

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF SUNBREAKER COVE
FEBRUARY 12, 2024 @ 8:30 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, December 11, 2023

D. DELEGATION

- 1) Stantec - Leanne Whiteley-Lagace

E. INFORMATION ITEMS

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

F. REQUESTS FOR DECISION

1) Finance

- a) Capital Budget

2) Council & Legislative

- a) Sylvan Lake Intermunicipal Development Plan Committee
- b) Ambulatory Care Health Foundation
- c) Commissionaires

3) Planning & Development

- a) Encroachment Agreement Request

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
 - Town of Sylvan Lake Library Board
 - Parkland Regional Library Board

3) Correspondence

- a) Minister of Environment & Protected Areas
- b) Alberta Lake Management Society (ALMS)
- c) Association of Summer Villages of Alberta (ASVA) LGFF Briefing

4) Upcoming Meetings

- a) Council Meeting – March 11, 2024

H. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Sunbreaker Cove, Province of Alberta, held December 11, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Jim Willmon
	Deputy Mayor:	Keith Kimball
	Councillor:	Teresa Beets via Zoom
	CAO:	Tanner Evans
	Development Officer:	Kara Hubbard
	Finance Manager:	Tina Leer
	Public Works Manager:	Justin Caslor
	Recording Secretary:	Teri Musseau

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

AGENDA APPROVAL

SBC-23-170 MOVED by Councillor Beets that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

SBC-23-171 MOVED by Deputy Mayor Kimball that the minutes of the Regular Meeting of Council held on October 16, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

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

SBC-23-172 MOVED by Mayor Willmon that Council accept the information items as presented.
CARRIED

REQUESTS FOR DECISION

FINANCE

SBC-23-173 2024 Budget
MOVED by Mayor Willmon that Council approve the 2024 Budget as amended.
CARRIED

SBC-23-174 MOVED by Mayor Willmon that Council replace the Long-Term Debt Reserve with a Rate Rider Receivables Reserve, to clarify the component of the accumulated surplus associated with the Wastewater Collection Fee Receivables reflected in our audited financial statements and remove receivables from capital reserves.
CARRIED

SBC-23-175 MOVED by Mayor Willmon that transfer \$35,655 from the Wastewater reserve into the new Rate Rider Receivables Reserve. The receivable reserve at Dec 31, 2023, is projected to be \$694,584, which is \$36,655 greater than the remaining long-term debt obligations at Dec 31, 2023. The Wastewater reserve at Dec 31, 2023, will be \$40,224.
CARRIED

SBC-23-176 MOVED by Mayor Willmon that Council transfer the Infrastructure Reserve to the Road Reserve.
CARRIED

SBC-23-177 Tax Penalty Relief Policy
MOVED by Deputy Mayor Kimball that Council adopt the Tax Penalty Relief Policy as amended.
CARRIED

SBC-23-178 Auditor Engagement Letter
MOVED by Councillor Beets that Council sign the auditor engagement letter from the Metrix Group as presented.
CARRIED

COUNCIL & LEGISLATION

SBC-23-179 Fire Pits on Sylvan Lake
MOVED by Councillor Beets that Council support the proposal from Mayor Megson, Mayor of the Town of Sylvan Lake, to promote the use of fire pits on Sylvan Lake instead of having fires directly on the ice, and further, Deputy Mayor Kimball be designated as Council’s representative.
CARRIED

SBC-23-180 Range Road 2-2 Paving
MOVED by Mayor Willmon that Council sign the Memorandum of Understanding with Lacombe County agreeing to pay half of the paving costs of Range Road 2-2 from Rainy Creek Road to the boat launch.
CARRIED

PLANNING & DEVELOPMENT

SBC-23-181 Safety Codes Contract Renewal
MOVED by Deputy Mayor Kimball that Council renew their agreement with Superior Safety Codes for another 3-year term.
CARRIED

SBC-23-182 Encroachment Agreement Request
MOVED by Councillor Beets that Council enter into an encroachment agreement with the owners at 1323 Birch Road for a brick patio and brick sidewalk encroaching on the road right of way for a 5-year term.
CARRIED

COUNCIL REPORTS

- Mayor Willmon
- Joint Services Committee
 - Association of Summer Villages of Alberta Conference
 - Sylvan Lake Intermunicipal Development Plan Committee
 - Sylvan Lake Regional Water/Wastewater Commission
- Deputy Mayor Kimball
- Association of Summer Villages of Alberta Conference
- Councillor Beets
- No reports

COMMITTEE REPORTS

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

CORRESPONDENCE

- Municipal Indicators
- Association of Summer Villages of Alberta
- Red Deer River Watershed Alliance

SBC-23-183 MOVED by Deputy Mayor Kimball that Council accept the Council and Committee Reports as presented.

CARRIED

NEXT MEETING

SBC-23-184 MOVED by Mayor Willmon that the next meeting of Council be held on February 12, 2024, at 8:30 a.m.

CARRIED

ADJOURNMENT

SBC-23-185 MOVED by Mayor Willmon that being the agenda matters have been concluded, the meeting adjourned at 12:20 p.m.

CARRIED

JIM WILLMON, MAYOR

TANNER EVANS, CAO

Summer Village of Sunbreaker Cove

February 12, 2024

Council & Legislation

Delegation

Agenda Item: *Delegation – Leanne Whiteley-Lagace - Stantec*

Background:

Leanne Whiteley-Lagace from Stantec is joining Council to provide an overview of the road analysis report for the Summer Village.

Options for Consideration:

1. Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA Section 3 Municipal Purposes

(c) to develop and maintain safe and viable communities.

Summer Village of Sunbreaker Cove

Administration and Finance

February 12, 2024

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$178,274.45

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

1. Pidherney's	\$ 21,669.92
a. 2023 Sewer Force Main Flush	
b. 2023 Culvert Cleaning Program	
2. Al's Bobcat & Trucking	\$ 4,620.00
a. Accrued – Dec 1 to 15 Sanding	
b. Accrued – Dec 18 to 27 Sanding	
3. Sylvan Lake Regional Water/Wastewater	\$ 4,634.95
a. Accrued – 2023 Governance & Administration	
4. Al's Bobcat & Trucking	\$ 6,347.25
a. Jan 2 to 15 th Sanding	
5. AMSC Insurance Services Ltd	\$ 4,135.00
a. Municipal Insurance	
6. Summer Village of Norglenwold	\$ 12,003.67
a. Nov 2023 Muni Specific Costs	
b. Nov 2023 Shared Costs	
7. Summer Village of Norglenwold	\$ 14,195.43
a. Dec 19, 2023 Muni Specific Costs	
b. Dec 19, 2023 Shared Costs	
8. Summer Village of Norglenwold	\$ 6,329.12
a. Accrued - Dec 31, 2023 Muni Specific Costs	
b. Accrued - Dec 31, 2023 Shared Costs	
9. AB School Foundation Fund	\$ 83,373.47
a. School Fund	

Council Expense Claims Report:**Nov 2023**

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

Dec 2023

▪ Jim Willmon	\$ 120.00
▪ Keith Kimball	\$2067.20
▪ Teresa Beets	\$ 330.60

Jan 2024

▪ Jim Willmon	\$0
▪ Keith Kimball	\$0
▪ Teresa Beets	\$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
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Summer Village of Sunbreaker Cove
List of Accounts for Approval
Batch: 2023-00068 to 2024-00013

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1132	2023-12-18	Al's Bobcat & Trucking			
19771		232-000-255 - Plowing Program	Nov 3, 22, 23 & 27th Sandir	1,890.00	
		312-000-260 - GST Paid Refund	GST Tax Code	94.50	1,984.50
1133	2023-12-18	Empringham Disposal Corp			
56656		243-000-200 - Waste Removal C	Nov 240 Weekly Collection	744.00	
		312-000-260 - GST Paid Refund	GST Tax Code	37.20	781.20
1134	2023-12-18	Federation of Canadian			
INV-33991-J6-0		312-000-410 - Prepaid Expense:	2024-2025 FCM Membersh	118.64	
		312-000-260 - GST Paid Refund	GST Tax Code	5.93	124.57
1135	2023-12-18	Go Services Inc.			
15169088		272-000-510 - Parks & Playgrou	Nov Portable Toilet Rental	458.00	
		312-000-260 - GST Paid Refund	GST Tax Code	22.90	480.90
1136	2023-12-18	Lacombe County			
IVC00044322		223-000-200 - Contracted Fire S	Fire Response-File#03-23-C	1,230.00	1,230.00
1137	2023-12-18	Pidherney's			
144257		242-000-256 - Wastewater Main	2023 Sewer Force Main Flu	18,296.75	
		312-000-260 - GST Paid Refund	GST Tax Code	914.84	19,211.59
144496		232-000-530 - Ditch & Culvert Pi	2023 Culvert Cleaning Prog	2,341.27	
		312-000-260 - GST Paid Refund	GST Tax Code	117.06	2,458.33
			Payment Total:		21,669.92
1138	2023-12-18	Red Deer Catholic Regional			
2023-4		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	1,892.87	1,892.87
1139	2023-12-18	Rugged West Maintenance Inc.			
1371		232-000-200 - Green Space Pro	Bollard Install	80.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.00	84.00
1140	2023-12-18	Sylvan Lake Regional			
1913		242-000-260 - Useage Fees-WV	Nov 2023 WW Services	1,498.60	1,498.60
1141	2024-01-11	Al's Bobcat & Trucking			
19847	Accrual	232-000-255 - Plowing Program	Accrued Dec 1 to 15 Sandir	2,615.00	
		312-000-260 - GST Paid Refund	GST Tax Code	130.75	2,745.75
19853	Accrual	232-000-255 - Plowing Program	Accrued Dec 18 - 27 Sandir	1,785.00	
		312-000-260 - GST Paid Refund	GST Tax Code	89.25	1,874.25
			Payment Total:		4,620.00
1142	2024-01-11	Empringham Disposal Corp			
57204	Accrual	243-000-200 - Waste Removal C	Accrued Dec Bi Weekly 240	744.00	
		312-000-260 - GST Paid Refund	GST Tax Code	37.20	781.20
1143	2024-01-11	Go Services Inc.			
15169640	Accrual	232-000-200 - Green Space Pro	Accrued Dec Portable Toilet	390.00	
		232-000-200 - Green Space Pro	Accrued Dec Winter Solutio	51.00	
		312-000-260 - GST Paid Refund	GST Tax Code	22.05	463.05
1144	2024-01-11	Rugged West Maintenance Inc.			
1375	Accrual	232-000-200 - Green Space Pro	Accrued Aug Bollard Remov	308.00	
		312-000-260 - GST Paid Refund	GST Tax Code	15.40	323.40
1145	2024-01-11	Sylvan Lake Regional			

Date Printed
2024-02-02 2:17 PM

Summer Village of Sunbreaker Cove
List of Accounts for Approval
Batch: 2023-00068 to 2024-00013

Page 2

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1931	Accrual	242-000-250 - SLR WasteWater	Accrued 2023 Governance	4,634.95	4,634.95
1146	2024-01-12	Sylvan Lake Regional			
1945	Accrual	242-000-260 - Useage Fees-WV	Accrued Dec WW Services	1,423.08	1,423.08
1147	2024-01-19	Stantec Consulting Ltd			
1856434-SBC	Accrual	297-201-840 - Project-GIS Imple	Accrued-Project GIS Imple	1,330.81	
		312-000-260 - GST Paid Refund	GST Tax Code	66.54	1,397.35
1148	2024-01-24	Metrix Group			
EPD4547	Accrual	212-400-231 - Audit Fees	Accrued-1st Audit Billing	1,800.00	
		312-000-260 - GST Paid Refund	GST Tax Code	90.00	1,890.00
1149	2024-01-31	Al's Bobcat & Trucking			
19893		232-000-255 - Plowing Program	Jan 2 to 15th Sanding	6,045.00	
		312-000-260 - GST Paid Refund	GST Tax Code	302.25	6,347.25
1150	2024-01-31	AMSC Insurance Services Ltd			
44537		212-400-275 - Municipal Insuran	Municipal Insurance	4,135.00	4,135.00
1151	2024-01-31	Assoc of Summer Villages			
SI-149		211-302-220 - Mem. ASVA	2024 ASVA Membership	975.00	975.00
1152	2024-01-31	Association of Alberta Municipalities			
RG202401-067		211-301-220 - Mem. ABmunis	2024 Membership Renewal	995.81	
		312-000-260 - GST Paid Refund	GST Tax Code	49.79	1,045.60
1153	2024-01-31	Lacombe County			
IVC00044540		223-000-200 - Contracted Fire S	Fire Response-File#03-23-C	1,230.00	1,230.00
IVC00044534		223-000-200 - Contracted Fire S	Fire Response-File#03-24-C	615.00	615.00
			Payment Total:		1,845.00
1154	2024-01-31	Parkland Regional Library			
240245		274-000-850 - Parkland Region	2024 1st Quarter Requisition	215.73	
		312-000-260 - GST Paid Refund	GST Tax Code	10.79	226.52
1155	2024-01-31	Taxservice			
2409853		212-400-910 - Tax Changes	Tax Changes	415.00	
		312-000-260 - GST Paid Refund	GST Tax Code	20.75	435.75
1156	2024-01-31	Wild Rose Assessment Service			
9271		212-400-232 - Assessment Fees	Jan 1-Mar 31/24 Assessme	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
			Total Computer Cheque:		62,127.21

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
267	2023-11-30	SV NGW			
2023-00162		226-000-200 - Enforcement	Bylaw Truck Wash	2.10	
		212-400-230 - Legal Fees	Brownlee-General Matters-I	333.75	
		226-000-200 - Enforcement	Oct Intercon Messaging	6.39	
		226-000-200 - Enforcement	ATB MC-Phone Charge for	6.02	
		226-000-200 - Enforcement	Nov Fuel for Bylaw Truck	113.76	
		297-195-840 - Project-Road Ana	Project-2023 Pavement Ass	1,858.37	
		261-000-110 - Development Ser	ATB MC-AB Land Title-4902	20.00	
		261-000-110 - Development Ser	ATB MC-AB Land Title-4903	10.00	

Date Printed
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Summer Village of Sunbreaker Cove
List of Accounts for Approval
Batch: 2023-00068 to 2024-00013

Page 3

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
2023-00166		212-400-910 - Tax Changes	ATB MC-Reg. Mail for Over	54.10	2,404.49
		212-100-110 - Salaries	Salaries	7,957.65	
		212-100-130 - Training	Training	290.25	
		212-100-140 - Benefits	Shared Benefits	400.66	
		212-100-210 - Travel & Subsis	T&S	0.00	
		212-100-211 - WCB	WCB	153.34	
		212-100-266 - PW Fleet	Public Works Fleet	0.00	
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	-50.60	
		212-200-510 - Office Supplies	Office Supplies	415.96	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	125.76	
		212-300-540 - Utilities	Utilities	191.56	
		212-300-250 - Facility Improvem	Facility Improvements	7.01	
		212-300-255 - Facility Maintena	Facility Maintenance	46.21	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	64.29	
		212-300-242 - IT Equipment	IT Equipment	63.89	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	-78.40	
		212-300-510 - Other Contingenc	Contingency	11.60	
		212-300-530 - Building Insuranc	Building Insurance	0.00	9,599.18
				Payment Total:	12,003.67
268	2023-12-19	SV NGW			
2023-00173		226-000-200 - Enforcement	Nov Intercon Messaging	6.39	
		226-000-200 - Enforcement	911 Supply-Notebook	3.47	9.86
2023-00178		212-100-110 - Salaries	Salaries	11,710.93	
		212-100-130 - Training	Training	97.12	
		212-100-140 - Benefits	Shared Benefits	400.66	
		212-100-210 - Travel & Subsis	T&S	0.00	
		212-100-211 - WCB	WCB	306.66	
		212-100-266 - PW Fleet	Public Works Fleet	0.00	
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	431.78	
		212-200-510 - Office Supplies	Office Supplies	152.33	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	0.00	
		212-300-540 - Utilities	Utilities	258.22	
		212-300-250 - Facility Improvem	Facility Improvements	328.38	
		212-300-255 - Facility Maintena	Facility Maintenance	192.42	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	97.54	
		212-300-242 - IT Equipment	IT Equipment	27.20	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	0.00	
		212-300-510 - Other Contingenc	Contingency	182.33	
		212-300-530 - Building Insuranc	Building Insurance	0.00	14,185.57
				Payment Total:	14,195.43
269	2024-01-12	SV NGW			
2023-00183	Accrual	226-000-200 - Enforcement	Accrued-UFA-Dec Fuel for I	48.29	
		226-000-200 - Enforcement	Accrued-2023 CPO Monitor	890.02	
		226-000-200 - Enforcement	Accrued-Adj to CPO Inv#33	-342.31	596.00
2023-00187	Accrual	297-195-840 - Project-Road Ana	Accrued-Stantec 2023 Roac	5,007.34	5,007.34
2023-00191	Accrual	212-100-110 - Salaries	Salaries	0.24	

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Summer Village of Sunbreaker Cove
List of Accounts for Approval
Batch: 2023-00068 to 2024-00013

Page 4

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-130 - Training	Training	66.31	
		212-100-140 - Benefits	Shared Benefits	0.01	
		212-100-210 - Travel & Subsis	T&S	0.00	
		212-100-211 - WCB	WCB	0.01	
		212-100-266 - PW Fleet	Public Works Fleet	0.00	
		212-200-215 - Postage/Freight/C	Postage/Freight	33.23	
		212-200-500 - Printing Costs	Printing Costs	0.00	
		212-200-510 - Office Supplies	Office Supplies	0.00	
		212-300-217 - Phone/Fax/Intern	Phone/Fax	14.85	
		212-300-540 - Utilities	Utilities	14.75	
		212-300-250 - Facility Improvem	Facility Improvements	59.52	
		212-300-255 - Facility Maintena	Facility Maintenance	120.94	
		212-300-263 - Condominium Co	Condominium Cost	0.00	
		212-300-240 - Computer Sofwar	Computer Software	3.98	
		212-300-242 - IT Equipment	IT Equipment	336.80	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	0.00	
		212-300-510 - Other Contingenc	Contingency	75.14	
		212-300-530 - Building Insuranc	Building Insurance	0.00	725.78
			Payment Total:		6,329.12
			Total Other:		32,528.22

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3697	2023-12-18	AB School Foundation Fund			
15035		201-100-130 - ASFF-Residential	ASFF School Fund	83,373.47	83,373.47
3711	2024-01-11	Receiver General/OTH			
CP12-23	Accrual	312-000-262 - CRA Remunerati	Accrued Tax-Dec Remunerat	65.05	
		312-000-262 - CRA Remunerati	Accrued CPP-Dec Remunei	180.50	245.55
			Total Other:		83,619.02
			Total MAIN:		178,274.45

Certified Correct This February 2, 2024

Mayor

Administrator

COPY DEC 12 2023

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/15/23	Sylvan Lake Regional Wastewater Commission		\$0.68	\$ 0.00
12/11/23	Regular Council		\$0.68	\$ 0.00
12/18/23	Sylvan Lake Regional Wastewatre Commission		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR:

C.A.O:

TOTAL PAYABLE: \$ 120.00



E-1

Council Expense Claim Form

NAME: Kent Kimball
POSITION: Deputy Mayor
MONTH ENDING: Sept - Dec 2023

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

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

Village Business

DEC 11 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
Sept 18/23	Select Event Council		Title Dep. Mayor	\$0.00 100.00
Oct 16/23	Select Event Council		Title Dep. Mayor	\$0.00 100.00
Oct 26/23	Select Event L Remp		Title Dep Mayor	\$0.00 100.00
Oct 19/23	Select Event ASVA Convention	Dep Mayor + 4	Title Dep Mayor	\$0.00 200.00
Oct 26/23	Select Event ASVA Convention	Dep Mayor + 4	Title Dep Mayor	\$0.00 200.00
Dec 11/23	Select Event Council		Title Dep Mayor	\$0.00 100.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
				\$0.00 800.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
				\$0.00

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
Oct 19	Hotel ASVA ERM.	128.70	490	\$0.00 13360
Oct 20	Hotel ASVA EDM.	128.70	490	\$0.00 13360
				\$0.00
				\$0.00 267.20

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$0.00 1067.20



Royal Hotel West Edmonton, Trademark Collection by Wyndham
 10010 178 Street NW
 Edmonton, AB T5S 1T3
 Tel: (780) 484-6000 Fax: (780) 489-2900
 104464557RT0002

Keith Kimball
 Site1 Box 17
 Bentley , AB T0C 0J0
 CA

DEC 11 2023

Room No. : 116
 Arrival : 10/18/23
 Departure : 10/20/23
 Page No. : 1 of 1

INFORMATION INVOICE
 Membership No : WR 228868613F

Group Code : 101823ASV
 Company Name :

Cashier No. : 226
 Folio No. : 17720
 Invoice # :
 Conf. No. : 33544323
 TA Record :
 Locator:

Thank You For Staying With Us

Date	Text	Charges CAD	Credits CAD
10/18/23	Room Charge	119.00	
10/18/23	ETF	3.57	
10/18/23	GST on Room & ETF	6.13	
10/18/23	AB Tourism Levy	4.90	
10/19/23	Room Charge	119.00	
10/19/23	ETF	3.57	
10/19/23	GST on Room & ETF	6.13	
10/19/23	AB Tourism Levy	4.90	
10/20/23	Visa		267.20
Total / Balance		267.20 267.20 / 0.00	

Merchant ID
 Transaction ID 2489402
 Approval Code
 Approval Amount 267.20

Credit Card # XXXXXXXXXXXXX0024
 Credit Card Expiry XX/XX
 Capture Method Manual
 Transaction Amount 267.20



E-1

Council Expense Claim Form

NAME: Keith KimballPOSITION: Deputy MayorMONTH ENDING: Jan - Dec 2023

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

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

Village Business

DEC 1 1 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
Jan 9/23	Select Event Council	4	Title Deputy Mayor	\$0.00 100.00
Feb 13/23	Select Event Council	4	Title Deputy Mayor	\$0.00 100.00
MAR 22/23	Select Event Council	4	Title Deputy Mayor	\$0.00 100.00
April 6/23	Select Event MPC		Title Deputy Mayor	\$0.00 100.00
April 17/23	Select Event Council		Title Deputy Mayor	\$0.00 100.00
May 15/23	Select Event MPC		Title Deputy Mayor	\$0.00 100.00
May 29/23	Select Event Council		Title Deputy Mayor	\$0.00 100.00
July 10/23	Select Event MPC	3 meetings	Title Deputy Mayor	\$0.00 100.00
July 17/23	Select Event Council		Title Deputy Mayor	\$0.00 100.00
July 24/23	Select Event Special meeting		Title Deputy Mayor	\$0.00 100.00
				\$0.00 1000.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
				\$0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 0.00 - 1000.00



E-1

Council Expense Claim Form

NAME: Teresa BeetsPOSITION: CouncillorMONTH ENDING: September-2023

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

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

Village Business

RECEIVED

DEC 18 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/11/23	Regular Council		Councillor	\$ 100.00
10/16/23	Regular Council		Councillor	\$ 100.00
12/11/23	Regular Council		Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 300.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/11/23	Regular Council		\$0.61	\$ 0.00
10/16/23	Regular Council	45.00	\$0.61	\$ 27.45
12/11/23	Regular Council		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 27.45

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ ~~327.45~~ 330.60

Summer Village of Sunbreaker Cove

Finance

Information Item

Agenda Item: *4th Quarter Financial Report*

Background:

Administration would like to provide the following 4th Quarter Financial information to Council.

Options for Consideration:

Detailed 4th Quarter Financial Report

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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



2023

Fourth Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council February 12, 2024



2023 Operating Budget to December 31, 2023

As of December 31st, the operational budget shows targeted revenue as 100% collected with a much larger return on Investments than anticipated.

Municipal operating costs ended at 88% utilized with \$59,075.61 remaining unspent.

Please be aware that these reports have been prepared prior to the yearend audit, amortizations and yearend adjusting entries that will be done by the Auditors.

Revenue:

The Return on Investments is currently collecting 5.30% on the bank balance of \$945,863.00 as of December 31, 2023. This has created a significant increase in year to date revenue. The year to date return on investments has earned \$46,927.84.

The rate rider count is up to 67 properties now paying the \$251.73. The 2023 yearend rider collection is \$17,117.64 for 2023.

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

Development permits collect \$3,784.80 and Inspection Fees collected \$2,923.13.

Expenditures

Council and Legislation:

Council remunerations, travel, subsistence, and conference budgeted expenditures were all under budget for 4th Quarter reporting.

Overall, only 44% of Council and Legislation budget was used as of December 31, 2023.

Administration:

Administrative overall costs are over budget by 3.16% for 4th Quarter reporting. Most of these overages are from Shared Services. These overages have been reviewed and clarified to the Joint Services Committee.

Protective Services:

Protective Services was 63% utilized with the remaining RCMP Policing costs of \$17,370 to be invoiced in April of 2024 due to the difference in financial yearends.

Public Works:

Public Works used 85% of their allocated budget with the road maintenance, plowing program, wastewater usage fees, waste removal contract coming in lower than anticipated for 2023. Tree removal was over budget by \$7,650.

Planning and Development:

Planning and Development used 24% percent of it's budget. The IDP was not used, nor was Planning.

Recreation:

Parks and Recreation used 74% of their allocated budget.

Environment:

Environment budget was 100% utilized.

In Conclusion:

Overall, the Summer Village of Sunbreaker Cove operated at 88% utilization of their 2023 budgeted operational expenses.

2023 Capital Budget to December 31, 2023

4th Quarter Update:

The MSI Funded Administrative Building Improvement is fully completed with a final cost of \$19,087.33. – was moved from Deferred Revenue

The Larch Road Drainage Project spent \$36,292.50 in total with \$21,292.50 to be funded from MSI and \$15,000 to be funded from CCBF. – was moved from Deferred Revenue

A CCBF grant was applied for the Road Analysis in the amount of \$8,388 in a shared application with the other 4 Municipalities. This grant was approved and \$8,506.83 was spent. Project is complete. – was moved from Deferred Revenue

EOS Stairs spent \$4,980 with funding coming from Land Improvement Reserve.

Shoreline Rip Rap Project came in at \$8,170 and was funded from Environment Reserve.

GIS Implementation is complete and came in under budget at \$1,330.81. – Funded from Wastewater Reserve.

WW Emergency/Contingency Plan – nothing spent.

DLO Docks – nothing spent.

Expenditures:

Overall, \$78,367.47 has been spent in the 2023 Capital Budget as of December 31, 2023.

Alberta School Foundation Budget to December 31, 2023

Per the *Education Act*, Section 167(1), the Lieutenant Governor is required to establish the education property tax mill rates, in any given year, by way of Order in Council. The 2023 rates were not yet passed, therefore, the December 2023 invoice continues to collect the requisition based on one-quarter the amount from 2022, as per the *Education Act*, Section 162(4). (email attached).

Based on the 4th Quarter Reporting, we have slightly over collected by \$180.58.

ATB Bank Balance to December 31, 2023 - \$945,863.00

Debenture #1 remaining \$231,854.29

Debenture #2 remaining \$240,306.46

Surplus and Reserve Balances to December 31, 2023

• Unrestricted Surplus	5,273.51
• Completions Deposits	59,000.00
• Deferred Revenue (Grants)	59,800.62
• JSC IT Reserve	0.00
• JSC Fleet Replacement Reserve	0.00
• Reserves Wastewater	41,455.53
• Reserves General Operating	215,000.00
• Mill Rate Stabilization	25,000.00
• Reserves Environmental	0.00

• Reserves Roads	323,087.95
• Reserve Land Improvement	118,450.00
• Reserve Infrastructure	0.00
• Reserve Rate Rider Receivable	723,523.53

Property Taxes

The Summer Village of Sunbreaker Cove currently has 8 unpaid properties. The total of these properties is \$9,381.20.

1. \$741.98
2. \$51.53
3. \$477.23
4. \$348.13
5. \$140.40
6. \$3,552.90 – will be 2 full years in arrears December 31st
7. \$4,069.03

Property #6 will be turned over to TAXervice in January 2024 for further collection.

Utility Notices

There are 7 outstanding utility accounts. The total of these accounts is \$1,795.63.



Report Date
1/24/2024 10:02 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending December 31, 2023

Page 1

	2023 Budget	Year to Date	Remaining	Var %
Revenue				
101-000-110 - Taxation	359,438.99	359,293.30	(145.69)	0.04-
101-000-120 - Garbage Levy	33,836.00	33,750.00	(86.00)	0.25-
101-000-510 - Taxes Penalties & Cos	5,300.00	10,192.80	4,892.80	92.32
112-000-410 - Sale of Services & Su	66.93	850.00	783.07	1169.98
112-000-540 - Interest Charges		1,139.04	1,139.04	
112-000-550 - Return on Investments	5,000.00	46,927.84	41,927.84	838.56
112-000-570 - Other Revenue		140.51	140.51	
112-000-740 - MSI Operational	17,004.00	17,004.00		
112-000-840 - Grant Lacombe	549.78	576.00	26.22	4.77
112-171-840 - Annual Wastewater Rate Rider	23,159.00	17,117.64	(6,041.36)	26.09-
112-172-840 - Wastewater Utility Levy	57,600.00	56,524.72	(1,075.28)	1.87-
121-000-530 - Fines Provincial Coll		1,500.00	1,500.00	
121-000-531 - Bylaw Enforcement		100.00	100.00	
161-000-410 - Compliance Certifica	200.00	700.00	500.00	250.00
161-000-510 - Inspection Fees	1,507.00	2,923.13	1,416.13	93.97
161-000-520 - Development Permits/Appeal Fees	7,000.00	3,784.80	(3,215.20)	45.93-
161-000-590 - Encroachment Fees	850.00	900.00	50.00	5.88
Total Revenue:	511,511.70	553,423.78	41,912.08	8.19
Expenditures				
Council and Legislation				
211-101-150 - Mayor Remuneration	7,000.00	3,430.00	3,570.00	51.00
211-101-210 - Mayor Trav & Sub	2,500.00	1,043.08	1,456.92	58.28
211-102-150 - Deputy Mayor Renumera	4,000.00	1,500.00	2,500.00	62.50
211-102-210 - D. Mayor Trav & Sub	1,500.00	267.20	1,232.80	82.19
211-103-150 - Councillor Remunerati	2,000.00	1,200.00	800.00	40.00
211-103-210 - Councillor Trav & Sub	1,000.00	61.20	938.80	93.88
211-201-212 - Alberta Summer Village Association	1,800.00	598.00	1,202.00	66.78
211-202-212 - Alberta Urban Municipalities Association	600.00		600.00	100.00
211-203-212 - Council Education Opportunity	450.00		450.00	100.00
211-301-220 - Mem. ABmunis	1,007.76	963.31	44.45	4.41
211-302-220 - Mem. ASVA	1,034.28	975.00	59.28	5.73
211-303-220 - Mem. FCM	175.51	117.67	57.84	32.96
211-304-220 - Mayors and Reeves Mem	116.63	150.00	(33.37)	28.61-
Total Council and Legislation:	23,184.18	10,305.46	12,878.72	55.55
Administration				
212-100-110 - Salaries	97,472.00	106,867.78	(9,395.78)	9.64-
212-100-130 - Training	1,826.00	3,391.29	(1,565.29)	85.72-
212-100-140 - Benefits	3,377.00	3,769.45	(392.45)	11.62-
212-100-210 - Travel & Subsistence	2,191.00	1,018.92	1,172.08	53.50
212-100-211 - WCB	1,395.00	1,331.05	63.95	4.58
212-100-266 - PW Fleet	730.00	791.54	(61.54)	8.43-
212-200-215 - Postage/Freight/Couri	1,100.00	1,039.54	60.46	5.50
212-200-500 - Printing Costs	1,002.00	1,735.08	(733.08)	73.16-
212-200-510 - Office Supplies	1,826.00	1,417.56	408.44	22.37
212-300-217 - Phone/Fax/Internet	913.00	1,041.30	(128.30)	14.05-
212-300-240 - Computer Software/Mtn	2,738.00	4,100.66	(1,362.66)	49.77-
212-300-242 - IT Equipment	455.00	1,446.09	(991.09)	217.82-
212-300-250 - Facility Improvements	1,826.00	1,502.39	323.61	17.72
212-300-255 - Facility Maintenance	3,881.00	3,284.45	596.55	15.37

Report Date
1/24/2024 10:02 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending December 31, 2023

Page 2

	2023 Budget	Year to Date	Remaining	Var %
212-300-265 - Equipment Maintenance	274.00	324.45	(50.45)	18.41-
212-300-270 - Equipment Rental	730.00	426.92	303.08	41.52
212-300-510 - Other Contingency	91.00	522.76	(431.76)	474.46-
212-300-530 - Building Insurance	548.00	337.91	210.09	38.34
212-300-540 - Utilities	1,643.00	2,930.70	(1,287.70)	78.37-
212-400-220 - Council Mtg Expenses	1,500.00	389.00	1,111.00	74.07
212-400-221 - Fees and Charges	700.00	586.20	113.80	16.26
212-400-222 - Advertising	500.00	640.48	(140.48)	28.10-
212-400-230 - Legal Fees	4,500.00	860.50	3,639.50	80.88
212-400-231 - Audit Fees	7,500.00	6,498.91	1,001.09	13.35
212-400-232 - Assessment Fees	7,400.00	7,400.00		
212-400-275 - Municipal Insurance	4,382.25	3,748.00	634.25	14.47
212-400-910 - Tax Changes	106.08	54.10	51.98	49.00
212-400-920 - Infrastructure Reserve	50,240.00	50,240.00		
212-400-930 - Fleet Replacement Reserve	1,000.00	1,000.00		
212-400-940 - Operating Contingency	15,000.00	15,000.00		
Total Administration:	216,846.33	223,697.03	(6,850.70)	3.16-
Protective Services				
223-000-200 - Contracted Fire Service	9,765.70	10,020.41	(254.71)	2.61-
224-000-200 - Emergency Management	2,800.00	2,750.00	50.00	1.79
224-000-201 - Safety Equipment	220.73		220.73	100.00
225-000-200 - Policing Costs	18,180.00	810.00	17,370.00	95.54
226-000-200 - Enforcement	8,000.00	10,939.24	(2,939.24)	36.74-
Total Protective Services:	38,966.43	24,519.65	14,446.78	37.07
Public Works				
232-000-200 - Green Space Program	10,608.00	10,132.14	475.86	4.49
232-000-240 - Tree Removal	15,000.00	22,650.00	(7,650.00)	51.00-
232-000-250 - Road Maintenance Program	20,400.00	8,468.71	11,931.29	58.49
232-000-255 - Plowing Program	27,580.00	19,742.50	7,837.50	28.42
232-000-265 - Sign Program	2,220.21	2,378.43	(158.22)	7.13-
232-000-270 - Pathway Program	5,304.00	6,585.50	(1,281.50)	24.16-
232-000-530 - Ditch & Culvert Progr	2,199.66	2,341.27	(141.61)	6.44-
242-000-250 - SLR WasteWater Commis	9,270.00	8,876.66	393.34	4.24
242-000-252 - Transfer to Reserves	2,552.00	2,552.00		
242-000-253 - System Debenture Share	28,949.00	14,214.02	14,734.98	50.90
242-000-255 - System Debenture Interest		14,735.10	(14,735.10)	
242-000-256 - Wastewater Maintenance Program	25,000.00	19,968.60	5,031.40	20.13
242-000-260 - Useage Fees-VWW Serv Rate Charges	27,893.00	18,669.96	9,223.04	33.07
243-000-200 - Waste Removal Contrac	18,600.00	13,992.00	4,608.00	24.77
243-000-255 - Landfill Costs	15,236.00	14,588.31	647.69	4.25
Total Public Works:	210,811.87	179,895.20	30,916.67	14.67
Planning and Development				
261-000-110 - Development Services	1,000.00	415.50	584.50	58.45
261-000-115 - IDP	1,000.00		1,000.00	100.00
261-000-200 - Planning Projects	500.00		500.00	100.00
261-000-215 - SDAB Costs	600.00	119.00	481.00	80.17
261-000-220 - MPC Costs	1,200.00	500.00	700.00	58.33
Total Planning and Development:	4,300.00	1,034.50	3,265.50	75.94

Report Date
1/24/2024 10:02 AM

Summer Village of Sunbreaker Cove
Operating Budget
For the Period Ending December 31, 2023

Page 3

	2023 Budget	Year to Date	Remaining	Var %
Recreation				
272-000-500 - Buoys	5,388.66	3,618.80	1,769.86	32.84
272-000-510 - Parks & Playgrounds	6,067.86	3,546.00	2,521.86	41.56
272-000-515 - Regatta	3,000.00	2,791.83	208.17	6.94
212-403-220 - FCSS Town of Sylvan	2,146.90	2,146.90		
274-000-850 - Parkland Regional Lib	750.00	831.25	(81.25)	10.83-
Total Recreation:	17,353.42	12,934.78	4,418.64	25.46
Environment				
273-101-150 - Red Deer River Waters	49.47	49.47		
Total Environment:	49.47	49.47	0.00	0.00
Total Expenditures:	511,511.70	452,436.09	59,075.61	11.55
Surplus / Deficit	0.00	100,987.69	100,987.69	0.00

Report Date
1/23/2024 3:51 PM

Summer Village of Sunbreaker Cove
Capital Projects Budget
For the Period Ending December 31, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-195-840 - Project CCBF-Road Analysis	8,388.00	8,506.83	118.83
197-196-840 - Project Land Impr Res-EOS Stairs	70,000.00	4,980.00	(65,020.00)
197-197-840 - Project WW Res-WWEmergency/Contin Plan	20,000.00		(20,000.00)
197-198-840 - Project Env Res-Rip Rap	15,000.00	8,170.00	(6,830.00)
197-199-840 - Project MSI-Larch Road Drainage	62,000.00	21,292.50	(40,707.50)
197-199-841 - Project CCBF-Larch Road Drainage	15,000.00	15,000.00	
197-199-842 - Project Road Res-Larch Road Drainage	35,000.00		(35,000.00)
197-200-840 - Project Env Res-DLO Docks	25,000.00		(25,000.00)
197-201-840 - Project WW Res-GIS Implementation	1,800.00	1,330.81	(469.19)
197-202-840 - Project MSI-Admin Building Improve	19,087.33	19,087.33	
Total Revenue:	271,275.33	78,367.47	(192,907.86)
Expenditures			
297-195-840 - Project-Road Analysis	8,388.00	8,506.83	(118.83)
297-196-840 - Project-EOS Stairs	70,000.00	4,980.00	65,020.00
297-197-840 - Project-WW Emergency/Contingency Plan	20,000.00		20,000.00
297-198-840 - Project-Rip Rap	15,000.00	8,170.00	6,830.00
297-199-840 - Project-Larch Road Drainage	112,000.00	36,292.50	75,707.50
297-200-840 - Project-DLO Docks	25,000.00		25,000.00
297-201-840 - Project-GIS Implementation	1,800.00	1,330.81	469.19
297-202-840 - Project-Admin Bldg Improvements	19,087.33	19,087.33	
Total Expenditures:	271,275.33	78,367.47	192,907.86
Surplus / Deficit	0.00	0.00	0.00

Report Date
1/23/2024 3:51 PM

Summer Village of Sunbreaker Cove
ASFF Budget Report
For the Period Ending December 31, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-100-130 - ASFF Residential	357,980.15	357,839.28	(140.87)
101-102-130 - ASFF Non-Residential	571.44	571.44	
101-103-130 - DI - Designated Industrial	12.06	12.16	0.10
Total Revenue:	358,563.65	358,422.88	(140.77)
Expenditures			
201-100-130 - ASFF-Residential	357,980.15	357,658.70	321.45
201-200-130 - ASFF Non-Residential	571.44	571.44	
201-300-130 - DI - Designated Industrial	12.06		12.06
Total Expenditures:	358,563.65	358,230.14	333.51
Surplus / Deficit	0.00	192.74	192.74

Tina Leer

From: ASFF Information Management System (AIMS) <aims.sys.prod@gov.ab.ca>
<aims.sys.prod@gov.ab.ca>
Sent: Thursday, December 7, 2023 9:13 AM
Subject: AIMS: New ASFF Invoice is available

Follow Up Flag: Follow up
Flag Status: Flagged

ATTENTION:

Per the *Education Act*, Section 167(1), the Lieutenant Governor is required to establish the education property tax mill rates, in any given year, by way of Order in Council. The 2023 rates have not yet been passed, therefore, this invoice continues to collect the requisition based on one-quarter the amount from 2022, as per the *Education Act*, Section 162(4).

The Order in Council will be passed prior to December 1, 2023. This will approve the rates that have been communicated in the Statement of Intent and are also reflected by Municipal Affairs in MERO. December invoices will be in the amount indicated in the 2023 Statement of Intent, less the total amounts paid through the first three invoice periods (March, June, and September) of 2023.

Your understanding and cooperation on this matter is appreciated.

AIMS: New ASFF Invoice is available

The new ASFF Invoice is available for viewing, downloading, and printing. Please login to AIMS for your invoice.
[Organization Dashboard](#)

Thank you.

Summer Village of Sunbreaker Cove

Public Works

Information Item

Agenda Item: *Sunbreaker Cove Public Works Update*

Background: The following will provide Council with an update on Public Works activities:

Capital Projects:

- Road Pavement Analysis: Stantec to present report information.
- 2024-2033 10 Year Road Capital Plan: see attached Capital Plan. 3 Options presented for Council consideration.
 1. Maintain current PQI of 62 = Total ten-year costs \$1,212,592
 2. Achieve PQI of 55 = Total ten-year costs \$557,941
 3. Achieve PQI of 50 = Total ten-year costs \$464,029

2024 Costs Summary	Level of Service
\$42,833	Maintain PQI 62
\$0	Achieve PQI 55
\$0	Achieve PQI 50

2024-2033 Capital Plan Considerations:

- **Option 1 (maintain PQI = 62)** - Spend an average of \$121,259 over ten years to maintain current PQI of 62 (Good condition). This option recommends 38/78 (49%) of projects to complete surface treatments.
- **Option 2 (achieve PQI = 55)** - Spend an average of \$55,794.10 over ten years to achieve PQI of 55 (Fair). This option recommends 31/46 projects (67%) of projects to complete surface treatments to help protect the pavement and extend life. No Capital work until 2026.
- **Option 3 (achieve PQI =50)** - Spend an average of \$46,402.9 over ten years to achieve PQI of 50 (Fair). Recommended 19/29 (66%) of projects

will require surface treatments to protect surface and extend life. No Capital work until 2028.

Operating Activities & Follow-up Items:

- Snow Plowing & Ice Control - Sanding began in second week of Jan 2024 after third snow event of the year. No public complaints or concerns were received.
- Fortis installed a new transformer on an existing power pole in late January 2024 near breakers way / willow road intersection. No ground disturbance was required.

Administrative Recommendations: That Council accepts this report as information.

Authorities: MGA 207(c) “advises and informs the council on the operation and affairs of the municipality”.

SB Cove - 10 Year Road Capital Plan
Costs to Maintain Current PQI = 62

Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Aspen Close - 0.19 km road ID # 191665	\$400										78	crack filling
Birch Road - 0.28 km road ID # 191651	\$200										66	crack filling
Briar Road - 0.171 km road ID # 191674	\$3,124										76	surface treatment
Cottonwood Close - 0.184 km road ID # 191671	\$300										79	crack filling
Elk street - 0.127 km road ID # 191661	\$2,775										79	surface treatment
Elk street - 0.386 km road ID # 191666	\$8,441										69	surface treatment
Fox Crescent - 0..054 km road ID # 191652	\$27,167										32	reconstruction
Fox Crescent - 0.246 km road ID # 191715	\$200										74	crack filling
Juniper Road - 0.313 km road ID # 191689	\$9,111										75	surface treatment
Larch Road - 0.200 km road ID # 191687	\$100										63	crack filling

SB Cove - 10 Year Road Capital Plan
Costs to Maintain Current PQI = 62 Cont'd

Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Marine Dr - 0.095 km road ID # 191662	\$84,160										34	reconstruction
Marine Dr - 0.316 km road ID # 191672	\$11,521										74	surface treatment
Pine Road - 0.024 km road ID # 191650	\$450										73	surface treatment
Pine Road - 0.217 km road ID # 191694	\$200										84	crack filling
Pine Road - 0.033 km road ID # 191696	\$604										73	surface treatment
Balm Road - 0.710 km road ID # 191711		\$433,788									42	reconstruction
Breakers Way - 0.012 km road ID # 191684		\$2,246									46	mill & overlay
Breakers Way - 0.206 km road ID # 191713		\$125,715									39	reconstruction
Antelope Street - 0.367 km road ID # 191683				\$51,138							52	mill & overlay
Aspen Close - 0.192 km road ID # 191665				\$381							78	crack filling
Briar Road - 0.192 km road ID # 191674				\$3,316							76	surface treatment
Elk Street - 0.127 km road ID # 191661				\$2,945							79	surface treatment

SB Cove - 10 Year Road Capital Plan
Costs to Maintain Current PQI = 62 Cont'd

Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Elk street - 0.386 km road ID # 191666				\$8,957							69	surface treatment
Fox Crescent - 0.054 km road ID # 191652				\$30							32	crack filling
Fox Crescent - 0.246 km road ID # 191715				\$4,761							74	surface treatment
Juniper Road - 0.313 km road ID # 191689				\$9,668							75	surface treatment
Marine Dr - 0.095 km road ID # 191662				\$83							34	crack filling
Marine Dr - 0.316 km road ID # 191672				\$12,227							74	surface treatment
Pine Road - 0.024 km road ID # 191650				\$471							73	surface treatment
Pine Road - 0.217 km road ID # 191694				\$144							84	crack filling
Pine Road - 0.033 km road ID # 191696				\$641							73	surface treatment
Poplar Road - 0.178 km road ID # 191679				\$3,439							73	surface treatment
Balm Road - 0.710 km road ID # 191711					\$480						42	crack filling
Breakers way - 0.710 km road ID # 191684					\$50						46	crack filling

SB Cove - 10 Year Road Capital Plan
Costs to Maintain Current PQI = 62 Cont'd

Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Breakers Way - 0.206 km road ID # 191713								\$147			39	crack filling
Juniper Road - 0.313 km road ID # 191689								\$10,465			75	surface treatment
Larch Road - 0.200 km road ID # 191687								\$30,056			63	mill & overlay
Pine Road - 0.217 km road ID # 191694								\$5,454			84	surface treatment
Willow Road - 0.309 km road ID # 191693								\$185			54	crack filling
Birch Road - 0.073 km road ID # 191710									\$1,553		84	surface treatment
Breakers way - 0.093 km road ID # 191708									\$70		56	crack filling
Fox Crescent - 0.749 km road ID # 191663									\$22,373		85	surface treatment
Fox Crescent - 0.093 km road ID # 191667									\$1,988		78	surface treatment
Fox Crescent - 0.113 km road ID # 191704									\$2,901		77	surface treatment
Marine Dr - 0.316 km road ID # 191672									\$13,499		74	surface treatment
Pine Road - 0.070 km road ID # 191656									\$10,752		69	mill & overlay

SB Cove - 10 Year Road Capital Plan
Costs to Maintain Current PQI = 62 Cont'd

Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Antelope Street - 0.367 km road ID # 191683										\$230	52	crack filling
Elk Street - 0.127 km road ID # 191661										\$3,316	79	surface treatment
Elk street - 0.386 km road ID # 191666										\$10,087	69	surface treatment
Elk Street - 0.243 km road ID # 191716										\$53,329	75	mill & overlay
Fox Crescent - 0..054 km road ID # 191652										\$40	32	crack filling
Marine Dr - 0.095 km road ID # 191662										\$94	34	crack filling
Marine Dr - 0.489 km road ID # 191709										\$547	52	crack filling
Pine Road - 0.024 km road ID # 191650										\$15	73	crack filling
Pine Road - 0.033 km road ID # 191696										\$722	73	surface treatment
Poplar Road - 0.178 km road ID # 191679										\$3,873	73	surface treatment
TOTAL COSTS	\$148,753	\$561,749	\$0	\$98,201	\$44,498	\$41,350	\$149,689	\$46,836	\$53,136	\$68,380		
TOTAL TEN YEAR COSTS (2024-2033)	\$1,212,592											

**SB Cove - 10 Year Road Capital Plan
Costs to Achieve PQI - 55**

Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Briar Road - 0.171 km road ID # 191674			\$3,251								76	surface treatment
Elk Street - 0.127 km road ID # 191661			\$2,887								79	surface treatment
Elk street - 0.386 km road ID # 191666			\$8,782								69	surface treatment
Fox Crescent - 0.246 km road ID # 191715			\$4,667								74	surface treatment
Pine Road - 0.024 km road ID # 191650			\$462								73	surface treatment
Pine Road - 0.217 km road ID # 191694			\$4,940								84	surface treatment
Pine Road - 0.033 km road ID # 191696			\$629								73	surface treatment
Poplar Road - 0.178 km road ID # 191679			\$3,372								73	surface treatment
Antelope Street - 0.367 km road ID # 191683				\$51,138							52	mill & overlay
Juniper Road - 0.313 km road ID # 191689				\$9,668							75	surface treatment
Breakers Way - 0.135 km road ID # 191685					\$26,904						54	mill & overlay
Willow Road - 0.149 km road ID # 191681					\$25,314						54	mill & overlay

**SB Cove - 10 Year Road Capital Plan
Costs to Achieve PQI - 55 (Cont'd)**

Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Willow Road - 0.309 km road ID # 191693					\$43,818						54	mill & overlay
Birch Road - 0.073 km road ID # 191710						\$1,463					84	surface treatment
Briar Road - 0.171 km road ID # 191674						\$3,450					76	surface treatment
Elk Street - 0.127 km road ID # 191661						\$3,064					79	surface treatment
Elk street - 0.386 km road ID # 191666						\$9,319					69	surface treatment
Fox Crescent - 0.093 km road ID # 191667						\$1,874					78	surface treatment
Fox Crescent - 0.246 km road ID # 191715						\$4,953					74	surface treatment
Pine Road - 0.024 km road ID # 191650						\$490					73	surface treatment
Pine Road - 0.042 km road ID # 191664						\$836					79	surface treatment
Pine Road - 0.217 km road ID # 191694						\$5,243					84	surface treatment
Pine Road - 0.033 km road ID # 191696						\$667					73	surface treatment
Poplar Road - 0.178 km road ID # 191679						\$3,578					73	surface treatment
Antelope Street - 0.367 km road ID # 191683							\$215				52	crack filling

**SB Cove - 10 Year Road Capital Plan
Costs to Achieve PQI - 55 (Cont'd)**

Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Marine Dr - 0.489 km road ID # 191709							\$129,973				52	mill & overlay
Birch Road - 0.283 km road ID # 191651								\$51,077			66	mill & overlay
Breakers Way - 0.135 km road ID # 191685								\$120			54	crack filling
Fox Crescent - 0.749 km road ID # 191663								\$21,935			85	surface treatment
Juniper Road - 0.313 km road ID # 191689								\$10,465			75	surface treatment
Willow Road - 0.149 km road ID # 191681								\$107			54	crack filling
Willow Road - 0.309 km road ID # 191693								\$185			54	crack filling
Birch Road - 0.073 km road ID # 191710									\$1,553		84	surface treatment
Briar Road - 0.192 km road ID # 191674									\$3,661		76	surface treatment
Elk Street - 0.127 km road ID # 191661									\$3,251		79	surface treatment
Elk street - 0.386 km road ID # 191666									\$9,890		69	surface treatment
Fox Crescent - 0.093 km road ID # 191667									\$1,988		78	surface treatment
Fox Crescent - 0.246 km road ID # 191715									\$5,256		74	surface treatment

**SB Cove - 10 Year Road Capital Plan
Costs to Achieve PQI - 55 (Cont'd)**

Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Pine Road - 0.024 km road ID # 191650									\$521		73	surface treatment
Pine Road - 0.217 km road ID # 191694									\$5,563		84	surface treatment
Pine Road - 0.033 km road ID # 191696									\$708		73	surface treatment
Poplar Road - 0.178 km road ID # 191679									\$3,797		73	surface treatment
Antelope Street - 0.367 km road ID # 191683										\$229	52	crack filling
Breakers Way - 0.140 km road ID # 191682										\$30,769	67	mill & overlay
Elk Street - 0.243 km road ID # 191716										\$53,329	75	mill & overlay
Marine Dr - 0.489 km road ID # 191709										\$547	52	crack filling
TOTAL COSTS	\$0	\$0	\$28,990	\$60,086	\$96,036	\$34,937	\$130,188	\$83,889	\$36,188	\$86,907		
TOTAL TEN YEAR COSTS (2024-2033)	\$557,941											

**SB Cove - 10 Year Road Capital Plan
Costs to Achieve PQI - 50**

Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Fox Crescent - 0.246 km road ID # 191715					\$4,856						74	surface treatment
Pine Road - 0.024 km road ID # 191650					\$481						73	surface treatment
Pine Road - 0.217 km road ID # 191694					\$5,140						84	surface treatment
Pine Road - 0.033 km road ID # 191696					\$654						73	surface treatment
Poplar Road - 0.178 km road ID # 191679					\$3,508						73	surface treatment
Willow Road - 0.309 km road ID # 191693					\$43,818						54	mill & overlay
Birch Road - 0.073 km road ID # 191710						\$1,463					84	surface treatment
Breakers way - 0.093 km road ID # 191708						\$16,094					56	mill & overlay
Fox Crescent - 0.749 km road ID # 191663						\$21,083					85	mill & overlay
Fox Crescent - 0.093 km road ID # 191667						\$1,874					78	surface treatment
Fox Crescent - 0.113 km road ID # 191704						\$2,734					77	surface treatment
Pine Road - 0.042 km road ID # 191664						\$836					79	surface treatment

SB Cove - 10 Year Road Capital Plan Costs to Achieve PQI – 50 (cont'd)												
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Marine Dr - 0.489 km road ID # 191709							\$129,973				52	mill & overlay
Birch Road - 0.283 km road ID # 191651								\$51,077			66	mill & overlay
Fox Crescent - 0.246 km road ID # 191715								\$5,153			74	surface treatment
Pine Road - 0.024 km road ID # 191650								\$510			73	surface treatment
Pine Road - 0.217 km road ID # 191694								\$5,454			84	surface treatment
Pine Road - 0.033 km road ID # 191696								\$694			73	surface treatment
Poplar Road - 0.178 km road ID # 191679								\$3,723			73	surface treatment
Willow Road - 0.309 km road ID # 191693								\$185			54	crack filling
Birch Road - 0.073 km road ID # 191710									\$1,553		84	surface treatment
Breakers way - 0.093 km road ID # 191708									\$70		56	crack filling
Elk street - 0.386 km road ID # 191666									\$71,206		69	mill & overlay
Fox Crescent - 0.749 km road ID # 191663									\$22,373		85	surface treatment

SB Cove - 10 Year Road Capital Plan Costs to Achieve PQI – 50 (cont'd)												
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Fox Crescent - 0.093 km road ID # 191667									\$1,988		78	surface treatment
Fox Crescent - 0.113 km road ID # 191704									\$2,901		77	surface treatment
Pine Road - 0.070 km road ID # 191656									\$10,752		69	mill & overlay
Elk Street - 0.243 km road ID # 191716										\$53,329	75	mill & overlay
Marine Dr - 0.489 km road ID # 191709										\$547	52	crack filling
Juniper Road - 0.313 km road ID # 191689											75	surface treatment
Willow Road - 0.149 km road ID # 191681											54	crack filling
Willow Road - 0.309 km road ID # 191693											54	crack filling
Birch Road - 0.073 km road ID # 191710											84	surface treatment

SB Cove - 10 Year Road Capital Plan Costs to Achieve PQI - 50 (cont'd)												
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Briar Road - 0.192 km road ID # 191674											76	surface treatment
Elk Street - 0.127 km road ID # 191661											79	surface treatment
Elk street - 0.386 km road ID # 191666											69	surface treatment
Fox Crescent - 0.093 km road ID # 191667											78	surface treatment
Fox Crescent - 0.246 km road ID # 191715											74	surface treatment
TOTAL COSTS	\$0	\$0	\$0	\$0	\$58,457	\$44,084	\$129,973	\$66,796	\$110,843	\$53,876		
TOTAL TEN YEAR COSTS (2024-2033)	\$464,029											

SUNBREAKER COVE ROADS OVERVIEW



PQI Score	Condition
PQI > 80	Very Good
$60 < \text{PQI} \leq 80$	Good
$40 < \text{PQI} \leq 60$	Fair
$20 < \text{PQI} \leq 40$	Poor
PQI ≤ 20	Very Poor

Summer Village of Sunbreaker Cove

February 12, 2024

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 79 development permits issued in the Summer Villages (20 in Birchcliff, 5 in Half Moon Bay, 19 in Jarvis Bay, 16 in Norglenwold, and 19 in Sunbreaker Cove).

The following is the listing for Sunbreaker Cove:

1. 669 Fox Crescent	Dwelling & Detached Garage	Issued in 2020
2. 805 Sunhaven Way	Demo & Detached Garage w GH	Issued in 2021
3. 1130 Breakers Way	Dwelling	Issued in 2021
4. 809 Sunhaven Way	Dwelling	Issued in 2021
5. 1422 Aspen Close	Dwelling	Issued in 2022
6. 747 Elk Street	Dwelling	Issued in 2022
7. 609 Fox Crescent	Dwelling	Issued in 2022
8. 1213 Pine Road	Dwelling	Issued in 2022
9. 1101 Larch Road	Dwelling Move – Demolition	Issued in 2022
10. 717 Elk Street	Dwelling Addition	Issued in 2023
11. 1301 Breakers Way	Detached Garage	Issued in 2023
12. 1101 Larch Road	Dwelling	Issued in 2023
13. 1330 Balm Road	Dwelling Addition	Issued in 2023
14. 721 Elk Street	Demolition	Issued in 2023
15. 1209 Breakers Way	Demolition & Dwelling	Issued in 2023
16. 1329 Birch Road	Dwelling Addition	Issued in 2024 (NEW)

Active development permits for the operation of a Tourist Home:

1. 609 Fox Crescent
2. 1126 Breakers Way
3. 685 Fox Crescent

Closed development permits since last meeting:

1. 1323 Birch Road	Tourist Home	Issued in 2023 (<i>cancelled</i>)
2. 753 Elk Street	Tourist Home	Issued in 2022
3. 1318 Balm Road	Tourist Home	Issued in 2022
4. 635 Fox Crescent	Tourist Home	Issued in 2022
5. 1314 Balm Road	Tourist Home	Issued in 2022

6. 641 Fox Crescent	Tourist Home	Issued in 2022
7. 711 Elk Street	Deck	Issued in 2021

Permit Summary:Year to date 2024:

1 development permit. Estimated project cost \$125,000.00.

Year to date 2023:

8 development permits. Estimated project cost \$1,725,000.00.

2022 Jan.-Dec.:

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

2021 Jan.-Dec.:

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

Open Administrative Files:

1117 Larch Road

1353 Balm Road

745 Elk Street

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #99/13.

Summer Village of Sunbreaker Cove

January 9, 2024

Information

Agenda Item: *CAO Report*

Background:

- The Lacombe Regional Emergency Management Partnership has suggested a 2024 tabletop exercise of a large-scale wildfire that would cause the evacuation of all of the summer villages. Administration will be participating in the required tabletop exercise sometime in 2024.
- Administration is meeting with Alberta Emergency Management on February 20 to complete our annual Community Emergency Management Program (CEMP) review.
- The SV preliminary audit took place January 17 – 18. The full audit will be taking place on February 8-9.
- CAO will be attending the Emerging Trends in Municipal Law conference hosted by Brownlee Law in Calgary on February 7-8.
- Administration met with CAREERS, a not-for-profit foundation to discuss and apply for potential additional funding for summer students.
- Administration is pursuing a potential strategy to obtain grant funding for the Land Use Bylaw rewrite.
- Recent low volumes in the wastewater system caused concern that there may have been a plug in the line. After flushing it was discovered that the low volumes were simply that, and no plug had occurred. However, it also brought to our attention the need to take over the scheduling of the main line flushing. Public Works is scheduling the 4 annual flushes with Pidherney's and we will be billing 3 of the 4 to Lacombe County as has been agreed to in our operating agreement. Public Works also continues to work on our emergency and operations plans to submit to Alberta Environment and Parks and will be obtaining the training to become a certified small systems operator.
- Administration is pursuing an in-person meeting with Gerry Heckel from Alberta Environment and Parks regarding the Boat and Mooring Disturbance Standards and potential upcoming changes to that document that will likely be coming prior to the next boating season.
- Attached are the CAO goals for 2024.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

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

Performance Appraisal Form

Name: Tanner Evans	Summer Village: Sunbreaker Cove	Position Title: CAO
Date of Review:		Present Job Since: November 2019
Check One: This is a <input type="checkbox"/> Self Review <input type="checkbox"/> Council Review <input type="checkbox"/> Combined Review		

Part 1 - MGA Primary Responsibilities:

Section 207

The chief administration office

- A. Is the administrative head of the municipality;*
- B. Ensures that the policies and programs of the municipality are implemented*
- C. Advises and informs the council on the operation and affairs of the municipality*
- D. Performs the duties and functions and exercises the powers assigned to the chief administrative officer by this and other enactments or assigned by council.*

Section 208

The chief administrative officer must ensure that:

- A. Minutes of each council meeting*
 - i. Are recorded in English language without note or comment*
 - ii. Include the names of the councilors present at the council meeting*
 - iii. Are given to council for adoption at a subsequent council meeting, and*
 - iv. Are recorded in the manner and to the extent required under section 230(6) when a public hearing is held*
- B. All bylaws, minutes of council meetings and other records and documents of the municipality are kept safe*
- C. The minister is sent a list of all the councilors and any other information the ministers requires within 5 days after the term of the councilors begins*
- D. The council is advised in written of its legislative responsibilities under this act*
- E. Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.*

Primary Responsibility Assessment

Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to Summer Villages.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Strengths:

Opportunities:

Part 2 – Goal Setting:

Describe specific goals within your scope of responsibilities that will lead to Council achieving its goals. Your goals must drive results and should be directly aligned with those of Council.

Your Individual Goals for this Calendar Year	How will the work be accomplished?	How will this work be measured?	What was actually achieved?
1. SBC Capital Plan	Items in capital plan are executed and constructed	Capital plan items are either complete by year end or significant progress has been made	
2. Public Works / Sewer compliance with AEP requirements	Continue work with JSC to address AEP deficiencies	Solution decided on and implemented, goal to be fully compliant in 2024	
3. Emergency Access Road	Coordinate and work with Lacombe County to construct emergency access road	Road complete	
4. Pier program rollout	Work with Council and AEP to complete boat and mooring / pier program	Finalize path forward with AEP and how to administrate program	
5. Land Use Bylaw rewrite	Should Council decide to move forward with LUB rewrite, work with consultants and public to get new bylaw in place	Significant work done on LUB with potential implementation in 2024 or 2025	

Goals Assessment

Referring back to your assessments in the results section of the goals above, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to the success of the Summer Village.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Part 3 – Key Leadership Competencies: To complete this section, please refer to the CAO Leadership Competency Model.

Thought Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency (Please provide Specific Examples)
Analyze Issues and Solve Problems	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Identify Improvements	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Results Leadership	Assessment (UC / BC / SC / OC / NR)				Demonstration of Competency
Establish Plans	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Execute Efficiently	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Show Initiative	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
People Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Solicit Support	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Communicate Effectively	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Relate Well to Others	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Select and Develop	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Personal Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Demonstrates Credibility	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Readily Adapt	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Leadership Competencies Assessment Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.					
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)		<input type="checkbox"/> Solid Contributor (SC)		<input type="checkbox"/> Outstanding Contributor (OC)
Does not demonstrate core competency behaviors at an acceptable level. Competency behavior demonstration is consistently below the basic level.	May demonstrate some competency behaviors at a solid level; however demonstration is inconsistent and/or majority of competencies are rated at the Basic level.		Consistently demonstrates competency behaviours required for the job. May demonstrate some competency behaviours at the Outstanding level; majority of competencies are rated at the Solid level.		Consistently demonstrates competency behaviors at an outstanding level. Demonstrates a unique set of behaviors that lead to superior results. Majority of competencies are rated at the Outstanding level.

Part 4 – Overall Performance Rating:

Overall Performance Assessment			
Council to select a rating that best describes your overall contribution by reviewing your demonstration and achievement of: <ul style="list-style-type: none"> The selected Key Leadership Competencies Performance Objectives / Goals 			
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance falls short of expectations in quality and/or quantity; requires excessive supervision and/or demonstrate behaviors fall short of expectations.	Has the necessary ability to handle the current job, meets some expectations but may require assistance to perform assignments. Demonstration of competency behaviors needs to be more consistent.	Is a competent performer and valued team player. Meets the objectives and expectations of the position and effectively demonstrates the competency behaviors required to drive performance.	Is willing to go the extra mile, exceeds in key objectives, exhibits strong competency behaviors; is a self starter that continually seeks ways to improve. Is mission oriented vs. job/task oriented.

Part 5 – Development Planning:

Development Objectives	How will this objective be accomplished?	How will you know when you've successfully achieved this objective?	What was actually achieved?
1. NACLAA (National Certificate of Local Authority Administration) level 2 complete	Online courses through University of Alberta	Courses complete	
2 CLGM (Certified Local Government Manager) designation through SLGM (Society of Local Government Managers) after completion of NACLAA level 2.	University of Alberta courses followed by SLGM application	CLGM designation aquired	

Part 6 – Signatures:

 CAO

 Mayor

 Council Member

 Date

 Date

 Date

Summer Village of Sunbreaker Cove

Finance

Request for Decision

Agenda Item: *Capital Budget*

Background:

Administration is providing a proposed capital project budget items for 2024 attached.

Options for Consideration:

That Council review and discuss the Capital Budget provided and to provide any necessary input and projects into the 2024 Capital Budget.

Administrative Recommendations:

- 1) That Council discuss and adopt the 2024 Capital Budget.

Authorities:

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.

	Capital Projects	Total 2024 Budget	
Expenses Anticipated			
	Stairs/platform options	10,000	
	Pathway improvements	16000	
	Land Use Bylaw Rewrite	35,000	
	DLO options for shoreline	25,000	
	Roads		
	Tree removal plan	15,000	
Total Expenses			
Revenue Anticipated			
	Reserve Land Improvement	70000	
	Reserve General Operating	31000	
	Reserve Roads		
Total Funding		\$	-
Amount Required from Taxation		\$	-

Summer Village of Sunbreaker Cove

February 12, 2024

Request for Decision

Agenda Item: *IDPC Terms of Reference*

Background:

On October 23, 2023, the Sylvan Lake Intermunicipal Development Plan Committee (SLIDPC) met for the first time. At their meeting the SLIDPC discussed their terms of reference (attached), and it was supported by all 8 municipalities.

Administration is bringing the terms of reference forward today and asking for a resolution by Council to adopt the Sylvan Lake Intermunicipal Development Plan Committee Terms of Reference as presented.

Options for Consideration:

- 1) Council to review and adopt the SLIDPC Terms of Reference.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to discuss and adopt the SLIDPC Terms of Reference.

Authorities:

MGA Section 3 Municipal Purposes

The purposes of a municipality are (b) to provide service, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality.

SYLVAN LAKE INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE**Terms of Reference – March 2023**

BACKGROUND

- 1) The Sylvan Lake IDP (SLIDP) is a collaborative effort of the eight municipalities surrounding Sylvan Lake. Sylvan Lake continues to attract considerable interest from people wishing to pursue a variety of residential and recreational developments. The SLIDP confirms the shared vision for the Plan Area to protect the environmental assets, ensure development supports the region and honors the diversity and uniqueness of the five summer villages, two counties, and one town.
- 2) The SLIDP has been developed based on the following shared values, which were used to create the SLIDP priorities and policies in the areas of land use, environment, recreation, infrastructure, and shared municipal services:
 - Collaboration and strengthening of relationships towards shared goals;
 - Maintaining a high quality of life for residents;
 - Protecting the environmental and watershed features, and recognizing interdependency in these efforts;
 - Respecting the autonomy of each municipality's decision making;
 - Sustainability – for some municipalities it is about sustainable growth, for others sustainability of the current form;
 - Efficiency through shared services;
 - Agricultural viability; and
 - Respective economic development for each partner.
- 3) These terms of reference describe the role of the Committee and its operation in detail.

PURPOSE

- 4) The purpose of the SLIDP is to collectively protect the environment and watersheds, enable appropriate development, and support the diversity of municipalities in the Plan Area. A number of objectives and policies were created in the SLIDP.
- 5) The purpose of the Intermunicipal Development Plan Committee (IDPC) is to meet annually or on an as needed basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise (Policy 10.2.7).
- 6) According to Policy 10.2.8 of the SLIDP, the mandate of the IDPC shall include the following:
 - Oversight for the implementation of the SLIDP's policies and required follow-up studies/plans/initiatives;
 - Monitoring the SLIDP's progress;
 - Reviewing any proposed amendments to the SLIDP;
 - Reviewing any proposed annexations;
 - Discussing any other joint SLIDP opportunities that may arise; and
 - Assisting with the resolution of disputes.
- 7) Table 4 of the SLIDP is the Implementation Matrix. This is an assessment of the priorities within the SLIDP for follow-up action. Each of these actions will require funding and resources that will need to be determined and confirmed through the municipal budget approval process. For collaborative projects to proceed, the IDPC will confirm which projects will be pursued in any given year. All prioritized projects (collaborative and individual municipal) will be subject to municipal budget approvals and development standards in the year of implementation.

COMMITTEE COMPOSITION AND QUORUM

- 8) The Sylvan Lake IDPC shall be comprised of one Elected Official and one non-voting administrative staff member from each of the Partner Municipalities (Policy 10.2.6).
- 9) Quorum shall be five (5) voting members of the Committee.
- 10) The Partner Municipalities may appoint alternate Elected Officials for the Committee. It is the responsibility of the Elected Official who is not able to attend a meeting and requesting the alternate to fill in for them to ensure the alternate is up to date prior to the meeting.
- 11) Representatives from each municipality will be selected by their Council at their organizational meeting.

CHAIR OF COMMITTEE

- 12) The Chair and Vice Chair will be determined by vote at the first meeting following the municipal elections.
- 13) The Committee Chair and Vice Chair positions shall be elected by the members of the Committee from amongst the Elected Officials, and unless otherwise determined by the Committee shall normally serve for a term of four years with the position rotating between the Partner Municipalities.
- 14) If the position of Chair is held by a representative from the Town or Counties, the Vice Chair must be held by a representative of a Summer Village; and vice versa.
- 15) Meetings can be called by the Chair or Vice Chair.

DECISION MAKING AUTHORITY

- 16) The Committee is a recommendation making committee that advises each Council.
- 17) The Committee members acknowledge and agree that any issue agreed to in Committee discussions is an agreement in principle that is subject to approval by all Partner Municipalities Councils.

COMMITTEE DECISION MAKING PROTOCOL

- 18) The Committee shall make decisions and recommendations on a majority consensus basis. Decisions and recommendations will be made by a vote of the represented municipalities. The Chair will endeavor to ensure that all interests and needs have been heard and understood prior to a vote.
- 19) Each municipality has an equal contribution to the decision-making system.
- 20) Collaborative discussions are the intent – focus is on the SLIDP as mutually beneficial overall and understanding that it is okay to recognize that key issues for some partners may not be important or applicable to other partners. The general question will be whether the partners can live with the decisions and support the implementation even if they aren't fully in support of some elements.
- 21) It is recognized that individual municipal representatives may have to confer with their respective Councils and Administration from time to time before a decision can be reached. Opportunities for such consultations will be provided when requested by a Committee member with the understanding that they will be prepared to return for a discussion within 30 days. In the event that part or all of a recommendation is not supported by all members of the Committee, the rationale for the minority view will be communicated along with the recommendation.
- 22) Dispute resolution will take place as outlined in the SLIDP (Policies 10.2.32 – 10.2.34, Table 3 and Figure 5).

REPORTING TO COUNCILS

- 23) Committee members may report back to their respective Councils during in-camera meetings on condition that the content matter of the updates is not disclosed to the public or others by Council, individual Council members, municipal staff or any other person receiving the update.
- 24) Recommendations to individual Councils will occur when the Committee members have consensus on the advice, they wish to provide on a given issue. This may include:
- a) Recommendations on options for proceeding;
 - b) Recommendations on further review and discussion of a topic;
 - c) Advising no agreed upon recommendations have been reached in the allotted timeframe where a timeframe has been specified; or
 - d) Advising on moving to the Dispute Resolution process to resolve an issue where the Committee could not reach consensus.
- 25) The Committee's recommendations may be delivered to Councils by:
- a) A joint Council meeting;
 - b) A joint presentation to individual Councils;
 - c) A joint written submission agreed to by the Committee for delivery to individual Councils; or
 - d) A combination of the above.

RESPECTFUL DISCUSSION AND BEHAVIOUR

- 26) To build trust and foster open, honest, and effective discussion, Committee members agree to engage in respectful behavior at all times. As needed, any Committee member may call for a "time out" to address any lapse in decorum.

FREEDOM TO SPEAK, CONFIDENTIALITY, AND WITHOUT PREJUDICE DISCUSSIONS

- 27) Discussions of the Committee are to be kept confidential except:
- a) Where sharing information is necessary to keep Councils and municipal staff informed;
 - b) Information that the Committee has agreed to release to the public and is in the public domain;
 - c) When required to be shared with an outside party or consultant working with the Committee.
- 28) Committee members agree that all discussions are made "without prejudice" and cannot be used as evidence or information in any other process or proceeding without the express written agreement of the Committee.

CAUCUSING

- 29) The partner municipality members of the Committee agree that caucusing may be used as needed during the course of any Committee meeting.
- 30) Caucuses will be time limited, and the outcome will be shared with the entire Committee once the Committee has reconvened.

COMMUNICATION WITH THE PUBLIC AND THE MEDIA

- 31) Officially the Chair of the SLIDP will be responsible for communications on the activities of this committee and will sign any correspondence on behalf of the Committee.
- 32) Any consultation, communication or sharing of information with the public will be done jointly.

- 33) The Partner Municipalities may prepare and distribute joint media releases as deemed necessary by the Committee.
- 34) Any member is able to communicate the decision from the Committee to media and other interested parties if they fairly represent the decision.

ADMINISTRATIVE SUPPORT AND RECORD KEEPING

- 35) The municipality of the Chair will provide administrative support for agenda preparation, distribution of materials, meeting arrangements and record keeping.
- 36) After every Committee meeting confidential meeting notes will be prepared and distributed and these notes will summarize the Committee's discussion.
- 37) The Chair will summarize the consensus achieved, outstanding points of discussion, or agreed upon follow up actions at each meeting.
- 38) The recording secretary will record the meeting notes and the Chair will distribute them within 10 working days of the meeting.
- 39) Meeting notes will be reviewed at the start of each Committee meeting.
- 40) The Chair will create the agenda for each Committee meeting and the agenda and supporting materials will be distributed at least seven days prior to the meeting.

RESOURCES

- 41) The Committee will be given the authority to call upon any municipal resources or subject matter experts to support any decision-making activity and this will be supported by the members subject to sufficient budgetary approval to do so.
- 42) The IDPC shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities. The TAT will meet as needed. In fulfilling their responsibility to advise the IDPC, members of the TAT will first seek to obtain consensus on all recommendations put forth. It is not expected that members of the TAT will resolve all differences of opinion before forwarding a recommendation to the IDPC. In the event that part or all of a recommendation is not supported by all members of the TAT the rationale for the minority view will be communicated along with the recommendation.

REVIEW

- 43) A review of the Terms of Reference will occur every 4 years post-election.

ACCEPTANCE AND AGREEMENT TO ABIDE BY TERMS OF REFERENCE

LACOMBE COUNTY

Per: _____

Reeve

Per: _____

County Manager

Date: _____

RED DEER COUNTY

Per: _____

Mayor

Per: _____

County Manager

Date: _____

SUMMER VILLAGE OF BIRCHCLIFF

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF HALF MOON BAY

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF JARVIS BAY

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF NORGLNWOLD

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF SUNBREAKER COVE

Per: _____
Mayor

Date: _____

Per: _____
Chief Administrative Officer

Date: _____

TOWN OF SYLVAN LAKE

Per: _____
Mayor

Per: _____
Chief Administrative Officer

Date: _____

Summer Village of Sunbreaker Cove

February 12, 2024

Request for Decision

Agenda Item: *Ambulatory Care Health Foundation*

Background:

Administration has received a request from Susan Samson, Chair of the Sylvan Lake and Area Urgent Care Committee, looking for the Summer Villages to support the forming of the Sylvan Lake and Area Health Foundation.

The purpose of the foundation would replace functions performed by the Stettler Health Foundation on behalf of the Urgent Care Committee and allow the foundation to solicit and receive gifts for the benefit of the Sylvan Lake Advanced Ambulatory Care Service.

Please see attached letter from Chair Samson along with the 2023 Year in Review for the Sylvan Lake and Area Urgent Care Committee.

Options for Consideration:

- 1) Council support the forming of the Sylvan Lake and Area Health Foundation.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council support the forming of the Sylvan Lake and Area Health Foundation.

Authorities:

MGA Section 3 Municipal Purposes

The purposes of a municipality are (b) to provide service, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality.

Good Morning Mayors of the Sylvan Lake Summer Villages,

We would like to provide you with a brief update on the Sylvan Lake Advanced Ambulatory Care Service (AACS) and outline our plan to form a Health Foundation.

The AACS has been operational since 2018 and sees between 13,000 - 18,000 patients annually for the treatment of non-life threatening injuries. AACS is open 7 days a week, from 7:30am-10:00pm and is staffed by nurses and a medical doctor. Patients at the AACS come from the surrounding rural area but also visitors to our area and residents from Red Deer. Our most pressing concern is the shortage of doctors to cover the shifts at AACS and we have formed a separate committee, Sylvan Lake Health Professional Healthcare Attraction and Retention Committee (SLhPARC) to address this problem. In 2023, working closely with Alberta Health Services (AHS) this committee (SLhPARC) has attracted 5 international doctors and their families to relocate to Sylvan Lake and join family medicine clinics including working at AACS.

The Sylvan Lake and Area Urgent Care Committee (UCC) has been functioning since 2010. Our current main role is fundraising to support the needs of the AACS. These needs include purchasing medical equipment, additional training for doctors working at AACS and funding the SLhPARC committee. The UCC is a well recognized and respected fundraiser and we have been able to cover the above mentioned needs while still maintaining a healthy bank balance.

The immediate goal of the UCC is to form Sylvan Lake and Area Health Foundation. The overarching purpose of the health foundation is to be able to solicit and receive gifts, financial or otherwise for the benefit of the AACS. The Health Foundation would have its own board of directors including one seat for AHS. All donations would be eligible for a charitable receipt. These functions are currently performed on our behalf by the Stettler Health Foundation and we have outgrown their accounting service.

We are in the process of working with AHS to attract a board of qualified directors and to develop bylaws. We would like to include in the foundation bylaws identification of the communities and areas that have supported AACS over this past 13 year journey. Being identified as a health foundation would allow us to recognize the large area that AACS serves and provide rural residents the opportunity to donate to their local healthcare facilities that do not currently have their own health foundation. When a donation is made, the Foundation and Alberta Health Services will work closely together to direct those funds toward healthcare needs in the facility the donor wishes to support. The Foundation will manage tax receipting for any donations that are received.

The question we are asking is whether there is interest for the Sylvan Lake Summer Villages to be identified in the Sylvan Lake and Area Health Foundation? I can answer

further questions by email or if you would prefer me to answer any questions in person, I am available to do that as well. We look forward to your response.

Sincerely,
Susan Samson
Chair
Urgent Care Committee
Sylvan Lake and Area

2023 Year in Review Sylvan Lake and Area Urgent Care Committee

Since opening in June 2018, the Sylvan Lake Advanced Ambulatory Care Service (AACS) has been providing diagnosis and treatment for non-life-threatening injuries and illnesses for residents and visitors of Sylvan Lake. AACS continues to see high volumes of patients with 18,386 patients using this service in 2023. The Urgent Care Committee is a group of 11 volunteers who raise money to support the operations of the AACS. The following is an overview of the activities of the committee in 2023.

Medical Equipment Purchases

In 2023, an Oxygen Concentrator valued at \$2,467.00 and a Broselow Cart valued at \$3,500.00 were purchased and are in place at the AACS. Equipment or services are purchased as required to support the AACS and its staff in delivering healthcare.

Fundraising

Tim Hortons Smile Cookie

A major fundraising effort is the Tim Horton's Smile Cookie Campaign that took place in May 2023. During this week-long campaign, cookies were sold to Tim Horton's patrons and local business. The success of this campaign is credited to over 100 volunteers from the community, local businesses, fire, RCMP, Town Bylaw, local youth, service clubs and elected officials who spent a total of 48 hours in the drive-thru promoting the sale of cookies. The cookie sale raised \$18,146.66 for the future purchase of medical equipment for AACS.

Smile Cookie will continue in May 2024 and we are currently seeking volunteers for both cookie sales on site at Tim Hortons, cookie decorators during the campaign. Or if you have a flair for details, we would love to have you join us for the organization of the volunteers and hands on management during the week of cookie sales. Email Susan Samson susamson56@gmail.com

Golf Tournament

The Sylvan Lake and District Lion's Club Golf Tournament held in July 2023 was another resounding success. Started in 2015, the tournament continues to attract golfers to Meadowlands Golf Course to enjoy the game, camaraderie, food and support local community causes. In 2023 the tournament donated to the Urgent Care Committee and to the newly formed Lions Seniors Independent Affordable Housing Project. In 2024 the tournament will be held on July 5th. For further information contact: Klaas Van Veller kandmvanveller@yahoo.com

AHS 50/50

AHS employees have a 50/50 payroll raffle where employees choose a facility they would like the 50/50 proceeds to be directed to. In 2023 \$21,688.01 was directed to be sent to the Urgent Care Committee for the future purchase of equipment at the AACS. Another great reason to thank a healthcare employee!

Donations

Urgent Care regularly receives donations directed to the operations and equipment purchases to enhance and support AACS. Each donation received receives a CRA tax receipt that can be used as a deduction on your income tax. Donations can be made out to and mailed to:

Urgent Care Committee, Box 8985, Sylvan Lake, AB, T4S 1S6

Nurse practitioners added to Sylvan Lake ambulatory care service

Two nurse practitioners have been added to the care team at the Sylvan Lake Advanced Ambulatory Care Service, as part of ongoing efforts to support the health and wellness of community residents.

The nurse practitioners are working alongside nursing staff to provide care and support to residents in much the same way as physicians now do. Nurse practitioners are registered nurses with advanced

knowledge and skills who can provide health promotion and primary care through the diagnosis and treatment of acute illnesses and chronic conditions.

In a community-based setting, such as this advanced ambulatory care service, they will perform comprehensive assessment and diagnosis (including the ordering and interpretation of tests), prescribe medications, and provide specialist referrals for patients of all ages.

Sylvan Lake and Area Health Foundation

The UCC is taking steps to form a Health Foundation. The overarching purpose of the health foundation is to be able to solicit and receive gifts, financial or otherwise for the benefit of the AACS. The Health Foundation would have its own board of directors including one seat for AHS. All donations would be eligible for a charitable receipt. These functions are currently performed on our behalf by the Stettler Health Foundation and we have outgrown their accounting service.

If you are interested in applying to be a director on the Sylvan Lake and Area Health Foundation, please contact Susan Samson. Susamson56@gmail.com

Sylvan Lake Health Professional Attraction and Retention Committee or SLhPARC

SLhPARC was formed in 2023 and the committee's purpose is to recruit and retain healthcare professionals in our community. SLhPARC was funded by a generous anonymous donation and one-time matching funds from the Urgent Care Committee. New family doctors relocating to Sylvan Lake will help insure that AACS is open 7 days a week from 7:30am-10:00pm. To date, SLhPARC, working closely with AHS has attracted 5 International Medical Graduates to Sylvan Lake. Of the 5 doctors, 3 are currently practising in Sylvan Lake medical clinics and all the new doctors are contracted to work at AACS. This will help reduce the staffing pressures experienced at AACS.

On behalf of the volunteer Urgent Care Committee, we would like to thank Sylvan Lake and Area for your continued support. If you would like further information or would like to get involved, please reach out to us.

Susan Samson
Chair
Urgent Care Committee
Sylvan Lake and Area

Summer Village of Sunbreaker Cove

February 12, 2024

Request for Decision

Agenda Item: *Commissionaires*

Background:

Administration had a conversation with Lacombe County regarding the commissionaires at the boat launch this summer and the potential reduction of hours. The County continues to monitor the parking issues at the boat launch with it's paid parking program, and they have noticed lower traffic volumes at both the SBC launch and Sandy Point.

While the County will continue to employ their own commissionaires to ensure compliance with the parking program, they feel it would be appropriate to bring the shared commissionaire initiative to a close. Should SBC desire to continue the use of commissionaires for our own enforcement purposes, we would need to enter into an arrangement with them directly.

The Summer Village administration will be moving to a Community Peace Officer program this year which will allow us to have an officer on duty during busy weekends. It may be that through that program and the County's paid parking and paid boat launch program, and other factors such as the launch opening in the Town of Sylvan Lake, that the commissionaires are no longer needed.

Options for Consideration:

- 1) Council to request administration to hire commisionaires to monitor help with boat launch congestion in the summer months.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to accept as information.

Authorities:

MGA Section 3 Municipal Purposes

The purposes of a municipality are (b) to provide service, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality.

Summer Village of Sunbreaker Cove

February 12, 2024

Planning and Development

Request for decision

Agenda Item: *Encroachment Agreement Request*

Background:

The following property is requesting to be entered into an Encroachment Agreement, and requires Council approval:

1213 Pine Road

Encroaching landing, steps and deck onto the Environmental Open Space.
(Reserve - R)

In 2023 administration received a real property report for the property as construction of the residence was completed. It was noted in a certificate of compliance that the south edge retaining wall, landing, steps and deck are encroaching and an encroachment agreement is required. There is no previous correspondence in the files for these encroachments.

In addition to the existing encroachment requests, during the new development of this property the homeowner has constructed a gravel pad onto the road right-of-way for additional parking and has asked that this be included in this request.

Encroachment Policy & extent of the encroachment attached.

Options for Consideration:

1. Approve the encroachment agreement for a 5 year term.
2. Deny granting an agreement and administration to notify residents that encroachments shall be removed within 30 days of letter.

Administrative Recommendations:

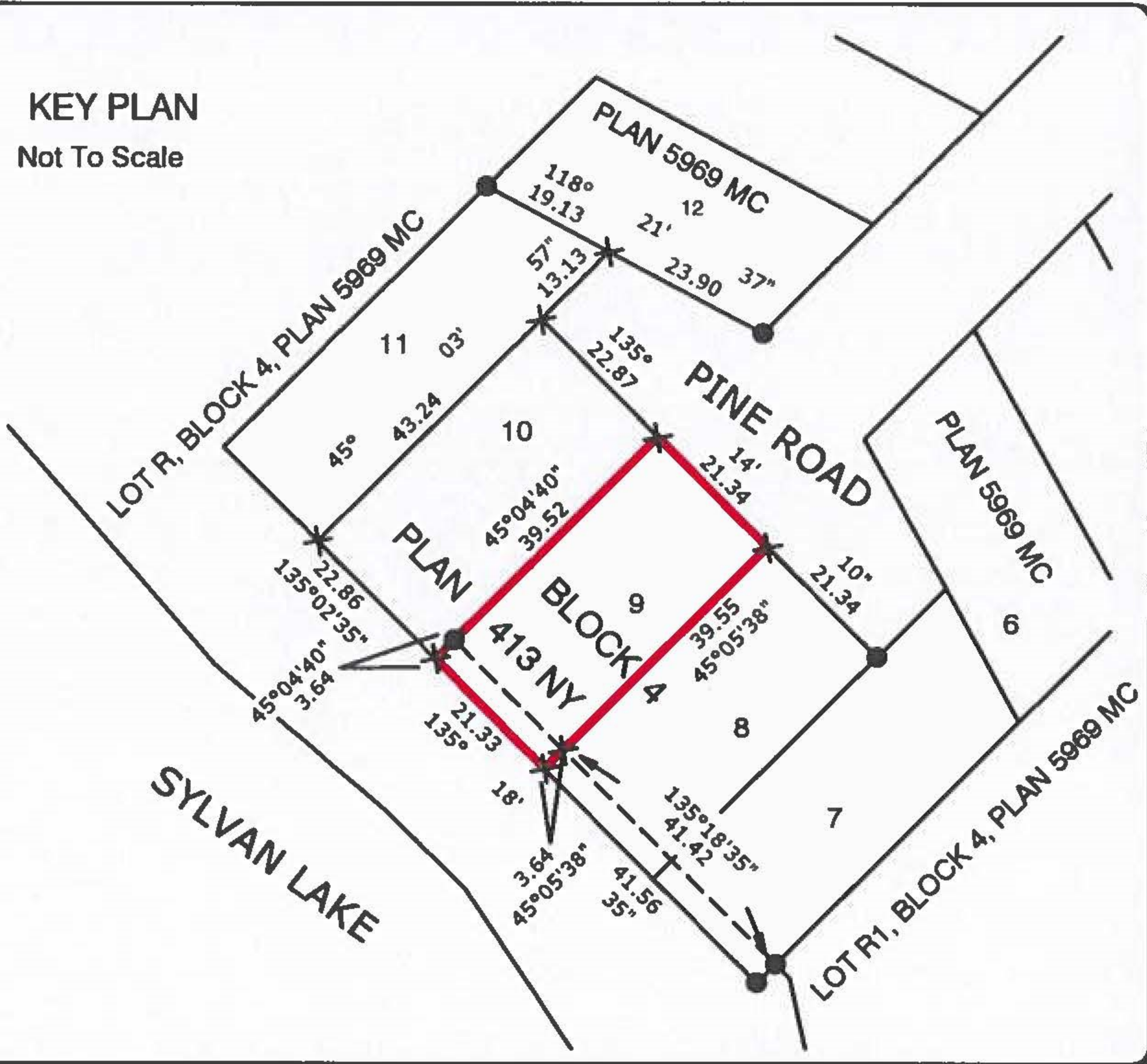
Council to provide administration direction.

Authorities:

Encroachment Policy – SBC-22-144

KEY PLAN

Not To Scale



LOT 10

LOT 9
BLOCK 4
PLAN 413 NY

LOT 8

LOT R
BLOCK 4
PLAN 5969 MC

SYLVAN LAKE

EDGE OF WATER
AUGUST 4, 2022

Boat Lift-3.0x3.33

This document is not valid unless it bears the original
Signature or digital Signature of an Alberta Land Surveyor
and a Permit Stamp

Alberta Land Surveyor's Real Property Report

CLIENT: LARKAUN HOMES

LEGAL DESCRIPTION:

Lot : 9
Block : 4
Plan : 413 NY

Civic Address: 1213 PINE ROAD
Municipality: S.V. OF SUNBREAKER COVE, ALBERTA

LEGEND & NOTES:

Statutory iron posts found are shown thus ●
Temporary point established shown thus X

Power Poles found shown thus ● PP
O/H power lines are shown thus — OHP —
Septic Lids are shown thus ●
Utility Pedestals are shown thus ●
Eaves are shown thus —

Eaves are measured to line of fascia, unless otherwise specified.
Unless otherwise specified, the clearances shown are to siding,
measured perpendicularly from the property boundaries.
All Fd.I.'s are within 0.10 of ground level except where noted
otherwise.
Distances are in metres and decimals thereof.
Bearings are grid and derived from GNSS surveys.
Structures deemed permanent shaded thus
Property boundaries for subject property shown thus

TITLE INFORMATION:

Title Number: 182 289 576
Searched on the date of: JUNE 12, 2023
Property is subject to :
232 013 080 - MORTGAGE-ROYAL BANK OF CANADA
232 013 171 - UTILITY R/W
- GULL LAKE DEER CREEK GAS CO-OP LTD.

CERTIFICATION:

I hereby certify that this Real Property Report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Alberta Land Surveyors' Association's Manual of Standard Practice and supplements thereto. Accordingly, within those standards and as of date of this Real Property Report, I am of the opinion that:

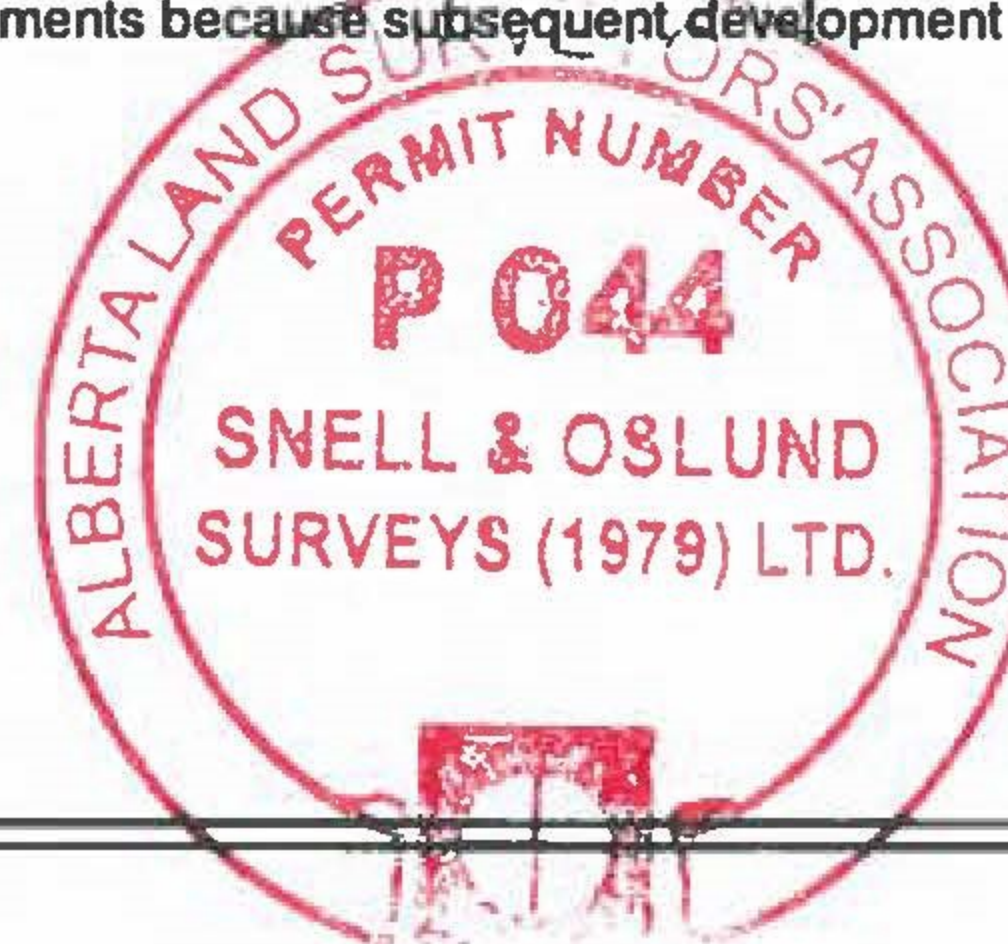
- the plan illustrates the boundaries of the Property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, and registered easements and rights-of-way affecting the extent of the title to the Property;
- the improvements are entirely within the boundaries of the Property unless shown otherwise;
- no visible encroachments exist on the Property from any improvements situated on an adjoining property unless shown otherwise;
- no visible encroachments exist on registered easements or rights-of-way or other registered instruments affecting the extent of Property unless shown otherwise.

PURPOSE: We (I) have performed this survey and prepared this Report for the benefit of only: the land owner, subsequent owners and any of their agents. Copying is permitted only for the benefit of those parties.
Where applicable, the registered easements, utility rights-of-way and other registered instruments affecting the extent of the property have been shown.
Unless otherwise shown, property corner markers have not been placed during the survey for this Report.
This Report should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user.
The information shown on this report reflects the status of this property as of "date of survey" only.
Users are encouraged to have the Real Property Report updated for future requirements because subsequent development changes on the property will not be reflected on the Report.

Dated at Red Deer, Alberta

August 24, 2023

CHAD VANDENBRINK, A.L.S.
(Copyright Reserved)



Date Of Survey : MARCH 10, 2018 - AUGUST 22, 2023

Scale = 1 : 300

Drawn By: F

Job No. 39132 RPR

Checked By: ZG/CV

Snell & Oslund
Surveys (1979) Ltd.
RED DEER, ALBERTA
PH: (403) 342-1255 2023 ©







F-3-A





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

PURPOSE:

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

POLICY STATEMENT:

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

DEFINITIONS:

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

“development” means:

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

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

GENERAL:

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

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

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

Summer Village of Sunbreaker Cove

February 12, 2024

Council Reports

Information Item

Council Reports:

Mayor Willmon

Deputy Mayor Kimball

Councillor Beets

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

Joint Services Committee Minutes

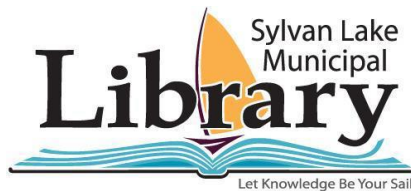
- August 17, 2023
- October 13, 2023
- October 18, 2023

Correspondence:

- Minister of Environment & Protected Areas
- Alberta Lake Management Society (ALMS)
- Association of Summer Villages of Alberta (ASVA) LGFF Briefing

Upcoming Meetings:

Next Council Meeting – March 11, 2024



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JANUARY 10, 2024 – 6:30PM

1. Audit

The Board reviewed three proposals from companies who perform audits. At this time the library will strive to continue their relationship with BDO for the 2023 library audit.

2. Treasurer's Report

The Treasurer's report was approved as presented.

3. Director's Report

The Director's Report was approved as presented.

The Director is working with the staff to create an action plan for achieving the Plan of Service. Some examples from this action plan would include collaborating with community groups or organizations to offer workshops or programs, establishing space for independent computer use, and ensuring the lending materials remain current with ongoing purchases made for each collection.

4. Programming Report

Prior to the holidays several interesting programs and events were held at the library. Some of these included the Schizophrenia Society of Alberta offering a community education presentation covering the stigmas and misconceptions about Schizophrenia, two "Come Write In" events where the doors were opened to people who wanted a quiet place to work, a wonderful photographic tour of time spent in Svalbard by Myrna Pearman, a drop in "Letters to Santa" event where children could write letters and have them mailed to the North Pole, "Winter Wonderland" celebration of many cultures and the wrap up of the Junior Book Club complete with a pizza party sponsored by JD Law. Continuing this year will be free legal clinics put on by JD Law, to find out dates and times please check out the events page:

<https://prl.ab.ca/events?startDate=11%2F13%2F2023>

The Film society will have its first showing of the year on January 29 at Landmark Cinemas featuring "Who's Yer Father?" starting Chris Locke, Susan Kent, and Jess Salgueiro. Films screen the last Monday of the month in January, February, March, April, September, and October with doors opening at 6:00pm and the film starting at 7:00pm. Tickets are \$10 + GST and season passes are \$50 + GST (you get one film free); they

are available at the library for presale or at the theatre on the night of the film. Please note only cash can be accepted at the door for ticket sales.

5. Policy

The Personnel Committee Policy was passed at this meeting.

The Personnel Policy was discussed at this meeting and will be brought back with the suggested amendments for decision at the February meeting.

Meeting adjourned at 8:41pm.

Next Regular Meeting – February 14, 2024, at 6:30pm.



Parkland Update

Thursday, December 14, 2023

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

Stay up to date by visiting our [support site](#).



The Last Parkland Update of 2023!

Wishing you all the best for the Holidays and New Year! The Parkland Update Team will be taking a break for the holidays. Update emails will resume on January 25, 2024.

Parkland Headquarters will be closed from December 25 - January 1. We will re-open on January 2nd.

New Kits Coming Soon!



Parkland Staff have been working hard to create new book club kits for member libraries to borrow for programming. They will be available before the New Year and can be booked on the [booking form on the support site](#).

Staff Training Academy

Did you know Parkland has a [staff training academy](#)? We have all sorts of topics and courses catered to help library staff and board members learn and improve skills.

LIBRARY NEWS

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

Home Bookshelves Article

The Globe and Mail readers love their books, and by extension, their bookshelves. They solicited information from their readers about organization, book hierarchy, and the joys of a home filled with books. [Read the full article here!](#)

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Libraries Foster Social Connection Webinar

January 4

1pm

Libraries can play a vital role in building social cohesion and promoting community resilience, especially in challenging times. The epidemic of loneliness and isolation brings even greater urgency to the need for us to connect. [This engaging session](#) will explore ways to intentionally design for social connection in library services and programs, from passive to hosted.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#)
[Subscribe to this update email](#)



Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

Parkland Update

Thursday, January 25, 2024

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

Stay up to date by visiting our [support site](#).

Welcome Back, Olya!

Olya has returned from her maternity leave and we are excited to welcome her back to Parkland! Library staff can view the Consulting Cohorts document in the Q drive to find out who their Consultant Librarian is.

New Book Clubs Kits Available



New book club kids are ready!

- *The First Rule of Punk* by Celia C. Pérez (8+ yrs)
- *Shine!* by J.J. & Chris Grabenstein (8+ yrs)

- *The Unicorn Rescue Society* by Adam Gidwitz (8+ yrs)
- *Grown* by Tiffany D. Jackson (Teen)
- *Tilly and the Crazy Eights* by Monique Gray Smith (Teen)

Reserve a kit for your book club program via the [booking form on the support site](#).

Parkland's Annual Report Workshop In Action



Parkland's 2023 Annual Report Workshop was held on January 22nd and it was a success. Attendees were able to work on the Annual Report for their library with PRLS staff handy to answer questions. Thank you to everyone who attended!

Professional Development Magazines Available to Borrow

Parkland receives several magazine subscriptions related to libraries. These magazines have been catalogued and are now available for library staff to borrow. Pick your next coffee break read from the list below!

[American](#)

[Libraries](#)

Booklist (also	available	through	Libby!)
Library			Journal
Public			Libraries
School	Library		Journal

LIBRARY NEWS

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

Southern Alberta Library Conference - Registration Open

The 15th annual [Southern Alberta Library Conference](#) will be held on Friday, April 26th in Lethbridge and is now open for [registration](#). The conference is themed "Navigating the Currents of Change," and explores how changes in today's fast-paced society affect libraries.

Public Library Grant for Skill Development in Rural Alberta

Public library boards serving populations of 20,000 or less could be eligible for one-time project funding to build capacity and skills for work, learning, digital literacy, and support for new Canadians. [Applications](#) are accepted until Friday, February 2nd, 2024.

2024 Alberta Book Publishing Awards

The [2024 Alberta Book Publishing Awards](#) are now open for submissions! The submission period will close on February 28, 2024. The winners of the 2024 Alberta Book Publishing Awards will be announced at an awards gala, scheduled for September 24, 2024 at the Varscona Theatre in Edmonton.

Libby Book Awards

OverDrive has announced the finalists for the 1st annual Libby Book Awards! [Vote for your favorite Book](#) of the Year in a variety of categories. Published in the past 12 months, finalists were nominated by OverDrive's Digital Content librarians—and will be voted on only by librarians and library staff.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Graphic Novels 101** February 5 at 10am - Virtual meeting
- **Friends of the Library Training** February 8 at 1pm - Virtual meeting

If you would like to RSVP or find out more information about these training opportunities, please contact libraryservices@prlab.ca. To watch past training sessions, visit [Niche Academy](#).

Building Authentic Relationships with Underserved Communities Webinar

January 30

12pm

[This webinar](#) will help you develop a plan for identifying, reaching, and building relationships with communities experiencing oppression.

Alberta Law Libraries Information Webinar

February 15

12pm

[Alberta Law Libraries](#) connects Albertans with reliable sources of legal information. [This webinar](#) introduces you to their system, highlights the most useful internal and open-access legal resources and websites, and explores ways of collaboration.

Trauma-Informed Librarianship: Centering Relationships and Care Course

April 11-25

Join Library Journal online and gain the knowledge and tools needed to create a

library environment that fosters healing, resilience, and empowerment. In [this course](#), you'll complete assignments over 3+ weeks in an interactive online classroom environment with personal coaching from an expert in the field. \$262 USD

G-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
August 17, 2023

IN ATTENDANCE Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER The Meeting was called to order at 9:04 a.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-23-26 MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

MINUTES MOVED by Jon Johnston to accept the April 27, 2023 JSC minutes as presented.

CARRIED

INFORMATION ITEMS

- 1) Q2 Financials
- 2) Structure of Joint Services
- 3) Review of JSC Agreement
- 4) Intermunicipal Planning Commission and ISDAB

REQUESTS FOR DECISION

- 1) Bylaw Enforcement Officer
- 2) Statutory Holidays
- 3) Procurement and Expenditures Policy

JSC-23-27 MOVED by Chair Dufresne that the JSC move to a closed session at 10:26 a.m.

CARRIED

JSC returned from a closed session at 1:08 p.m. The following motions were made by the chair:

JSC-23-28 The JSC agreement will be updated to include a section regarding the HR subcommittee.

CARRIED

G-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
August 17, 2023

JSC-23-29 Each individual council will discuss the IMPC and ISDAB and bring comments back to the JSC for discussion.

CARRIED

JSC-23-30 The JSC approves the purchase of an AFRRCS radio for the Bylaw Enforcement Officer. The scope of work discussion regarding the Community Peace Officer designation and potential structure will be discussed at the January JSC meeting.

CARRIED

JSC-23-31 The JSC approves the addition of Truth and Reconciliation Day as a Statutory Holiday in the Personnel Policy.

CARRIED

JSC-23-32 The Procurement and Expenditures Policy is to be amended as recommended by the JSC and brought forward to each individual council for adoption.

CARRIED

ROUND TABLE

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

ADJOURNMENT

JSC-23-33 Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 2:01 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

G-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
October 18, 2023

IN ATTENDANCE Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER The Meeting was called to order at 9:00 a.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-23-38 MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

REQUESTS FOR DECISION

1) 2024 Budget Discussion

JSC-23-39 MOVED by Chair Dufresne that the JSC move to a closed session at 9:43 a.m.

CARRIED

JSC returned from a closed session at 11:03 a.m. The following motions were made by the chair:

JSC-23-40 The JSC to adopt the budget as presented. In future years the JSC requests a line item to split out the “payroll burden” of pension payments and benefits, and another line item to separate I.T. software from other I.T. costs. JSC also requests the year over year changes to the budget be shown as a percentage in a separate column.

CARRIED

JSC-23-41 At the January JSC, Administration to explain what makes up the \$35k I.T. budget and the travel and training line items.

CARRIED

Joint Service Committee **G-1,2,3,4**
Regular Meeting Minutes
October 18, 2023

ROUND TABLE

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

ADJOURNMENT

JSC-23-42

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:04 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

G-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
October 13, 2023

IN ATTENDANCE Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER The Meeting was called to order at 9:05 a.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-23-33 MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

REQUESTS FOR DECISION

- 1) 3rd Quarter Financial Review and 2024 Budget Discussion
- 2) CAO Review

JSC-23-34 MOVED by Chair Dufresne that the JSC break at 10:15 a.m.

CARRIED

JSC Resumed at 10:40 a.m.

JSC-23-35 MOVED by Chair Dufresne that the JSC go into a closed session at 11:05 a.m.

CARRIED

JSC returned from a closed session at 12:34 p.m. The following motions were made by the chair:

JSC-23-36 The 2024 budget discussion will be tabled until amendments can be made and brought forward to a JSC meeting to take place on October 18, 2023.

CARRIED

Joint Service Committee **G-1,2,3,4**
Regular Meeting Minutes
October 13, 2023

ADJOURNMENT

JSC-23-37

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:38 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas



Happy New Year from the team at ALMS!

We hope you had a relaxing Christmas season, had a chance to spend time with friends and family, and are heading into the new year feeling refreshed!

We've hit the ground running since being back at the office, with our winter programs finally taking off!



Our winter season is in full swing!

There has been so much interest in the Winter LakeKeepers Program since our lakes have *(finally)* frozen over late December.

If you would like to learn more about the program and find out how to volunteer, please check out our website below:



We're Hiring!

Applications are now open for our summer positions!

ALMS is looking for energetic, organized individuals to fill our seasonal LakeWatch and Recreational Water Technician vacancies.

Interested in finding out more and applying?
You can find the job postings to each position [HERE!](#)

Know someone that would be the perfect fit?
Please share all the details with them!

Applications will be accepted until **February 16, 2024 at midnight.**



LakeWatch Volunteer Callout

Calling all lake stewards!

Are you interested in volunteering with ALMS this coming summer with our LakeWatch Program? We're looking for volunteers to take us out on their watercraft to sample their lakes!

Please reach out to programs@alms.ca with your lake of interest, or reply to this email.



From: MIKE PASHAK <mike.pashak@shaw.ca>
Sent: Monday, January 15, 2024 11:16 AM
To: Mike Pashak <mike.pashak@shaw.ca>
Cc: Kathy Krawchuk ASVA, Executive Director <execdirector@asva.ca>
Subject: Follow Up: ASVA Briefing Note - LGFF Base Fund Issues

Good Morning CAOs,
Hope everyone is staying warm.

As promised in our original email on LGFF Base Funding, the ASVA has put together a briefing note on the issue. Please share with your Councils as it will provide speaking points and additional background on the issue. This could be beneficial if your Councils have an opportunity to interact with their local MLA, Alberta Cabinet Ministers, or other municipal elected officials.

We continue to work with Municipal Affairs to gain better understanding on the LGFF Program guidelines in the following areas:

- Clause 5a - time limits to use allocated funds
- Clause 8g - maximum project commitment limit
- Borrowing Costs
- Section 12 - project eligibility restrictions and, in particular, the two new measures introduced in that section.

Regards,
Mike Pashak
President, ASVA
(403) 620-1543

From: ASVA Exec Director <summervillages@gmail.com>
Sent: Wednesday, January 3, 2024 3:15 PM
To: Kathy Krawchuk (execdirector@asva.ca) <execdirector@asva.ca>
Cc: Mike Pashak <mike.pashak@shaw.ca>
Subject: ASVA response to Minister McIver Re: LGFF Capital Allocation Formula

Good afternoon,

Please see the email message below from ASVA's President, Mike Pashak, thank you.

Dear Members,

Happy New Year. Hope everyone enjoyed their Christmas season and the great winter weather we are having.

Attached you will find a letter to Minister McIver outlining the ASVA's concerns with the LGFF Capital Allocation formula and more specifically Base funding. Please share this information with all of your Council before January 12, which is 5 days before the ABmunis LGFF Town Hall. We will keep you up-to-date on any response we receive from the Minister's office. The ASVA is currently putting together speaking points and background information on the points made in the letter to the Minister for your use as needed. Our goal is to share that information with you in the next week or so.

The LGFF Capital Allocation program also introduced some new rules and changes from the old MSI program. In our initial review of the guidelines, we identified the following areas as possible concerns for Summer Villages:

- > **Clause 5a.** Funds are still able to be carried forward for five years. However, time extensions will no longer be permitted and any unspent amount will be reduced from future LGFF allocations
- > **Section 6.** Although not new this section may become more important as Summer Villages determine how Section 12 - Project Eligibility Restrictions may impact them.
- > **Section 7** discusses Asset Management planning and the need for a municipality to answer whether they have one or not.
- > **Clause 8g, Maximum Project Commitment Limit.** The ASVA is working with Municipal Affairs to understand how this and borrowing clauses might impact Summer Villages. We will provide updates as the information comes to us.
- > **Section 12, Project Eligibility Restrictions.** Two new measures are introduced that could impact the amount of LGFF received. This section also discusses core infrastructure, asset condition assessment, and asset management plan. It discusses the interplay between those items and eligibility restrictions.

There is still lots of work to do to fully understand the new LGFF program and the ASVA will continue to help Members through the process. If you have any specific areas that you would like ASVA to focus on, please send them to me and the Executive Director.

Regards,

Mike Pashak
President
Association of Summer Villages of Alberta
(403) 620-1543
mike.pashak@shaw.ca

Kathy Krawchuk
Executive Director
Association of Summer Villages of Alberta
780-236-5456
execdirector@asva.ca
www.asva.ca