

SUMMER VILLAGE OF SUNSET BEACH

July 28, 2025
945 Baptiste Drive
11:00 am

AGENDA

CALL TO ORDER

ADOPTION OF AGENDA

Additions or Deletions

APPROVAL OF MINUTES

Regular Meeting Minutes May 26, 2025

Motion to adopt or amend

Special Meeting Minutes June 2, 2025

Motion to adopt or amend

DELEGATIONS

n/a

FINANCIAL REPORTS

Financial Statements July 24, 2025

Motion to accept for information

BYLAWS

OLD BUSINESS

NEW BUSINESS

Speed Bumps

Gravel on lane behind 613-620

Tree Grant

Grant Money Expiring

Centennial Park

- Storage Building
- Horseshoe Pits

Munis 101 Training

Annual Information Meeting

CLOSED SESSION

Waterline – FOIP Sec 21 – Intergovernmental Relations

Fire Agreement – FOIP Sec 21 – Intergovernmental Relations

Resident Issue – FOIP Sec 17 – Disclosure harmful to personal privacy

COUNCIL REPORTS

CORRESPONDENCE

NEXT MEETING

September 8, 2025 at 10:00 am at 945 Baptiste Drive

ADJOURNMENT

**SUMMER VILLAGE OF SUNSET BEACH
REGULAR COUNCIL MEETING
MINUTES
May 26, 2025**

The regular meeting of the council of the Summer Village of Sunset Beach was held via Zoom Videoconferencing, Monday, May 26, 2025 at 10:00 am.

IN ATTENDANCE

Mayor	Tim Evans
Deputy Mayor	Fred Black
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. 001-05-26-25

MOVED by Deputy Mayor Black that the agenda be adopted with the following additions;

- Fortis Tree Grant
- Closed Session – Fire Agreement FOIP Section 21, intergovernmental relations

CARRIED

APPROVAL OF MINUTES

Res. 002-05-26-25

MOVED by Deputy Mayor Black that the minutes of the April 8, 2025 Regular Meeting be adopted as presented.

CARRIED

Res. 003-05-26-25

MOVED by Mayor Evans that the minutes of the May 9, 2025 Special Meeting be adopted as presented.

CARRIED

Res. 004-05-26-25

MOVED by Deputy Mayor Black that the minutes of the May 13, 2025 Special Meeting be adopted as presented.

CARRIED

DELEGATIONS

No delegations were present at this meeting.

FINANCIAL REPORTS

Res. 005-05-26-25

MOVED by Mayor Evans that the financial statements and cheque logs dated May 23, 2025 be accepted as information.

CARRIED

BYLAWS

The following amendments are to be made to Land Use Bylaw 147-25 prior to final reading;

1. Add a statement to Section 3.9.11 that states that the maximum number of occupants extends to any tents or Recreational Vehicles brought in by the guests.
2. Change Section 4.7.2 to say "No manufactured home older than 10 years old will be granted a development permit.
3. Change the Definition of a Recreational Vehicle to – "means a portable structure designed and intended to be used for recreational or travel accommodation and includes but is not limited to motorhomes, travel trailers, fifth-wheel trailers, truck campers, tent trailers and similar vehicles whether self-propelled or towed which can be used as a temporary dwelling and is capable of being moved on a short term basis".
4. Add a definition for the word referral to read "The process by which a proposed development application, amendment, or related matter is sent to internal departments, external agencies, adjacent landowner, or other stakeholders for review and comment prior to a decision being made".

Res. 006-05-26-25 MOVED by Deputy Mayor Black that Bylaw 147-25, being a Bylaw to Adopt a Land Use Bylaw, be given third reading and finally be passed, as amended, at this time.

CARRIED

Res. 007-05-26-25 MOVED by Mayor Evans that Bylaw 149-25, being a Bylaw to amend Procedural Bylaw 141-24, receive first reading at this time.

CARRIED

Res. 008-05-26-25 MOVED by Deputy Mayor Black that Bylaw 149-25 receive second reading at this time.

CARRIED

Res. 009-05-26-25 MOVED by Mayor Evans that Bylaw 149-25 be given consent to proceed to third reading at this time.

CARRIED UNANIMOUSLY

Res. 010-05-26-25 MOVED by Deputy Mayor Black that Bylaw 149-25 be given third reading and finally be passed at this time.

CARRIED

Res. 011-05-26-25 MOVED by Mayor Evans that Bylaw 150-25, being a Bylaw for the Summer Village of Sunset Beach, in the Province of Alberta to Establish a Subdivision and Development Appeal Board, receive first reading at this time.

CARRIED

Res. 012-05-26-25 MOVED by Deputy Mayor Black that Bylaw 150-25 receive second reading at this time.

CARRIED

Res. 013-05-26-25 MOVED by Mayor Evans that Bylaw 150-25 be given consent to proceed to third reading at this time.

CARRIED UNANIMOUSLY

Res. 014-05-26-25 MOVED by Deputy Mayor Black that Bylaw 150-25 be given third reading and finally be passed at this time.

CARRIED

Res. 015-05-26-25 MOVED by Mayor Evans that Bylaw 151-25, being a Bylaw for the Summer Village of Sunset Beach, in the Province of Alberta to Establish the Position of SDAB Clerk as a Designated Officer, receive first reading at this time.

CARRIED

Res. 016-05-26-25 MOVED by Deputy Mayor Black that Bylaw 151-25 receive second reading at this time.

CARRIED

Res. 017-05-26-25 MOVED by Mayor Evans that Bylaw 151-25 be given consent to proceed to third reading at this time.

CARRIED UNANIMOUSLY

Res. 018-05-26-25 MOVED by Deputy Mayor Black that Bylaw 151-25 be given third reading and finally be passed at this time.

CARRIED

BUSINESS

Res. 019-05-26-25 MOVED by Mayor Evans that Council approve the registration of the incoming Council, following the 2025 municipal election, for the Munis 101 – Summer Villages Training session scheduled for September 13, 2025, at a cost of \$295 per person plus GST, and authorize the CAO to proceed with the necessary bookings.

CARRIED

Res. 020-05-26-25 MOVED by Deputy Mayor Black that Council approve the contract with Municipal Assessment Services Group Inc. for the provision of property assessment services for the period of April 1, 2025 to March 31, 2030, at the rates outlined in the agreement, and authorize the CAO to execute the agreement on behalf of the Summer Village of Sunset Beach.

CARRIED

Res. 021-05-26-25 MOVED by Mayor Evans that the CAO Report that states that the Summer Village of Sunset Beach has received a \$1,000 grant from Fortis to add trees to the Summer Village, be accepted as information.

CARRIED

CLOSED MEETING

Res. 022-05-26-25

MOVED by Mayor Evans that Council move into a closed session at 10:20 am, in accordance with Section 197 (2) of the Municipal Government Act and Section 21 of the Freedom of Information and Protection of Privacy Act, to discuss matters related to intergovernmental relations.

CARRIED

Res. 023-05-26-25

MOVED by Mayor Evans that Council return to the regular meeting at 10:32 am.

CARRIED

COUNCIL REPORTS

CORRESPONDANCE

NEXT MEETING

Monday, July 28, 2025 at 10am via Zoom.

ADJOURNMENT

Mayor Evans adjourned the meeting at 10:36 am.

Mayor

Recording Secretary

**SUMMER VILLAGE OF SUNSET BEACH
SPECIAL COUNCIL MEETING
MINUTES
June 2, 2025**

The special meeting of the council of the Summer Village of Sunset Beach was held via Zoom Videoconferencing, Monday, June 2, 2025 at 10:00 am.

IN ATTENDANCE

Mayor	Tim Evans
Deputy Mayor	Fred Black
Administrator	Kim Bancroft

Members of Public 0

ABSENT

n/a

CALL TO ORDER

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

ADOPTION OF AGENDA

Res. 001-06-02-25

MOVED by Deputy Mayor Black that the agenda be adopted as presented.

CARRIED

APPROVAL OF MINUTES

DELEGATIONS

FINANCIAL REPORTS

BYLAWS

BUSINESS

CLOSED MEETING

Res. 002-06-02-25

MOVED by Mayor Evans that Council and Administration move into a closed session at 10:05 am, in accordance with Section 197 (2) of the Municipal Government Act and Section 21 of the Freedom of Information and Protection of Privacy Act, to discuss matters related to intergovernmental relations.

CARRIED

Res. 003-06-02-25

MOVED by Mayor Evans that Council return to the regular meeting at 10:25 am.

CARRIED

Res. 004-06-02-25

MOVED by Mayor Evans that Administration inform South Baptiste that they approve the proposed letter to Athabasca County with the discussed changes.

CARRIED

COUNCIL REPORTS

CORRESPONDANCE

NEXT MEETING

Monday, July 28, 2025 at 11am via Zoom.

ADJOURNMENT

Mayor Evans adjourned the meeting at 10:29 am.

Mayor

Recording Secretary

Summer Village of Sunset Beach

Comparative Gross Margin Income Statement

	Actual 01/01/2025 to 07/24/2025	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	1,088.07	1,030.00	58.07
Franchise Fees	1,384.58	2,163.00	-778.42
Grants (MSI Capital) - Operating	0.00	10,268.00	-10,268.00
Investment Income	7,394.72	6,454.00	940.72
Tax Certificates	100.00	309.00	-209.00
Dev Permits and Compliance Ce...	272.05	1,030.00	-757.95
Miscellaneous Revenue	75.00	0.00	75.00
Greater North Foundaiton	5,341.36	5,341.00	0.36
TOTAL REVENUE	233,766.34	244,706.00	-10,939.66
TOTAL OPERATING REVENUE	233,766.34	244,706.00	-10,939.66
GROSS MARGIN	233,766.34	244,706.00	-10,939.66
OPERATING EXPENSE			
EXPENSES			
ASFF School Requisition	47,442.57	105,104.00	-57,661.43
Greater North Foundation - Oper...	5,341.36	5,341.00	0.36
Council Expenses	858.00	7,200.00	-6,342.00
Council - Travel & Subsistence	0.00	1,000.00	-1,000.00
Administrator Salary	20,048.52	40,097.00	-20,048.48
Administrative Education	0.00	515.00	-515.00
Administration - Travel & Subsist...	0.00	1,000.00	-1,000.00
SDAB Services	300.00	300.00	0.00
Planning and Development	0.00	2,000.00	-2,000.00
WCB	600.93	1,100.00	-499.07
Memberships	1,996.12	2,300.00	-303.88
Postage / Courier	368.96	824.00	-455.04
Office Supplies	235.39	1,030.00	-794.61
Advertising & Printing	810.00	618.00	192.00
Telephone	600.00	1,236.00	-636.00
Office - Rent	2,352.36	4,705.00	-2,352.64
Utilities	309.36	849.00	-539.64
Road Maintenance	3,400.00	7,504.00	-4,104.00
Insurance & Bonding	2,652.00	2,678.00	-26.00
Auditor	4,900.00	4,944.00	-44.00
Legal Fees	0.00	106.00	-106.00
Assessment Services	4,621.55	6,188.00	-1,566.45
Conferences / Seminars	0.00	1,500.00	-1,500.00
Website	164.97	849.00	-684.03
Donations	0.00	106.00	-106.00
Election	0.00	500.00	-500.00
Bank Charges	0.00	328.00	-328.00
Fire Contract - County	0.00	4,429.00	-4,429.00
Provincial Policing	5,701.00	5,585.00	116.00
ARWMS - Landfill	10,789.94	18,497.00	-7,707.06
FCSS	0.00	1,238.00	-1,238.00
Grass Cutting	0.00	8,500.00	-8,500.00
Recreation Area Maintenance	321.39	3,000.00	-2,678.61
Tree Removal / Trimming	0.00	3,000.00	-3,000.00
Northern Lights Library	536.06	536.00	0.06
TOTAL EXPENSES	114,350.48	244,707.00	-130,356.52
TOTAL OPERATING EXPENSE	114,350.48	244,707.00	-130,356.52

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

	Actual 01/01/2025 to 07/24/2025	Budget 01/01/2025 to 12/31/2025	Difference
INCOME FROM OPERATIONS	119,415.86	-1.00	119,416.86
NET INCOME	119,415.86	-1.00	119,416.86

Summer Village of Sunset Beach

Balance Sheet As at 07/24/2025

ASSET

Current Assets

ATB Operating Account	99,403.95	
ATB Savings Account	327,465.11	
Total Bank Accounts		426,869.06
Taxes Receivable	155,185.83	
Government Grants Receivable	263,732.00	
Total Receivables		418,917.83
GST Receivable		1,920.85
Total Current Assets		847,707.74

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 Improve...	-13,199.63	
Total Capital Assets		909,373.38

TOTAL ASSET 1,757,081.12

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	1,317.51	
Fortis Tree Grant	1,000.00	
Deferred Revenue	6,732.96	
Prepaid Expense	-65,000.00	
Prepaid Revenue	65,000.00	
Total Current Liabilities		409,686.35

TOTAL LIABILITY 409,686.35

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	119,415.86	
Total Owners Equity		1,347,394.77

TOTAL EQUITY 1,347,394.77

Printed On: 07/24/2025

**Summer Village of Sunset Beach
Balance Sheet As at 07/24/2025**

LIABILITIES AND EQUITY	<u>1,757,081.12</u>
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Summer Village of Sunset Beach
Direct Deposit Log 05/24/2025 to 07/24/2025

Direct Deposit No.	Payee	Transaction Date	Amount
VP77	Government of Alberta	05/30/2025	116.00
VP76	Kim Bancroft	05/31/2025	4,025.15
VP78	Kim Bancroft	06/30/2025	4,025.15
VP79	Municipal Assessment Serv...	07/02/2025	1,286.25
			9,452.55

Number of direct deposit transactions: 4