
AGENDA



Summer Village of Sandy Beach

REGULAR MEETING of COUNCIL
MYRNA NOYES COMMUNITY HALL
63 Lakeshore Drive, SANDY BEACH, AB
June 19th, 2025 @ 7 PM.

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. May 15 th , 2025 Regular Council Meeting Minutes (<i>approve</i>); | Action |
| B. May 26 th , 2025 Special Council Meeting Minutes (<i>approve</i>); | Action |
| 4.0 DELEGATIONS none | |

BUSINESS

- | | |
|--|--------|
| 5.0 BUSINESS ARISING | |
| A. Public Auction Tax Arrears Land Sale 2025 set Terms & Conditions; | Action |
| B. | Action |
| C. | Action |
| D. | Action |
| 6.0 DEVELOPMENT MATTERS | |
| 7.0 NEW BUSINESS | |
| A. CLOSED SESSION Employment (FOIP section 17); | Action |
| B. | Action |

REPORTS & Information

- | | |
|--|-------------|
| 8.0 COUNCILLOR REPORT(S) (<i>one motion to accept all as info</i>); | |
| A. Mayor Report; | Info/Action |
| B. Deputy Mayor Report; | Info/Action |
| C. Councillor Report; | Info/Action |
| 9.0 CAO REPORT(S) | |
| A. Financial Statements (Year to Date) (<i>approve</i>); | Info/Action |
| B. Action Items List YTD (<i>info</i>); | Info/Action |
| 10.0 CORRESPONDENCE | |
| A. accept as information all presented; | |

NEXT MEETING	to be determined;	Action
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ADJOURNMENT	to be determined;	Action
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COUNCIL MEETING MINUTES



Summer Village of Sandy Beach

May 15th, 2025 at 7 pm.
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 (*regrets*)
Robin Murray (Administration)

1.0 CALL TO ORDER

Mayor Denise Lambert called the meeting to order at 7.00 PM.

2.0 ACCEPTANCE OF AGENDA

MOVED by Councillor John Hellings that the agenda be approved as presented and amended: CLOSED Session Employment Added: Item 5E.

Res. # 063 – 25

CARRIED

3.0 APPROVAL OF MINUTES

MOVED by Deputy Mayor Michael Harney that the attached minutes of the Regular Council Meeting April 17th, 2025 be approved as presented and printed.

Res. # 064 – 25

CARRIED

4.0 DELEGATIONS

Res # 065 – 25

Information Session (Private)

MOVED by Deputy Mayor Michael Harney to accept the delegation written submission and verbal presentation as information: Fire Smart, Roads & Transmission Line.

CARRIED

5.0 BUSINESS ARISING Public Hearing: Bylaw 03-2025 Prior to 2nd and 3rd Reading

Res # 066 – 25

MOVED by Mayor Denise Lambert to suspend Reg Council meeting at 7.20 pm and OPEN the Public Hearing at 7.20 pm.

CARRIED

Date should be corrected to May 15th 2025 for 2nd and 3rd Reading.

Res # 067 – 25

MOVED by Mayor Denise Lambert to CLOSE the Public Hearing at 7.25 pm. and resume regular Council meeting.

CARRIED

A.

Res. # 068 – 25

Bylaw 03-2025 (to amend LUB - appeal period from 14 to 21 days)

MOVED by Councillor John Hellings that Council gives second reading to Bylaw No. 03-2025.

CARRIED

Res. # 069 – 25

MOVED by Deputy Michael Harney that Council gives third reading to Bylaw No. 03-2025.

CARRIED

B.

Res. # 070 – 25

2025 Municipal Assessment Services Group Partnership Renewal

MOVED by Deputy Mayor Michael Harney that Council receive, accept, and approve the new Municipal Assessment Services Group Partnership renewal for 2025 and Council authorize its signing.

CARRIED

COUNCIL MEETING MINUTES



Summer Village of Sandy Beach

May 15th, 2025 at 7 pm.
Myrna Noyes Community Hall
63 Lakeshore Drive, Sandy Beach, AB

- C. Roll 239 Dock Approval**
Res. # 071 – 25 MOVED by Councillor John Hellings that Council raise no objection to Roll 239's application for a Temporary Field Authorization (TFA) to allow for the installation of a Seasonal Dock adjacent to the noted "Lands – the Municipal Reserve/Lands". The non objection letter issued to the applicant is in no way to be construed as authorization to construct any works prior to obtaining ALL required approvals through the various Provincial and Federal agencies CARRIED
- D. Blue Heron Drive Subdivision Access**
Res. # 072 – 25 MOVED by Councillor John Hellings that the written request (email May 8 2025) requesting preliminary approval for subdivision access off Blue Heron Drive to SE3-56-1-W5M be accepted as information. CARRIED
- E. CLOSED SESSION: Employment Section 17 FOIP**
Res. # 077 – 25 MOVED by Mayor Denise Lambert that Council moved into closed session at 7.43 pm. CARRIED
- Res. # 078 – 25 MOVED by Mayor Denise Lambert that Council moved out of closed session at 8.14 pm. CARRIED
- EMPLOYMENT FOIP Section 17**
Res. # 079 – 25 MOVED by Councillor John Hellings that Council receive the verbal/written update on employee/employer contract as information. CARRIED
- Res. # 080 – 25 MOVED by Deputy Mayor Michael Harney that Council call a special meeting with legal counsel to discuss employment. CARRIED

6.0 DEVELOPMENT MATTERS None

7.0 NEW BUSINESS None

8.0 COUNCILLOR REPORTS

- A. Council reports**
Res. # 073 – 25 MOVED by Councillor John Hellings that Council receive as information the verbal Council reports presented at this meeting. CARRIED

9.0 CAO REPORTS

- A. Financial Statements: April 2025**
Res. # 074 – 25 MOVED by Councillor John Hellings that Council receive as information the revenue and expense statement, and receive, accept and approve the accounts payable list for April 2025 as presented in writing by Administration. CARRIED

COUNCIL MEETING MINUTES



Summer Village of Sandy Beach

May 15th, 2025 at 7 pm.
Myrna Noyes Community Hall
63 Lakeshore Drive, Sandy Beach, AB

B.

Res. # 075 – 25

Action Item List and CAO Report

MOVED by Councillor John Hellings that Council receive and accept as information the CAO report and action item list for April 2025 as presented in writing by Administration.

CARRIED

10.0 CORRESPONDENCE

Res. # 076 – 25

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 8.19 pm by Mayor Denise Lambert.

Mayor

Chief Administrative Officer

SPECIAL COUNCIL MEETING MINUTES



Summer Village of Sandy Beach

May 26th, 2025 at 9 am.
Via Teleconference

IN ATTENDANCE

Denise Lambert, Mayor (Chair)
Michael Harney, Deputy Mayor
John Hellings, Councillor
Robin Murray (Administration)
Andrew Skeith Reynolds Mirth (Legal Counsel)

1.0 CALL TO ORDER

Mayor Denise Lambert called the meeting to order at 9.13 AM.

2.0 ACCEPTANCE OF AGENDA

MOVED by Councillor John Hellings that the agenda be
approved as amended – location is teleconference.

Res. # 081 – 25

CARRIED

3.0 APPROVAL OF MINUTES

None

4.0 DELEGATIONS

5.0 BUSINESS ARISING CLOSED SESSION: Employment Section 17 FOIP A.

Res. # 082 – 25

MOVED by Deputy Mayor Michael Harney that Council moved into closed
session at 9.17 am.

CARRIED

Res. # 083 – 25

MOVED by Deputy Mayor Michael Harney that Council moved out of
closed session at 10.07 am.

CARRIED

Res. # 084 – 25 EMPLOYMENT FOIP Section 17

MOVED by Deputy Mayor Michael Harney that Council authorize the mayor
to instruct legal counsel in relation to the employment of the Chief
Administrative Officer.

CARRIED

6.0 DEVELOPMENT MATTERS None

7.0 NEW BUSINESS None

8.0 COUNCILLOR REPORTS None

9.0 CAO REPORTS None

10.0 CORRESPONDENCE None

ADJOURNMENT

Being that the agenda matters had been concluded the meeting was
declared adjourned at 10.17 am by Mayor Denise Lambert.

SPECIAL COUNCIL MEETING MINUTES



Summer Village of Sandy Beach

May 26th, 2025 at 9 am.
Via Teleconference

Mayor

Chief Administrative Officer

From:
To: [Rudolf Liebenberg](#)
Subject: RE: SUMMER VILLAGE OF SANDY BEACH 2024 Land - Preauction letter Deadline Date passed
Date: May 1, 2025 8:48:29 AM
Attachments: [image001.png](#)
[Terms and Conditions of Sale.pdf](#)

Hi Rudolf,

I forgot to attach the Terms and Conditions to the previous email.

My apologies.

Take care,



This communication is solely for the use of the intended recipient and may contain confidential, privileged or personal information. If you are not the intended recipient, any copying, distribution or use of this information is prohibited. Please reply to the sender and delete this email from your system.

From:
Sent: May 1, 2025 9:47 AM
To: 'Rudolf Liebenberg' <svsandyb@xplornet.ca>
Subject: SUMMER VILLAGE OF SANDY BEACH 2024 Land - Preauction letter Deadline Date passed

Good morning,

With respect to the above noted matter, April 30th, was the payment deadline date regarding the pre-auction letters sent by our office. We ask that you forward to us an update regarding any further payments or redemptions received. If you accept payments by way of online banking, please check your bank account for same. **Also, please provide us with a ledger from January 1, 2024 to current for each of the properties listed in the report hereto attached.**

Below is a list of items which need to be addressed for the 2025 public auction:

Date/Time: **The date and time of the public auction should be set.** We recommend scheduling the public auction sometime between September 15, 2025 and November 15, 2025 at either 10 am or 2

pm. **Once the date is set, we can arrange an auctioneer.**

Terms and Conditions: Please find attached the Terms and Conditions of Sale to be presented to council at the next meeting. In addition, below is the suggested resolution wording:

RESOLVED THAT the presented Terms and Conditions of Sale for the 2025 Public Auction are hereby approved.

Market Values: The Municipal Government Act provides that council must establish a reserve bid that is “as close as reasonably possible to the market value” of each parcel. **Upon receipt of the market values, our office will prepare the submission for council.**

By definition, market value is arrived at between a willing, well-informed buyer and a willing, well-informed seller. Typically, the assessed values are used as market values/reserve bids. In the event the assessed values do not reflect the market value, or there is concern whether this is the case, we recommend having the assessor update their assessment, obtaining an opinion of value or obtaining an appraisal. (eg. The assessed value of a property could be \$275,000 but what would it actually sell for if offered for sale? If the buildings are substantially deteriorated, then the market value is likely reduced.)

Tax Recovery Costs: We recommend a resolution approving the adding of tax recovery costs to the rolls. Here is the suggested wording:

RESOLVED THAT pursuant to 553(1)(f) M.G.A., the addition of all tax recovery costs to the relevant rolls is hereby approved.

Please note, for a September date, we need to hear from you as early as possible and not later than June 30, 2025 with respect to the date/time and the terms and conditions. We do **not** require the market values until a later date.

In the meantime, we will continue to attempt to contact property owners to determine their intentions for payment. If you have any questions, please do not hesitate to contact me.



This communication is solely for the use of the intended recipient and may contain

From:
To: [Rudolf Liebenberg](#)
Subject: SUMMER VILLAGE OF SANDY BEACH 2024 Land - Preauction letter Deadline Date passed
Date: May 1, 2025 8:47:17 AM
Attachments: [image001.png](#)
[Properties List - SUMMER VILLAGE OF SANDY BEACH - 2024 LAND.pdf](#)

Good morning,

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Summer Village of Sandy Beach

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Cheque Listing for Council: May 2025

2025-May-27
3:41:31PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250111	2025-05-07	ATB FINANCIAL MasterCard	APR. 28, 2025 APRIL 27, 2025 MAR27-APR25/2	ATTACHMENTS AND MORE FINNING ATB MC	1,286.25 2,745.10 1,858.69	5,890.04
20250112	2025-05-07	EPCOR	APR. 17, 2025 APRIL 17 2025 APRIL 17, 2025	ACCT#21649348 ACCT#21611009 ACCT#15279763	113.07 141.29 283.49	537.85
20250113	2025-05-07	GFL Environmental Inc.	PG0000722234	APRIL 2025 RO DUMP & RETURN	2,221.89	2,221.89
20250114	2025-05-07	UFA Co-operative Limited	APRIL 30, 2025	ACCT#8872103	315.49	315.49
20250115	2025-05-07	XPLORE	INV55975596	ACCT#229348	89.24	89.24
20250116	2025-05-07	Payroll	NB9-2025	9-2025	1,405.73	1,405.73
20250117	2025-05-07	Canada Revenue Agency	MAY 2025	PD7A E 13200 3666 RP0001	1,434.13	1,434.13
20250118	2025-05-07	Government of Alberta	0006220214	LICENCE OF OCCUPATION	52.50	52.50
20250119	2025-05-07	Highway 43 East Waste Commission	17330	MARCH 2025 DISPOSAL FEES	347.40	347.40
20250120	2025-05-07	Municipal Assessment Services Group Inc.	268	APRIL-JUNE 2025 ASSESSMENT	2,310.00	2,310.00
20250121	2025-05-07	Payroll	DP9-2025	9-2025	2,586.43	2,586.43
20250122	2025-05-07	WILD Water Commission	2025-DEB-4	1ST PYMT. DEBENTURE I - IV	5,228.67	5,228.67
20250123	2025-05-20	EPCOR	MAY6, 2025	ACCT#21716709	1,526.79	1,526.79
20250124	2025-05-20	Ste Anne Gas Co-op	113867 1140352	ACCT#006593-00 ACCT#005034-00	150.72 79.73	230.45
20250125	2025-05-20	Workers Compensation Board	28081273	ACCT#808987	544.37	544.37
20250126	2025-05-20	Highway 43 East Waste Commission	17352	APRIL 2025 WASTE DISPOSAL	672.00	672.00
20250127	2025-05-20	RFS Canada	5034263252	CUSTOMER#3691120062	597.25	597.25
20250128	2025-05-20	Ricoh Canada Inc	SC094868395	CUSTOMER#735113252	207.21	207.21
20250129	2025-05-20	Standstone Waste & Water Services Ltd.	162044720	MAY 2025 PORTA POTTY RENTAL	236.25	236.25
20250130	2025-05-20	Telus Mobility	MAY 09, 2025	ACCT#31932068	236.51	236.51
20250131	2025-05-21	Payroll	NB10-2025	10-2025	1,101.51	1,101.51
20250132	2025-05-21	Canada Revenue Agency	MAY 21, 2025	PD7A E #13200 3666 RP0001	1,150.67	1,150.67
20250133	2025-05-21	Payroll	DP10-2025	10-2025	2,350.58	2,350.58

Total \$31,272.96

*** End of Report ***



Summer Village of Sandy Beach

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Bank Reconciliation Details

2025-May-27
9:11:12AM

Bank Rec Ending Date: 30-Apr-2025

Bank Rec Description: April 2025 Bank Rec

Bank Rec Details: MUSH Operating

POSTED

Item ID	Item Type	Cheque Date	Item Description	Batch #	Credit	Debit
20250066	CHEQUE	12-March-2025	GFL Environmental Inc.	1555	\$1,332.84	\$0.00
20250073	CHEQUE	26-March-2025	Canada Revenue Agency	1562	\$4,701.40	\$0.00
20250075	CHEQUE	26-March-2025	Government of Alberta	1562	\$15,848.00	\$0.00
20250076	CHEQUE	26-March-2025	Highway 43 East Waste Commis	1562	\$302.40	\$0.00
20250080	CHEQUE	26-March-2025	Sonnleitner, Tony	1562	\$372.75	\$0.00
20250081	CHEQUE	26-March-2025	Summer Villages of Lac St. Anne	1562	\$2,320.41	\$0.00
20250074	CHEQUE	26-March-2025	EPCOR	1562	\$575.69	\$0.00
20250084	CHEQUE	26-March-2025	Workers Compensation Board	1562	\$544.37	\$0.00
1864	DEPOSITS	01-April-2025	DIRECT DEPOSIT DEPOSIT	1573	\$0.00	\$500.00
1859	DEPOSITS	01-April-2025	BANK DEPOSIT	1564	\$0.00	\$85.00
1861	DEPOSITS	01-April-2025	BANK DEPOSIT	1570	\$0.00	\$8,244.46
34899	GL Entry	02-April-2025	TC PAYMENT RETURNED NSF	1574	\$139.87	\$0.00
1862	DEPOSITS	02-April-2025	DIRECT DEPOSIT DEPOSIT	1571	\$0.00	\$85.00
1863	DEPOSITS	04-April-2025	DIRECT DEPOSIT DEPOSIT	1572	\$0.00	\$250.00
20250090	CHEQUE	09-April-2025	Barnett, Neil	1580	\$1,202.56	\$0.00
20250091	CHEQUE	09-April-2025	Canada Revenue Agency	1580	\$1,316.79	\$0.00
20250092	CHEQUE	09-April-2025	Metrix Group LLP	1580	\$8,059.19	\$0.00
20250093	CHEQUE	09-April-2025	Patterson, Devin	1580	\$2,534.02	\$0.00
20250094	CHEQUE	09-April-2025	Standstone Waste & Water Serv	1580	\$465.52	\$0.00
20250095	CHEQUE	09-April-2025	Taxervice	1580	\$916.65	\$0.00
20250096	CHEQUE	09-April-2025	XPLORE	1580	\$89.24	\$0.00
20250087	CHEQUE	09-April-2025	ATB FINANCIAL MasterCard	1579	\$945.52	\$0.00
20250088	CHEQUE	09-April-2025	GFL Environmental Inc.	1579	\$1,556.49	\$0.00
20250089	CHEQUE	09-April-2025	UFA Co-operative Limited	1579	\$691.04	\$0.00
1865	DEPOSITS	09-April-2025	BANK DEPOSIT	1578	\$0.00	\$1,557.43
1866	DEPOSITS	09-April-2025	E-TRANSFER DEPOSIT	1581	\$0.00	\$139.87
1867	DEPOSITS	14-April-2025	DIRECT DEPOSIT DEPOSIT	1582	\$0.00	\$1,833.46
1868	DEPOSITS	15-April-2025	BANK DEPOSIT	1583	\$0.00	\$95.00
1869	DEPOSITS	16-April-2025	DIRECT DEPOSIT DEPOSIT	1586	\$0.00	\$95.00
1870	DEPOSITS	16-April-2025	DIRECT DEPOSIT DEPOSIT	1587	\$0.00	\$95.00
1871	DEPOSITS	17-April-2025	DIRECT DEPOSIT DEPOSIT	1588	\$0.00	\$250.00
20250134	CHEQUE	21-April-2025	Telus Mobility	1637	\$144.74	\$0.00
20250101	CHEQUE	23-April-2025	Barnett, Neil	1591	\$1,229.64	\$0.00
20250104	CHEQUE	23-April-2025	Liebenberg, Christiaan	1591	\$4,821.83	\$0.00
20250105	CHEQUE	23-April-2025	Liebenberg, Rudolf	1591	\$888.30	\$0.00
20250106	CHEQUE	23-April-2025	Murray, Robin	1591	\$1,764.09	\$0.00



Summer Village of Sandy Beach

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Bank Reconciliation Details

2025-May-27

9:11:12AM

Bank Rec Ending Date: 30-Apr-2025

Bank Rec Description: April 2025 Bank Rec

Bank Rec Details: MUSH Operating

Item ID	Item Type	Cheque Date	Item Description	Batch #	Credit	Debit
20250107	CHEQUE	23-April-2025	Patterson, Devin	1591	\$2,507.82	\$0.00
20250108	CHEQUE	23-April-2025	RFS Canada	1591	\$594.36	\$0.00
20250109	CHEQUE	23-April-2025	Roadrunners Tirecraft	1591	\$2,742.02	\$0.00
20250097	CHEQUE	23-April-2025	EPCOR	1590	\$1,622.20	\$0.00
20250098	CHEQUE	23-April-2025	Ste Anne Gas Co-op	1590	\$769.13	\$0.00
1872	DEPOSITS	24-April-2025	DIRECT DEPOSIT DEPOSIT	1592	\$0.00	\$393.79
1873	DEPOSITS	25-April-2025	DIRECT DEPOSIT DEPOSIT	1593	\$0.00	\$600.00
1874	DEPOSITS	29-April-2025	BANK DEPOSIT	1594	\$0.00	\$95.00
1906	DEPOSITS	30-April-2025	DIRECT DEPOSIT DEPOSIT	1635	\$0.00	\$1,098.53
35152	GL Entry	27-May-2025	FEE SERVICE SUNDRY	1638	\$18.00	\$0.00
35154	GL Entry	27-May-2025	BANK POSTING ERROR	1638	\$0.01	\$0.00

Totals \$ 61,016.89 \$ 15,417.54

Bank Statement Balance: \$ 414,511.04

Last Reconciled Balance: \$ 460,110.39

Bank Rec Balance: \$(45,599.35)

Difference: \$ 0.00

Cleared by:

*** End of Report ***



Summer Village of Sandy Beach

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Current Outstanding Items

2025-May-27

9:11:13AM

Ending Date: 2025-Apr-30

Bank Account Name: MUSH Operating

Bank Statement Balance: 414,511.04

Add Outstanding Deposits

Deposit Description	Batch #	Deposit Date	Amount
BANK DEPOSIT	1595	2025-04-30	95.00
Total Deposits Outstanding			95.00
			95.00

Less Outstanding Cheques

Payee	Cheque #	Cheque Date	Amount
XPLORE	20240372	2024-12-18	89.24
Workers Compensation Board	20250005	2025-01-13	450.57
Telus Mobility	20250099	2025-04-23	115.63
Workers Compensation Board	20250100	2025-04-23	544.37
Canada Revenue Agency	20250102	2025-04-23	4,429.40
Government of Alberta	20250103	2025-04-23	162.00
Taxservice	20250110	2025-04-23	236.25
Total Outstanding Cheques			6,027.46
			(6,027.46)

And Adjustments

Net Outstanding Items: (5,932.46)

Ending Bank Balance: 414,511.04

Total: 408,578.58

Bank GL Balance: 408,596.59

Unposted GL Adjustment Amount: 0.00

Total Bank GL Balance: 408,596.59

Difference between Bank GL Balance and Sum of Net Outstanding Items & Ending Bank balance: Date (\$18.01)

Date
Evon S/C

*** End of Report ***

SUMMER VILLAGE of SANDY BEACH, AB



CAO REPORT

June 19th, 2025

1. TAXES (May 30 - 2025)

Current	10,045.09
1 Year	50,158.12
2 Years	5,099.61
3 Years	1,786.07
Over 3	0.00

Outstanding	67,088.89
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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. Tax Notices 2025 was mailed May 7th 2025.

5. OPERATIONS

- Spring Large Item Pick Up: Planned for May 21 and posted.
- Mowing underway.
- Some fire smart will be done in Fall 2025.
- The Returning Officer has been in contact with the office (end of January) and essential pre-election arrangements has been made to ensure planning for the Nomination Day and Elections 2025 are well planned and executed in advance.

6. MAJOR PROJECTS towards Fall 2025 (All LGFF or CCBF funded)

- **Ongoing**

7. CORRESPONDENCE

- To be distributed as available.



Summer Village of Sandy Beach

For the Period Ending May 31, 2025

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2025-May-27

3:42:55PM

General Ledger	Description	2025 Budget	2025 Actual	2025 Budget Remaining %
Revenues				
1-00-00-110	Real Property Taxes/DIP	(20.17)	(20.17)	0.00
1-00-00-111	Minimum Levy: Res & Non-Res	(43,925.45)	0.00	100.00
1-00-00-112	Taxes - Commercial/Non-Residential	(5,427.10)	(6,161.12)	(13.52)
1-00-00-113	Taxes - Residential	(360,133.20)	(402,959.02)	(11.89)
1-00-00-115	Taxes - Linear	(3,219.61)	(3,585.22)	(11.35)
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)	(12,202.66)	59.32
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)	(2,150.00)	88.37
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)	(1,940.00)	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)	(5,441.36)	79.07
1-02-00-550	Interest Income Trust	(64,000.00)	0.00	100.00
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	(71,189.25)	0.00	100.00
1-32-00-842	LGFF - Operating	(17,494.00)	0.00	100.00
1-32-00-844	CCBF	(21,000.00)	0.00	100.00
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)	(3,666.92)	47.74
1-61-00-410	Planning/Zoning & Dev. Charges	(1,175.00)	(52.95)	95.49
1-74-00-560	Rental Income/Facilities (Hall)	(1,842.99)	(1,050.00)	43.02
1-74-00-840	Provincial Conditional Grants (Culture)	0.00	0.00	0.00
1-99-00-750	School Foundation - Non-Residential	(2,707.51)	(2,707.50)	0.00
1-99-00-751	School Foundation - Residential	(139,588.62)	(139,586.72)	0.00
1-99-00-752	School Foundation - Linear	0.00	0.00	0.00
1-99-00-753	Senior Foundation	(12,535.61)	(12,535.42)	0.00
*P TOTAL Revenues		(830,276.51)	(594,059.06)	0.00



Summer Village of Sandy Beach

For the Period Ending May 31, 2025

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General Ledger	Description	2025 Budget	2025 Actual	2025 Budget Remaining %
Expenses				
2-11-00-110	Honorariums	13,000.00	0.00	100.00
2-11-00-211	Mileage & Subsistence	1,000.00	0.00	100.00
2-11-00-510	Convention/Workshop/Supply/Meetings	2,500.00	0.00	100.00
2-12-00-110	Salaries/Wages Administration	78,000.00	26,000.00	66.66
2-12-00-111	Ad Hoc Committee	0.00	0.00	0.00
2-12-00-130	Employer Contributions (Office)	6,000.00	2,074.56	65.42
2-12-00-131	WCB	3,500.00	2,645.84	24.40
2-12-00-200	Contract Admin/DEM/DDEM	4,000.00	0.00	100.00
2-12-00-211	Travel & Subsistence	2,500.00	888.30	64.46
2-12-00-215	Freight/Postage/Telephone	4,500.00	1,834.97	59.22
2-12-00-216	Newsletter	100.00	0.00	100.00
2-12-00-217	Internet	925.00	253.28	72.61
2-12-00-218	Website	3,525.00	0.00	100.00
2-12-00-219	Conferences/CAO CLGM Coursework-MC	1,745.00	214.90	87.68
2-12-00-220	Dues/Memberships/Printing/Advertising	16,500.00	6,730.30	59.21
2-12-00-230	Professional/Special Services/Legal	4,500.00	3,823.00	15.04
2-12-00-231	Audit	7,000.00	475.42	93.20
2-12-00-232	Assessment Services	8,600.00	4,510.00	47.55
2-12-00-233	WILD Waterline (Operating)	1,284.00	0.00	100.00
2-12-00-234	WILD Waterline (Debenture Phase I - IV)	10,457.34	5,228.67	50.00
2-12-00-250	Office Repairs and Maintenance	500.00	0.00	100.00
2-12-00-260	Office Water/Sewer	2,250.00	443.35	80.29
2-12-00-263	Computer	0.00	2,305.80	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	206.57	24.88
2-12-00-274	Insurance	13,250.00	0.00	100.00
2-12-00-011	Election Expenses	7,500.00	0.00	100.00
2-12-00-505	Canada Day Celebration	500.00	0.00	100.00
2-12-00-510	General Office Supplies	1,000.00	0.00	100.00
2-12-00-511	Computer Repairs	0.00	0.00	0.00
2-12-00-512	IT/Financial Software/Muniware	3,000.00	2,720.96	9.30
2-12-00-519	Other Services/Donations/Appreciations	1,200.00	0.00	100.00
2-12-00-540	Utilities-Administration EPCOR	2,500.00	1,127.79	54.88
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	15,848.00	162.00	98.97
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)	140,388.18	55,015.92	60.81
2-32-00-111	Contract Services/Weed Inspector	500.00	0.00	100.00
2-32-00-130	Employer Contributions	9,000.00	3,694.91	58.94
2-32-00-200	Gravel/Maintenance/Drainage	2,100.00	1,131.88	46.10
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	2,819.28	43.61
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 May 31, 2025

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2025-May-27

3:42:55PM

General Ledger	Description	2025 Budget	2025 Actual	2025 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	0.00	100.00
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	12,035.33	(50.44)
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	2,798.80	81.34
2-32-00-280	Equipment Purchases	5,000.00	697.43	86.05
2-32-00-350	Roads - Government Grant	0.00	0.00	0.00
2-32-00-510	General Goods & Supplies	6,000.00	2,500.37	58.32
2-32-00-511	Beautification	4,000.00	0.00	100.00
2-32-00-540	Utilities - Street Lights	15,000.00	6,061.43	59.59
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	71,189.25	0.00	100.00
2-32-00-842	LGFF - Operating	17,494.00	0.00	100.00
2-32-00-844	CCBF	21,000.00	0.00	100.00
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	26,724.00	0.00	100.00
2-43-00-200	Garbage Contract/GFL	15,000.00	6,124.60	59.16
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	1,741.80	65.16
2-43-00-762	Transfer To Capital Functions	0.00	0.00	0.00
2-51-00-750	FCSS/Recreation	8,773.00	8,000.00	8.81
2-61-00-510	Development Officer Fees	6,500.00	1,567.22	75.88
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	2,342.29	47.94
2-71-00-541	Utilities Old Shop	1,000.00	473.70	52.63
2-71-00-762	Transfer to Capital Reserve - Equipment	1,000.00	0.00	100.00
2-72-00-200	Daypark/Recreation	500.00	0.00	100.00
2-72-00-540	Daypark Expenses/Utilities	5,500.00	225.00	95.90
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	187.64	81.23
2-74-00-211	Yellowhead Regional Library	1,500.00	660.25	55.98
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	1,063.00	64.56
2-99-00-750	School Foundation - Non-Residential	2,707.51	0.00	100.00
2-99-00-751	School Foundation - Residential	139,588.62	31,543.56	77.40
2-99-00-753	Senior Foundation	12,535.61	12,535.61	0.00
*P	TOTAL Expenses	830,276.51	217,357.73	0.00
**P	(Profit)/Loss	0.00	(376,701.33)	0.00

*** End of Report ***

June 2025: ACTION ITEM List

Employee	Task	Action Taken	Progress	Date
CAO	LGFF/CCBF 2024-2025 Audit 2024	SFE's due May 2025 - submitted Completed	In progress ✓	May 2025 March 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 Summer 2025
	Minimum Tax for 2025	= \$800 as per motion Dec 2018 meeting	✓	April 2025
	Municipal Elections 2025 Tax Notices/Budget 2025 & Tax Bylaw Federal Elections April 28 2025	Nomination Day and Voting posted on website May 2025 Notices mailed May 7th 2025 3pm Hall has been rented out to Elections Canada	In progress May 7 th ✓	Aug 2025 June 30 2025 April 28 2025
Public Works	FireSmart Mowing under way	Some fire smart planned for Fall 2025 Day Park Open and Porta Potties Out		
Finance	Payroll - Accounts Payable - Invoices Administration/Financial Software Filing, website, phone calls, land titles Audit 2024 Tax Notices / Assessments (2024)	Input invoices – entering payroll - printing cheques Correspondence and Letters mailed/system training Keeping everything current Completed In progress / Balanced	On-Going On-Going On-Going ✓	Summer 2025 Summer 2025 Summer 2025 March 2025 May 9 2025
Council	Wastewater/Darwell Transmission Line Phase A Asset ACP Grant	Scope change Nov 3 2023 No decision yet. Administration/SVLSACE informed of decision to take part.	Ongoing In progress	Summer 2025



Association of
SUMMER VILLAGES
OF ALBERTA

ELECTED OFFICIAL ORIENTATION & TRAINING

- Introduction
- Association of Summer Villages of Alberta (ASVA)
- The continued viability of all Summer Villages depends on good governance, sound finances, and a great relationship with our neighbors; the Municipal Districts and Counties surrounding us.

The MGA section 201.1(1) requires that all Elected Officials attend training prior to or on the same day as the first organizational meeting. The training must cover the following topics:

- i. role of municipalities in Alberta;
- ii. municipal organization and function;
- iii. roles and responsibilities of council and councillors;
- iv. the municipality's code of conduct;
- v. roles and responsibilities of the chief administrative officer and staff.

Role of Municipalities in Alberta

The primary purpose of municipal government can be summarized as the need to:

- Provide good government,
- Deliver necessary services to citizens,
- Develop and maintain safe and viable communities,
- Foster environmental stewardship, and
- Collaborate with neighboring municipalities.

Municipal Organization And Function

The various types of municipalities include:

- **Summer Villages** – was based on the number of buildings rather than population and can no longer be formed,
- **Villages** - a population of 300 or more and some are less,
- **Towns** - a population of 1,000 or more,
- **Cities** - a population of 10,000 or more,
- **Municipal Districts (Counties)** - cover large areas of land with small, dispersed populations,
- **Specialized Municipalities** - formed to address unique governance needs, often combining urban and rural communities.

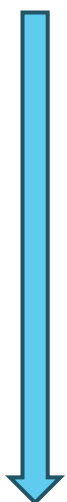
Municipal Organization And Function

Common municipal services include:

- Land Use Planning and Development
- Roads and transportation infrastructure
- Parks and recreation facilities
- Emergency services such as Police and Fire
- Solid waste collection
- Water treatment and distribution
- Wastewater collection and treatment

Municipal Organization And Function

Hierarchy of Municipal Governance Documents in Alberta



1. The Municipal Government Act (MGA)
2. Municipal Development Plan (MDP)
3. Land Use Bylaw (LUB)
4. Municipal Bylaws
5. Policies, Administrative Procedures, and Guidelines

Role of the Council

Council's primary responsibilities include:

- Strategic Direction
- Decision-Making
- Transparency and Accountability
- Hiring and Evaluating the CAO

Council committees – Temporary (Ad Hoc) & Standing

Role of the Councillors

Key Responsibilities include:

- Considering Municipal Welfare
- Bylaw and Policy Development
- Meeting Participation
- Information Gathering
- Confidentiality

Pecuniary Interests

Councillor Disqualification

Role of the Chief Elected Official (Mayor)

Key Responsibilities include:

- Presiding Over Meetings
- Leadership
- Represent the municipality at official functions.
- Communication

Code of Conduct for Elected Officials

Key Principles include:

- Integrity and Honesty
- Accountability and Transparency
- Respect and Professionalism
- Confidentiality
- Decision-Making in the Public Interest
- Enforcement and Consequences

Role of the Chief Administrative Officer

Key Responsibilities of CAO include:

- Administrative Leadership
- Council Support
- Record Keeping & Document Management
- Financial Management
- Budget Reporting
- Assessment and Taxation
- Legislative Compliance

Role of Municipal Staff

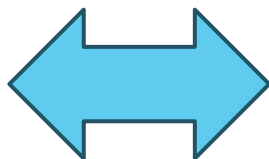
Key Responsibilities include:

- Service Delivery
- Operational Management
- Financial Administration
- Public Interaction
- Technical Expertise

The Municipal Relationship - Summary

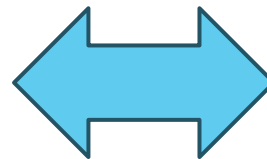
Council

- Strategic Direction
- Decision-Making
- Transparency & Accountability
- Hiring & Evaluating the CAO



CAO

- Administrative Leadership
- Council Support
- Document Management
- Financial Management
- Legislative Compliance



Municipal Staff

- Service Delivery
- Operational Management
- Financial Administration
- Technical Expertise
- Public Interaction

The CAO is the only person reporting to Council and the only employee of the Council

Mayors & Councillors do not direct or manage municipal staff or deliver services.



Association of
SUMMER VILLAGES
OF ALBERTA

ASVA CONFERENCE - October 16-17, 2025

“FACING THE FUTURE”

REGISTRATION IS OPEN FOR

**ASVA's 67th Annual Conference
& AGM**

October 16 & 17, 2025

**Conference
Registration Fee:**
\$349 (Including Banquet
Ticket)

Cancellations must be in writing via email to execdirector@asva.ca before **September 16, 2025**, for a full refund, less \$50 administration fee. No refunds will be given after September 16, 2025.

VENUE

WYNDHAM
EDMONTON HOTEL &
CONFERENCE CENTRE

4440 GATEWAY BLVD
EDMONTON, AB
T6H 5C2

CONFERENCE AGENDA

A Draft Conference Agenda will be Emailed to the Membership Once the Speakers & Presentation Topics are Confirmed. It will also be Posted on the ASVA Website at the End of August.
(Speakers are subject to Change Without Notice).

Past Topics include:

- Minister, Municipal Affairs
- MSI & LGFF
- Invasive Species
- Alberta Lake Health
- FireSmart
- Policing
- Asset Management
- Emergency Management
- Government Relations
- Cybersecurity
- Boat Mooring