

SUMMER VILLAGE OF SUNSET BEACH

December 1, 2025
Via Zoom Videoconferencing
10:00 am

AGENDA

CALL TO ORDER

ADOPTION OF AGENDA

Additions or Deletions

APPROVAL OF MINUTES

Regular Meeting Minutes October 20, 2025
Motion to adopt or amend

FINANCIAL REPORTS

Financial Statements November 25, 2025
Motion to accept for information

DELEGATIONS

BYLAWS

OLD BUSINESS

NEW BUSINESS

Draft Budget 2026
2026 Interim Budget

CLOSED SESSION

Emergency Management – POPA/POGA Sec 28 – Advice From Officials
Bylaw Review – POPA/POGA Sec 28 – Advice From Officials
CAO Annual Evaluation – POPA/POGA Sec 23 – Confidential Evaluations

COUNCIL REPORTS

CORRESPONDENCE

NEXT MEETING

January 12, 2026 at 10:00 am via Zoom Videoconferencing

ADJOURNMENT

**SUMMER VILLAGE OF SUNSET BEACH
REGULAR COUNCIL MEETING
MINUTES
October 20, 2025**

The regular meeting of the council of the Summer Village of Sunset Beach was held via Zoom Videoconferencing, Monday, October 20, 2025 at 10:00 am.

IN ATTENDANCE

Mayor	Tim Evans
Deputy Mayor	Fred Black
Council Member	Dan Struski
Administrator	Kim Bancroft

Members of Public 0

ABSENT

n/a

CALL TO ORDER

Mayor Evans called the meeting to order at 10:04 am.

ADOPTION OF AGENDA

Res. 001-10-20-25

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

CARRIED

APPROVAL OF MINUTES

Res. 002-10-20-25

MOVED by Council Member Struski that the Minutes of the September 8, 2025 Regular Meeting be adopted as presented.

CARRIED

DELEGATIONS

No delegations were present at this meeting.

FINANCIAL REPORTS

Res. 003-10-20-25

MOVED by Mayor Evans that the financial statements and cheque logs dated October 14, 2025 be accepted as information.

CARRIED

BYLAWS

BUSINESS

Res. 004-10-20-25

MOVED by Mayor Evans that administration order 2 solar speed signs for the summer village. To be paid for with grant money, not taxpayer dollars.

CARRIED

Res. 005-10-20-25

MOVED by Council Member Struski that administration approve the quote from Patry Contracting to widen the turnaround at the end of Birch Drive so that large trucks can turn around without driving on the grass. To be paid for with grant money, not taxpayer dollars.

CARRIED

Res. 006-10-20-25 MOVED by Deputy Mayor Black that the capital budget be revised as discussed. Starting on January 1, 2026 all passed budgets, capital and operating, will be posted on the summer village website as they are passed.
CARRIED

Res. 007-10-20-25 MOVED by Mayor Evans that the spreadsheet regarding different levels of minimum tax be accepted as information at this time.
CARRIED

Res. 008-10-20-25 MOVED by Mayor Evans that Council approve the presented Northern Lights Library System 2026 budget, with its 1.5% levy increase.
CARRIED

CLOSED MEETING

Res. 009-10-20-25 MOVED by Mayor Evans that Council move into a closed session at 10:55 am, in accordance with Section 197 (2) of the Municipal Government Act and Sections 17, 19 and 21 of the Freedom of Information and Protection of Privacy Act.
CARRIED

Res. 010-10-20-25 MOVED by Mayor Evans that Council return to the regular meeting at 11:03 am.
CARRIED

Res. 011-10-20-25 MOVED by Council Member Struski that Administration work with Phyllis Forsyth to develop Emergency Management Agreements and Bylaws.
CARRIED

COUNCIL REPORTS

CORRESPONDANCE

Res. 012-10-20-25 MOVED by Deputy Mayor Black that the letter From Apex Utilities with the 2026 Estimated Franchise Fees be accepted as information.
CARRIED

NEXT MEETING

December 1, 2025 at 10:00 am via Zoom.

ADJOURNMENT

Mayor Evans adjourned the meeting at 11:25 am.

Mayor

CAO

Summer Village of Sunset Beach

Balance Sheet As at 11/25/2025

ASSET

Current Assets

ATB Operating Account	54,612.62	
ATB Savings Account	501,552.70	
Total Bank Accounts		556,165.32
Taxes Receivable	17,800.90	
Government Grants Receivable	142,042.00	
Total Receivables		159,842.90
GST Receivable		5,794.42
Total Current Assets		721,802.64

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 1,631,176.02

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	14,024.66	
Fortis Tree Grant	1,000.00	
Deferred Revenue	6,732.96	
Prepaid Expense	-65,000.00	
Prepaid Revenue	65,000.00	
Total Current Liabilities		422,393.50

TOTAL LIABILITY 422,393.50

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	-19,196.39	
Total Owners Equity		1,208,782.52

TOTAL EQUITY 1,208,782.52

Printed On: 11/25/2025

**Summer Village of Sunset Beach
Balance Sheet As at 11/25/2025**

LIABILITIES AND EQUITY	<u>1,631,176.02</u>
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Summer Village of Sunset Beach

Comparative Gross Margin Income Statement

	Actual 01/01/2025 to 11/25/2025	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	1,019.53	1,030.00	-10.47
Franchise Fees	1,995.86	2,163.00	-167.14
Grants (MSI Capital) - Operating	10,268.00	10,268.00	0.00
Grants (MSI Capital)	-1,147.50	0.00	-1,147.50
Investment Income	12,739.42	6,454.00	6,285.42
Tax Certificates	250.00	309.00	-59.00
Dev Permits and Compliance Ce...	1,207.62	1,030.00	177.62
Miscellaneous Revenue	75.00	0.00	75.00
Greater North Foundaiton	5,341.36	5,341.00	0.36
TOTAL REVENUE	249,859.85	244,706.00	5,153.85
TOTAL OPERATING REVENUE	249,859.85	244,706.00	5,153.85
GROSS MARGIN	249,859.85	244,706.00	5,153.85
OPERATING EXPENSE			
EXPENSES			
ASFF School Requisition	78,827.77	105,104.00	-26,276.23
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	885.00	1,000.00	-115.00
Administrator Salary	33,414.20	40,097.00	-6,682.80
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	510.04	824.00	-313.96
Office Supplies	1,015.52	1,030.00	-14.48
Advertising & Printing	1,155.78	618.00	537.78
Telephone	1,000.00	1,236.00	-236.00
Office - Rent	3,920.60	4,705.00	-784.40
Utilities	461.92	849.00	-387.08
Road Maintenance	5,680.00	7,504.00	-1,824.00
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	5,846.55	6,188.00	-341.45
Conferences / Seminars	1,269.64	1,500.00	-230.36
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	0.00	4,429.00	-4,429.00
Provincial Policing	5,701.00	5,585.00	116.00
Emergency Management	500.00	0.00	500.00
ARWMS - Landfill	16,955.62	18,497.00	-1,541.38
FCSS	1,137.00	1,238.00	-101.00
Grass Cutting	6,280.00	8,500.00	-2,220.00
Recreation Area Maintenance	2,446.39	3,000.00	-553.61
Tree Removal / Trimming	1,570.00	3,000.00	-1,430.00
Northern Lights Library	536.06	536.00	0.06
MSI CAP - 13753	78,035.00	0.00	78,035.00
TOTAL EXPENSES	269,056.24	244,707.00	24,349.24

Summer Village of Sunset Beach Comparative Gross Margin Income Statement

	Actual 01/01/2025 to 11/25/2025	Budget 01/01/2025 to 12/31/2025	Difference
TOTAL OPERATING EXPENSE	269,056.24	244,707.00	24,349.24
INCOME FROM OPERATIONS	-19,196.39	-1.00	-19,195.39
NET INCOME	-19,196.39	-1.00	-19,195.39

Summer Village of Sunset Beach

Direct Deposit Log 10/15/2025 to 11/25/2025

Direct Deposit No.	Payee	Transaction Date	Amount
VP102	Classic Barns Ltd.	10/17/2025	8,000.00
VP103	Target Ventures	10/21/2025	1,827.00
VP104	Total Ventures Inc. / Stonefi...	10/27/2025	152.25
VP105	Kim Bancroft	10/27/2025	655.27
VP106	Kim Bancroft	10/27/2025	642.47
VP90	Kim Bancroft	10/31/2025	4,025.15
VP107	Patry Contracting	11/07/2025	4,515.00
VP108	Patry Contracting	11/07/2025	2,394.00
VP109	Phyllis Forsyth o/a Morse &...	11/07/2025	525.00
VP110	Classic Barns Ltd.	11/17/2025	24,694.90
VP111	Dan Struski	11/17/2025	513.86
			47,944.90

Number of direct deposit transactions: 11

Summer Village of Sunset Beach
Cheque Log for 1010 ATB Operating Account from 10/15/2025 to 11/25/2025

Cheque No.	Payee	Amount	Cheque Date
53	Government of Alberta	5,585.00	11/07/2025
54	TrafficLogix	7,976.85	11/07/2025
55	Blue Imp	35,000.00	11/25/2025