

SUMMER VILLAGE OF SUNSET BEACH

August 10, 2026
945 Baptiste Drive, West Baptiste
10:00 am

AGENDA

CALL TO ORDER

ADOPTION OF AGENDA

Additions or Deletions

APPROVAL OF MINUTES

Regular Meeting Minutes June 29, 2026

Motion to adopt or amend

FINANCIAL REPORTS

Financial Statements August 4, 2026

Motion to accept for information

DELEGATIONS

BYLAWS

Bylaw 159-26 – Emergency Management Bylaw

OLD BUSINESS

NEW BUSINESS

Alberta Day
Entrance Sign

CLOSED SESSION

Resident Concern (POGA s.25)

COUNCIL REPORTS

CORRESPONDENCE

NEXT MEETING

September 21, 2026 at 10:00 am at 945 Baptiste Drive

ADJOURNMENT

**SUMMER VILLAGE OF SUNSET BEACH
REGULAR COUNCIL MEETING
MINUTES
June 29, 2026**

The regular meeting of the council of the Summer Village of Sunset Beach was held at 945 Baptiste Drive in West Baptiste on Monday, June 29, 2026 at 10:00 am.

IN ATTENDANCE

Mayor	Tim Evans
Deputy Mayor	Fred Black
Administrator	Kim Bancroft

Members of Public 1

ABSENT

Council Member Dan Struski

CALL TO ORDER

Mayor Evans called the meeting to order at 10:18 am.

ADOPTION OF AGENDA

Res. 001-06-29-26

MOVED by Mayor Evans that the agenda be adopted as presented.

CARRIED

DELEGATIONS

There were no delegations at today's meeting.

APPROVAL OF MINUTES

Res. 002-06-29-26

MOVED by Deputy Mayor Black that the Minutes of the May 15, 2026 Regular Meeting be adopted as presented.

CARRIED

FINANCIAL REPORTS

Res. 003-06-29-26

MOVED by Deputy Mayor Black that the financial statements and cheque logs dated June 24, 2026 be accepted as information.

CARRIED

BYLAWS AND POLICIES

BUSINESS

Res. 004-06-29-26

MOVED by Mayor Evans that as per the request from Capital Region Assessment Services Commission, Braden Lanctot be added as an ARB Official in addition to those appointed earlier this year.

CARRIED

Res. 005-06-29-26

MOVED by Mayor Evans that the Privacy Management Program Compliance Binder for POPA be approved as presented.

CARRIED

CLOSED MEETING

Res. 006-06-29-26

MOVED by Mayor Evans that Council and Administration go into closed session at 10:29 am.

CARRIED

Res. 007-06-29-26

MOVED by Mayor Evans that Council and Administration come out of closed session at 10:52 am.

CARRIED

Res. 008-06-29-26

MOVED by Mayor Evans that the line item for Main Road Replacement on the capital budget for 2026 be increased to \$160,000.00 and that after reviewing the quotes received, the quote for Sturcon Services Ltd. be approved and the work scheduled.

CARRIED

COUNCIL REPORTS

CORRESPONDANCE

NEXT MEETING

August 10, 2026, at 10:00 am at 945 Baptiste Drive.

ADJOURNMENT

Mayor Evans adjourned the meeting at 10:58 am.

Mayor

CAO

Summer Village of Sunset Beach

Balance Sheet As at 08/04/2026

ASSET

Current Assets

ATB Operating Account	80,000.39	
ATB Savings Account	420,074.42	
Total Bank Accounts		500,074.81
Taxes Receivable	164,748.89	
Government Grants Receivable	218,502.00	
Total Receivables		383,250.89
GST Receivable		7,040.62
Total Current Assets		890,366.32

Capital Assets

Engineering Structures	1,164,664.44	
Engineered Structures - Signage	45,032.59	
Accum Amort - Eng. Structures	-696,753.45	
Accum. Amort - Signage	-33,673.35	
Buildings	75,012.99	
Accum. Amort. - Buildings	-17,785.26	
Land	334,641.00	
Equipment	16,323.24	
Accum. Amort. - Equipment	-7,637.90	
Land Improvements	38,359.91	
Accum. Amort - Land Improveme...	-15,253.63	
Work In Progress	42,597.00	
Total Capital Assets		945,527.58

TOTAL ASSET 1,835,893.90

LIABILITY

Current Liabilities

Accounts Payable	5,000.00	
Refundable Grant MSI-CAP	156,412.17	
Refundable Grant CCBF	48,285.00	
LGFF Grant	135,107.00	
Refundable Grant - BMTG	54,356.71	
Deferred Revenue	6,732.96	
Prepaid Revenue	65,000.00	
Total Current Liabilities		470,893.84

TOTAL LIABILITY 470,893.84

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	909,373.39	
Accumulated Surplus	-435,376.41	
Surplus from Prior Years	-55,838.59	
Purchase of TCA	78,035.00	
Current Amortization Expense	-42,508.50	
Retained Earnings	444,789.35	
Current Earnings	88,773.82	
Total Owners Equity		1,365,000.06

TOTAL EQUITY 1,365,000.06

Summer Village of Sunset Beach
Balance Sheet As at 08/04/2026

LIABILITIES AND EQUITY

1,835,893.90

Summer Village of Sunset Beach

Comparative Gross Margin Income Statement

	Actual 01/01/2026 to 08/04/2026	Budget 01/01/2026 to 12/31/2026	Difference
OPERATING REVENUE			
REVENUE			
Residential Taxes	146,047.18	134,652.00	11,395.18
School Taxes	114,811.00	114,811.00	0.00
Designated Industrial	12.00	12.00	0.00
Tax Penalties	826.11	1,061.00	-234.89
Franchise Fees	1,679.92	2,228.00	-548.08
Grants (MSI Capital) - Operating	0.00	10,576.00	-10,576.00
Alberta Day Grant	1,500.00	0.00	1,500.00
Investment Income	7,763.40	8,000.00	-236.60
Tax Certificates	0.00	300.00	-300.00
Dev Permits and Compliance Ce...	129.59	1,061.00	-931.41
Miscellaneous Revenue	25.00	0.00	25.00
Greater North Foundaiton	0.00	5,823.00	-5,823.00
TOTAL REVENUE	272,794.20	278,524.00	-5,729.80
TOTAL OPERATING REVENUE	272,794.20	278,524.00	-5,729.80
GROSS MARGIN	272,794.20	278,524.00	-5,729.80
OPERATING EXPENSE			
EXPENSES			
ASFF School Requisition	52,551.85	114,811.00	-62,259.15
Greater North Foundation - Oper...	5,823.20	5,823.00	0.20
Council Expenses	0.00	7,200.00	-7,200.00
Council - Travel & Subsistence	286.05	1,100.00	-813.95
Administrator Salary	23,764.14	40,939.00	-17,174.86
Administrative Education	80.00	530.00	-450.00
Administration - Travel & Subsist...	0.00	1,100.00	-1,100.00
SDAB Services	300.00	309.00	-9.00
Planning and Development	0.00	2,060.00	-2,060.00
WCB	789.67	1,250.00	-460.33
Memberships	2,011.38	2,369.00	-357.62
Postage / Courier	271.46	849.00	-577.54
Office Supplies	292.96	1,100.00	-807.04
Advertising & Printing	0.00	800.00	-800.00
Telephone	732.44	1,273.00	-540.56
Office - Rent	2,807.22	4,846.00	-2,038.78
Utilities	879.36	874.00	5.36
Road Maintenance	8,000.00	10,000.00	-2,000.00
Insurance & Bonding	2,756.00	2,758.00	-2.00
Auditor	4,975.00	5,092.00	-117.00
Legal Fees	0.00	500.00	-500.00
Assessment Services	4,671.55	6,374.00	-1,702.45
Conferences / Seminars	0.00	1,545.00	-1,545.00
Website	2,200.00	2,500.00	-300.00
Donations	0.00	200.00	-200.00
Election	0.00	500.00	-500.00
Bank Charges	0.00	338.00	-338.00
Fire Contract - Baptiste	0.00	4,562.00	-4,562.00
Provincial Policing	6,081.00	8,115.00	-2,034.00
Fire Protection - County	0.00	10,500.00	-10,500.00
Emergency Management	1,500.00	2,500.00	-1,000.00
ARWMSC - Landfill	10,789.94	19,052.00	-8,262.06
FCSS	0.00	1,275.00	-1,275.00
Grass Cutting	2,880.00	8,755.00	-5,875.00
Recreation Area Maintenance	1,320.99	3,090.00	-1,769.01
Tree Removal / Trimming	0.00	3,090.00	-3,090.00
Northern Lights Library	543.90	544.00	-0.10
MSI Capital Projects	47,712.27	0.00	47,712.27

Summer Village of Sunset Beach **Comparative Gross Margin Income Statement**

	Actual 01/01/2026 to 08/04/2026	Budget 01/01/2026 to 12/31/2026	Difference
TOTAL EXPENSES	184,020.38	278,523.00	-94,502.62
TOTAL OPERATING EXPENSE	184,020.38	278,523.00	-94,502.62
INCOME FROM OPERATIONS	88,773.82	1.00	88,772.82
NET INCOME	88,773.82	1.00	88,772.82

Summer Village of Sunset Beach
Direct Deposit Log 06/25/2026 to 08/04/2026

Direct Deposit No.	Payee	Transaction Date	Amount
VP161	Kim Bancroft	07/31/2026	4,148.39
VP158	Refinish Renovation / 1692...	07/21/2026	757.58
VP159	Target Ventures	07/21/2026	1,785.00
VP160	Target Ventures	07/21/2026	2,352.00
VP155	Mark Lindskoog	07/06/2026	600.00
VP156	Municipal Assessment Serv...	07/06/2026	1,312.50
VP157	Phyllis Forsyth o/a Morse &...	07/06/2026	525.00
VP152	Total Ventures Inc. / Stonefi...	07/03/2026	191.10
VP153	Greater North Foundation	07/03/2026	5,823.20
VP154	Kim Bancroft	06/30/2026	4,148.39
			21,643.16

Number of direct deposit transactions: 10

Bylaw No.

159-26.

SUNSET BEACH REGIONAL EMERGENCY MANAGEMENT

**A BYLAW OF THE SUMMER VILLAGE OF SUNSET BEACH IN THE PROVINCE OF ALBERTA
TO ESTABLISH A REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL
EMERGENCY MANAGEMENT AGENCY TO PROVIDE FOR EMERGENCY MANAGEMENT
FOR THE SUMMER VILLAGE OF SUNSET BEACH.**

WHEREAS the Council of the Summer Village of Sunset Beach is responsible for the direction and control of its emergency response and is required, under the *Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8*, (hereinafter referred to as the "Act") to appoint an Emergency Advisory Committee and to establish and maintain an Emergency Management Agency:

AND WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the Summer Villages that are partner of this Bylaw to such a degree that local resources are inadequate to cope with the situation;

AND WHEREAS the partnering Summer Village Council wish to enter into a regional emergency management partnership with each other for the purpose of integrated emergency management planning and operations;

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

1. This Bylaw may be cited as the Sunset Beach Regional Emergency Management Bylaw.
2. In this Bylaw:
 - a) "Act" means the *Emergency Management Act, Revised Statutes of Alberta, Chapter E-6.8*
 - b) "CAO" means the Chief Administrative Officer or designate of each partnering Summer Village.
 - c) "Council" mean the Council of the Summer Village of Sunset Beach.

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- d) "Director of Emergency Management" means an individual appointed by resolution of Council responsible for the preparation and coordination of emergency plans and programs for the municipality.
- e) "Disaster" means an event that may result in serious harm to the safety, health or welfare of people or widespread damage to property.
- f) "Emergency" means a sudden and temporary event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to minimize damage to property.
- g) "Municipality" means the Summer Village of Sunset Beach as referenced by this Bylaw.
- h) "Municipalities" means the Summer Villages as referenced by this Bylaw.
- i) "Partnering Municipalities" refers to the following municipalities:
 - i. Summer Village of Bondiss
 - ii. Summer Village of Island Lake
 - iii. Summer Village of Island Lake South
 - iv. Summer Village of Mewatha Beach
 - v. Summer Village of South Baptiste
 - vi. Summer Village of Sunset Beach
 - vii. Summer Village of West Baptiste
 - viii. Summer Village of Whispering Hills
- j) "Regional Director of Emergency Management" means the person appointed by the Regional Emergency Management Advisory Committee with the responsibility for program administration, mitigation, preparedness, response, and recovery of emergencies within the geographical boundaries of the partners of this bylaw.
- k) "Regional Emergency Advisory Committee" means the committee established under this Bylaw and compromised of a member of Council, or designate, from each of the partnering municipalities of the Regional Emergency Management Partnership.
- l) "Regional Emergency Management Agency" means the agency established under this Bylaw and compromised of the Director of Emergency

Management, or Deputy, or the Chief Administrative Officer, or designate, from each of the partnering municipalities of the Regional Emergency Management Partnership.

- m) "Regional Emergency Management Partnership" means those municipalities who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance, and emergency operations programs as outlined in the Regional Emergency Management Partnership Agreement.
 - n) "Regional Emergency Management Plan" means the integrated emergency management plan prepared by the Regional Emergency Management Agency to coordinate response to an emergency or disaster within the combined geographical boundaries of the Summer Villages that are partners of this Bylaw.
 - o) "Minister" means the Minister responsible for the Emergency Management Act.
- 3. There is hereby established a Regional Emergency Advisory Committee to advise the Council of the Summer Village of Sunset Beach on the development of emergency plans and programs.
 - 4. There is hereby established a Regional Emergency Management Agency to act as the agent of the Summer Village of Sunset Beach to carry out its statutory powers and obligations under the Act.
 - 5. The Council of the Summer Village of Sunset Beach shall:
 - a) By resolution, appoint one (1) of its members to serve on the Regional Emergency Advisory Committee.
 - b) Provide for the payment of expenses of the Summer Village of Sunset Beach member in the Regional Emergency Advisory Committee.
 - c) Advise the Regional Emergency Advisory Committee, of the appointed Director of Emergency Management for the Summer Village of Sunset Beach.
 - d) Ensure that the emergency plans and programs are prepared to address potential emergencies or disasters within the geographical regions of the partners of this Bylaw.
 - e) Endorse emergency plans and programs, which are approved by the Regional Emergency Advisory Committee.
 - f) Review the status of the Regional Emergency Management Plan and related plans and programs at least once each year.
 - 6. The Summer Village of Sunset Beach Council may:

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3

- a) By Bylaw borrow, levy, expropriate and expend, without the consent of the electors, the required sums (as approved by the Regional Emergency Management Committee) for the operation of the Regional Emergency Management Agency.
- b) Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

7. The Regional Emergency Advisory Committee shall:

- a) At the first meeting of the year, elect from the membership, a Chairperson and Vice-Chairperson
- b) Establish a quorum of a minimum of five (5) voting members and a majority vote for all decisions.
- c) Schedule a minimum of one meeting per year or more frequently at the call of the chair or a majority of the committee members.
- d) Designate a Regional Director of Emergency Management.
- e) Review the Regional Emergency Management Plan and related plans and programs on a regular basis.
- f) Advise each partner Summer Village Council on the status of the Regional Emergency Management Plan and related plans and programs at least once per year.
- g) Provide guidance and direction to the Regional Emergency Management Agency.
- h) Review and approve the work plan and budget submitted by the Regional Emergency Management Agency; the work plan and budget shall then be forwarded to each municipality for approval.
- i) Adopt policies as required for the effective and efficient operation of the Regional Emergency Management Agency.
- j) Provide input for hazard identification risk assessment as required.

8. The Regional Emergency Management Agency shall be comprised of one or more of the following as designated by the partnership for representation:

- a) A Regional Director of Emergency Management as designated by the Regional Emergency Advisory Committee.
- b) A Director of Emergency Management from each partner Summer Village; or
- c) A Deputy Director of Emergency Management from each partner Summer Village; or
- d) A Chief Administrative Officer.

9. In addition, the following public or private organizations, which may assist in the preparation or implementation of the Regional Emergency Management Plan, may be invited to provide representatives to the Regional Emergency Management Agency:

- a) The Fire Chief or designate.
- b) The Summer Village Operations personnel
- c) The Summer Village Planning personnel.
- d) Representative from law enforcement
- e) Representatives from Alberta Health Services
- f) Representatives from adjacent municipalities which have entered into mutual aid agreements with the Municipality.
- g) Representative(s) from local industry or industrial associations
- h) Representative(s) from Alberta Municipal Affairs, Alberta Emergency Management Agency, and Alberta Forest Service.

10. The Regional Emergency Management Agency shall:

- a) Be responsible for administering the local authority's Emergency Management Program and act on behalf of the partnership to carry out its statutory powers and obligations under Section 11.2(2) and Section 24(1) of the *Emergency Management Act* and the *Local Authority Emergency Management Regulation*; this does not include the authority to declare, renew, or terminate the State of Local Emergency;
- b) Assist in the preparation and coordination the Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Partnership;
- c) Report of their work plan activity status to the Regional Emergency Advisory Committee at a minimum of once per year; including an update on the review of the Regional Emergency Management Plan;
- d) Ensure that a Regional Director of Emergency Management is designated under the Regional Emergency Management Plan to so act on behalf of the Regional Emergency Management Agency.
- e) Adopt the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency as directed in Local Authority Emergency Management Regulation 203/2018 and/or
- f) Ensure that someone is designated to discharge the responsibilities specified in paragraphs (a), (b), and (c).

11. The Summer Village of Sunset Beachs' power to declare, terminate or renew a state of local emergency under the Act, the powers specified in Section 13 of this Bylaw, and the requirements specified in Section 16 of this bylaw, are hereby delegated to the Regional Emergency Advisory Committee. The Regional Emergency Advisory Committee (minimum 2 representatives) may, at any time when it is satisfied that an emergency exists or may exist (withing the Terms of References and the Regional Emergency Management Plan) by resolution, make a declaration of a state of local emergency within the geographical boundaries of one or more of the partners in this Bylaw.

12. When a state of local emergency is declared, the person or persons making the declaration shall:

- a) Ensure the declaration identifies the nature of the emergency and the area of the Municipality in which it exists or may exist;
- b) Identify the extraordinary powers anticipated being used under Section 24(1) of the Emergency Management Act.
- c) Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of area affected; and
- d) Forward a copy of the declaration to the Minister forthwith.

13. Subject to Section 14, when a state of location emergency is declared, the person or persons making the declaration may:

- a) affected by a declaration of a state of local emergency. Cause the Regional Emergency Management Plan or any related plans or programs to be put into operation,
- b) Acquire or utilize any real or personal property considered necessary to prevent or combat or alleviate the effects of an emergency or disaster;
- c) Acquire or authorize any qualified person to render aid of a type the person is qualified to provide;
- d) Recommend control or prohibition of travel to or from any area within the municipality;
- e) Authorize for the restoration of essential facilities and the distribution of essential supplies and provision, maintenance and coordination of emergency medical, welfare or other essential services in any part of the municipality,
- f) Authorize the evacuation of persons and the removal of livestock and personal property from the area of the municipality that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;

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- g) Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - h) Authorize the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - i) Authorize the procurement or fixing of prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources, or equipment with the Summer Villages for the duration of the State of Local Emergency;
 - j) Authorize the conscription of persons needed to support an emergency; and
 - k) Authorize any persons at any time to exercise into operation of the Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality
14. As soon as practicable after exercising a power under Section 13 (d), (e), (f) or (i), details of the exercise of the power must be made publicly available in a manner that is likely to reach the most population of the area affected by the exercise of the power.
15. When, in the opinion of the person or persons declaring the state of local emergency an emergency no longer exists in relation to which the declaration was made, they shall, by resolution, terminate the declaration.
16. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when;
- a) A resolution is passed by the Regional Emergency Advisory Committee;
 - b) A period of seven days has lapsed since it was declared, or at the end of 90 days if the declaration is in respect of a pandemic, unless it is renewed by resolution;
 - c) The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area of the Municipality or;
 - d) The Minister cancels the state of local emergency.
17. When a declaration of a state of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the highest percentage of population of the area affected.
18. The local authority shall notify the Minister forthwith after the termination of a declaration of a state of local emergency.

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19. No action lies against the municipality or a person acting under the Municipalities direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a state of local emergency.

20. This bylaw shall take effect on the day of final passing thereof.

Repeals. 152-25

READ a first time this day of 2026.

READ a second time this day of 2026.

READ a third time and PASSED this day of 2026.

Mayor

Chief Administrative Officer

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