

SUMMER VILLAGE OF SUNRISE BEACH AGENDA

Tuesday, September 24th, 2024 at 7:00 p.m.

In person or Via Zoom at the Administration Office 2317 Twp. Rd. 545 Lac Ste.

Anne County

As per Bylaw 195-2024 there will be no audio/video recordings of Meetings

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	September 24 th , 2024 Regular Council Meeting <i>Recommendation:</i> <i>(that the September 24th, 2024 Regular Council Meeting Agenda be approved as presented</i> or <i>that the September 24th, 2024 Regular Council Meeting Agenda be approved with the following amendment(s) (list amendments)</i>
3.	<u>Minutes</u> Pages 1-6 7-10	a)	August 27 th , 2024 Organizational Council Meeting Minutes <i>Recommendation:</i> <i>(that the August 27th, 2024 Organizational Council Meeting Minutes be approved as presented</i> or <i>that the August 27th, 2024 Organizational Council Meeting Minutes be approved with the following amendment(s) (list amendments):</i>
		b)	August 27 th , 2024 Regular Council Meeting Minutes <i>Recommendation:</i> <i>(that the August 27th, 2024 Regular Council Meeting Minutes be approved as presented</i> or <i>that the August 27th, 2024 Regular Council Meeting Minutes be approved with the following amendment(s) (list amendments)</i>
4.	<u>Appointments</u>	a)	n/a
5.	<u>Bylaws</u>	a)	n/a

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6.	<p><u>Business</u></p> <p>Pages 11-14 15</p>	a)	<p>5 Year Operating and Capital Plans – this item was deferred from the June meeting to give Council additional time to review same. This document is a requirement of Alberta Municipal Affairs and must be reviewed and approved annually by Council.</p> <p><i>Recommendation:</i> <i>(that the 5 Year Operating and Capital Plans for the Summer Village of Sunrise Beach be approved as presented)</i></p>
	<p>Pages</p>	b)	<p>Summer Village Email – this item was also deferred from the June meeting. Currently the Summer Village email is an email under Wildwillow Enterprises, and Council email are their own personal or work emails. This has been the practice prior to this administration working for the Summer Village (prior email was Sandy Beach’s email, then the Town of Onoway’s email prior to this CAO starting with the Summer Village, for example) and Councils to our knowledge have always used their own emails. But there certainly is merit in changing this and having a summer village email that stays with the summer village, as well as Council emails. It is becoming more common and advisable for Councillors not to post their personal contact information for FOIPP and safety reasons. However, Council should be accessible to the public. And it would be best to have an administration email that stays with the Summer Village. Administration reached out to a website provider who we work with who has informed us that to add Council emails with a Sunrise Beach handle on them would be \$90/year/person for the first year and then increase to \$105/year/person for the second year and beyond. There would also be a \$125 setup fee for the Summer Village. Conversely, if Council wishes to proceed with email addresses, free email addresses could be obtained through Outlook at no additional cost (storage may be an issue, and then will need a domain name). For security reasons and to ensure continuity after an election, Administration is recommending that, if Council would like to set up email addresses for Councillors, it be done via the website provider. Alternatively, as we are 10 months or so from an election, you may wish to not change Council emails at this time.</p> <p><i>Recommendation:</i> <i>(that email addresses for Councillors be set up through the website provider at a cost of \$85 per year per Councillor and that this be included in the annual budget (set up now or set up after election?))</i></p>

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		<p><i>Or</i> <i>(that email addresses for Councillors be set up through a free email provider (set up now or set up after the election?),</i></p> <p><i>Or</i> <i>(that Council accept the discussion regarding Council email addresses for information.)</i></p> <p><i>Or</i> <i>(defer for further information)</i></p>
	<p><i>Pages</i></p>	<p>c) Server/Backup – this is the third item that was deferred from the June meeting to this meeting. The Summer Village’s software system is known as Muniware and this software is uploading on one laptop and one external hard drive, which are both owned by Wildwillow, and we have one other Summer Village who also uses Muniware. This system automatically backs up every day. This system has been a practical system given the Summer Village’s limited budgets. Certainly best practice would be to own or rent an offsite server, but that has limited practicality in small municipalities. Prices for purchase of a laptop are going to range between \$4,000.00-\$6,000.00 (which includes estimates to transfer over files and muniware), there is the option to rent offsite backup space (for the laptop and muniware) at a starting cost of \$75.00/per month which includes an antivirus. Administrative Files (correspondence, assessment, reports, budgets, financials, audit etc) are kept on one drive (a cloud) and Wildwillow keeps all of our municipalities files on the same one drive. One drive is password protected and has anti virus security on the program, this costs Wildwillow \$109.00 per year all in.</p> <p>Sunrise Beach records have been set up similar to the other communities we work with in a shared space to save money for each municipality, the Summer Village certainly can invest in systems solely for their community and purchase the necessary laptop/desktop, screen, keyboard, mouse, printer/scanner or photocopier, internet, adobe, cell phone, etc to go along with it if that is what they wish to do. If Council wishes to proceed with purchasing equipment etc, we should either consider it for next years budget or have funds come from reserves or unrestricted surplus to offset it.</p> <p><i>Recommendation:</i> <i>(direction as given by Council at meeting time)</i></p>

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Pages	d)	<p>Shedden Drive Road Rehabilitation Project – further to previous discussions, the Summer Village had met with County officials onsite to discuss a potential road rehab cost share project. The Summer Village requested the County complete the road rehab on the north section at 100% their cost. The County has come back to the Summer Village advising they will complete same at 25% to an upset limit of \$25,000.00 with the work being engineered first and offered through a tender process. Further discussion to take place at meeting time. It is estimated the rehab to this section of roadway would cost between \$80,000.00 and \$125,000.00, depending on scope and engineering.</p> <p><i>Recommendation:</i> (direction as given by Council at meeting time)</p> <p>Beaver Dam Removal and Swale Reshaping – this is another part of this road project which has been completed now by Pompei Excavation at a cost of \$7,250.00.</p> <p><i>Recommendation:</i> (that the beaver dam removal and swale reshaping work completed on Shedden Drive by Pompei Excavation at a cost of \$7,250.00 be approved and these costs be covered by grant funds for this project)</p>
Pages 16-18 p19-26	e)	<p>Dog Complaint – further to the open floor discussion with the gallery at the last meeting, please find attached a follow-up email from resident Leonor Carreiro with respect to her encounters with dogs within the Summer Village. Further to direction at the last meeting, Administration has reached back out to Sturgeon County to see what sort of casual on call enforcement services may be available at this time. We are waiting to hear back from Sturgeon County. Admin has attached our current animal control bylaw for reference.</p> <p><i>Recommendation:</i> (that the letter from resident Leonor Carreiro, with respect to dogs running off leash within the Summer Village, be accepted for information)</p> <p>Or</p> <p>(direction as given by Council at meeting time)</p>

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Pages 27-30	f)	<p>Removing of Trees off of Municipal Reserve Lands – further to discussion at the last Council meeting, attached is a request from resident Joanna Shandro for permission to be the sole caretakers of the trees that are adjacent to their property lines. She is asking for the trees to the left of their driveway that are adjacent to 4304 and the ones to the right of their driveway being adjacent to 4305. They are requesting permission to not only cherry pick and cut down the good-for-firewood trees but to actually clear out all the dead wood and underbrush as well. Further discussion to take place at meeting time.</p> <p><i>Recommendation:</i> (direction as given by Council at meeting time)</p>
p 31-33	g)	<p>Unsightly Property Enforcement 6201 Shedden Drive – further to the last Council meeting, one of the properties on the unsightly enforcement list has not complied with the actions required. Before proceeding with further enforcement on this property, administration is seeking Council direction as to engaging the services of legal counsel to ensure next steps are carried out appropriately including obtaining a court order to gain access to the property to have it cleaned up (if that is the direction given by Council). Costs that are applicable to being charged back to the property will be.</p> <p><i>Recommendation:</i> (direction as given by Council at meeting time)</p>
p 34-35 p 36-60 p 61-69	h)	<p>Canada Community Building Fund (CCBF) - Alberta and Canada have agreed to a renewed administrative agreement for the CCBF program. The program had been governed by a 10-year administrative agreement that the 2014-15 to 2023-24 period and expired in March 2024. The renewed CCBF administrative agreement, signed in July 2024, covers the 2024-25 to 2033-34 period. Starting in 2024, all eligible local governments receive a base funding amount (\$50,000 for most communities; \$5,000 for summer villages), with the remaining federal funding distributed on a per capita basis. In the past, funding was distributed on a per capita basis with each community guaranteed a minimum of \$50,000 (although summer villages received a lower base funding amount). This change</p>

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		<p>ensures local governments benefit from any increases to federal CCBF funding over the course of the administrative agreement. Other noted changes to the program include annual reporting requirements on project outcomes in addition to expenditure and project status, a revised payment condition that requires financial reporting to be certified prior to payment of CCBF funding, a federal requirement for local governments to maintain a distinct bank account for CCBF funding, and the introduction of CCBF spending restrictions for local governments with infrastructure management challenges, in alignment with the restrictions under the Local Government Fiscal Framework program.</p> <p>Sunrise Beach’s 2024 CCBF Allocation is \$13,913.00.</p> <p><i>Recommendation:</i> (that the Canada Community Building Fund (CCBF) Memorandum of Agreement between His Majesty in Right of Alberta as represented by the Minister of Municipal Affairs and the Summer Village of Sunrise Beach for the period April 1, 2024-25 to March 31, 2033-34 be approved and execution authorized)</p> <p>or</p> <p>(some other direction as given by Council at meeting time)</p>
	<p>P 70-71</p>	<p>i) Regional Municipalities Meeting – the next Regional Municipalities Meeting has been scheduled for Friday, October 4th, 2024 from 9:30 a.m. to 3:00 p.m. at the Alberta Beach Seniors.</p> <p><i>Recommendation:</i> (authorize attendance of Council and administration to the Regional Municipalities Meeting scheduled for Friday, October 4th, 2024 from 9:30 a.m. to 3:00 p.m. at the Alberta Beach Seniors)</p> <p>or</p> <p>(some other direction as given by Council at meeting time)</p>

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	p72-79	j)	<p>Fortis Franchise Fee – each year Fortis sends out information to municipalities to set the franchise fee rates for the following year, the deadline to set the rate is November 1st, 2024. Currently the Summer Village’s franchise fee rate is set at 0%, and the maximum a municipality can have is 20%. A list of municipalities and their respective rates is attached for reference. Many of the Summer Villages have a 3% fee and based on our consumption it is estimated that this would generate around \$3,9140.00/year. If Council decides to set an actual rate we will need to advertise same in local papers.</p> <p><i>Recommendation:</i> <i>(that the Summer Village of Sunrise Beach set its 2025 Fortis Franchise Fee rate at ____%)</i></p>
	p80-91	k)	<p>Capital Region Assessment Services Commission – our current agreement is expiring at the end of December 2024. Attached is a new Agreement from 2025-2027 to continue to provide Assessment Review Board Services to Sunrise Beach. There has been some changes from the expiring 2022-2024 agreement, primarily to better clarify the obligations of the Commission and the Participants; also, to adjust the fees that CRASC will charge.</p> <p><i>Recommendation:</i> <i>(that the Summer Village approve the 2025-2027 Agreement with Capital Region Assessment Services Commission (CRASC) for Assessment Review Board Services, and authorize execution)</i></p> <p>Or</p> <p><i>(other direction as given at meeting time)</i></p>
	p92-99	l)	<p>2024 Audit Engagement Letter – attached is the letter from Metrix Group regarding, this letter we receive annually from the auditor. The purpose of this letter is to outline the terms of engagement to audit the financial statements of our Summer Village.</p> <p><i>Recommendation:</i> <i>(that the 2024 Audit Engagement Letter with Metrix Group, with respect to completing the 2024 financial audit for the Summer Village of Sunrise Beach be approved and execution authorized)</i></p>

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			<p>Or (other direction as given at meeting time)</p>
	<p>P 100-110</p>	<p>m)</p> <p>Workplace Violence and Harassment Prevention Policy – this matter was originally brought forward by Deputy Mayor Benson after attending a law seminar early in 2024. Council had seen a draft version previously, and this policy would apply to employees, contractors, council, volunteers and the public.</p> <p><i>Recommendation:</i> (that the Workplace Violence and Harassment Prevention Policy be approved as presented (or amended)</p> <p>Or (deferred for further review)</p> <p>Or (some other direction as given by Council at meeting time)</p> <p>n)</p> <p>o)</p> <p>p)</p>	
7.	<p><u>Financial</u></p> <p>P 111-114</p> <p>P 115</p> <p>P 116-131</p> <p>P 132-135</p>	<p>a)</p> <p>Financial Reports as per motion 79-24: -YTD GL Income and Expense Statement for operating and capital budgets – as of August 31st -Cheque Listing as of August 31st, 2024 -Trial Balance as of September 17th, 2024 -Bank Reconciliation as of August 2024</p> <p><i>Recommendation:</i> (that the YTD GL Income and Expense Statement, Cheque Listing, Trial Balance and Bank Reconciliation reports be accepted for information)</p>	

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8.	<u>Councillor Reports</u>		
		a)	Mayor Ethier
		b)	Deputy Mayor Benson
		c)	Councillor Benning Recommendation: <i>(that the Councillor reports be accepted for information)</i>
9.	<u>Administration Reports</u>		
	p 136	a)	Development Officers Report
	p 137 p 138-144	b)	Action List Report
		c)	ASVA conference agenda, AGM agenda, and 2 resolutions
		d)	Hummocky Lands – caveat discussion
		e)	Alberta Counsel – discussion on upcoming meeting w them
		f)	
			<i>Recommendation: (that the Administration reports be accepted for information)</i>
10.	<u>Correspondence & Information</u>		
	Pages 145	a)	Alberta Municipal Affairs – August 9 th , 2024 letter on 2025 Fire Services Training Program Grant
	Pages 146-155	b)	Yellowhead Regional Library- Draft 2025 Budget, 2025 Budget Overview, Board Oversight and Board Appointments
	156-157	c)	Alberta Municipalities – Elections for Board Positions

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			<p><i>Recommendation:</i> <i>(that the Correspondence and Information items be accepted for information)</i></p>
11.	<u>Open Floor Discussion with Gallery</u>		<p>(15 minutes TOTAL time limit as per Bylaw #194-2024)</p> <p><i>Recommendation:</i> <i>(that the open floor discussion with the gallery be accepted for information)</i></p> <p>Or <i>some other direction as given by Council at meeting time)</i></p>
12.	<u>Closed Session</u>	a)	<p>As per the Municipal Government Act (MGA) FOIP Act Section 16, 17, 21, 22, 23, 24 – Disclosure harmful to business interests of a third party – Third Party Personal Privacy Trespassing Matter, Solicitor/Client Privilege Community Standards Bylaw, Third Party Business Interests Town of Onoway vs Wendy Wildman/Wildwillow Enterprises, Hummocky Lands Caveat</p> <p><i>(move into Closed Session)</i></p> <p>Recess</p> <p><i>(move out of Closed Session)</i></p> <p>recess</p>
13.	<u>Adjournment</u>		

Next Meetings:

Regular Council Meeting	September 24 th , 2024
ABMunis Convention	September 25 th to 27 th , 2024
SVLSACE Meeting	September 28 th , 2024
Regional Municipalities Mtg	October 4 th , 2024
ASVA Conference	October 17 th & 18 th , 2024
Regular Council Meeting	October 22 nd , 2024
Regular Council Meeting	November 26 th , 2024

SUMMER VILLAGE OF SUNRISE BEACH
MINUTES OF THE ORGANIZATIONAL MEETING
TUESDAY, AUGUST 27TH 2024 ADMINISTRATION OFFICE 2317 TWP. RD. 545
LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

	PRESENT	<p>Councillors: Michael Benson, Jon Ethier, Brian Benning</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Victoria Message, Administrative Assistant - zoom</p> <p>Public attendance (in person): 4</p> <p>Public via zoom: 1</p>
1.	CALL TO ORDER	Wendy Wildman called the meeting to order 7:00 p.m.
2.	AGENDA 125-24	<p>MOVED by Councillor Ethier that the Agenda be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MAYOR NOMINATION & APPOINTMENT 126-24	<p>Wendy Wildman called for nominations for Mayor.</p> <p>Councillor Benson nominated Councillor Ethier.</p> <p>Wendy Wildman called for nominations for Mayor a second time.</p> <p>Wendy Wildman called for nominations for Mayor a third time.</p> <p>MOVED by Councillor Benson that nominations for Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Ethier was declared Mayor and was administered the Oath of Office for Mayor. Mayor Ethier assumed the Chair.</p>
4.	DEPUTY MAYOR NOMINATION & APPOINTMENT 127-24	<p>Mayor Ethier called for nominations for Deputy Mayor.</p> <p>Mayor Ethier nominated Councillor Benson.</p> <p>Mayor Ethier called for nominations for Deputy Mayor a second time.</p> <p>Mayor Ethier called for nominations for Deputy Mayor third time.</p> <p>MOVED by Mayor Ethier that nominations for Deputy Mayor cease.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Benson was declared Deputy Mayor and was administered the Oath of Office for Deputy Mayor.</p>



SUMMER VILLAGE OF SUNRISE BEACH
MINUTES OF THE ORGANIZATIONAL MEETING
TUESDAY, AUGUST 27TH 2024 ADMINISTRATION OFFICE 2317 TWP. RD. 545
LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

5.	CONFIRMATION OF COUNCIL MEETING DATES & TIME 128-24	<p>MOVED by Mayor Ethier that regular Council meetings be scheduled for the 4th Tuesday of the months of January, February, March, April, June, July, August, September, October, November at 7:00 p.m. at the Administration Office 2317 TWP RD 545 Lac Ste. Anne County.</p> <p style="text-align: right;">CARRIED</p>
6.	CONFIRMATION OF BANKING SIGNING AUTHORITY 129-24	<p>MOVED by Mayor Ethier that the signing authority be confirmed as follows:</p> <ul style="list-style-type: none"> • Two signatures are required • One signature to be any member of Council (Jon Ethier, Mike Benson, Brian Benning) • One signature to be any member of Administration, (Chief Administrative Officer, Wendy Wildman or Administrative Assistant, Diane Wannamaker) <p style="text-align: right;">CARRIED</p>
7.	CONFIRMATION OF BANKING AUTHORITY 130-24	<p>MOVED by Mayor Ethier that the banking authority for the Summer Village of Sunrise Beach be confirmed as ATB Financial.</p> <p style="text-align: right;">CARRIED</p>
8.	CONFIRMATION OF CAO APPOINTMENT 131-24	<p>MOVED by Mayor Ethier that the Chief Administrative Officer appointment be confirmed as Wendy Wildman of Wildwillow Enterprises Inc.</p> <p style="text-align: right;">CARRIED</p>
9.	CONFIRMATION OF AUDITOR APPOINTMENT 132-24	<p>MOVED by Mayor Ethier that the Auditor appointment be confirmed as Metrix Group LLP.</p> <p style="text-align: right;">CARRIED</p>

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LAC STE. ANNE COUNTY AT 7:00P.M. MEETING IN PERSON AND VIA ZOOM

10.	CONFIRMATION OF SOLICITOR APPOINTMENT 133-24	MOVED by Mayor Ethier that the Solicitor appointment be confirmed as Patriot Law Group. CARRIED
11.	CONFIRMATION OF SUBDIVISION & DEVELOPMENT APPEAL BOARD 134-24	MOVED by Mayor Ethier as per agreement, the Subdivision and Development Board be confirmed as Milestone Municipal Services (Emily House) (Bylaw 148-2019). CARRIED
12.	CONFIRMATION OF ASSESSMENT REVIEW BOARD 135-24	MOVED by Mayor Ethier that as per agreement, the Assessment Review Board be confirmed as Capital Region Assessment Services Commission (Bylaws 167-2021 & 188-2023). CARRIED
13.	CONFIRMATION OF MUNICIPAL PLANNING COMMISSION 136-24	MOVED by Mayor Ethier that the Municipal Planning Commission be confirmed as all of Council. CARRIED
14.	CONFIRMATION OF FOIPP COORDINATOR 137-24	MOVED by Mayor Ethier that the Freedom of Information and Protection of Privacy Coordinator be confirmed as the Chief Administrative Officer Wendy Wildman. CARRIED
15.	CONFIRMATION OF PLANNING &	

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	SUBDIVISION AUTHORITY 138-24	MOVED by Mayor Ethier that as per agreement, the Planning & Subdivision Authority be confirmed as Municipal Planning Services – Jane Dauphinee (Bylaw 146-18). CARRIED
16.	CONFIRMATION OF INTEGRITY COMMISSIONER 139-24	MOVED by Mayor Ethier that the Integrity Commission be confirmed as Victoria Message. CARRIED
17.	DESIGNATED OFFICERS 140-24	MOVED by Mayor Ethier that the Designated Officers be confirmed as follows: Assessor Appointment: Justin Goudreau, Municipal Assessment Services Group – Bylaw 182-2023 Development Authority: Tony Sonnleitner, Development Officer – Bylaw 97-2004 Planning & Subdivision Authority: Municipal Planning Services Ltd. – Bylaw 146-18 Assessment Review Board Clerk: Gerryl Amarin, Capital Region Assessment Services Board – Bylaw 188-2023 Subdivision & Development Appeal Board Clerks: (Emily House and Cathy McCartney – Milestone Municipal Services) – Bylaw 178-2022 CARRIED
18.	CONFIRMATION OF COMMITTEE APPOINTMENTS 141-24	MOVED by Deputy Mayor Benson that the Committee Appointments be approved as follows: a) Highway 43 East Waste Commission (Brian Benning - Representative) b) West Interlake District Regional Water Services Commission (Mike Benson – Representative)

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		<ul style="list-style-type: none"> c) Ste. Anne Emergency Management Agency – Regional Emergency Services (Jon Ethier – Representative) d) Summer Villages of Lac Ste. Anne County East (Jon Ethier – Representative) (with all of Council to attend) e) Regional Family & Community Support Services (Mike Benson – Representative) f) Joint Lagoon Committee Sandy/Sunrise (all of Council to attend) g) Regional Sewer Line (all of Council to attend) h) Municipal Planning Commission (all of Council) i) Lac Ste. Anne East End Bus Society (Brian Benning - Representative) <p style="text-align: right;">CARRIED</p>
19.	MUNICIPAL OFFICE LOCATION 142-24	<p>MOVED by Mayor Ethier that the Municipal Office location be confirmed as the Administration Office 2317 TWP RD 545 Lac Ste. Anne County, Alberta.</p> <p style="text-align: right;">CARRIED</p>
20.	REMUNERATION POLICY #C-COU-REM-1 143-24	<p>MOVED by Mayor Ethier that Council Reimbursement Policy # C-COU-REM-1 be confirmed as is.</p> <p style="text-align: right;">CARRIED</p>
21.	COUNCIL ACKNOWLEDGMENTS 144-24	<p>MOVED by Mayor Ethier Council acknowledgement and receipt of the following documents:</p> <ul style="list-style-type: none"> a) Municipal Government Act – Section 208(1) b) Council and Council Committee Procedural Bylaw 195-2024

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		c) Public Participation Policy C-COU-PAR-1 and Public Participation Plan d) Council Code of Conduct Bylaw 147-2018 <p style="text-align: right;">CARRIED</p>
22.	ADJOURNMENT	The meeting adjourned at 7:11 p.m.

 Mayor, Jon Ethier

 Chief Administrative Officer, Wendy Wildman

UNAPPROVED

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MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY AUGUST 27TH, 2024, ADMINISTRATION OFFICE 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00 P.M., IN PERSON AND VIA ZOOM

	PRESENT	<p>Mayor Jon Ethier Deputy Mayor Mike Benson Councillor Brian Benning</p> <p>Chief Administrative Officer Wendy Wildman Administrative Assistant Victoria Message – via zoom</p> <p>Public at Large: 4 In Person 1 On Zoom</p>
1.	CALL TO ORDER	Mayor Ethier called the council meeting to order at 7:11 p.m.
2.	AGENDA 145-24	<p>MOVED by Mayor Ethier that the August 27th, 2024 Agenda be approved with the following amendments: -additions – 12. Closed Session</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES 146-24	<p>MOVED by Mayor Ethier that the minutes of the July 23rd, 2024 Regular Council meeting be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
5.	BYLAWS 147-24	<p>a) MOVED by Mayor Ethier that Bylaw 198-2024, being the Code of Conduct Bylaw for the Summer Village of Sunrise Beach, be given first reading as presented. CARRIED</p>
	148-24	<p>b) MOVED by Deputy Mayor Benson that Bylaw 198-2024, be given second reading as presented. CARRIED</p>
	149-24	<p>c) MOVED by Councillor Benning that Bylaw 198-2024, be considered for third reading as presented. CARRIED UNANIMOUSLY</p>
	150-24	<p>d) MOVED by Mayor Ethier that Bylaw 198-2024, be given third and final reading as presented. CARRIED</p>
6.	BUSINESS 151-24	<p>a) MOVED by Mayor Ethier that the decision to contract Limb Walkers Tree Care to remove various trees throughout the Summer Village at a cost of \$3,123.75 be ratified and these costs be covered through the tree removal reserve account. CARRIED</p>



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY AUGUST 27TH, 2024, ADMINISTRATION OFFICE 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00 P.M., IN PERSON AND VIA ZOOM

152-24	b)	<p>MOVED by Mayor Ethier that the request to Lac Ste. Anne County for a cost share of the costs to be incurred to complete emergent culvert, road, ditching repairs on Shedden Drive in two locations adjacent to the SE 34-55-1-W5M specifically Lot 1, Block 2, Plan 222 1517 (referred to as the Hummocky Lands) be approved.</p> <p style="text-align: right;">CARRIED</p>
153-24	c)	<p>MOVED by Mayor Ethier that the Summer Village of Sunrise Beach engage the services of Pompei Excavation to complete the emergent culvert and road section repairs on Shedden Drive (south location) at an estimated cost of \$30,000.00 (guard rails not included).</p> <p style="text-align: right;">CARRIED</p>
154-24	d)	<p>MOVED by Mayor Ethier that administration inquire with Sturgeon County regarding entering into an agreement on a one-year trial basis for Community Peace Officer/Bylaw Enforcement Services, on an on-call basis with all calls going through administration before being dispatched, and bring same back to Council.</p> <p style="text-align: right;">CARRIED</p>
155-24	e)	<p>MOVED by Mayor Ethier that the Summer Village of Sunrise Beach Council accept the Alberta Municipal Affairs 2023 Municipal Indicator Performance Measure Results as presented, and that Administration respond through the Municipal Indicator Dashboard regarding the one indicator which was flagged – Indicator #4 Tax Collection Rate, benchmark being set at 90% and the Summer Village achieving 87.04%.</p> <p style="text-align: right;">CARRIED</p>
156-24	d)	<p>MOVED by Mayor Ethier that administration set up a meeting with Alberta Counsel, Council and Administration to discuss potential grant projects.</p> <p style="text-align: right;">CARRIED</p>
157-24	e)	<p>MOVED by Mayor Ethier that the Summer Village of Sunrise Beach authorize Don Erechuk, owner of DMJ Environmental Consulting LTD, access to any and all documents and reports regarding the Sandy Beach/Sunrise Beach Lagoon held by Alberta Environment or any other government or private entity.</p> <p style="text-align: right;">CARRIED</p>
158-24	f)	<p>MOVED by Mayor Ethier that the Summer Village of Sunrise Beach endorse the Ste. Anne Summer Villages Regional Emergency Management Partnership draft 2025 budget as presented.</p> <p style="text-align: right;">CARRIED</p>



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY AUGUST 27TH, 2024, ADMINISTRATION OFFICE 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00 P.M., IN PERSON AND VIA ZOOM

7.	FINANCIAL 159-24	a)	<p>MOVED by Mayor Ethier that the YTD GL Income and Expense Statement, Cheque Listing, Trial Balance and Bank Reconciliation reports be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
8.	COUNCIL REPORTS 160-24		<p>MOVED by Mayor Ethier that the Council Reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
9.	ADMINISTRATION REPORTS 161-24		<p>MOVED by Mayor Ethier that the Administration Reports be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
10.	CORRESPONDENCE 162-24		<p>MOVED by Mayor Ethier that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> a) Meeting with MLA Shane Getson – Bill 20 (Municipal Affairs Statues Amendment Act,2024) Engagement Opportunity – August 14th, 2024 b) AB Munis Convention – August 19th, 20224 email on preparing to vote on resolutions at the upcoming AB Munis Convention <p style="text-align: right;">CARRIED</p>
11.	OPEN FLOOR DISCUSSION WITH THE GALLERY 163-24		<p>MOVED by Mayor Ethier that the open floor discussion with the gallery be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
12.	CLOSED MEETING 164-24		<p>MOVED by Mayor Ethier that pursuant to Section 197(2) of the Municipal Government Act and Section 16, 17, 21, 22, 23, 24 of the Freedom of Information and Protection of Privacy Act (FOIPP) – Third Party Business Interest Town of Onoway/Wildwillow Enterprises, Third Part Personal Privacy – Personnel, Intergovernmental Relations Lac Ste. Anne County/Hummocky Lands, the Council of the Summer Village of Sunrise Beach move into Closed Session at 8:41 p.m. to discuss Personnel.</p> <p style="text-align: right;">CARRIED</p>



MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA HELD ON TUESDAY AUGUST 27TH, 2024, ADMINISTRATION OFFICE 2317 TWP. RD. 545 LAC STE. ANNE COUNTY AT 7:00 P.M., IN PERSON AND VIA ZOOM

		<p>Recess at 8:41 p.m. Public left in person and via zoom at 8:42 p.m. Reconvened at 8:47 p.m.</p> <p>Present: Ethier, Benson, Benning, Wildman, Message(zoom)</p> <p>Recess at 8:57 p.m. Reconvened at 8:58 p.m.</p>
	165-24	<p>MOVED by Mayor Ethier that the Summer Village of Sunrise Beach move out of Closed Session at 9:37 p.m.</p> <p style="text-align: right;">CARRIED</p>
	166-24	<p>Recess at 9:37 p.m. Reconvened at 9:37 p.m.</p> <p>MOVED by Councillor Benning that the Summer Village of Sunrise Beach engage the services to Kathleen Elhatton-Lake of Shores Jardine LLP to provide a legal opinion on caveat 222158538.</p> <p style="text-align: right;">CARRIED</p>
13.	ADJOURNMENT	As all matters have been addressed Mayor Ethier declared the meeting adjourned at 9:37 p.m.

Mayor, Jon Ethier

Chief Administrative Officer, Wendy Wildman

Sunrise Beach - Operating Budgets

(Operating Expenses - Projection Including 4-Year Forecast)

Code A	Standard	1.05	Code C	Contract 3%	1.03	Code E	Contract 5%	1.05	Code G	Fuel/Energy	1.07
Code B	Contract 2%	1.02	Code D	Contract 4%	1.04	Code F	Adm. Est	n/a	Code H	Per Policy/Agree	Calc.

Function	2023 Budget		2023 Actual		Difference		% Δ	
					B - A			
Council								
Council - Communication	\$ 2,700	\$ 1,950	\$ 750	28%				
Council - Development/ Conference	\$ 1,000	\$ 1,171	\$ (171)	-17%				
Council - Meeting Fees	\$ 10,000	\$ 6,400	\$ 3,600	36%				
Council - Travel & Subsistence	\$ 1,000	\$ 1,210	\$ (210)	-21%				
Sub Total	\$ 14,700	\$ 10,731	\$ 3,969	27%				
Administration								
Admin - Miscellaneous	\$ -	\$ -	\$ -	0%				
Admin - Advertising	\$ 300	\$ -	\$ 300	100%				
Admin - Apprec. Awards/Canada Day	\$ 1,000	\$ 500	\$ 500	50%				
Admin - Assessment Costs	\$ 5,700	\$ 5,684	\$ 16	0%				
Admin - Assessment Review Board	\$ 900	\$ 854	\$ 46	5%				
Admin - Auditor	\$ 6,300	\$ 6,557	\$ (257)	-4%				
Admin - Bank Charges	\$ 500	\$ 516	\$ (16)	0%				
Admin - Computer Software	\$ -	\$ 83	\$ (83)	#DIV/0!				
Admin - Computer Support	\$ 2,000	\$ 1,987	\$ 13	1%				
Admin - Contract	\$ 61,000	\$ 61,000	\$ 0	0%				
Admin - Development	\$ 1,000	\$ 799	\$ 201	0%				
Admin - Donations	\$ 550	\$ -	\$ 550	100%				
Admin - Election & Census	\$ -	\$ 6,022	\$ (6,022)	0%				
Admin - Elections (Reserve Offset)	\$ -	\$ -	\$ -	#DIV/0!				
Admin - General Office Operations	\$ 500	\$ -	\$ 500	100%				
Admin - Insurance	\$ 4,290	\$ 4,290	\$ -	0%				
Admin - Integrity/Safety Codes	\$ 3,000	\$ 3,000	\$ -	0%				
Admin - Land Title Charges	\$ 100	\$ 70	\$ 30	30%				
Admin - Legal	\$ 1,000	\$ 270	\$ 730	0%				
Admin - Memberships	\$ 2,600	\$ 2,744	\$ (144)	-6%				
Admin - Misc Travel & Subsistence	\$ 1,200	\$ 1,117	\$ 83	0%				
Admin - Office Phone/Internet/Storage	\$ 4,500	\$ 5,005	\$ (505)	0%				
Admin - Office Supplies/Photocopy	\$ 3,000	\$ 2,557	\$ 443	0%				
Admin - Physician Recruitment	\$ -	\$ -	\$ -	0%				
Admin - Police (Provincial) [6,228 avg over 5 years](Partial Reserve Offset in 2024 & 2025)(Unknown beyond 2025, have collected in reserves)	\$ 7,432	\$ 8,824	\$ (1,392)	0%				
Admin - Postage & Shop Phone	\$ 2,000	\$ 1,204	\$ 796	40%				
Admin - Subdivision & Appeal Board	\$ 5,000	\$ 10,020	\$ (5,020)	-100%				
Admin - Tax Rebates & Cancellations	\$ 3,000	\$ 1,525	\$ 1,475	49%				
Admin - WCB	\$ 1,000	\$ 750	\$ 250	25%				
Admin - Website	\$ 1,000	\$ 664	\$ 336	0%				
Sub Total	\$ 118,872	\$ 126,042	\$ (7,170)	-6%				

2024 Budget
\$ 2,700
\$ 2,000
\$ 10,000
\$ 1,500
\$ 16,200
\$ -
\$ 300
\$ 1,000
\$ 5,800
\$ 900
\$ 6,700
\$ 600
\$ 2,000
\$ 63,165
\$ 2,000
\$ 550
\$ -
\$ -
\$ 500
\$ 4,660
\$ 3,260
\$ 100
\$ 1,000
\$ 2,800
\$ 1,500
\$ 5,000
\$ 3,000
\$ -
\$ 8,537
\$ 1,200
\$ 5,000
\$ 3,000
\$ 1,000
\$ 1,000
\$ 124,572

Code	Rate	2025	2026	2027	2028	2029
F	1.05	\$ 2,835	\$ 2,977	\$ 3,126	\$ 3,282	\$ 3,446
F	1.02	\$ 2,040	\$ 2,081	\$ 2,122	\$ 2,165	\$ 2,208
F	1.02	\$ 10,200	\$ 10,404	\$ 10,612	\$ 10,824	\$ 11,041
F	1.05	\$ 1,575	\$ 1,654	\$ 1,736	\$ 1,823	\$ 1,914
		\$ 16,650	\$ 17,115	\$ 17,597	\$ 18,094	\$ 18,609
B	1.02	\$ -	\$ -	\$ -	\$ -	\$ -
F	1.02	\$ 306	\$ 312	\$ 318	\$ 325	\$ 331
F	1.02	\$ 1,020	\$ 1,040	\$ 1,061	\$ 1,082	\$ 1,104
B	1.05	\$ 6,090	\$ 6,395	\$ 6,714	\$ 7,050	\$ 7,402
F	1.05	\$ 945	\$ 992	\$ 1,042	\$ 1,094	\$ 1,149
B	1.05	\$ 7,035	\$ 7,387	\$ 7,756	\$ 8,144	\$ 8,551
F	1.05	\$ 630	\$ 662	\$ 695	\$ 729	\$ 766
F	1.01	\$ -	\$ -	\$ -	\$ -	\$ -
C	1.02	\$ 2,040	\$ 2,081	\$ 2,122	\$ 2,165	\$ 2,208
A	1.02	\$ 64,428	\$ 65,717	\$ 67,031	\$ 68,372	\$ 69,739
A	1.05	\$ 2,100	\$ 2,205	\$ 2,315	\$ 2,431	\$ 2,553
F	1.02	\$ 561	\$ 572	\$ 584	\$ 595	\$ 607
F	1.05	\$ -	\$ -	\$ -	\$ -	\$ -
F	1.05	\$ -	\$ -	\$ -	\$ -	\$ -
C	1.03	\$ 515	\$ 530	\$ 546	\$ 563	\$ 580
A	1.05	\$ 4,893	\$ 5,138	\$ 5,395	\$ 5,664	\$ 5,947
A	1.05	\$ 3,423	\$ 3,594	\$ 3,774	\$ 3,963	\$ 4,161
A	1.05	\$ 105	\$ 110	\$ 116	\$ 122	\$ 128
F	1.05	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216	\$ 1,276
F	1.05	\$ 2,940	\$ 3,087	\$ 3,241	\$ 3,403	\$ 3,574
F	1.05	\$ 1,575	\$ 1,654	\$ 1,736	\$ 1,823	\$ 1,914
F	1.05	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	\$ 6,381
F	1.02	\$ 3,060	\$ 3,121	\$ 3,184	\$ 3,247	\$ 3,312
F	1.00	\$ -	\$ -	\$ -	\$ -	\$ -
F	1.05	\$ 8,964	\$ 9,412	\$ 9,883	\$ 10,377	\$ 10,896
F	1.03	\$ 1,236	\$ 1,273	\$ 1,311	\$ 1,351	\$ 1,391
A	1.05	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	\$ 6,381
A	1.05	\$ 3,150	\$ 3,308	\$ 3,473	\$ 3,647	\$ 3,829
A	1.05	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216	\$ 1,276
A	1.05	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216	\$ 1,276
		\$ 128,666	\$ 132,922	\$ 137,347	\$ 141,948	\$ 146,733



Code A	Standard	1.05	Code C	Contract 3%	1.03	Code E	Contract 5%	1.05	Code G	Fuel/Energy	1.07
Code B	Contract 2%	1.02	Code D	Contract 4%	1.04	Code F	Adm. Est	n/a	Code H	Per Policy/Agree	Calc.

Function	2023 Budget	2023 Actual	Difference	% Δ
Public Works / Roads			\$ -	
P/W - Contract Workers	\$ 5,000	\$ 2,112	\$ 2,888	0%
P/W - Electrical Street Lights	\$ 12,000	\$ 11,995	\$ 5	0%
P/W - Equip Parts & Fuel	\$ 5,000	\$ 6,287	\$ (1,287)	0%
P/W - General Services/Repairs	\$ 900	\$ 3,640	\$ (2,740)	-304%
P/W - Goods & Supplies	\$ 1,500	\$ 925	\$ 575	0%
P/W - Lagoon	\$ 9,000	\$ 1,197	\$ 7,803	0%
P/W - Revenue Canada - Employer Share	\$ 3,500	\$ 2,592	\$ 908	26%
P/W - Salaries Wages (Incl. Student)	\$ 42,000	\$ 34,167	\$ 7,833	19%
Roads - Construction Rehab Work Capital	\$ 60,000	\$ 179,212	\$ (119,212)	-199%
Roads - Contract Workers	\$ 2,000	\$ 2,500	\$ (500)	-25%
Roads - Grading	\$ 8,000.00	\$ -	\$ 8,000	100%
P/W - Mulching	\$ 6,000	\$ 13,000	\$ (7,000)	-117%
Sub Total	\$ 154,900	\$ 257,628	\$ (102,728)	-66%
Drainage			\$ -	
Drainage	\$ -	\$ -	\$ -	
Sub Total	\$ -	\$ -	\$ -	
Water			\$ -	
Water - Waterline	\$ 1,371	\$ 1,370	\$ 1	0%
Water - WILD Debenture	\$ 7,611	\$ 7,611	\$ 0	0%
Sub Total	\$ 8,982	\$ 8,981	\$ 1	0%
Solid Waste Collection			\$ -	
Waste - Commission 43 Tipping	\$ 4,000	\$ 3,498	\$ 502	13%
Waste - Waste Collection - Standstone	\$ 12,000	\$ 11,423	\$ 577	0%
Sub Total	\$ 16,000	\$ 14,922	\$ 1,078	7%
Municipal Planning			\$ -	
Development - Dev. Officer	\$ 6,500	\$ 8,067	\$ (1,567)	-24%
Development - Enforcement	\$ 2,500	\$ -	\$ 2,500	100%
Development - Permits	\$ 1,000	\$ 625	\$ 375	38%
Development - Planners	\$ 8,000	\$ 8,383	\$ (383)	-5%
Sub Total	\$ 18,000	\$ 17,076	\$ 924	5%
Recreation & Parks			\$ -	
Parks & Rec - Beautification	\$ 600	\$ 204	\$ 396	66%
Parks & Rec - East End Bus	\$ 350	\$ 350	\$ -	0%
Parks & Rec - FCSS Municipal	\$ 6,580	\$ 7,125	\$ (545)	-8%
Parks & Rec - Programs \ Library	\$ 2,100	\$ 2,306	\$ (206)	-10%
Sub Total	\$ 9,630	\$ 9,985	\$ (355)	-4%
Protective Services			\$ -	
Protect Services - Fire	\$ 5,000	\$ 788	\$ 4,213	84%
Protective Services - Bylaw/Animal	\$ 1,500	\$ -	\$ 1,500	0%
Protective Services - DEM	\$ 7,000	\$ 5,975	\$ 1,025	15%
Protective Services - Fire Sturgeon Cnty	\$ 2,050	\$ 2,050	\$ -	0%
Sub Total	\$ 15,550	\$ 8,813	\$ 6,738	43%

2024 Budget
\$ 5,000
\$ 12,000
\$ 6,000
\$ 3,000
\$ 1,500
\$ 6,650
\$ 3,500
\$ 42,000
\$ -
\$ 2,500
\$ 8,000
\$ 6,000
\$ 96,150
\$ -
\$ -
\$ 888
\$ 7,438
\$ 8,326
\$ 4,000
\$ 12,000
\$ 16,000
\$ 6,500
\$ 2,500
\$ 1,000
\$ 5,650
\$ 15,650
\$ 600
\$ 350
\$ 6,876
\$ 2,100
\$ 9,926
\$ 3,000
\$ 1,500
\$ 7,000
\$ 2,050
\$ 13,550

Code	Rate	2025	2026	2027	2028	2029
F	1.05	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	\$ 6,381
F	1.02	\$ 12,240	\$ 12,485	\$ 12,734	\$ 12,989	\$ 13,249
F	1.02	\$ 6,120	\$ 6,242	\$ 6,367	\$ 6,495	\$ 6,624
F	1.02	\$ 3,060	\$ 3,121	\$ 3,184	\$ 3,247	\$ 3,312
F	1.02	\$ 1,530	\$ 1,561	\$ 1,592	\$ 1,624	\$ 1,656
F	1.02	\$ 6,783	\$ 6,919	\$ 7,057	\$ 7,198	\$ 7,342
A	1.05	\$ 3,675	\$ 3,859	\$ 4,052	\$ 4,254	\$ 4,467
A	1.05	\$ 44,100	\$ 46,305	\$ 48,620	\$ 51,051	\$ 53,604
H	1.00	\$ -	\$ -	\$ -	\$ -	\$ -
F	1.02	\$ 2,550	\$ 2,601	\$ 2,653	\$ 2,706	\$ 2,760
A	1.05	\$ 8,400	\$ 8,820	\$ 9,261	\$ 9,724	\$ 10,210
		\$ 93,708	\$ 97,425	\$ 101,308	\$ 105,366	\$ 109,607
F		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
F	1	\$ 888	\$ 888	\$ 888	\$ 888	\$ 888
F	1	\$ 7,438	\$ 7,438	\$ 7,438	\$ 7,438	\$ 7,438
		\$ 8,326	\$ 8,326	\$ 8,326	\$ 8,326	\$ 8,326
A	1.02	\$ 4,080	\$ 4,162	\$ 4,245	\$ 4,330	\$ 4,416
F	1.05	\$ 12,600	\$ 13,230	\$ 13,892	\$ 14,586	\$ 15,315
		\$ 16,680	\$ 17,392	\$ 18,136	\$ 18,916	\$ 19,732
F	1.02	\$ 6,630	\$ 6,763	\$ 6,898	\$ 7,036	\$ 7,177
F	1.02	\$ 2,550	\$ 2,601	\$ 2,653	\$ 2,706	\$ 2,760
F	1.02	\$ 1,020	\$ 1,040	\$ 1,061	\$ 1,082	\$ 1,104
F	1.02	\$ 5,763	\$ 5,878	\$ 5,996	\$ 6,116	\$ 6,238
		\$ 15,963	\$ 16,282	\$ 16,608	\$ 16,940	\$ 17,279
A	1.05	\$ 1,000	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216
A	1.05	\$ 368	\$ 386	\$ 405	\$ 425	\$ 447
A	1.05	\$ 7,220	\$ 7,581	\$ 7,960	\$ 8,358	\$ 8,776
A	1.02	\$ 2,142	\$ 2,185	\$ 2,229	\$ 2,273	\$ 2,319
		\$ 10,729	\$ 11,202	\$ 11,696	\$ 12,214	\$ 12,757
E	1.05	\$ 4,200	\$ 4,410	\$ 4,631	\$ 4,862	\$ 5,105
	1.02	\$ 1,530	\$ 1,561	\$ 1,592	\$ 1,624	\$ 1,656
F	1.02	\$ 7,140	\$ 7,283	\$ 7,428	\$ 7,577	\$ 7,729
F	1.02	\$ 2,091	\$ 2,133	\$ 2,175	\$ 2,219	\$ 2,263
		\$ 14,961	\$ 15,386	\$ 15,826	\$ 16,282	\$ 16,753



Code A	Standard	1.05	Code C	Contract 3%	1.03	Code E	Contract 5%	1.05	Code G	Fuel/Energy	1.07
Code B	Contract 2%	1.02	Code D	Contract 4%	1.04	Code F	Adm. Est	n/a	Code H	Per Policy/Agree	Calc.

Function	2023 Budget	2023 Actual	Difference	% Δ	2024 Budget	Code	Rate	2025	2026	2027	2028	2029
Planned Reserve Contributions												
Reserves - Election & Census	\$ 1,250	\$ 1,250	\$ -	0%	\$ 1,500	A	1.05	\$ 1,575	\$ 1,654	\$ 1,736	\$ 1,823	\$ 1,914
Reserves - Lagoon	\$ -	\$ -	\$ -	#DIV/0!	\$ -	A	1.05	\$ -	\$ -	\$ -	\$ -	\$ -
Reserves - Legal	\$ 500	\$ 500	\$ -	0%	\$ 500	A	1.05	\$ 525	\$ 551	\$ 579	\$ 608	\$ 638
Reserves - Operating	\$ 2,500	\$ 2,500	\$ -	0%	\$ 2,500	A	1.05	\$ 2,625	\$ 2,756	\$ 2,894	\$ 3,039	\$ 3,191
Reserves - Policing (Provincial) (6,228 avg over 5 years)	\$ -	\$ -	\$ -	#DIV/0!	\$ -	A	0	\$ -	\$ -	\$ -	\$ -	\$ -
Reserves - School Over Levy	\$ -	\$ -	\$ -	#DIV/0!	\$ -	A	1.05	\$ -	\$ -	\$ -	\$ -	\$ -
Reserves - Snow Removal	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	H	1.05	\$ 1,050	\$ 1,103	\$ 1,158	\$ 1,216	\$ 1,276
Reserves - Tree Removal	\$ 500	\$ 500	\$ -	0%	\$ 500	A	1.05	\$ 525	\$ 551	\$ 579	\$ 608	\$ 638
Reserves - p/w Sustainability / Special Projects	\$ 5,000	\$ 1,725	\$ 3,275	66%	\$ 8,000	A	1.05	\$ 8,400	\$ 8,820	\$ 9,261	\$ 9,724	\$ 10,210
Sub Total	\$ 10,750	\$ 7,475	\$ 3,275	30%	\$ 14,000			\$ 14,700	\$ 15,435	\$ 16,207	\$ 17,017	\$ 17,868
Amortization												
Annual Amortization	\$ -	\$ 44,492	\$ (44,492)	#DIV/0!	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ 44,492	\$ (44,492)	#DIV/0!	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 367,384	\$ 506,143	\$ (138,759)	-38%	\$ 314,374			\$ 320,384	\$ 331,485	\$ 343,051	\$ 355,103	\$ 367,664

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Code A	Standard	1.05	Code C	Contract 3%	1.03	Code E	Contract 5%	1.05	Code G	Fuel/Energy	1.07
Code B	Contract 2%	1.02	Code D	Contract 4%	1.04	Code F	Adm. Est	n/a	Code H	Per Policy/Agree	Calc.

Function	2023 Budget	2023 Actual	Difference	% Δ	2024 Budget	Code	Rate	2025	2026	2027	2028	2029
(Operating Income - Projection Including 4-Year Forecast)												

Function	2023 Budget	2023 Actual	Difference	2024 Budget	2025	2026	2027	2028	2029
Income									
Municipal Taxation Required to Balance Budget	\$ 264,848	\$ 262,431	\$ 2,417	\$ 270,601	\$ 288,111	\$ 302,212	\$ 313,778	\$ 325,830	\$ 335,241
Operating Grants (MSI-O/LGFF & Canada Day)	\$ 75,872	\$ 172,366	\$ (96,494)	\$ 15,872	\$ 15,872	\$ 15,872	\$ 15,872	\$ 15,872	\$ 15,872
Bank/GIC Income	\$ 4,500	\$ 6,525	\$ (2,025)	\$ 4,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Penalty Income	\$ 6,500	\$ 12,028	\$ (5,528)	\$ 6,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Admin Income	\$ 2,900	\$ 2,231	\$ 669	\$ 3,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900
Bylaw\Fire Incident Recovery					\$ -	\$ -	\$ -	\$ -	\$ -
Utility Franchise Income					\$ -	\$ -	\$ -	\$ -	\$ -
Public Works Income					\$ -	\$ -	\$ -	\$ -	\$ -
Planning & Development	\$ 2,500	\$ 3,643	\$ (1,143)	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Parks & Recreation Grants (FCSS)	\$ 5,264	\$ 5,754	\$ (490)	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501	\$ 5,501
Reserves (Policing years 2024 & 2025)					\$ -	\$ -	\$ -	\$ -	\$ -
Reserves (Medical Response Reimburse)	\$ 5,000		\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
Reserves (Election)					\$ 3,000	\$ -	\$ -	\$ -	\$ 3,150
Deferred Revenue					\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 367,384	\$ 464,978	\$ (97,594)	\$ 314,374	\$ 320,384	\$ 331,485	\$ 343,051	\$ 355,103	\$ 367,664

Increase in Municipal Taxes Collected from Prior Year					\$ -	\$ -	\$ -	\$ -	\$ -
Income less Expenses	-\$ 0	-\$ 41,165		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtract Annual Amortization Expense	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Surplus/Deficit	-\$ 0	-\$ 41,165		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Increase/Decrease from Prior Year	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Surplus/Deficit	-\$ 0	\$ (41,165)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Transfers (reserve contributions)	\$ 10,750	\$ 5,750		\$ 14,000.00	\$ 14,700	\$ 15,435	\$ 16,207	\$ 17,017	\$ 17,868
Audit Transfers (reserve use for op/cap/spec projs/TCA Gain or Loss)	\$ -	\$ (28)		\$ -					
Accumulated Surplus/Deficit (end bal. from prior year)	\$ 1,250,457	\$ 1,250,457		\$ 1,215,014	\$ 1,229,014	\$ 1,243,714	\$ 1,259,149	\$ 1,275,355	\$ 1,292,372
Balance of Accumulated Surplus/Deficit End of Year plus Budgeted Reserve Contributions	\$ 1,261,207	\$ 1,215,014		\$ 1,229,014	\$ 1,243,714	\$ 1,259,149	\$ 1,275,355	\$ 1,292,372	\$ 1,310,240

Function	2023 Budget	2023 Actual	Difference	2024 Budget	2025	2026	2027	2028	2029
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Sunrise Beach Five-Year Capital Plan

Capital Revenue									
Revenue Source for Capital	Budget / Budget Notes	Opening	2024	2025	2026	2027	2028	2029	
Carry forward from previous year			250	41,231	-	10,110	3,549	17,208	30,867
MSI - Capital (to 2023) then LGFF replaces (2026 to 2029 LGFF Allocations have been estimated)		250	77,068	79,746	79,746	79,746	79,746	79,746	79,746
CCBF (former Gas Tax Fund)(to 2024)(2025 to 2029 Allocations have been estimated)		-	13,913	13,913	13,913	13,913	13,913	13,913	13,913
Debentures									
Taxes									
Reserve Transfers (2025 Vegetation Mgmt)				20,000					
Other									
Sub-Total		\$ 250	\$ 91,231	\$ 154,890	\$ 83,549	\$ 97,208	\$ 110,867	\$ 124,526	

Capital Expenses								
Capital Projects		Opening	2024	2025	2026	2027	2028	2029
Proposed Capital								
Machinery & Equipment								
Lawn Mower				\$ 15,000				
Buildings								
Land								
Engineered Structures								
Road/Drainage Project			\$ 50,000					
Road Project - Annual				\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Drainage - Everett Rd to Shedden Dr				50,000				
Land Improvements								
Other								
Regional Sewer Line				\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Fire Smart (Vegetation Management)				\$ 20,000				
Sub-Total		\$ -	\$ 50,000	\$ 165,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Total Expenses/Commitments		\$ -	\$ 50,000	\$ 165,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000

Net Capital Budget		\$ 250	\$ 41,231	\$ (10,110)	\$ 3,549	\$ 17,208	\$ 30,867	\$ 44,526
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Deferred Revenue (Carry forward to next year's funding)		\$ 250	\$ 41,231	\$ (10,110)	\$ 3,549	\$ 17,208	\$ 30,867	\$ 44,526
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Reserve Accounts - January 1, 2024

Operating	\$ 87,162
Capital	-
Unrestricted	64,275
2024 Budgeted Reserve Funding	14,000
2024 Budgeted Use of Reserves	-5,000
Total Reserves	\$ 160,437

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Follow up Dog Documentation and question

LEONOR CARREIRO <carr.>

Thu 9/5/2024 4:03 PM

To:svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Hello Wendy

Please add this email to the agenda on the next meeting to be shared to the summer village council as I am seeking clarification on a statement made by Councillor Benning in the last meeting.

I am writing this email as a follow up to the August 27th 2024 council meeting in which Mr. Benning pointed out that I had not followed up with sending anything in about the dog concerns I was having. So here it is.

On the evening of Friday August 23rd 2024 my husband and I went out for our nightly walk at around 6:30 - 7:00 p.m. As we started to walk north on Shedden drive a golden dog came out at us from 5123 Shedden Drive while the female was throwing garbage out. The dog came over to us and dropped what was in its mouth as started to growl at our dog. The female then started to call the dog back and stated "sorry about that" she then proceeded to tell the dog "you don't do that" . Then it was seen that she came off her property and walked the dog along the ditch going south on Shedden drive with no leash on. When she was done walking on Victory road coming back we both noticed the dog was on a waist leash. So the dog is able to be leashed then?

As we continued to walk along Shedden drive going North towards the park and once coming back down the road south to our place the residents of 5303 Everett road had company out with three dogs that we at that time on their lot unsecured chasing a ball being thrown. When we rounded the corner a black dog from that lot came running across the empty field across the road right up on us. We at that point picked up our dog to avoid any incidents and started to walk away. No owner from that lot even noticed the dog was gone until we started to call for them to come get to as it was leaping up to try to smell our dog. It took several callouts for someone to come and collect the dog.

Now this is just two noted incidents other than the ones I have shared with you in the open floor sessions. I have had the Hooker residence dog come at me and my Maggie three times it is a German Shepard I get it is protective of their kids however I was on the road walking with my Maggie. It came up on us not the other way around. I ensure that my dog is leashed every time we are out anywhere in the summer village, my yard is fenced etc etc. I do all that I can to ensure I am being a respectful pet owner yet seem to be getting the brunt of push back because I am voicing the concerns with examples.

Again this past weekend Sunday 12:09 pm the residents on Victory road two large dogs Rottweiler were running freely on the road no owner in sight at all. So what if kids or a senior or anyone with a dog came across them what could possibly happen. No one knows because we don't know the other ppl's dogs.

I heard Mr. Benning say three times in the last meeting his dog is a service dog and walks it off leash and does not want ppl phoning in to complain. So I have been asking around and having worked along side service dogs and emotional support dogs in the 20 years of working in schools there are very set rules and regulations even for service dogs.

I am sure with Mr. Benning being an owner none of this information should be of a surprise and seeing how he is a big supporter and proponent of documentation, communication and transparency he will

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have no difficulty with fulfilling what I am asking then.

All service dogs are certified by an agency that trains them, when a dog has passed the training they are certified and given a service dog ID card. This card can be asked for at any time by anyone in the public and the owner/handler must under the law provide proof. The card has the information of handlers name with photo, validation number and expiration date. I am not going to ask for the card now but perhaps he would like to show admin so that if any further issues arise you as council have the information. Second all service dogs must wear their service dog vest with the agency that certified them on it. Not just any colored vest. They MUST be leashed and under control at all times. That particular dog was not under control and a service dog should not growl, bark aggressively, snap, bite or lunge at anyone. Fair to say that dog did growl at us so I am now questioning the validity of the service dog claim. The handler must maintain control of dog at all times didn't happen as dog came over to us. Public access for service dogs in training is not the same as for dogs who are fully trained as serving as such. Mr. Benning stated he walks his "service dog" off leash the dog is therefore not in working service dog mode because he is not identified as such by his vest or on a leash as clearly stated by the laws and guidelines of the Government of Alberta and under any training institute such as ADI Assistance Dogs International or by Alberta Training Standards. I spoke to three agencies to get clarification on this as he Mr. Benning kept stating it's a service dog. All three agencies ADI, Dogs with wings and the representative from Government of Alberta re-confirmed if it is a service dog the owner must have the card on them at all times, dogs are to be leashed and under control, and identified by their working vest. If he is choosing to walk it as non working dog then the rep from AB gov confirmed any and all rules and bylaws for what ever community must be followed. So my understanding of this the dog should be on leash as per our bylaws.

A service dog is NOT the same as a companion dog nor an emotional support dog. These three groupings all have different rules and regulations. So for the sake of transparency and to proper and open communication and documentation I guess it falls to Mr. Benning to provide the proof on the service dog claim. As mentioned I have worked along side both emotional support and service dogs. One can not simply claim a pet is either with out proper training and certification. It is my deepest hope that this is not what is happening here because to discredit the amazing hard work those animals and handlers/ owners do is really quite shamefully no matter who you are in the community. I have no problem showing my dog tags and vaccination records to the Summer village admin should someone request it.

I would also like to note that Mr. Bennings tone during the last few meetings June, July, August are not very professional either. in June when it was brought before council that a resident want to combine both lots Mr. Benning made a comment to the affect of "who do this entitled people think they are to want to do this" what kind of a comment is that to make about a resident? I will enlighten him as to who we are. We are the ones buying up foreclosures and run down cottages and lots and cleaning them up fixing the cabins building new and in many case increasing property value and taxes that we pay. In the July meeting when i was bringing up the speeding and dog issues in the village he dismissed it by saying " I have lived here 35 years no issues" then went on to shut the conversation down by saying "I'm done with this lets move on I'm done with this" to this Months meeting where again during open floor he let the conversation of a few residents go on for at least 30 mins if not more and why because it had to do with Hummocky and the like minded residents are supporters of his. So excuse me if I am a little bit confused here whether I voted for him or not should not matter his job as councillor is to represent all residents and openly listen to concerns. Hummocky is NOT they only community concern.

That being said I look forward to hearing the outcome of confirmed proof on the service dog issue that way I have clarity and of course transparency on that issue. I am free to answer any questions and can forward pictures to admin about the loose dogs from Victory road. What I will not tolerate anymore is

having my concerns belittled by some who is trying to bully his thoughts of what he thinks it right or wrong or what is a concern or not a concern, I am really not with the whole thought process of well for what ever number years I never seen it. Oh well issues are arising now and need to be dealt with now and not belittled.

Again thank you for reading this and answering the asked questions. I am going on record that I fully support getting a bylaw officer to deal with some of these issues.

Thanks
Leonor Carreiro

SUMMER VILLAGE OF SUNRISE BEACH
Bylaw 142-2018

A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta, For The Purpose Of Regulating And Controlling Animals Within The Corporate Limits Of The Municipality.

WHEREAS Section 7 of the Municipal Government Act R.S.A. 2000, and any amendments thereto provides for the passing of bylaw to regulate and control animals within a municipality;

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

A. TITLE: This Bylaw shall be cited as "The Animal Control Bylaw".

B. DEFINITIONS:

1. "Animal" shall mean any domesticated animal, including but not limited to cats, dogs, pigs, sheep, cattle, horses, or goats.
2. "Bylaw Enforcement Officer" shall mean a person appointed as such by the Council of the Summer Village of Sunrise Beach, or a Police Officer;
3. "Caretaker" shall mean a person or persons who have the appropriate facilities in which to keep an animal and who agrees to care for the animal in accordance with this bylaw, during the animal impoundment period;
4. "Collar" shall mean any device made of leather, chain, etc. capable of having metal tags securely fastened to it, and designed and solely intended to be worn around the neck of a dog;
5. "Day" shall mean a continuous period of twenty-four hours, or part thereof;
6. "Dog" shall mean any canine animal, over the age of six (6) months; bitch or spayed bitch, male or neutered male (except where a dog is found running at large, the age restriction of 6 months shall not apply).
7. "Domestic Animal" shall
 - a) mean such animals that have been domesticated for agricultural use, and shall include, but not be limited to pigs, horses, sheep and chickens;
 - b) include such animals that have been domesticated and kept as pets and shall include but not be limited to pigeons, rabbits and snakes;
8. "Municipality" shall mean the Summer Village of Sunrise Beach in the Province of Alberta.
9. "Municipal Council" or "Council" shall mean the duly elected Council for the Municipal Corporation of the Summer Village of Sunrise Beach.
10. "Owner" shall mean any person, partnership or association owning, possessing or having control over any dog, harbouring any dog, or suffering or permitting any dog to remain about his or her house or premises, either temporarily or permanently.
11. "Poultry" or "Fowl" shall mean live domestic fowl including ducks, turkeys, geese, hens, and chickens.
12. "Pound" shall mean the designated place, which the Municipal Administrator for the municipality has established, for the impounding and keeping of dogs and domestic animals found running at large within the municipal boundaries.
13. "Running At Large" shall mean any dog or domestic animal that is off the property of its owner or harbourer, if it is on any public street, land or park, other than the area designated as "Off Leash", or if it is on private property or premises within the municipality without the permission of the owner or

SUMMER VILLAGE OF SUNRISE BEACH
Bylaw 142-2018

A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta, For The Purpose Of Regulating And Controlling Animals Within The Corporate Limits Of The Municipality.

occupant thereof, and is not on a leash or lead under the control of a responsible person. The leash or lead shall be not more than six (6) feet long.

14. "Vicious Dog" shall mean dog of any age, which, when on or off the property of its owner:
- a) shows a propensity, disposition or potential to attack or injure, without provocation, other animals or humans; or
 - b) without provocation, chases persons who approach it; or
 - c) is a continuing threat of serious harm to other animals or humans; or
 - d) without provocation, has attacked persons or other animals.
15. "12-month period" shall mean the 12 consecutive months from the first occurrence of an offence.

C. LICENSING AND PROVISIONS:

1. The owner of every dog in excess of six (6) months of age shall obtain a lifetime license for same from the municipality.
2. The owner of a dog shall obtain a license for it on the first day when the municipal office is open for business after he or she becomes the owner of a dog.
3. Dog licenses must be obtained on the first day on which the municipal office is open for business after a dog reaches the age of six (6) months.
4. Dog tags must be securely fastened to the dog at all times. The said dog shall not be deemed licensed if it (the dog) is not wearing a collar or harness with the valid tag, and owner of the said dog shall be subject to a fine for allowing an unlicensed dog to run-at-large, as per the attached "Schedule B" unless he/she (the owner) can produce, to the satisfaction of the Bylaw Enforcement Officer, the license tag or receipt for the said dog within twenty four (24) hours of notice to the owner.
5. No poultry, fowl or animals, (other than cats and dogs and other small pets,) domestic or wild, may be harboured on any property within the corporate limits of the municipality in any area zoned Residential "R".
6. The Municipal Administrator or designate for the municipality shall keep a book in which the following shall be recorded:
 - a) Name of owner
 - b) Breed, colour, sex and name of each owner's dog or dogs
 - c) Date of license purchase
 - d) The number stamped on each license tag issued to the owner
 - e) The amount of fee paid by the owner.
7. Upon losing a dog license, an owner of a dog shall apply to the municipal office for a new dog tag which will be issued to the said owner at a cost as established by "Schedule A", attached to this bylaw and said cost shall be set to cover all costs involved with the re-issuing of said tag.

D. RESTRICTIONS AND RESPONSIBILITIES

1. No person shall keep or harbour more than three (3) animals of the same species whatever sex or age at the same time in any residential area. Specifically, a property owner may have 3 dogs and 3 cats, etc. but no more than 3 of one type of animal.
2. It shall be the responsibility of all owners of dogs or domestic animals to ensure that:



SUMMER VILLAGE OF SUNRISE BEACH

Bylaw 142-2018

A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta, For The Purpose Of Regulating And Controlling Animals Within The Corporate Limits Of The Municipality.

- a) the dog or domestic animal is not permitted to run-at-large, except in areas designated as "Off Leash" areas and then the regulations regarding that area must be complied with. No vicious or restricted dogs are allowed to make use of the "Off Leash" area. They must be kept on leash at all times when off the owner's premises or property.
- b) the dog or domestic animal is not allowed to howl or bark excessively or in such manner as to disturb the quiet of any person or persons;
- c) no dog or domestic animal that is suffering from a communicable disease shall be allowed to run-at-large or come in contact with other animals or humans. The owner of said diseased dog or animal shall ensure that said diseased dog or domestic animal is kept locked up securely;
- d) any female dog shall be confined during the whole of the period when such dog is in heat;
- e) no dog or domestic animal shall be permitted to be a public nuisance by:
 - i) biting, barking or chasing people
 - ii) biting, barking at or chasing bicycles or automobiles
 - iii) biting, barking at or chasing livestock
 - iv) causing damage to public property, including but not limited to the upsetting of waste receptacles or scattering the contents thereof. When public property is damaged by a dog, its owner shall be deemed to have failed or refused to have complied with the requirements of this subsection and, upon summary conviction thereof shall, in addition to any penalty imposed upon him, be civilly liable to the municipality for any expense directly or indirectly incurred by it in connection with the receptacle being upset or the waste scattered abroad;
 - v) causing any harm or damage to any other dog or domestic animal.

The owner of any dog deemed to be a public nuisance may be fined as specified by "Schedule B", and ordered by a Magistrate or Justice of the Peace to muzzle or confine said dog, for such period of time as is determined by said Magistrate or Justice of the Peace.

- f) If a dog or domestic animal defecates on any public property or private property other than the property of its owner, the owner shall cause such defecation to be removed immediately.
 - g) A blind owner of a registered guide dog is not subject to the obligations imposed in subsection (g)
3. The owner of any dog defined as a Vicious Dog under this bylaw shall:
- a) maintain in force a policy of liability insurance, in a form satisfactory to the administration of the municipality, providing third party liability coverage in a minimum amount of \$1,000,000.00 for injuries caused by the owner's restricted dog;
 - b) ensure the liability policy contains a provision requiring the insurer to immediately notify the municipality in writing should the policy expire or be cancelled or terminated;
 - c) provide the municipality with a copy of the current liability coverage policy to be retained on file.
 - d) At all times while a restricted dog is on the premises of its owner, the owner shall:
 - i) either keep such dog confined indoors under the effective control of a person over the age of sixteen (16) years, or
 - ii) confined in a securely enclosed and locked pen, or other structure, constructed to prevent the escape of the restricted dog, and capable of preventing the entry of young children.
 - iii) such pen shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to the minimum depth of one (1) foot

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A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta, For The Purpose Of Regulating
And Controlling Animals Within The Corporate Limits Of The Municipality.

- iv) when any restricted dog is off the premises of the owner, the owner shall securely muzzle such dog, and either harness it or leash it securely to effectively prevent it from attacking or biting a person or animal. (This clause shall not apply when the restricted dog is in a pen meeting the requirements of subsection iii)

If it is determined that a dog is a vicious dog, either through personal observation or after an investigation initiated by a complaint, the owner shall be notified in writing and be required to comply with the controls required for a vicious dog as outlined in this bylaw.

- 4. No person shall:
 - a) hinder, delay or obstruct any person or persons employed by the municipality, engaged in taking to the pound any dog or domestic animal liable to be impounded under the provisions of this bylaw, or serving notice;
 - b) remove or attempt to remove any dog or domestic animal from the possession of the Bylaw Enforcement Officer, pound keeper or any other persons authorized to enforce any of the provisions of this bylaw.
 - c) induce or persuade any dog or domestic animal to enter a house or other place where it may be safe from capture by the Bylaw Enforcement Officer or other authorized persons; or otherwise assist any dog or domestic animal to escape capture.
 - d) negligently or wilfully open any gate, door or other opening in a fence or enclosure in which a dog or other domestic animal has been confined, or otherwise obstruct any dog or domestic animal's confinement, thereby allowing said dog or domestic animal to run-at-large
 - e) tease, torment or annoy any dog or domestic animal
 - f) ignore or further neglect any dog or domestic animal found to be in distress as defined by the Animal Protection Act. Said dog or domestic animal shall be reported to the Bylaw Enforcement Officer or the municipal office.

- 5. No animal shall be allowed to run off leash except in that the areas legally described as Lot R6, Plan 3703 R.S. and Lot 1MR, Block 3, Plan 892 1503, owned by the Summer Village of Sunrise Beach, which shall be designated as the authorized Off Leash areas where dog owners may allow their dogs to run free of physical restraint by a leash.

The dog owners are still required to remove any defecation left by their dog when off leash.

If an organized event or activity, such as a horse shoe tournament, is in progress in an area then, for the length of the organized event, permission for off-leash activity is temporarily interrupted.

No dog that is identified as a vicious or restricted dog may be let off-leash at any place within the Summer Village of Sunrise Beach.

E. ANIMAL CONTROL AUTHORITY

- 1. A Bylaw Enforcement Officer or any person authorized by this Bylaw may capture and impound any Animal:
 - i) in respect of which he/she believes or has reasonable grounds to believe any offence under this bylaw is being or has been committed;
 - ii) which is required to be impounded pursuant to the provisions of any statute of Canada or the Province of Alberta, or any regulation made thereunder;
 - iii) shall deliver the Animal to the Pound or to a Caretaker with the appropriate facilities.

- 2. A Bylaw Enforcement Officer or any person authorized by this bylaw to enforce the provisions contained herein and who is delegated the authority of a designated officer under Section 542 of the Municipal Government Act may enter onto lands for the purpose of pursuit, capture and restraint of any Animal found running at large, or for the purpose of observation, investigation or enforcement of this bylaw:
 - i) after reasonable notice to the owner or occupant of the land; or

SUMMER VILLAGE OF SUNRISE BEACH
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A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta, For The Purpose Of Regulating
And Controlling Animals Within The Corporate Limits Of The Municipality.

- ii) with the consent of the owner or occupant of the land; or
 - iii) without reasonable notice or consent of the owner or occupant of the land in the event the circumstances constitute an emergency or extraordinary circumstance.
3. The Bylaw Enforcement Officer is authorized to take reasonable measures to subdue and capture Animals found to be in contravention of this Bylaw.
 4. The Bylaw Enforcement Officer is authorized to take or order the taking of an injured or sick Animal to a Veterinarian for treatment to relieve pain or bleeding, at the expense of the Owner.

F. IMPOUNDMENT

1. The Municipal Administrator shall establish one or more pounds for the impounding or keeping of dogs or domestic animals captured.
2. Each dog or domestic animal impounded under the provisions of this bylaw shall be subject to impounding fees as set down by the Pound Keeper. These fees shall apply for each and every day of confinement to a maximum of seventy two (72) hours
3. After the confinement period, if no person shall appear at the pound to claim the dog or domestic animal, such dog or domestic animal shall be disposed of by sale, adoption or destroyed. The purchaser of the dog shall obtain full right and title to it and the right and title of the former owners shall cease thereupon.
4. The Bylaw Enforcement Officer shall attempt, to the best of his/her abilities, to ascertain the name of the owner of any impounded dog or domestic animal. Upon obtaining the name of the said owner, the Bylaw Enforcement Officer or Pound Keeper shall serve said owner with a Notice of Impoundment, either by serving said notice personally or by sending said notice by registered mail to the last know address of said owner.

G. PENALTIES

1. The Bylaw Enforcement Officer or police officer may enforce the provisions of the bylaw and will issue an offence ticket in the amount of the stipulated voluntary penalty as provided in Schedule "B". Payment of the stipulated voluntary penalty may be made in lieu of prosecution.
2. The offence ticket may be issued by personally serving it upon the alleged offender, or by leaving it at the residence of the alleged offender with any adult member of the family of the owner or harbourer who is at least sixteen (16) years of age, or by sending the offence ticket to the alleged offender by registered mail to his last known post office address.
3. In the event that an offence ticket remains unpaid for a period of fourteen (14) days, the alleged offender shall be liable to prosecution in the ordinary way for the offence alleged to have been committed.
4. Any person who on summary conviction is convicted of violating any provision of this bylaw shall be liable to pay a fine of not less than the stipulated voluntary penalty and not more than \$2,500.00 and in default of payment, judgement.
5. Any person who violates any provision of this bylaw for which a stipulated voluntary penalty has not been established by Schedule "B" shall be liable to a voluntary penalty of \$100.00 and upon summary conviction, to a fine of not less than \$100.00 nor more than \$2,500.00 and in default of payment, judgement.
6. Any person to whom an offence ticket has been issued may exercise his rights to defend any charge of committee a contravention of any of the provisions of this bylaw.

H. RELEASE OF ANIMALS

1. All licenses, fines and fees are to be paid before any dog or domestic animal is released from the Pound.

SUMMER VILLAGE OF SUNRISE BEACH
Bylaw 142-2018

A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta, For The Purpose Of Regulating
And Controlling Animals Within The Corporate Limits Of The Municipality.

I. EFFECTIVE DATE INFORMATION

1. This Bylaw hereby rescinds Bylaw number 76-1999 and any other Animal Control Bylaw or Dog Control Bylaw of and for the Summer Village of Sunrise Beach.
2. Any property owner who has more than three (3) of one kind of species, whatever sex or age, shall be allowed to keep those animals as long as the dogs are licensed. However, there can be no replacement of any animal that dies or is released voluntarily by the property owner over the limit of three.
3. This Bylaw shall come into full force and effect on January 30, 2018.

READ a first time in Council this 30th day January, 2018.

READ a second time this 30th of January, 2018

Unanimous consent given to proceed with the Third and Final Reading given this 30th day of January, 2018.

READ a third and final time this 30th day of January 2018.



Mayor



Municipal Administrator

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SUMMER VILLAGE OF SUNRISE BEACH
Bylaw 142-2018

A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta, For The Purpose Of Regulating
And Controlling Animals Within The Corporate Limits Of The Municipality.

SCHEDULE "A"

Dog License Fees and Pound Fees

- | | | |
|----|---|--------------------------|
| 1. | Each unspayed female dog or unneutered male dog | \$35.00 lifetime license |
| 2. | Where a female dog be spayed or a male dog be neutered, the owner, upon production of a certificate from a duly qualified veterinary surgeon as proof of such dog being spayed or neutered. | \$25.00 lifetime license |
| 3. | Dog Guides/Seeing Eye Dogs | No charge |
| 4. | Replacement Tags | \$5.00 |

POUND OR KENNEL FEES

1. The pound or kennel fees as set by the poundkeeper for every twenty-four (24) hour period or fraction thereof the dog has been impounded.

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Bylaw 142-2018

A Bylaw Of The Summer Village Of Sunrise Beach In The Province Of Alberta, For The Purpose Of Regulating
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SCHEDULE "B"
STIPULATED VOLUNTARY PENALTIES FOR INFRACTIONS

Failure to obtain a license (Section C.1)	\$50.00 first offence \$100.00 second and subsequent
Harbouring more than three (3) animals of one kind on a residential property	\$100.00 first offence \$250.00 second and subsequent offence
Allowing a dog to run at large (Section D. 2. a)	\$40.00 first offence in a 12 month period \$60.00 second offence in a 12 month period \$100.00 third offence in a 12 month period \$500.00 fourth and subsequent offence in a 12 month period from date of first offence
Permitting a vicious dog to run at large (Section D. 2. a and D. 3. iv)	\$500.00
Failure to wear a tag (Section C. 4)	\$50.00 first offence \$100.00 second and subsequent offence
Female dog not confined when in heat (Section D. 2. d)	\$75.00 per offence
Dog or Domestic Animal disturbing the peace (section D. 2. e)	\$100.00 first offence in a 6 month period \$200.00 second offence in a 6 month period \$300.00 third and subsequent offence in a 6 month period from date of first offence
Failure fo remove defecation (Section D. 2. f)	\$50.00 first offence \$100.00 second and subsequent offences
Violation of any other provisions of Part D. 2 or any provision of D. 3	\$50.00 first offence \$100.00 second and subsequent offences
Failure to maintain in force a Policy of Liability insurance for Vicious Dogs (Section D. 3. a-c)	\$1,500.00 each offence
Failure to confine a restricted dog or vicious dog when on the premises of the owner in accordance with bylaw (Sections D. 3. d. i-iii)	\$500.00 per offence
Failure to muzzle or otherwise secure a restricted dog or vicious dog when off the premises of the owner (Section D.3.d.iv)	\$500.00 per offence
If a restricted or vicious dog bites or attacks a person or animal causing injury	\$1,500.00

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Fw: Asking Permission

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Wed 8/28/2024 1:09 PM

To:ibs_ab@telus.net <ibs_ab@telus.net>;Mike Benson <mikeforcouncil21@gmail.com>;jon@rideriverside.com <jon@rideriverside.com>;wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

📎 2 attachments (8 MB)

WIN_20240828_11_55_18_Pro.jpg; WIN_20240828_11_54_56_Pro.jpg;

From: Joanna Shandro <

Sent: Wednesday, August 28, 2024 12:25 PM

To: svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Cc: Kelvin <vierboomkelvin@gmail.com>

Subject: Asking Permission

Dear Jon, Mike, Brian and Wendy

Last night, I noticed and appreciated your good intentions in looking after our Village. Thank you for that!

When I spoke with you about tree cutting last year, Jon, I realize now that I misunderstood what you said. I thought your two appointed people were the only people allowed to cut trees on Village property.

I told Rick and Diane that last year, when you took down that big, cracked tree for us. They were very upset because, as he stated last night, he was given permission 18 years ago (from?) to cut trees anywhere he liked from the Village's green belt. I explained that our current council knows nothing about that permission and that we must make arrangements with them now, and their people will get it done. However, to keep the peace, we gave them half of the wood from that big tree left for us to use.

So, when I came home from my walk on Monday, I was shocked to see Rick and John preparing to cut down a couple of dead spruce trees just a few feet outside of our gate. (see picture) Truthfully, I felt quite violated. When I told my partner, Kelvin, he felt disrespected that they wouldn't have at least discussed it with us first, given the proximity to our property. Rick's answer to that last night at the meeting was that he didn't tell us because they are not our trees, as if they are his! So much for being respectful, courteous neighbors.

Anyway, after our discussion at the meeting last night, here's what I understand. The trees on Village property belong to the Village. Any resident can ask permission from the council to cut down a tree or clear out the underbrush. If the tree is in a dangerous place and at risk of falling, residents can contact the council, and they will have their people look after it. Is this accurate?

If so, please accept this email as our written request to ask permission to be the sole caretakers of the trees that are adjacent to our property lines. These would be the trees to the left of our driveway that are adjacent to 4304 and the ones to the right of our driveway adjacent to 4305. (see picture) We'd like permission, not only to cherry pick and cut down the good-for-firewood trees, but to actually clear out all the dead wood and underbrush as well.

We take pride in our little old "cabin in the woods" and would appreciate your permission and the opportunity to clean up and look after the entrance way to our property!

Thank you for your consideration of this request for permission. We look forward to your response.

Sincerely,

Joanna Shandro and Kelvin Vierboom
Co-owners of 4304A - Spruce Point, Sunrise Beach

Sent with [Proton Mail](#) secure email.

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Summer Village of Sunrise Beach

VIOLATION TAG

July 11, 2024

FILE # 24STOP08-44

This Violation Tag is issued for Breach of the SUMMER VILLAGE OF SUNRISE BEACH Nuisances, Unightly and Untidy Property Bylaw 119-09.

NAME OF OFFENDER / LANDOWNER

GARTH RASMUSSEN
8407 – 42A AVENUE NW
EDMONTON, ALBERTA T6K 1C7

LEGAL LAND DESCRIPTION

PLAN 5672 KS, BLOCK 2A, LOT 1
6201 SHEDDEN DRIVE
WITHIN SUMMER VILLAGE OF SUNRISE BEACH

SECTION BREACHED

Section 2 Duties and Compliance

2.1 No person being the owner of any land or premises within the Summer Village of Sunrise Beach shall permit the land or premises to be or remain in a Nuisance, Unightly or Untidy condition, in accordance with Section 546 of the Municipal Government Act.

Note:

Section 546 of the *Municipal Government Act* states that:

- (1) If, in the opinion of a designated officer, a structure, excavation or hole is dangerous to public safety or property, because of its unsightly condition, is detrimental to the surrounding area, the designated officer may by written order
 - (a) require the owner of the property that is in an unsightly condition to
 - (i) improve the appearance of the property in the manner specified, or
 - (ii) if the property is a structure, remove or demolish the structure and level the site.

Description of Offence:

In my opinion, as a Development Officer of the Summer Village of Sunrise Beach, I find that the Lands are in an unsightly condition as a result of:

1. The Lands are not being maintained in an aesthetic condition (specifically, the grass, weeds, and other vegetation have been allowed to overgrow unabated).

I have attached photographs taken during my inspections dated July 5, 2024, and which form part of the basis upon which I have concluded that the Lands are in an unsightly condition.

You are hereby ordered to comply with this Violation Tag by either:

1. Paying the fine amount of \$250.00 **by 4:30 p.m. on Friday, July 26, 2024** or
2. Mowing the grass, removing weeds, trimming the other vegetation, and restoring the Lands to an aesthetically acceptable condition, including ensuring all refuse and debris has been removed from the and properly disposed of, **by 4:30 p.m. on Friday, July 26, 2024.**



Summer Village of Sunrise Beach

PENALTY SECTION

Penalty Total: TWO HUNDRED FIFTY DOLLARS (\$250.00)

Please Make Cheque/Money Order Payable to:

Summer Village of Sunrise Beach
Box 1197
Onoway, Alberta T0E 1V0
(780) 967-0271

Prosecution in Court May Result if payment is not received by July 26, 2024

Section 7 Right to Appeal

- 7.1 An owner who considers himself or herself aggrieved by a Notice that relates to the Property that is given by a designated Officer may appeal to the Summer Village of Sunrise Beach by filing a notice of appeal under Section 547 of the Municipal Government Act.
- 7.2 A notice of appeal shall be accompanied by an administrative fee of:
- (1) if a residential property \$100.00 or
 - (2) if a business property \$200.00.
- 7.3 In the event that the Municipal Council of the Summer Village of Sunrise Beach rules in favour of the appellant and grants the appeal, the administrative fee shall be fully refunded.
- 7.4 A notice of appeal shall be in writing and shall set out:
- (1) The name and address of the appellant,
 - (2) A copy of the notice in respect of which the appeal is being taken,
 - (3) The legal description of the land affected, and
 - (4) The grounds for the appeal.

OFFICER ISSUING TAG

Tony Sonleitner, Development Officer, Summer Village of Sunrise Beach

Attach.

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Summer Village of Sunrise Beach

PHOTOGRAPHS OF THE SUBJECT LANDS

Plan 5672 KS, Block 2A, Lot 1 : 6201 Shedden Drive Way, taken on July 5, 2024 by the Development Officer



Fw: CCBF Memorandum of Agreement and Program Guidelines

svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Thu 8/29/2024 7:12 PM

To:wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

📎 2 attachments (688 KB)

Canada Community-Building Fund - Program Guidelines (2024) Final.pdf; Summer Village of Sunrise Beach.pdf;

Wendy - they require two signatures. Does this need to go to Council?

From: Canada Community-Building Fund <ma.ccbfgrants@gov.ab.ca>

Sent: Thursday, August 29, 2024 12:27 PM

To: svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Subject: CCBF Memorandum of Agreement and Program Guidelines

Dear Chief Administrative Officer/Administrator:

Further to the July 23, 2024, correspondence from Honourable Ric McIver, the Minister of Municipal Affairs, to your Chief Elected Official on your allocation under the Canada Community-Building Fund (CCBF), I am pleased to provide you with a Memorandum of Agreement (MOA) for your signature (attached).

Given that there have been some program changes, I strongly encourage you and your staff to review the revised CCBF program guidelines (attached) and other resources available on the program website ([Canada Community-Building Fund | Alberta.ca](https://www.alberta.ca/canada-community-building-fund)).

As Minister McIver indicated, Alberta and Canada have agreed to a renewed administrative agreement for the CCBF program. The program had been governed by a 10-year administrative agreement that covered the 2014-15 to 2023-24 period and expired in March 2024. The renewed CCBF administrative agreement, signed in July 2024, covers the 2024-25 to 2033-34 period.

The CCBF continues to provide predictable, long-term, stable funding for local governments to help build and revitalize public infrastructure to support job creation and long-term prosperity. Local governments continue to be able to determine local priority projects, provided they align with the eligibility criteria in the program guidelines.

CCBF Program Changes

A few changes have been made to the CCBF program that are important to highlight. First, the allocation formula that determines how CCBF funds are distributed among eligible local governments has been updated. Starting in 2024, all eligible local governments receive a base funding amount (\$50,000 for most communities; \$5,000 for summer villages), with the remaining federal funding distributed on a per capita basis. In the past, funding was distributed on a per capita basis with each community guaranteed a minimum of \$50,000 (although summer villages received a base funding amount). This change ensures local governments benefit from any increases to federal CCBF funding over the course of the administrative agreement.

Also in the 2024 administrative agreement is a joint commitment between Alberta and Canada to address housing challenges in the province. For communities with a 2021 federal census population of 30,000 or more, the agreement requires the completion of a Housing Needs Assessment (HNA)

and an annual Housing Outcomes Report. Information on the housing requirements and links to the HNA template can be found in Section 11.d of the program guidelines.

Other program changes include annual reporting requirements on project outcomes in addition to expenditure and project status, a revised payment condition that requires financial reporting to be certified prior to payment of CCBF funding, a federal requirement for local governments to maintain a distinct bank account for CCBF funding, and the introduction of CCBF spending restrictions for local governments with infrastructure management challenges, in alignment with the restrictions under the Local Government Fiscal Framework program.

These new elements are described in greater detail in the program guidelines on the program website. Local government allocations are also available on the website and will be updated annually after Alberta receives notification from Canada regarding the province's funding allocation.

Memorandum of Agreement

The MOA governs the relationship under the CCBF between the province and the local government, including the funding relationship. Minister McIver has signed the agreement, and we request that you have the document signed and dated, in accordance with your internal signing policy, and return it to the department as soon as possible. The agreement can be signed and dated by up to two individuals duly authorized by council to sign agreements under Section 213(4) of the *Municipal Government Act*. Payment of your CCBF allocation cannot be released until the MOA is signed and returned, and other payment conditions are met. Please returned the signed agreements to ma.ccbfgrants@gov.ab.ca.

A seal in lieu of signature will not be accepted.

As always, Municipal Affairs grant advisors are available to support you in this process and answer any questions you may have about the CCBF. You may contact an advisor toll-free by dialing 310-0000, then 780-422-7125. Alternatively, grant advisors can be contacted at the email address listed above.

I look forward to continued work between your community and the Government of Alberta on infrastructure projects that benefit Albertans throughout the province.

Sincerely,

Brandy Cox
Deputy Minister

Attachments:

1. CCBF Local Government Memorandum of Agreement Template
2. CCBF Program Guidelines

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Canada Community- Building Fund

Program guidelines

Alberta

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(<http://open.alberta.ca/licence>).

This publication is available online at <https://open.alberta.ca/publications/canada-community-building-fund-program-guidelines>

Canada Community-Building Fund Program Guidelines | Municipal Affairs
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Glossary

This section provides definitions and explanations of key terms frequently used throughout the Canada Community-Building Fund (CCBF) program guidelines. The glossary aims to provide clarity and understanding, ensuring local governments have a common understanding of the terminology used in the context of the CCBF program requirements, grant application and/or reporting. Glossary terms used in the guidelines are hyperlinked to this section (only the first usage of a glossary term in a section or sub-section will show the hyperlink in blue, but all uses are hyperlinked).

Affordable Housing: A dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30 per cent of before-tax household income. The household income is defined as 80 per cent or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the local government.

Application: A formal request submitted by a local government to obtain acceptance from the Minister to apply CCBF funding to a specific project(s) within an eligible project Category (e.g., Local Roads and Bridges, Recreational Infrastructure). It includes a description of the proposed asset(s), activities(s) and scope of work, estimated project costs, CCBF funding committed, other funding sources, estimated start and end dates, and geo-location to enable program staff to determine project eligibility. A project application can include activities that fall into more than one eligible project category. For example, a project may include the replacement of deep services, such as water and wastewater mains, as well as reconstruction of the road surface and adjacent sidewalks upon completion of the underground work.

Asset Management: A principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets in order to maximize benefits and effectively manage risk.

Audited Financial Statement: The document(s) required under Section 276 of the [Municipal Government Act](#). Each municipality must prepare annual financial statements for the immediately preceding year in accordance with the Canadian generally accepted accounting principles for municipal governments. Annual financial statements are due by May 1 of the year following the year the financial statements have been prepared.

Capital Plan: A plan that outlines the local government's planned five-year capital property additions, and allocated or anticipated funding sources as required under section 283.1 of the [Municipal Government Act](#) (and further defined in the [Municipal Corporate Planning Regulation](#)).

Financial Information Returns (FIR): The document required under sections 277 and 278 of the [Municipal Government Act](#) which requires municipalities to annually prepare a financial information return and send it, together with an auditor's report, to the Minister by May 1 of the following year.

Housing Needs Assessment (HNA): A report informed by data and research describing the current and future housing needs of a Local Government or community according to guidance provided by Canada.

Local Government: As per section 1 of the [Local Government Fiscal Framework Act](#), a local government is a municipal authority, a Metis Settlement, or the Townsite of Redwood Meadows Administration Society.

Metis Settlements: The eight communities governed by the [Metis Settlements Act](#), which includes Buffalo Lake, East Prairie, Elizabeth, Fishing Lake, Gift Lake, Kikino, Paddle Prairie, and Peavine Metis Settlements.

Municipality: A local government that is governed by the [Municipal Government Act](#). This includes the Special Areas Board and Improvement Districts. The term "municipality" is not inclusive of the Metis Settlements.

Outcome Indicator: Measurable information used to determine if a program is being implemented as expected and achieving its outcomes.

Primary Outcome: An outcome is a change expected as the result of a project. While a CCBF project may have many outcomes, the primary outcome is the principal change expected, or the main reason a project is undertaken.

Program Year: For municipalities this means January 1 to December 31, for Metis Settlements this means April 1 to March 31.

Project: Projects considered eligible include investments in infrastructure for construction, renewal, or material enhancement in each of the categories described in Appendix 1.

Project Amendment: At any time, local governments can submit an amendment to update estimated project costs, including funding sources (e.g., CCBF amount, municipal sources) on an accepted project to ensure Municipal Affairs has the most up to date information on projects. Applications are accepted based on “estimated costs” and as projects are tendered and/or costs are realized, changes to the CCBF funding amount may occur. A cash flow amendment ensures financial transparency for the actual costs, and provides a proactive risk management approach to address any over-commitments and/or budget shortfalls.

Restructured Municipalities: Municipalities that have undergone dissolutions (ceasing to operate or exist as a municipality and being absorbed by another municipality) or amalgamations (merging of two or more municipalities).

Resulting Capital Asset: The physical asset acquired or rehabilitated as a direct outcome or consequence of the project (e.g., kilometres of new roads built, square meters of the building upgraded).

Statement of Expenditures and Program Outcomes (SEPO): Annual reporting of financial (e.g., total project costs, CCBF funding applied) and non-financial information (e.g., project status, project outcomes, updated start dates).

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Canada Community-Building Fund

Program Guidelines

1. Introduction

The federal Canada Community-Building Fund (CCBF) provides predictable, long-term, stable funding for Canadian [municipalities](#) to help build and revitalize public infrastructure while creating jobs and long-term prosperity.

Additional information and support are also available from the CCBF program Grant Advisors (refer to [Section 14](#)) and on the [website](#).

2. Program Objective and Outcomes

Through the CCBF program, Canada and Alberta are helping communities to build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment, and strong communities.

Program outcomes related to the objectives of productivity and economic growth, clean environment, and strong communities will be achieved by funding infrastructure [projects](#) and other key activities at the local level, including [asset management](#). To measure progress towards the outcomes, [local governments](#) are required to report on project results (refer to [Section 11](#) for further information on outcomes reporting).

Local governments determine projects and activities to be funded by the CCBF based on local priorities, within the general qualification criteria set out in these guidelines.

The funding provided under this program is in addition to provincial grant funding programs, such as the Local Government Fiscal Framework (LGFF), and non-grant funding of local government infrastructure. CCBF funding is intended to cover capital costs only and may not be used for maintenance costs, operating costs, debt reduction, or replacement of existing local government infrastructure expenditures.

3. Key Dates

Activity	Responsibility	Timeline
Project Application Submission	Local Government	Submit anytime throughout the year through the CCBF online portal.
Annual CCBF Allocation Commitment	Government of Alberta	After April 1 , following provincial budget approval.
Annual CCBF Allocation Payment	Government of Alberta	By approximately July 31 , following receipt of federal funding and after all payment conditions are met (refer to Section 10).
Statement of Expenditures and Project Outcomes (SEPO) Submission	Local Government	Due May 1 for municipalities . Due August 1 for Metis Settlements (refer to Section 11).
Project Recognition and Communication Requirements	Local Government	Ongoing. For media events and news releases, local governments must provide a minimum of 20 working days' notice (refer to Section 13).

4. Submission Method

CCBF [applications](#) and reporting must be submitted through the CCBF Online portal. The CCBF online portal is accessed by logging into www.maconnect.alberta.ca/MACConnect and clicking on the CCBF tile or by clicking on <https://www.alberta.ca/canada-community-building-fund>, which will direct you to the login page.

CCBF training material and other resources are available on the CCBF Online resources page in the portal and on the program website at www.alberta.ca/canada-community-building-fund.

Questions or requests to access CCBF can be directed to the contacts listed in [Section 14](#).

5. Funding Formula and Allocations

The annual program budget for the CCBF is subject to Canada advising Alberta of the yearly provincial funding.

[Local governments](#) will be advised of their annual CCBF funding allocations after Alberta's funding has been confirmed by Canada and individual funding allocations have been authorized by the Minister of Municipal Affairs.

CCBF funding is allocated to local governments annually on a per capita basis, according to the most recent Municipal Affairs Population List. Local governments receive a base allocation of \$50,000 per year, with the exception of summer villages which receive a base allocation of \$5,000 per year. All local governments will receive a per capita amount in addition to its base funding.

The annual allocations are available on the CCBF website at www.alberta.ca/canada-community-building-fund.

5.a. Time Limit to Use Allocated Funds

To provide flexibility in scheduling capital [projects](#), and to accommodate larger projects requiring more than one year's grant allocation, funding allocated and not expended or committed in the year it was allocated may be carried forward to the next five subsequent years. Funds that are carried forward must be expended on an accepted project(s) before December 31 of the fifth subsequent year for [municipalities](#) (March 31 for [Metis Settlements](#)). This provides a total of six years in which to use allocated funding. For example, the 2024 allocation must be expended before December 31, 2029, for municipalities (March 31, 2030, for Metis Settlements). Time extensions will not be permitted.

Where a credit item has been recorded on an annual [SEPO](#), (see [Section 11](#)), the amount becomes part of the annual allocation for the year in which it is reported. Credit item amounts not expended or committed in the year they were reported may be carried forward to the next five subsequent years.

Where a local government intends to carry CCBF funding forward to a future dated project, [applications](#) for the eligible projects must be submitted to indicate how the funds will be utilized and to qualify for payment of future annual funding allocations (see [Section 8](#) and [Section 10](#)).

5.b. Restructured Municipalities

[Municipalities](#) that undergo restructuring will receive an allocation that is equivalent to the funding amount that would have been calculated for each individual municipality as if restructuring had not occurred. This calculation will apply in the year the restructuring occurred plus the five subsequent years.

If two or more municipalities amalgamate, the amalgamated municipality will receive CCBF funding equivalent to the amount that would have been allocated to the former municipalities as if the amalgamation had not taken place.

For example, if a municipality dissolved on July 1, 2025, the receiving municipality would receive the benefit of the CCBF allocation calculated as if the municipality had not dissolved for the next five years (i.e., 2026 through 2030). In addition, any unspent CCBF funding (based on the final 2025 [SEPO](#) reporting) from the dissolved municipality prior to July 1, 2025, would be transferred to the receiving municipality.

It is critical that the receiving municipality submits the dissolved municipality's [audited financial statements](#) to Municipal Affairs to ensure the correct unspent funding is transferred to the receiving municipality. In addition, all CCBF projects must be marked as completed/fully funded on the final SEPO for the dissolved municipality.

6. Eligible Applicants

An eligible applicant includes any city, town, village, summer village, specialized municipality, municipal district, [Metis Settlement](#), the Special Areas Board, the Townsite of Redwood Meadows Administration Society, and those Improvement Districts that have populations according to the latest Municipal Affairs Population List and report tangible capital assets.

Eligible applicants may contribute funds to other eligible entities for eligible CCBF [projects](#) that provide a municipal service or benefit and do not limit public access.

Eligible entities include:

- non-profit organizations, as defined in section 241 of the [Municipal Government Act](#), (e.g., a society);
- regional services commissions established under Part 15.1 of the [Municipal Government Act](#); and

- controlled corporations as defined in section 75.1 of the [Municipal Government Act](#).

When contributing CCBF funding to a non-profit organization and/or other eligible entities, the [local government](#) remains responsible for all CCBF conditions and obligations that would apply if the local government was completing the project, including the need to report on project expenditures and outcomes. It is recommended the local government enter into a binding legal agreement with the recipient to protect its interests. The local government remains responsible for all uses of the funding.

7. Asset Management

An [asset management](#) plan provides a structured and comprehensive approach to effectively manage the [local government's](#) assets, establishes longer term financing needs, optimizes asset lifecycles, and regularly schedules maintenance, rehabilitation and replacement work for the long-term sustainability of its assets. Asset management plans should include:

- a comprehensive description of asset portfolios;
- current level of service performance for each asset and desired level of performance;
- asset risk and strategic risks;
- anticipated capital [projects](#) required to deliver service and mitigate risks;
- asset valuation such as current and projected replacement costs and funding needs;
- consequences of not following the plan; and
- timelines for major projects.

When asset management practices are adhered to, residents and businesses in Alberta communities experience improved and more reliable municipal services. These asset management practices can offer various advantages to local governments, including:

- helping to decide what infrastructure needs to be replaced or renewed and the appropriate timing for doing so;
- determining the appropriate amount to save for future infrastructure renewal;
- improving economic sustainability by lowering service delivery costs;
- evaluating and communicating trade-offs between service, cost, and risk management;
- providing a defensible way of prioritizing projects and allocating resources;
- enhancing transparency with the public and fostering greater public confidence in municipal government; and
- maximizing the value of infrastructure investments over the long-term.

Asset management planning and implementation is essential to supporting local municipal infrastructure, and the long-term outcomes of the CCBF program. While an asset management plan is not required to receive CCBF funding, the adoption of asset management strategies, plans, and activities by local governments of every size and type is encouraged to ensure their infrastructure investments are made in the best way possible. This proactive approach ensures optimal utilization of local infrastructure and maximizes the effectiveness of CCBF expenditures. Local governments are also encouraged to participate in various asset management initiatives conducted and/or supported by Alberta to ensure that CCBF funds are supporting full lifespan infrastructure. This includes items such as the annual Asset Management Survey and the development of individual Local Government Asset Management plans and strategies.

To ensure [municipalities](#) have basic asset management practices in place, the [Municipal Government Act](#) requires local governments to prepare a [Capital Plan](#) identifying their anticipated capital property additions and funding sources for a minimum of five years. Although this requirement does not specify how each local government will determine the projects to be included in this plan, it does imply that appropriate asset management processes will be used to ensure that the resulting plan adequately reflects local infrastructure pressures and needs.

The Government of Alberta's approach to asset management is available at www.alberta.ca/canada-community-building-fund. Additional information about asset management is available on the Federation of Canadian Municipalities asset management [web page](#), including the Asset Management Toolkit and Handbook, which provides technical resources for asset management at various levels of complexity.

8. Applications

CCBF [applications](#) must include sufficient information to determine [project](#) eligibility, including a description of the proposed asset(s); activities; scope of work; location; estimated project costs and funding source; and estimated start and end date.

8.a. Project Eligibility

Eligible [projects](#) must fall into a project category listed and defined in Appendix 1.

Eligible projects are those associated with: the acquiring, planning, designing, constructing, or renovating of a tangible capital asset, or completing work to extend the life of an asset; the strengthening of the ability of [local governments](#) to improve local and regional planning and [asset management](#). Additional information on eligible and ineligible project costs is provided in Appendices 2 and 3.

In addition, projects submitted should have an end-date of no more than five years after the [application](#) is submitted, meaning the local government would have up to five years to complete the project. Larger projects that are not planned to be completed within five years should be submitted in phases.

8.b. Project Applications

[Local governments](#) must submit an [application](#) for each [project](#) proposed under the program. Applications can be submitted at any time through the CCBF online system. The application must be certified by the Chief Administrative Officer or a delegated authority. This certification confirms that the provided information is accurate and adheres to the program guidelines and funding agreements.

The objective of the application is to provide information regarding the proposed project such as location, project functions, primary accomplishments, an estimate of the total project cost, estimate of CCBF funding to be used, and anticipated project start and end dates.

The estimated total project costs should reflect the total value of the project. Where other sources of funding (local government, provincial, or other federal) will be used, in addition to the CCBF funding, estimates of this additional funding should be included in the total project cost estimate.

Where an accepted project includes proposed expenditures in more than one year, the subsequent years' expenditures are also accepted.

Where a project changes materially (change in cash flow, timing etc.), the local government will be required to submit a [project amendment](#) identifying the changes that are being requested for further approval. Where a local government decides to add a new project or re-direct funding from an accepted project to a new project, it must submit a new project application for review.

A local government may proceed with a project, to be funded wholly or partially from its CCBF allocation(s), prior to receiving notification of acceptance if it believes that the project will be eligible under these guidelines. However, should the project be deemed ineligible, the local government will be responsible for bearing the cost of the project and must apply the CCBF funding to a different eligible project.

A CCBF Online user guide is available on the Municipal Affairs CCBF [website](#) to assist local governments in entering project information.

8.c. Withdrawal

[Local governments](#) can exercise the option to withdraw an accepted [project](#), provided that no CCBF funds have been claimed against the project. If this condition has been met, the project can be withdrawn on the [SEPO](#).

8.d. Maximum Project Commitment Limit

A [local government](#) has the flexibility to commit its future CCBF allocations, including credit items, to eligible [projects](#) prior to receiving its annual allocation.

Should these commitments notably surpass the local government's projected future anticipated annual allocations, a Grant Advisor may contact the local government for a more in-depth evaluation of those applications to mitigate the risk of over-

committing grant funding and resource misallocation. Local governments may be required to reduce their CCBF commitments prior to the department recommending them for acceptance by the Minister.

8.e. Joint Projects

[Projects](#) that involve funding from more than one [local government](#) should identify all contributing parties in the project description of the [application](#). Each local government must submit a project application for its own portion of the project costs being funded through the CCBF. The local government that is directly responsible for the project should include the total project costs, listing the contributions of the other local government(s) in the “Municipal Sources” project section. The other contributing local government(s) should include only its portion/contribution of these costs.

9. Project Management

9.a. Provincial Standards

CCBF-funded [projects](#) undertaken by [local governments](#) must comply with provincially regulated standards. For example, CCBF-funded projects involving regional water and wastewater systems should appropriately align with the [Environmental Protection and Enhancement Act](#).

Where a CCBF project impacts a highway under provincial jurisdiction, the local government must enter into a separate agreement with Alberta Transportation and Economic Corridors to carry out the work and/or receive permission to access the highway right-of-way. Grant Advisors may request confirmation from the local government of the agreement with Alberta Transportation and Economic Corridors.

9.b. Requirements for Awards of Contracts

All calls for proposals or tenders for [projects](#) to be funded under the CCBF must be carried out in accordance with the rules, regulations, and laws governing such activities and in accordance with the best current practices. They must also be advertised in accordance with the guidelines of the [Canadian Free Trade Agreement](#) (CFTA) and the [New West Partnership Trade Agreement](#) (NWPTA).

The [local government](#) may award contracts for planning, design, engineering, and architectural services for a municipal capital project based on best overall value consistent with the local government’s policies. The local government may award contracts for the construction or purchase of a municipal capital project by public tender based on either unit prices or lump sum amounts. The CCBF program does not require local governments to award projects to the lowest tender and does not prohibit them from using a process that qualifies suppliers prior to the close of call for tenders where the process is consistent with the CFTA and NWPTA, as long as the tender selected is the best value.

9.c. Use of Municipal Forces

Where a [local government](#) has been unable to secure an appropriate or cost-effective private sector response to a proposal or tender for a capital [project](#), or anticipates that it will be able to carry out the project in a more efficient or cost-effective basis, project costs can include the cost of municipal forces (staff and equipment) used to carry it out. Costs can include all labour costs, including benefits, attributable to work carried out on and off-site. Labour costs associated with general municipal administration are excluded.

If the local government chooses to use local government forces, it must declare the intent to use local government forces on the project [application](#).

9.d. Use of Other Provincial and Federal Grants

Under the CCBF, use of multiple grant funding sources for a CCBF [project](#) is permitted; the [local government](#) is responsible to understand and ensure compliance with the separate requirements of each grant program.

CCBF funds may be used to fund the local government portion of provincial grant programs that require a local government contribution, unless doing so is prohibited by that program. For example, if a local government is supporting construction of a water infrastructure project for \$1,000,000 and is receiving Water for Life funding of \$750,000, CCBF funding may be used to fund the remaining \$250,000.

CCBF funds are treated as federal funds with respect to other federal infrastructure programs. As such, CCBF funds may not be used to fund the local government or provincial contribution of federal grant programs that require a local government and/or provincial contribution, unless doing so is explicitly permitted by that program.

More information about the requirements of other provincial grant programs can be found on the [Municipal Affairs Grants Portal](#).

10. Payments

CCBF payments are based on annual allocation amounts. Payment of [local government](#) CCBF allocations is contingent on confirmation from Canada of Alberta's total CCBF allocation and legislative approval of the provincial budget. Local government CCBF payments are conditional on meeting the following requirements:

- Execution of the CCBF Memorandum of Agreement (MOA): the local government has submitted the executed MOA.
- [Application](#) Commitment(s): Submission of sufficient applications that commit all CCBF funding allocated to date including credit items.
- Certification of the [SEPO](#): Certification of the previous year's financial and outcomes reporting.

For payments after 2024, local governments with a 2021 federal census population of 30,000 or more must also meet the following conditions:

- submission of a [Housing Needs Assessment](#) (HNA);
- submission of the previous [program year](#) Housing Outcomes Report; and
- certification of all previous program year Housing Outcomes Reports.

HNAs must be resubmitted every five years.

11. Reporting

All [local governments](#) are required to annually submit a Statement of Expenditures and Project Outcomes that reports on the previous year's expenditures and outcomes. Local governments with populations over 30,000 will also have to provide reporting on housing outcomes.

11.a. Statement of Expenditures and Project Outcomes (SEPO)

All [local governments](#) are required to annually submit a [SEPO](#) that reports on the previous year's expenditures and outcomes.

[Municipalities](#) are required to submit a SEPO by May 1 of each year to align with their financial year end of December 31 (e.g., the 2024 SEPO is due by May 1, 2025). [Metis Settlements](#) are required to submit their SEPO by August 1 of each year, to align with their financial year end of March 31 (e.g., the 2024 SEPO is due by August 1, 2025).

In instances where a municipality dissolves in the middle of the [program year](#) (e.g., a municipality dissolves into another municipality on July 1), the receiving municipality must submit a SEPO for both itself and the dissolved municipality by May 1 of the following year.

The SEPO consists of two parts: financial reporting and outcomes reporting.

The financial report captures the following information:

- the CCBF carry-forward amount from the previous year (which includes any unpaid allocations);
- grant allocation for the reporting year, whether or not it was received;
- credit items earned in reporting year;
- all active [projects](#), and those projects completed in the reporting year, including the project name, status, reporting year expenditure, and funding sources;
- the total CCBF expended in the reporting year; and
- CCBF funds to be carried forward to the opening balance in the next program year.

On an annual basis, Municipal Affairs will compare the SEPOs against the [municipality's audited financial statements](#) to ensure financial alignment with their CCBF reporting. [Metis Settlements](#) are also required to submit audited financial statements under the CCBF for the same purpose. If discrepancies are noted, Grant Advisors will work with the local government to determine the nature of the discrepancy and/or determine next steps (if applicable).

The outcome report captures the following information for completed projects only:

- the project's eligible project category and name;

- the project output(s), consisting of the [resulting capital asset\(s\)](#) (e.g., roads) and the actual quantity upgraded and/or constructed (e.g., # of lane km);
- the project's [primary outcome](#) (e.g., increased service life of a road) and [outcome indicator](#) (e.g., number of years the road service life has been increased); and
- the asset condition after upgrades.

Examples of CCBF outcomes and indicators can be found in Appendix 4. Outcome information is collected on completed projects to satisfy several requirements, including but not limited to program accountability and reporting to the federal government.

SEPOs are generated in the CCBF Online system, in which the local government will report project expenditures and outcomes and submit them electronically (no hard copy is required to be submitted).

All supporting documentation such as reports, drawings, and invoices for each project must be retained by the local government for a minimum of six years following completion of the project. The SEPO may be subject to a review by the provincial Auditor General.

11.b. Reset of Certified SEPO

[SEPO](#) resets (reversing a SEPO from *Certified* status) will be permitted in order to make corrections to individual [project](#) status indicators or to CCBF expenditures, to ensure SEPO reporting aligns with the [local government's audited financial statements](#). SEPO resets will not be permitted to reverse a CCBF expenditure for the purpose of replacing the CCBF funding for the expenditure to an alternative funding source, including other provincial or federal grant programs, local funding, or grant programs available through non-government organizations (i.e., Federation of Canadian Municipalities, etc.). It is strongly recommended that the audited financial statements break down the deferred revenue by specific grants to reduce any unforeseen administrative burden on the local government. If the financial statements are submitted late, the SEPO certification and allocation payment will be delayed.

11.c. Credit Items

Funds available under the CCBF program are not provided for the purpose of generating investment income. However, recognizing that any CCBF funds held in a financial institution may earn some investment income, that income must be reported on the [SEPO](#) and will become part of the total CCBF funding available. These funds must be used towards eligible costs on CCBF approved [projects](#).

In addition to investment income earned, other credit items must be reported on the SEPO, if these credit items were realized within five years of completion of the CCBF-funded project. Examples of credit items include:

- net proceeds or market value (whatever is greater) to a maximum of the grant applied, from the sale or trade-in of capital assets purchased with CCBF funds; and
- net proceeds from an insurance claim on capital assets purchased, constructed, or improved with CCBF funds.

[Local governments](#) must maintain a distinct bank account for CCBF funding received in advance of paying eligible project expenditures and maintain separate accounting records for the grant funds.

The amount of income earned on grant funds may be calculated by one of two methods:

- actual income earned on the funds being held; or
- notional income earned on the funds. This can be calculated by multiplying the average CCBF funding balance by the number of months the grant funds were held in an account, by the average annual interest rate for those months.
 - For example: If a local government has a carry forward amount of \$100,000 held in an interest-bearing account for a period of eight months with an annual interest rate of five per cent, the credit item amount reported should be \$3,333 (e.g., \$100,000 X 8/12 X 5 per cent).

11.d. Housing Reports

All communities with a 2021 federal census population of 30,000 or more must complete a [Housing Needs Assessment](#) (HNA), publish the HNA on its website, and email the link to ma.ccbfgrants@gov.ab.ca by March 15, 2025. Templates and instructions for completing an HNA are available at <https://housing-infrastructure.canada.ca/housing-logement/hna-ebml/index-eng.html>. [Municipalities](#) required to complete an HNA are encouraged to request a pre-populated template from hna.secretariat-secretariat.ebml@infoc.gc.ca.

[Local governments](#) that have completed HNAs after April 1, 2019, can submit their existing HNA. However, any gaps between the existing HNA and the federal template are expected to be addressed. If the existing HNA does not meet the requirements, the local government must prepare and submit the additional information to ma.ccbfgrants@gov.ab.ca by March 15, 2025.

Local governments meeting the above criteria are required to submit [project](#)-level data on housing outcomes by May 1 annually. The housing outcomes report will include the following core indicators, as relevant to each investment category:

- # of housing units enabled; and
- # of [affordable housing](#) units enabled or preserved.

12. Project Eligibility Restrictions

12.a. Purpose

In exceptional instances, [local governments](#) experiencing viability and infrastructure challenges may be subject to CCBF [project](#) eligibility restrictions. These restrictions aim to prioritize the resolution of critical infrastructure needs over less pressing projects. Specifically, in these cases, project eligibility in these communities will be restricted to core infrastructure only. This will ensure that provincial grant funding targets critical infrastructure first, while maintaining local autonomy to determine which specific core assets to support through the CCBF.

For this purpose, core infrastructure is defined as capital assets related to:

- local roads and bridges;
- drinking water;
- wastewater;
- resilience;
- capacity building; and
- fire halls.

Local governments under these restrictions can seek permission from the Minister to spend CCBF allocations on non-core infrastructure in only exceptional circumstances.

If local governments under these restrictions need to make [amendments](#) to accepted project(s), those amendments will be subject to a higher degree of scrutiny to ensure the local government continues to focus on core infrastructure.

12.b. Measures Used

Annually, [local governments](#) submit data on a variety of infrastructure and financial matters to Municipal Affairs through their [audited financial statements](#) and [Financial Information Returns](#). Utilizing this data, Municipal Affairs has established two measures for assessing when [project](#) eligibility restrictions would be applied.

Local governments will be recognized as having viability and infrastructure management challenges if both of the following measures are triggered in three consecutive prior years:

1. Investment in Infrastructure Ratio – triggered when the indicator falls below 1.0; and
2. Capital Grants as Percentage of Investment in Infrastructure – triggered when the indicator is above 0.8.

1. Investment in Infrastructure Ratio

The total cost of annual additions to tangible capital assets relative to the annual amortization on all tangible capital assets, measured as a five-year average. A ratio of 1.0 means that replacement of existing tangible capital assets and investment in new assets occurs at the same rate as the estimated wear or obsolescence of existing capital assets. The indicator is calculated based on data submitted annually through audited financial statements and/or Financial Information Returns. More information on the Investment in Infrastructure indicator can be found on Alberta's [municipal indicators webpage](#).

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2. Capital Grants as Percentage of Investment in Infrastructure Ratio

Amount of annual capital funding allocated under the Municipal Sustainability Initiative/LGFF and CCBF relative to total cost of annual additions to tangible capital assets, measured as a five-year average. A ratio of more than 0.8 means that the local government relies heavily on provincial and federal allocation-based grants to fund its infrastructure investments. The indicator is calculated based on data submitted annually through the audited financial statements and/or Financial Information Returns.

12.c. Warning Process

Starting in 2024, Municipal Affairs began assessing each [local government's](#) Investment in Infrastructure ratio and Capital Grants as Percentage of Investment in Infrastructure ratio for the period of three prior years. Those with an investment ratio less than 1.0 and Capital Grants ratio higher than 0.8 in each of the three years were advised by the Minister that they are at risk of having eligibility restrictions placed on their LGFF expenditures if both indicators are also triggered in the subsequent year, and the local government is not able to demonstrate to the Minister that its core infrastructure is in good condition.

Beginning in 2025, this process will be implemented for CCBF funding and will occur on an annual basis, and will take place in late summer/early fall.

After a warning is issued, the local government will have the opportunity to demonstrate the state of its core infrastructure through submission of an asset condition assessment. The warning will be revoked if the assessment indicates that core infrastructure is in good condition. If the core infrastructure condition is not known at that time, the local government can make the decision to evaluate its infrastructure as part of an [asset management](#) plan, an activity that is eligible under the CCBF.

There may be exceptional or extenuating circumstances for the local government that result in a warning not being necessary.

12.d. Placing and Removing Restrictions

[Local governments](#) that receive a warning indicating that they are at risk of having eligibility restrictions placed, whose assets are in poor or unknown condition, and whose Investment in Infrastructure ratio continues to be less than 1.0 and Capital Grants ratio continues to exceed 0.8 in the following year, will be subject to [project](#) eligibility restrictions.

This means that once the restrictions are in effect, new projects will be accepted only if they pertain to core infrastructure.

Project eligibility restrictions will be in place until at least one of the two ratios is at the required level for a minimum of three consecutive years following the year the restrictions were imposed, or until the local government is able to demonstrate that its core infrastructure is in good condition, whichever is earlier.

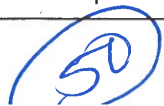
Example

In fall 2024, the [municipality](#) of Sampleford receives a warning that it is at risk of having project eligibility restrictions imposed because its Investment in Infrastructure ratio was below 1.0 and its Capital Grants ratio was over 0.8 in three prior consecutive years. Sampleford does not have an up-to-date asset condition assessment report and is unable to demonstrate that its core infrastructure is in good condition.

In fall 2025, Municipal Affairs confirms that both ratios are outside of the required levels and Sampleford is advised that no new projects requesting CCBF funding will be accepted, unless they support core infrastructure defined in [Section 12.a](#). These restrictions do not impact Sampleford's ongoing public works building project that has been previously accepted for CCBF funding.

Sampleford remains subject to project eligibility restrictions until 2029, at which time three consecutive years have passed when one or both of the ratios have met or exceeded the required thresholds. Once the restrictions are lifted in fall 2029, Sampleford regains flexibility to apply CCBF funding to non-core infrastructure projects, subject to all other program conditions.

		Municipality of Sampleford		
Program Year	FIR Data Year	Investment in Infrastructure	Capital Grants as % of Infrastructure Investment	
--	2021	0.95	0.85	} Fall 2024: Warning is issued
--	2022	0.90	0.90	
				} Fall 2025: Eligibility restrictions placed



2024	2023	0.85	0.95
2025	2024	0.90	0.85
Project Eligibility Restricted to Core Infrastructure for a Minimum of 3 Years			
2026	2025	0.95	0.95
2027	2026	1.05	0.90
2028	2027	1.00	0.80
2029	2028	0.95	0.75

13. Project Recognition and Communication Requirements

Local governments are required to recognize the CCBF through installation of federal signs and/or hosting of events according to the guidelines below and all communications activities must follow a joint Alberta-Canada communications approach.

The federal government may select specific projects that merit public recognition through installation of signs, media events, or other communication activities. Local governments with such selected projects will be contacted by Alberta Municipal Affairs.

13.a. Signs

Placing signs at construction sites is a long-standing practice to communicate key project details to the public. Albertans can easily recognize where infrastructure investments are being made in their communities and the benefits of those investments through project signage.

Government of Canada and Government of Alberta (if provincial funding sources are being used) signage for high visibility projects is generally required on CCBF-funded capital projects. In some instances, an interior sign placed in a lobby or a sign installed in a community gathering place may be a good alternative to an exterior sign.

There may be some instances in which a sign is not required, such as for a project of short duration (i.e., under seven days), if it represents a modest investment in relation to the total CCBF received or is located in a remote area where signage would not be visible to the public. The local government should seek guidance from a Grant Advisor if unsure whether a sign should be erected in relation to its proposed project.

For questions related to whether local governments are to use unilingual or bilingual signs, please refer to the table on the last page of the Infrastructure Project Sign Design and Installation Guidelines on the CCBF website at <https://www.alberta.ca/canada-community-building-fund>.

Canada has also provided specifications for digital sign options. The cost of the sign is an eligible expense under CCBF.

If you have any questions on signage requirements for your project or require additional technical information or other guidance, please contact a Grant Advisor at 780-422-7125 or email ma.ccbfgrants@gov.ab.ca. The Infrastructure Project Sign Design and Installation Guidelines can be accessed on the CCBF website at <https://www.alberta.ca/canada-community-building-fund>.

13.b. Media Events and Other Communications Activities

Local governments may choose to highlight CCBF-funded projects by publicizing the projects (e.g., council minutes, annual reports, local media) and by celebrating key project milestones through media events, including news conferences, news releases, public announcements, and official ceremonies.

Local governments should provide the federal and provincial governments opportunities to be represented at any media events, including news conferences, public announcements, and official ceremonies, that celebrate the key milestones for CCBF funded projects.

Media events for CCBF-funded projects may not occur without prior knowledge and agreement of the federal and provincial governments. If the local government decides to hold a media event, it must provide a minimum of 20 working days' notice to Alberta Municipal Affairs by emailing ma.ccbfgrants@gov.ab.ca. Alberta Municipal Affairs Communications will then make arrangements with the federal government.

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If communication is proposed through the issuing of a news release with no supporting event, local governments must provide at least 20 working days' notice of their intent to issue a news release, and five working days with the draft news release to secure approvals and confirm the federal and provincial representatives' quotes.

To discuss project recognition options or communications requirements, please call Municipal Affairs at 780-422-7125, toll free by first dialing 310-0000, or email ma.ccbfgrants@gov.ab.ca.

If the notice of the media event is not provided within the specified timeframes, the province may require the media event to be rescheduled.

13.c. Digital Communications, Websites, and Webpages

Where a website or webpage is created to promote or communicate progress on an eligible [project\(s\)](#), it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, "This project is funded in part by the Government of Canada" or "This project is funded by the Government of Canada," as applicable. The Canada wordmark or digital sign must link to Canada's website, at www.infrastructure.gc.ca. The guidelines for how this recognition is to appear and language requirements are published on Canada's website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>

Where a [local government](#) produces social media content to provide visibility to CCBF projects, it must @mention the relevant Infrastructure Canada official social media account and Government of Alberta social media account(s), as applicable.

13.d. Other Communications Activities

[Local governments](#) may carry out, at their own cost, advertising and public information campaigns related to the CCBF program and CCBF funded [projects](#). Where such a campaign is to be carried out, the local government must inform Alberta Municipal Affairs at minimum 30 working days prior to the campaign launch.

Local governments may also install, at their own cost, permanent plaques for projects that are partially or fully funded through CCBF. If the local government decides to install a permanent plaque, the plaque must recognize the federal contribution and be approved by Canada. The local government must contact Alberta Municipal Affairs, which will work directly with the federal government to obtain plaque approval.

To discuss project recognition options or communications requirements, please call Municipal Affairs at 780-422-7125, toll free by first dialing 310-0000, or email ma.ccbfgrants@gov.ab.ca.

14. Contacting the CCBF Program

To contact the Canada Community-Building Fund program Grant Advisors, please contact:

Phone: [780-422-7125](tel:780-422-7125)

Toll free: [310-0000](tel:310-0000) before the phone number (in Alberta)

Email: ma.ccbfgrants@gov.ab.ca

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed statutory holidays)

For a pre-populated HNA ([local governments](#) with populations over 30,000 only): hna.secretariat-secretariat.ebml@infcc.gc.ca

For information on accessing the CCBF online portal, please contact:

Phone: [780-644-2413](tel:780-644-2413)

Toll free: [310-0000](tel:310-0000) before the phone number (in Alberta)

Email: ma.ccbfonlineaccess@gov.ab.ca

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed statutory holidays)

Appendix 1: Eligible Project Categories

The following section categorizes the general types of capital [projects](#) that are eligible for CCBF funding. Eligible expenditures related to these categories are defined in Appendix 2.

1.a) Local Roads and Bridges

- Roadways, bridges, and related structures
- Railway or Light Rail Transit (LRT) grade separations and roadway crossings
- Other ancillary works such as sidewalks, commuter bikeways, lighting and energy efficient retrofitting, traffic control signals, pedestrian signals, storm drainage, and utility relocations (utility relocation costs are eligible only as part of a qualifying project)
- Traffic management projects such as major intersection improvements, major traffic signal coordination, etc.
- Noise attenuation devices as a part of a qualifying project, and rehabilitation of existing noise attenuation devices on qualifying roadways or transit ways, consistent with the [local government's](#) noise attenuation policy
- Pedestrian trail systems along roadways

1.b) Highways

- Highway infrastructure
- Railway crossings
- Other ancillary works such as lighting, traffic control signals, pedestrian signals

1.c) Short-sea Shipping

- Shipping terminals or other related infrastructure

1.d) Short-line Rail

- Railway construction or rehabilitation
- Buildings or other related infrastructure

1.e) Regional and Local Airports

- Primary runway, cross-wind runways, secondary runways and taxiways, and runway extensions
- Aprons
- Primary taxiway from main/terminal apron to runway
- Airport buildings, including terminals and storage areas/sheds
- Development areas, access roads, fencing, and drainage
- Lighting and navigation equipment

Note: category excludes infrastructure that is part of the National Airport System

1.f) Broadband Connectivity

- Network connectivity infrastructure, including high-speed backbone networks, fiber optic cables, and transmitting towers
- Servers and server applications
- Data storage infrastructure
- Local distribution networks
- Satellite capacity infrastructure

1.g) Public Transit

- LRT lines, station structures, park and ride facilities, and LRT maintenance facilities. LRT lines must be designated in the [local government's](#) transportation system bylaw.

- Major public transit terminals and transit garages
- Public transit vehicles, LRT vehicles, "low-floor" standard buses, "low-floor" articulated buses, and accessible community public transit vehicles as well as specialized transit vehicles for seniors and/or persons with disabilities
- Comprehensive transit-stop retrofit programs to achieve a "barrier free path of travel" to accessible transit services
- Intelligent Transportation Systems (ITS) in support of public transit services

1.h) Drinking Water

- Water treatment facilities
- Water quality management and monitoring systems (e.g., SCADA system)
- Water pumping facilities
- Treated-water supply lines, storage facilities, and related works
- Water distribution system extensions (including to and within new subdivisions), betterment, and replacements, including individual services to the property line and locally owned water meters

1.i) Wastewater

- Wastewater collection system extensions (including to and within new subdivisions), betterment, and replacements, including service mains to the property line
- Wastewater pumping facilities and lift stations
- Wastewater lines from the collection system to the wastewater treatment facilities
- Wastewater treatment facilities
- Wastewater outfalls from the wastewater treatment facilities to the point of discharge or disposal and related works

1.j) Solid Waste

- Waste collection depots
- Solid waste and recycling collection container systems (only eligible if part of the construction of a waste collection depot)
- Recycling and material recovery facilities
- Organics management systems
- Thermal treatment systems
- Waste disposal landfills

1.k) Community Energy Systems

- Building retrofits that serve to improve the energy efficiency of current operations, for example:
 - Architectural retrofits that reduce heat transfer (gain or loss) through building components (e.g., walls, roofs, doors, and windows)
 - Modifying or upgrading Heating, Ventilating and Air-Conditioning systems (HVAC) to newer, more energy efficient models (e.g., Energy Star qualified furnaces, air conditioners, and programmable thermostats)
 - Upgrading insulation, weather-stripping and/or replacing windows with modern sealed-glass windows
 - Upgrading to an energy efficient furnace/hot water heater
 - Upgrading or retrofitting the interior and/or exterior lighting to energy saving alternatives
 - Green power generation (e.g., solar pool, geothermal pool, or ground-source heat pump)
- Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity, including smart grid technologies
- Renewable electricity generation facilities (e.g., wind energy, solar energy, small scale hydro)
- Thermal heat/cooling delivery system (i.e., district energy systems) using renewable or combined heat/power plants
- [Projects](#) for new or material rehabilitation or expansion of carbon transmission and storage infrastructure
- Electric vehicle infrastructure

1.l) Brownfield Redevelopment

- Remediation or decontamination and redevelopment of a brownfield site within [local government](#) boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other category under the CCBF
 - the construction of municipal use public parks and publicly-owned social housing

1.m) Sport Infrastructure

- Amateur sports facilities, for example: hockey rinks and arenas, baseball diamonds, swimming pools, ski areas, etc.
Note: excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g., Western Hockey League)

1.n) Recreational Infrastructure

- Playgrounds and equipment
- Permanent park facilities
- Public wharves, docks, and piers
- Trail systems

1.o) Cultural Infrastructure

- Cultural or community centers
- Performing arts facilities
- Museums and art galleries
- Designated local heritage sites

1.p) Tourism Infrastructure

- Campground facilities
- Convention or trade centers
- Exhibition buildings
- Tourist facilities
- Zoo facilities

1.q) Resilience

- Infrastructure and assets that increase a community's capacity to withstand, respond to, and rapidly recover from damage and disruptions caused by extreme weather events, for example:
 - infrastructure to manage and control flood water movement, including floodwalls and flood gates
 - river stabilization infrastructure, including spurs, berms, and ripraps
 - restoring wetlands and other natural infrastructure to redirect and capture rainwater
 - constructing firebreaks to limit the spread of wildfires

Note: excludes normal routine, maintenance, and operational work (e.g., dredging of sediment, gravel removal, debris traps, etc.)

1.r) Capacity Building

- Investments related to strengthening the ability of [local governments](#) to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, [housing needs assessment](#), and/or [asset management](#) plans, related to strengthening the ability of recipients to develop long-term planning practices.

- Infrastructure management systems capable of recording and retrieving information on various types of infrastructure, including key infrastructure characteristics and condition, on a consistent basis to assist systematic infrastructure planning and management, for example:
 - purchase of computer hardware and software to facilitate the Municipal Infrastructure Management System (MIMS) or other infrastructure management systems
 - collection and input of local infrastructure asset data

1.s) Fire Halls

- New fire hall (building) for housing fire-fighting apparatus and staff (may include attached dorms, basic training facilities, and administration areas)
- Retro-fit and modernization of existing fire halls and attached building space
- Acquisition of a firetruck as a capital asset when associated to a new infrastructure [project](#) or retro-fit

Appendix 2: Eligible Expenditures

Eligible expenditures are limited to the following:

- Expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset.
- For capacity building category only, the expenditures related to strengthening the ability of [local governments](#) to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, [housing needs assessment](#), and/or [asset management](#) plans. The expenditures could include developing and implementing:
 - studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - studies, strategies, or systems related to housing or land use, including housing needs assessment; and
 - training directly related to asset management planning.
- Expenditures directly associated with joint federal communication activities and with federal [project](#) signage.
- The incremental costs of the employees or leasing of equipment under the following conditions:
 - the local government must declare that it is not economically feasible to tender a contract;
 - the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
 - the arrangement is approved through the project submission process.

Appendix 3: Ineligible Expenditures

The following expenditures are deemed ineligible:

- [Project](#) expenditures incurred before April 1, 2005.
- Project expenditures incurred before April 1, 2014, for the following categories:
 - highways;
 - regional and local airports;
 - short-line rail;
 - short-sea shipping;
 - broadband connectivity;
 - brownfield redevelopment;
 - cultural infrastructure;
 - tourism infrastructure;
 - sport infrastructure; and
 - recreational infrastructure.
- Project expenditures incurred before April 1, 2021, for the following project category:
 - fire halls.
- The cost of leasing of equipment by the [local government](#), any overhead costs, including salaries and other employment benefits of any employees of the local government, direct or indirect operating or administrative costs of the local government, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with eligible expenditures above.
- Borrowing costs (exception for the cities of Calgary and Edmonton only, for whom such costs are eligible – representatives from these two cities should contact a Grant Advisor for information on how to apply CCBF toward borrowing costs).
- Taxes for which the local government is eligible for a tax rebate and all other costs eligible for rebates.
- Purchase of land or any interest therein, and related costs.
- Legal fees.
- Routine repair and maintenance costs.
- Costs associated with health infrastructure or assets (hospitals, convalescent and senior centers).



Appendix 4: Example Outcomes and Indicators

National Objective	Project Category	Outcome	Outcome Indicator
Productivity and Economic Growth	Local roads and bridges	Increase in estimated service life of infrastructure	Time (years)
	Highways	Increase in estimated service life of infrastructure	Time (years)
	Short-sea shipping	Increase in estimated service life of infrastructure	Time (years)
	Short-line rail	Increase in estimated service life of infrastructure	Time (years)
	Regional and local airports	Increase in estimated service life of infrastructure	Time (years)
	Broadband connectivity	Number of households experiencing increased or improved service	Count (# households)
	Public transit	Decrease in average age of fleet	Time (years)
Clean Environment	Drinking water	Change in total drinking water treatment capacity	Volume (m ³ water processed daily)
		Number of households experiencing increased or improved drinking water service	Count (# households)
	Wastewater	Change in total wastewater treatment capacity	Volume (m ³ water processed daily)
		Number of households experiencing increased or improved wastewater service	Count (# households)
	Solid waste	Additional solid waste management capacity built or expanded in tonnes	Volume (m ³ waste processed daily)
		Number of households experiencing increased or improved solid waste service	Count (# households)
	Community energy systems	Tonnes of greenhouse gas reduced	Average annual energy consumption or production before and after project completion (KWh)
	Brownfield remediation	Estimated land value of redeveloped site	Value (\$ per m ²)
Strong Cities and Communities	Sport infrastructure	Number of increased or improved public events or days open to the public	Area (m ² impacted)
	Recreation infrastructure	Number of increased or improved public events or days open to the public	Count (# events or # days open annually)

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National Objective	Project Category	Outcome	Outcome Indicator
	Cultural infrastructure	Number of increased or improved public events or days open to the public	Count (# events or # days open annually)
	Tourism infrastructure	Number of increased or improved public events or days open to the public	Count (# events or # days open annually)
	Resilience	Infrastructure equipped for climate change impacts	Count (# assets)
	Fire halls	Number of increased or improved emergency responses	Count (# responses annually)



CANADA COMMUNITY-BUILDING FUND

MEMORANDUM OF AGREEMENT

BETWEEN:

HIS MAJESTY IN RIGHT OF ALBERTA, as
represented by the Minister of Municipal Affairs
(hereinafter called the "**Minister**")

AND

THE SUMMER VILLAGE OF SUNRISE BEACH in the Province of Alberta
(hereinafter called the "**Local Government**")

(Collectively, the "**Parties**", and each a "**Party**")

WHEREAS the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities ("**Canada**") and the Minister, have, under a separate Administrative Agreement, agreed to administer the Canada Community-Building Fund ("**CCBF**") program for Local Governments in Alberta to help communities build and revitalize their public infrastructure; and

WHEREAS Canada and the Minister wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong communities; and

WHEREAS under the *Ministerial Grants Regulation*, Alta Reg 215/2022 the Minister is authorized to make grants and enter into agreements with respect to any matters relating to the payment of grants.

NOW THEREFORE in consideration of the mutual terms and conditions hereinafter specified,
THE PARTIES AGREE AS FOLLOWS:

A. Definitions

1. In this Agreement,

- (a) "**Administrative Agreement**" means the Administrative Agreement on the Canada Community-Building Fund effective as of April 1, 2024, between Canada and the Minister, as may be amended from time to time.
- (b) "**Agreement**" means this funding agreement between the Parties, which may, from time to time, be amended by the Parties.
- (c) "**Application**" has the meaning ascribed to such term in the Program Guidelines.
- (d) "**Canada Community-Building Fund**" (**CCBF**) means the program established under section 161 of the *Keeping Canada's Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

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- (e) **“CCBF Funding”** means all CCBF funding received by the Minister from Canada as well as any funding received by the Minister from Canada under the Previous Agreements.
- (f) **“Contract”** means an agreement between the Local Government and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.
- (g) **“Credit Items”** has the meaning ascribed to such term in the Program Guidelines.
- (h) **“Eligible Expenditures”** means those expenditures described as eligible in the Program Guidelines.
- (i) **“Eligible Projects”** means projects as described in the Program Guidelines.
- (j) **“Funding”** means funds made available by the Minister to the Local Government under this Agreement, to be used solely for Eligible Expenditures, and includes any earned interest on the said funds that may be realized by the Local Government as a result of holding or investing any or all of the funds, as well as any Unspent Funds and Credit Items held by a Local Government.
- (k) **“Housing Needs Assessment”** means a report informed by data and research describing the current and future housing needs of a Local Government or community according to guidance provided by Canada.
- (l) **“Previous Agreements”** means any agreements between Canada and the Minister for the purposes of administering the Gas Tax Fund or CCBF, including but not limited to the 2005-2015 New Deal for Cities and Communities, the 2009-2013 Federal Gas Tax Fund, and the 2014-2024 Federal Gas Tax Fund.
- (m) **“Program Guidelines”** means, unless the context requires otherwise, the *Canada Community-Building Fund Program Guidelines* or such other guidelines or directions applicable to the CCBF program as prescribed or determined by the Minister and as may be amended from time to time.
- (n) **“Third Party”** means any person or legal entity, other than Canada, the Government of Alberta or a Local Government, who participates in the implementation of an Eligible Project by means of a Contract.
- (o) **“Unspent Funds”** means GTF Funding (as defined in the former Gas Tax Fund Memorandum of Agreement between the Minister and the Local Government dated effective as of April 1, 2014) that has not been reported as spent by the Local Government as of December 31, 2023.

B. Funding

2. The Minister agrees to provide Funding to the Local Government in accordance with the Administrative Agreement and the Program Guidelines, and subject to the following:
 - (a) the Parties will execute this Agreement and the Local Government will return an executed Agreement to the Minister;
 - (b) the Minister's receipt of an annual Statement of Priorities letter from Canada confirming the CCBF Funding amount for the Province of Alberta;
 - (c) receipt by the Province of CCBF Funding from Canada;
 - (d) Alberta Treasury Board approval of cash-flow and funds;

- (e) submission of sufficient Applications by the Local Government in accordance with the Program Guidelines;
- (f) completion of reporting requirements by the Local Government as outlined in the Program Guidelines;
- (g) adherence to the communication and signage requirements by the Local Government as outlined in the Program Guidelines;
- (h) compliance by the Local Government with any other payment conditions outlined in the Program Guidelines;
- (i) compliance by the Local Government with all requirements and obligations assigned to the Local Government in the Administrative Agreement, including but not limited to the requirements in Annex B, Schedule A of the Administrative Agreement; and
- (j) compliance by the Local Government with all other terms of this Agreement and the Program Guidelines.

C. Local Government Responsibilities

3. The Local Government will:

- (a) Provide the Minister with an Application for each Eligible Project to be initiated under the CCBF;
- (b) Provide the Minister with annual financial statements;
- (c) Provide the Minister with the required financial and outcome reporting documentation in accordance with the Program Guidelines;
- (d) If the Local Government has a population of 30,000 or more as specified in the Program Guidelines, provide the Minister with a Housing Needs Assessment prepared in accordance with the guidance documents provided by Canada;
- (e) If the Local Government has a population of 30,000 or more as specified in the Program Guidelines, provide the Minister with project-level data on housing requirements in accordance with the Program Guidelines;
- (f) Be responsible for the completion of each Eligible Project in accordance with the Program Guidelines;
- (g) Comply with all program reporting, communications, and housing outcomes requirements as outlined in the Program Guidelines;
- (h) Continue to develop and implement asset management strategies and plans for the assets under their control and make use of these plans to inform community infrastructure decision-making;
- (i) Invest, in a distinct account, the Funding if received in advance of paying Eligible Expenditures;
- (j) With respect to Contracts, award and manage all Contracts in accordance with the Program Guidelines;
- (k) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project;

- (l) Allow the Minister reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of the Funding, and all other relevant information and documentation requested by the Minister or Canada via the Minister or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with the Administrative Agreement;
- (m) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to the Minister. Keep proper and accurate accounts and records relevant to the CCBF program for a period of at least six (6) years after the termination of the Administrative Agreement;
- (n) Comply with all requirements and obligations assigned to the Local Government in the Administrative Agreement, including but not limited to the requirements in Annex B, Schedule A of the Administrative Agreement; and
- (o) Provide any other information requested by the Minister in relation to this Agreement or the Funding,

and where the Program Guidelines prescribe a format for any of the requirements set out above, consistent with such format requirements.

4. The Local Government agrees to:
 - (a) accept the Funding provided under this Agreement subject to; and
 - (b) comply with,
 all criteria, items, terms and conditions contained in the Program Guidelines.
5. The Local Government agrees that it may not use the Funding, or claim any other compensation, for its costs, expenses, inconvenience, or time expended, in relation to the administration of the Funding or the administration of this Agreement.
6. The Local Government acknowledges that the Funding provided under this Agreement is not a commitment to fund all potential Eligible Project costs. The Local Government is responsible for ensuring suitable financing is in place for each Eligible Project.
7. The Local Government agrees to allow the Minister or persons authorized by the Minister access to each Eligible Project site upon request.

D. Termination of Agreement

8. The Minister may terminate this Agreement by notifying the Local Government in writing on two (2) years notice. Upon termination under this Clause 8, or upon expiry of this Agreement under Clause 19:
 - (a) the Local Government may use any unexpended portion of the Funding which prior to termination or expiry was formally committed to the Local Government in accordance with the Program Guidelines, regardless of whether such Funding has yet been paid to the Local Government, and
 - (b) all provisions of this Agreement will continue to apply to the Funding in (a), as though the Agreement had not terminated or expired,

until the date(s) that the applicable time limit(s) to use the Funding as outlined in the Program Guidelines have expired, or until such earlier date as may be determined by the

Minister. Thereafter, any portion of the Funding in (a) which remains unexpended shall be returned to the Minister within thirty (30) days following the Local Government's submission of final reporting documents in accordance with the Program Guidelines.

E. Debt to the Crown

9. If the Local Government owes an amount to the Crown in right of Alberta, the Minister may deduct from the Funding all or a portion of the amount owing.

F. Repayment of Funding

10. If the Local Government does not meet all its obligations under this Agreement, or uses the Funding for any unauthorized purpose, the Minister will notify the Local Government of such breach in writing and the Local Government must remedy such breach within a reasonable time in the Minister's sole discretion as so stated in the notice. If, in the opinion of the Minister, the Local Government does not remedy the breach, the Minister may require the Local Government to repay all or part of the Funding, or such lesser amount as the Minister may determine, to the Minister, or the Minister may deduct from the Local Government's future Funding all or a portion of the amount owing.

G. Local Government Indemnity and Insurance

11. The Local Government will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to the Funding or an Eligible Project and that they will, at all times, compensate the Government of Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to the Funding or an Eligible Project.
12. The Local Government will indemnify and hold harmless the Minister and their employees and agents against and from any third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Local Government is legally responsible in relation to the subject matter of this Agreement, including those arising out of negligence or willful acts by the Local Government or its employees, officers, contractors or agents.
13. The Local Government will ensure that it maintains suitable insurance coverage including but not limited to liability insurance with appropriate terms and limits for any Eligible Project and, when applicable, property insurance on an "all risk" basis covering the Eligible Project for replacement cost.

H. Independent Status

14. The Local Government is an independent legal entity and nothing in this Agreement is to be construed as creating a relationship of employment, agency or partnership between the Minister, Canada, or any affiliated government department and the Local Government. Neither Party will allege or assert for any purpose that this Agreement constitutes or creates a relationship of employment, partnership, agency or joint venture.
15. Any persons engaged by the Local Government to provide goods and services in carrying out this Agreement are employees, agents or contractors of the Local Government and not of the Minister, Canada, or any affiliated government department.

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I. Conflicts

16. The Local Government will not enter into any other agreement, the requirements of which will conflict with the requirements of this Agreement, or that will or may result in its interest in any other agreement and this Agreement being in conflict.
17. The Local Government will ensure that the Local Government and its officers, employees and agents:
 - (a) conduct their duties related to this Agreement with impartiality and will, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality to question;
 - (b) not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Agreement, that causes, or would appear to cause, a conflict of interest; and
 - (c) have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Agreement,

and the Local Government will promptly disclose to the Minister any such conflict of interest or apparent conflict of interest arising under this clause.

J. Freedom of Information and Protection of Privacy

18. The Local Government acknowledges that this Agreement may be subject to disclosure pursuant to the *Freedom of Information and Protection of Privacy Act* (Alberta) (“FOIP”). The Local Government further acknowledges that FOIP applies to information obtained, related, generated, collected or provided to the Minister under this Agreement and that any information in the custody or under the control of the Minister may be disclosed.

K. General Provisions

19. This Agreement will come into effect April 1, 2024, and will be in effect until March 31, 2034, unless terminated in accordance with this Agreement.
20. The Parties may amend this Agreement only by mutual written agreement signed by the Parties. Notwithstanding the foregoing, the Minister may, upon thirty (30) days written notice to the Local Government, unilaterally amend this Agreement when the Minister considers it necessary to comply with any amendments to the Administrative Agreement.
21. This Agreement is the entire agreement between the Minister and the Local Government with respect to the Funding. There are no other agreements, representations, warranties, terms, conditions, or commitments except as expressed in this Agreement.
22. Notwithstanding any other provisions of this Agreement, those clauses of this Agreement which by their nature continue after the conclusion or termination of this Agreement will continue after such conclusion or termination, including without limitation clauses:
 - (a) Local Government Responsibilities – Clauses 3 to 7;
 - (b) Termination of Agreement – Clause 8;
 - (c) Repayment of Funding – Clause 10;
 - (d) Local Government Indemnity – Clauses 11 and 12;

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- (e) Freedom of Information and Protection of Privacy – Clause 18; and
- (f) Entire Agreement – Clause 21.

23. Any notice, approval, consent or other communication under this Agreement will be deemed to be given to the other Party if it is in writing and personally delivered, sent by prepaid registered mail, couriered or emailed to the addresses as follows:

The Minister:

c/o Director, Grant Program Delivery
Municipal Affairs
15th Floor Commerce Place
10155 - 102 Street
Edmonton AB T5J 4L4
Email: ma.ccbfgrants@gov.ab.ca

Local Government:

Summer Village of Sunrise Beach
PO Box 1197
Onoway, AB T0E 1V0
Attention: Chief Administrative Officer
Email: svsunrisebeach@wildwillowenterprises.com

Either Party may change its contact information by giving written notice to the other in the above manner.

- 24. This Agreement does not replace, supersede, or alter the terms of any other existing funding agreement between the Minister and the Local Government. Notwithstanding the foregoing, upon execution of this Agreement the Funding will be subject to the terms and conditions of this Agreement and will no longer be governed by the terms and conditions of the former Gas Tax Fund Memorandum of Agreement between the Minister and the Local Government dated effective as of April 1, 2014.
- 25. Nothing in this Agreement in any way relieves the Local Government from strict compliance with any other provincial legislation or regulation, or otherwise impacts the interpretation or application of the *Ministerial Grants Regulation*, Alta Reg 215/2022, as amended from time to time.
- 26. The rights, remedies, and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
- 27. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement will be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement will be enforceable.
- 28. This Agreement is binding upon the Parties and their successors.
- 29. This Agreement will be governed by and construed in accordance with the laws of the Province of Alberta and the Parties submit to the jurisdiction of the courts of Alberta for the interpretation and enforcement of this Agreement.

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30. The Local Government represents and warrants to the Minister that the execution of the Agreement has been duly and validly authorized by the Local Government in accordance with all applicable laws.
31. The Local Government will not assign, either directly or indirectly, this Agreement or any right of the Local Government under this Agreement.
32. A waiver of any breach of a term or condition of this Agreement will not bind the Party giving it unless it is in writing. A waiver which is binding will not affect the rights of the Party giving it with respect to any other or any future breach.
33. Time is of the essence in this Agreement.

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34. Communication of execution of this Agreement e-mailed in PDF format will constitute good delivery.

The Parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HIS MAJESTY IN RIGHT OF ALBERTA, as represented by the Minister of Municipal Affairs

Signed by the
Minister of Municipal Affairs
of the Province of Alberta

Per: *Ric McIver*
Name: Ric McIver
Title: Minister of Municipal Affairs
Date: August 26, 2024

LOCAL GOVERNMENT

Signed by a duly
authorized representative
of the Local Government

Per: _____
Name of Local Government:

Name of signatory:

Title:

Date:

Signed by a duly
authorized representative
of the Local Government

Per: _____
Name of Local Government:

Name of signatory:

Title:

Date:

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Fwd: Regional Municipalities Meeting

Organizer csuter@lsac.ca <csuter@lsac.ca>

Meeting time Fri 10/4/2024 9:30 AM - 3:00 PM

Location Alberta Beach Seniors

My response Not yet responded

Required attendees Cindy Suter, wendy wildwillowenterprises.com, ibs_ab@telus.net, Mike Benson, jon@rideriverside.com, Brian Hartman, Greg Edwards, Matthew Ferris, Mike Primeau, Trista Court, kevin.bird@ngps.ca, Kevin Ouderkirk, McGillivray, Kevin, jeffrey.sutherland@rcmp-grc.gc.ca

Optional attendees Marge Hanssen, Ray Hutscal, Denise Lambert, Bernie Poulin, Sandi Benford, Gwen Jones, Kathy Dion, Ian Kupchenko, Ren Giesbrecht, Don Bauer, Steven Tymafichuk, Janet Jabush, Len Kwasny, Kelly Muir, Kneller, Grant (RCMP/GRC), Wendy Wildman Birch Cove, Summer Village Office, Moskalyk Moskalyk, Tony Sonnleitner, Rudolf Liebenberg, svsunrisebeach wildwillowenterprises.com, Matthew Ferris - Summer Village of Sunset Point, Marlene Walsh, Wendy Wildman West Cove, Kim Hanlan, Karen St. Martin, Jennifer Thompson, Kathy Skwarchuk, Karen Peters, Sheila Pockett, McCoombs, Josef, George Vaughan, Dodds, Bob, Lorne Olsvik, Nicholas Gelych, Kevin Lovich, Lloyd Giebelhaus, Darren Jones, Daryl Weber, Tara Elwood, rebecca.wells@mayerthorpe.ca, Debbie Durocher, Michael Harney (Sneeks@hotmail.ca), 'John Hellings', marc.claybrook@mayerthorpe.ca, riley.ekins@sunsetpoint.ca, keir.packer@sunsetpoint.ca, ptbcontracting@gmail.com, rmurray@onoway.ca, CAO@onoway.ca, Town of Mayerthorpe, Anna Greenwood <Anna.Greenwood@mayerthorpe.ca>, Alexis Nakota Sioux Nation, Alexis Nakota Sioux Nation2, Bill Love, lisajohnson@onoway.ca, Baird, Al (RCMP/GRC), johnh@telus.net, Kelly Muir, anna.greenwood@mayerthorpe.ca, sandy.morton@mayerthorpe.ca, esther.sonnenberg@mayerthorpe.ca

Message sent Tue 9/3/2024 2:43 PM

Get [Outlook for iOS](#)

From: Cindy Suter <csuter@lsac.ca>

Sent: Tuesday, September 3, 2024 1:00:36 PM

To: Brian Hartman <bhartman@lsac.ca>; Greg Edwards <GEdwards@lsac.ca>; Matthew Ferris <mferris@lsac.ca>; Mike Primeau <mprimeau@lsac.ca>; Trista Court <tcourt@lsac.ca>; kevin.bird@ngps.ca <kevin.bird@ngps.ca>; Kevin Ouderkirk <KOuderkirk@steanegas.com>; McGillivray, Kevin <kevin.mcgillivray@rcmp-grc.gc.ca>; jeffrey.sutherland@rcmp-grc.gc.ca <jeffrey.sutherland@rcmp-grc.gc.ca>

Cc: Marge Hanssen <marge.hanssen@svnakamun.com>; Ray Hutscal <ray.hutscal@rosshaven.ca>; Denise Lambert <dmlambert.svsandyb@xplornet.ca>; Bernie Poulin <berniepoulin@icloud.com>; Sandi Benford <sandi.benford@gmail.com>; Jon Ethier <jon@rideriverside.com>; Gwen Jones <gwen.jones@sunsetpoint.ca>; Kathy Dion <k.dion@valquentin.ca>; Ian Kupchenko <svcastle.kupchenko@gmail.com>; Ren Giesbrecht <renjgiesbrecht@gmail.com>; Don Bauer <mayor@svyellowstone.ca>; Steven Tymafichuk <s.tymafichuk@gmail.com>; Janet Jabush <janet.jabush@mayerthorpe.ca>; Len Kwasny <lkwasny@onoway.ca>; Kelly Muir <kellymuir@albertabeach.com>; Kneller, Grant (RCMP/GRC) <Grant.R.Kneller@rcmp-grc.gc.ca>; Wendy Wildman Birch Cove <cao@birchcove.ca>; Summer Village Office <administration@wildwillowenterprises.com>; Moskalyk Moskalyk <cao@svnakamun.com>; Tony Sonnleitner <cao@rosshaven.ca>; Rudolf Liebenberg



<svsandyb@xplornet.ca>; svsunrisebeach wildwillowenterprises.com
<svsunrisebeach@wildwillowenterprises.com>; Matthew Ferris - Summer Village of Sunset Point
<office@sunsetpoint.ca>; Marlene Walsh <cao@valquentin.ca>; Wendy Wildman West Cove
<svwestcove@outlook.com>; Kim Hanlan <office@svyellowstone.ca>; Karen St. Martin <cao@mayerthorpe.ca>;
Jennifer Thompson <cao@onoway.ca>; Kathy Skwarchuk <aboffice@albertabeach.com>; Karen Peters
<kpeters@steannegas.com>; Sheila Pockett <spockett@onoway.ca>; McCoombs, Josef <Josef.McCoombs@rcmp-
grc.gc.ca>; George Vaughan <GVaughan@lsac.ca>; Dodds, Bob <Bob.Dodds@rcmp-grc.gc.ca>; Lorne Olsvik
<lolsvik@lsac.ca>; Nicholas Gelych <NGelych@lsac.ca>; Kevin Lovich <klovich@lsac.ca>; Lloyd Giebelhaus
<lgiebelhaus@lsac.ca>; Darren Jones <councillor@svyellowstone.ca>; Daryl Weber <darylweb@telus.net>; Tara
Elwood <taraelwood@albertabeach.com>; rebecca.wells@mayerthorpe.ca <rebecca.wells@mayerthorpe.ca>;
Debbie Durocher <debbiedurocher@albertabeach.com>; Michael Harney (Sneeks@hotmail.ca)
<Sneeks@hotmail.ca>; 'John Hellings' <jonh@telus.net>; marc.claybrook@mayerthorpe.ca
<marc.claybrook@mayerthorpe.ca>; riley.ekins@sunsetpoint.ca <riley.ekins@sunsetpoint.ca>;
keir.packer@sunsetpoint.ca <keir.packer@sunsetpoint.ca>; ptbcontracting@gmail.com
<ptbcontracting@gmail.com>; rmurray@onoway.ca <rmurray@onoway.ca>; CAO@onoway.ca:
<CAO@onoway.ca>; Town of Mayerthorpe <admin@mayerthorpe.ca>; Anna Greenwood
<Anna.Greenwood@mayerthorpe.ca> <Anna Greenwood <Anna.Greenwood@mayerthorpe.ca>; Alexis Nakota
Sioux Nation <chief@ansn.ca>; Alexis Nakota Sioux Nation2 <courtneyalexis@ansn.ca>; Bill Love
<bllove99@telus.net>; lisajohnson@onoway.ca <lisajohnson@onoway.ca>; Baird, Al (RCMP/GRC)
<AL.BAIRD@rcmp-grc.gc.ca>; mikeforcouncil21@gmail.com <mikeforcouncil21@gmail.com>; johnh@telus.net
<johnh@telus.net>; Kelly Muir <kbmuir@gmail.com>; anna.greenwood@mayerthorpe.ca
<anna.greenwood@mayerthorpe.ca>; ibs_ab@telus.net <ibs_ab@telus.net>; sandy.morton@mayerthorpe.ca
<sandy.morton@mayerthorpe.ca>; esther.sonnenberg@mayerthorpe.ca <esther.sonnenberg@mayerthorpe.ca>

Subject: Regional Municipalities Meeting

When: Friday, October 4, 2024 9:30 a.m.-3:00 p.m..

Where: Alberta Beach Seniors

Please forward any agenda items to me at least one week prior.

Thank you.

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Electric Distribution Franchise Fee Percentages for 2025

As part of the Electrical Distribution System Franchise Agreement with FortisAlberta, the franchise fee percentage may be **increased or decreased once per calendar year, with written notice**. If there are no changes to the franchise fee percentage, the current franchise fee percentage will continue for 2025.

IMPORTANT TIMELINES TO ENSURE CHANGES TO THE FRANCHISE FEE PERCENTAGE ARE IMPLEMENTED BY JANUARY 1, 2025.

1. **Review** the attached letter, Franchise Fee Calculator, and present the recommendations to Council.
2. If Council is proposing an **increase or decrease to the franchise fee percentage**, the change in the franchise fee, including the impact on a customer's monthly bill is **required to be advertised in the local newspaper having the widest circulation within your municipality for two consecutive weeks**. (Please use the sample advertisement that is attached).
3. If **increasing** the franchise fee percentage, it must stay within the **Franchise Fee Cap of 20%** set by the Alberta Utilities Commission.
4. **By November 1st, 2024**, please **email** clear copies of the following documentation to stakeholderrelations@fortisalberta.com.

INCLUDE:

- ✓ Copies of **both** advertisements.
 - ✓ **Publication dates** for both advertisements.
 - ✓ Name & location of newspaper.
5. Late submissions, inaccurate or incomplete responses may delay the filing and necessary approval from the Alberta Utilities Commission. Late submissions will be filed with the Alberta Utilities Commission in February with an anticipated effective date of **April 1, 2025**.

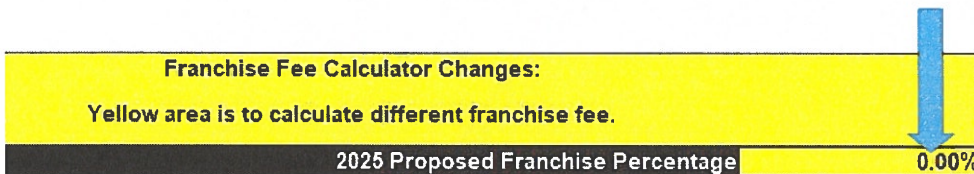
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6. If Council decides to maintain the current franchise fee percentage, no advertising is required, simply notify us via email at stakeholderrelations@fortisalberta.com.

TIPS FOR USING THE FRANCHISE CALCULATOR

Attached is the FortisAlberta Franchise Calculator specific to your municipality. The calculator is intended to assist in **estimating** franchise fee revenues for 2025.

- On the first tab: **Financial Impacts**, the Franchise Fee percentage (**yellow cell**) can be **changed to model different scenarios**. By changing the percentage in this **cell**, the spreadsheet will automatically update to reflect the estimated revenue for 2025.



Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2025 Proposed Franchise Percentage	0.00%

- The second tab: **Residential Bill Impacts**, displays **the impact on an Average Residential Bill**. (This information is needed for the advertisement if the franchise fee percentage is being changed.)
- The third tab: **2022 – June 2024 YOY Data**, shows the franchise fee revenue collected by the municipality over the last two and a half years and linear taxes for the last three years. Site count and historical consumption information for the last three years are also included.

If you have any questions or concerns, please contact your Stakeholder Relations Manager.

Thank you,

TB



Please email your 2024-2025 franchise decision by November 1, 2024, to stakeholderrelations@fortisalberta.com

From:
Municipality:
Phone:
Email:

- No Change
- Increase, From _____% to New Percentage: _____%
- Decrease, From _____% to New Percentage: _____%

If **any** changes are being made to the Franchise Fee, please provide the following:

- Clear copies of **both** advertisements (**ran consecutively for two weeks**).
- Publication dates for **both** advertisements.
- Name & location** of newspaper.

_____ Signature	
_____ Print Name	_____ Title
_____ Municipality	_____ Date

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Advertisement Template

FRANCHISE FEE INCREASE/DECREASE NOTICE

Please be advised that the (City) (Town) (Village) (Summer Village) of _____ is proposing to increase the local access fee, which is charged to FortisAlberta Inc. (FortisAlberta) for use of municipal lands for its power lines effective **January 1, 2025***.

The fee is recovered by FortisAlberta from its customers as the local municipal access fee on electric billings of all customers that receive electric service in the (City) (Town) (Village) (Summer Village). This local access fee will be **increased/decreased** from \$__ (__%) to \$__ (__%) ** of the delivery charge of FortisAlberta, excluding energy related riders. This calculation is based on 640 kWh consumption in 30 days.

Questions or concerns should be directed to _____ (Name), _____ (Position) at (____) _____ (Phone Number).

Thank you.

***Your advertisement must include the full date**

****Your advertisement must have the \$ amount and the % amount**

These numbers are calculated for you once you enter the proposed change in the Franchise Calculator on the first tab (yellow box); the second tab (Residential Bill Impact) automatically populates with the estimated Residential Bill Impact by dollar & percentage.

Existing (Current) Typical Residential Customer Monthly Costs			
Rate 11 (Effective Jan 1, 2020) Distribution Tariff Estimated Rate Filial Based on Current 0% Franchise Fee			
Delivery Service Charge			
All kWh Delivered	\$0.062758	640 kWh	\$40.17
Basic Daily Charge	\$9.8187	30 Days	\$295.50
			<u>\$64.67</u>
Current Franchise Fee	0.00%		\$0.00
GST	5.0%		\$2.23
			<u>\$67.90</u>
Current Annual Franchise Fee Costs: \$0 * 12 = \$0			

Proposed Residential Customer Monthly Costs			
Rate 11 (Proposed January 2024 Estimated Distribution Tariff) Based on NEW 2% Franchise Fee			
Delivery Service Charge			
All kWh Delivered*	\$ 0.062758	640 kWh	\$43.24
Basic Daily Charge*	\$ 9.85887	30 Days	\$295.79
			<u>\$69.03</u>
Estimated Proposed Franchise Fee	2.00%		\$1.16
GST	5.0%		\$2.52
			<u>\$72.93</u>
Proposed Annual Franchise Fee Costs: \$1.38 * 12 = \$16.56			
*includes estimated Rate changes			

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MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	4%	2024/04/01
02-0011	Athabasca	20%	2024/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	17%	2024/01/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	16%	2024/01/01
02-0387	Banff	7%	2024/02/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	7.5%	2024/01/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	8%	2024/01/01	02-0065	Claresholm	6%	2024/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	18%	2024/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	18%	2024/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	17%	2024/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

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Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01	02-0188	Killam	10%	2024/01/01
04-0080	Crystal Springs	0%	2016/01/01	01-0194	Lacombe	17.63%	2024/01/01
03-0081	Czar	5%	2013/10/01	04-0196	Lakeview	2%	2016/01/01
02-0082	Daysland	10%	2024/01/01	02-0197	Lamont	7.50%	2020/01/01
02-0086	Devon	17%	2024/01/01	04-0378	Larkspur	3%	2020/04/01
02-7662	Diamond Valley	10%	2023/01/01	01-0200	Leduc	16%	2014/01/01
02-0088	Didsbury	17%	2016/01/01	02-0202	Legal	20%	2024/01/01
02-0091	Drayton Valley	10%	2016/01/01	03-0207	Lomond	15%	2017/01/01
03-0093	Duchess	15%	2018/01/01	03-0208	Longview	17%	2017/01/01
02-0095	Eckville	10%	2015/01/01	03-0209	Lougheed	5%	2016/01/01
03-0096	Edberg	13%	2021/01/01	02-0211	Magrath	15%	2023/01/01
03-0097	Edgerton	15%	2022/01/01	04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0100	Edson	4.70%	2024/01/01	02-0215	Mayerthorpe	14%	2024/01/01
03-0109	Ferintosh	11%	2016/01/01	04-0359	Mewatha Beach	2%	2016/10/01
03-0112	Foremost	7%	2016/01/01	02-0218	Milk River	12%	2017/01/01
02-0115	Fort Macleod	15%	2018/10/01	02-0219	Millet	18%	2024/01/01
01-0117	Fort Saskatchewan	0%	2013/10/01	03-0220	Milo	20%	2017/01/01
02-0124	Gibbons	10%	2013/01/01	02-0224	Morinville	20%	2013/07/01
03-0128	Glenwood	5%	2022/04/01	04-0230	Nakamun Park	0%	2013/10/01
04-0129	Golden Days	0%	2017/01/01	02-0232	Nanton	9%	2019/01/01
02-0135	Granum	0%	2024/02/01	02-0236	Nobleford	5%	2023/01/01
04-0134	Grandview	0%	2016/01/01	03-0233	New Norway	6%	2009/01/01
04-0138	Gull Lake	0%	2016/01/01	04-0237	Norglenwold	5%	2015/01/01
04-0358	Half Moon Bay	0%	2021/01/01	04-0385	Norris Beach	0%	2016/01/01
02-0143	Hardisty	9.50%	2021/01/01	02-0238	Okotoks	20%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01	02-0239	Olds	17%	2024/01/01
02-0148	High River	20%	2015/07/01	02-0240	Onoway	10.5%	2024/01/01
03-0149	Hill Spring	5%	2014/01/01	04-0374	Parkland Beach	0%	2015/01/01
02-0151	Hinton	11.73%	2022/01/01	02-0248	Penhold	19%	2014/01/01
03-0152	Holden	4%	2016/01/01	02-0249	Picture Butte	11%	2022/01/01
03-0153	Hughenden	5%	2016/01/01	02-0250	Pincher Creek	20%	2024/01/01
03-0154	Hussar	12.50%	2017/01/01	04-0253	Point Alison	0%	2017/01/23
02-0180	Innisfail	17%	2023/03/01	04-0256	Poplar Bay	0%	2016/01/01
03-0182	Irma	20%	2015/01/01	02-0257	Provost	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01	02-0261	Raymond	16%	2022/01/01
04-0185	Island Lake	0%	2016/01/01	02-0265	Redwater	10%	2023/04/01
04-0186	Itaska Beach	0%	2017/10/01	02-0266	Rimbey	20%	2022/01/01
04-0379	Jarvis Bay	0%	2015/10/08	02-0268	Rocky Mtn House	15.3%	2023/01/01
04-0187	Kapasiwin	0%	2018/04/01	03-0270	Rockyford	7%	2024/01/01

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Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	11%	2024/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	12%	2024/01/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	4%	2024/04/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	7%	2024/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	16.25%	2024/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	18%	2024/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	4.47%	2024/01/01
02-0307	Sundre	12%	2024/01/01	04-0354	Yellowstone	8%	2024/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

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Municipal Code	Municipality	Rate Category	2024 Transmission January to June Actuals	2024 Distribution January to June Actuals	2024 Franchise Fee Revenue January to June Actuals	12 Months Transmission (Estimate)	12 Months Distribution (Estimated)	12 Months Franchise Fee (Estimated)	Proposed Transmission Change	Proposed Distribution Change	Transmission (Including Proposed Change (Estimated))	Distribution (Including Proposed Change (Estimated))	2024 D&T (Including Proposed Changes (Estimated))	D&T & Franchise Fee @ CURRENT Franchise Fee with Proposed Changes (Estimated)	Franchise Fee Revenue at the NEW Franchise Fee Percentage (Estimated)
04-0386	Surfside Beach	11 - Residential Service	\$ 16,931	\$ 37,383	\$ -	\$ 37,863	\$ 74,776	\$ -	3.00%	3.00%	\$ 39,018	\$ 77,697.28	\$ 118,075	\$ 118,075	\$ -
04-0386	Surfside Beach	31 - Street Lights	\$ 96	\$ 4,882	\$ -	\$ 192	\$ 9,783	\$ -	3.00%	3.00%	\$ 190	\$ 9,593.93	\$ 10,280	\$ 10,280	\$ -
04-0386	Surfside Beach	41 - Small General Service	\$ 556	\$ 1,431	\$ -	\$ 1,116	\$ 2,882	\$ -	3.00%	3.00%	\$ 1,149	\$ 2,881.95	\$ 4,093	\$ 4,093	\$ -
			\$ 13,585	\$ 43,711	\$ -	\$ 39,170	\$ 87,422	\$ -			\$ 40,354	\$ 90,088.60	\$ 130,453	\$ 130,453	\$ -

2024 Current Franchise Fee	0.00%
Franchise Fee Cap	20%
2024 Estimated Revenue	\$ -
2025 Estimated Franchise Fee Revenue if your Franchise Fee remains the same	\$ -
Franchise Fee Calculator Changes:	
Yellow area is to calculate different franchise fee.	
2025 Proposed Franchise Percentage	0.00%
2025 Estimated Franchise Fee Revenue if your Percentage is changed	\$ -
Difference in Franchise Fees Collected from 2024 to 2025 with Proposed D&T Rate Changes.	\$ -

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CAPITAL REGION ASSESSMENT SERVICES COMMISSION
11810 Kingsway, Edmonton, Alberta, T5G 0X5
TEL: 780 482 1451 EMAIL: gerryl.amorin@crasc.ca

Capital Region Assessment Services Commission



Sept 6, 2024

Dear CRASC ARB PARTICIPANT:

Please find attached an electronic copy in PDF format of CRASC's Service Agreement to continue to provide Assessment Review Board Services to your municipality(ies) for the years 2025 to 2027.

We have made some changes from the expiring 2022-2024 agreement, primarily to better clarify the obligations of the Commission and the Participants; also, to adjust the fees that CRASC will charge.

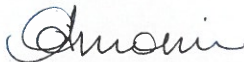
For each CRASC ARB PARTICIPANT that you administer, would you please follow the instructions below:

1. Print out a copy of the Agreement.
2. Complete the following sections of the Agreement:
 - Page 2, Print the Name of your municipality on the line immediately above (the "Participant").
 - Page 8, Complete all sections under the heading: THE PARTICIPANT
Please ensure an authorized signer completes this section
 - Page 11, Complete all information lines under PARTICIPANT'S SERVICE ADDRESS.
3. Scan and email a copy of the completed Agreement to gerryl.amorin@crasc.ca

On receipt of your signed Agreement, the Commission will sign Page 8 to complete a fully executed Agreement. CRASC will scan and email a copy to you for your records.

Thank you for your attention to this matter and we look forward to serving your ARB needs for a further 3-year term.

Sincerely,



Gerryl Amorin, CPA | Manager, Finance Officer



Office Use Only

Member or Participant

Municipality: _____

Received: _____

**PARTICIPANT
MEMORANDUM OF AGREEMENT
2025 - 2027**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

Capital Region Assessment Services Commission



1 January 2025

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MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the "Commission")

and

(the "Participant")

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Participant.

AND WHEREAS the Commission and the Participant have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Participant.

NOW THEREFORE the Commission and the Participant agree as follows:

1. DEFINITIONS

- a. "Board" means the Board of Directors of the Capital Region Assessment Services Commission.
- b. "Commission" means the Capital Region Assessment Services Commission.
- c. "Fiscal Year" means 1st of January to 31st of December.
- d. "Participant" and "Municipality" mean a municipal authority NOT listed in the Appendix to Alberta Regulation 77/96, as amended from time to time; and which has engaged the services of the Commission to provide specific administrative and financial services relating to Assessment Review Boards.
- e. "Panelist" means an individual who is accredited by the Alberta Land & Property Rights Tribunal ("LPRT") to hear Assessment Complaints.
- f. "Assessment Review Board" and "ARB" mean either the Local Assessment Review Board ("LARB") or the Composite Assessment Review Board ("CARB").
- g. "Assessment Clerk" means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.

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- h.** “Term” means the term of this agreement as set forth in Section 2.

2. TERM

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Participant to the Commission.

3. OBLIGATIONS of the COMMISSION

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a.** receiving Complaint forms from the Participant, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b.** maintaining a Panelist pool sufficient to respond to the Participant’s requirements for Assessment Review Board hearings.
- c.** annually providing the Participant with:
 - i.** a list of Commission approved Panelists from which the Commission can draw to fill its hearing needs;
 - ii.** the name of the chair of the LARB and CARB;
 - iii.** the name of the Assessment Clerk of the LARB and CARB.
- d.** apprising the Participant of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e.** providing an Assessment Clerk at Assessment Review Board hearings, unless the Participant informs the Commission of its wish to provide its own Assessment Clerk.
- f.** assisting the Panelists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panelists. The clerk will provide only administrative and clerical assistance to this function.*
- g.** preparing, and distributing to the Participant, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h.** annually meeting with the Panelists to review activities and ensure that the

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Panelists are current with respect to Assessment Review Board hearing information.

Panelist Nominations:

While it is the policy of the Commission to, wherever possible, draw its pool of panelists only from its members; from time to time the Commission may contact Participants seeking nominations of suitable individuals who may be appointed as potential Panelists so that an acceptable pool of accredited Panelists can be maintained. The determination of the Panelist pool rests solely with the Commission.

Should the Commission decide to accept the Participant's nominee, the Commission will contact the Participant's nominee to outline the requirements for being considered as a Panelist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panelist pool registry as maintained by the Commission.

4. OBLIGATIONS of the PARTICIPANT

The Participant will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. at the commencement of each year of this agreement (and no later than the 15th of February of each year), the Participant will provide to the Commission its total parcel count as at the 1st of January of each year. *NOTE - This parcel count will be used to calculate the total per parcel fees due in accordance with Schedule "A" to this agreement.*
- b. annually appointing to the LARB and CARB the list of Commission Panelists, the name of the chair and the name of the Assessment Clerk, provided to the Participant by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panelists to sit on Commission administered hearings.*
- c. providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Participant.
- d. for each complaint, promptly scanning and emailing the following to the Commission: *(IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.)*
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint

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- Confirmation of the date that the complaint was received by the Participant and that the complaint was received within the deadline for submission of complaints.
- e. when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Participant will be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A", and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Participant for the applicable fees and expenses listed in Schedule "A" and the Participant will pay those invoices in a timely manner.

Should the Board change the fees in Schedule "A", the Participant has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Participant being informed of the change(s).

6. LEGAL EXPENSES

The Assessment Review Board (ARB) is a quasi-judicial board established in accordance with the Municipal Government Act and your municipal bylaw. The Board is independent from your municipality and is comprised of citizen members appointed by Municipal Council.

The ARB makes decisions in an impartial manner and applies the principles of natural justice and procedural fairness, which includes the right to legal counsel.

In some circumstances the ARB will request legal counsel to support its role in the complaint/hearing/decision writing process; the municipality is solely responsible for the cost to retain sufficient legal services. It is normal protocol for the legal account to be opened in CRASC's name to maintain genuine independence. The legal invoices will then be billed back to the municipality at cost for reimbursement.

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7. PARTICIPANT INFORMATION

All Participant information relating to the Assessment Review Board complaints is deemed the property of the Participant.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Participant information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Participant in writing, to disclose or make known the knowledge.

Where Participant information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Participant information.

8. TERMINATION

A Participant shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Participant.

9. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

10. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

11. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

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12. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

13. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

OTHER:

14. Judicial Review of an ARB decision:

Judicial reviews of the Board's decisions are governed by section 470 of the Municipal Government Act.

If the municipality is considering an application to the Court of King's Bench it is mandatory that legal counsel is consulted. Please note this is beyond the scope of this contract.

The ARB Members and Clerk are not able to offer any legal advice, suggestions, or guidance with respect to such inquiries. The CRASC Clerk may assist in securing legal representation if requested.

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IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION:

CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per:
Authorized Signature

Name

Date

THE PARTICIPANT:

Name of Participant Municipality

Per:
Authorized Signature

Name

Date

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SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2025 to 31 December 2027.

FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$900, plus;
- b. Per parcel fee of \$0.35, based on the total number of the Participant's parcels that are eligible to have a LARB or CARB complaint filed on them, as at 1 January of each year of the agreement. *(Do not include DIP, Linear, Exempt, Municipal Owned and similar parcels)*

2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing:**
 - \$800 for each LARB hearing
 - \$800 for each CARB hearing
- b. **Panelist:**
 - \$193 per Panelist for each hearing and associated travel time that do not exceed four (4) hours.
 - \$330 per Panelist for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.
 - \$495 per Panelist for each hearing and associated travel time that exceed eight (8) hours.



c. Presiding Officer:

\$248 per Presiding Officer for each hearing and associated travel time that do not exceed four (4) hours.

\$440 per Presiding Officer for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$660 per Presiding Officer for each hearing and associated travel time that exceed eight (8) hours.

d. Assessment Clerk:

\$800 for each hearing where the Commission provides an Assessment Clerk.

Note: If panel deliberations take place on a date other than the Hearing Date, additional charges will apply as per the hearing rates above.

3. Hearing Expenses

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

4. Judicial Review

If a complaint is appealed, CRASC offers Clerk Services at a rate of \$125 per hour. This would include but is not limited to responding to "Notice to Obtain Record of Proceedings" and any other administrative tasks that the ARB Clerk has jurisdiction to perform.

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COMMISSION'S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191
Email: info@crasc.ca

PARTICIPANT'S SERVICE ADDRESS

The Participant's address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City/Province _____

Postal Code _____

Telephone: _____

Email: _____





Outlook

Fw: 2024 Audit Engagement Letter

From svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Date Wed 9/18/2024 10:14 AM

To wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>

 1 attachments (244 KB)

Sunrise Beach 2024 audit engagement letter.pdf;

From: Phil Dirks <PDirks@metrixgroup.ca>

Sent: Tuesday, September 17, 2024 9:49 AM

To: svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Subject: 2024 Audit Engagement Letter

Good day,

Would appreciate if you would please send me a signed copy of the attached engagement letter at your earliest convenience.

Thanks!

Phil Dirks, CPA, CA | Partner
12840 St Albert Trail, Edmonton AB T5L 4H6
780.489.9606 X 105
pdirks@metrixgroup.ca | metrixgroup.ca



This message and any documents attached are intended for the addressee only and may contain privileged or confidential information. Any authorized disclosure is strictly prohibited. If you have received this in error, please notify us immediately and then delete the message. Thank you!

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September 17, 2024

Summer Village of Sunrise Beach
PO Box 1197
Onoway AB T0E 1V0

Attention: Wendy Wildman, Chief Administrative Officer

Dear Wendy:

Re: 2024 Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Summer Village of Sunrise Beach for the fiscal year ending December 31, 2024. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Sunrise Beach which comprise the statement of financial position as at December 31, 2024, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Sunrise Beach. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.



- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Mayor and Council of Summer Village of Sunrise Beach

Opinion

We have audited the financial statements of Sturgeon County (the County), which comprise the statement of financial position as at December-31-24, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as at December 31, 2024 and the results of its operations and its cash flow for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

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Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;

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- iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Summer Village of Sunrise Beach from whom we determine it necessary to obtain audit evidence.
- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
 - b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Summer Village of Sunrise Beach and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Summer Village of Sunrise Beach.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Summer Village of Sunrise Beach) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

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Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Estimated Fees

We estimate that our fees for these services will be \$6,600 for the Engagement, plus direct out-of-pocket expenses and applicable GST. These fee estimates are based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

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Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Summer Village of Sunrise Beach shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your company of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

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If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Summer Village.

Yours truly,

METRIX GROUP LLP
Chartered Professional Accountants

Acknowledged and agreed to on behalf of Summer Village of Sunrise Beach by:

Wendy Wildman, Chief
Administrative Officer

Date signed

Mayor Jon Ethier

Date signed

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Summer Village of Sunrise Beach Administrative Policy

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Number	Title		
A-WORK- PREV-1	WORKPLACE VIOLENCE AND HARASSMENT PREVENTION POLICY		
Approval	Approved		Last Revised
.WW	Resolution No.		Resolution No.
	Date:		Date:

A. PURPOSE

The purpose of this policy is to contribute to fostering a safe, healthy, and inclusive workplace. It expresses the Municipality’s commitment to a workplace that is free of Violence and Harassment, and it ensures that the Municipality will meet both its obligations and responsibilities as set out in relevant legislation.

B. SCOPE

This Policy applies to all Summer Village of Sunrise Beach full-time, part-time, contract, casual and temporary Employees, volunteers, Councillors, and other persons acting on behalf of the Municipality. Others may Report an incident of Violence or Harassment if the incident is against one of these individuals and addresses workplace harassment, discrimination or other unwanted behaviour from all sources such as other employees, supervisors, managers, contractors, members of Council and the public. Volunteers and Councillors are afforded the same rights and protections provided by this policy, while performing authorized activities for the Summer Village of Sunrise Beach.

No workers can be penalized, reprimanded or in any way criticized, when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment and violence prevention policy does not discourage a worker from exercising the worker’s right under any other law, including the Alberta Human Rights Act

C. POLICY STATEMENT

1. GENERAL

- 1.1 The Municipality is committed to providing a workplace free of Violence and Harassment as far as it is reasonably practicable to do so. As part of this commitment, the Municipality will provide access to appropriate resources and response processes to address incidents of Violence and Harassment.

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- 1.2 The Municipality will investigate reported incidents of workplace Violence and Harassment and take corrective action where necessary.
- 1.3 The Municipality will not disclose the circumstances related to an incident of Violence or Harassment, including the names of any individuals involved, except:
 - a. where necessary to investigate the incident or to take corrective action;
 - b. to inform the parties involved in the incident of the results of the investigation and corrective action taken, to the extent permissible by the Municipality's privacy obligations;
 - c. where necessary to inform of a specific or general threat of Violence or potential Violence (such as to law enforcement); or,
 - d. as required by law.
- 1.4 The Municipality will disclose only the minimum amount of personal information that is necessary to inform individuals of a specific or general threat of Violence or potential Violence.
- 1.5 An incident Report may be forwarded by a Supervisor to the CAO.
- 1.6 An individual who is found to have breached this policy may be subject to disciplinary action up to and including termination of employment or termination of any other relationship they have with the Municipality. Disciplinary action will be taken in accordance with the provisions of any applicable terms and conditions of employment, or contractual agreement.

2. PRINCIPLES

- 2.1 This Policy is not intended to limit or constrain the reasonable exercise of managerial functions including, but not limited to:
 - a. evaluations or assessments based on work performance;
 - b. imposition of discipline; or,
 - c. a managerial directive or denial of a request.

3. REPORTING VIOLENCE AND HARASSMENT

- 3.1 Individuals who have been subjected to or are otherwise aware of an incident of Violence or Harassment in the workplace may make a Report using the procedure set out in Section D, below.

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- 3.2 An Employee who is notified about or who is otherwise aware of an incident of Violence or Harassment in the workplace can also Report the incident.
- 3.3 The Municipality may act at its own discretion in the absence of a Report once it is made aware of an incident. A Supervisor who believes that an incident may have occurred, or that a related systemic issue exists, may, in the best interests of the Municipality, submit a Report to the CAO or designate, to determine if investigation is required.
- 3.4 An incident that has occurred more than two (2) years prior to the date of the of the Report will generally not be investigated unless the CAO determines that the allegation exposes a continued or future risk to Employees, the public, or the integrity or the reputation of the Municipality.
- 3.5 If the incident is also under investigation by the police or another authority, the Municipality may at its discretion continue, hold in abeyance or terminate the investigation or any other proceedings related to the matter.

4. RETALIATION AND FRIVOLOUS OR VEXATIOUS COMPLAINTS

- 4.1 All Reports made in good faith will be taken seriously and addressed in an objective, appropriate and timely manner, without reprisal against those who Report an incident, or who are otherwise involved in the review or investigation of incidents.
- 4.2 An individual who is found to have made a frivolous or vexatious Report may be subject to disciplinary action up to and including termination of employment or termination of any other relationship they have with the Municipality.

5. PREVENTION AND TRAINING

- 5.1 The Municipality, at its discretion, may provide Violence and Harassment prevention training program(s) designed to cultivate a respectful workplace environment free from Violence and Harassment and to bring awareness of this Policy.
- 5.2 The CAO, when made aware, will ensure appropriate resources are available to those who have experienced, likely to experience, or have been impacted by Violence and Harassment.
- 5.3 Violence and Harassment are workplace hazards and are included as part of position hazard assessments.

D. PROCEDURES

1. INCIDENT RESPONSE ASSISTANCE

- 1.1 If immediate assistance is required emergency services should be contacted at 911, followed by a phone call to the Municipal Office at 780-967-0271.

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2. CONSIDERATIONS BEFORE MAKING A REPORT

- 2.1 There may be circumstances where individuals may choose to pursue informal measures to resolve allegations prior to submitting a Report of Harassment where appropriate. In such circumstances individuals are strongly encouraged to contact the CAO to discuss appropriate informal measures or other reporting options and policies that may be applicable.

3. REPORTING AN INCIDENT

- 3.1 Any individual may make a Report of Violence or Harassment to the CAO by completing an Incident Report. The Incident Report must be in writing and include the following:
 - a. detailed information about the incident;
 - b. the date and location the incident occurred; and
 - c. the name of the individual or individuals that were part of, or were witness to, the incident.
- 3.2 If an individual wishes to make a Report against the CAO, they may instead make a Report directly to the Mayor. The report must include the same information as required by an Incident Report.
- 3.3 If a Report is made to the Mayor, they will act with the same authorities prescribed to the CAO for the purposes of this Policy and procedure.
- 3.4 Upon receipt of a Report, the CAO or the Mayor if the Report is against the CAO will acknowledge its receipt and that it is being reviewed to the individual who made the Report within five (5) business days.
- 3.5 The review may include contacting the individuals referenced in the Report, including the individual who submitted the Report, to better understand the incident or circumstance that led to the Report being made.
- 3.6 Normally, within ten (10) business days of initially receiving a Report, the CAO or designate or the Mayor if the Report is against the CAO will notify the individual who made the Report of the decision to investigate. If a decision not to investigate is made, a reason must be given and may include that the allegation:
 - a. does not meet the definitions of the Policy;
 - b. was not made in good faith;
 - c. should be addressed through another policy; or
 - d. is being addressed through another process.

4. INVESTIGATION

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- 4.1 If an investigation under this Policy is recommended, the CAO, must
 - a. advise the individual who the Report was made against, in writing, of the nature and specifics of the incident, the investigation, and their right to representation at their own expense; and,
 - b. assign the investigation to an investigator.
- 4.2 The CAO or designate or the Mayor if the Report is against the CAO, will provide the scope and terms of reference to the investigator.
- 4.3 Investigations will be conducted in a timely and objective manner in accordance with processes that:
 - a. adhere to the principles of procedural fairness and natural justice;
 - b. are conducted with due diligence and do not prejudice an outcome; and
 - c. are free from bias.
- 4.4 If during the course of the investigation, the investigator identifies any concerns beyond the scope of the investigation, the CAO or designate or the Mayor if the Report is against the CAO, may choose to revise the scope or terms of reference to include those concerns as part of the investigation or request a separate memo be submitted to summarize the concerns.
- 4.5 Upon completion of the investigation, the investigator will submit a written investigation report to the CAO or designate or the Mayor if the Report is against the CAO, that will include, but not be limited to:
 - a. the details of the allegation investigated;
 - b. an account of the information assessed during the investigation, including credibility of information received; and
 - c. findings of fact that, on a review of all the evidence, are assessed on a balance of probabilities.
- 4.6 The CAO or designate or the Mayor if the Report is against the CAO will notify the individual who submitted the Report and to the individual whom the Report was made against in writing, based on the investigation report, whether the allegation of Violence and/or Harassment is substantiated.
- 4.7 The CAO or designate or the Mayor if the Report is against the CAO, will assist the applicable Supervisor in determining the appropriate course of action, including preventative, remedial or disciplinary, to be taken.
- 4.8 All records relating to the Report and resulting investigation will be retained in

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accordance with the Municipality's Records Retention Schedule and any applicable legislation.

E. POLICY REVIEW

This policy will be reviewed at least every three (3) years or earlier if an incident of Violence of Harassment occurs.

F. DEFINITIONS

- (1) **CAO:** means the Chief Administrative Officer of the Municipality.
- (2) **Discrimination:** means any action or threat of action related to a protected ground in the Alberta Human Rights Act when the action or threat of action results in loss of or limit on opportunities to work or to fully participate in the workplace or offends the dignity of the person. Protected grounds as defined by the Human Rights Act are race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, and sexual orientation.
- (3) **Domestic Violence:** means, whether at a work site or work-related, the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological harm, and is used to control, intimidate or humiliate a person by a person who has, or has had, a personal relationship.
- (4) **Employee:** means individuals who are engaged to work for the Municipality under an employment contract, including but not limited to full-time staff, part-time staff, and management employees, and contractors while working at the Municipality.
- (5) **Harassment:** means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the individual knows or ought reasonably to know will or would cause offence or humiliation, or adversely affects the individual's health and safety, and includes Discrimination and Sexual Harassment.
- (6) **Municipality:** means the Summer Village of Sunrise Beach.
- (7) **Report:** means the submission of a statement either verbally or in writing to a Supervisor or the CAO in accordance with section D of this Policy that provides details of an incident of Violence or Harassment. A verbal statement will be transcribed and confirmed as accurate by the Supervisor.
- (8) **Policy:** means the *Workplace Violence and Harassment Prevention Policy*.
- (9) **Sexual Harassment:** means unwanted or uninvited sexual advances, remarks, gestures, sounds and actions that make a person feel unsafe, intimidated, degraded or uncomfortable,

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or their sexual integrity is compromised, even if the person harassing claims to have been only joking or didn't mean to offend. It includes bullying or coercion of a sexual nature, unwanted sexual attention or requests for sexual favours. It can also include threatening and/or unwanted phone calls, text messages, e-mails, letters and unwanted gifts.

(10) **Sexual Violence:** means any Violence, physical or psychological, carried out without consent through a sexual means or by targeting sexuality. This includes, but is not limited to, sexual assault, Sexual Harassment, stalking and/or monitoring, indecent exposure, voyeurism, degrading sexual imagery, distribution of images or video of a community member without their consent.

(11) **Supervisor:** means an Employee of the Municipality employed in a supervisory role.

(12) **Violence:** means, whether at a work site or work-related, the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological harm, and includes Domestic Violence or Sexual Violence.

G. RELATED POLICIES

- A-HUM-COD-1

H. RELATED LEGISLATION

- *Alberta Freedom of Information and Protection of Privacy Act*
- *Alberta Human Rights Act*
- *Alberta Occupational Health and Safety Act*

I. POLICY SCHEDULES

Appendix "A" – Workplace Violence/Harassment Reporting Form

Appendix "B" – Data Reporting Form – Workplace Violence/Harassment

Revisions:

Resolution Number	MM/DD/YY

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Data Reporting Form

Workplace Violence/Harassment

The purpose of this form is to assist employer to gather statistical information. Standardized recording of this information can be used to track industry trends.

Complaint Information

Age: _____ Position: _____

Years of experience: _____

Employment Status: _____ Full-time _____ Part-time

Alleged Abuser Data

Status: _____ Co-worker _____ Visitor _____ Other: _____

Age: _____

Incident Data

Date of incident: _____ Date of reporting: _____

Type of Incident: Verbal abuse, eg: yelling, swearing, name calling _____

Physical aggression against objects _____

Physical abuse _____

Sexual harassment _____

Other (please specify) _____

What injury or trauma, if any, resulted from the incident?

Physical injury (describe) _____

Emotional injury e.g. fear, angry, humiliation _____

Other (please specify) _____

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Medical attention required: Yes _____ No _____

Action to prevent recurrence (to be completed by worker and supervisor)

Follow-up (established by worker/supervisor)

Lost time incident _____ No _____ Yes-# of days missed

Law enforcement involved _____ No _____ Yes

Workers' Compensation Board forms completed _____ No _____ Yes

Short term disability claim _____ No _____ Yes

Long term disability claim _____ No _____ Yes

Evaluation of current policies _____ No _____ Yes

Investigation complete _____ No _____ Yes

Other actions _____

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Medical attention required

_____ Yes _____ No

The purpose of this form is to document your claim to assist in a thorough investigation of the complaint.

Signature of person reporting incident

Today's Date

Upon completion, please forward to _____

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Summer Village of Sunrise Beach

2024

REVENUE AND EXPENSE REPORT

For the Period Ending August 31, 2024

General Ledger	Description	2023 YTD Actual	2023 Budget	2024 YTD Actual	2024 Budget	2024 Budget Remaining \$
REVENUE						
1-00-110	Taxes - Property Res.	(213,890.76)	(214,113.55)	(219,480.90)	(220,591.24)	(1,110.34)
1-00-111	Taxes - Property Vacant Res	(5,763.57)	(5,763.57)	(6,533.64)	(6,533.64)	0.00
1-00-180	Taxes - Property Farmland	(121.88)	(150.17)	(126.85)	(126.85)	0.00
1-00-190	Taxes - Property Linear	(4,073.16)	(4,073.16)	(4,284.59)	(4,284.56)	0.03
1-00-193	Taxes - Improved Commercial	0.00	(2,176.98)	0.00	0.00	0.00
1-00-196	Taxes - Minimum Tax (23-\$980 24-\$1000)	(38,570.56)	(38,570.58)	(39,064.93)	(39,064.93)	0.00
1-00-510	Admin - Penalties & Costs	(7,452.50)	(6,500.00)	(10,109.78)	(6,500.00)	3,609.78
1-00-550	Admin - Bank Interest	(3,783.30)	(4,500.00)	(3,443.65)	(4,500.00)	(1,056.35)
1-00-590	Admin - Other Revenue/Snow Removal	(292.21)	(2,500.00)	(392.64)	(3,500.00)	(3,107.36)
1-26-520	Admin - Animal Licenses	0.00	(50.00)	0.00	(50.00)	(50.00)
1-12-410	Admin - Tax Cert, Maps, ETC	(289.25)	(350.00)	(650.00)	(350.00)	300.00
1-00-740	Grants - MSI - Operating	(15,872.00)	(15,872.00)	(15,872.00)	(15,872.00)	0.00
1-00-741	Grants - MSI - Capital 2024 (26,783)	(38,262.00)	(60,000.00)	0.00	0.00	0.00
1-00-742	Grants - FCSS	(3,948.00)	(5,264.00)	(4,125.66)	(5,500.88)	(1,375.22)
1-00-746	Grant - CCBF 2024 (13,451)	(13,451.00)	0.00	0.00	0.00	0.00
1-61-523	Development - Fees & Safety Codes	(2,818.90)	(2,500.00)	(735.28)	(2,500.00)	(1,764.72)
1-99-750	Requisition - School Res (I & V)	(73,294.94)	(73,294.94)	(75,973.00)	(75,973.00)	0.00
1-99-751	Requisition - School Farmland	(50.06)	(50.06)	0.00	0.00	0.00
1-99-752	Requisition - School Non-Residential	(499.00)	(499.00)	(547.00)	(547.00)	0.00
1-99-755	Requisition - Seniors LSA Foundation	(6,230.00)	(6,230.00)	(7,498.44)	(7,498.44)	0.00
1-00-195	Taxes - Requisition DIP	(10.85)	(10.85)	(11.71)	(11.71)	0.00
1-26-560	Reserves or UR (DL \$10500 & MED \$4600)	0.00	(5,000.00)	0.00	(5,000.00)	(5,000.00)
* TOTAL REVENUE		(428,673.94)	(447,468.86)	(388,850.07)	(398,404.25)	(9,554.18)

EXPENSES						
2-11-110	Council - Meeting Fees	3,500.00	10,000.00	4,401.76	10,000.00	5,598.24
2-11-150	Council - Development/ Conference	883.00	1,000.00	1,324.76	2,000.00	675.24
2-11-211	Council -Travel & Subsistance	469.70	1,000.00	1,063.35	1,500.00	436.65
2-11-112	Council - Communication	1,200.00	2,700.00	900.00	2,700.00	1,800.00
2-11-212	Admin - Donations	0.00	550.00	100.00	550.00	450.00
2-12-110	Admin - Contract	35,583.31	61,000.00	42,110.32	63,165.00	21,054.68
2-12-115	Admin - Dev./Training/Conventions	299.00	1,000.00	0.00	2,000.00	2,000.00
2-12-130	Admin - WCB	749.79	1,000.00	1,131.75	1,000.00	(131.75)
2-12-211	Admin - Misc Travel & Subsistance	757.00	1,200.00	850.00	1,500.00	650.00
2-12-215	Admin - Postage/PW Cell/Misc.	807.78	2,000.00	461.68	1,200.00	738.32

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Summer Village of Sunrise Beach

2024

REVENUE AND EXPENSE REPORT For the Period Ending August 31, 2024

General Ledger	Description	2023 YTD Actual	2023 Budget	2024 YTD Actual	2024 Budget	2024 Budget Remaining \$
2-12-218	Admin - Website	663.75	1,000.00	393.75	1,000.00	606.25
2-12-220	Admin - Memberships	2,743.93	2,600.00	2,849.87	2,800.00	(49.87)
2-12-221	Admin - Office Supplies/Photocopy	1,675.37	3,000.00	1,730.44	3,000.00	1,269.56
2-12-222	Admin - Advertising	0.00	300.00	382.20	300.00	(82.20)
2-12-230	Admin - Auditor	6,557.24	6,300.00	6,562.66	6,700.00	137.34
2-12-231	Admin - Assessment Costs	5,110.30	5,700.00	4,348.00	5,800.00	1,452.00
2-12-270	Admin - Bank Charges	419.47	500.01	326.00	600.00	274.00
2-12-271	Admin - Elections	3,348.21	0.00	0.00	0.00	0.00
2-12-274	Admin - Insurance	4,290.00	4,290.00	4,660.00	4,660.00	0.00
2-12-510	Admin - General Office Operations	0.00	500.00	0.00	500.00	500.00
2-12-511	Admin - Computer Support	3,031.93	2,000.00	1,164.89	2,000.00	835.11
2-12-232	Admin - Legal	270.00	1,000.00	2,754.75	1,000.00	(1,754.75)
2-12-519	Admin - Apprec. Awards/Canada Day	0.00	1,000.00	0.00	1,000.00	1,000.00
2-12-991	Admin - Land Title Charges	40.00	100.00	30.00	100.00	70.00
2-12-993	Admin - Office Phone/Internet/Storage	2,846.48	4,500.00	3,155.67	5,000.00	1,844.33
2-12-994	Admin - Assessment Review Board	0.00	900.00	854.30	900.00	45.70
2-12-996	Admin - Subdivision & Appeal Board	9,774.78	5,000.00	300.00	5,000.00	4,700.00
2-21-220	Admin - Provincial Police	6,118.00	7,432.00	8,537.00	8,537.00	0.00
2-61-514	Admin - Integrity/Safety Codes	1,500.00	3,000.00	3,260.00	3,260.00	0.00
2-12-910	Admin -Tax Rebate/Discounts/Tax Service	1,525.00	3,000.00	970.00	3,000.00	2,030.00
2-12-233	Water - Waterline Admin	1,370.38	1,371.00	888.43	888.00	(0.43)
2-12-234	Water - WILD Debenture (Phase III & IV)	3,805.46	7,611.00	3,719.13	7,438.00	3,718.87
2-23-200	Protective Services - Fire Sturgeon Cnty	2,050.00	2,050.00	2,117.00	2,050.00	(67.00)
2-23-201	Protective Services - Fire (4000+4600)	787.50	5,000.00	2,655.00	3,000.00	345.00
2-26-220	Protective Services - Bylaw/Animal	0.00	1,500.00	0.00	1,500.00	1,500.00
2-27-216	Protective Services - DEM/SVREMP	3,575.00	7,000.00	3,900.00	7,000.00	3,100.00
2-32-110	P/W - Salaries Wages (Incl. Step)	25,256.36	42,000.00	26,959.14	42,000.00	15,040.86
2-32-115	P/W - Contract Workers (LimbTree \$2975)	700.00	5,000.00	3,775.00	5,000.00	1,225.00
2-32-130	P/W - Revenue Canada - Employer Share	1,925.98	3,500.00	2,110.62	3,500.00	1,389.38
2-32-270	P/W - General Services/Repairs	0.00	900.00	1,007.03	3,000.00	1,992.97
2-32-510	P/W - Goods & Supplies	775.00	1,500.00	67.42	1,500.00	1,432.58
2-32-520	P/W - Equip Parts & Fuel	3,521.32	5,000.00	5,189.50	6,000.00	810.50
2-32-540	P/W - Electrical Street Lights	7,769.64	12,000.00	8,589.37	12,000.00	3,410.63
2-32-900	P/W - Special Projects/Sustain.(Reserve)	1,725.00	5,000.00	0.00	5,000.00	5,000.00
2-42-200	P/W - Lagoon (SB 4000 DAR 10500)	1,196.85	9,000.00	0.00	6,650.00	6,650.00
2-32-113	P/W - Mulching	0.00	6,000.00	0.00	6,000.00	6,000.00
2-32-111	Roads - Contract Workers-Burn Pit	0.00	2,000.00	0.00	2,500.00	2,500.00
2-32-250	Roads - Grading/Gravel (Operating)	180,676.50	8,000.00	240.00	8,000.00	7,760.00
2-32-260	Roads - Road Construction (Capital)	0.00	60,000.00	0.00	0.00	0.00
2-43-200	Waste - Waste Collection - Standstone	6,613.94	12,000.00	7,003.60	12,000.00	4,996.40
2-43-350	Waste - Commission 43 Tippage	1,548.00	4,000.00	2,211.30	4,000.00	1,788.70

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Summer Village of Sunrise Beach

2024

REVENUE AND EXPENSE REPORT

For the Period Ending August 31, 2024

General Ledger	Description	2023 YTD Actual	2023 Budget	2024 YTD Actual	2024 Budget	2024 Budget Remaining \$
2-51-750	Parks & Rec - FCSS Municipal	4,800.33	6,580.00	6,276.11	6,876.10	599.99
2-61-450	Parks & Rec - Beautification	203.84	600.00	332.53	600.00	267.47
2-62-211	Parks & Rec - East End Bus	350.00	350.00	375.00	350.00	(25.00)
2-72-510	Parks & Rec - Programs \ Library	806.24	2,100.00	609.60	2,100.00	1,490.40
2-61-510	Development - Dev. Officer	1,369.70	6,500.00	1,188.75	6,500.00	5,311.25
2-61-511	Development - Planners	7,403.43	8,000.00	280.00	5,650.00	5,370.00
2-61-512	Development - Enforcement	0.00	2,500.00	0.00	2,500.00	2,500.00
2-61-513	Development - Permits	625.00	1,000.00	0.00	1,000.00	1,000.00
2-76-910	Reserves - Legal	0.00	500.00	0.00	500.00	500.00
2-76-915	Reserves - Tree Removal	0.00	500.00	0.00	500.00	500.00
2-76-920	Reserves - Snow Removal	0.00	1,000.00	0.00	1,000.00	1,000.00
2-76-925	Reserves - Operating	0.00	2,500.00	0.00	2,500.00	2,500.00
2-76-930	Reserves - Election & Census	0.00	1,250.00	0.00	1,500.00	1,500.00
2-76-935	Reserves - Fire	0.00	0.00	0.00	500.00	500.00
2-76-950	Reserves - Large Bin	0.00	0.00	0.00	1,000.00	1,000.00
2-76-955	Reserves - MAP Review	0.00	0.00	0.00	500.00	500.00
2-76-960	Reserves - Appeals (SDAB/ARB)	0.00	0.00	0.00	1,000.00	1,000.00
2-75-900	Taxes - School	35,131.52	73,844.00	36,921.75	76,520.00	39,598.25
2-80-220	Taxes - Seniors Foundation	6,230.30	6,230.00	7,498.44	7,498.44	0.00
2-85-225	Taxes - Designated Industrial (DIP)	0.00	10.85	0.00	11.71	11.71
*	TOTAL EXPENSES	394,381.33	447,468.86	218,537.87	398,404.25	179,866.38
**P	DEFICIT/(SURPLUS)	(34,292.61)	0.00	(170,312.20)	0.00	170,312.20

*** End of Report ***

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Summer Village of Sunrise Beach

DRAFT 2024 CAPITAL BUDGET

For the Period Ending August 31, 2024

General Ledger	Description	2024 Actual	2024 Budget
REVENUE			
5-00-110	Grant - LGFF	0.00	(49,750.00)
5-00-120	Grant - CCBF	0.00	0.00
5-00-130	Reserves	0.00	0.00
5-00-140	Deferred Revenue (MSI-C \$250)	0.00	(250.00)
* TOTAL REVENUE		0.00	(50,000.00)
EXPENSES			
6-00-110	Project - Road(Everett Rd to Shedden Dr)	6,283.77	50,000.00
6-00-120	Project -	0.00	0.00
6-00-130	Project -	0.00	0.00
6-00-140	Project -	0.00	0.00
* TOTAL EXPENSES		6,283.77	50,000.00
**P DEFICIT/(SURPLUS)		6,283.77	0.00

*** End of Report ***

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Summer Village of Sunrise Beach

Cheque Listing For Council

2024-Sep-17
1:50:36PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20240106	2024-08-07	Benson, Michael	JUNE-AUG2024	PAYMENT JUNE-AUGUST 2024	1,073.69	1,073.69
20240107	2024-08-07	Meyer, Judy	AUGUST2024	PAYMENT AUGUST SIGN	100.00	100.00
20240108	2024-08-07	Revenue Canada	JULYREMIT202	PAYMENT JULY PAYROLL REMITTANCE	1,737.45	1,737.45
20240109	2024-08-07	Standstone Waste & Water Service Ltd.	162033030	PAYMENT JULY 2024	1,056.34	1,056.34
20240110	2024-08-08	ALBERTA MUNICIPALITIES CORPORATION	2024PCARDAU	PAYMENT LAWN MOWER PARTS	39.89	39.89
20240111	2024-08-20	GROWEL PERFORMANCE	24006	PAYMENT FIXING EQUIPMENT	490.00	490.00
20240112	2024-08-20	Limb Walker Tree Care Ltd	1566	PAYMENT TREE WORK AS PER PW - TRAVI	3,123.75	3,123.75
20240113	2024-08-20	Taschuk, Gord	AUGUST ADVAI	PAYMENT AUGUST ADVANCE		
20240114	2024-08-20	TIM-BR Mart	2408290358 2408290363	PAYMENT CEMENT ABS STANDARD PARTS FOR LAWN MAINTENANC	12.21 125.96	138.17
20240115	2024-08-22	Lac Ste. Anne Bulletin	23139	PAYMENT 2023 EXPENSE JUST RECIEVED	401.31	401.31
20240116	2024-08-22	Napa Auto Parts (Morinville)	033-156681	PAYMENT BRAKE PARTS LUBICANT ETC.	63.37	63.37
20240117	2024-08-22	UFA Co-operative Limited	115582430	PAYMENT FUEL	843.64	843.64
20240118	2024-08-27	Highway 43 East Waste	17136	PAYMENT JULY DISPOSAL FEES	442.02	442.02
20240119	2024-08-27	RPM CUSTOM REPAIR	2266	PAYMENT TRACTOR REPAIR	938.84	938.84
20240120	2024-08-29	MESSAGE, TORI	AUGUSTEXPEI	PAYMENT ASVA CONFERENCE JON AND M	698.00	698.00
20240121	2024-08-29	Taschuk, Gord	AUGUST2024P/	PAYMENT AUGUST PAYROLL		
20240123	2024-08-31	ALBERTA MUNICIPALITIES	24-1054493	PAYMENT UTILITIY BILL	1,169.75	1,169.75
20240124	2024-08-31	ATB BANK FEES	AUGUST 2024	PAYMENT AUGUST BANK FEES	47.20	47.20
20240125	2024-08-31	Wildwillow Enterprises Inc	2024-Aug-SRB	PAYMENT AUGUST 2024 ADMINISTRATIVE	8,178.62	8,178.62

Total 24,286.41

*** End of Report ***

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Summer Village of Sunrise Beach

General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
1-00-110	R	Taxes - Property Res.	0.00	0.00	0.00	0.00	(220,591.24)	1,110.34
		YTD Amt	(219,480.90)	0.00	0.00	0.00	0.00	0.00
1-00-111	R	Taxes - Property Vacant Res	0.00	0.00	0.00	0.00	(6,533.64)	0.00
		YTD Amt	(6,533.64)	0.00	0.00	0.00	0.00	0.00
1-00-120	R	Taxes - Property Special Tax	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-00-180	R	Taxes - Property Farmland	0.00	0.00	0.00	0.00	(126.85)	0.00
		YTD Amt	(126.85)	0.00	0.00	0.00	0.00	0.00
1-00-190	R	Taxes - Property Linear	0.00	0.00	0.00	0.00	(4,284.59)	0.00
		YTD Amt	(4,284.59)	0.00	0.00	0.00	0.00	0.00
1-00-193	R	Taxes - Improved Commercial	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-00-195	R	Taxes - Requisition DIP	0.00	0.00	0.00	0.00	(11.71)	0.00
		YTD Amt	(11.71)	0.00	0.00	0.00	0.00	0.00
1-00-196	R	Taxes - Minimum Tax (23-\$980 24-\$1000)	0.00	0.00	0.00	0.00	(39,064.93)	0.00
		YTD Amt	(39,064.93)	0.00	0.00	0.00	0.00	0.00
1-00-240	R	Grants in Lieu of Taxes H.O.G.	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-00-510	R	Admin - Penalties & Costs	(8,890.00)	0.00	(140.00)	0.00	0.00	0.00
		YTD Amt	(10,889.81)	(1,079.78)	(780.03)	0.00	0.00	0.00
1-00-550	R	Admin - Bank Interest	(507.98)	(451.09)	(462.33)	(312.20)	(194.21)	(230.02)
		YTD Amt	(3,443.65)	(888.51)	0.00	0.00	0.00	0.00
1-00-590	R	Admin - Other Revenue/Snow Removal	(300.00)	(27.73)	(50.00)	0.00	(14.91)	0.00
		YTD Amt	(392.64)	0.00	0.00	0.00	0.00	0.00
1-00-591	R	Capital Financing for Tractor	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-00-740	R	Grants - MSI - Operating	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	(15,872.00)	(15,872.00)	0.00	0.00	0.00	0.00
1-00-741	R	Grants - MSI - Capital 2024 (26,783)	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00

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Summer Village of Sunrise Beach

General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
1-00-742	R	Grants - FCSS	(1,375.22)	0.00	0.00	(1,375.22)	0.00	0.00
		YTD Amt	(4,125.66)	(1,375.22)	0.00	0.00	0.00	0.00
1-00-743	R	Grants - STEP- Canada Summer Student	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-00-744	R	Grants - MOST & MSP	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-00-745	R	Grants - Other	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-00-746	R	Grant - CCBF 2024 (13,451)	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-12-341	R	Commission on H.O.G. From Gov't	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-12-410	R	Admin - Tax Cert, Maps, ETC	0.00	0.00	0.00	0.00	0.00	(175.00)
		YTD Amt	(750.00)	(225.00)	(100.00)	0.00	0.00	0.00
1-12-540	R	Franchise Fees - Fortis	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-12-600	R	Gain/Loss on Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-12-740	R	Grant - (Mun Sponsor)	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-12-840	R	Grants - Gas Tax Fund	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-12-845	R	Grants - Elections	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-12-960	R	Recoveries Fr Oper Funct	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-21-530	R	Grants - Fines	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-23-590	R	Fire - other	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-26-500	R	Admin - Lagoon Income	0.00	0.00	0.00	0.00	0.00	0.00

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Summer Village of Sunrise Beach

General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-26-520	R	Admin - Animal Licenses	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-26-521	R	Admin - Elections	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-26-560	R	Reserves or UR (DL \$10500 & MED \$4600)	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-26-900	R	Municipal Services Package	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-32-920	R	Reserves - Roads	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-37-500	R	Waterline	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-61-500	R	Development - Fees Revenue DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-61-523	R	Development - Fees & Safety Codes	0.00	(160.53)	0.00	0.00	(100.00)	(435.00)
		YTD Amt	(735.28)	(39.75)	0.00	0.00	0.00	0.00
1-66-400	R	Sale of Land Inventory	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-72-850	R	Recreation Grants & Programs	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-99-750	R	Requisition - School Res (I & V)	0.00	0.00	0.00	0.00	(75,973.00)	0.00
		YTD Amt	(75,973.00)	0.00	0.00	0.00	0.00	0.00
1-99-751	R	Requisition - School Farmland	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-99-752	R	Requisition - School Non-Residential	0.00	0.00	0.00	0.00	(547.00)	0.00
		YTD Amt	(547.00)	0.00	0.00	0.00	0.00	0.00
1-99-753	R	Requisition - Under Levy School	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-99-755	R	Requisition - Seniors LSA Foundation	0.00	0.00	0.00	0.00	(7,498.44)	0.00
		YTD Amt	(7,498.44)	0.00	0.00	0.00	0.00	0.00

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General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
1-99-756	R	Requisition - Seniors Farmland	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
1-99-757	R	Requisition - Seniors Linear	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Operating Sub - Totals			(11,073.20)	(639.35)	(652.33)	(1,687.42)	(354,940.52)	270.32
		YTD Amt	(389,730.10)	(1,997.53)	(880.03)	0.00	0.00	0.00
2-00-252	E	G.S.T. Paid	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-00-741	E	Infrastructure Grant	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-11-110	E	Council - Meeting Fees	0.00	650.00	900.00	0.00	900.00	0.00
		YTD Amt	1,351.76	600.00	0.00	0.00	0.00	0.00
2-11-112	E	Council - Communication	0.00	150.00	225.00	0.00	0.00	0.00
		YTD Amt	300.00	225.00	0.00	0.00	0.00	0.00
2-11-150	E	Council - Development/ Conference	295.00	190.00	175.00	0.00	0.00	0.00
		YTD Amt	0.00	664.76	349.00	0.00	0.00	0.00
2-11-151	E	Council - Meeting Fees	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-11-211	E	Council -Travel & Subsistance	0.00	333.60	92.40	56.85	277.60	0.00
		YTD Amt	1,063.35	193.70	0.00	0.00	0.00	0.00
2-11-212	E	Admin - Donations	100.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-12-011	E	Admin - Election & Census	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-12-110	E	Admin - Contract	5,083.33	5,444.25	5,263.79	0.00	10,527.58	5,263.79
		YTD Amt	5,263.79	5,263.79	0.00	0.00	0.00	0.00
2-12-115	E	Admin - Dev./Training/Conventions	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-12-130	E	Admin - WCB	0.00	0.00	607.50	0.00	0.00	524.25
		YTD Amt	1,131.75	0.00	0.00	0.00	0.00	0.00
2-12-211	E	Admin - Misc Travel & Subsistance	220.00	90.00	90.00	0.00	180.00	90.00

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General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
		YTD Amt	850.00	90.00	90.00	0.00	0.00	0.00
2-12-215	E	Admin - Postage/PW Cell/Misc.	0.00	35.34	0.00	25.00	207.72	81.86
		YTD Amt	461.68	55.88	0.00	0.00	0.00	0.00
2-12-218	E	Admin - Website	0.00	0.00	0.00	0.00	393.75	0.00
		YTD Amt	393.75	0.00	0.00	0.00	0.00	0.00
2-12-220	E	Admin - Memberships	1,806.59	0.00	919.83	123.45	0.00	0.00
		YTD Amt	2,849.87	0.00	0.00	0.00	0.00	0.00
2-12-221	E	Admin - Office Supplies/Photocopy	162.00	214.52	350.38	0.00	560.95	148.70
		YTD Amt	1,730.44	140.40	153.49	0.00	0.00	0.00
2-12-222	E	Admin - Advertising	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	382.20	0.00	382.20	0.00	0.00	0.00
2-12-230	E	Admin - Auditor	0.00	0.00	0.00	0.00	6,562.66	0.00
		YTD Amt	6,562.66	0.00	0.00	0.00	0.00	0.00
2-12-231	E	Admin - Assessment Costs	0.00	0.00	1,428.00	1,460.00	0.00	0.00
		YTD Amt	2,888.00	0.00	0.00	0.00	0.00	0.00
2-12-232	E	Admin - Legal	0.00	0.00	0.00	2,754.75	0.00	0.00
		YTD Amt	2,754.75	0.00	0.00	0.00	0.00	0.00
2-12-233	E	Water - Waterline Admin	0.00	0.00	0.00	888.43	0.00	0.00
		YTD Amt	888.43	0.00	0.00	0.00	0.00	0.00
2-12-234	E	Water - WILD Debenture (Phase III & IV)	0.00	0.00	0.00	0.00	3,719.13	0.00
		YTD Amt	3,719.13	0.00	0.00	0.00	0.00	0.00
2-12-270	E	Admin - Bank Charges	16.75	37.35	17.05	47.85	37.35	64.34
		YTD Amt	326.00	58.11	47.20	0.00	0.00	0.00
2-12-271	E	Admin - Elections	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-12-274	E	Admin - Insurance	0.00	4,660.00	0.00	0.00	0.00	0.00
		YTD Amt	4,660.00	0.00	0.00	0.00	0.00	0.00
2-12-510	E	Admin - General Office Operations	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-12-511	E	Admin - Computer Support	0.00	0.00	1,038.89	0.00	0.00	0.00
		YTD Amt	1,164.89	0.00	126.00	0.00	0.00	0.00

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General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
2-12-512	E	Admin - Computer Software	0.00	450.00	(450.00)	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-12-519	E	Admin - Apprec. Awards/Canada Day	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-12-910	E	Admin -Tax Rebate/Discounts/Tax Service	830.00	0.00	0.00	140.00	0.00	0.00
		YTD Amt	970.00	0.00	0.00	0.00	0.00	0.00
2-12-990	E	Admin - Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-12-991	E	Admin - Land Title Charges	0.00	0.00	0.00	0.00	10.00	0.00
		YTD Amt	40.00	20.00	0.00	10.00	0.00	0.00
2-12-992	E	Admin - Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-12-993	E	Admin - Office Phone/Internet/Storage	390.00	390.00	425.67	0.00	780.00	390.00
		YTD Amt	3,155.67	390.00	390.00	0.00	0.00	0.00
2-12-994	E	Admin - Assessment Review Board	0.00	0.00	854.30	0.00	0.00	0.00
		YTD Amt	2,314.30	1,460.00	0.00	0.00	0.00	0.00
2-12-995	E	ICSP	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-12-996	E	Admin - Subdivision & Appeal Board	300.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	300.00	0.00	0.00	0.00	0.00	0.00
2-21-220	E	Admin - Provincial Police	0.00	0.00	8,537.00	0.00	0.00	0.00
		YTD Amt	8,537.00	0.00	0.00	0.00	0.00	0.00
2-23-200	E	Protective Services - Fire Sturgeon Cnty	2,117.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	2,117.00	0.00	0.00	0.00	0.00	0.00
2-23-201	E	Protective Services - Fire (4000+4600)	0.00	0.00	0.00	0.00	2,655.00	0.00
		YTD Amt	2,655.00	0.00	0.00	0.00	0.00	0.00
2-23-220	E	Fire	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-23-350	E	Protective Service - Bylaw/Animal	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-25-220	E	Admin - Physician Recruitment	0.00	0.00	0.00	0.00	0.00	0.00

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General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-26-111	E	P/W - Contracted Workers	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-26-220	E	Protective Services - Bylaw/Animal	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-26-222	E	Parks & Rec - East End Bus	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-27-216	E	Protective Services - DEM/SVREMP	0.00	0.00	0.00	3,900.00	0.00	0.00
		YTD Amt	3,900.00	0.00	0.00	0.00	0.00	0.00
2-32-110	E	P/W - Salaries Wages (Incl. Step)	1,186.90	1,315.60	572.00	3,541.20	5,158.40	5,061.68
		YTD Amt	26,959.14	5,222.88	4,900.48	0.00	0.00	0.00
2-32-111	E	Roads - Contract Workers-Burn Pit	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-112	E	PW - Contracted Workers	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-113	E	P/W - Mulching	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-115	E	P/W - Contract Workers (LimbTree \$2975)	0.00	200.00	100.00	100.00	100.00	100.00
		YTD Amt	3,775.00	100.00	3,075.00	0.00	0.00	0.00
2-32-130	E	P/W - Revenue Canada - Employer Share	80.85	91.50	66.18	258.29	409.45	401.45
		YTD Amt	2,110.62	414.79	388.11	0.00	0.00	0.00
2-32-200	E	Land Improvement	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-250	E	Roads - Grading/Gravel (Operating)	0.00	0.00	0.00	240.00	0.00	0.00
		YTD Amt	240.00	0.00	0.00	0.00	0.00	0.00
2-32-260	E	Roads - Road Construction (Capital)	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-270	E	P/W - General Services/Repairs	0.00	0.00	1,007.03	0.00	0.00	0.00
		YTD Amt	1,007.03	0.00	0.00	0.00	0.00	0.00
2-32-350	E	Roads- Government Grant Project	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00

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General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
2-32-510	E	P/W - Goods & Supplies	0.00	0.00	67.42	0.00	0.00	0.00
		YTD Amt	67.42	0.00	0.00	0.00	0.00	0.00
2-32-520	E	P/W - Equip Parts & Fuel	0.00	109.46	336.29	488.86	509.38	963.70
		YTD Amt	5,189.50	309.30	2,472.51	0.00	0.00	0.00
2-32-540	E	P/W - Electrical Street Lights	1,066.17	1,042.74	1,028.82	1,074.30	1,052.73	1,142.05
		YTD Amt	8,589.37	1,068.51	1,114.05	0.00	0.00	0.00
2-32-541	E	Natural Gas Costs	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-625	E	Amortization - Building/Streets	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-635	E	Amortization - Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-655	E	Amortization - Vehicle	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-810	E	Debt Repayment - Interest	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-811	E	Debt Repayment - Principal	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-831	E	Streets - Debenture Interest	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-832	E	Streets - Debenture Principal	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-900	E	P/W - Special Projects/Sustain.(Reserve)	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-910	E	Roads - Construction Rehab Work Capital	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-32-999	E	Infrastructure Program	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-37-510	E	Drainage	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-41-615	E	Amortization - Engineered Structures	0.00	0.00	0.00	0.00	0.00	0.00

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Summer Village of Sunrise Beach

General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-42-200	E	P/W - Lagoon (SB 4000 DAR 10500)	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-42-240	E	Lagoon Expenses/maintenance	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-42-241	E	Lagoon/grant fence	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-42-250	E	Sewage Lagoon Expansion (Darwell)	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-43-200	E	Waste - Waste Collection - Standstone	0.00	996.98	996.78	999.12	0.00	1,995.48
		YTD Amt	7,003.60	1,009.20	1,006.04	0.00	0.00	0.00
2-43-250	E	Landfill Closure	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-43-270	E	Waste Collection- Standstone	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-43-350	E	Waste - Commission 43 Tipping	164.94	263.94	161.22	0.00	352.62	405.84
		YTD Amt	2,211.30	420.72	442.02	0.00	0.00	0.00
2-51-750	E	Parks & Rec - FCSS Municipal	4,500.00	0.00	1,031.42	0.00	0.00	0.00
		YTD Amt	6,276.11	744.69	0.00	0.00	0.00	0.00
2-61-450	E	Parks & Rec - Beautification	0.00	0.00	0.00	0.00	0.00	332.53
		YTD Amt	332.53	0.00	0.00	0.00	0.00	0.00
2-61-510	E	Development - Dev. Officer	355.00	0.00	833.75	0.00	0.00	0.00
		YTD Amt	1,188.75	0.00	0.00	0.00	0.00	0.00
2-61-511	E	Development - Planners	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	280.00	280.00	0.00	0.00	0.00	0.00
2-61-512	E	Development - Enforcement	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-61-513	E	Development - Permits	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-61-514	E	Admin - Integrity/Safety Codes	0.00	0.00	1,500.00	0.00	0.00	0.00
		YTD Amt	3,260.00	1,760.00	0.00	0.00	0.00	0.00

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Summer Village of Sunrise Beach

General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
2-62-211	E	Parks & Rec - East End Bus	0.00	0.00	0.00	375.00	0.00	0.00
		YTD Amt	375.00	0.00	0.00	0.00	0.00	0.00
2-72-240	E	Recreation - Regional Cont.	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-72-245	E	parks contracted work	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-72-510	E	Parks & Rec - Programs \ Library	304.80	0.00	0.00	0.00	0.00	0.00
		YTD Amt	609.60	304.80	0.00	0.00	0.00	0.00
2-72-635	E	Amortization - Parks machinery & equipme	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-72-764	E	Recreation - Cont. to Reserve	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-74-510	E	Recreation / Y.Library	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-74-900	E	Taxes - School	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-75-900	E	Taxes - School	0.00	0.00	18,460.87	0.00	0.00	18,460.88
		YTD Amt	36,921.75	0.00	0.00	0.00	0.00	0.00
2-76-900	E	Transfer - Reserves	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-905	E	Reserves - Policing	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-910	E	Reserves - Legal	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-915	E	Reserves - Tree Removal	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-920	E	Reserves - Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-925	E	Reserves - Operating	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-930	E	Reserves - Election & Census	0.00	0.00	0.00	0.00	0.00	0.00

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Summer Village of Sunrise Beach

General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-935	E	Reserves - Fire	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-940	E	Reserves - Roads	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-945	E	Reserves - Lagoon	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-950	E	Reserves - Large Bin	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-955	E	Reserves - MAP Review	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-76-960	E	Reserves - Appeals (SDAB/ARB)	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-77-900	E	Reserves - School Over Levy	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
2-80-220	E	Taxes - Seniors Foundation	0.00	0.00	0.00	7,498.44	0.00	0.00
		YTD Amt	7,498.44	0.00	0.00	0.00	0.00	0.00
2-85-225	E	Taxes - Designated Industrial (DIP)	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Operating Sub - Totals			18,979.33	16,665.28	46,636.59	23,971.54	34,394.32	35,426.55
		YTD Amt	218,896.87	19,114.03	23,350.23	359.00	0.00	0.00
3-00-211	A	Property Taxes Current	693.31	(8,155.27)	(8,035.98)	(10,375.89)	341,704.39	(69,377.72)
		YTD Amt	61,734.35	(143,872.73)	(32,255.89)	(8,589.87)	0.00	0.00
3-00-212	A	Property Taxes Arrears	(285.00)	(150.00)	0.00	(120.09)	(376.67)	(1,625.72)
		YTD Amt	(17,288.52)	(247.44)	(14,483.60)	0.00	0.00	0.00
3-00-217	A	Outstanding H.O.G.	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-00-240	A	Acct. Rec (Prov) Grant	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-00-252	A	GST Collected (Rebatable)	511.56	(13,264.95)	751.48	366.64	1,351.68	506.59

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General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12	
		YTD Amt	(12,390.12)	528.43	(3,141.55)	0.00	0.00	0.00	
3-00-253	A	GST Input Tax Credit		0.00	0.00	0.00	0.00	0.00	
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	
3-00-254	A	Accrued Interest Receivable		0.00	0.00	0.00	0.00	0.00	
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	
3-00-290	A	Other Receivables		(50.98)	0.00	0.00	0.00	0.00	
		YTD Amt	(50.98)	0.00	0.00	0.00	0.00	0.00	
3-00-300	A	Investments		0.00	0.00	0.00	0.00	0.00	
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	
3-00-321	A	Interest Receivable		0.00	0.00	0.00	0.00	0.00	
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	
3-00-390	A	Other Investments		0.00	0.00	0.00	0.00	0.00	
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	
3-00-400	A	prepaid expenses		0.00	0.00	0.00	0.00	0.00	
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	
3-00-600	A	Fixed Assets		0.00	0.00	0.00	0.00	0.00	
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	
3-00-620	A	Public Works Building		0.00	0.00	0.00	0.00	0.00	
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	
3-00-630	A	Admin. Equipment & Fixed Assets		0.00	0.00	0.00	0.00	0.00	
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	
3-00-910	A	Net Accumulated Oper Deficits		0.00	0.00	0.00	0.00	0.00	
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	
3-00-999	A	Suspense Cash Receipts System		0.00	0.00	0.00	0.00	0.00	
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	
3-12-120	A	ATB Bank Account		(8,621.20)	5,422.58	(38,731.87)	(10,518.35)	(29,072.56)	36,487.57
		YTD Amt	135,161.54	136,124.59	34,959.88	9,110.90	0.00	0.00	0.00
3-12-121	A	Cash-Bank Account		0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3-12-122	A	ATB Revolving Loan		0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
3-12-415	A	Prepaid Goods & Services	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-13-110	A	Cash on Hand	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-32-610	A	Roads Street Walks Lighting/streets land	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-32-615	A	Streets-land amortization	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-32-620	A	Streets - Building	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-32-625	A	Streets-building amortization	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-32-630	A	Machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-32-635	A	Streets-machinery & equipment amortizati	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-32-640	A	Land for Own Gov't Use	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-32-650	A	Streets-vehicles	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-32-655	A	Streets -vehicles amortization	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-41-610	A	Engineered structures water	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-41-615	A	Engineered structures water- amortizatio	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-50-100	A	Gain/Loss on Disposal of Assets	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-72-620	A	Recreation - building	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-72-630	A	Parks - machinery & Equipment	0.00	0.00	0.00	0.00	0.00	0.00

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Summer Village of Sunrise Beach

General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
3-72-635	A	Parks mach & equip - amortization	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
Assets Operating Sub - Totals			(7,752.31)	(16,147.64)	(46,016.37)	(20,647.69)	313,606.84	(34,009.28)
		YTD Amt	(7,467.15)	(14,921.16)	521.03	0.00	0.00	0.00
4-00-240	L	Provincial Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-00-252	L	GST Collected Payable	0.00	0.00	0.00	0.00	(5.00)	(21.75)
		YTD Amt	(26.75)	0.00	0.00	0.00	0.00	0.00
4-00-270	L	Trade Accts. Payable	0.00	0.00	0.00	(975.84)	0.00	0.00
		YTD Amt	(975.84)	0.00	0.00	0.00	0.00	0.00
4-00-290	L	Year End Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-00-298	L	Accrual Accounts Payable System	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-00-299	L	Suspense Accounts Payable System	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-00-300	L	Deferred Grant Revenue	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-00-400	L	Current Portion of Long Term Debt	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-00-700	L	Reserves	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-00-800	L	Equity in Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-00-910	L	Accumulated Surplus	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-00-999	L	Suspense Clearing Account	0.00	0.00	0.00	0.00	6,283.77	(6,283.77)
		YTD Amt	(20.00)	(9,577.74)	9,557.74	0.00	0.00	0.00
4-12-121	L	Loans, Overdrafts	0.00	0.00	0.00	0.00	0.00	0.00

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General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-12-230	L	Income Tax Deductions	0.00	0.00	0.00	(167.52)	167.52	(896.55)
		YTD Amt	(850.54)	(46.00)	92.01	0.00	0.00	0.00
4-12-231	L	Canada Pension Plan Deductions	(106.54)	85.22	21.32	(352.00)	352.00	(567.64)
		YTD Amt	(548.44)	(19.18)	38.38	0.00	0.00	0.00
4-12-232	L	E.I. Deductions	(47.28)	36.49	10.79	(141.07)	141.07	(201.65)
		YTD Amt	(195.24)	(6.43)	12.84	0.00	0.00	0.00
4-32-121	L	Financing - Capital Purchase	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-32-122	L	Debenture - ACFA	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-32-270	L	Trade Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-32-760	L	Street Reserve - Future Projects	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-72-760	L	Reserve - Recreation & Parks	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-76-905	L	Reserves - Policing	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-76-910	L	Reserves - Legal	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-76-915	L	Reserves - Tree Removal	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-76-920	L	Reserves - Snow Removal	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-76-925	L	Reserves - Operating	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-76-930	L	Reserves - Election & Census	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
4-76-935	L	Reserves - Lagoon	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00

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Summer Village of Sunrise Beach

General Ledger Trial Balance 1 2024 Actual

General Ledger	Account Type	Description	Month 1 Month 7	Month 2 Month 8	Month 3 Month 9	Month 4 Month 10	Month 5 Month 11	Month 6 Month 12
Liabilities Operating Sub - Totals			(153.82)	121.71	32.11	(1,636.43)	6,939.36	(7,971.36)
		YTD Amt	(2,616.81)	(9,649.35)	9,700.97	0.00	0.00	0.00
5-00-110	R	Grant - LGFF	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
5-00-120	R	Grant - CCBF	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
5-00-130	R	Reserves	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
5-00-140	R	Deferred Revenue (MSI-C \$250)	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Capital Sub - Totals			0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
6-00-110	E	Project - Road(Everett Rd to Shedden Dr)	0.00	0.00	0.00	0.00	0.00	6,283.77
		YTD Amt	0.00	0.00	0.00	0.00	0.00	6,283.77
6-00-120	E	Project -	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
6-00-130	E	Project -	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
6-00-140	E	Project -	0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00
Expenses Capital Sub - Totals			0.00	0.00	0.00	0.00	0.00	6,283.77
		YTD Amt	6,283.77	0.00	0.00	0.00	0.00	0.00
Total			0.00	0.00	0.00	0.00	0.00	0.00
		YTD Amt	0.00	0.00	0.00	0.00	0.00	0.00

*** end of report ***

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Summer Village of Sunrise Beach

Accounts Payable Bank Reconciliation

August Balance Shown on Bank Statement

236,021.09

Add Outstanding Deposits

Less Outstanding Cheques

Payee	Cheque #	Cheque Date	Amount
Highway 43 East Waste	20240101	2024-07-29	420.72
Municipal Assessment Services	20240102	2024-07-29	1,533.00
ALBERTA MUNICIPALITIES COR	20240110	2024-08-08	39.89
GROWEL PERFORMANCE	20240111	2024-08-20	490.00
Limb Walker Tree Care Ltd	20240112	2024-08-20	3,123.75
TIM-BR Mart	20240114	2024-08-20	138.17
Lac Ste. Anne Bulletin	20240115	2024-08-22	401.31
Napa Auto Parts (Morinville)	20240116	2024-08-22	63.37
UFA Co-operative Limited	20240117	2024-08-22	843.64
Highway 43 East Waste	20240118	2024-08-27	442.02
RPM CUSTOM REPAIR	20240119	2024-08-27	938.84
Total Outstanding Cheques			8,434.71
			(8,434.71)

And Adjustments

Your Bank Balance Should Be 227,586.38

Your Reconciled Bank Balance Is 227,586.38

Difference 0.00

*** End of Report ***

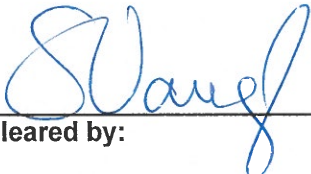

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Summer Village of Sunrise Beach

Accounts Payable Cleared Deposit Listing

Cleared	Deposit Description	Batch #	Deposit Date	Amount
<input checked="" type="checkbox"/>	TAX INSTALLMENT (TIPS)	2018	2024-08-01	9,132.96
<input checked="" type="checkbox"/>	DIRECT DEPOSIT	2074	2024-07-31	1,445.58
<input checked="" type="checkbox"/>	BANK DEPOSIT	2076	2024-08-06	4,084.50
<input checked="" type="checkbox"/>	BANK DEPOSIT	2096	2024-08-09	89.75
<input checked="" type="checkbox"/>	BANK DEPOSIT	2100	2024-08-20	1,387.26
<input checked="" type="checkbox"/>	BANK DEPOSIT	2102	2024-08-22	100.00
<input checked="" type="checkbox"/>	DIRECT DEPOSIT	2106	2024-08-26	1,300.00
<input checked="" type="checkbox"/>	BANK DEPOSIT	2110	2024-08-27	18,311.17
<input checked="" type="checkbox"/>	BANK DEPOSIT	2111	2024-08-27	1,344.07
<input checked="" type="checkbox"/>	DIRECT DEPOSIT	2108	2024-08-29	494.82
<input checked="" type="checkbox"/>	DIRECT DEPOSIT	2116	2024-08-30	2,575.00
<input checked="" type="checkbox"/>	DIRECT DEPOSIT	2117	2024-08-29	300.00
<input checked="" type="checkbox"/>	BANK DEPOSIT	2077	2024-07-31	5,844.41
<input checked="" type="checkbox"/>	DIRECT DEPOSIT	2128	2024-08-14	3,366.25
Total				49,775.77

Cleared by:  

*** End of Report ***

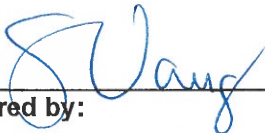

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Summer Village of Sunrise Beach

Accounts Payable Cleared Cheque Listing

Cleared	Payee	Cheque #	Batch #	Cheque Date	Amount
<input checked="" type="checkbox"/>	MUNICIPAL PLANNING SERVICES (2009) LTD.	20240092	2016	2024-07-15	294.00
<input checked="" type="checkbox"/>	Sun & Sand Recreation League	20240098	2016	2024-07-15	300.00
<input checked="" type="checkbox"/>	Yellowhead Regional Library	20240104	2063	2024-07-29	304.80
<input checked="" type="checkbox"/>	Benson, Michael	20240106	2090	2024-08-07	1,073.69
<input checked="" type="checkbox"/>	Meyer, Judy	20240107	2090	2024-08-07	100.00
<input checked="" type="checkbox"/>	Revenue Canada	20240108	2090	2024-08-07	1,737.45
<input checked="" type="checkbox"/>	Standstone Waste & Water Service Ltd.	20240109	2090	2024-08-07	1,056.34
<input checked="" type="checkbox"/>	Taschuk, Gord	20240113	2099	2024-08-20	1,500.00
<input checked="" type="checkbox"/>	MESSAGE, TORI	20240120	2115	2024-08-29	698.00
<input checked="" type="checkbox"/>	Taschuk, Gord	20240121	2115	2024-08-29	
<input checked="" type="checkbox"/>	ALBERTA MUNICIPALITIES	20240123	2124	2024-08-31	1,169.75
<input checked="" type="checkbox"/>	ATB BANK FEES	20240124	2124	2024-08-31	47.20
<input checked="" type="checkbox"/>	Wildwillow Enterprises Inc	20240125	2124	2024-08-31	8,178.62
Total					18,704.22

Cleared by: 


*** End of Report ***

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ATB0114001_7568031_006 E D 08989 04549
 SUMMER VILLAGE OF SUNRISE BEACH
 PO BOX 1197
 ONOWAY AB T0E 1V0

Your ATB Financial Branch

08989 Onoway Branch
 4910 50 St
 Onoway AB
 T0E 1V0

If you have any questions, contact us at
1 800 332-8383 or visit us at
www.atb.com

A summary of your accounts on Aug 31, 2024

Deposits	Value on Aug 31, 2024
	CAD
Business Public Sector Operating # [REDACTED]	98,072.44
Business Public Sector Operating # [REDACTED]	137,948.65
Total Deposits	\$236,021.09
	CAD
Loans	Value on Aug 31, 2024
Municipal Revolving Loan [REDACTED]	0.00
Credit limit \$200,000.00	
Total Loans	\$0.00

Handwritten initials/signature

All loan balances, with the exception of mortgage loans, do NOT include accrued interest. The above should not be relied upon for repayment purposes. Please contact your branch for a payout statement.

Find an error? Give us a call or drop by a branch. We'll take care of it.

Handwritten number 135 in a circle



ATB0114001_7568031_006 - 0029549 HRI - 04 - 04 - 19 - - - 034521

Summer Village of Sunrise Beach

Report to Council

September 2024

Meeting: September 24, 2024 - Regular Council Meeting

Originated By: Tony Sonnleitner, Development Officer, Summer Village of Sunrise Beach.

Development Permits: None

Enforcements: **24STOP08-44**
PLAN 5672 KS, BLOCK 2A, LOT 1
GRASS AND WEEDS
Not addressed, grass and weeds taller than ever.

Letters of Compliance: None

Bylaws: None

Regards,

Tony Sonnleitner, Development Officer

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Summer Village of Sunrise Beach Action List Report – Council/Administration					
August 27th, 2024					
Motion #	Meeting Date	Intent	Started by	Finished By	Status
54-24	March 26	Workplace Violence Policy	Tori/Wendy		September agenda
72-24	April 23	Register for ASVA conference	Tori	Tori	Mike, Jon and Brian registered
100-24	June 25	5 year capital/operating budget	Wendy/Heather		September agenda
97-24	June 25	Emails for SV	Tori/Shelley		September agenda
97-24	June 25	Look into a server	Shelley/Tori/Wendy		September agenda
118-24	July 23/24	Send email to Hummocky	Tori/Wendy	Tori/Wendy	Sent to Mike to send
116-24	July 23/24	Talk to Laurie Laderoute- quote	Tori	Tori	Done
		Email LSAC-borrow digital speed sign	Tori	Tori	Done-they do not have a sign to lend
	August 27/24	Brian to send email to Joe Blakeman cc Mike Primeau, SRB council and admin – Hummocky conversation	Brian		To send after road repairs complete
		Bull rushes – Alberta Counsel			Conversation started, missed deadline for 2024, would be 2025 project
156-24	Aug 27	Set up meeting with Alberta Counsel	Wendy/Tori		Email sent Sept 13-requesting zoom meeting
151-24	Aug 27/24	Inform Shelley motion limbwalkers	Tori	Tori	Done
152-24/53	Aug 27/24	Letter to county-work with Peter	Wendy		Letter sent to council, sent to County, County replied Sept 10
155-24	Aug 27/24	Municipal indicator	Tori	Tori	Done- response completed on dashboard
157-24	Aug 27/24	Send motion to Lagoon committee	Tori	Tori	Done
158-24	Aug 27/24	Send motion to Emergency management	Tori	Tori	Done
	Aug 27/24	Legal council – Hummocky subdivision?	Wendy		Email sent to legal, back and forth conversation in process
	Aug 27/24	Allnet message-Shedden	Tori/Wendy	Tori	Done
	Aug 27/24	Letters/emails – committee appointments	Tori	Tori	Sent via email
	Aug 27/24	Get Gord to reach out to Sandy store -gas	Tori	Tori	Talked to Gord and informed Council on Gord's response
	Aug 27/24	List of Grant items-Alberta Counsel	Tori	Tori	Add to Aug agenda
154-24	Aug 27/24	Email Sturgeon- CPO services	Wendy		Email sent, waiting reply
146/150	Aug 27/24	Get bylaw and minutes signed	Wendy	Wendy	Done
146/150	Aug 27/24	Add bylaw and minutes to website	Tori	Tori	Done

ASVA 66th Tentative Conference Agenda - Navigating The Challenges Together - 2024

THURSDAY OCTOBER 17, 2024			
7:00	REGISTRATION & BREAKFAST - Bison Meadows Room		
8:00	Welcome Delegates - Opening Remarks & Introduction of Next Speaker	ASVA	Mike Pashak, ASVA President
8:10	Golf Cart Pilot Project Update & SV of Whispering Hills' Experience with the Golf Cart Pilot Project	Alberta Transportation & Economic Corridors & SV of Whispering Hills	Pamela Sooley & Mayor Curtis Schoepp
8:40	TITLE SPONSOR - INTRODUCTION OF NEXT SPEAKER (TBD)	ABmunis	TBD
8:40	Summer Villages - Grant Funding Availability	A/C (Alberta Counsel)	Klay Dyer, Funding Associate
9:10	INTRODUCTION ONLY OF NEXT SPEAKER		Mike Pashak, ASVA President
9:10	FIRESMART In Summer Villages	Parkland County Fire Service	Kyle Sherman, FireSmart Coordinator
9:40	INTRODUCTION ONLY OF NEXT SPEAKER		Brian Waterhouse, ASVA Vice President
9:40	Enhanced Policing Services & Kids Card Program	OIC Wetaskiwin-Camrose RCMP	Inspector John Spaans
10:10	COFFEE BREAK & TRADESHOW - Emerald Hills Room		
10:30	INTRODUCTION ONLY OF NEXT SPEAKER		Mike Pashak, ASVA President
10:30	Shoreline Modifications/Stabilizations, Erosion Protection, What's allowed, What's Not	Alberta Environment and Protected Areas	Gerry Haekel, Land Management & Conservation Branch, Lands Division
10:55	INTRODUCTION ONLY OF NEXT SPEAKER		Brian Waterhouse, ASVA Vice President
10:55	Fostering A Climate Respect for Summer Villages, Mayors Council Dealing with Difficult People, Threats, & Managing Expectations	Brownlee LLP	Alifeyah Gulamhusein, Partner
11:25	INTRODUCTION ONLY OF NEXT SPEAKER		Mike Pashak, ASVA President
11:25	Priorities of the Minister of Municipal Affairs	Alberta Municipal Affairs	Minister of Municipal Affairs, Ric McIver
12:05	LUNCH - Bison Meadows Room & TRADESHOW- Emerald Hills Room		
1:05	INTRODUCTION ONLY OF NEXT SPEAKER		Brian Waterhouse, ASVA Vice President
1:05	Impacts of Drought on Lake Water Quality	Alberta Environment and Protected Areas	Brandon Leask, Senior Water Administration Engineer
1:35	INTRODUCTION ONLY OF NEXT SPEAKER		Mike Pashak, ASVA President

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1:35	Administering Summer Villages	SVs of Itaska Beach, Silver Beach & Sundance Beach	June Boyda, B.Sc, CLGM, Chief Administrative Officer
2:00	INTRODUCTION ONLY OF NEXT SPEAKER		Brian Waterhouse, ASVA Vice President
2:00	Estate Planning - the Cottage Rules	Patriot Law	Edward Gallagher, Partner
2:25	COFFEE BREAK & TRADESHOW- Emerald Hills Room		
2:40	INTRODUCTION OF NEXT SESSION		Mike Pashak, ASVA President
2:40	Table Topics - MAP Review, Working Wells Presentation, Burning Brush - Best Practices	ASVA Board Members & Delegates	ASVA Board Members
3:20	INTRODUCTION ONLY OF NEXT SPEAKER		Brian Waterhouse, ASVA Vice President
3:20	Municipal Census in Alberta	Alberta Municipal Affairs	Kim Moore, Municipal Information Advisor
3:40	5 Minute Break Before AGM		
3:45	AGM MEETING - Bison Meadows Room		
6:00	COCKTAILS - Bison Meadows Room		
6:30	BANQUET - AWARDS - SILENT AUCTION - ENTERTAINMENT - Bison Meadows Room		
Friday, October 18, 2024			
8:00	REGISTRATION & BREAKFAST - Bison Meadows Room		
9:00	Welcome Back Members - ASVA Update & Introduction of Next Speaker	ASVA	Mike Pashak, ASVA President
9:20	Asset Management	ABmunis	Robert Hayder
9:45	INTRODUCTION OF NEXT SPEAKER		Brian Waterhouse, ASVA Vice President
9:45	Understanding Municipal Audits: An Auditor's Perspective	Seniuk and Company, CPAs	Laura Marcato, CPA, CA Engagement Partner – Corporate and Assurance Services, Not-For-Profit and Public Sector Firm Leader
10:10	INTRODUCTION ONLY OF NEXT SPEAKER		Mike Pashak, ASVA President
10:10	PANELIST DISCUSSION ATB - Fraud Prevention and Cybersecurity for Businesses Cybersecurity Risks and Incident Response Planning (Tentative Title) Town of Didsbury - Experience of Being Cyberhacked	ACSI - ATB Financial ACSI Town of Didsbury	Aisha Kitchlew, Sr. Manager Fraud & Cybercrime, ATB Advisory David Chernitzky, CEO and Co-Founder of Armour Cybersecurity Mayor Rhonda Hunter
11:10	10 Minute Break		
11:20	INTRODUCTION ONLY OF NEXT SPEAKER		Brian Waterhouse, ASVA Vice President

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11:20	Identification, Prevention and Mitigation of Invasive Species	Alberta Environment and Protected Areas	Nicole Kimmel, Aquatic Invasive Species Specialist
11:50	CONFERENCE CLOSING REMARKS	ASVA	Mike Pashak, ASVA President

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66th ASVA
Annual General Meeting
“Navigating the Challenges Together”

**Sandman Signature Sherwood Park
Hotel**
**901 Pembina Road, Sherwood Park,
AB T8H 0Y7**

Thursday, October 17, 2024

3:45 PM

Bison Meadows Room

AGENDA

1. Call to Order by the President
2. Approval of the Agenda
3. Adoption of Minutes from October 19, 2023, Annual General Meeting
4. ASVA 2023-2024 Annual Report Section: Successes and Challenges
5. 2023 ASVA Audited Financial Statements
6. Resolutions Submitted to ASVA by the Summer Village of Grandview
 - 1) Res. #2024-179 – Advocacy for Process Improvement of the Municipal Accountability Program (MAP) for Increased Effectiveness (Attached)
 - 2) Res. #2024-180- Publicity for Summer Villages (Attached)
7. Date of the Next Annual General Meeting – October 16, 2025
8. ASVA’s 2024 Sponsors
9. Adjournment



Association of
SUMMER VILLAGES
OF ALBERTA

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**RESOLUTION PRESENTED TO
THE ASSOCIATION OF SUMMER VILLAGES OF ALBERTA AGM, October 18, 2024**

Title: Advocacy for Process Improvement of the Municipal Accountability Program (MAP) for Increased Effectiveness

Sponsored by the Summer Village of Grandview

WHEREAS Summer Villages strive to achieve outstanding governance in the fulfillment of its obligations to residents and to Municipal Affairs; and

WHEREAS Municipal has introduced the MAP review which is compulsory for municipalities with a population under 2500 to be done at a frequency of every 5 years; and

WHEREAS increasing reporting and other obligations imposed by Municipal Affairs is putting a noticeable strain on the administrative staff without receiving a direct benefit for the residents being served; and

WHEREAS routine reporting to Municipal Affairs provides valuable information pertaining the success of municipal governance within Summer Villages; and

WHEREAS successful organizations strive for continuous improvement through routinely examining and improving the processes through which they operate.

IT IS THEREFORE RESOLVED THAT the ASVA advocate to Alberta Municipal Affairs for improvements in the administration of the MAP Reviews such that needless and non- beneficial work can be avoided, and with input from the selected municipalities on where assistance would be beneficial to that particular municipality.

Background

In the case of the Summer Village of Grandview, the first round of MAP reviews was conducted in 2018 and now we have been advised that the second round will be done in 2024. Preparation of the 2018 review took considerable administrative time to prepare documents to be reviewed by Municipal Affairs staff. While it is important to have periodic reviews (audits) of compliance with the requirements of the MGA, the impact of the review could have been greatly improved with a few simple steps. First, trivial matters such as raising hands by Council Members during a vote, and changing "in camera" to "closed session" could easily be handled by such things a simple communications to all municipalities.

Second, the sharing of results should be done so all municipalities can benefit from common mistakes made by others. We did not receive any summary of such shortcomings. Municipal Affairs could provide a great service to both Administrations and Councils by publishing a newsletter of things to watch for in the conduct of municipal business.

Third, a second round of the MAP review is bound to place another burden on an already overworked administrative staff. We have heard that the compulsory review has now commenced for all municipalities under 2500 population, but we have not yet been advised of the scope of the review. Reports, including Audit Reports, are routinely filed with Municipal Affairs to satisfy the requirements of the MGA and various regulations. Municipalities also undergo a "Municipal Indicator" rating system to

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demonstrate viability. If these Audit Reports and Municipal Indicator ratings are designed properly, the question arises as to why another MAP review would be required. If there is something missing, then the reporting system should be improved.

Finally, and perhaps most importantly, municipalities that are successful should be used as examples for other municipalities to emulate through the sharing of best practices.

There may be other improvements based on the experiences of other Summer Villages. An improved process for the MAP review that was less onerous for administrative staff while providing benefit to municipalities having difficulties would be a significant and worthwhile achievement.

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**RESOLUTION PRESENTED TO
THE ASSOCIATION OF SUMMER VILLAGES OF ALBERTA AGM, October 18, 2024**

Title: Publicity for Summer Villages

Sponsored by the Summer Village of Grandview

WHEREAS Summer Villages hold a special place in the arena of municipal government with unique privileges for their residents and critical responsibilities in looking after lakes within Alberta; and

WHEREAS Summer Villages have often been disadvantaged, even threatened with dissolution because of their special characteristics; and

WHEREAS Summer Villages are successful and accountable to their residents and provide opportunities not available in larger municipalities for residents to become involved in municipal government; and

WHEREAS the value of Summer Villages within the larger framework of Alberta's municipalities is not well understood or appreciated by the general public or other municipalities.

IT IS THEREFORE RESOLVED that the Association of Summer Villages of Alberta prepare a fact sheet to describe the how Summer Villages are governed, their place within the larger context of Municipal Government and the value they provide all Albertans in protecting provincial lakes.

BACKGROUND

Summer Villages gained special governance status in 1913 as part of an effort to provide direct representation for governance and taxation. Provincial Statute Chapter 39, enacted in October 1913, established Lakeview, on Lake Wabamum, as a Summer Resort. The term Summer Village first occurred in the incorporation notice for Seba Beach in August 1920, followed three weeks later by the establishment of the Summer Village of Alberta Beach.

The unique aspect of Summer Villages within Alberta is that owning land that is not the principal residence entitles the owner to vote and hold office and thereby become involved in the affairs of the Summer Village. Such a privilege is not granted in other municipalities where owning land does not grant the right to vote. This is a matter of taxation without representation. A result of the "summer character" of our municipalities is being disadvantaged in the allocation of government capital funding where a Summer Village receives only a fraction of that received by a corresponding Village. Summer Villages have also been threatened with dissolution in a misdirected attempt to streamline government. Rumours persist that this threat will reappear.

It is recommended that the ASVA prepare a publicity document to describe the advantages of Summer Villages and tout the valuable role our municipalities play in the stewardship of Alberta's lakes. The purpose of this initiative is to prepare our residents to respond when the inevitable criticisms come about our existence.

A fact sheet on Summer Villages could be prepared with a volunteer committee supported by administrative staff providing statistics and data.

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR115836

August 9, 2024

Subject: 2025 Fire Services Training Program Grant

Dear Chief Elected Officials:

It is my pleasure to announce that Municipal Affairs is providing \$500,000 in grant funding for the 2025 Fire Services Training Program. This government recognizes the important work of fire services, and that public safety is always a priority. While Municipal Affairs respects that fire services are a municipal responsibility, we also recognize that a strong provincial-municipal partnership is key to keeping Albertans safe.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses approved for delivery under this grant will align with the following key outcomes:

- public safety is preserved in Alberta;
- community risk is effectively managed by local authorities; and
- firefighters are able to receive training in alignment with best practices.

Grant information, along with grant guidelines and application form are available at www.alberta.ca/fire-services-training-grant. Please forward this information to your chief administrative officers and fire chiefs, so they may complete the application form. Collaboration involving multiple municipalities is permitted, but not required.

If you have any questions regarding the grant applications or the program guidelines, feel free to contact Municipal Affairs at 1-866-421-6929 or firecomm@gov.ab.ca.

This grant program will assist fire departments across the province be prepared with the knowledge and skills to protect their communities. I look forward to reviewing your 2025 Fire Services Training Program submissions.

Sincerely,

Ric McIver
Minister

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**Yellowhead Regional Library is a customer-facing,
customer-focused organization.**

Introduction

Integrated planning is the process that links mission, vision, values and priorities to coordinate and drive all planning and resource allocation operations.

Determining the cost of YRL's routine expenses (organizational commitments and operations) while balancing strategic planning efforts (Plan of Service initiatives) is a part of the annual budget process.

Not all components of the strategy will need more direct funding. Some tasks might need new processes or procedures, as well as a reallocation of resources (staff time).

Budget Process

- Accounting assessed organizational commitments, projected interest rates and inflationary increases based on the current situation and average actual expenses over the past three years.
- Administration reviewed policies and procedures which impact and influence budget decision or direction.
- Managers confirmed organizational commitments (license agreements, hardware replacement obligations), projected staffing requirements, and assessed projects based on operational commitments and strategic priorities.
- Administration reviewed requests and rationale with the managers, adjusted budget amounts, and evaluated plans with consideration of the ad hoc Finance Committee direction and prior Executive Committee discussions.

Overview

Administration

The official population figures for public library services returned to Alberta Municipal Affairs from Alberta Treasury Board and Finance. There is a decrease in the overall population served and despite the slight increase in the Public Library Services Branch (PLSB) per capita rate, the overall impact is a decrease in revenue from the province and in the overall levy amount from the municipalities.

The proposed budget expenditures are aligned with YRL's [current strategic plan](#) to enhance service quality, improve accessibility and foster a supportive work environment. This budget proposal:

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- Recognizes the need for limited increase in staffing levels to maintain and address consulting needs by member libraries.
- Plans for a significant staffing change by increasing costs for recruitment.
- Addresses professional development needs of staff, including provision of training under the Continuing Education Policy.
- Addressing the continuing education needs of member library staff using a variety of modes.
- Addresses the development needs of YRL board members and municipal library board members.

The salary and benefit lines reflect the compensation philosophy of the Board and includes additional staff for Library Development Services.

A capital expenditure for Administration includes the replacement of furniture to address:

- Ergonomic issues caused by furniture not designed for current work styles.
- Replacement of furniture which has reached/exceeded end-of-life and/or was not designed for technology.

Collections and Resource Sharing

This department is responsible for acquisitions of print and electronic resources and maintenance of the data to permit use of content by libraries and members of the public. The core activities include acquisitions, cataloguing, processing, interlibrary loan management, vendor relationships, and delivery. The proposed 2025 budget items will:

- Accommodate increases in costs resulting from increased library ordering (ex. second location for Spruce Grove).
- Add additional staffing hours for materials handling due to increases in volume.
- Address changing needs for online databases including resources supporting job seeking, education, and general reference.
- Include software supporting collaboration in virtual workspaces.
- Support the roll-out of a new staff access point for circulation and patron management in cooperation with LDS.
- Support the roll-out of a new discovery layer contracted by TRAC which will update the search-and-find interface for TRAC.

Library Development Services

This department is responsible for front-line service and support to member libraries. Core activities include but are not limited to answering questions from public and school library staff on general policy, procedure and process, and plan of service supports for public library boards and staff.

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The budget requests for LDS focus on provision of support and fostering professional development for member library staff who are working in increasingly complex and fast-evolving environments. The proposed 2025 budget items will:

- Through the addition of a contract staff member (supported in part by PLSB grant funds), ensure a needs assessment is conducted with On-Reserve and On-Settlement (OROS) communities, and support member libraries in delivering services to Indigenous communities.
- With the addition of a permanent librarian position, increase support to address complex and evolving member library needs and growing demand for consulting and training services.
- Support the move to evidence-based practices and impact assessment, ensuring continuous improvement and informed decision-making when working with members.
- Build resource offerings for programming, customer service, staff resilience, patron incident reporting and more, which will in turn enhance the overall impact libraries have on their communities.

Technology Services

This department focuses on the technical support required for libraries to serve their community. This includes but is not limited to servers and network design/support, staff and public access computer support, and wireless access points.

In addition to continued licenses and professional support to maintain network services and address cybersecurity issues, this budget request will:

- Address the need to keep networking equipment for member libraries up to date.
- Includes licenses to roll out the public computer management project.

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**Yellowhead Regional Library DRAFT 2025 Budget
General Fund**

REVENUE		2023	2024	2025	VARIANCE	
R1	Additional Allotment	\$ 95,000	\$ 150,000	\$ 180,000	\$ 30,000	Additional allotment purchased by member libraries; offset in Line E17: <i>Purchases - Allotment</i> .
R2	Contract Services	\$ 78,000	\$ 78,000	\$ 85,904	\$ 7,904	TRAC Central Site Agreement.
R3	Interest	\$ 50,000	\$ 145,000	\$ 136,000	\$ (9,000)	Estimate based on average account balances and dropping interest rates.
R4	Local Appropriations	\$ 1,379,406	\$ 1,433,185	\$ 1,430,809	\$ (2,376)	Increased by 2% (\$4.75) per capita on Alberta Municipal Affairs latest official population figures (2023), population drop from 2024 estimates and known changes.
R5	Non-allotment Sales	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	Prediction for the volume of non-allotment purchases; offset in Line E19: <i>Purchases - Non-allotment</i> ; reflects trend experienced over last three years.
R6	Operating Grant	\$ 1,390,506	\$ 1,462,572	\$ 1,465,449	\$ 2,877	Public Library Services Branch (PLSB) operational funding based on 2019 population figures; assumption grant remains at \$4.75 per capita. Includes Library Services Grant paid out to libraries; offset in Line E10: <i>Library Grant Disbursements</i> .
R7	Other Grants	\$ 26,432	\$ 27,726	\$ 31,926	\$ 4,200	PLSB On-Reserve/On-Settlement (OROS) Grant and Canada Summer Jobs Grant. In 2025, these will be offset in Lines E6 and E7 for Indigenous Initiatives Librarian and summer student.
R8	School System Levy	\$ 147,278	\$ 147,761	\$ 156,595	\$ 8,834	Increased by 2% (\$15.40) per full-time equivalent (FTE) student on Alberta Education population figures; reflects recent trend of relatively stable student populations.
R9	Workshop and Conference Revenue	\$ -	\$ 12,000	\$ 12,000	\$ -	Received from workshop and conference attendees; offset in E25: <i>Workshops and Conferences</i> .
TOTAL REVENUE		\$ 3,367,122	\$ 3,656,244	\$ 3,698,683	\$ 42,439	

EXPENSES		2023	2024	2025	VARIANCE	
E1	Bank Charges and Miscellaneous	\$ 2,200	\$ 2,310	\$ 2,780	\$ 470	Credit card fees; increase in bank fees, miscellaneous charges.
E2	Building Maintenance	\$ 46,000	\$ 48,300	\$ 45,000	\$ (3,300)	Non-capital building maintenance including mechanical, cleaning and incidentals; decreased based on the actual expenses incurred in the previous years.
E3	Membership Support	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	Technical fixes/replacement of equipment; includes Technology Services staff travel to member libraries (fuel, meals and, if necessary, hotels).
E4	Delivery	\$ 44,625	\$ 46,856	\$ 50,547	\$ 3,691	Direct non-salary costs of delivery system; increased due to higher fuel prices and maintenance.
E5	Inter-library Loan Expenses			\$ 1,500		Postage for school materials and curriculum support;
E6	Employee Benefits	\$ 294,973	\$ 369,170	\$ 381,763	\$ 12,593	Reflects known Canada Pension Plan increases and one percent cost of living adjustment (COLA) increase.
E7	Employee Salaries	\$ 1,627,211	\$ 1,922,834	\$ 1,931,281	\$ 8,447	Reflects known staff changes and director's contract, estimate of seniority increases, one percent COLA increase, and one additional librarian position.
E8	Insurance	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	Alberta Municipal Services Corporation provides all coverages (auto, building, liability); cyber insurance.
E9	Leases and Licensing	\$ 120,000	\$ 135,000	\$ 188,296	\$ 53,296	Licensing costs for software/equipment leasing and maintenance (often reactive); ACSI Fortinet renewal.
E10	Library Grant Disbursements	\$ 56,016	\$ 60,486	\$ 60,486	\$ -	Funds distributed to designated libraries, as directed; income reflected in Line R6: <i>Operating Grant</i> .

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Yellowhead Regional Library DRAFT 2025 Budget General Fund

EXPENSES Part 2	2023	2024	2025	VARIANCE	
E11 Library Supplies and Shipping	\$ 22,000	\$ 25,000	\$ 48,000	\$ 23,000	Processing supplies (mylar, labels, barcodes) and incoming shipment charges; new collections for existing and new libraries and increased drop shipping.
E12 Memberships	\$ 20,600	\$ 20,600	\$ 20,600	\$ -	Alberta Library Trustees' Association (ALTA), Library Association of Alberta (LAA), The Alberta Library (TAL), and Canadian Urban Libraries Council (CULC).
E13 Office Supplies and Equipment	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	General office supplies and internal hardware/software.
E14 On-Reserve/On-Settlement Grant	\$ 26,426	\$ 27,726	\$ -	\$ (27,726)	In 2025, will go toward Indigenous Initiatives Librarian salary.
E15 Printing and Promotion	\$ 4,750	\$ 5,500	\$ 5,500	\$ -	Printing of annual report, 2026-2030 strategic plan and other communications material; promotional costs for YRL's share of regional library participation in trade shows as needed.
E16 Professional Services	\$ 137,500	\$ 140,500	\$ 189,430	\$ 48,930	Annual audit fee increase; technical support and incidental legal expenses; majority due to ACSI (IT) managed services; one year renewals of FortiGates and FortiSwitches and warranties; communications contract increase based on needs.
E17 Purchases - Allotment	\$ 324,334	\$ 330,000	\$ 350,000	\$ 20,000	Allotment maintained at \$0.75 per capita for public libraries and \$1.00 per FTE student for school libraries; includes additional allotment purchased by member libraries that is offset in Line R1: <i>Additional Allotment</i> .
E18 Purchases - HQ Collections	\$ 215,000	\$ 239,250	\$ 268,000	\$ 28,750	New and current online content; majority of renewals are negotiated by TAL on behalf of members.
E19 Purchases - Non-allotment	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	Offset in Line R5: <i>Non-allotment Sales</i> .
E20 Staff Travel Expenses/Recruitment	\$ 10,000	\$ 10,000	\$ 16,500	\$ 6,500	Non-IT staff travel (fuel, meals and, if necessary, hotels) and recruitment-related costs for securing qualified staff.
E21 Staff Professional Development	\$ 24,000	\$ 33,800	\$ 53,200	\$ 19,400	Includes training, technical training and conference attendance; continuing education.
E22 Telephone and Utilities	\$ 96,200	\$ 100,000	\$ 100,175	\$ 175	Off-site data service fees.
E23 TRAC Expenses	\$ 206,000	\$ 200,000	\$ 244,771	\$ 44,771	YRL's share of TRAC budget; reflects capital hardware purchases as well as a new TRACpac discovery layer.
E24 Trustee Expenses	\$ 20,000	\$ 30,000	\$ 33,975	\$ 3,975	Board/Executive meeting costs, advocacy and conference.
E25 Workshops and Conference	\$ 22,000	\$ 22,000	\$ 37,050	\$ 15,050	Stronger Together Conference and in-house workshops; inflation and hosting costs for workshops.
TOTAL EXPENSES	\$ 3,565,335	\$ 4,016,856	\$ 4,274,354	\$ 258,022	

General Fund: Surplus (Deficiency)

Revenue Over Expenses	\$ (198,213)	\$ (360,612)	\$ (575,671)
Cost-benefit ratio	105.89%	109.86%	115.56%

Purchases - Capital Assets

	2025		
Fortigates & Fortiswitches	\$ 278,000		Five years; next replacement in November 2030
Furniture Replacement	\$ 183,605		
Equipment - Computers	\$ 24,000		Replacing old equipment for staff
	<u>\$ 485,605</u>		

***Special Projects**

Cybrarian licenses for public libraries	\$ 25,000		Continuation of 2024 project
Total Funds expense	<u>\$ 510,605</u>		

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**Yellowhead Regional Library DRAFT 2025 Budget
2024 Fund Reserves**

	General Fund	Equity in Capital Assets	Capital Fund	Operational Contingency Fund	Special Projects Fund	Total
Balance at 2024 Year End	\$ 134,182	\$ 294,751	\$ 781,175	\$ 2,107,787	\$ 96,233	\$ 3,414,128
	\$ (134,182)		\$ 50,000	\$ 64,182	\$ 20,000	
Excess to July 31, 2024						
Revenue Over Expenses	\$ 915,265					
Amortization to July 31, 2024		\$ 153,264				
Capital Asset Purchases* includes building improvement		\$ -	\$ (74,465)			
Capital Asset Disposals		\$ -				
Special Projects						
Deferred Contribution		\$ 93,512				
Balance at July 31, 2024	\$ 915,265	\$ 388,263	\$ 756,710	\$ 2,171,957	\$ 116,233	\$ 4,348,428

Purchases - Capital Assets	Budgeted	Actual cost 2024
Aruba Access Points Replacement	\$ 82,420	\$ 39,690
Boardroom Screen	\$ 10,060.05	\$ 14,144.00
Learning Lab Camera	\$ 3,500.00	\$ 1,747.00
Learning Lab Interactive Whiteboard	\$ 8,775.90	\$ 8,358.00
Laptop mobile lab replacement	\$ 7,000.00	\$ 6,548.65
FortiGate and FortiSwitch for New Library Location ¹	\$ 7,400.00	
Universal Power Supply ¹	\$ 12,000.00	\$ 11,462.84
	\$ 131,155	\$ 81,950.49

¹ Unplanned capital assets

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**Yellowhead Regional Library DRAFT 2025 Budget
Member Municipal Library Services Grant / Operating Grant / Appropriations / Allotment**

Municipality	2019 Population Estimates	Library Services Grant at \$5.60/ Capita (2019 Pop Est)	Operating Grant at \$4.75/Capita (2019 Pop Est)	2023 Official Populations as of Jan 2024	2025 Appropriation at \$4.75/capita (2023 Official Pop)	Allotment at \$0.75/capita (2023 Official Pop)
ALBERTA BEACH	1,018		\$4,835.50	864	\$4,104.00	\$648.00
BARRHEAD	4,579		\$21,750.25	4,320	\$20,520.00	\$3,240.00
BARRHEAD NO. 11, COUNTY OF	6,288		\$29,868.00	5,877	\$27,915.75	\$4,407.75
BEAUMONT ¹⁵	19,236		\$91,371.00	20,888	\$99,218.00	\$15,666.00
BIRCH COVE	45	252	\$213.75	67	\$318.25	\$50.25
BRAZEAU COUNTY	7,771	43,518	\$36,912.25	7,179	\$34,100.25	\$5,384.25
BRETON	574		\$2,726.50	567	\$2,693.25	\$425.25
CALMAR	2,228		\$10,583.00	2,183	\$10,369.25	\$1,637.25
CASTLE ISLAND	10	56	\$47.50	15	\$71.25	\$11.25
CLYDE	430	2,408	\$2,042.50	415	\$1,971.25	\$311.25
CRYSTAL SPRINGS	51	286	\$242.25	74	\$351.50	\$55.50
DEVON	6,578		\$31,245.50	6,545	\$31,088.75	\$4,908.75
DRAYTON VALLEY	7,235		\$34,366.25	7,291	\$34,632.25	\$5,468.25
EDSON	8,414		\$39,966.50	8,374	\$39,776.50	\$6,280.50
GRANDVIEW ¹⁷	114	638	\$541.50	143	\$679.25	\$107.25
HINTON	9,882		\$46,939.50	9,817	\$46,630.75	\$7,362.75
JASPER, MUNICIPALITY OF	4,590		\$21,802.50	4,738	\$22,505.50	\$3,553.50
KAPASIWIN	10	56	\$47.50	24	\$114.00	\$18.00
LAC STE. ANNE COUNTY	10,899		\$51,770.25	11,300	\$53,675.00	\$8,475.00
LAKEVIEW	30	168	\$142.50	29	\$137.75	\$21.75
LEDUC	33,032		\$156,902.00	36,060	\$171,285.00	\$27,045.00
LEDUC COUNTY ¹³⁵	13,780		\$65,455.00	14,416	\$68,476.00	\$10,812.00
MA-ME-O BEACH	110	616	\$522.50	128	\$608.00	\$96.00
MAYERTHORPE	1,320		\$6,270.00	1,343	\$6,379.25	\$1,007.25
MILLET ²⁵	1,945		\$9,238.75	1,890	\$8,977.50	\$1,417.50
NAKAMUN PARK	96	538	\$456.00	78	\$370.50	\$58.50
NORRIS BEACH	38	213	\$180.50	71	\$337.25	\$53.25
ONOWAY	1,029		\$4,887.75	966	\$4,588.50	\$724.50
PARKLAND COUNTY ⁵⁷	32,097		\$152,460.75	32,205	\$152,973.75	\$24,153.75
POPLAR BAY	103	577	\$489.25	113	\$536.75	\$84.75
ROSS HAVEN	160	896	\$760.00	126	\$598.50	\$94.50
SANDY BEACH	278	1,543	\$1,320.50	278	\$1,320.50	\$208.50
SEBA BEACH	169		\$802.75	229	\$1,087.75	\$171.75
SILVER BEACH	65	364	\$308.75	55	\$261.25	\$41.25
SILVER SANDS	160	896	\$760.00	214	\$1,016.50	\$160.50
SOUTH VIEW	67	375	\$318.25	72	\$342.00	\$54.00
SPRING LAKE	699	3,914	\$3,320.25	711	\$3,377.25	\$533.25
SPRUCE GROVE ⁵⁷	35,766		\$169,888.50	38,985	\$185,178.75	\$29,238.75
STONY PLAIN	17,842		\$84,749.50	17,993	\$85,466.75	\$13,494.75
SUNRISE BEACH	135	756	\$641.25	153	\$726.75	\$114.75
SUNSET POINT	169	946	\$802.75	257	\$1,220.75	\$192.75
SWAN HILLS	1,301		\$6,179.75	1,201	\$5,704.75	\$900.75
THORSBY	1,015		\$4,821.25	967	\$4,593.25	\$725.25
WABAMUN	682		\$3,239.50	-	-	-
VAL QUENTIN	252	1,411	\$1,197.00	158	\$750.50	\$118.50
WARBURG	766		\$3,638.50	676	\$3,211.00	\$507.00
WEST COVE	149	834	\$707.75	222	\$1,054.50	\$166.50
WESTLOCK	5,101		\$24,229.75	4,921	\$23,374.75	\$3,690.75
WESTLOCK COUNTY	7,220		\$34,295.00	7,186	\$34,133.50	\$5,389.50
WETASKIWIN	12,655		\$60,111.25	12,594	\$59,821.50	\$9,445.50
WETASKIWIN COUNTY NO. 10 ¹²	11,181		\$53,109.75	11,217	\$53,280.75	\$8,412.75
WHITECOURT ⁴⁵	10,204		\$48,469.00	9,927	\$47,153.25	\$7,445.25
WOODLANDS COUNTY ⁴⁵	4,754		\$22,581.50	4,558	\$21,650.50	\$3,418.50
YELLOWHEAD COUNTY	10,995		\$52,226.25	10,426	\$49,523.50	\$7,819.50
YELLOWSTONE	137	767	\$650.75	117	\$555.75	\$87.75
TOTALS	295,454	\$62,028.50	\$1,403,406.50	301,223	\$1,430,809.25	\$225,917.25

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**Yellowhead Regional Library DRAFT 2025 Budget
Member School Division Levies / Allotment**

Name	Regular	0.5 FTE	Total FTE	2025 Levy at \$15.40/FTE	Allotment at \$1.00/FTE
Northern Gateway					
Darwell School Library	147	17	138.5	\$ 2,132.90	\$ 138.50
Elmer Elson Elementary School Library	309	42	288	\$ 4,435.20	\$ 288.00
Gateway Academy Onoway	13	13	6.5	\$ 100.10	\$ 6.50
Gateway Academy Whitecourt	79	79	39.5	\$ 608.30	\$ 39.50
Grasmere School Library	127	7	123.5	\$ 1,901.90	\$ 123.50
Hilltop Junior/Senior High School Library	541	0	541	\$ 8,331.40	\$ 541.00
Mayerthorpe Junior/Senior High School Library	279	0	279	\$ 4,296.60	\$ 279.00
Onoway Elementary School Library	426	60	396	\$ 6,098.40	\$ 396.00
Onoway Junior/Senior High School Library	501	0	501	\$ 7,715.40	\$ 501.00
Pat Hardy Primary School Library	360	50	335	\$ 5,159.00	\$ 335.00
Percy Baxter Middle School Library	361	0	361	\$ 5,559.40	\$ 361.00
Rich Valley School Library	115	11	109.5	\$ 1,686.30	\$ 109.50
Sangudo Community School Library	121	9	116.5	\$ 1,794.10	\$ 116.50
Whitecourt Central Elementary School Library	332	56	304	\$ 4,681.60	\$ 304.00
Subtotals	3711	344	3539.0	\$54,500.60	\$3,539.00

Pembina Hills

Barrhead Composite High School Library	704	0	704	\$ 10,841.60	\$ 704.00
Barrhead Outreach	42	42	21	\$ 323.40	\$ 21.00
Busby School Library	141	32	125	\$ 1,925.00	\$ 125.00
Dunstable School Library	58	14	51	\$ 785.40	\$ 51.00
École Barrhead Elementary School Library	636	130	571	\$ 8,793.40	\$ 571.00
École Westlock Elementary School Library	438	91	392.5	\$ 6,044.50	\$ 392.50
Eleanor Hall School Library	177	28	163	\$ 2,510.20	\$ 163.00
Fort Assiniboine School Library	98	13	91.5	\$ 1,409.10	\$ 91.50
Neerlandia Public Christian School Library	258	39	238.5	\$ 3,672.90	\$ 238.50
Pembina North Community School Library	185	29	170.5	\$ 2,625.70	\$ 170.50
Pibroch Colony School Library	23	23	11.5	\$ 177.10	\$ 11.50
R.F. Staples Secondary School Library	639	0	639	\$ 9,840.60	\$ 639.00
Sunny Bend Colony School Library	24	24	12	\$ 184.80	\$ 12.00
Swan Hills School Library	202	38	183	\$ 2,818.20	\$ 183.00
Westlock Outreach	26	26	13	\$ 200.20	\$ 13.00
Subtotals	3651	529	3386.5	\$ 52,152.10	\$ 3,386.50

Wetaskiwin Regional

Alder Flats Elementary School Library	92	12	86	\$ 1,324.40	\$ 86.00
Buck Mountain Central School Library	153	0	153	\$ 2,356.20	\$ 153.00
Centennial School Library	143	18	134	\$ 2,063.60	\$ 134.00
Clear Vista School Library	432	40	412	\$ 6,344.80	\$ 412.00
Falun Elementary School Library	128	19	118.5	\$ 1,824.90	\$ 118.50
Griffiths-Scott School Library	265	30	250	\$ 3,850.00	\$ 250.00
Lakedell Elementary School Library	72	12	66	\$ 1,016.40	\$ 66.00
Lynn Lauren Early Education School	51	51	25.5	\$ 392.70	\$ 25.50
Norwood School Library	208	16	200	\$ 3,080.00	\$ 200.00
Parkdale School Library	202	18	193	\$ 2,972.20	\$ 193.00
Pigeon Lake Regional School Library	274	0	274	\$ 4,219.60	\$ 274.00
Pine Haven Colony School Library	17	0	17	\$ 261.80	\$ 17.00
Pipestone School Library	80	7	76.5	\$ 1,178.10	\$ 76.50
Queen Elizabeth School Library	178	17	169.5	\$ 2,610.30	\$ 169.50
Silver Creek Colony School Library	13	0	13	\$ 200.20	\$ 13.00
Wetaskiwin Composite High School Library	912	0	912	\$ 14,044.80	\$ 912.00
Wetaskiwin Outreach	146	146	73	\$ 1,124.20	\$ 73.00
Winfield School Library	73	6	70	\$ 1,078.00	\$ 70.00
Subtotals	3439	392	3243.0	\$ 49,942.20	\$ 3,243.00

TOTALS	10,801.00	1,265.00	10,168.50	\$ 156,594.90	\$ 10,168.50
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Mission Statement YRL provides materials and services to public and school libraries, and other organizations, to assist them in meeting the informational, educational, cultural, and recreational needs of their communities.

Values Collaboration, Inclusion, Responsiveness, and Value for Investment

Government Oversight

- The [Alberta Libraries Act](#) requires library systems, like Yellowhead Regional Library (YRL), to be governed by a Board of Trustees comprised of an appointed representative from each member Municipality and School Division.
 - The Board meets four times per year and is responsible for the YRL Master Membership Agreement, annually approving the budget and audited financial statements, and appointing an auditor.
- When there are more than 20 Members, the [Alberta Libraries Regulations](#) require library systems to establish an Executive Committee of not more than 10 Trustees.
 - As per YRL policy, the 10-person Executive Committee comprises five seats from municipalities with a population of more than 15,000 residents, one school division seat, three seats apportioned by municipality type, and one open seat for any YRL Trustees.
 - The Executive Committee meets six times per year and is responsible for framing policy, setting priorities, developing goals and objectives, and employing qualified staff to administer the library.

Trustee Appointments and Terms

- Each member Municipality and School Division may appoint a Trustee and an Alternate, and these individuals should:
 - Be an elected official, a library board trustee, or a community member.
 - Strongly believe in, and be committed to, the importance of libraries.
 - Be knowledgeable and skilled in one or more areas of governance: advocacy, finance, personnel, policy, and/or services.
 - Be prepared to stand for and/or to elect the Executive Committee.
- A continuous three-year term (or three sequential one-year terms) is recommended.

Meetings

- Board of Trustees Meeting – **Oct. 7, 10:00 a.m. to 12:00 p.m.**
- Board of Trustees Annual Organizational Meeting – **Dec. 2, 10:00 a.m. to 12:00 p.m.**
- YRL Trustee and Alternate Orientation – **Jan. 27, 2025, 10:00 a.m. to 1:00 p.m.**

For additional trustee and/or board information, please refer to the [YRL website](#) or contact Laurie Haak, Executive Assistant, at lhaak@yrl.ab.ca or 780-962-2003, ext. 221.

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YRL Board Appointments

Municipality or School Division			
Appointment Date		Term Length in Years	

TRUSTEE

Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	
Type NO to decline appointing a YRL Board Trustee			

ALTERNATE

May attend Board meetings when trustee cannot.

Name			
Mailing Address			
Home address*			
Email			
Alternate Email			
Cell		Business	
Home		Fax	
Type NO to decline appointing a YRL Board Alternate			

Return to Laurie Haak at lhaak@yrl.ab.ca

* The Canada Revenue Agency (CRA) requires a home address, complete only if different from mailing address.

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Returning Officer Report re 2024 Alberta Municipalities Board Election

From Returning Officer <ReturningOfficer@abmunis.ca>

Date Tue 9/17/2024 1:47 PM

To svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>

Good afternoon:

For 2024, the nomination deadline was 11:59 p.m., Friday, September 13. The following report provides information on the nominations received by the deadline and declares election by acclamation where the number of nominees is equal to the positions available for election.

DIRECTORS

Director, Cities up to 500,000

The following person filed correctly completed Nomination Papers, and is therefore elected by acclamation as Director, Cities up to 500,000:

- **PETROW**, Councillor Tina, City of Airdrie

Director, Towns West

The following persons filed correctly completed Nomination Papers:

- **GARDNER**, Councillor Krista, Town of Calmar
- **JABUSH**, Mayor Janet, Town of Mayerthorpe
- **STEINKE**, Deputy Mayor Samantha, Town of Valleyview

Director, Towns South

The following persons filed correctly completed Nomination Papers:

- **AKKERMANS**, Councillor Scott, Town of Coalhurst
- **FOUBERT**, Councillor Tanya, Town of Canmore

Director, Villages West

The following person filed correctly completed Nomination Papers, and is therefore elected by acclamation as Director, Villages West:

- **ELWOOD**, Councillor Taralyn, Village of Alberta Beach

Director, Villages East

The following person filed correctly completed Nomination Papers, and is therefore elected by acclamation as Director, Villages East:

- **ROCK**, Mayor Bill, Village of Amisk

VICE PRESIDENTS

Vice-President, Cities up to 500,000

The following person filed correctly completed Nomination Papers, and is therefore elected by acclamation as Vice-President, Cities up to 500,000:

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- **BRESSEY**, Councillor Dylan, City of Grande Prairie

***Vice-President, Towns**

The following persons filed correctly completed Nomination Papers:

- **GARDNER**, Councillor Krista, Town of Calmar
- **JONES**, Mayor Trina, Town of Legal

**Subject to the results of the Director, Towns West elections.*

Vice-President, Villages and Summer Villages

The following person filed correctly completed Nomination Papers, and is therefore elected by acclamation as Vice-President, Villages and Summer Villages:

- **REID-MICKLER**, Deputy Mayor Deborah, Village of Duchess

The elections for all Board positions will be held during the Annual General Meeting on Friday, September 27.

Heather Barnhouse, KC
Returning Officer

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