

# SUMMER VILLAGE OF SUNRISE BEACH

## AGENDA

Organizational Meeting held at the Onoway Civic Centre  
Tuesday, August 27<sup>th</sup>, 2019 at 6:30 p.m.

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1. CALL TO ORDER - CAO
2. AGENDA – (additions deletions, or as is)
3. NOMINATIONS
  - a) For Mayor (Oath of Office)
  - b) For Deputy Mayor (Oath of Office) APPOINTMENTS;

#### 4. APPOINTMENTS;

For the appointments to the office of:

- a) Member to Highway 43 East Waste Commission (was Vera Beck)
- b) Representative to Summer Villages Lac Ste. Anne County East (was all Council to attend, voting rep, Glen Usselman/alt. Jackie Tremblay/Vera Beck)
- c) Sandy Beach/Sunrise Beach Joint Lagoon Committee (all of Council)
- d) Regional Sewer Line (all of Council)
- e) Disaster Services Director and Joint Emergency Management Committee (was Glen Usselman alt. Vera Beck)
- f) Family and Community Support Services (was Jackie Tremblay, Glen Usselman alt.).
- g) Chief Administrative Officer – Wendy Wildman Wildwillow Enterprises Inc.
- h) Auditor – (Metrix Group)
- i) Solicitor – Patriot Law Group Onoway
- j) Assessor – Municipal Assessment Services Group Ian Ferguson
- k) Development Authority – Tony Sonnleitner Development Officer Bylaw # 97-2004
- l) Assessment Review Board – Lac Ste. Anne County Bylaw #152-2019

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- m) Subdivision & Development Appeal Board – Milestone Municipal Services – Emily House Bylaw # 148-2019
- n) Planning & Subdivision Authority – Municipal Planning Services – Jane Dauphinee Bylaw # 146-18
- o) Municipal Planning Commission – all of Council
- p) FOIP Coordinator – Wendy Wildman, Wildwillow Enterprises Inc.
- q) Animal Control Officer – Tom Puffer
- r) Weed Inspector – Jackie Gamblin
- s) Integrity Commissioner – Victoria Message

### 5. FINANCIAL

- a) Signing Authority to be all of the Council and the Chief Administrative Officer and Administrative Assistant,  
Two signatures are required:
  - One signature to be any member of Council, Vera Beck, Jackie Tremblay, Glen Ussleman and;
  - One signature to be the Chief Administrative Officer, Wendy Wildman or the Administrative Assistant, Susan Dales
- b) Banking Authority –ATB
- c) Remuneration/Reimbursement
  - Policy 1-001AA Council Remuneration (was \$150.00 /mtg. \$200.00/full day/.55/km- mileage)
  - Policy 11-001B Expense Reimbursement Policy as per receipts

### 6. MEETING DATES

- a) Regular Meeting Days/Time (was 4<sup>th</sup> Tuesday of the month at 6:30 p.m.)

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- b) Location (Town of Onoway Council Chambers located at 4812 – 51 street Onoway)
  - c) Public Notice (web site and signs)
- 
- 7. MUNICIPAL OFFICE LOCATION – 4808-51 street Onoway Alberta
  - 8. ADJOURNMENT

EXPENSE REIMBURSEMENT POLICY

Authorization: Council Resolution – August 8, 2006

Amended: Council Resolution – February, 2011

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1. Employees and elected officials who attend Council approved conventions, seminars, or meetings held out of town, shall be reimbursed for transportation, food, lodging, and other related expenses.
  2. When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be \$0.55 per kilometer.
  3. The rate of reimbursement for food per day shall be as per receipts, and without receipts shall be \$6.00 for breakfast, \$8.00 for lunch and \$12.00 for dinner. If the employee or elected official is away from home on approved municipal business for more than 12 hours in one day, all of these meals will be paid without receipts.
  4. Other incidentals, such as parking fees, etc. that are bona fide expenses, will be paid on receipt.
  5. Reasonable rates for lodging will be paid upon receipts being provided with the expense claim.
- 

Background:

Council does not wish any employee or elected official to be “out of pocket” for expenses incurred as a result of attending municipal business, but also wishes to ensure that expenses are within reason.

Date Effective: August 1, 2006  
July 24, 2009 (as amended)  
February 7, 2011 (as amended)

**LEGISLATIVE POLICY**

**I-001AA(Amended)**

**COUNCIL REMUNERATION**

**Authorization: Council Resolution of August 30, 2004**

**Amended: Council Resolution of July 24, 2009**

**Amended: Council Resolution of August 11, 2011**

- 
1. The Mayor and Council Members will be reimbursed for time spent on municipal business at the following rates:

Regular Council meetings: \$150.00 per meeting

Special Council meetings \$150.00 per meeting

Full Day Meetings (over 4 hours not including travel time) \$200.00 per meeting

2. Expense forms must be filled out and signed by each member of Council prior to reimbursement. Expense forms are to be submitted on at least a quarterly basis.
- 

**Background:**

Council feels that it is important to recognize the contribution of time made by Council members, therefore this policy was established to ensure that Council members are reimbursed for attending to municipal business. It is also important to have policy in one place for immediate reference by Council and by staff.

Date Effective: 30 August 2004  
24 July 2009 (as amended)  
8 August 2011 (as amended)

# SUMMER VILLAGE OF SUNRISE BEACH

## AGENDA

Tuesday, August 27, 2019 – Onoway Civic Centre,  
Immediately following the Organizational Meeting

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1. Call to order

2. Agenda a) Tuesday, August 27, 2019 Regular Council Meeting  
(additions & deletions)

3. Minutes: 1-2 a) Tuesday, July 22, 2019 Appeal Hearing  
3-5 Tuesday, July 22, 2019 Regular Council Meeting

4. Appointments: N/A

5. Business

a) Tax Payer Request to Purchase his property – please refer to the attached letter dated July 18, 2019 from the owner of tax roll # 4303 requesting Sunrise Beach consider purchasing his lot. In this letter the property owner has cited he is having a difficult time paying his yearly taxes due to property tax increase and they are seniors with limited income and current economy employment. He further cites he has tried to sell his property for the past several years but the comments are the lake it not maintained and there is no clear boat launch or beach for the kids. The property owner does have the opportunity to sign up on the tax payment plan to help balance the tax burden and avoid future tax penalties. This property is a vacant property and is currently assessed at \$24,930.00, and we have attached a map to show its location within the Summer Village. Administratively we do not see any benefit to the Summer Village in owning this property at this time. *(that the request from the owner of tax roll #4303 to purchase his property be accepted for information, or some other direction as given by Council at meeting time)*

6+7

b) Public Participation Plans – as part of the Public Participation Policy C-COU-PAR-1 which was passed by Council on August 28<sup>th</sup>, 2018, Council needs to now consider a public participation plan which outlines Council and Administration’s plan to engage and encourage public participation with the Summer Village. *(approve public participation plan as presented or with amendments, or defer for further information or consideration, or some other direction as given by Council at meeting time).*

8-12

# SUMMER VILLAGE OF SUNRISE BEACH

## AGENDA

Tuesday, August 27, 2019 – Onoway Civic Centre,  
Immediately following the Organizational Meeting

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13+14

- c) Bylaw 154 – 2019 a bylaw to establish the position of designated officer. The Summer Village entered into an agreement with Milestone Municipal Services in December of 2018 for the provision of Subdivision and Development Appeal Board services. At that time Council passed a motion to have Emily House and Cathy McCartney appointed as Subdivision and Development Appeal Board Clerks. As follow-up to this motion, a bylaw is required appointing these clerks as designated officers of the Summer Village (*give all 4 readings for this bylaw as is or as amended*).

d)

e)

f)

- 6. Financials
  - a) Income & Expense Statement – July 2019 Income and Expense

- 7. Councillors' Reports
  - a) Mayor Usselman
  - b) Deputy Mayor Tremblay
  - c) Councillor Beck

- 8. Administration Reports
  - a) Regional Sewer Line update.
  - b) Proposed Intermunicipal Collaborative Framework between Lac Ste. Anne County, Summer Village of Sandy Beach and Summer Village of Sunrise Beach
  - c) Assessment Appeal

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### 9. Information and Correspondence:

- 15 a) Summer Village of Sunset Point - August 9, 2019 email from CAO Matthew Ferris advising Richard Martin was appointed Mayor and Ann Morrison was appointed Deputy Mayor at their organizational meeting.
- 16 b) Alberta Culture, Multiculturalism and Status of Women – July 11<sup>th</sup>, 2019 letter from Minister Leela Sharon Aheer on the Stars of Alberta Volunteer Awards. Nominations are open until September 20<sup>th</sup>, 2019 if the Summer Village wishes to nominate a deserving volunteer.
- 17-20 c) Town of Peace River – August 5<sup>th</sup> 2019 letter on their GST Audit Concerns
- 21 d) Lac Ste Anne County/Alberta Beach – news release on water level mitigation options.
- 22 e) Sunrise Beach Grant funding report with 2019 allocations
- 23-26 f) Proposed Subdivision of Pt. SW 35-55-1-W5M within the Summer Village of Sunrise Beach
- g)

### 10. Closed Meeting (if required) – n/a

### 11. Adjournment

#### Next Meetings:

- September 24<sup>th</sup> 2019 - Regular Council Meeting 6:30 p.m.
- October 5<sup>th</sup> 2019 – SVLSACE Meeting Sunrise is hosting
- October 17<sup>th</sup> – 18<sup>th</sup> 2019 ASVA Convention, Leduc
- October 22<sup>nd</sup> 2019 – Regular Council Meeting 6:30 p.m.



MINUTES OF THE APPEAL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN  
THE PROVINCE OF ALBERTA, HELD ON TUESDAY JULY 23, 2019 AT 6:30 P.M.  
AT THE ONOWAY CIVIC CENTRE.

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REVIEW BY COUNCIL  
SUMMER VILLAGE OF SUNRISE BEACH  
DECISION  
Hearing: Tuesday, July 23, 2019

Call to Order: 6:30 p.m.

Present:

Mayor Usselman,  
Deputy Mayor Trembly,  
Councillor Beck (Teleconference)

Chief Administrative Officer Wendy Wildman  
Administrative Assistant Susan Dales  
Development Officer Tony Sonnleitner

Issac & Dionne Sackiw

3 Public

Decision

For the reasons outlined below, the Council for the Summer Village of Sunrise Beach (the "Council) denies the appeal and confirms the issuance of the Order, pursuant to Section 545, with respect to the unsightly condition of the property located at Plan 5672 KS, Block 2A, Lot 6 : 6206 Shedden Drive (the "Lands").

Background and Reasons

Council heard an appeal by Isaac & Dionne Sackiw of the issuance by the Designated Officer for the Summer Village of Sunrise Beach of an Order, pursuant to Section 545 of the Municipal Government Act, with respect to the Lands.

Council heard from Isaac & Dionne Sackiw, appellants and Tony Sonnleitner, Designated Officer for the Summer Village of Sunrise Beach. A number of documents were provided to Council, as follows:

Exhibit 1 Enforcement Order – Dated June 10, 2019.

Exhibit 2 Letter of Appeal – Isaac & Dionne Sackiw – Received June 27, 2019.

MINUTES OF THE APPEAL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN  
THE PROVINCE OF ALBERTA, HELD ON TUESDAY JULY 23, 2019 AT 6:30 P.M.  
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- Exhibit 3            Notice of Review by Council – Review Date July 23, 2019.  
Exhibit 4            Designated Officer's Presentation – Tony Sonnleitner.  
Exhibit 5            Photographs of the Lands, taken on July 22, 2019,

Reasons:

1. In their decision, Council took into consideration all information, including photographs of the Lands, presented at the hearing.
2. Despite improvement in the overall aesthetic of the Lands since the issuance of the order by the Designated Officer; Council determined that the Lands are not being maintained in an aesthetic condition (specifically, the grass, weeds, and other vegetation have been allowed to overgrow unabated) in contravention of Section 2.1 of the Summer Village of Sunrise Beach Nuisances, Unsightly and Untidy Property Bylaw No. 119-09;

Therefore, Council concluded that the Designated Officer correctly issued the Enforcement Order – Dated June 10, 2019, against the Lands.

Meeting adjourned at 6:45 p.m.

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Mayor

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CAO / Secretary

August 27, 2019

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY JULY 23, 2019 AT 6:45 P.M. AT THE ONOWAY CIVIC CENTRE.

	<b>PRESENT</b>	<p>Mayor Glen Usselman Deputy Mayor Jackie Tremblay Councillor Vera Lynn Beck - Teleconference</p> <p>Chief Administrative Officer Wendy Wildman Administrative Assistant Susan Dales Development Officer Tony Sonnleitner Public Works: 0 Public at Large:3</p>
1.	<b>CALL TO ORDER</b>	The meeting was called to order at 6:45 p.m. by Mayor Usselman.
2.	<b>AGENDA</b> Motion # 93 -19	<p><b>MOVED</b> by Deputy Mayor Tremblay that the agenda be accepted with the deletion of the appointment.</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b> Motion #94 - 19	<p><b>MOVED</b> by Deputy Mayor Tremblay that the minutes of the June 25, 2019 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS</b>	N/A
5.	<b>NEW BUSINESS</b> Motion #95 - 19	<p><b>MOVED</b> by Mayor Usselman that the following polices: A-ADM-INF-14 Dissemination of Information to the Public A-COM-DIS-1 Landowner Disputes Resolution A-FIN-TAX-1 Tax Recovery Fees A-FIN-TAX-2 Tax Roll Address Change A-FIN-CAP-1 Tangible Capital Assets be accepted as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD ON TUESDAY JULY 23, 2019 AT 6:45 P.M. AT THE ONOWAY CIVIC CENTRE.

	Motion # 96 – 19	<b>MOVED</b> by Mayor Usselman that the information regarding the Alberta Urban Municipalities Association 2019 Convention and Trade Show be accepted as information.  <b>CARRIED</b>
6.	<b>FINANCIAL</b> Motion # 97-19	<b>MOVED</b> by Mayor Usselman that the Income & Expenses Statement for June 2019 be accepted as presented.  <b>CARRIED</b>
7.	<b>COUNCIL AND ADMINISTRATION REPORTS</b> Motion # 98-19	<b>MOVED</b> by Mayor Usselman that the Council and Administration Reports be accepted for information.  <b>CARRIED</b>
8.		
9.	<b>INFORMATION / CORRESPONDENCE</b> Motion # 99-19	<b>MOVED</b> by Mayor Usselman that the following items be accepted as information:  a) Yellowhead Region Library – Hendrick Smith Board Chair & Karla Palichuk, Director letter dated July 2, 2019 presenting the YRL 2019-2021 Plan of Service. b) Development Permit 19DP02-44 Construction of a Deck 4107 – Sylvan Cove c) Tom Puffer Animal Control log for the month of May  <b>CARRIED</b>
10.	<b>CLOSED MEETING SESSION</b>	N/A
11.	<b>ADJOURNMENT</b>	Mayor Usselman declared the meeting adjourned at 8:05 p.m.

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE SUMMER  
VILLAGE OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, HELD  
ON TUESDAY JULY 23, 2019 AT 6:45 P.M. AT THE ONOWAY CIVIC  
CENTRE.

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\_\_\_\_\_  
Mayor Glen Usselman

\_\_\_\_\_  
Wendy Wildman  
Chief Administrative Officer

RECEIVED  
JUL 31 2019

July 18<sup>th</sup> 2019

To,

Summer Village of Sunrise Beach,

Attn: Wendy Wildman,

Wendy,

I find myself in a very difficult position to pay \$967.11 for under ¼ acres lot. I and my wife are seniors with limited income and with current economy employment is seldom. Property tax increase and current property tax structure is overwhelming me. I humbly request you to consider to decrease the property tax.

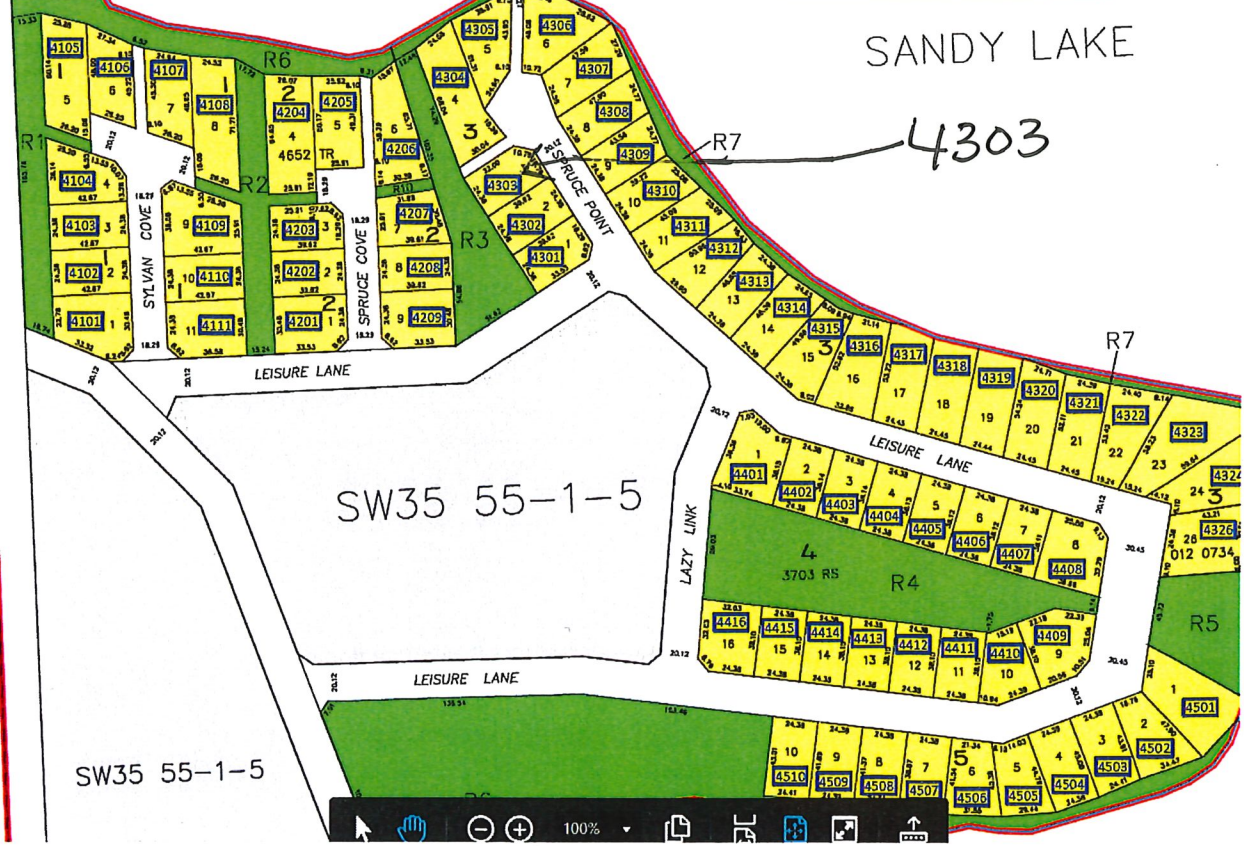
I have been trying to sell the lot from past several years, however the buyer's comments are that the lake is not maintained, there is no clear boat launch or beach for kids that would attract as summer beach village. I am unable to sell the property.

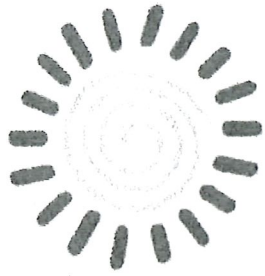
Therefore I would like to request Sunrise beach or any village to consider purchasing the lot from me. Thereby benefiting the neighbourhood and also relieve me from the property tax burden. I hope you would consider these options.

Thank you

Sincerely

06





# PUBLIC PARTICIPATION PLANS

Summer Village of Sunrise Beach

The purpose of this plan is to outline Council and Administration's plan to engage and encourage public participation with the Summer Village of Sunrise Beach.

Approved August 27, 2019



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## Introduction

Relationships among people are a critical element of municipal business. This Plan provides some guidance about how the Summer Village can maintain good relationships through appropriate public input regarding decisions made by Council.

It is anticipated that the readers of this document will be:

- a) those in municipal administration who are responsible for integrating public input opportunities into municipal projects and plans,
- b) those on Council who will be making decisions about appropriate public input,
- c) those in municipal administration who will be determining if developers or other proponents have provided for an adequate public input process, and
- d) those who own property within the municipality

## Public Input

### The Purpose of Public Input

Municipal Councils make decisions in public for the public good. This plan supports the involvement of citizens in these public decisions. The public input is sought after when there is a decision to be made that will impact the residents of the Summer Village. Public input is valuable for decisions that impact residents for three reasons:

1. It helps strengthen the relationship between the council and the citizens of the Summer Village
2. It informs the citizens of the Summer Village, therefore, minimizing complaints and costs caused by last minute changes
3. It leads to better solutions for everyone involved in the Summer Village

### Determining When Public Input is Needed

Public input is essential to the municipal decision process. The Municipal Government Act (MGA) has a legal requirement for Council and Council committees to conduct business in public and to ensure the public is notified of certain kind of decisions.

Most of the decisions made by council can be or are enhanced by public input. The few situations where public input is not required are referred to as directive decisions. Directive decisions are those made by a person authorized to do so, and are issued to others simply to inform them the decision has been made. The situations where a directive decision is appropriate are as follows:

1. There is an urgent need to respond immediately (e.g. flood response).
2. A person in authority is acting within their authority (e.g. police carrying out their duties).

3. The decisions are routine and are accepted as part of the municipality's operations (e.g. snow removal after a heavy snowfall).
4. The decisions are dictated by law (e.g. improvements to water treatment plant).
5. The decisions have substantial effect only on those who have already agreed to be affected through some form of contract (e.g. employment, volunteerism, accepting elected office).

In these cases, the municipality is acting within its authority and is expected to implement the decision efficiently. These decisions are posted to the public through the website and the community information signs. The public can also contact the Summer Village's office if they have any questions or concerns about the decisions made.

Public input is necessary when consultative decisions are to be made. These types of decisions usually have one or more of the following characteristics:

1. Public notification and input are required by law (see MGA requirements in the Introduction).
2. The decision is a known concern of other parties, or is likely to have a significant impact on other parties (e.g. a proposed casino).
3. The decision affects society's moral or emotional expectations (e.g. expansion of a recreation centre).
4. The decision affects the "comfort envelope" (lifestyle or habits) of citizens (e.g. road closure affecting how people access the highway).
5. People perceive there are risks associated with the decision (e.g. approving a "half-way" house to support convict rehabilitation).
6. Council or administration requests public input prior to making the decision (e.g. public buildings or open space management).

Consultative decisions are common in municipalities, however, the final decision rests with Council. For consultative decisions, public engagement is required. Ways in which the Summer Village encourages engagement is through surveys, the annual gatherings, council meetings that are open to the public, and annual newsletters.

### Ways in Which the Summer Village Solicits Input

During the decision making process, the following questions will aid Council and Administration when determining what manner of public input is required:

- What kind of decision is being made?
- Who is going to be affected?
- How will those affected perceive the matter?

After asking these questions, Council and Administration can determine, choose from the listing above, which way public input is carried out.

While the MGA defines the minimum legal requirements for a municipality to provide public notification which are strictly followed, some additional ways that public input is and can be petitioned by the Summer Village are:

- Summer Village website page
- On-line or Paper Surveys
- Community information sign
- Annual newsletters
- Council meetings
- Mail outs

These methods are used to encourage public input from a variety of people who belong to certain demographic groups. This allows for a wide range of input to help Council members come to a decision that can help satisfy the needs of the Municipality.

## Resources

Resources are available to help residents develop more informed inputs for decisions regarding the Municipality. The following resources are posted on the Summer Village's website:

- All policies that effect the Summer Village
- All bylaws that effect the Summer Village
- All meeting agendas and minutes from Council meetings
- Contact information for the Summer Village

With the help of these resources, Council and Administration hopes that the public will utilize them to help make better informed inputs.

Municipal Government Act RSA 2000 Chapter M-26

Section 210, Designated Officer

Section 627.1, Appoint Subdivision and Development Appeal Board Clerk

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**A BYLAW OF THE MUNICIPALITY OF SUNRISE BEACH, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF DESIGNATED OFFICER**

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**WHEREAS**, pursuant to the provisions of section 210 of the *Municipal Government Act*, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

**AND WHEREAS**, pursuant to section 627.1 of the *Municipal Government Act*, the council of a municipality must appoint a designated officer to act as the clerk of the Subdivision and Development Appeal Board having jurisdiction in the municipality.

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

1. The Subdivision and Development Appeal Board Clerk is the designated officer for the purpose of the following section of the *Municipal Government Act*:

627.1(1) A council that establishes a subdivision and development appeal board must appoint, and a council that authorizes the establishment of a subdivision and development appeal board must authorize the appointment of, one or more clerks of the subdivision and development appeal board.

2. That as the Summer Village has entered into an agreement with Milestone Municipal Services for the provision of Subdivision and Development Appeal Board services within the Summer Village, Emily House and Cathy McCartney be appointed Subdivision and Development Appeal Board Clerks for the Summer Village of Sunrise Beach.
3. THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 27<sup>th</sup> day of August, 2019.

Read a second time on this 27<sup>th</sup> day of August, 2019.

Unanimous Consent to proceed to third reading on this 27<sup>th</sup> day of August, 2019.

Read a third and final time on this 27<sup>th</sup> day of August, 2019.

Signed this 27<sup>th</sup> day of August, 2019.

**Municipal Government Act RSA 2000 Chapter M-26  
Section 210, Designated Officer  
Section 627.1, Appoint Subdivision and Development Appeal Board Clerk**

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Mayor, Glen Usselman

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Chief Administrative Officer, Wendy Wildman

Info.

**Wendy Wildman**

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**From:** Matthew Ferris <office@sunsetpoint.ca>  
**Sent:** August 12, 2019 8:58 PM  
**To:** aboffice@albertabeach.com; 'Dennis Evans'  
**Cc:** 'Wendy Wildman'; cao@rosshaven.ca; cao@svnakamun.com  
**Subject:** organizational changes

Please be advised that effective August 9 th 2019 Richard Martin was appointed as Mayor and Ann Morrison has been appointed Deputy Mayor for the summer village of sunset point.

Matthew Ferris  
Chief Administrative Officer  
Summer Village of Sunset Point  
PO Box 596  
Alberta Beach, AB  
T0E 0A0

Email: [office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)  
Telephone (NEW): (780) 665-5866  
Website: [www.sunsetpoint.ca](http://www.sunsetpoint.ca)



RECEIVED  
JUL 17 2019

ALBERTA  
CULTURE, MULTICULTURALISM AND STATUS OF WOMEN

*Office of the Minister*

July 11, 2019

His Worship Glen Usselman  
Mayor  
Summer Village of Sunrise Beach  
PO Box 1197  
Onoway, AB T0E 1V0

Dear Mayor Usselman:

Our communities are made stronger, more welcoming places to live, work and raise a family thanks to selfless contributions of Alberta's volunteers. Each day, these remarkable Albertans give freely of their time and talents to make a difference in the lives of neighbours, friends and people they may never meet. They are the driving force that builds a vibrant civil society in our province.

The Government of Alberta is proud to honour the contributions of Alberta's amazing volunteers and celebrate their achievements through the presentation of the Stars of Alberta Volunteer Awards. The 2019 awards nominations are now open and you can help recognize the remarkable volunteers in your community by submitting a nomination and by encouraging local organizations and individuals to do the same. Share the stories of how volunteers are making your community a better place, one good deed at a time.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their communities are eligible to be nominated.

Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at [www.alberta.ca/stars-awards](http://www.alberta.ca/stars-awards). The deadline for nominations is September 20, 2019.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Sincerely,

A handwritten signature in black ink, appearing to read 'Leela Sharon Aheer'.

Leela Sharon Aheer  
Minister

cc: Honourable Kaycee Madu  
Minister of Municipal Affairs



## Wendy Wildman

---

**From:** Ruth McCuaig <rmccuaig@peacriver.ca> on behalf of Christopher Parker <cparker@peacriver.ca>  
**Sent:** August 4, 2019 4:10 PM  
**To:** mmerritt@olds.ca; cao@onoway.ca; cao@townofoyen.com; Christopher Parker; info@townofpenhold.ca; keith@picturebutte.ca; cao@pinchercreek.ca; albert.flootman@ponoka.ca; cao@townofprovost.ca; dfletcher@rainbowlake.ca; kurtispratt@raymond.ca; ArlosC@redcliff.ca; cao@redwater.ca; lori@rimbey.com; dkrause@rockymtnhouse.com; cao@sedgewick.ca; dmin@sexsmith.ca; brian@slavelake.ca; cao@smokylake.ca; cao@townofspiritrive.ca; kheyman@town.stpaul.ab.ca; candice.greig@stavely.ca; gswitenky@stettler.net; t.goulden@stonyplain.com; jthackray@strathmore.ca; linda.n@sundre.com; cao@townofswanhills.com; wferris@sylvanlake.ca; cao@taber.ca  
**Subject:** GST Status of Intermunicipal Cost Sharing Agreements  
**Attachments:** 2019 08 05 Letter from Town of Peace River re GST Audit.pdf; 2019 08 04 Town of Peace River Briefing Document re GST Audit.pdf

Good afternoon,

The Town of Peace River recently received a finding from CRA that GST was payable on Intermunicipal cost sharing agreements.

We believe this finding has serious implications for all municipalities and ask that you consider bringing the attached letter to your Council in support of our request to have this finding reviewed.

Also provided is a more detailed briefing note on the specifics of the audit should you wish to access the information.

In addition to the demand to remit past taxes, this finding potentially affects all existing cost share agreements as well as ICFs.

Please do not hesitate to contact us if you require any further information.

Thank you for your support on this matter.

**Christopher J. Parker, CLGM**

Town of Peace River | Chief Administrative Officer

PEACE RIVER



1919 - 2019

Celebrating  
a Century

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P (780) 624.2574 | F (780) 624.4664

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August 5, 2019

File: 12/120

**Municipalities of Alberta**

**Re: Town of Peace River GST Audit Concern**

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Colleague,

In May 2019, following a routine GST audit, the Town of Peace River was advised by the Canada Revenue Agency (CRA) that our intermunicipal cost sharing agreements were assessed as being subject to Federal Goods and Services Tax (GST). The Town's third-party auditing firm, MNP, appealed the ruling, but CRA maintained that the agreements are taxable and subsequently issued a demand letter for over \$600,000.

The Town is extremely concerned by the implications of this ruling and the effect it will have on *all* Alberta municipalities, particularly on Intermunicipal Collaboration Frameworks. Municipal Affairs has contacted Town administration and shares our concerns on this issue.

On direction from Council, the Town has contacted FCM, AUMA, RMA, and NADC. FCM concurs that this finding has serious implications for all municipalities nationwide and has submitted our case to an independent tax lawyer for legal review. In addition, the Town is working with AUMA on an Emergency Resolution to be presented in September. Finally, we are engaging in a concerted advocacy campaign with Provincial and Federal elected officials, along with prospective Federal candidates. We believe it is critical that this re-interpretation be reviewed, and the tax status of cost-sharing agreements be clarified.

The Town requests that your Council join us in our advocacy effort. We invite you to contact AUMA, FCM or any other advocacy body who may be able to assist in having this ruling reconsidered. We further ask you to consider contacting your respective MLAs and MPs, along with any other official or candidate who can press for a reconsideration of this ruling.

Thank you for your attention to this very serious matter.

Sincerely,

Christopher J. Parker, CLGM, CAO  
THE TOWN OF PEACE RIVER

PEACE RIVER



1919 - 2019

"Celebrating a Century"



## TOWN OF PEACE RIVER Briefing Document

TOWN OF  
PEACE RIVER  
ALBERTA

**Presenter:** Mayor and Council, Town of Peace River  
**Topic:** GST Audit Review

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### **Background**

On March 4, 2019 the Town of Peace River underwent our routine GST/PSB (Public Service Body) Audit. The Town's previous audit was conducted in 2011.

On May 3, Canada Revenue Agency (CRA) released their results which assessed GST on "a supply of a right to enter, to have access to, or to use property of the government, municipality, or other body". CRA ruled that the "town supplied a right to use the municipal property to other municipalities through the use of cost-sharing agreements." The amount of the reassessment was \$609,571.41.

To be clear: the cost-sharing agreements in question have been in place since at least 2002. The specific agreement examined in 2019 was the same agreement in place during the audit in 2011. However, in the recent audit, CRA reinterpreted the questions of 'supply', 'public purpose' and 'third party benefit' with respect to cost-sharing agreements.

Town of Peace River facilities have a flat payment scale which does not discriminate on the basis of residence. No passes, rights of use or access are provided as a result of these contributions and the agreements are specifically worded towards regional benefit.

### Appeal and Review

The Town appealed the initial ruling and on July 16, we were told the ruling was upheld. Interest on the outstanding amount has been accruing since April 25, and on July 22, the Town was notified by CRA that the case has proceeded to collections. On direction from our Council, the Town will be continuing the appeal process with CRA. This could take up to a year.

### Concerns

This ruling – a reinterpreting of CRA bulletin on GST for Grants and Subsidies - has set a number of precedents which will be problematic for municipalities:

1. An auditor is now permitted to 'parse' an existing agreement to justify a finding even if the remainder of the agreement contradicts that finding.
2. Municipalities are no longer able to rely on the GST/HST Technical Information Bulletin B-067 with respect to determining supply as it relates to on-going programs of financial support.
3. It is no longer clear which cost-share items may be now assessed as supply. Furthermore, transactions not contained within the cost-share agreement are being assessed as though they were. Examples drawn from the Town's case include:
  - a. A \$3000 contribution to Canada Day Fireworks. This item is not part of the cost sharing agreement and no direct benefit was provided to the grantor.

- b. \$4000 in contributions to the Healthcare Attraction and Retention Committee. Again, not part of any cost-sharing agreement and any supply provided by this group falls within the public interest.
  - c. 50% of the salary of an RCMP Liaison Officer – not subject to any cost sharing agreement.
  - d. \$8,000,000 in donations to the capital costs of constructing a new regional multiplex. In addition to not being subject to the cost-share agreement, the contributions did not confer a supply of access to any property or service made by the municipality. This item was the most frustrating (and most costly) as the Town has been requesting funding for four years and the only time the Federal government acknowledged this project was to tax it.
4. The required ICF Agreements will now have to include a tax provision. Given the lack of consistency in how the regulation is being applied, this could prove extremely challenging in terms of determining which services should be considered supply. Municipalities must be prepared to have a future auditor reinterpret the agreements yet again. The cost of reversing any collection or remitting will create a substantial economic burden.

Our Council has passed the following Motions:

*MOTION-19-07-261 Councillor Good moved that the Town contact AUMA and FCM to get legal advice and proceed as recommended.*

*MOTION CARRIED*

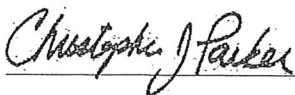
*MOTION-19-07-262 Councillor Needham moved that the Town consider undertaking some political advocacy work to raise awareness of the issue both Federally and Provincially across all party lines.*

*MOTION CARRIED*

#### Action

The Town has submitted this issue to FCM, AUMA, NADC, RMA, and Municipal Affairs. All of these bodies are extremely concerned about the precedent represented in this ruling. FCM is seeking an independent legal review of the issue and is considering intervenor status. AUMA is assisting the Town in preparing an Emergency Resolution to be presented in September.

In addition, the Town is actively engaging Provincial and Federal officials as well as prospective Federal candidates on this matter.



**Christopher J. Parker, CLGM, CAO**

THE TOWN OF PEACE RIVER



LAC STE. ANNE COUNTY  
AND VILLAGE OF ALBERTA BEACH  
WEIGH WATER LEVEL MITIGATION OPTIONS

## Municipalities work together to safeguard public infrastructure and landowner assets.

**Sangudo, Alberta, Friday, July 26, 2019** – Representatives from Lac Ste. Anne County and the Village of Alberta Beach have met with Lac Ste. Anne-Parkland MLA Shane Getson regarding lake level of Lac Ste. Anne. During this meeting the possibility of lowering the lake level to a reasonable degree while not adversely affecting any neighboring municipalities.

While dialogue regarding the lake level continues, Lac Ste. Anne County has committed at this point to assess Sturgeon River via helicopter from Lake Isle to the County's east boundaries. The purpose of this aerial survey would be an attempt to identify the blockage issues affecting agricultural land, County infrastructure and lakefront properties.

Once Sturgeon River has been assessed, the County will propose measures to help increase its flow. Prior to any decisions made, the County will work closely with Alberta Environment and affected landowners to determine appropriate actions. The MD shall be considerate of all stakeholders involved when making decisions.

At this time the County has determined that the so-called weir at the mouth of Sturgeon River on the east end of lac Ste. Anne is not a cause or contributor of the high water level.

"I urge people to keep in mind that County resources have been severely depleted due to the widespread demand we have had to address in recent months," commented Lac Ste. Anne County Reeve Joe Blakeman. "We are working extremely hard to safeguard millions of dollars in County infrastructure and agricultural land. The County is doing its utmost to respond to these events as they occur, but we have no control over the environmental factors that are the root cause of situations like this."

Affected landowners are thanked for their patience and understanding as the County continues to work to find an equitable solution.

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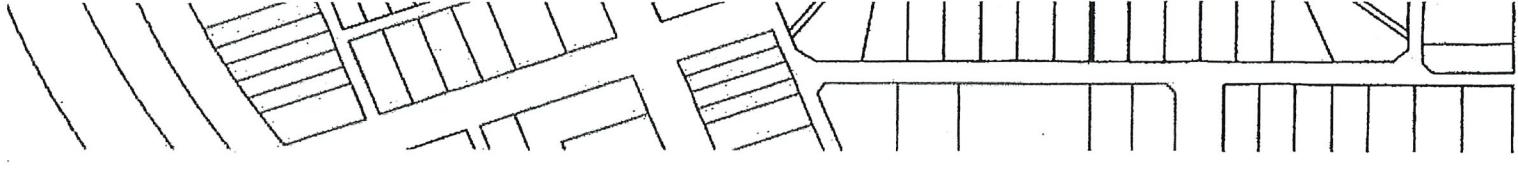
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**Media contact:**  
**Joe Blakeman | Reeve**  
Lac Ste. Anne County  
TEL 780.918.1916  
[jblakeman@LSAC.ca](mailto:jblakeman@LSAC.ca)

**Media contact:**  
**Jim Benedict | Mayor**  
Village of Alberta Beach  
TEL 780.924.3181  
[jimbenedictalbertabeach@gmail.com](mailto:jimbenedictalbertabeach@gmail.com)

## Sunrise Beach

<b>Year</b>	<b>Description</b>	<b>Amount</b>
<b>2019</b>	<b>MSI-Capital Allocation</b>	<b>\$ 71,960</b>
2018	MSI-Capital Allocation (includes the March 2018 Allocation just announced and the BMTG Allocation)	\$ 97,956
<b>2019</b>	<b>MSI-Operating Allocation</b>	<b>\$ 10,427</b>
2018	MSI-Operating Allocation	\$ 10,139
<b>2019</b>	<b>Gas Tax Fund Allocation</b>	<b>\$ 25,255</b>
2018	Gas Tax Fund Allocation	\$ 12,446
<b>2019</b>	<b>Total 2019 Allocations</b>	<b>\$ 107,642</b>
2018	Total 2018 Allocations	<u>\$ 120,541</u>
	<b>Funding Difference from 2018</b>	<b>-\$ 12,899</b>



August 22, 2019

OUR FILE NUMBER: 19-R-012  
YOUR FILE NUMBER: N/A



Dear Sir/Madam:

RE: PROPOSED SUBDIVISION  
Pt. SW 35-55-1-W5, Summer Village of Sunrise Beach

Your subdivision application was **conditionally approved** by the Subdivision Authority for the Summer Village of Sunrise Beach on August 22, 2019. The decision is valid for one (1) year.

The decision may be appealed within twenty-one (21) days of the mailing of this letter by submitting a written notice to the appeal body (the Municipal Government Board) as indicated within the Notes on the attached form.

Following the appeal period, an instrument (a Descriptive Plan or a Plan of Survey) to register the approval must be prepared by you and submitted to this office for endorsement. However, this office cannot endorse the instrument until the appeal period has elapsed.

Endorsement also cannot be given until the attached conditions have been met. Please confirm that any appropriate documentation has been received by this office when submitting your registerable instrument.

The instrument must be prepared on your behalf by an Alberta Land Surveyor in a manner satisfactory to the Land Titles Office (10365 - 97 Street, Edmonton, T5J 3W7, phone 780-427-2742).

Your submission of an instrument for endorsement must include the required fee of four hundred dollars (\$400.00) plus G.S.T. (for a total of **\$420.00**), payable to Municipal Planning Services (2009) Ltd.

Please contact me at 780-486-1991 for any clarification.

Yours truly,



Jane Dalphinde  
B.A. | M. Plan. | RPP | MCIP  
Principal/Senior Planner  
Municipal Planning Services (2009) Ltd.

cc: Summer Village of Sunrise Beach  
Alberta Environment & Parks  
Alberta Transportation (Stony Plain)  
Lac Ste. Anne County  
Canada Post (Jeff)  
Sturgeon County  
Summer Village of Sandy Beach

Fortis AB  
Telus Communications (Alberta NE)  
Ste. Anne Gas Co-op  
Buffalo Trail School Division  
Alberta Health Services

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APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

1. That prior to endorsement of an instrument effecting this plan, the registered owner and/or developer enter into & comply with a development agreement with the Summer Village of Sunrise Beach pursuant to Section 655 of the Municipal Government Act.
2. That prior to endorsement of an instrument effecting this plan, approaches, including culverts and crossings to the proposed parcel and the remainder, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of the Summer Village of Sunrise Beach.
3. That prior to endorsement of an instrument effecting this plan, the Summer Village of Sunrise Beach and the Subdivision Authority receive certification from an accredited inspector confirming that the function and location of the existing sewage disposal system on the proposed remainder conforms to the current *Private Sewage Disposal Systems Regulation, AR 229/1997*, and is suitable for the intended subdivision.
4. That prior to endorsement of an instrument effecting this plan, the Subdivision Authority and the Summer Village receive an appraisal, prepared in accordance with Section 667(1) of the Municipal Government Act, to determine the value of the subject lands, which appraisal shall be satisfactory to both the Subdivision Authority and the Summer Village.
5. That in accordance with Sections 661, 666, and 667 of the Municipal Government Act, prior to endorsement of an instrument effecting this plan, money-in-place of Municipal Reserve be provided equal to 10% of the area of the titled area. The amount has been calculated as follows:

Total area of the titled area = 8.16 ha  
10% of the area of the titled area = 0.816 ha  
Estimated market value per ac. = to be determined  
Money-in-place of reserve = 10% area x market value = to be determined.

This sum of money shall be forwarded to the Summer Village of Sunrise Beach and accounted for by them in accordance with Section 671(4) of the Municipal Government Act.

*NOTE: The above amount is calculated based on the tentative plan of subdivision submitted to, and conditionally approved by, the Subdivision Authority. All areas are to be verified based on the instrument prepared by an Alberta Land Surveyor prior to paying the amount to the County. If the amount calculated above is incorrect due to a miscalculation in the area of the parcel, and if the wrong amount is paid, final approval of the plan of subdivision may be delayed pending resolution of the outstanding amount.*

6. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

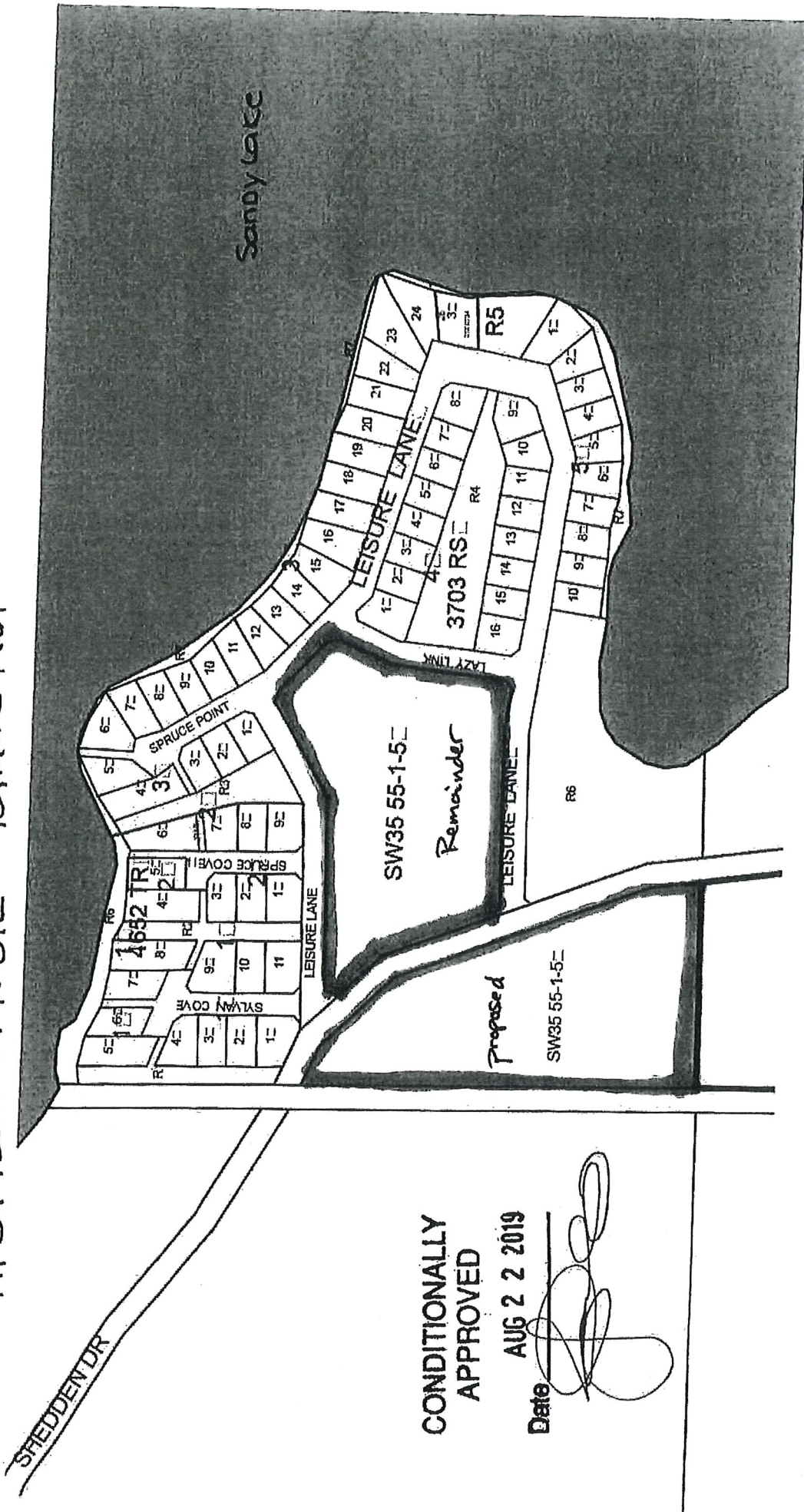
NOTES FOR INFORMATION PURPOSES ONLY: (These are not conditions of approval)

1. To arrange a time to sign the Development Agreement please contact Susan Dales, Administrative Assistant for the Summer Village of Sunrise Beach, at 780-967-2071. The survey must be provided to the Summer Village **before** this document can be executed.



2. In order to expedite consideration of the final approval and endorsement of this proposal, a letter from the Summer Village indicating that Conditions #1, #2, #3, #4, #5 and #6 above have been satisfied should accompany any request for final approval or endorsement.
3. The subdivision is being approved because the land that is proposed to be subdivided is, in the opinion of the Subdivision Authority, suitable for the purpose for which the subdivision is intended, and the proposal is considered by the Subdivision Authority to conform to the provisions of the Summer Village Land Use Bylaw. The Subdivision Authority has not verified the availability of water on-site or the suitability of the soils on the site for sewage disposal; however, trucking services for such are available in the region. The matters listed in Section 7 of the *Subdivision and Development Regulation*, AR 43/2002 and any submission made by adjacent property owners were considered with care.
4. To avoid unnecessary complication, you are advised that no site work to affect your proposal should be commenced prior to endorsement of a registrable instrument by this office and/or without prior consultation with the Summer Village of Sunrise Beach as to its requirements regarding such development.
5. It is the landowner's responsibility to ensure they contact Alberta One-Call to ensure no facilities will be disrupted. If at any time TELUS facilities are disrupted, it will be at the sole cost of the land owner.
6. Prior to obtaining a private sewage inspection from an accredited inspector, it is recommended that the landowner have an Alberta Land Surveyor locate the exact location of any septic hold tank and or/ septic discharge point in order to ensure that it complies with the setbacks required by the Alberta Private Sewage Systems Standard of Practice 2015.
7. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. Development or water diversion may not occur in waterbodies, watercourses or Public Lands without prior consultation and approval from Alberta Environment and Parks. If you have any questions about development on or near water bodies, watercourses or public land please contact Alberta Environment and Parks prior to undertaking any activity within or near the wetland.
8. The following information is provided as required by Section 656(2)(a) of the Municipal Government Act. Any appeal of this decision lies to the Municipal Government Board, whose address is 1229 - 91 Street SW, Edmonton, Alberta, T6X 1E9 (phone 780-427-4864).
9. The Subdivision Authority for the Summer Village of Sunrise Beach is "Jane Dauphinee".

MPS FILE # 19-R-012 Tentative Plan



CONDITIONALLY APPROVED

AUG 22 2019

Date

Title Area : 8.16 ha 38.03ac

Proposed : 7/4.0 ha 19.88ac

Legal : Pt. SW 35-55-1-W5  
Summer Village of Sunset Beach