to work proactively with property owners to ~~remove~~ regulate and manage existing encroachments for all lands owned, leased and managed by the municipality. The waterfront in the village is accessible only by crossing lands which are Reserve land, and zoned EOS under the Land Use Bylaw. The Summer Village recognizes the practicality of allowing stairs and other similar encroachments coming from semi-waterfront properties and is to ensure that landowners understand the policy in place and obtain written approval from the municipality. New stairs and structures 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.

**“water well”** is an excavation or structure created in the ground by digging, driving, boring, or drilling to access groundwater in underground aquifers.

#### GENERAL:

1. The Summer Village ~~requires~~ 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. The Summer Village may permit **encroachments** onto property owned, leased or managed by the municipality if the **encroachment** is established and recognized in accordance with the provisions of this policy as of the date of the approval of the Policy.
3. Permitted **encroachments** identified by a letter of consent or a license agreement from the Summer Village of Sunbreaker Cove shall have a fee review every 5th year.

#### ~~Encroachment on Environmental Reserve Lands~~

- ~~1. The Summer Village does not permit any type of **encroachment** on environmental reserve land.~~

#### ~~Encroachments on Municipal Reserve Lands, Municipal Leased Properties and or Municipal Managed Properties~~

1. Existing **Encroachments** deemed by Council ~~to be minor~~ may be permitted provided a consent letter is issued by the Municipality. The consent letter shall include provisions reserving the Municipality’s right to require the removal of the **encroachment** at any time at the expense of the owner of the **encroachment** and any other conditions deemed necessary by the municipality. ~~Minor encroachments include the storing of piers and boat lifts.~~
2. Stairs, retaining walls, fire pits and other types of **development** encroaching onto Municipal property, ~~excepting environmental reserves,~~ 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.



**Summer Villages on Sylvan Lake**  
 #2 Erickson Drive  
 Sylvan Lake, AB T4S 1P5  
 (403) 887-2822

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DATE

Homeowner  
 Address  
 Address

Dear Resident:

This notice is being sent out on behalf of Sunbreaker Cove Council, to remind all residents that if you have any encroachments on Municipal Land, according to the Encroachment Agreement Policy that has been in place since 2001, you are required to obtain approval and enter into an encroachment agreement. The current policy is enclosed with this letter. "Encroachment(s)" means a building, development, water well or any other object that illegally extends onto an adjacent property. Stairs, retaining walls, fire pits and other types of development encroaching onto Municipal property, may be permitted by Council provided the owner of the encroachment:

- Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the encroachment.
- Agrees that the existence of the encroachment in no way affect the Municipality's ownership of or authority over the lands.
- Agrees to remove the encroachment at the encroaching party's expense at any time such removal is required by the municipality.
- Agrees that upon the removal of the encroachment, the site will be restored to a condition acceptable to the municipality.
- 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.
- Pays all costs incurred by the municipality to facilitate the execution of the agreement.
- Pays the annual encroachment fee of \$250.00 at time of agreement and reassessed every five years.

If you have any encroachments on Municipal property and are not entered into an agreement, please send a letter request along with a real property report or site survey showing the encroachment to the Development Officer, Kara Hubbard at [khubbard@sylvansummervillages.ca](mailto:khubbard@sylvansummervillages.ca). We will then submit your request to Sunbreaker Cove Council for encroachment agreement approval and proceed with entering into an agreement if permitted.

Sincerely,  
 Kara Hubbard  
 Development Officer

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## **Summer Village of Sunbreaker Cove**

**September 12, 2022**

### **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

#### **Information Items:**

#### **Upcoming Meetings:**

Next Council Meeting – October 17, 2022



# *Parkland Update*

Thursday, July 14, 2022

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

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## **Regional Marketing Campaign - Libraries as a Place of Connection**

A marketing campaign has been created under the direction of Parkland's Advocacy committee. The goal of the campaign is to highlight libraries as a place of connection, and share the same message across the region to maximize the reach. It is also our intention to assist libraries with their marketing and provide high quality materials that are ready to use or can be edited with library specific messaging/branding. Participation is optional, but encouraged! A training session will be offered on **Thursday, July 28 from 1:00pm - 1:30pm**, library managers will receive the invite next week.



Please reach out to [hhalberg@prl.ab.ca](mailto:hhalberg@prl.ab.ca) with feedback or special requests.

## **New Adult Programming Kit - Cricut EasyPress 3**

Cricut EasyPress 3 is a heat tool designed specifically for **adding iron-on materials to your creative projects**. It gives you professional iron-on results in 60 seconds or less. [Book the Cricut EasyPress 3](#) to iron designs onto shirts, bags, pillows, banners, shoes, hats, blankets, and much more.



## **New Children's Programming Kit - Cubetto Coding (ages 3-5)**



Cubetto is the friendly wooden robot that will teach children the basics of computer programming through adventure and hands on play. A coding language you can touch and manipulate like LEGO®. Each block is an action. Combine them to create programs. Place the blocks on the board to tell Cubetto where to go. Expand play time with world maps, educational story book and challenges that take children on epic coding adventures.

[Click here to book now!](#)



## Annual Report Statistics

The document with information explaining which statistics to collect for your library's annual report has been updated. You can locate the document here, and all of the new changes have been highlighted for your review.

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Parkland Summer Event

**July 16**

**11am - 2pm**

Join us for [Lacombe Days](#) this weekend at Parkland Regional Library System Headquarters for free smokies, a magic show, face painting, virtual reality experience, and free library cards!

### Advocacy: Whose Role is it Anyway

**September 19, 22, 26**

**10am - 1:00pm**

Parkland invites library staff and trustees to take part in a half-day, in person, learning session on Advocacy. This session will

outline the role of library boards in doing advocacy, why advocacy is so important, and how libraries can create an advocacy plan for success.

- **September 19** at the Olds Library
- **September 22** at the Parkland HQ in Lacombe
- **September 26** at the Lougheed Library

Each session will take place from 10am - 1pm with lunch provided by Parkland. [Use this link to register.](#)

## Sustainable Thinking for the Future of Libraries

**July 20 12:00pm**

[Register here](#) to learn how libraries can lead into the future using 'sustainable thinking' to fulfill our mission as libraries in new and innovative ways.

'Sustainable Thinking' is a concept that aligns the core values of libraries with the 'Triple Bottom Line' definition of sustainability. This consists of practices that are environmentally sound, economically feasible, and socially equitable. Libraries play an important and unique role in promoting community awareness about resilience, climate change, and a sustainable future.

## 2022 Stronger Together Virtual Conference

**October 6 & 7**

The Stronger Together planning committee is pleased to announce the keynote speakers for the upcoming 2-day virtual conference including Hamza Khan, Cicely Lewis, Dr. Debbie Reese, and Dr. Phil McRae.

Conference [registration](#) opens Monday, August 8 and is free for all attendees. Join library colleagues from The Alberta Library, Peace Library System, Parkland Regional Library System, and Yellowhead Regional Library as we become Stronger Together!



# *Parkland Update*

Thursday, August 11, 2022

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

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**Stronger Together 2022 Registration Open!**

*Registration Now Open!*



Registration is NOW OPEN for Stronger Together, a virtual library conference hosted jointly by Parkland Regional Library System, Peace Library System, The Alberta Library, & Yellowhead Regional Library.

The conference will take place over two days on October 6 and 7, 2022, and feature:

- Keynote speakers Hamza Khan, Cicely Lewis, Dr. Philip McRae, and Dr. Debbie Reese
- Knowledge Keepers Roy and Judy Louis

- Sponsor panels, a virtual exhibit, and a virtual puzzle room
- And a wealth of conference sessions on topics like leadership, accessibility and diversity, technology, advocacy, and more!

Stronger Together is once again free to attend, and we welcome anyone with a passion for libraries to [register today](#). Please share this email with anyone who might be interested!

Join us on October 6 and 7, 2022 as we become Stronger Together.

## **Government of Alberta Civil Society Fund**

The Government of Alberta has opened the latest round of funding for the Civil Society Fund. According to the announcement, this “funding is intended to help civil society transform how community organizations function, innovate and work together to address pressing social challenges”. Nonprofits can apply for up to \$500,000 in grants “with an innovative project supporting social recovery or increasing economic participation for Albertans”. [Applications for funding](#) are due by September 2, 2022.

## **Government of Alberta CIP Project-Based Grants**

The Community Initiatives Program (CIP), Project-Based grant stream supports projects that enhance and enrich communities throughout Alberta by providing assistance to non-profit organizations for:

- new programs/enhancement to an existing program
- community events
- gender equity projects
- technology
- portable equipment

CIP Project-Based funding is approved on a matching basis. The maximum funding available is \$75,000. The next [application](#) deadline is September 15, 2022, for notification in March 2023.

## **Digital Literacy Exchange Program**

The Government of Canada Digital Literacy Exchange Program (DLEP) will invest \$17.6 million to support initiatives aimed at teaching digital literacy skills to Canadians who face barriers to participating in the digital economy. The program aims to equip Canadians with the

necessary skills to use computers, mobile devices and the internet safely, securely and effectively. [Applications](#) are due by September 7.

## LIBRARY NEWS

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

### Member Library Staff Highlight

Meet Christine! Christine is the new library manager at Delburne Library. She loves getting to know community members and working to increase stats to help Delburne Library become the hub of the community.

Christine's recommended read is "If You Give a Mouse a Cookie", she read this book to a group of children on her first day of programming and it went over really well. In her free time, Christine enjoys hanging out with her 2 search and rescue dogs. Welcome to the team Christine!



If you would like to be featured in a future update email please [submit a photo and answer a few short questions!](#)

### Criterion Subscription Renewal

Criterion Pictures offers non-theatrical public performance licenses for feature films on an annual subscription basis. The movies that are licensed through Criterion are dependent upon the [Studio and/or Producer](#).

A license with Criterion Pictures enables your library to offer public performances of feature films from the licensed Studios/Producers. Only those films licensed by Criterion are covered under this Criterion license.

There are three different license options available:

1. Home-release license (\$270 - \$328)
2. Pre-release license (\$445 - \$460)
3. Pre-release license plus Criterion on Demand (\$554-579)

If you are interested in purchasing a Criterion License for November 1, 2022 – October 31, 2023 please contact your consultant by August 19th 2022

## Ukrainian Support Website

The Ukrainian Canadian Congress - Alberta Provincial Council (UCC-APC) launched a [website](#) focused on providing newcomers from Ukraine with the information they need regarding settlement in Alberta. The site includes information in both Ukrainian and English and covers topics from pre-arrival to daily living. Please feel free to share this helpful and informative website with your patrons.

## TRAINING & EVENTS

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Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Library Managers Coffee Break** - August 24 at 10:00am

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

### From Diversity to Inclusion: How to audit your collection and why

**August 24**

**12:00pm - 1:00pm MST**

Learn how to perform a diversity audit on your library collection. [In this webinar](#), you will learn what a diversity audit is, why we should audit our collections, why the structure of the publishing industry may make it difficult to cultivate inclusivity, and most importantly, why it's important to build

collections that are diverse AND inclusive.

## **2022 Alberta Book Publishing Gala September 16**

[Registration](#) is open for the [2022 Alberta Book Publishing Awards Gala](#). The gala will be held at the [Hotel Arts](#) in Calgary on September 16, 2022 and tickets are \$50. The deadline to purchase a ticket is September 6, 2022.

Please also note that a special rate is available at the Hotel Arts for bookings made before Tuesday, August 16.

## **Free Manual: Dealing with Difficult People**

Achieve Centre for Leadership has available a [free e-manual](#) for dealing with difficult people. This manual provides information and skill development resources for responding with confidence to people that you find difficult.

Some of the topics found inside this manual:

- Who is a difficult person?
- Shift judgment to curiosity
- Strategies for dealing with bullying
- How to defuse the angry person
- Strategies for dealing with resistance

## How Libraries Benefit the Community

A library is a collection of information resources, in print or in other forms that are organized and made accessible for reading or study. It is the hub of every learning institution and facilitates boosting literacy levels in countries, continents, and the world at large.

The blog post [How Libraries Benefit The Community](#) appeared first on Princh.

## Emerging Tech Trends for 2022 and Beyond

**August 30**

**1:00pm - 2:00pm MST**

Technology is continuing to change how we work and how we deliver services to customers. In fact, the past few years have pushed us, and in some cases made us scramble, to discover and experiment with new technologies and tools. [This webinar](#) introduces emerging technology trends and shows how those trends are reshaping library services.

## Alberta Board Member Essentials October-November

The Edmonton Chamber of Voluntary Organizations is presenting a multi-part training program that combines online learning with live workshops to give new and developing board members the tools to successfully serve on a non-profit board. The [registration](#) deadline is October 18, 2022

## New Workplace Health & Safety Search Tool

A new occupational health and safety (OHS) legislation search tool provides a more convenient way to access essential health and safety information. Users of the [search tool](#) will be able to view, download, email and print custom collections of



legislation

sections.

## Free Stress Management Manual

Achieve Centre for leadership offers a 48-page e-manual will help participants identify personal stress factors and introduce them to practical methods for successfully managing stress.

Some of the topics found inside [this manual](#):

- Phases of Stress
- Stressors in the Workplace
- Unhealthy Reactions to Stress
- Red Flags – Your Cues to Pause
- Improving Positive Thinking

### PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street  
Lacombe, AB T4L 0K2

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