
AGENDA



Summer Village of Sandy Beach

REGULAR MEETING of COUNCIL
MYRNA NOYES COMMUNITY HALL
63 Lakeshore Drive, SANDY BEACH, AB
January 16th, 2025 @ 7PM.

Respectfully acknowledging Treaty 6 Territory, also traditional lands of First Nations
and Métis people.

- 1.0 CALL TO ORDER** Action
- 2.0 ACCEPTANCE OF AGENDA** Action
- 3.0 APPROVAL OF MINUTES**
A. December 19th, 2024 Regular Council Meeting Minutes (*approve*); Action
- 4.0 DELEGATIONS** None

BUSINESS

- 5.0 BUSINESS ARISING**
- A. Bank Statement (*information*); Action
- B. Light Up Winners (*endorse*); Action
- C. Action
- D. Action
- 6.0 DEVELOPMENT MATTERS**
- 7.0 NEW BUSINESS**
- A. Sturgeon Enforcement Agreement update - (*info/sign*); Action
- B. CLOSED Session (Section 17: Employment) - (*info*); Action
- C.

REPORTS & Information

- 8.0 COUNCILLOR REPORT(S) (*one motion to accept all*)**
- A. Mayor Report Info/Action
- B. Deputy Mayor Report Info/Action
- C. Councillor Report Info/Action
- 9.0 CAO REPORT(S)**
- A. Accounts Payable List (Year to Date) (*accept info*); Info/Action
- B. Action Items List (*accept info*); Info/Action
- 10.0 CORRESPONDENCE**
A. Accept as information all presented;

NEXT MEETING 20th February 2025

ADJOURNMENT Action

COUNCIL MEETING MINUTES



Summer Village of Sandy Beach

December 19th, 2024 at 7pm.
Myrna Noyes Community Hall
63 Lakeshore Drive, Sandy Beach, AB

IN ATTENDANCE

Denise Lambert, Mayor (*Chair*)
Michael Harney, Deputy Mayor
John Hellings, Councillor
Rudolf Liebenberg, Chief Administrative Officer

1.0 CALL TO ORDER

Mayor Denise Lambert called the meeting to order at 7.01PM.

2.0 ACCEPTANCE OF AGENDA

Res. # 149 – 24

MOVED by Councillor John Hellings that the agenda be approved as presented and amended with additions: Item 7C:

CARRIED

3.0 APPROVAL OF MINUTES

Res. # 150 – 24

MOVED by Deputy Mayor Michael Harney that the attached minutes of the Regular Council Meeting November 21st, 2024 be approved as presented and printed.

CARRIED

4.0 DELEGATIONS

None

5.0 BUSINESS ARISING

A.

Res. # 151 – 24

Budgets 2025 Operational and Capital

MOVED by Councillor John Hellings that Council receive, accept and approve the (interim) 2025 capital and operational budgets as presented in writing by the Chief Administrative Officer.

CARRIED

B.

Res. # 152 – 24

Municipal Elections 2025 - Appointment of Returning Officer

MOVED by Councillor John Hellings that CAO Rudolf Liebenberg be appointed as the Returning Officer for the 2025 Municipal Elections.

CARRIED

C.

Res. # 153 – 24

Roll 20 Undeveloped Road Allowance License Renewal 2026-2031

MOVED by Deputy Mayor Michael Harney that Council receive, accept and approve the renewal of the undeveloped road allowance license for Roll 20, as presented in writing, to extend the approval effective January 2026 to January 2031 and Council authorize the CAO sign the document for implementation.

CARRIED

6.0 DEVELOPMENT MATTERS

None

7.0 NEW BUSINESS

A.

Res. # 154 – 24

ASSET CONDITION ASSESSMENT

MOVED by Deputy Mayor Michael Harney that Council receive, accept and approve an asset condition assessment and the item be paid from reserves: sewer.

CARRIED

COUNCIL MEETING MINUTES



Summer Village of Sandy Beach

December 19th, 2024 at 7pm.
Myrna Noyes Community Hall
63 Lakeshore Drive, Sandy Beach, AB

B. STURGEON COUNTY ENFORCEMENT AGREEMENT 2025-2029 UPDATE

- Res. # 155 – 24
- MOVED by Deputy Mayor Michael Harney that Council receive, accept and approve the following changes to the 2025-2029 Sturgeon County Enforcement Agreement:
- Set a 2% year over year rate increase and remove the CPI index for ease of billing and calculation and it would provide the Village with the security of knowing how much the rate will go up yearly.
 - Include a clause that the Village will be billed 15 hours' worth of time at the beginning of the 5-year agreement & 5 hours at the beginning of each year moving forward to cover increased administrative duties (drafting of the contract, billing, etc.).
- CARRIED

8.0 COUNCILLOR REPORTS

A. Council reports

- Res. # 156 – 24
- MOVED by Councillor John Hellings that Council receive and accept as information all the verbal Council reports presented at this meeting.
- CARRIED

9.0 CAO REPORTS

A. Financial Statements: November 2024

- Res. # 157 – 24
- MOVED by Deputy Mayor Michael Harney that Council receive as information the revenue and expense statement, and receive, accept and approve the accounts payable list for November 2024 as presented in writing by Administration.
- CARRIED

B. Action Item List and CAO Report

- Res. # 158 – 24
- MOVED by Councillor John Hellings that Council receive and accept as information the CAO report and action item list for December 2024 as presented in writing by Administration.
- CARRIED

10.0 CORRESPONDENCE

A. Correspondence

- Res. # 159 – 24
- MOVED by Deputy Mayor Michael Harney that Council receive as information all correspondence as presented at this meeting.
- CARRIED

ADJOURNMENT

Being that the agenda matters had been concluded the meeting was declared adjourned at 8:13 PM by Mayor Denise Lambert.

Mayor

Chief Administrative Officer



Summer Village of Sandy Beach

Cheque Listing for Council: DECEMBER

2024-Dec-18
3:30:57PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20240357	2024-12-11	Alberta School Foundation Fund	16337	PAYMENT ASFF 4TH QUARTER	31,543.56	31,543.56
20240358	2024-12-11	ATB FINANCIAL MasterCard	NOV 27 2024	PAYMENT ATB MC	908.25	908.25
20240359	2024-12-11	PAYROLL	NB25-2024	PAYMENT 25-2024	1,125.90	1,125.90
20240360	2024-12-11	Canada Revenue Agency	DEC. 2024	PAYMENT PD7A E #13200 3666 RP0001	2,969.16	2,969.16
20240361	2024-12-11	Harney, Michael	2024-12-01 DEC 5, 2024	PAYMENT 2024 HONORARIUM MEETING FEE AND MILEAGE	4,333.32 135.31	4,468.63
20240362	2024-12-11	Hellings, John	2024-12-01	PAYMENT 2024 HONORARIUMS	4,708.32	4,708.32
20240363	2024-12-11	Lambert, Denise	2024-12-01	PAYMENT 2024 HONORARIUM	1,083.33	1,083.33
20240364	2024-12-11	Liebenberg, Christiaan	CAO Dec-2024	PAYMENT DECEMBER 2024 CAO SERVICES	5,170.11	5,170.11
20240365	2024-12-11	Liebenberg, Rudolf	SEP-DEC 2024	PAYMENT 4TH QUARTER MILEAGE	888.30	888.30
20240366	2024-12-11	PAYROLL	RM25-2024	PAYMENT 25-2024	861.30	861.30
20240367	2024-12-11	PAYROLL	DP25-2024	PAYMENT 25-2024	2,509.62	2,509.62
20240368	2024-12-11	UFA Co-operative Limited	NOVEMBER	PAYMENT ACCT#8872103	1,500.97	1,500.97
20240369	2024-12-18	EPCOR	24-12-24 DEC 11, 2024 DEC. 11 2024	PAYMENT UTILITY OFFICE/SHOP UTILITY HALL OLD SHOP UTILITY	271.01 224.60 92.46	588.07
20240370	2024-12-18	GFL Environmental Inc.	PG0000701247	PAYMENT ACCT#PG-9028	1,313.11	1,313.11
20240371	2024-12-18	Telus Mobility	DEC. 9, 2024	PAYMENT ACCT#31932068	560.38	560.38
20240372	2024-12-18	XPLORE	INV54413876	PAYMENT ACCT#229348	89.24	89.24
20240373	2024-12-18	PAYROLL	NB26-2024	PAYMENT 26-2024	692.52	692.52
20240374	2024-12-18	Canada Revenue Agency	2024 DEC	PAYMENT PD7A E #13200 3666 RP0001	824.42	824.42
20240375	2024-12-18	Highway 43 East Waste Commission	17231	PAYMENT NOVEMBER 2024 DISPOSAL FEES	448.80	448.80
20240376	2024-12-18	PAYROLL	RM26-2024	PAYMENT 26-2024	741.70	741.70
20240377	2024-12-18	NexSel Technologies	224031 224032	PAYMENT SOPHOS INTERCEPT 3 YR. HELP DESK WO20241130	567.00 1,628.81	2,195.81
20240378	2024-12-18	PAYROLL	DP26-2024	PAYMENT 26-2024	2,306.46	2,306.46



Summer Village of Sandy Beach

Cheque Listing For Council

2024-Dec-18
3:30:57PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
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Total \$67,497.96

*** End of Report ***

SUMMER VILLAGE of SANDY BEACH, AB



CAO REPORT January 16th, 2025

1. TAXES

- Current Outstanding = \$64,903.25 (**December 31st 2024**)
- 1 YEAR ARREARS = \$13,903.09
- 2 YEAR Arrears = \$1,786.07

2. NEW RESIDENTS

Land Title Changes continue as normal. Please provide your new mailing address and email so the title change can be recorded.

3. DEVELOPMENT ACTIVITY

Report due August 2025.

4. TAX ACTIVITY

Tax Arrears Recovery will start March 2025.

5. OPERATIONS

- Spring Large Item Pick Up: Planned for mid-May.
- Audit 2024 ongoing.
- Tax Notices will be mailed mid-May.

6. MAJOR PROJECTS towards Fall 2024 (**All LGFF or CCBF funded**)

- **Asset Condition Assessment – Council direction for 2025 proceed or?**

7. CORRESPONDENCE

- To be distributed if available.



Summer Village of Sandy Beach

For the Period Ending December 31, 2024

General Ledger	Description	2024 Budget	2024 Actual	2024 Budget Remaining %
Revenues				
1-00-00-110	Real Property Taxes/DIP	(18.99)	(18.98)	0.05
1-00-00-111	Minimum Levy: Res & Non-Res	(24,516.98)	(24,516.98)	0.00
1-00-00-112	Taxes - Commercial/Non-Residential	(5,502.36)	(5,502.36)	0.00
1-00-00-113	Taxes - Residential	(360,135.02)	(360,090.45)	0.01
1-00-00-115	Taxes - Linear	(3,144.34)	(3,144.34)	0.00
1-00-00-190	Snow and Maintenance	0.00	0.00	0.00
1-00-00-510	Penalties & Costs on Taxes (Arrears)	(30,000.00)	(32,251.01)	(7.50)
1-00-00-520	Lagoon Maintenance - split cost	(1,000.00)	0.00	100.00
1-00-00-530	Misc. Income/Tower Rental/GST	(18,500.00)	(11,849.00)	35.95
1-00-00-531	Village Land Sale Revenue	0.00	0.00	0.00
1-00-00-590	Other Revenue/Tax Certificates	(2,500.00)	(3,060.00)	(22.40)
1-00-00-740	Provincial Government/Agencies	0.00	0.00	0.00
1-00-00-840	AMIP	0.00	0.00	0.00
1-00-00-990	Other Revenue/Tax Recovery	0.00	0.00	0.00
1-01-00-550	Interest Income	(26,000.00)	(28,327.46)	(8.95)
1-02-00-550	Interest Income Trust	(64,000.00)	(63,604.87)	0.61
1-12-00-560	Rentals/Shop Rent	0.00	0.00	0.00
1-12-00-561	Office Rent	0.00	0.00	0.00
1-32-00-830	Federal Infrastructure Grants	0.00	0.00	0.00
1-32-00-840	Provincial Conditional Grants	(1,000.00)	0.00	100.00
1-32-00-841	LGFF - Capital	(92,543.00)	(99,854.00)	(7.90)
1-32-00-842	LGFF - Operating	(17,494.00)	(17,494.00)	0.00
1-32-00-844	CCBF	(44,062.00)	(44,062.00)	0.00
1-32-00-845	OTHER Provincial Grants	0.00	0.00	0.00
1-32-00-846	Deferred Revenue	0.00	0.00	0.00
1-32-00-847	Snow/Maintenance	0.00	0.00	0.00
1-32-00-848	Canada Day (Prov. Grant)	0.00	0.00	0.00
1-32-30-845	STEP	0.00	0.00	0.00
1-51-00-840	Provincial Conditional Grants/FCSS	(7,018.00)	(7,333.81)	(4.50)
1-61-00-410	Planning/Zoning & Dev. Charges	(1,175.00)	(649.64)	44.71
1-74-00-560	Rental Income/Facilities (Hall)	(1,808.02)	(800.00)	55.75
1-74-00-840	Provincial Conditional Grants (Culture)	0.00	0.00	0.00
1-99-00-750	School Foundation - Non-Residential	(2,364.53)	(2,364.56)	0.00
1-99-00-751	School Foundation - Residential	(123,809.94)	(123,643.84)	0.13
1-99-00-752	School Foundation - Linear	0.00	0.00	0.00
1-99-00-753	Senior Foundation	(12,318.44)	(12,302.11)	0.13
*P	TOTAL Revenues	(838,910.62)	(840,869.41)	0.00



Summer Village of Sandy Beach

For the Period Ending December 31, 2024

General Ledger	Description	2024 Budget	2024 Actual	2024 Budget Remaining %
Expenses				
2-11-00-110	Honorariums	13,000.00	13,297.44	(2.28)
2-11-00-211	Mileage & Subsistence	1,000.00	797.50	20.25
2-11-00-510	Convention/Workshop/Supply/Meetings	2,500.00	2,344.69	6.21
2-12-00-110	Salaries/Wages Administration	75,000.00	76,500.00	(2.00)
2-12-00-111	Ad Hoc Committee	0.00	0.00	0.00
2-12-00-130	Employer Contributions (Office)	6,000.00	5,523.91	7.93
2-12-00-131	WCB	3,500.00	4,526.97	(29.34)
2-12-00-200	Contract Admin/DEM/DDEM	4,000.00	4,000.00	0.00
2-12-00-211	Travel & Subsistence	2,500.00	2,253.63	9.85
2-12-00-215	Freight/Postage/Telephone	4,500.00	4,047.37	10.05
2-12-00-216	Newsletter	100.00	0.00	100.00
2-12-00-217	Internet	925.00	996.62	(7.74)
2-12-00-218	Website	3,525.00	3,525.00	0.00
2-12-00-219	Conferences/CAO CLGM Coursework-MC	1,745.00	0.00	100.00
2-12-00-220	Dues/Memberships/Printing/Advertising	13,000.00	16,069.45	(23.61)
2-12-00-230	Professional/Special Services/Legal	4,500.00	4,868.00	(8.17)
2-12-00-231	Audit	7,000.00	73.34	98.95
2-12-00-232	Assessment Services	8,600.00	8,760.00	(1.86)
2-12-00-233	WILD Waterline (Operating)	1,249.03	1,249.03	0.00
2-12-00-234	WILD Waterline (Debenture Phase I - IV)	10,457.34	10,457.34	0.00
2-12-00-250	Office Repairs and Maintenance	500.00	709.79	(41.95)
2-12-00-260	Office Water/Sewer	2,250.00	1,719.21	23.59
2-12-00-263	Computer	0.00	0.00	0.00
2-12-00-265	1985 Lot research	0.00	0.00	0.00
2-12-00-266	Organize Files-Archive	0.00	0.00	0.00
2-12-00-270	Bank Charges	275.00	435.93	(58.52)
2-12-00-274	Insurance	13,250.00	14,143.41	(6.74)
2-12-00-011	Election Expenses	0.00	0.00	0.00
2-12-00-505	Canada Day Celebration	500.00	0.00	100.00
2-12-00-510	General Office Supplies	1,000.00	460.67	53.93
2-12-00-511	Computer Repairs	0.00	0.00	0.00
2-12-00-512	IT/Financial Software/Muniware	3,000.00	2,439.25	18.69
2-12-00-519	Other Services/Donations/Appreciations	1,200.00	600.00	50.00
2-12-00-540	Utilities-Administration EPCOR	2,500.00	3,061.48	(22.45)
2-12-00-762	Transfer to Capital Reserve - Water	2,000.00	0.00	100.00
2-12-00-810	Short Term Borrowing Costs	0.00	0.00	0.00
2-12-00-811	Interest Expense	0.00	0.00	0.00
2-12-00-990	Other/Miscellaneous	0.00	0.00	0.00
2-12-00-992	Bank Charges	0.00	0.00	0.00
2-12-00-994	Assessment Review Board	1,000.00	0.00	100.00
2-23-00-200	Fire Agreement Sturgeon County	2,117.00	2,117.00	0.00
2-23-00-201	Fire Suppression Support Sturgeon County	4,000.00	0.00	100.00
2-25-00-212	Police Funding Model	16,326.00	3,841.44	76.47
2-25-00-220	Physician Recruitment	0.00	0.00	0.00
2-26-00-220	MSP (Fire, Police, Ambulance)	0.00	0.00	0.00
2-26-00-651	Amortization-vehicles	0.00	0.00	0.00
2-32-00-110	Salaries & Wages (Public Works)	131,002.34	154,544.25	(17.97)
2-32-00-111	Contract Services/Weed Inspector	500.00	702.00	(40.40)
2-32-00-130	Employer Contributions	9,000.00	10,756.93	(19.52)
2-32-00-200	Gravel/Maintenance/Drainage	2,100.00	725.00	65.47
2-32-00-201	Signs	750.00	0.00	100.00
2-32-00-202	Paving Reconstruction Roads	1,000.00	0.00	100.00
2-32-00-211	Fuel/Mileage/UFA	5,000.00	7,582.74	(51.65)
2-32-00-212	Transfer to Capital Reserve - Roads	1,000.00	0.00	100.00



Summer Village of Sandy Beach

For the Period Ending December 31, 2024

General Ledger	Description	2024 Budget	2024 Actual	2024 Budget Remaining %
2-32-00-215	Telus (Shop/Public Works)	100.00	0.00	100.00
2-32-00-230	Tree Removal	4,500.00	2,852.38	36.61
2-32-00-240	Fire Mitigation	0.00	0.00	0.00
2-32-00-250	Road/Street Contractors-non Gov.	1,000.00	0.00	100.00
2-32-00-255	Repairs and Maint to other equipment	8,000.00	10,819.51	(35.24)
2-32-00-260	Snow Removal	1,000.00	0.00	100.00
2-32-00-270	Miscell. Gen. Services/Peace Officer SC	15,000.00	3,001.42	79.99
2-32-00-280	Equipment Purchases	5,000.00	1,361.61	72.76
2-32-00-350	Roads - Government Grant	0.00	0.00	0.00
2-32-00-510	General Goods & Supplies	6,000.00	6,761.94	(12.69)
2-32-00-511	Beautification	1,000.00	4,331.72	(333.17)
2-32-00-540	Utilities - Street Lights	15,000.00	14,223.95	5.17
2-32-00-611	Amortization - Engineered structures	0.00	0.00	0.00
2-32-00-621	Amortization-buildings	0.00	0.00	0.00
2-32-00-631	Amortization-machinery/equipment	0.00	0.00	0.00
2-32-00-651	Amortization-vehicles	0.00	0.00	0.00
2-32-00-762	Contributed to Capital Function	0.00	0.00	0.00
2-32-00-840	Provincial Conditional Grants	1,000.00	0.00	100.00
2-32-00-841	LGFF - Capital	92,543.00	106,344.30	(14.91)
2-32-00-842	LGFF - Operating	17,494.00	0.00	100.00
2-32-00-844	CCBF	44,062.00	64,700.00	(46.83)
2-42-00-200	Lagoon Maintenance/Manager (Sewer)	10,000.00	0.00	100.00
2-42-00-210	Waste Water Service Cost	0.00	0.00	0.00
2-42-00-230	Professional Consult (Sewer)	5,000.00	0.00	100.00
2-42-00-641	Amortization-Wastewater	0.00	0.00	0.00
2-42-00-762	Transfer to Capital Reserve - Sewer	33,224.00	0.00	100.00
2-43-00-200	Garbage Contract/GFL	15,000.00	15,314.26	(2.09)
2-43-00-270	RR13 Reclamation/Garbage Collection	10,000.00	0.00	100.00
2-43-00-350	Landfill Requisition Highway 43 GUNN	5,000.00	4,332.40	13.35
2-43-00-762	Transfer To Capital Functions	0.00	0.00	0.00
2-51-00-750	FCSS/Recreation	8,773.00	0.00	100.00
2-61-00-510	Development Officer Fees	6,500.00	4,504.52	30.69
2-61-00-511	Planning, Zoning & Development	1,000.00	0.00	100.00
2-61-00-512	Development Enforcement	8,500.00	0.00	100.00
2-62-00-211	East End Bus	350.00	375.00	(7.14)
2-71-00-540	Utilities Shop	4,500.00	2,882.88	35.93
2-71-00-541	Utilities Old Shop	1,000.00	901.10	9.89
2-71-00-762	Transfer to Capital Reserve - Equipment	1,000.00	0.00	100.00
2-72-00-200	Daypark/Recreation	500.00	327.52	34.49
2-72-00-540	Daypark Expenses/Utilities	5,500.00	7,022.32	(27.67)
2-72-00-541	Playground Equipment	1,000.00	0.00	100.00
2-72-00-661	Amortization-land improvements	0.00	0.00	0.00
2-72-00-762	Transfers To Capital Functions	0.00	0.00	0.00
2-74-00-200	Hall Cleaning	500.00	0.00	100.00
2-74-00-210	General Services/Maintenance/Hall	1,000.00	268.91	73.10
2-74-00-211	Yellowhead Regional Library	1,500.00	1,256.44	16.23
2-74-00-510	General Goods and Supplies/Hall	2,500.00	0.00	100.00
2-74-00-540	Utilities-Hall	3,000.00	2,459.07	18.03
2-99-00-750	School Foundation - Non-Residential	2,364.53	2,364.53	0.00
2-99-00-751	School Foundation - Residential	123,809.94	123,809.74	0.00
2-99-00-753	Senior Foundation	12,318.44	12,318.44	0.00
*P TOTAL Expenses		838,910.62	755,663.35	0.00
**P (Profit)/Loss		0.00	(85,206.06)	0.00

*** End of Report ***

January 2025: ACTION ITEM List

Employee	Task	Action Taken	Progress	Date
Rudolf.	LGFF/CCBF 2024-2025	SFE's due May 2025	In progress	Winter 2025
	Audit 2024	Audit 2024 work has started	In progress	Winter 2025
	Darwell Lagoon Transmission Line Phase A project	Project Scope has changed Nov 3: Barrhead to be included in \$30 million project 90% funded by AEP: discussions and deliberations are ongoing and Sandy Beach will stay abreast of developments and provide updates as it comes through - Sandy Beach has NOT made any final decision on the project.	In progress	2025 Winter 2025
	Minimum Tax for 2025	= \$800 as per motion Dec 2018 meeting		April 2025
	Municipal Elections 2025 Tax Notices/Budget 2025 & Tax Bylaw	Nomination Day and Voting posted on website May 2025 Notices & April 2025 for Bylaws	In progress In progress	Aug 2025 June 30 2025
Public Works.	Some fire smart planned for March and April 2025			
Robin.	Payroll - Accounts Payable - Invoices	Input invoices – entering payroll - printing cheques	On-Going	Winter 2025
	Administration/Financial Software	Correspondence and Letters mailed/system training	On-Going	Winter 2025
	Filing, website, phone calls, land titles	Keeping everything current	On-Going	Winter 2025
	Audit 2024	Started	On-Going	March 2025
COUNCIL.	Wastewater/Darwell Transmission Line Phase A	Scope change Nov 3 2023 No decision yet.	Ongoing	Winter 2025
	Asset Condition Assessment LGFF Letter	Council direction?		