

SUMMER VILLAGE OF SUNSET BEACH

January 12, 2026
Via Zoom Videoconferencing
10:00 am

AGENDA

CALL TO ORDER

ADOPTION OF AGENDA

Additions or Deletions

APPROVAL OF MINUTES

Regular Meeting Minutes December 1, 2025

Motion to adopt or amend

FINANCIAL REPORTS

Financial Statements December 31, 2025

Motion to accept for information

DELEGATIONS

Joy Husel - Finances

BYLAWS

Bylaw 153-25 Bylaw to Establish the Position of CAO

Bylaw 154-25 Bylaw to Repeal Bylaw 97-2001

Bylaw 155-25 Bylaw to Establish Assessor Position

OLD BUSINESS

NEW BUSINESS

Capital Project Discussion

CLOSED SESSION

COUNCIL REPORTS

CORRESPONDENCE

NEXT MEETING

February 23, 2026 at 10:00 am via Zoom Videoconferencing

ADJOURNMENT

**SUMMER VILLAGE OF SUNSET BEACH
REGULAR COUNCIL MEETING
MINUTES
December 1, 2025**

The regular meeting of the council of the Summer Village of Sunset Beach was held via Zoom Videoconferencing, Monday, December 1, 2025 at 10:00 am.

IN ATTENDANCE

Mayor	Tim Evans
Deputy Mayor	Fred Black
Council Member	Dan Struski
Administrator	Kim Bancroft
Members of Public	1

ABSENT

n/a

CALL TO ORDER

Mayor Evans called the meeting to order at 10:00 am.

ADOPTION OF AGENDA

Res. 001-12-01-25 MOVED by Deputy Mayor Black that the agenda be adopted as presented. CARRIED

APPROVAL OF MINUTES

Res. 002-12-01-25 MOVED by Council Member Struski that the Minutes of the October 20, 2025 Regular Meeting be adopted as presented. CARRIED

DELEGATIONS

No delegations were present at this meeting.

FINANCIAL REPORTS

Res. 003-12-01-25 MOVED by Mayor Evans that the financial statements and cheque logs dated November 25, 2025 be accepted as information. CARRIED

Res. 004-12-01-25

MOVED by Deputy Mayor Black that the 2025 Capital and Operating Budgets be passed as the interim Capital and Operating Budgets for 2026. CARRIED

BYLAWS

BUSINESS

CLOSED MEETING

Res. 005-12-01-25 MOVED by Mayor Evans that council and administration enter into Closed Session at 10:05 am (POPA/POGA Sections 23 and 28). CARRIED

Res. 006-12-01-25	MOVED by Mayor Evans that council and administration come out of Closed Session at 10:23 am.	CARRIED
Res. 007-12-01-25	MOVED by Deputy Mayor Black that Bylaw 152-25, being a Bylaw for the Summer Village of Sunset Beach, in the Province of Alberta, Respecting Emergency Management, receive first reading at this time.	CARRIED
Res. 008-12-01-25	MOVED by Council Member Struski that Bylaw 152-25, receive second reading at this time.	CARRIED
Res. 009-12-01-25	MOVED by Mayor Evans that Bylaw 152-25 be given consent to proceed to third reading.	CARRIED UNANIMOUSLY
Res. 010-12-01-25	MOVED by Deputy Mayor Black that Bylaw 152-25 be given third reading and finally be passed at this time.	CARRIED
Res. 011-12-01-25	MOVED by Mayor Evans that Phyllis Forsyth be named as the Director of Emergency Management and Les Forsyth be named as Deputy Director for the Summer Village of Sunset Beach.	CARRIED
Res. 012-12-01-25	MOVED by Council Member Struski that administration prepares draft bylaws as discussed and bring a few forward at each council meeting.	CARRIED

COUNCIL REPORTS

CORRESPONDANCE

NEXT MEETING

January 12, 2025 at 10:00 am via Zoom.

ADJOURNMENT

Mayor Evans adjourned the meeting at 10:26 am.

Mayor

CAO

Summer Village of Sunset Beach

Balance Sheet As at 12/31/2025

ASSET

Current Assets

ATB Operating Account	95,109.32
ATB Savings Account	413,785.12
Total Bank Accounts	508,894.44
Taxes Receivable	4,589.79
Government Grants Receivable	142,042.00
Total Receivables	146,631.79
GST Receivable	6,443.07
Total Current Assets	661,969.30

Capital Assets

Engineering Structures	1,164,664.44
Engineered Structures - Signage	45,032.59
Accum Amort - Eng. Structures	-663,675.54
Accum. Amort - Signage	-30,158.08
Buildings	39,574.99
Accum. Amort. - Buildings	-15,493.50
Land	334,641.00
Equipment	15,695.54
Accum. Amort. - Equipment	-6,068.34
Land Improvements	38,359.91
Accum. Amort - Land Improveme...	-13,199.63
Total Capital Assets	909,373.38

TOTAL ASSET

1,571,342.68

LIABILITY

Current Liabilities

Accounts Payable	4,900.00
Refundable Grant MSI-CAP	234,447.17
Refundable Grant CCBF	39,944.00
LGFF Grant	66,988.00
Refundable Grant - BMTG	54,356.71
Taxes - Prepaid	1,209.10
Fortis Tree Grant	1,000.00
Deffered Revenue	6,732.96
Prepaid Expense	-65,000.00
Prepaid Revenue	65,000.00
Total Current Liabilities	409,577.94

TOTAL LIABILITY

409,577.94

EQUITY

Equity

Reserves - Operating	100,000.00
Reserves - Street Improvement	40,000.00
Reserves - Park Fund	15,000.00
Reserves - Special Road Taxes	6,650.00
Unrestricted Operating Fund	216,102.00
Total Equity in Fixed Assets	946,612.60
Accumulated Surplus	-435,376.41
Surplus from Prior Years	-55,838.59
Purchase of TCA	4,413.41
Current Amortization Expense	-41,652.62
Retained Earnings	432,068.52
Current Earnings	-66,214.17
Total Owners Equity	1,161,764.74

TOTAL EQUITY

1,161,764.74

Printed On: 01/08/2026

Summer Village of Sunset Beach
Balance Sheet As at 12/31/2025

LIABILITIES AND EQUITY 1,571,342.68

Summer Village of Sunset Beach

Comparative Gross Margin Income Statement

	Actual 01/01/2025 to 12/31/2025	Budget 01/01/2025 to 12/31/2025	Difference
OPERATING REVENUE			
REVENUE			
Residential Taxes	112,995.02	112,995.00	0.02
School Taxes	105,103.69	105,104.00	-0.31
Designated Industrial	11.85	12.00	-0.15
Tax Penalties	1,196.87	1,030.00	166.87
Franchise Fees	2,384.28	2,163.00	221.28
Grants (MSI Capital) - Operating	10,268.00	10,268.00	0.00
Investment Income	15,340.59	6,454.00	8,886.59
Tax Certificates	300.00	309.00	-9.00
Dev Permits and Compliance Ce...	1,331.02	1,030.00	301.02
Miscellaneous Revenue	75.00	0.00	75.00
Greater North Foundation	5,341.36	5,341.00	0.36
TOTAL REVENUE	254,347.68	244,706.00	9,641.68
TOTAL OPERATING REVENUE	254,347.68	244,706.00	9,641.68
GROSS MARGIN	254,347.68	244,706.00	9,641.68
OPERATING EXPENSE			
EXPENSES			
ASFF School Requisition	105,103.69	105,104.00	-0.31
Greater North Foundation - Oper...	5,341.36	5,341.00	0.36
Council Expenses	6,684.00	7,200.00	-516.00
Council - Travel & Subsistence	1,320.36	1,000.00	320.36
Meeting Fees / Annual Meeting	86.06	0.00	86.06
Administrator Salary	40,097.00	40,097.00	0.00
Administrative Education	30.30	515.00	-484.70
Administration - Travel & Subsist...	1,198.08	1,000.00	198.08
SDAB Services	300.00	300.00	0.00
Planning and Development	1,792.50	2,000.00	-207.50
WCB	1,217.73	1,100.00	117.73
Memberships	1,996.12	2,300.00	-303.88
Postage / Courier	558.32	824.00	-265.68
Office Supplies	1,068.87	1,030.00	38.87
Advertising & Printing	1,155.78	618.00	537.78
Telephone	1,236.00	1,236.00	0.00
Office - Rent	4,705.00	4,705.00	0.00
Utilities	542.78	849.00	-306.22
Road Maintenance	10,580.00	7,504.00	3,076.00
Insurance & Bonding	2,652.00	2,678.00	-26.00
Auditor	4,900.00	4,944.00	-44.00
Legal Fees	561.28	106.00	455.28
Assessment Services	5,846.55	6,188.00	-341.45
Conferences / Seminars	1,456.84	1,500.00	-43.16
Website	917.35	849.00	68.35
Donations	199.99	106.00	93.99
Election	504.72	500.00	4.72
Bank Charges	0.00	328.00	-328.00
Fire Contract - County	3,118.61	4,429.00	-1,310.39
Provincial Policing	5,701.00	5,585.00	116.00
Emergency Management	500.00	0.00	500.00
ARWMSC - Landfill	18,497.04	18,497.00	0.04
FCSS	1,137.00	1,238.00	-101.00
Grass Cutting	6,280.00	8,500.00	-2,220.00
Recreation Area Maintenance	2,454.46	3,000.00	-545.54
Tree Removal / Trimming	2,250.00	3,000.00	-750.00
Northern Lights Library	536.06	536.00	0.06
MSI Capital Projects	78,035.00	0.00	78,035.00
TOTAL EXPENSES	320,561.85	244,707.00	75,854.85

Printed On: 01/08/2026

Summer Village of Sunset Beach
Comparative Gross Margin Income Statement

	Actual 01/01/2025 to 12/31/2025	Budget 01/01/2025 to 12/31/2025	Difference
TOTAL OPERATING EXPENSE	<u>320,561.85</u>	<u>244,707.00</u>	75,854.85
INCOME FROM OPERATIONS	<u>-66,214.17</u>	<u>-1.00</u>	-66,213.17
NET INCOME	<u><u>-66,214.17</u></u>	<u><u>-1.00</u></u>	<u><u>-66,213.17</u></u>

Summer Village of Sunset Beach
Direct Deposit Log 11/26/2025 to 12/31/2025

Direct Deposit No.	Payee	Transaction Date	Amount
VP113	Tim Evans	11/27/2025	464.16
VP112	Patry Contracting	11/28/2025	735.00
VP91	Kim Bancroft	11/30/2025	4,025.15
VP114	Tim Evans	12/01/2025	2,400.00
VP115	Patry Contracting	12/08/2025	735.00
VP116	Summer Village of Whisperi...	12/08/2025	93.78
VP117	Dan Struski	12/08/2025	1,026.00
VP92	Kim Bancroft	12/31/2025	4,025.15
VP118	Kim Bancroft	12/31/2025	38.06
VP119	Kim Bancroft	12/31/2025	106.71
VP120	Patry Contracting	12/31/2025	735.00
VP121	Baptiste Fire Department	12/31/2025	3,118.61
VP122	Fred Black	12/31/2025	2,661.89
VP123	Patry Contracting	12/31/2025	2,940.00
			23,104.51

Number of direct deposit transactions: 14

BYLAW 153-25

SUMMER VILLAGE OF SUNSET BEACH A BYLAW FOR THE SUMMER VILLAGE OF SUNSET BEACH, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c. M-26, as amended (the "Act"), Council may establish the position of Chief Administrative Officer and prescribe the powers, duties, and functions of that position;

AND WHEREAS Council wishes to modernize and consolidate the establishment of the Chief Administrative Officer position;

NOW THEREFORE the Council of the Summer Village of Sunset Beach, in the Province of Alberta, enacts as follows:

1. Title

This Bylaw may be cited as the "**Chief Administrative Officer Bylaw.**"

2. Definitions

In this Bylaw:

- 2.1 "Act" means the *Municipal Government Act*, RSA 2000, c. M-26, as amended.
- 2.2 "CAO" means the Chief Administrative Officer of the Summer Village of Sunset Beach.
- 2.3 "Council" means the Council of the Summer Village of Sunset Beach.
- 2.4 "Municipality" means the Summer Village of Sunset Beach.

3. Establishment of Position

The position of Chief Administrative Officer (CAO) for the Summer Village of Sunset Beach is hereby established in accordance with the Act.

4. Appointment and Employment

- 4.1 The CAO shall be appointed by resolution of Council
- 4.2 The CAO shall serve at the pleasure of Council under the terms and conditions set out in an employment agreement approved by Council.

5. Duties and Authority. The CAO shall:

- 5.1 Be the senior administrative officer of the Municipality;
- 5.2 Advise and inform Council on the operation and affairs of the Municipality;
- 5.3 Implement and enforce Council's bylaws, resolutions, policies, and decisions;
- 5.4 Ensure that the administration and operations of the Municipality are carried out in accordance with the Act and all other applicable legislation;
- 5.5 Exercise any powers, duties, and functions delegated by Council in accordance with the Act;
- 5.6 Act as the Municipality's designated officer for administrative, personnel, financial, and records management matters, unless otherwise provided by bylaw or resolution;
- 5.7 Perform such other duties as may be required by the Act or assigned by Council.

6. Acting Chief Administrative Officer

- 6.1 In the absence or inability of the CAO to act, Council may appoint an Acting CAO by resolution.
- 6.2 Where authorized by Council, the CAO may designate a qualified employee to act as CAO during a temporary absence.

7. Transition

- 7.1 Any person holding the position of Chief Administrative Officer immediately prior to the coming into force of this Bylaw shall be deemed to have been appointed under this Bylaw.
- 7.2 Any delegations, authorities, or duties assigned to the CAO under previous bylaws or resolutions remain in effect unless amended or repealed by Council.

8. Repeal

Bylaw No. 88-1998, being a bylaw to establish the position of Chief Administrative Officer, is hereby repealed.

9. Severability

If any provision of this Bylaw is held to be invalid, such invalidity shall not affect the remaining provisions.

10. Effective Date

This Bylaw shall come into force on the date it receives third reading and is signed.

READ a first time this 12th day of January 2026

READ a second time this 12th day of January 2026

Received consent to receive third reading this 12th day of January 2026

READ a third time and passed this 12th day of January 2026

Mayor

Chief Administrative Officer

BYLAW #88-1998

A BYLAW OF THE SUMMER VILLAGE OF SUNSET BEACH IN THE PROVINCE OF
ALBERTA FOR THE PURPOSE OF ESTABLISHING THE POSITION OF A CHIEF
ADMINISTRATIVE OFFICER.

Page 1 of 2 Pages

UNDER the authority of, and subject to the provisions of the Municipal Government Act, Chapter M-26.1 SA 1994, the Council of the Summer Village of Sunset Beach, in the Province of Alberta, duly assembled, enacts as follows:

THAT the position of a Chief Administrative Officer is hereby established and shall be known as the Municipal Administrator.

THAT the chief administrative officer shall be the administrative head of the Summer Village of Sunset Beach and shall;

- (a) ensure that the policies and programs of the municipality are implemented;
- (b) advise and inform the council on the operation and affairs of the municipality;
- (c) perform the duties and exercise the powers and functions assigned to a chief administrative officer by this and other enactments or assigned by council.

THAT the responsibilities and duties of the Chief Administrative Officer shall be those outlined in the Municipal Government Act, and shall include, but not be limited to, ensuring that:

- (a) all minutes of council meetings are recorded in the English language, without note or comment;
- (b) the names of councillors present at council meetings are recorded;
- (c) the minutes of each council meeting are given to council for adoption at a subsequent council meeting;
- (d) the bylaws and minutes of council meetings and all other records and documents of the municipality are kept safe;
- (e) the Minister is sent a list of the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;
- (f) the corporate seal, if any, is kept in the custody of the chief administrative officer;
- (g) the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by council;
- (h) all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by council;

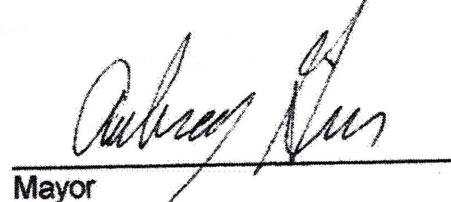
A BYLAW OF THE SUMMER VILLAGE OF SUNSET BEACH IN THE PROVINCE OF
ALBERTA FOR THE PURPOSE OF ESTABLISHING THE POSITION OF A CHIEF
ADMINISTRATIVE OFFICER.

Page 2 of 2 Pages

- (i) the accounts for authorized expenditures referred to in section 248 of the Act are paid;
- (j) accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- (k) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- (l) money invested by the municipality is invested in accordance with section 250 of the Act;
- (m) assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 of the Act are prepared;
- (n) public auctions held to recover taxes are carried out in accordance with Part 10 of the Act.

THAT upon passing of this bylaw, Bylaw No. 76-1995 is rescinded.

READ A FIRST, SECOND, AND BY UNANIMOUS CONSENT A THIRD TIME, AND
FINALLY APPROVED THIS 13th DAY OF MARCH, 1998



Audrey Neur

Mayor



Carol Callum

Municipal Administrator

BYLAW 154-25

SUMMER VILLAGE OF SUNSET BEACH A BYLAW FOR THE SUMMER VILLAGE OF SUNSET BEACH, IN THE PROVINCE OF ALBERTA, TO REPEAL THE SAFETY CODES ADMINISTRATION BYLAW (97-2001)

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c. M-26, as amended (the “Act”), a municipal council may by bylaw repeal a bylaw that is inoperative, obsolete, expired, spent, or otherwise ineffective; and

AND WHEREAS Council of the Summer Village of Sunset Beach deems Bylaw No. 97-2001 to be no longer required;

NOW THEREFORE the Council of the Summer Village of Sunset Beach, in the Province of Alberta, enacts as follows:

1. Title

This Bylaw may be cited as the “Safety Codes Bylaw Repeal Bylaw.”

2. Repeal

Bylaw No. 97-2001 (“Administering the Safety Codes Act”) is hereby repealed.

3. Severability

If any provision of this Bylaw is held invalid, the invalid portion shall be severed and the remainder of the Bylaw shall remain in force.

4. Effective Date

This Bylaw comes into force upon third reading and signing by the Mayor and CAO.

READ a first time this 12th day of January 2026

READ a second time this 12th day of January 2026

Received consent to receive third reading this 12th day of January 2026

READ a third time and passed this 12th day of January 2026

Mayor

Chief Administrative Officer

BYLAW NO 97-2001

A BYLAW OF THE SUMMER VILLAGE OF SUNSET BEACH IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ADMINISTERING THE SAFETY CODES ACT, S.A. 1991 CHAPTER S-0.5 AS IT RELATES TO THE BUILDING, ELECTRICAL, GAS AND PLUMBING DISCIPLINES.

Page 1 of 6 Pages

UNDER the authority of, and subject to the provisions of, the Municipal Government Act, Statutes of Alberta 1994, Chapter M-26.1, as amended, the Council of the Summer Village of Sunset Beach in the Province of Alberta, duly assembled, enacts as follows:

THAT pursuant to the Municipal Government Act, the following provisions and application fee schedules shall apply to building, electrical, gas and plumbing work within the Summer Village of Sunset Beach.

TITLE

1.1.1 This bylaw may be cited as the "Safety Codes Bylaw".

GENERAL

Definitions

2.1.1 Words and phrases used in this bylaw which are specifically defined in the Act, Regulations under the Act, or in this bylaw shall bear the meaning expressed in the definition. Words and phrases used in this bylaw which are not so defined shall have the meanings which are commonly assigned to them in the context in which they are used in this bylaw, taking into accounts the specialized use of the terms within the various trades and professions to which the terminology applies.

2.1.2 Whenever used herein:

- (a) "Act" means the Safety Codes Act S.A. 1991 Chapter S-0.5 and any regulations passed pursuant to the Act;
- (b) "Administrator" means an Administrator appointed under the Safety Codes Act;
- (c) "building" means a structure and any part of a building or structure but does not include anything excluded by the Regulations from the definition of building;
- (d) "Contractor" means a Person or Organization that does or undertakes to do, either for its own use or benefit or for that of another, whether or not for the purpose of any gain, any process or activity to which this Act applies;
- (e) "Council" means the Council of the Summer Village of Sunset Beach;
- (f) "electrical system" means an assembly or part of an assembly of electrical equipment or components used or intended to be used for the generation, transmission, distribution, control or utilization of electrical energy, but does not include anything excluded by the Regulations from the definition of electrical system;

BYLAW NO 97-2001

A BYLAW OF THE SUMMER VILLAGE OF SUNSET BEACH IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ADMINISTERING THE SAFETY CODES ACT, S.A. 1991 CHAPTER S-0.5 AS IT RELATES TO THE BUILDING, ELECTRICAL, GAS AND PLUMBING DISCIPLINES.

Page 2 of 6 Pages

- (g) "electrical work" means the actual installation, repair and maintenance of an electrical system use for the production, transmission and utilization of electrical energy for heat, light and power purposes;
- (h) "gas" means any gas or compressed gas or any mixture or dilution of gases and includes any combustible or flammable fluid but does not include gas or any mixture or dilution of gases or combustible or flammable fluid excluded by the regulations from the definition of gas;
- (i) "gas system" means any equipment or installation used or intended to be used in or in conjunction with the processing, transmission, storage, distribution, supply or use of gas but does not include anything excluded by the Regulations from the definition of gas system;
- (j) "occupancy" means the use or intended use of a building or part thereof for the shelter or support of person, animals or property;
- (k) "owner" means any person controlling any property under consideration;
- (l) "permit" means an authorization in writing by a Safety Codes Officer to perform work regulated by this bylaw;
- (m) "person" means an individual, partner, corporation, firm, society, cooperative or other incorporated legal entity and their respective heirs, executors, administrators and assigns;
- (n) "plumbing equipment" means
 - (i) any piping, equipment, appliance or device used or intended to be used in a plumbing system and
 - (ii) any other thing defined as plumbing equipment in the Regulations;
- (o) "plumbing system" means the whole or any part of a drainage system, a venting system or a water system but does not include any thing excluded by the Regulations from the definition of plumbing system;
- (p) "quality management system" means one or more of the Quality Management Plans for the disciplines of building, electrical, gas and plumbing as approved by an Administrator and as amended from time to time;
- (q) "Regulations" mean any Regulations passed pursuant to the Act;
- (r) "Safety Codes Officer" means the person or persons designated by an Administrator to act as a Safety Codes Officer and employed by an Accredited Agency to administer a portion of the Act.

BYLAW NO 97-2001

A BYLAW OF THE SUMMER VILLAGE OF SUNSET BEACH IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ADMINISTERING THE SAFETY CODES ACT, S.A. 1991 CHAPTER S-0.5 AS IT RELATES TO THE BUILDING, ELECTRICAL, GAS AND PLUMBING DISCIPLINES.

Page 3 of 6 Pages

Scope

2.2.1 This bylaw applies to the administration and enforcement of the Act within the Summer Village of Sunset Beach for the disciplines of building, electrical, gas and plumbing.

Quality Management Plans

2.3.1 The Quality Management Plans adopted by the Summer Village of Sunset Beach or an accredited Agency authorized by the Summer Village of Sunset Beach to enforce a portion of the Act within the Summer Village of Sunset Beach are meant to reflect an intention to exercise powers and perform duties under the Act in good faith. Nothing in any Quality Management Plan shall be taken to derogate from any defense afforded to the Summer Village of Sunset Beach, its employees, officers or administrators by virtue of any statute as amended from time to time and without restricting the generality of the foregoing by virtue of Section 12 of the Safety Codes Act and Sections 529, 530 and 535 of the Municipal Government Act S.A. 1994, Chapter M-26.1.

ADMINISTRATION

3.1.1 This bylaw shall be administered by Safety Codes Officers employed by an Accredited Agency

3.1.2 Subject to the terms of his or her designation and to the provisions of the Act, a Safety Codes Officer may administer and enforce the provisions of this bylaw and is authorized to do all things necessary and necessarily incidental to such administration and enforcement.

3.1.3 As an Accredited Municipality pursuant to the Safety Codes Act, the Summer Village of Sunset Beach shall by Resolution of Council enter into an agreement with an Accredited Agency to provide required Safety Codes services within the Summer Village of Sunset Beach.

PERMITS

Permits

4.1.1 Every owner shall obtain all required permits or approvals prior to commencing the work to which they relate.

4.1.2 On receipt of an application, a Safety Codes Officer may issue a permit to a person who complies with the requirements of the Act or issue a permit with respect to a thing, process or activity if it complies with the requirements of the Act and the relevant Quality Management Plan.

4.1.3 A safety Codes Officer may include terms and conditions in a permit.

BYLAW NO 97-2001

A BYLAW OF THE SUMMER VILLAGE OF SUNSET BEACH IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ADMINISTERING THE SAFETY CODES ACT, S.A. 1991 CHAPTER S-0.5 AS IT RELATES TO THE BUILDING, ELECTRICAL, GAS AND PLUMBING DISCIPLINES.

Page 4 of 6 Pages

4.1.4 If a Safety Codes Officer refuses to issue a permit, the Safety Codes Officer shall serve the applicant with a written notice of the refusal.

Building Permits

4.2.1 Subject to the provisions of the Act, no person shall construct (including excavation for the purpose of constructing), add to, alter, renovate, demolish, relocate or change the type of occupancy of any building within the Summer Village of Sunset Beach unless a building permit has been obtained pursuant to this bylaw.

Electrical Permits

4.3.1 Subject to the provisions of the Act, no person shall carry out work to which the Electrical Code applies until and unless an electrical permit has been obtained pursuant to this bylaw.

Gas Permits

4.4.1 Subject to the provisions of the Act, no person shall install, alter or make additions to any gas installation until and unless a gas permit has been obtained pursuant to this bylaw.

Plumbing Permits

4.5.1 Subject to the provisions of the Act, no person shall install, renew, alter or make additions to any plumbing installation until and unless a plumbing permit has been obtained pursuant to this bylaw.

CONTRACTORS

General

5.1.1 Every Contractor shall comply with the requirements of all applicable legislation relating to the construction being performed.

INSPECTION MANDATE

General

6.1.1 Safety Codes Officers will perform inspections authorized under the Act including but not necessarily limited to those inspections referred to in the Quality Management Plan.

RESPONSIBILITIES AND OBLIGATIONS

General Responsibilities

7.1.1 No Contractor or Owner shall deviate from the plans and specifications forming a part of a permit or omit or fail to complete work required by the said plans and specifications

BYLAW NO 97-2001

A BYLAW OF THE SUMMER VILLAGE OF SUNSET BEACH IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ADMINISTERING THE SAFETY CODES ACT, S.A. 1991 CHAPTER S-0.5 AS IT RELATES TO THE BUILDING, ELECTRICAL, GAS AND PLUMBING DISCIPLINES.

Page 5 of 6 Pages

accepted by the Safety Codes Officer, without first having obtained in writing the approval of a Safety Codes Officer to do so and, subject to the above, any person who acts pursuant to a permit shall do so in accordance with the Act and shall comply with the Act in any terms or conditions contained in the permit.

- 7.1.2 No Contractor or Owner involved in any work for which a permit is required shall cause, allow or maintain any unsafe condition.
- 7.1.3 Any Owner or Contractor who knowingly submits false or misleading information contravenes this bylaw.
- 7.1.4 Every Owner shall allow a Safety Codes Officer to enter any building or premises at any reasonable time for the purpose of administering and enforcing this bylaw or if there is reason to believe an unsafe condition exists.
- 7.1.5 Every Owner is responsible for the cost of repair of any damage to public property or works located thereon that may occur as a result of undertaking work for which a permit is required.

AUTHORITY OF THE MUNICIPALITY

General

- 8.1.1 A Safety Codes Officer may exercise any and all powers given to him or her under the Act and without restricting the generality of the foregoing is empowered to order:
 - (a) a person who contravenes the Act or this bylaw to comply with the provisions thereof within the time period specified;
 - (b) work to stop if such work is proceeding in contravention of the Act or this bylaw, or if there is deemed to be an unsafe condition;
 - (c) the removal of any building or part thereof constructed in contravention of this bylaw;
 - (d) the cessation of any occupancy if any unsafe condition exists because of work being undertaken or not completed;
 - (e) correction of any unsafe condition or contravention of the Act or this bylaw.
- 8.1.2 A Safety Codes Officer may refuse to issue any permit:
 - (a) whenever information submitted is inadequate to determine compliance with the provisions of the Act;
 - (b) whenever incorrect information is submitted.

BYLAW NO 97-2001

**A BYLAW OF THE SUMMER VILLAGE OF SUNSET BEACH IN THE PROVINCE OF
ALBERTA FOR THE PURPOSE OF ADMINISTERING THE SAFETY CODES ACT, S.A. 1991
CHAPTER S-0.5 AS IT RELATES TO THE BUILDING, ELECTRICAL, GAS AND PLUMBING
DISCIPLINES.**

Page 6 of 6 Pages

FEES

General

9.1.1 Fees to be charged by the Summer Village of Sunset Beach for services rendered and the applications for or issuance of any permits pursuant to this Bylaw shall be established by resolution of Council.

SEVERABILITY

General

10.1.1 Should any provision(s) of this bylaw be invalid, then such invalid provision(s) shall be severed and the remaining bylaw shall be maintained.

10.1.2 This Bylaw shall come into full force and effect upon the day it passed.

**READ A FIRST, SECOND, AND BY UNANIMOUS CONSENT A THIRD TIME, AND
FINALLY APPROVED THIS 31ST DAY OF MAY, 2001**

Aubrey S. Lee **MAYOR**


MUNICIPAL
ADMINISTRATOR

BYLAW 155-25

SUMMER VILLAGE OF SUNSET BEACH A BYLAW FOR THE SUMMER VILLAGE OF SUNSET BEACH, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF MUNICIPAL ASSESSOR

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, c. M-26, as amended (the "Act"), Council is required to appoint a Municipal Assessor as a designated officer to carry out the powers, duties, and functions of an assessor under the Act;

AND WHEREAS Council wishes to update and modernize the bylaw establishing the position of Municipal Assessor;

NOW THEREFORE the Council of the Summer Village of Sunset Beach, in the Province of Alberta, enacts as follows:

1. Title

This Bylaw may be cited as the "Municipal Assessor Bylaw."

2. Definitions

In this Bylaw:

- a. "Act" means the *Municipal Government Act*, RSA 2000, c. M-26, as amended;
- b. "Council" means the Council of the Summer Village of Sunset Beach;
- c. "Municipality" means the Summer Village of Sunset Beach;
- d. "Municipal Assessor" means the person appointed by Council as a designated officer to perform the powers, duties, and functions of a municipal assessor as required by the Act.

3. Establishment of Position

The position of Municipal Assessor for the Summer Village of Sunset Beach is hereby established as a designated officer of the Municipality.

4. Appointment

- 4.1 Council shall appoint the Municipal Assessor by resolution.
- 4.2 The Municipal Assessor must meet the qualifications required under the Act and applicable regulations.
- 4.3 The Municipal Assessor serves at the pleasure of Council under the terms and conditions approved by Council.

5. Powers and Duties

The Municipal Assessor shall exercise the powers and perform the duties and functions of a municipal assessor as required by the Act and applicable regulations.

6. Repeal

Bylaw No. 94-2000, being a bylaw to establish the position of Municipal Assessor, is hereby repealed.

7. Severability

If any provision of this Bylaw is held invalid, such invalidity shall not affect the remaining provisions.

8. Effective Date

This Bylaw shall come into force on the date it receives third reading and is signed.

READ a first time this 12th day of January 2026

READ a second time this 12th day of January 2026

Received consent to receive third reading this 12th day of January 2026

READ a third time and passed this 12th day of January 2026

Mayor

Chief Administrative Officer

DRAFT

BYLAW #94-2000

A BYLAW OF THE SUMMER VILLAGE OF SUNSET BEACH IN THE PROVINCE OF
ALBERTA TO ESTABLISH THE POSITION OF MUNICIPAL ASSESSOR.

Page 1 of 1 Pages

UNDER the authority of, and subject to the provisions of, the Municipal Government Act, Statutes of Alberta 1994, Chapter M-26.1, as amended, ("the Act") the Council of the Summer Village of Sunset Beach in the Province of Alberta, duly assembled, enacts as follows:

THAT pursuant to Section 210 of the Act, the position of a designated officer for assessment of property is hereby established and shall be known as the Municipal Assessor; and

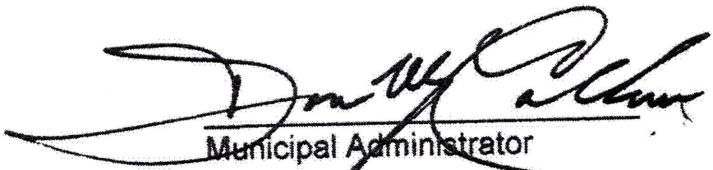
THAT the municipal assessor shall carry out the duties and responsibilities of an assessor under the Act; and further

THAT the designation "assessor" means a person appointed by a municipality to the position of a designated officer to carry out the duties and responsibilities of an assessor under the Act, and includes any person in whom those duties and responsibilities are delegated by the person referred to in of Section 284 (1) (d) subclause (i) or (ii) of the Act.

READ A FIRST, SECOND, AND BY UNANIMOUS CONSENT A THIRD TIME, AND FINALLY APPROVED THIS 20TH DAY OF FEBRUARY, 2000



Mayor



Municipal Administrator