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## AGENDA



*Summer Village of Sandy Beach*

REGULAR MEETING of COUNCIL  
MYRNA NOYES COMMUNITY HALL  
~~63 Lakeshore Drive SANDY BEACH, AB~~ VIRTUAL ZOOM ONLY  
December 16<sup>th</sup>, 2021 @ 7 PM.

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**1.0 CALL TO ORDER** Action

**2.0 ACCEPTANCE OF AGENDA** Action

**3.0 APPROVAL OF MINUTES**  
A. November 18<sup>th</sup>, 2021 Regular Council Meeting Minutes (*approve*); Action

**4.0 DELEGATIONS** None

### **BUSINESS**

#### **5.0 BUSINESS ARISING**

A. Budget 2022 (*approve interim Operational & Capital*); Action

B. Wastewater Strategic Direction/Lagoon (*Chair report*); Action

C. Financial Reporting and Expenditure Policy (*review/adopt*); Action

**6.0 DEVELOPMENT MATTERS** Development Officer + Report (15 minutes);

#### **7.0 NEW BUSINESS**

A. DEM Report (*review*); Action

B. Action

C. Action

D. Action

### **REPORTS & Information**

#### **8.0 COUNCILLOR REPORT(S) (*one motion to accept all*)**

A. Mayor Report Dec 16<sup>th</sup> Info/Action

B. Deputy Mayor Report Dec 16<sup>th</sup> Info/Action

C. Councillor Report Nov 9<sup>th</sup> Info/Action

#### **9.0 CAO REPORT(S)**

A. Accounts Payable List (Year to Date) (*accept info*); Info/Action

B. Action Items List Year to Date (*accept info*); Info/Action

#### **10.0 CORRESPONDENCE**

A. to be determined;

**NEXT MEETING** 20<sup>th</sup> January, 2022 Info

**ADJOURNMENT** Action

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## COUNCIL MEETING MINUTES



*Summer Village of Sandy Beach*

November 18<sup>th</sup>, 2021 at 7 pm.  
Myrna Noyes Community Hall  
~~63 Lakeshore Drive, Sandy Beach, AB~~ **Virtual ZOOM only**

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- IN VIRTUAL ATTENDANCE** Denise Lambert, Mayor  
Larysa Luciw, Deputy Mayor  
Michael Harney, Councillor  
Rudolf Liebenberg, Chief Administrative Officer (CAO)
- 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 Michael Harney that the agenda be approved as presented and amended: addition Item 7(C): Chief Administrative Officer operational spending.  
Res. # 167 – 21 CARRIED
- 3.0 APPROVAL OF MINUTES** MOVED by Deputy Mayor Larysa Luciw that the attached minutes of the Regular Council Meeting October 21<sup>st</sup>, 2021 be approved as presented and printed.  
Res. # 168 – 21 CARRIED
- 4.0 DELEGATIONS** None;
- 5.0 BUSINESS ARISING**
- A. Budget 2022:**  
Res. # 169 – 21 MOVED by Councillor Michael Harney that the draft copy of the operational budget for 2022 as presented in writing by Administration be accepted as information with a recommendation that line item 90 Canada Day Celebrations be increased to \$850.00.  
CARRIED
- B. Lagoon:**  
Res. # 170 – 21 MOVED by Deputy Mayor Larysa Luciw that the engineering costs for submitting grant applications as it relates to the lagoon scope of work presented at the November 9<sup>th</sup> Joint Lagoon Committee meeting, presented here in writing, be accepted as information.  
CARRIED
- C. Integrated Plans:**  
Res. # 171 – 21 MOVED by Councillor Michael Harney that the Integrated Plans development be tabled until Summer 2022 and Council authorize the mayor to draft a public participation survey around strategic planning to be presented to Council at a later date and the survey's associated costs be approved here by Council.  
CARRIED
- 6.0 DEVELOPMENT MATTERS** none

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## COUNCIL MEETING MINUTES



*Summer Village of Sandy Beach*

November 18<sup>th</sup>, 2021 at 7 pm.  
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### 7.0 NEW BUSINESS

- A. Numb Bum/Hall use – Covid-19:**  
Res. # 172 – 21      MOVED by Councillor Michael Harney that Numb Bum do online registration for their 2022 event and that the hall remains closed for rentals as long as Covid-19 restrictions are in effect; and that Council direct Administration to review the current hall rental policy within the framework of 2021 health restrictions and bring it back for review at a later date.  

CARRIED
- B. MSI 2021-2023:**  
Res. # 173 – 21      MOVED by Councillor Michael Harney that Council direct Administration to apply for all the remaining MSI funding in one project to include key infrastructure projects and spending like the lagoon, landfill, roads, fire smart and recreation.  

CARRIED
- C. Chief Administrative Officer Spending:**  
Res. # 174 – 21      MOVED by Deputy Mayor Larysa Luciw that Council direct Administration to draft a financial reporting and expenditure policy for review and approval at the December 16<sup>th</sup> meeting.  

CARRIED

### 8.0 COUNCILLOR REPORTS

- A. All reports**  
Res. # 175 – 21      MOVED by Deputy Mayor Larysa Luciw that Council receive and accept as information all the written reports presented at this meeting.  

CARRIED

### 9.0 CAO REPORTS

- A. Accounts Payable List**  
Res. # 176 – 21      MOVED by Councillor Michael Harney that Council receive as information, and accept and approve the accounts payable list for October 21<sup>st</sup>, 2021 to November 18<sup>th</sup>, 2021, as presented in written format by Administration.  

CARRIED
- B. Action Item List**  
Res. # 177 – 21      MOVED by Councillor Michael Harney that Council receive and accept as information the action item list for November 18<sup>th</sup>, 2021 as presented in writing by the Chief Administrative Officer.  

CARRIED

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**COUNCIL MEETING MINUTES**



*Summer Village of Sandy Beach*

November 18<sup>th</sup>, 2021 at 7 pm.  
Myrna Noyes Community Hall  
~~63 Lakeshore Drive, Sandy Beach, AB~~ **Virtual ZOOM only**

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**10.0 CORRESPONDENCE**

Res. # 178 – 21      MOVED by Councillor Michael Harney that Council receive all correspondence as information.

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

REVENUE G/L Code	BUDGET ITEM	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	1 2
1-00-00-00-00-110	Real Property Taxes	\$ 4,000.00	\$ 4,000.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	3
1-00-00-00-00-111	Minimum Levy	\$ 4,800.00	\$ 7,200.00	\$ 6,850.00	\$ 6,850.00	\$ 6,850.00	\$ 6,850.00	4
1-00-00-00-00-112	Taxes - Non-Residential	\$ 5,413.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	5
1-00-00-00-00-113	<b>Taxes - Residential</b>	<b>\$ 342,295.00</b>	<b>\$ 342,295.00</b>	<b>\$ 342,295.00</b>	<b>\$ 352,295.00</b>	<b>\$ 362,295.00</b>	<b>\$ 372,295.00</b>	<b>6</b>
1-00-00-00-00-115	Taxes - Linear	\$ 2,000.00	\$ 3,000.00	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00	7
1-00-00-00-00-510	Penalties & Costs	\$ 5,000.00	\$ 18,000.00	\$ 8,100.00	\$ 8,100.00	\$ 8,100.00	\$ 8,100.00	8
1-00-00-00-00-520	Lagoon Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9
1-00-00-00-00-530	Misc. Income/Tower Land Rental/GST	\$ 1,000.00	\$ 17,302.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	10
1-00-00-00-00-531	Village Land Sale Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11
1-00-00-00-00-590	Other Revenue/Tax Certificates	\$ 83,000.00	\$ 19,900.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	12
1-00-00-00-00-740	Provincial Government and Agencies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	13
1-00-00-00-00-840	AMIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14
1-00-00-00-00-990	Tax Recovery/Tax Arrears	\$ 45,000.00	\$ 31,000.00	\$ 19,482.00	\$ 26,150.00	\$ 28,550.00	\$ 30,000.00	15
1-01-00-00-00-550	Interest Income	\$ 600.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	16
1-02-00-00-00-550	Interest Income Trust	\$ 10,000.00	\$ 20,000.00	\$ 22,000.00	\$ 27,650.00	\$ 24,000.00	\$ 25,000.00	17
1-12-00-00-00-560	Rentals/Shop Rent	\$ 7,200.00	\$ 7,200.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	18
1-12-00-00-00-561	Office Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	19
1-32-00-00-00-830	Federal Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20
1-32-00-00-00-840	Provincial Conditional Grants (MSP+MOST)	\$ -	\$ 31,122.00	\$ 71,196.00	\$ 30,000.00	\$ 35,000.00	\$ 36,000.00	21
1-32-00-00-00-841	MSI - Capital	\$ 241,318.00	\$ 143,118.00	\$ 123,118.00	\$ 49,927.00	\$ 49,927.00	\$ 18,947.00	22
1-32-00-00-00-842	MSI - Operating	\$ 10,930.00	\$ 11,203.00	\$ 9,349.85	\$ 10,000.00	\$ 12,000.00	\$ 13,000.00	23
1-32-00-00-00-843	NDCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	24
1-32-00-00-00-844	GTF + FRIAA	\$ 20,000.00	\$ 41,414.00	\$ 90,000.00	\$ 30,000.00	\$ 35,000.00	\$ 36,000.00	25
1-32-00-00-00-845	MSP (Prov. Grant)	\$ -	\$ -	\$ -	\$ 10,750.00	\$ -	\$ -	26
1-32-00-00-00-846	Def. Rev. (Prof. Cons)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	27
1-32-00-00-00-847	Snow/Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	28
1-32-00-00-00-848	Canada Day (Prov. Grant)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	29
1-32-30-00-00-845	STEP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30
1-51-00-00-00-840	Provincial Conditional Grants/FCSS	\$ 7,018.00	\$ 7,018.00	\$ 7,018.00	\$ 7,320.00	\$ 7,720.00	\$ 7,800.00	31
1-74-00-00-00-560	Rental Income/Facilities (Hall)	\$ 5,030.00	\$ 6,122.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	32
1-74-00-00-00-840	Provincial Conditional Grants (Culture)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	33

OPERATING BUDGET

1-99-00-00-00-750	School Foundation - Non-Residential	\$ 2,207.00	\$ 2,219.00	\$ 2,219.00	\$ 2,219.00	\$ 2,200.00	\$ 2,200.00	34
1-99-00-00-00-751	School Foundation - Residential	\$ 100,038.00	\$ 96,725.00	\$ 96,725.00	\$ 96,725.00	\$ 95,000.00	\$ 95,000.00	35
1-99-00-00-00-753	Senior Foundation	\$ 8,291.67	\$ 8,320.00	\$ 8,308.15	\$ 8,308.00	\$ 8,500.00	\$ 8,500.00	36
2-00-00-00-00-611	Amortization Exp Engineered Structures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	37
2-00-00-00-00-621	Amortization Exp Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	38
2-00-00-00-00-631	Amortization Exp Machinery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	39
2-00-00-00-00-651	Amortization Exp Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40
2-00-00-00-00-661	Amortization Exp Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	41
	<b>TOTAL REVENUES</b>	<b>\$ 905,140.67</b>	<b>\$ 824,158.00</b>	<b>\$ 840,511.00</b>	<b>\$ 700,144.00</b>	<b>\$ 708,992.00</b>	<b>\$ 693,542.00</b>	42
	<b>Projections (+/-)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	43
								44
		<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2020</b>	45
<b>2016</b>	<b>Unrestricted Surplus</b>							46
A	2016 Year End Statement		\$ 393,332.00	\$ 393,332.00	2017 surplus/deficit		Estimated Reserves	47
	Less		Transfer Res #97-17	\$ 31,000.00	\$ 31,000.00		2017 (Year End)	48
	Budgeted 2017		Year End (unaudited)	\$ 362,332.00		Unrestricted Reserve	\$ 362,332.00	49
<b>2016</b>	<b>Restricted Reserves</b>		<b>2016</b>	<b>2017</b>	Res #94-17 Added	Res #123-17 Deleted		50
B	Sewage	\$ 320,000.00	\$ 340,000.00	\$ 340,000.00	\$ 20,000.00		\$ 340,000.00	51
C	Equipment	\$ 260,000.00	\$ 280,000.00	\$ 280,000.00	\$ 20,000.00	\$ 9,256.80	\$ 270,743.20	52
D	Water	\$ 222,095.00	\$ 234,190.00	\$ 234,190.00	\$ 12,095.00		\$ 234,190.00	53
E	Roads	\$ 223,500.00	\$ 243,500.00	\$ 243,500.00	\$ 20,000.00		\$ 243,500.00	54
F	MSI Capital	\$ 85,325.00	\$ -	\$ -				55
G	Total		Restricted Reserves	\$ 1,183,015.00		Restricted Reserves	\$ 1,088,433.20	56
H	Budgeted 2017		Year End (unaudited)	\$ 1,576,347.00		TOTAL RESERVES	\$ 1,450,765.20	57
	<b>EXPENSES</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	58
	<b>G/L Code</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	59
	<b>BUDGET ITEM</b>							
2-11-00-00-00-110	Honorariums	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	60
2-11-00-00-00-211	Mileage & Subsistence	\$ 1,500.00	\$ 1,600.00	\$ 1,000.00	\$ 1,850.00	\$ 2,000.00	\$ 2,000.00	61
2-11-00-00-00-510	Conventions/Work Shops/Supplies (gen.)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	62
2-12-11-00-00-290	Election Expenses	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	63
2-12-00-00-00-110	Salary and Wages/Office	\$ 60,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	64
2-12-00-00-00-111	Ad Hoc Committee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	65
2-12-00-00-00-130	Employer Contributions	\$ 18,000.00	\$ 4,000.00	\$ 5,280.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	66
2-12-00-00-00-131	WCB	\$ 2,000.00	\$ 2,000.00	\$ 4,200.00	\$ 3,600.00	\$ 3,500.00	\$ 3,500.00	67

OPERATING BUDGET

2-12-00-00-00-200	Contract/Administration/DEM/DDEM	\$ 6,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	68
2-12-00-00-00-211	Travel and Subsistence	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00	\$ 6,000.00	\$ 6,750.00	\$ 6,750.00	69
2-12-00-00-00-215	Freight/Postage/Telephone	\$ 4,000.00	\$ 5,000.00	\$ 6,000.00	\$ 7,000.00	\$ 8,000.00	\$ 8,000.00	70
2-12-00-00-00-216	Newsletter	\$ 1,270.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 550.00	\$ 550.00	71
2-12-00-00-00-217	High Speed Internet	\$ 1,500.00	\$ 1,750.00	\$ 850.00	\$ 850.00	\$ 950.00	\$ 950.00	72
2-12-00-00-00-218	Website	\$ 750.00	\$ 850.00	\$ 850.00	\$ 4,500.00	\$ 850.00	\$ 850.00	73
2-12-00-00-00-219	Conferences and Workshops	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	74
2-12-00-00-00-220	Dues/Memberships/Printing/Advertising	\$ 9,500.00	\$ 9,500.00	\$ 12,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	75
2-12-00-00-00-519	Other Services/Appreciation/Donations	\$ 1,000.00	\$ 2,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	76
2-12-00-00-00-230	Professional/Special Services/Legal	\$ 8,000.00	\$ 8,000.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 7,230.00	77
2-12-00-00-00-231	Audit	\$ 9,500.00	\$ 10,000.00	\$ 6,850.00	\$ 6,950.00	\$ 7,500.00	\$ 7,500.00	78
2-12-00-00-00-232	Assessment Services	\$ 8,000.00	\$ 8,500.00	\$ 8,500.00	\$ 9,000.00	\$ 9,500.00	\$ 9,500.00	79
2-12-00-00-00-233	WILD Waterline (Operating Requisition)	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00	80
2-12-00-00-00-234	WILD Waterline (Debenture Phase I & II)	\$ 5,250.00	\$ 5,550.00	\$ 5,500.00	\$ 6,000.00	\$ 6,500.00	\$ 6,500.00	81
2-61-00-00-00-510	Development Officer Fees	\$ 5,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	82
2-12-00-00-00-250	Purchased Repairs and Maintenance	\$ 10,000.00	\$ 4,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	83
2-12-00-00-00-260	Water/Sewer Admin Building	\$ 600.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00	84
2-12-00-00-00-512	IT/Financial Software	\$ 750.00	\$ 1,000.00	\$ 10,000.00	\$ 10,000.00	\$ 2,950.00	\$ 3,050.00	85
2-12-00-00-00-265	1985 Lot research	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	86
2-12-00-00-00-266	Organize Files - Archives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	87
2-12-00-00-00-270	Bank Charges	\$ 100.00	\$ 250.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 400.00	88
2-12-00-00-00-274	Insurance	\$ 12,500.00	\$ 13,500.00	\$ 13,500.00	\$ 14,500.00	\$ 15,500.00	\$ 15,500.00	89
2-12-00-00-00-505	Canada Day Celebrations	\$ 1,650.00	\$ 1,650.00	\$ 250.00	\$ 850.00	\$ 250.00	\$ 350.00	90
2-12-00-00-00-510	Office Purchased Supplies	\$ 5,250.00	\$ 4,500.00	\$ 5,000.00	\$ 6,500.00	\$ 7,000.00	\$ 7,500.00	91
2-12-00-00-00-540	Utilities Admin Bldg (Epcor)	\$ 3,500.00	\$ 4,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,750.00	92
2-12-00-00-00-762	Transfer to Reserve (Water)	\$ 4,800.00	\$ 20,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	93
2-12-00-00-00-810	Short Term Borrowing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	94
2-12-00-00-00-811	Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	95
2-12-00-00-00-840	Provincial Conditional Grants (MSP+MOST)	\$ -	\$ -	\$ 71,196.00	\$ 30,000.00	\$ 35,000.00	\$ 36,000.00	96
2-12-11-00-00-150	Census	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	97
2-23-00-00-00-200	Fire/Sturgeon County	\$ 4,440.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	98
2-23-00-00-00-201	Fire Supression/Support	\$ 1,220.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00	\$ 6,000.00	99
2-25-00-00-00-220	Physician Recruitment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100

OPERATING BUDGET

2-32-00-00-00-111	Contracted Services/Weed Inspector	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 750.00	\$ 850.00	101
2-32-00-00-00-200	Gravel/Maintenance/Drainage/Parks/COVID	\$ 10,810.00	\$ 9,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	102
2-32-00-00-00-201	Signs	\$ 12,500.00	\$ 4,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	103
2-32-00-00-00-202	Paving Reconstruction Roads	\$ 8,000.00	\$ 8,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	104
2-32-00-00-00-212	Transfer to Reserve (Roads)	\$ 8,000.00	\$ 8,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	105
2-32-00-00-00-260	Snow Removal	\$ 4,000.00	\$ 4,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	106
2-32-00-00-00-270	Misc. General & Bylaw Services/Police FM	\$ 10,000.00	\$ 15,500.00	\$ 19,000.00	\$ 21,000.00	\$ 26,500.00	\$ 26,500.00	107
2-32-00-00-00-280	Equipment Purchases	\$ 2,000.00	\$ 6,500.00	\$ 5,000.00	\$ 5,500.00	\$ 5,500.00	\$ 6,500.00	108
2-32-00-00-00-511	Beautification	\$ 1,000.00	\$ 1,470.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	109
2-32-00-00-00-540	Utilities - Street Lights	\$ 14,000.00	\$ 14,500.00	\$ 14,500.00	\$ 14,750.00	\$ 14,850.00	\$ 14,950.00	110
2-32-00-00-00-611	Amortization - Engine	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	111
2-32-00-00-00-621	Amortization - building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	112
2-32-00-00-00-631	Amortization - machinery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	113
2-32-00-00-00-651	Amortization - vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	114
2-32-00-00-00-762	Tangible Capital Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	115
2-32-00-00-00-841	Grant - Drainage/Road	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	116
2-32-00-00-00-842	MSI Operating (Ad Hoc)	\$ 10,930.00	\$ 11,203.00	\$ 9,349.85	\$ 10,000.00	\$ 12,000.00	\$ 13,000.00	117
2-32-00-00-00-844	MSP Deferred (GTF) + FRIAA	\$ 20,000.00	\$ 41,414.00	\$ 90,000.00	\$ 30,000.00	\$ 35,000.00	\$ 36,000.00	118
2-42-00-00-00-200	Lagoon Maintenance	\$ 10,500.00	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	119
2-42-00-00-00-230	Professional Consult	\$ 41,500.00	\$ 13,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	120
2-42-00-00-00-762	Transfer to Reserve (Sewer)	\$ 8,000.00	\$ 23,274.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	121
2-43-00-00-00-200	Garbage Contract/GFL	\$ 8,000.00	\$ 10,500.00	\$ 10,500.00	\$ 11,500.00	\$ 10,500.00	\$ 10,500.00	122
2-43-00-00-00-270	RR13 Landfill Reclamation/Garbage Collect	\$ 10,000.00	\$ 5,500.00	\$ 2,500.00	\$ 7,500.00	\$ 7,500.00	\$ 8,500.00	123
2-43-00-00-00-350	Landfill Requisition/HWY 43	\$ 5,000.00	\$ 5,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	124
2-43-00-00-00-762	Transfer To Capital Functions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	125
2-51-00-00-00-750	FCSS/Recreation	\$ 9,065.00	\$ 9,065.00	\$ 9,065.00	\$ 9,065.00	\$ 9,065.00	\$ 9,065.00	126
2-61-00-00-00-511	Planning, Zoning & Development	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	127
2-61-00-00-00-202	ICSP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	128
2-12-00-00-00-994	Assessment Review Board	\$ 2,200.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	129
2-61-00-00-00-512	Development enforcement	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	130
2-62-00-00-00-211	East End Bus	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	131
2-71-00-00-00-540	Utilities-Shop	\$ 3,500.00	\$ 3,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	132
2-71-00-00-00-541	Utilities-Old Shop	\$ 1,800.00	\$ 2,000.00	\$ 1,000.00	\$ 1,250.00	\$ 1,350.00	\$ 1,450.00	133



OPERATING BUDGET

2-71-00-00-00-762	Transfer to Reserve (Equipment)	\$ 8,000.00	\$ 8,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	134
2-71-00-00-00-810	Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	135
2-32-00-00-00-110	Salaries & Wages	\$ 85,000.00	\$ 82,500.00	\$ 82,850.00	\$ 90,000.00	\$ 92,450.00	\$ 93,450.00	136
2-32-00-00-00-130	Employer Contribution	\$ 8,500.00	\$ 4,500.00	\$ 7,000.00	\$ 8,000.00	\$ 7,000.00	\$ 7,000.00	137
2-72-00-00-00-200	Daypark/Recreation	\$ 1,750.00	\$ 1,850.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	138
2-32-00-00-00-211	Travel/Subsistence/Fuel/Mileage	\$ 4,000.00	\$ 5,500.00	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00	\$ 5,500.00	139
2-32-00-00-00-215	Postage/Telephone	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,350.00	\$ 1,500.00	\$ 1,000.00	140
2-32-00-00-00-230	Tree Removal	\$ 3,500.00	\$ 5,500.00	\$ 8,050.00	\$ 10,500.00	\$ 8,500.00	\$ 8,500.00	141
2-32-00-00-00-250	Road and Street Contractors NGO	\$ 7,500.00	\$ 8,500.00	\$ 4,000.00	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	142
2-32-00-00-00-255	Repairs and Maint to other equipment	\$ 5,500.00	\$ 10,500.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	143
2-32-00-00-00-510	General Goods & Supplies	\$ 5,000.00	\$ 5,500.00	\$ 5,000.00	\$ 6,000.00	\$ 7,000.00	\$ 8,000.00	144
2-72-00-00-00-540	Utilities/Day Park Expenses	\$ 1,200.00	\$ 1,750.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	145
2-72-00-00-00-541	Playground Equipment	\$ 400.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	146
2-72-00-00-00-661	Amortization - land imp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	147
2-72-00-00-00-762	Transfers To Capital/MSI	\$ 241,318.00	\$ 143,118.00	\$ 123,118.00	\$ 49,927.00	\$ 49,927.00	\$ 18,947.00	148
2-74-00-00-00-200	Hall Cleaning	\$ -	\$ 2,500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	149
2-74-00-00-00-210	General Services/Maintenance/Hall	\$ 6,200.00	\$ 2,500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	150
2-74-00-00-00-510	General Goods and Supplies/Hall	\$ 750.00	\$ 1,250.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	151
2-74-00-00-00-540	Utilities-Hall	\$ 1,600.00	\$ 1,850.00	\$ 2,500.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	152
2-99-00-00-00-750	School Foundation Req	\$ 2,208.00	\$ 2,219.00	\$ 2,219.00	\$ 2,219.00	\$ 2,200.00	\$ 2,200.00	153
2-99-00-00-00-751	School Foundation - R	\$ 100,038.00	\$ 96,725.00	\$ 96,725.00	\$ 96,725.00	\$ 95,000.00	\$ 95,000.00	154
2-99-00-00-00-753	Senior Foundation	\$ 8,291.67	\$ 8,320.00	\$ 8,308.15	\$ 8,308.00	\$ 8,500.00	\$ 8,500.00	155
2-99-00-00-00-754	Waste Cell Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	156
2-99-00-00-00-755	Ambulance Requisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	157
	<b>TOTAL</b>	<b>\$ 905,140.67</b>	<b>\$ 824,158.00</b>	<b>\$ 840,511.00</b>	<b>\$ 700,144.00</b>	<b>\$ 708,992.00</b>	<b>\$ 693,542.00</b>	158
	<b>EXPENSES</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	159

Summer Village of Sandy Beach		2021-2024 BUDGET		CAPITAL PROJECTS	
CODE	DESCRIPTION	2021	2022	2023	2024
	MSI CAPITAL GRANT	\$108,767.00	\$123,118.00	\$78,000.00	\$78,000.00
	FEDERAL GAS TAX	\$30,000.00	\$35,000.00	\$35,000.00	\$36,000.00
	MUNICIPAL GRANTS	\$74,999.00	\$50,000.00	\$4,000,000.00	\$36,000.00
	DEFERRED REVENUE	\$113,243.00	\$115,000.00	\$115,000.00	\$115,000.00
	CAPITAL RESERVE	\$59,274.00	\$10,000.00	\$10,000	\$10,000
	BORROW	0	\$0.00	\$100,000.00	\$100,000.00
	TRANSFER FROM OPERATING	\$69,799.00	\$10,000.00	\$70,000.00	\$70,000.00
	PW Equipment	\$159,361.00	\$75,000.00	\$160,000.00	\$160,000.00
	ENGINEERING	\$10,000.00	\$41,000.00	\$10,000.00	\$10,000.00
	CONTINGENCY	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
	ROADS	\$279,500.00	\$40,000.00	\$40,000.00	\$40,000.00
	<b>TOTAL</b>	\$914,943.00	\$509,118.00	\$4,628,000.00	\$665,000.00



MORRISON HERSHFIELD

November 23, 2021

Infrastructure Manager  
4513 62 Avenue  
Barrhead, Alberta  
T7N 1A5

Dear Sir/Madam:

**Re: Alberta Municipal Water/Wastewater Partnership and/or Water for Life Funding for Existing Lagoon in the Summer Village of Sandy Beach**

Morrison Hershfield Limited, on behalf of the Summer Villages of Sandy Beach and Sunrise Beach, Alberta, would like to apply for funding under the Alberta Municipal Water/Wastewater Partnership and/or Water for Life to further investigate the issues with their existing lagoon. This lagoon was constructed in Year 1991 and consists of three (3) cells, a primary cell and two evaporation cells. No yearly discharge is available or permitted for this lagoon.

Currently, the following issues exist, and the lagoon has been shut down until further investigation is completed and storage capacity is improved.

1. Some parts of the berms have eroded and need urgent repair;
2. Sludge has build-up in the lagoon and has reduced the storage capacity. It is recommended that desludging of the lagoon be completed. A bathymetric survey is needed to determine the volume of sludge in each cell of the lagoon.
3. An environmental investigation is needed to confirm there are no leaks in the lagoon and to determine whether repair is needed underneath the sludge areas including disposal options for sludge.

Over the past couple of years, we have obtained approval from Alberta Environment to slowly discharged the lagoon, however, full discharge was not achievable due to wet weather and downstream constraints. Both summer villages have been hauling their sewage to another lagoon offsite, located in Onoway, however, this is not a cost-effective solution and the villages would like to have their local lagoon in a functional state.

The extent of any damage to the lagoon cannot be determined till further preliminary design and review is carried out on the lagoon. Therefore, we have divided the scope of work into Phase 1 (preliminary design) and Phase 2 (detailed design and construction). It is the intent that Phase 1 funding will be applied for this year and Phase 2 next year in 2022.

**Scope of Work:**

Phase 1 includes the following scope of work:

1. Letter report summarizing Soil Sampling and Groundwater Sampling and submit to Alberta Environment and Parks by December 31, 2021 as part of the Letter of Authorization requirements. It is assumed that the Village will complete these soil and ground samples at the sampling locations described in the discharge application and tested for the required parameters listed in the Letter of Authorization (1137-02-04). Lab results will be provided to MH for submission to Alberta Environment and Parks (AEP). Letter of Authorization (1137-02-04) is attached to Appendix at the end of this letter.
2. Bathymetric survey of all three cells of the lagoon to determine sludge removal depth/volumes and any issues with the berms below water. Bathymetric Survey of each lagoon will be completed by AquaVision Canada (sub-consultant).
3. Environmental Support by Parkland Geo-Environmental Ltd. Scope of work includes the following:
  - a. Groundwater monitoring of all four (4) existing wells. Two trips are planned for groundwater monitoring. Each well will be monitored during the two trips.
    - i. Initial site visit will monitor well headspace hydrocarbon vapour, depth to groundwater, and the presence or absence of phase-separated hydrocarbon product. Each well will be purged by bailing at least 3 well volumes of groundwater or until dry.
    - ii. On the second monitoring event the wells would be sampled. Groundwater analyses program for the wells would consist of VOC, Routine Potability, Nutrients (P,K,N), total metals, total fecal coliforms and E.Coli.
  - b. Sludge Sampling Program to determine if the sludge is impacted and what disposal options are available.
    - i. Sludge analysis would consist of a sample from each cell and would include parameter tests for Salinity, Solids Content, TKN, Nitrogen, Ammonium Nitrogen, Total Phosphorus, Total Metals, Total fecal coliforms and E.Coli.
4. Topographic survey of entire lagoon for detailed design. Survey will include everything above the lagoon water level but limited to the fence boundary.
5. A technical memo summarizing lagoon remediation plan based on the bathymetric survey, topographic survey, and groundwater/sludge samples including one review meeting with the summer village. Discuss proposed remediation plan with Alberta Environment and Parks to determine what approvals will be required.

### **Cost Estimate**

The total cost for this scope of work is **\$35,482** plus contingency, however, both villages are only eligible for 75% due to their population size. Contingency will be another 10% as per the application process requirements. Population from the 2016 census is shown below:



Summer Village	Total Population
Sunrise Beach	135
Sandy Beach	278
<b>Total</b>	<b>413</b>

Prorated project costs based on the population above is shown in the table below:

Summer Village	Prorated Project Cost	10% Contingency	Cost-Sharing Percentage	Community Grant Total
Sunrise Beach	\$ 11,598.23	\$ 12,758.06	75%	\$ 9,568.54
Sandy Beach	\$ 23,883.77	\$ 26,272.14	75%	\$ 19,704.11
<b>Total</b>	<b>\$ 35,482.00</b>	<b>\$ 39,030.20</b>		<b>\$ 29,272.65</b>

Therefore, the total grant eligible for both villages is **\$29,272.65**. A cost breakdown including quotes from sub-consultants is provided in the Appendix attached to this letter.

### **Schedule**

We are hoping to begin this project in spring of year 2022 after snow melt, as the survey and bathymetric survey require non-freezing conditions.

### **General Assumptions & Exclusions**

1. Regulatory Approvals by Alberta Environment and Parks are not included in budget.
2. Survey and Bathymetry work will be completed during non-snow or non-freezing conditions.

Sincerely,  
Morrison Hershfield Limited



Chad Newton, MBA, PMP, Principal  
PM Department Manager West



Nedal Barbar, P.Eng  
Project Engineer

\\EGNYTDRIVE\MH CLOUD\PROJ\2022\220040900-SANDY BEACH LAGOON EXPANSION REP\08. WORKING\LETTER\LETTER\_GRANT APPLICATION\_24NOVEMBER2021.DOCX

**Distribution:**

- Rudolf Liebenberg, Summer Village of Sandy Beach  
(cao.svsandyb@xplornet.ca)
- Wendy Wildman, Summer Village of Sunrise Beach  
(svsunrisebeach@wildwillowenterprises.com)

**Appendix Attachments:**

- a. Letter of Authorization for AEP (1137-02-04)
- b. Cost Estimate (including proposals from sub-consultants (survey, Geotech, etc)
- c. Statement of Quality and Completeness of the Cost Estimate

January 29, 2021

File No.: 007-1137  
Registration No.: 1137-02-04

Rudolf Liebenberg  
[rudolf@epms.ca](mailto:rudolf@epms.ca)  
Chief Administrative Officer  
Summer Village of Sandy Beach  
RR1 Site 1 Comp 63  
Onoway AB T0E 1V0

Dear Mr. Liebenberg:

**RE: Letter of Authorization No. 1137-02-04**  
**Project: One-time Treated Wastewater Discharge of**  
**Summer Village of Sandy Beach lagoon on Forested Land at 02-056-01-W5M**

A Letter of Authorization was issued on December 20, 2019 for a one-time discharge of Sandy Beach Lagoon wastewater until September 2020. Due to the wet conditions that discharge was implemented to release only one tenth of the proposed discharge volume. Based on your new request for discharge from the lagoon, we are issuing a new authorization to allow for a one-time discharge of the Sandy Beach lagoon wastewater between May 1, 2021 and September 30, 2021.

This letter enables the Summer Village of Sandy Beach to implement a one-time discharge of treated wastewater from its wastewater lagoon for fixing the lagoon structure. The works shall be conducted as per the plan received on February 20, 2019 and December 3, 2020 and shall follow the conditions of the Appendix attached to this letter.

Please note that follow-up soil and groundwater sampling is required by this letter. If sampling results show negative impacts on the discharge area or downstream of the discharge area, Summer Village of Sandy Beach may be required to take actions for reversing the impacts.

According to Environment and Park's Standards, a wastewater lagoon facility is required to be operated by maintaining a minimum 0.6 metre of freeboard between the high water level and the top of berm. Please note that not being able to keep the required minimum freeboard shows under-capacity issue and facility owner will be required to expand or upgrade the lagoon facility.

If you have any questions regarding this Letter of Authorization, please contact Rajinder Jassar at 403-297-7450.

Yours truly,

A handwritten signature in black ink, appearing to read "M. Habib", written over a faint horizontal line.

Mohammad Habib, P. Eng.  
Designated Director under the Act

cc: Rajinder Jassar, AEP  
Chad Newton, Morrison Hershfield Ltd., [cnewton@morrisonhershfield.com](mailto:cnewton@morrisonhershfield.com)  
Nedal Barbar, NBarbar@morrisonhershfield.com  
Regulatory Approvals Centre, Annette Vawter



## **APPENDIX**

One-time discharge of treated wastewater at the Summer Village of Sandy Beach lagoon shall occur only if all of the following conditions are satisfied:

1. This one-time discharge of treated wastewater shall be done between May 1, 2021 and September 30, 2021.
2. Treated wastewater released from the lagoon shall be controlled so that the flow reaches the Summer Village owned forested land within 02-056-01 W5M as described in the application.
3. Treated wastewater shall be released only from Cell #3 of the Summer Village of Sandy Beach lagoon.
4. Treated wastewater released from the lagoon shall not flow to any of the surrounding lakes.
5. Boundary of the discharge area should meet the following setback requirements:
  - (a) At least 15 metres between the boundary of the discharge area and all adjacent properties;
  - (b) At least 60 metres between the boundary of the discharge area and all occupied dwellings or water wells;
  - (c) At least 30 metres between the boundary of the discharge area and all watercourse, public roads and railway;
6. Field survey shall be implemented to make sure no groundwater well is located within the discharge area or within the required setback area.
7. Landowners adjacent to the discharge area have been notified that treated wastewater effluent is being discharged to the forested land area.
8. Signs shall be posted around the discharge area indicating that treated wastewater effluent is being discharged over the forested land.
9. There shall be no direct or potential cross-connection between the treated wastewater release system and any waterworks system.
10. Discharge must not occur if temperatures drop below freezing, or if ground surface freezes, or if wind speeds are in excess of 30 km/hr, or during periods of precipitation.
11. Ensure effective uniform application of the wastewater to prevent any surface runoff or prolonged surface ponding to occur during application.
12. Follow up soil samples shall be taken:
  - (a) At the same ten (10) sampling spots as those described in the 2019 application;
  - (b) Once in October 2021 and once in August 2022 and;

## APPENDIX

- (c) Sampled for detailed salinity package including at least the following parameters:
  - i) pH, Electrical Conductivity (EC) and Sodium Adsorption Ratio (SAR) by saturated paste extract;
  - ii) soluble Sodium, Calcium, Magnesium, Potassium, Sulphate, Chloride and Bicarbonate;
  - iii) Percentage of Saturation; and
  - iv) Theoretical Gypsum Requirement (TGR).
- 13. Follow up groundwater samples shall be taken:
  - (a) At the same downstream residential well(s) as that described in the 2019 application;
  - (b) Once in October 2021 and once in August 2022; and
  - (c) Sampled for parameters listed in the Routine Analysis section on Page 10 of the Guide to Groundwater Authorization.
- 14. Summer Village of Sandy Beach shall:
  - (a) prepare a report and provide it to the Director before December 31, 2021, which summarize the one-time discharge program and shall include the total volumes discharged, dates when the discharge starts and ends, soil and groundwater analytical test results as required in item 12 and 13 of this appendix for 2021 follow up testing and any problems in respect of the one-time treated wastewater discharge; and
  - (b) Provide to the Director before November 1, 2022, follow up soil and groundwater analytical test results as required in item 12 and 13 of this appendix for 2022 follow up testing.

January 29, 2021

\_\_\_\_\_  
Date Signed



\_\_\_\_\_  
Mohammad Habib, P.Eng  
Designated Director under the Act

## 4. Project Scope

Morrison Hershfield is currently looking to have a lagoon/sediment volume/depth survey completed for the following 3 lagoons. Additional information includes the following:

- The location of the lagoons is at 53°48'48.3"N 114°02'03.7"W
- The depth of each lagoon is as follows: Primary – 1.5m, Pond 1 – 1.5m, Pond 2, 1.65m
- It is estimated that the storage volume of the primary lagoon is 2,500 m<sup>3</sup>
- It is estimated that the storage volume of the Evaporation Pond 1 is 22,300 m<sup>3</sup>
- It is estimated that the storage volume of the Evaporation Pond 2 is 23,100 m<sup>3</sup>
- At the time of this proposal, it is unknown how old the lagoons currently are.
- At the time of this proposal, it is unknown if a previous survey was completed on this lagoon.
- At the time of this proposal, it is unknown when the last cleaning of this lagoon occurred.
- At the time of this proposal, the client provided AquaVision with engineered drawings / as builts of the lagoon to be surveyed.
- Current google imaging of the lagoons identifies it as such:



- In addition to identifying volumes of the lagoons, AquaVision Canada will provide an assessment of the lagoon quality and provide recommendations towards cleaning / repairing the lagoon if required. This will be captured via ground and aerial cameras (drone).

**“STATEMENT PAGE”**

**Application for  
Water for Life or Alberta Municipal Water/Wastewater Partnership Funding**

**Project Name:** Sandy Beach Preliminary Design

**Location:** Sandy Beach, Alberta

**Municipalities:** Summer Village of Sandy Beach and Summer Village of Sunrise Beach

I acknowledge that I have reviewed the cost estimate and accept entire responsibility for the quality and completeness of the cost estimate prepared for this project.

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Rudolf Liebenberg, RPP**

**CAO – Summer Village of Sandy Beach**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Wendy Wildman**

**CAO – Summer Village of Sunrise Beach**

## **Summer Village of Sandy Beach Financial Reporting and Expenditure Policy 01-2021**

### **General**

The Chief Administrative Officer, (CAO) has the authority to receive income and spend funds in accordance with the annual budget approved by Council on a line-by-line basis.

Where expenditure(s) are to exceed the approved budget amount, the CAO shall provide to Council **(1)** a written explanation for the specific cost overrun and **(2)** a proposal of where to obtain the increased funding, i.e., a reduction in another budget line item or payment from general or restricted reserve funds.

The CAO shall provide Council on a regular monthly basis with the following financial information:

- Accounts Payable list;
- Consolidated Income Statement;
- Verification of monthly completed Bank Reconciliations;

When possible, accounts payable and accounts receivable should be completed by different summer village personnel.

And on an annual basis, the Chief Administrative Officer shall present to Council in October of each year the following: Three-year proposed operating budgets and Five-Year proposed Capital budgets.

And following the completion of the external audit providing Council with the Audit report.

At Council's request or the CAO discretion the Auditor should present at the March/April Council meeting.

### **Approved Credit Card**

The CAO shall maintain care and control of the approved credit card and shall insure that only authorized purchases occur. These expenses would likely include the following:

Fuel for summer village vehicles and equipment  
Repairs and maintenance costs (repair shops) for vehicles and equipment  
Purchase of shop and office supplies

Credit Limit: There shall be an approved limit on the credit card of \$6,000.00.

Any single expenditure in excess of \$3,000.00 shall require the written approval of the CAO.

## **Operating Budget Expenditures**

The general authority of the Chief Administrative Officer notwithstanding, the following policy on purchases shall be as follows:

### **Day to Day Operating Costs**

- (1) If within the approved budget line expense and any single purchase is below \$20,000.00, the CAO is allowed to make the purchase;
- (2) Any single purchase, as above, may be obtained from a preferred vendor and without the need of obtaining additional cost/price quotes;
- (3) Any single expense above \$20,000.00 shall require a presentation to Council for approval where Council can approve the cost if it's with a reliable vendor or to maintain essential service delivery or move the requirement for obtaining 3 estimates.

### **MSI and other Grant Funded Projects < \$75,000**

- (4) Any single infrastructure or project expense with a cost lower than \$75,000.00, whether an operating budget line item or a capital purchase project like roads or recreation or fire smart which is paid for by Grant funding shall be sole sourced with a reputable vendor by the Chief Administrative Officer to ensure timely service delivery. A public notification of the project and its associated costs will run in the Lac Ste. Anne Bulletin for 3 weeks and the CAO will prior to approving the project bring it before Council to move its approval and posting for 3 weeks.

### **MSI and other Grant Funded Projects > \$75,000**

- (5) Any single infrastructure project expense in excess of \$75,000.00, whether an operating budget line item or a capital purchase project like lagoon, roads or recreation or fire smart which is paid for by Grant funding shall be sourced by the issuing of a Request for Proposal (RFP), require a minimum of three price quotes, and shall be subject to the standard bid system, ensuring that bids are received and opened in public and Council shall have approval on selecting the vendor. If the lowest bid is not accepted by Council, reasons for an alternate selection should be given.

Adopted by Resolution # \_\_\_\_\_ on this 16<sup>th</sup> day of December 2021

# Summer Village of Sandy Beach

Report to Council

**Meeting:** December 16, 2021 - Regular Council Meeting

**Originated By:** Tony Sonnleitner, Development Officer, Summer Village of Sandy Beach

**Development Permits:**

**21DP01-28**                    **Plan 942 2161, Lot G : 102 Lakeshore Drive (the "Lands")**  
  
CONSTRUCTION OF A COMMERCIAL BUILDING AND OPERATION OF A MINOR EATING ESTABLISHMENT.

**21DP02-28**                    **Plan 3107 KS, Block 2, Lot 12 : 600 Blue Heron Drive (the "Lands")**  
  
CONSTRUCTION OF AN ADDITION TO AN EXISTING GUESTHOUSE OVER GARAGE (17.8 SQ. M.) C/W VARIANCE TO THE SITING REQUIREMENTS.

**21DP03-28**                    **Plan 5098 KS, Block 16, Lot 4 : 371 Lakeshore Drive (the "Lands")**  
  
CONSTRUCTION OF A SINGLE DETACHED DWELLING (98.2 SQ. M.) AND INSTALLATION OF A WATER CISTERN AND SEPTIC SYSTEM.

**21DP04-28**                    **Plan 932 3643, Block 5, Lot 5 : 155 Lakeshore Drive (the "Lands")**  
  
INSTALLATION OF A WATER CISTERN.

**21DP05-28**                    **Plan 2584 CL, Block 3, Lot 4 : 454 Lakeview Drive (the "Lands")**  
  
CONSTRUCTION OF A DETACHED GARAGE (58.0 SQ. M.).

**21DP06-28**                    **Plan 982 0256, Block 6, Lot 14 : 821 West Cove Drive (the "Lands")**  
  
PLACEMENT OF A MODULAR HOME (129.3 SQ. M.) AND INSTALLATION OF A WATER CISTERN AND SEPTIC SYSTEM.

**Letters of Compliance:**

**21COMP28-28**                    **Plan 4761 KS, Block 9, Lot 6 : 875 West Cove Drive**

**2021 - Enforcements:**

**21STOP01-28**

**Plan 5098 KS, Block 16, Lot 3**

Issue:

Accessory Building where no principal use exists.

Resolution:

Temporary authorization granted for greenhouse.

**21STOP02-28**

**Plan 5098 KS, Block 16, Lot 4**

Issue:

Accessory Buildings where no principal use exists.

Resolution:

Development Permit issued for construction of a Single Detached Dwelling under 21DP03-28.

**21STOP03-28**

**Plan 872 2618, Block 14, Lot 6A**

Issue:

The existence of a junked "Hot Tub", appliances, toilet, building materials, scrap wood, and other miscellaneous junk, garbage and debris upon the Lands.

Resolution:

Some improvement, working with landowner and Legal Counsel to improve overall aesthetic.

**21STOP04-28**

**Plan 872 2618, Block 14, Lot 8A**

Issue:

**1.** The buildings upon the Lands, specifically the dwelling and the accessory building, show significant signs of physical disrepair and deterioration, and are in a condition that poses a safety hazard to the public, and are not in a condition where acceptable aesthetic or structural repair is feasible.

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

Resolution:

Legal Counsel is working on this situation.

**21STOP05-28**

**Plan 1401 KS, Block 10, Lot 4**

Issue:

The building upon the Lands, specifically the dwelling, shows significant signs of physical disrepair and deterioration, and is in a condition that poses a safety hazard to the public, and is not in a condition where acceptable aesthetic or structural repair is feasible.

Resolution:

Development is working with landowner and Legal Counsel to arrange removal of dwelling and address condition of the property.



**Older - Enforcements:**

**19STOP04-28                    Plan 2171 KS, Block A - Plan 872 2618, Block 8, Lots 6A, 7A and 8A : 190, 217, 219 and 221 Lakeshore Drive**

Issue:

- 1. Dead and fallen trees, tall dry grass, weeds and shrubs, as depicted in the attached photographs. The presence of these materials detracts from the aesthetics of the community, presents an extreme fire hazard, and has a detrimental effect on the surrounding lands.**

Resolution:

Lands remain in an aesthetically unpleasing and hazardous state.

**The Development Authority seeks guidance from Council and Administration as to the manner in which to proceed.**

**19STOP05-28                    Plan 982 0253, Block 6, Lot 11 : 831 West Cove Drive**

Issue:

- 3. The Lands are not being maintained in an aesthetic condition; specifically, the grass weeds, and other vegetation have been allowed to overgrow unabated.**
- 4. Debris remaining from the fire that destroyed the single detached dwelling remain upon the site; including metal, bricks, scrap wood, demolition debris, and other miscellaneous junk, garbage and debris, as depicted in the attached photographs.**

Resolution:

Lands remain in an aesthetically unpleasing and hazardous state.

Order to address grass, weeds, and vegetation issued under 20STOP02-28 has been sent August 21, 2020. Matter has been forwarded to legal counsel

**19STOP06-28                    Plan 3663 HW, Block 6, Lot 5 : 833 West Cove Drive**

Issue:

- 1. The Lands are not being maintained in an aesthetic condition; specifically, the dead and fallen trees, grass weeds, and other vegetation have been allowed to overgrow unabated, as depicted in the attached photographs.**

Resolution:

Lands remain in an aesthetically unpleasing and hazardous state.

Order to address dead trees, grass, weeds, and vegetation issued under 20STOP03-28 has been sent August 21, 2020. Matter has been forwarded to legal counsel.

**19STOP08-28                    Plan 4993 KS, Block 4, Lot 11 : 706 Blue Heron Drive**

Issue:

- 1. The existence of a Junked Vehicle upon the Lands, which appears to be in inoperative or abandoned condition.**

- 2. The Lands are not being maintained in an aesthetic condition; specifically, the grass, weeds, and other vegetation have been allowed to overgrow unabated.**

Resolution:

Lands remain in an aesthetically unpleasing.

The subject Order, c/w current photographs, is being forwarded to Patriot Law for enforcement.

**19STOP09-28                      Plan 4993 KS, Block 4, Lot 10 : 708 Blue Heron Drive**

Issue:

1. The existence upon the Lands of a tarped shed which has fallen apart and junked vehicles which appear to be in inoperative or abandoned condition; including a Van, Pickup Truck, and RV Trailer.
2. The Lands are not being maintained in an aesthetic condition; specifically, the grass, weeds, and other vegetation have been allowed to overgrow unabated.

Resolution:

Lands remain in an aesthetically unpleasing.

The subject Order, c/w current photographs, is being forwarded to Patriot Law for enforcement.

**19STOP10-28                      Plan 4993 KS, Block 4, Lot 9 : 710 Blue Heron Drive**

Issue:

1. The existence of a structure attached to the Principal Building (appears to contain a water cistern), as shown in the attached photographs, is in an unsightly condition and detracts from the aesthetics of the neighbourhood and is detrimental to the surrounding area.
2. The Lands are not being maintained in an aesthetic condition; specifically, the grass, weeds, and other vegetation have been allowed to overgrow unabated.

Resolution:

Lands remain in an aesthetically unpleasing.

The subject Order, c/w current photographs, is being forwarded to Patriot Law for enforcement.

**19STOP12-28                      Plan 872 2618, Block 14, Lot 6A : 313 Lakeshore Drive**

Issue:

- 1. The existence of a junked "Hot Tub", scrap wood, and other miscellaneous junk, garbage and debris upon the Lands, as depicted in the attached photographs.**
- 2. The Lands are not being maintained in an aesthetic condition; specifically, the grass, weeds, and other vegetation have been allowed to overgrow unabated.**

Resolution:

Lands remain in an aesthetically unpleasing.

The subject Order, c/w current photographs, is being forwarded to Patriot Law for enforcement.

**19STOP13-28                      Plan 872 2618, Block 14, Lot 8A : 317 Lakeshore Drive**

Issue:

- 1. The buildings upon the Lands, specifically the dwelling and the accessory building, show significant signs of physical disrepair and deterioration, and are in a condition that poses a safety hazard to the public, and are not in a condition where acceptable aesthetic or structural repair is feasible.**
- 2. The Lands are not being maintained in an aesthetic condition; specifically, the grass, weeds, and other vegetation have been allowed to overgrow unabated.**

Resolution:

Lands remain in an aesthetically unpleasing.

The subject Order, c/w current photographs, is being forwarded to Patriot Law for enforcement.

**19STOP14-28                      Plan 2584 CL, Block 3, Lot 3 : 452 Lakeview Drive**

Issue:

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

Resolution:

Lands remain overgrown.

Order to address grass, weeds, and vegetation issued under 20STOP05-28 has been sent August 21, 2020.

**19STOP19-28                      Plan 1401 KS, Block 10, Lot 4 : 148 Lakeshore Drive**

Issue:

- 1. The building upon the Lands, specifically the dwelling, shows significant signs of physical disrepair and deterioration, and is in a condition that poses a safety hazard to the public, and is not in a condition where acceptable aesthetic or structural repair is feasible. Lands are not being maintained in an aesthetic condition; specifically, the grass, weeds, and other vegetation have been allowed to overgrow unabated.**

Resolution:

Lands remain in an aesthetically unpleasing.

The subject Order, c/w current photographs, is being forwarded to Patriot Law for enforcement.

**19STOP20-28                      Plan 872 2618, Block 9, Lot 6A : 241 Lakeshore Drive**

Issue:

- 1. The buildings upon the Lands, specifically the dwelling and garage, shows significant signs of physical disrepair and deterioration, and are in a condition that poses a safety hazard to the public, and are not in a condition where acceptable aesthetic or structural repair is feasible.**
- 2. Derelict vehicle upon the Lands.**

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

Resolution:

Lands remain in an aesthetically unpleasing.

The subject Order, c/w current photographs, is being forwarded to Patriot Law for enforcement.

**As a general comment it has been extremely difficult to go forward on enforcements. The Land Titles Office is backlogged some 30 days and getting something such as an enforcement through the Courts is extremely challenging.**

**The appropriate enforcement documents are in place, however, where the landowners do not acquiesce, it is difficult to force the issue. It may be prudent to beef up our Community Standards Bylaw, and begin a process of issuing as series of fines sent out by the Community Peace Officer.**

**Other:**

- 1. PRIVATE ROAD - Portion of Plan 4933 KS; specifically adjacent to Block 3, Lots 11 through 16 (the "Lands").**

**HISTORY:**

Plan 4933 KS was registered on March 10, 1958; including the necessary road allowance to provide access to the Lands. As was typical of the day, the initial road that was developed was little more than a dirt track utilized to access the lots. Also not unusual, the dirt track didn't necessarily follow the road allowance. When the Municipality garnered funds to upgrade the roadway, it did so upon the road allowance. At a point adjacent to the Lands, there had been a relatively steep hill, which was cut down considerably in the road construction process to bring it to a slope of less than 8%. At this point the landowners certainly had the right to construct an access to the Municipal Roadway, however; with informal agreement among the landowners of the Lands, those landowners chose to continue the utilization of the informal access on the western portion of their properties. Since the formal development of the Municipal Roadway adjacent to the Lands, the Municipality has overlooked use of this informal access.

**COMMENT:**

It is beyond the jurisdiction of the Municipality to declare the informal access across the Lands a fire lane, as the land where the informal access is located does not belong to the Municipality. Where the intent would be to continue the use of the informal access as access to the Lands, there are two less complicated solutions:

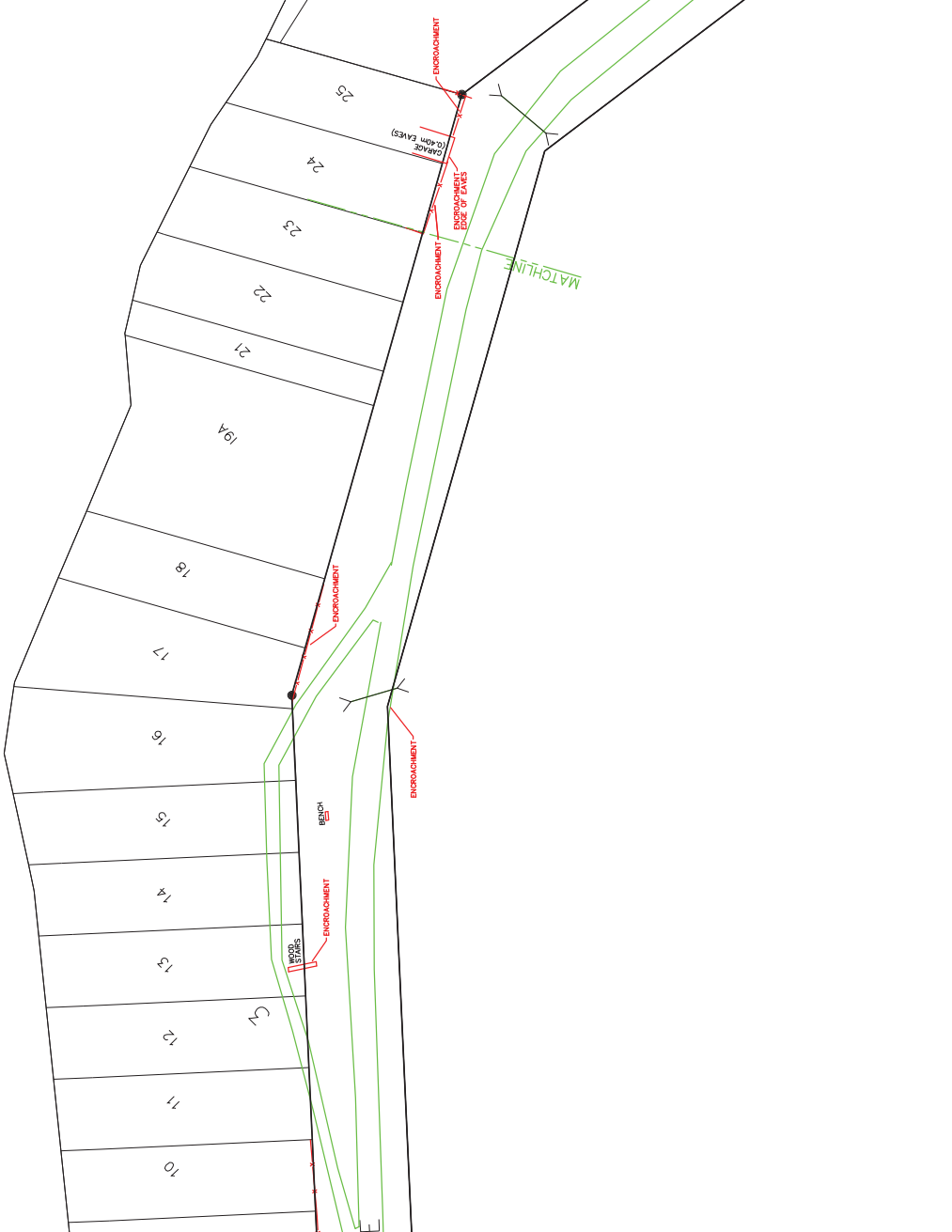
- a) The Municipality expropriate sufficient land from the Lands to construct a road to Municipal standard; or
- b) The owners of the Lands register an access easement agreement across the western portion of their properties to facilitate the construction of a private driveway. The easement agreement should address the construction and ongoing maintenance of the

driveway. Where the access is to be utilized as a "Fire Road" or "Emergency Vehicle Access" it must be constructed to a standard where agencies contracted with the Municipality to provide emergency services would agree to utilize the access for such purposes. All costs of such a project would be borne by the owners of the Lands.

Regards,

Tony Sonnleitner, Development Officer

Attach. Map of the Lands adjacent to Plan 4933 KS, Block 3, Lots 11 through 16.

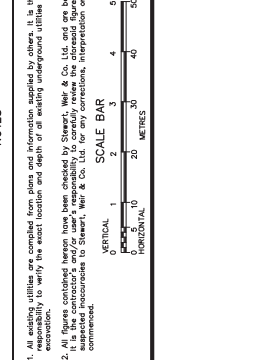


FOR PLANNING PURPOSES, THIS PLAN WAS PREPARED TO IDENTIFY PROPOSED IMPROVEMENTS TO THE ROADWAY AND TO IDENTIFY AREAS WHERE THE TRAVELLED ROADWAY IS ENCROACHED. THE MEASUREMENT OF EXTENT OF ENCROACHMENTS, WHETHER SURVEY SHOULD BE REQUIRED.

1. All existing utilities are compiled from plans and information applied by others. It is the contractor's responsibility to verify the exact location and depth of all existing underground utilities in the field prior to excavation.  
 2. All figures contained herein have been checked by Stewart, Weir & Co. Ltd. and are believed to be accurate. However, the contractor shall be responsible for any corrections, interpretation or errors before work is commenced.

ORIGINAL SURVEY DONE IN 3TM-23 GRID COORDINATES. NOT ADJUSTED TO CONTROL. ADJUSTED TO 3TM GRID. CENTERED AT 114° WEST & MANUALLY ADJUSTED TO FIT

No.	REVISIONS	DATE	BY	CHK'D	APP'D	LEGEND	DESIGNER	CHECKER	ENGINEERING RECORD	CONSULTANT	S.V. OF SANDY BEACH
						STATUTORY IRON POST FOUND SHOWN THIS..... STATUTORY IRON POST FOUND SHOWN THIS..... LIMITS OF TRAVELLED ROAD SHOWN THIS..... CURBETS SHOWN THIS..... FENCELINE SHOWN THIS.....			SURVEYED DESIGNED DRAWN CHECKED APP'D BY CONSULTANT FOR APPROVAL	PERMIT TO PRACTICE PROFESSIONAL ENGINEER THE ASSOCIATION OF PROFESSIONAL ENGINEERS, GEOTECHNICAL AND FOUNDATION ENGINEERS FILE NO.: ED60.34653	ENCRACHMENT IDENTIFICATION PLAN SHOWING STRUCTURES LOCATED PARTIALLY OR WHOLLY WITHIN THE LEGAL LIMITS OF ROAD KNOWN AS BLUE HERRON DRIVE SCALE: 1:500 DWG. No.: 3 OF 14





# Summer Village of Sandy Beach

## Cheque Listing For Council

2021-Dec-2  
2:42:29PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210045	2021-11-11		Fee Sundry 1031	PAYMENT FEE SERVICE SUNDRY OCT 31	16.00	16.00
20210046	2021-11-11		11/11	PAYMENT BIGWAY ONOWAY SUPPLIES	39.98	39.98
20210047	2021-11-11		0831-1109 Mileage Oct 30	PAYMENT LAGOON CHAIR FEES AUG-NOV SVLSACE OCT 30	406.19 23.19	429.38
20210048	2021-11-11		20211873	PAYMENT SUPPORT	140.00	140.00
20210049	2021-11-11		503401 503402	PAYMENT SANG SEPTEMBER 2021 SANG SEPTEMBER 2021	68.75 133.12	201.87
20210051	2021-11-18		NB23-2021	PAYMENT WAGES NB23-2021	930.88	930.88
20210052	2021-11-18		remit DP23-2021 remit NB23-2021 remit RM23-2021	PAYMENT REMIT DP23-2021 REMIT NB23-2021 REMIT RM23-2021	515.78 394.20 191.67	1,101.65
20210053	2021-11-18		PG0000525486	PAYMENT OCT. 2021 WASTE SERVICES	1,231.93	1,231.93
20210054	2021-11-18		48369	PAYMENT PORTA POTTIES OCT	99.00	99.00
20210055	2021-11-18		Wages RM23-202	PAYMENT WAGES RM23-2021	839.50	839.50
20210056	2021-11-18		DP23-2021	PAYMENT WAGES DP23-2021	1,435.22	1,435.22
20210057	2021-11-18		5017530269	PAYMENT COPIER DEC TO FEB	575.62	575.62
20210058	2021-11-18		SCO93453884	PAYMENT PRINTER	213.31	213.31
20210059	2021-11-18		00040545 INS00042073 INS00042682 INS00042995 INS00043306 INS00044363 INS0041427 INS0041862 PYMNT0003983 RMA003477	PAYMENT CREDIT 2 GENESIS/GAI 2012/22 RSLE2215/6-22 RSLE2215/6-22 82612082 EBI048490594/22 Q638342 UMB2012/22 CREDIT 1 ASSOCIATE MEMBERSHIP FEES	(14.42) 2,214.50 3,499.94 139.05 486.16 69.01 3,818.21 2,424.62 (14.42) 204.75	12,827.40
20210060	2021-11-18		84557(ii)	PAYMENT CVIP (II)	575.18	575.18
20210069	2021-11-25		cao remit nov	PAYMENT CAO REMIT NOV	1,229.55	1,229.55
20210070	2021-11-25		16305	PAYMENT OCTOBER 2021 DISPOSAL FEES	841.83	841.83
20210071	2021-11-25		CAO wages Nov	PAYMENT CAO WAGES NOV	4,856.16	4,856.16
20210072	2021-11-25		Deputy DEM (ii)	PAYMENT ANNUAL DEPUTY DEM (II)	833.34	833.34
20210073	2021-11-25		DEM 2021	PAYMENT ANNUAL DEM HONORARIUM	2,000.00	2,000.00



# Summer Village of Sandy Beach

## Cheque Listing For Council

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20210074	2021-11-30		056-079452	PAYMENT EFT - GREGG DISTRIBUTORS	1,424.53	1,424.53
20210075	2021-11-30		NOV. 4, 2021	PAYMENT ACCT#21716709	1,300.29	1,300.29
20210076	2021-11-30		836134/839212	PAYMENT ACCT#006593-00 & #005034-00	497.69	497.69
20210077	2021-11-30		NOV. 9, 2021	PAYMENT ACCT#31932068	138.70	138.70
20210078	2021-12-01		NB24-2021	PAYMENT PAYROLL 24-2021	1,120.21	1,120.21
20210079	2021-12-01		PAYROLL 24-202	PAYMENT PAYROLL 24-2021 SOURCE DEDUCT	1,284.54	1,284.54
20210080	2021-12-01		RM24-2021	PAYMENT PAYROLL 24-2021	1,055.24	1,055.24
20210081	2021-12-01		DP24-2021	PAYMENT PAYROLL 24-2021	1,363.44	1,363.44
20210082	2021-12-01		APR-NOV 2021	PAYMENT DO SERVICES APRIL-NOVEMBER	5,119.38	5,119.38
20210083	2021-12-01		NOVEMBER 2021	PAYMENT ACCT#8872103	416.72	416.72
20210084	2021-12-01		INV40374467	PAYMENT DECEMBER 2021 INTERNET	73.49	73.49
20210085	2021-12-02		523685	PAYMENT PLOW TRUCK REPAIRS (I)	9,197.95	9,197.95
20210086	2021-12-02		329723	PAYMENT GRANT APPLICATION NOV 30	3,175.20	3,175.20

**Total 56,585.18**

\*\*\* End of Report \*\*\*





# Summer Village of Sandy Beach

## General Ledger Trial Balance 3 (by Account Type)

**Current Year Actuals**

**2021**

<b>General Ledger</b>	<b>Account Type</b>	<b>Description</b>	<b>November</b>	<b>YTD</b>
2-00-00-200	E	Test	0.00	0.00
2-00-00-611	E	Amortization Exp Engineered Structures	0.00	0.00
2-00-00-621	E	Amortization Exp Buildings	0.00	0.00
2-00-00-631	E	Amortization Exp Machinery & Equipment	0.00	0.00
2-00-00-641	E	Amortization exp - wastewater	0.00	0.00
2-00-00-651	E	Amortization Exp Vehicles	0.00	0.00
2-00-00-661	E	Amortization Exp Land Improvements	0.00	0.00
2-11-00-110	E	Honorariums	0.00	5,357.98
2-11-00-211	E	Mileage & Subsistence	23.19	23.19
2-11-00-510	E	General Supplies/Conventions	0.00	866.25
2-12-00-011	E	Election Expenses	0.00	4,147.65
2-12-00-110	E	Salaries/Wages Administration	6,066.66	66,733.26
2-12-00-111	E	Ad Hoc Committee	0.00	0.00
2-12-00-130	E	Employer Contributions (O)	19.05	4,411.81
2-12-00-131	E	WCB	0.00	3,699.43
2-12-00-200	E	Contract Admin/DEM/DDEM	2,833.34	4,000.00
2-12-00-211	E	Travel & Subsistence	0.00	4,665.20
2-12-00-215	E	Freight, Postage, Telephone	132.40	3,070.34
2-12-00-216	E	Newsletter	0.00	182.00
2-12-00-217	E	Internet	69.99	684.90
2-12-00-218	E	Website	0.00	679.00
2-12-00-219	E	Conferences and Workshops	0.00	1,590.00
2-12-00-220	E	Subscriptions, Memberships, Printing, Ad	946.36	9,296.99
2-12-00-221	E	Dues and Memberships	0.00	0.00
2-12-00-222	E	Donations/Appreciations	0.00	0.00
2-12-00-230	E	Professional and Special Services	133.33	1,915.70
2-12-00-231	E	Audit	0.00	6,534.86
2-12-00-232	E	Assessment Services	0.00	8,283.00
2-12-00-233	E	WILD Waterline (Operating)	0.00	2,675.56
2-12-00-234	E	WILD Waterline (Debtenture Phase I & II)	0.00	6,002.90
2-12-00-250	E	Repairs & Maintenance	0.00	815.61
2-12-00-260	E	Water/Sewer Admin Building	0.00	1,021.90
2-12-00-263	E	Computer	0.00	0.00
2-12-00-265	E	1985 Lot research	0.00	0.00
2-12-00-266	E	Organize Files-Archive	0.00	0.00
2-12-00-270	E	Bank Charges	16.00	234.30
2-12-00-274	E	Insurance and Bond Premiums	12,622.65	12,637.07
2-12-00-500	E	Election Expenses	0.00	0.00
2-12-00-505	E	Canada Day Celebration	0.00	0.00
2-12-00-510	E	General Office Supplies	39.98	96.81
2-12-00-511	E	Computer Repairs	0.00	0.00
2-12-00-512	E	Financial Software	0.00	22,675.00
2-12-00-519	E	Other Services/Donations/Appreciations	0.00	349.60
2-12-00-540	E	Utilities-Administration EPCOR	228.59	2,300.34
2-12-00-762	E	Transfer to Capital Reserve - Water	0.00	0.00
2-12-00-810	E	Short Term Borrowing Costs	0.00	0.00
2-12-00-811	E	Interest Expense	0.00	0.00
2-12-00-840	E	Provincial Conditional Grants MSP/MOST	0.00	4,827.36
2-12-00-990	E	Other/Miscellaneous	0.00	0.00



# Summer Village of Sandy Beach

## General Ledger Trial Balance 3 (by Account Type)

### Current Year Actuals

2021

General Ledger	Account Type	Description	November	YTD
2-12-00-992	E	Bank Charges	16.00	16.00
2-12-00-994	E	Assessment Review Board	0.00	0.00
2-12-11-150	E	Census	0.00	0.00
2-23-00-200	E	Fire / Sturgeon County	0.00	(282.50)
2-23-00-201	E	Fire Supression/Support	0.00	1,102.50
2-23-00-202	E	Dry Hydrants	0.00	0.00
2-23-00-210	E	Physician Recruitment	0.00	0.00
2-25-00-211	E	Ambulance	0.00	0.00
2-25-00-212	E	Policing	0.00	0.00
2-25-00-220	E	Physician Recruitment	0.00	0.00
2-26-00-220	E	MSP (Fire, Police, Ambulance)	0.00	0.00
2-26-00-651	E	Amortization-vehicles	0.00	0.00
2-32-00-110	E	Salaries & Wages	4,021.16	101,543.52
2-32-00-111	E	Contract Services/Weed Inspector	0.00	582.70
2-32-00-130	E	Employer Contributions	286.09	6,997.96
2-32-00-200	E	Gravel/Maintenance/Drainage	0.00	0.00
2-32-00-201	E	Signs	0.00	271.42
2-32-00-202	E	Paving Reconstruction Roads	0.00	0.00
2-32-00-211	E	Fuel/Mileage/UFA	504.57	3,732.01
2-32-00-212	E	Reserve Roads	0.00	0.00
2-32-00-215	E	Telus (Shop/Public Works)	0.00	775.18
2-32-00-230	E	Tree Removal	0.00	11,500.00
2-32-00-240	E	Fire Mitigation	0.00	0.00
2-32-00-250	E	Road/Street Contractors-non Gov.	0.00	5,762.56
2-32-00-255	E	Repairs and Maint to other equipment	547.79	13,368.36
2-32-00-260	E	Snow Removal	0.00	0.00
2-32-00-270	E	Miscellaneous General Services/Bylaw	0.00	16,266.55
2-32-00-280	E	Equipment Purchases	0.00	2,371.96
2-32-00-350	E	Roads - Government Grant	0.00	0.00
2-32-00-510	E	General Goods & Supplies	145.70	6,136.91
2-32-00-511	E	Beautification	0.00	290.70
2-32-00-540	E	Utilities - Street Lights	1,238.37	12,882.48
2-32-00-611	E	Amortization - Engineered structures	0.00	0.00
2-32-00-621	E	Amortization-buildings	0.00	0.00
2-32-00-631	E	Amortization-machinery/equipment	0.00	0.00
2-32-00-651	E	Amortization-vehicles	0.00	0.00
2-32-00-762	E	Contributed to Capital Function	0.00	0.00
2-32-00-841	E	Grant - Drainage/Road	0.00	0.00
2-32-00-842	E	MSI Operating (Ad Hock)	0.00	84.24
2-32-00-844	E	MSP Deferred/FRIAA/GTF	0.00	73,639.50
2-42-00-200	E	Lagoon Maintenance/Manager	0.00	3,288.83
2-42-00-210	E	Waste Water Service Cost	0.00	0.00
2-42-00-230	E	Professional Consult	0.00	0.00
2-42-00-641	E	Amortization-Wastewater	0.00	0.00
2-42-00-762	E	Transfer to Reserve- Sewage	0.00	0.00
2-43-00-200	E	Garbage Contract/GFL	1,173.27	11,540.61
2-43-00-270	E	Land Reclamation Site/Garbage Collection	0.00	0.00
2-43-00-350	E	Landfill - Hwy 43 Waste Commission	841.83	5,332.07
2-43-00-762	E	Transfer To Capital Functions	0.00	0.00
2-51-00-750	E	FCSS/Recreation	0.00	150.00



# Summer Village of Sandy Beach

## General Ledger Trial Balance 3 (by Account Type)

2021-Dec-2

2:47:50PM

### Current Year Actuals

2021

General Ledger	Account Type	Description	November	YTD
2-61-00-200	E	Planning, Zoning & Development	0.00	0.00
2-61-00-202	E	ICSP	0.00	0.00
2-61-00-204	E	Assessment Review Board	0.00	0.00
2-61-00-510	E	Development Officer Fees	0.00	1,876.69
2-61-00-511	E	Planning, Zoning & Development	0.00	0.00
2-61-00-512	E	Development Enforcement	0.00	0.00
2-62-00-211	E	East End Bus	0.00	0.00
2-71-00-110	E	Salaries & Wages	0.00	0.00
2-71-00-130	E	Employer Contributions	0.00	0.00
2-71-00-200	E	Recreation Board Contract	0.00	0.00
2-71-00-211	E	Travel & Subsistence	0.00	0.00
2-71-00-215	E	Freight, Postage, Telephone	0.00	0.00
2-71-00-230	E	Professional & Consulting Serv	0.00	0.00
2-71-00-260	E	Rental Of Fixed Assets	0.00	0.00
2-71-00-270	E	Rec Board Misc	0.00	0.00
2-71-00-274	E	Insurance	0.00	0.00
2-71-00-510	E	Goods & Services	0.00	0.00
2-71-00-540	E	Utilities Shop	363.27	2,367.03
2-71-00-541	E	Utilities Old Shop	77.96	781.99
2-71-00-762	E	Transfer to Reserve Equipment	0.00	0.00
2-71-00-810	E	Petty Cash	0.00	0.00
2-72-00-110	E	Salaries & Wages	4,270.24	4,270.24
2-72-00-130	E	Employer Contributions	305.17	305.17
2-72-00-200	E	Daypark/Recreation	0.00	680.40
2-72-00-211	E	Fuel/Mileage	0.00	0.00
2-72-00-215	E	Mileage	0.00	0.00
2-72-00-230	E	Tree Removal	0.00	0.00
2-72-00-250	E	Truck Repairs and Maint.	0.00	0.00
2-72-00-260	E	Repairs and Maint to other equipment	0.00	281.90
2-72-00-270	E	Recreation Miscellaneous	0.00	0.00
2-72-00-274	E	Insurance	0.00	0.00
2-72-00-510	E	General Goods & Supplies	1,356.70	1,356.70
2-72-00-540	E	Daypark Expenses/Utilities	94.29	3,933.87
2-72-00-541	E	MSI C-Playground Equipment	0.00	0.00
2-72-00-661	E	Amortization-land improvements	0.00	0.00
2-72-00-750	E	FCSS/Recreation	0.00	0.00
2-72-00-762	E	Transfers To Capital Functions	406.19	77,610.56
2-74-00-200	E	Hall Cleaning	0.00	0.00
2-74-00-210	E	General Services/Maintenance/Hall	0.00	180.14
2-74-00-211	E	Yellowhead Library (as per Hawkings)	0.00	0.00
2-74-00-510	E	General Goods and Supplies/Hall	0.00	0.00
2-74-00-520	E	Supplies	0.00	0.00
2-74-00-540	E	Utilities-Hall	200.18	1,742.92
2-99-00-750	E	School Foundation Requisition	0.00	2,219.00
2-99-00-751	E	School Foundation - Residential	0.00	71,988.73
2-99-00-752	E	School Foundation - Linear	0.00	0.00
2-99-00-753	E	Senior Foundation	0.00	8,308.15
2-99-00-754	E	Waste Cell Improvement	0.00	0.00
2-99-00-755	E	Ambulance Requisition	0.00	0.00
2-99-00-756	E	Senior Foundation - Residential	0.00	0.00



# Summer Village of Sandy Beach

## General Ledger Trial Balance 3 (by Account Type)

2021-Dec-2

2:47:50PM

Current Year Actuals

2021

General Ledger	Account Type	Description	November	YTD
2-99-00-757	E	Senior Foundation - Linear	0.00	0.00
<b>Expenses Operating Sub Total</b>			<b>38,980.32</b>	<b>635,035.06</b>
1-00-00-110	R	Real Property Taxes	0.00	(731.45)
1-00-00-111	R	Minimum Levy	0.00	(16,154.74)
1-00-00-112	R	Taxes - Commercial	0.00	(5,284.27)
1-00-00-113	R	Taxes - Residential	0.00	(344,974.43)
1-00-00-115	R	Taxes-Linear	0.00	(3,332.46)
1-00-00-190	R	Snow and Maintenance	0.00	0.00
1-00-00-240	R	Transition of SH 642	0.00	0.00
1-00-00-510	R	Penalties & Costs On Taxes	(937.37)	(3,116.85)
1-00-00-520	R	Lagoon Maintenance - split cost	(742.06)	(3,614.96)
1-00-00-530	R	Misc. Income	0.00	(7,955.61)
1-00-00-531	R	Village Land Sale Revenue	0.00	0.00
1-00-00-590	R	Other Revenue/Tax Certificates/GST	(755.00)	(3,550.00)
1-00-00-740	R	Provincial Government/Agencies	0.00	0.00
1-00-00-800	R	Office Rent	0.00	0.00
1-00-00-840	R	AMIP	0.00	0.00
1-00-00-990	R	Other Revenue/Tax Recovery	0.00	0.00
1-01-00-550	R	Interest Income	(307.43)	(3,344.12)
1-02-00-550	R	Interest Income Trust	0.00	0.00
1-12-00-560	R	Rentals/Shop Rent	0.00	0.00
1-12-00-561	R	Office Rent	0.00	0.00
1-32-00-830	R	Federal Infrastructure Grants Road Survey	0.00	0.00
1-32-00-840	R	Provincial Grants/Roads/Other	0.00	0.00
1-32-00-841	R	MSI-Capital	0.00	(108,767.00)
1-32-00-842	R	MSI-Operating	0.00	(8,747.00)
1-32-00-843	R	NDCC	0.00	0.00
1-32-00-844	R	MSP/FRIAA	0.00	(137,674.00)
1-32-00-845	R	MSP (Hall-Prov. Grant)	0.00	0.00
1-32-00-846	R	Def. Rev. (Prof. Consult)	0.00	0.00
1-32-00-847	R	Snow/ Maintenance	0.00	0.00
1-32-00-848	R	Canada Day (Prov. Grant)	0.00	0.00
1-32-30-845	R	STEP	0.00	0.00
1-42-00-840	R	Prov Cond Grnts Lagoon	0.00	0.00
1-51-00-840	R	Provincial Conditional Grants/FCSS	(584.00)	(5,840.00)
1-61-00-410	R	Planning/Zoning/Dev. Charges	(430.29)	(430.29)
1-74-00-560	R	Rental Income/Facilities	0.00	(150.00)
1-74-00-840	R	Provincial Conditional Grants	0.00	0.00
1-99-00-750	R	School Foundation - Commercial	0.00	(2,219.01)
1-99-00-751	R	School Foundation - Residential	0.00	(95,770.04)
1-99-00-752	R	School Foundation - Linear	0.00	0.00
1-99-00-753	R	Senior Foundation - Commercial	0.00	(68.82)
1-99-00-756	R	Senior Foundation - Residential	0.00	(8,100.31)
1-99-00-757	R	Senior Foundation - Linear	0.00	(43.18)
<b>Revenue Operating Sub Total</b>			<b>(3,756.15)</b>	<b>(759,868.54)</b>



**Summer Village of Sandy Beach**  
**General Ledger Trial Balance 3 (by Account Type)**

Current Year Actuals

2021

General Ledger	Account Type	Description	November	YTD
<b>Grand Total</b>			35,224.17	(124,833.48)

\*\*\* End of Report \*\*\*

**November 2021: ACTION ITEM List**

Employee	Task	Action Taken	Progress	Date
<b>Rudolf.</b>	Municipality Accountability Review MAP	final work to be completed in November	In progress	Nov 2021
	Communications Strategy	Council direction?	In progress	Sept 2022
	Integrated Plans	Tabled until July 2022	In progress	July 2022
	Spending Policy 01-2021	Council to approve – draft submitted	In progress	Dec 2021
	MSI 2022	Application submitted: await payment	In progress	Feb 2022
	Website	IT is looking at options and will report back	In progress	Dec 2021
	Financials October/MuniWare	Completed/Installed	Completed	Nov 2021
	Trails Lakeshore	Await Pisim estimate	Ongoing	Dec 2021
	Tax Recovery	Letters will be sent to those in arrears Dec 1	Ongoing	Dec 2021
	Meetings	Council meetings to continue via ZOOM	Ongoing	Dec 2022
	Enforcement and Clean Up Orders	Ongoing	Ongoing	Dec 2022
	DEM/Emergency Management	Ongoing	Ongoing	Oct 2021
	Safety Codes Council Assessment Review	Completed and report received: 3 months action plan	In progress	Jan 2022
	Public Works	Brushing and winter maintenance	In progress	Dec 2021
	Meetings with staff	Office staff after Council meeting and PW every Tue	In progress	Oct 2021
	Staff appraisals ANNUAL	Completed in October 2021	In progress	Oct 2021
<b>Robin.</b>	Payroll – Accounts Payable - Invoices	Input invoices – entering payroll – printing cheques	On-Going	Dec 2021
	Administration/Financial Software	Correspondence and Letters mailed/system training	On-Going	Dec 2021
	Filing, website, phone calls, land titles	Keeping everything current	On-Going	Dec 2021
<b>COUNCIL.</b>	Training	MEO, Muni’s 101 - contact details provided	90 days	Nov 2021
	Course work	BEM, ICS 100 - contact AEMA training directly	18 months	Feb 2023

## Alberta Recreation and Parks Association

December 6, 2021

Dear Mayor and elected Councillors,



On behalf of the Alberta Recreation and Parks Association (ARPA), I would like to extend my congratulations on your recent election to your municipal council! You should be proud of the passion and dedication you have to making your communities better places to live, work and play.

I would also like to take this opportunity to introduce you to our Association. ARPA is a non-profit, volunteer run organization whose purpose is to collaboratively support our members and partners to (re)create healthy citizens, communities and environments, enhancing the wellbeing of all Albertans. The majority of municipalities in Alberta are members with ARPA, especially those that have recreation and parks within their planning and services.

Recreation and parks are the heart of our communities and often serve as the hubs for communities to gather and connect. In a recent study ARPA undertook, 77% of Albertans surveyed strongly agree that public recreation services are essential to their community and over 95% believe that recreation and parks make a community a desirable place to live.

Over the past 18 months, Albertans have reconnected with nature and the outdoors. This has led to both opportunities and challenges. Over this same period the pandemic and changing restrictions has made it difficult to provide consistent, equitable and quality recreation programs in our indoor spaces.

ARPA is here to help our municipal members more than ever to support our citizens and communities to recover and re-engage with the activities they have always loved, or maybe just recently discovered. We are here to support your staff, volunteers and community leaders. We are also here to help you as elected officials.

I would also like to highlight the important role you have as a member of council to ensuring everyone in your community has access to affordable, quality recreation and park experiences. If you and your council would like to learn more about providing leadership to the recreation and parks in your own communities please contact us in regards to the Recreation and Parks for Elected Officials training we have available for both virtual and in-person. We would also love to host you at our annual Conference next October in Jasper. We will send you all invitations next summer once we have the program finalized.

Once again, my sincere congratulations on your appointment to council. We value the work you are doing to support the quality of life in your community, and we encourage you to reach out at any time with questions or simply to connect. You can contact our Executive Director, Steve Allan at 780-415-1745 ext. 102 or [sallan@arpaonline.ca](mailto:sallan@arpaonline.ca)

Warmest regards,

A handwritten signature in blue ink that reads "Heather Cowie". The signature is written in a cursive, flowing style.

Heather Cowie  
President

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ph: 780-415-1745 • fax: 780-451-7915 • [arpa@arpaonline.ca](mailto:arpa@arpaonline.ca) • [www.arpaonline.ca](http://www.arpaonline.ca)