

**1.0 CALL TO ORDER**

**2.0 APPROVAL OF AGENDA**

**3.0 APPROVAL OF MINUTES –**

- A. May 3<sup>rd</sup> 2023 Minutes

**4.0 Public Submissions**

- A. 5:30 Milos Tajec

**5.0 BUSINESS ARISING**

- A. Website
- B. Complaint Process
- C. Annual Open House
- D. Extra Garbage Service
- E. Reoccurring Trivillage Meeting
- F. Fire Services Bill

**6.0 Development Matters**

- A.
- B.

**7.0 New Business**

- A. LSAC MSP
- B. Land Use Bylaw
- C. Water Terms of Reference
- D. Tax Prepayment Plan January Recalculation.
- E. Fire Ban Policy
- F. Wild Water Debenture

**8.0 Committee Reports**

- A. Councillor Reports

**9.0 CAO Reports**

- A. Disbursements, CAO Action List
- B. CAO Response Times

**10.0 Response to Delegations**

- A.

**11.0 Additional Items**

- A.

**12.0 Correspondence**

May 3<sup>rd</sup> 2023

Summer Village of Sunset Point

**A.**

**NEXT MEETING July 5<sup>th</sup> 2023**

**ADJOURNMENT**

**3.0 A May 3<sup>rd</sup> 2023 Minutes**

**Recommendation:**

*That Council approve the minutes from the May 3<sup>rd</sup> 2023 Regular Council Meeting as presented.*

**Background:**

Council Meeting Minutes are attached for review.

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
May 3<sup>rd</sup> 2023 @ 5:16pm.

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**IN ATTENDANCE** Mayor Gwen Jones  
Deputy Mayor Riley Ekins  
Councillor Keir Packer  
Matthew Ferris CAO

**1.0 CALL TO ORDER** Mayor Jones called the meeting to order at 5:21pm

**2.0 Approval of AGENDA** MOVED by Councillor Packer that the May 3 2023 Agenda be approved as presented.

Res. #2023 – 60

CARRIED

**3.0A APPROVAL OF Minutes** MOVED by Deputy Mayor Ekins that Council approves the April 5<sup>th</sup> 2023 Minutes as presented.

Res. #2023 – 61

CARRIED

**4.0A Public Submission** NA

**7.0 A Financial Statements**

\*Richard Zhao from the Metrix group provided his Financial Statement presentation.

Res. #2023 – 62 MOVED by Deputy Mayor Ekins that Council accepts the Presentation from Metrix group for Information.

CARRIED

Res. #2023 – 63 MOVED by Mayor Jones that Council approves the 2022 Financial Statements as presented.

CARRIED

**5.0A County MSP**

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
May 3<sup>rd</sup> 2023 @ 5:16pm.

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Res. #2023 –64      Moved by Deputy Mayor Ekins that Council accepts the County MSP Report for information.  
CARRIED

**5.0 B Fees AND Charge Bylaw**

2023 –65      Moved by Deputy Mayor Ekins that Fees and Charges Bylaw 341 be amended as recommended by legal and by removing the park rental from the Bylaw .  
CARRIED

Res. #2023 –66      Moved by Deputy Mayor Ekins that Fees and Charges Bylaw 341 be given first reading as amended.  
CARRIED

Res. #2023 –67      Moved by Councillor Packer that Fees and Charges 341 be given second reading as amended.  
CARRIED

Res. #2023 –68      Moved by Mayor Jones that Fees and Charges be given unanimous consent as amended.  
CARRIED

Res. #2023 –69      Moved by Mayor Jones that Fees and Charges be given third and final reading as amended.  
CARRIED

**5.0C Trail Master Plan**

Res. #2023 –70      Moved by Councillor Packer that Council Accepts the Trail Master Plan Update for information.  
CARRIED

**6.0 Development Matters**  
**A Bylaw 336**

Res. #2023 –71      Moved by Mayor Jones that Council amends Land Use Bylaw Amendment 336 as presented.  
CARRIED

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
May 3<sup>rd</sup> 2023 @ 5:16pm.

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Res. #2023 –72      Moved by Deputy Mayor Ekins that Council gives Land Use Bylaw Amendment 336 second reading as amended.

Councillor Packer requested a recorded vote.  
In FAVOUR Mayor Jones, Deputy Mayor Ekins. AGAINST Councillor Packer  
CARRIED

Res. #2023 –73      Moved by Mayor Jones that Council gives Land Use Bylaw Amendment 336 third and final reading as amended.

Councillor Packer requested a recorded vote.  
In FAVOUR Mayor Jones, Deputy Mayor Ekins. AGAINST Councillor Packer  
CARRIED

**B. Bylaw 337**

Res. #2023 –74      Moved by Mayor Jones that Council amends Area Structure Plan Bylaw 337 as presented.

CARRIED

Res. #2023 –75      Moved by Deputy Mayor Ekins that Council gives Area Structure Plan Bylaw 337 second reading as amended.

Councillor Packer requested a recorded vote.  
In FAVOUR Mayor Jones, Deputy Mayor Ekins. AGAINST Councillor Packer  
CARRIED

Res. #2023 –76      Moved by Mayor Jones that Council gives Area Structure Plan 337 third and final reading as amended.

Councillor Packer requested a recorded vote.  
In FAVOUR Mayor Jones, Deputy Mayor Ekins. AGAINST Councillor Packer  
CARRIED

7.0

**B. Onoway Regional Fire**

Res. #2023 – 77      MOVED by Councillor Packer that Council accepts the discussion for information.

CARRIED

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
May 3<sup>rd</sup> 2023 @ 5:16pm.

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C. Fire Bans

Res. #2023 – 78      MOVED by Mayor Jones that Council directs Administration to implement a fire ban policy that would ensure the Village has the same Fire warnings as Lac Ste. Anne County.

CARRIED

D. Tri-Village Meeting

Res. #2023 – 79      MOVED by Deputy Mayor Ekins that Council accepts the discussion for information.

CARRIED

E. Newsletter

Res. #2023 – 80      MOVED by Mayor Jones that approves the 2022 Financial Statements as presented.

CARRIED

**8.0 Committee Reports**

**A. Council Reports**

Res. #2023 – 81      MOVED by Councillor Packer that Council accept the Committee Reports for information.

CARRIED

**9.0 CAO REPORTS**

**A. Reconciliation, Disbursements and Action List**

Res. #2023 – 82      MOVED by Deputy Mayor Ekins that that Council accept the report for information.

CARRIED

**10.0 Response to Delegates.**

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
May 3<sup>rd</sup> 2023 @ 5:16pm.

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**11.0 Additional Items**

**A. Northwest Fire Name Change**

Res. #2023 – 83 MOVED by Mayor Jones that Council agrees to allow Onoway Regional Fire to amend the existing Fire Service Agreement to allow for a name change only.

CARRIED

**B. Fire Ban Signs**

Res. #2023 – 84 MOVED by Mayor Jones that Council directs Administration locate the Fire Ban signs.

CARRIED

**12.0 Correspondence**

Res. #2023 – 85 MOVED by Mayor Jones that Council enters closed session at 8:06pm in accordance to FOIP regarding a legal matter.

CARRIED

Res. #2023 – 86 MOVED by Mayor Jones that Council comes out of closes session at 8:26pm.

CARRIED

**ADJOURNMENT**

Res # 2023- 87 Being that the agenda matters had been concluded the meeting was adjourned at 8:27 PM by Mayor Jones.

CARRIED

These minutes were approved this June 7<sup>th</sup> 2023.

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Mayor Jones

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Matthew Ferris CAO



## **5.0 A Website**

### **RECOMMENDATION:**

That Council accepts the discussion regarding the Village website for information.

### **SUMMARY/BACKGROUND:**

- In 2017-2018 Sunset Point partnered with a handful of other summer villages to update our websites. At the time the Village spent approximately \$8000-\$10,000.00 to get the website currently in existing.
- Since the relaunch the complaints on the accessibility of the website have continued.
- Over the years Administration has tried to get pricing to further update the website without much luck.
- Our current website host company was having a website design support deal for its existing customers and was offering redesigns for under \$2000.00.
- As such administration acted on this deal and has approved the project with the funds to come out of the contracted services budget.
- Administration has met with the company three times in the last month to start the implementation of the redesign.

## **5.0B Complaint Process**

### **Recommendation**

That Council accepts the discussion regarding establishing a complaint process for information and directs Administration to bring it back for further discussion.

### **Background**

Recently there has been an increase concern from the public about getting updates on specific complaints to Council. Council directed to come up with a plan for providing complaints or concerns to Council. Based on those discussions Administration has come up with a draft policy attached for review and discussions. Alternatively a simpler process may be that within the new website a new function be added to report a concern. And that all the items submitted via that portal be brought to Council for discussion.

**SUMMER VILLAGE OF SUNSET POINT COUNCIL POLICY**

**Municipal Complaint Policy**

**Approved June XX 2023**

**PURPOSE**

This policy is intended to enable Sunset Point to promptly and effectively address program and service delivery complaints raised by members of the public. The policy will assist the municipality in providing excellent service to the public, and contribute to continuous improvement of operations. The Municipality strives to reduce customer dissatisfaction by:

- Providing a timely and accurate response to complaints; and,
- Using complaints as an opportunity to improve program and service delivery issues.

**Complaint:**

A complaint is an expression of dissatisfaction related to a municipal program, service, facility, and staff or council member, where a citizen believes that the municipality has not provided a service experience to the customer's satisfaction at the point of service delivery and a response or resolution is explicitly or implicitly expected.

***A complaint is distinct from:***

- A general enquiry or specific request for information regarding municipal service.
- An opinion or feedback, comment and expression of interest in a program or service.
- An expression of approval or compliment for municipal staff member, program, product or process.
- A suggestion or idea submitted by a citizen or public at large with the aim of improving services, programs, products or processes.

The policy is not for complaints pertaining to:

- Staff members that are employed by a service provider contracted by the municipality who shall be subject to the policies of that service provider.
- issues addressed by legislation, or an existing municipal bylaw, policy or procedure;
- a decision of Council or a decision of a committee of Council; or,
- matters that are handled by tribunals, courts of law, quasi-judicial boards,

**Role of Council:**

The role of Council is to develop general policies and directives on how to enforce the issues.

- All complaints shall be in writing and signed by the complainant. **Complaint Form-Schedule A**
- All complaints shall remain confidential, subject to FOIP
- Council shall not get involved in individual enforcement issues but can receive confidential status reports on an issue, for their information only, through a direction to staff.

The Council member shall direct the complainant to provide a written, signed complaint letter addressed to the CAO marked “Confidential” to the Municipal Office. By doing so, the CAO will ensure compliance with Legislation and Policies. The CAO will also advise the complainant, that complaints are an enforcement issue which Councillors as individuals cannot be involved with.

The complaint shall be logged at the Municipal Office and the Complaint Procedure followed.

### **Frontline Staff Role:**

It is the responsibility of the complainant to attempt to resolve concerns by dealing with Municipal employee(s) directly involved with the issue where appropriate. It is the responsibility of all Municipal employees to attempt to resolve issues or concerns before they become complaints, and identify opportunities to improve municipal services.

Complaints and enforcement shall be exercised at the CAO discretion and in the best interest of the Municipality, when following Legislation and Policy. This shall include the granting of extensions, if deemed necessary.

All complaints received will be followed through by the CAO to ensure compliance with the Complaint Policy.

If a complaint letter/email is addressed to Council, then a copy of the letter/email will be circulated by the CAO to Council in a Closed Council Agenda for information purposes only. In addition to the receipt of a complaint letter/email, the complainant **will be asked to submit the Complaint Form** that includes their name and details.

Staff cannot act on ‘hearsay’; however, the complainant’s name will be kept confidential.

The CAO will treat the complainant’s personal information as confidential, including the complainant’s name. All complainants and property owners shall be treated with respect and courtesy.

Resolution of complaints will consider whether the party forwarding the complaint requires feedback of the complaint resolution.

### **PROCEDURE:**

## **1. Submit the Complaint**

Where frontline resolution cannot be achieved, complaints shall be submitted to Council, **Complaint Form - Schedule A**. All information must be completed in writing.

Complaints may be submitted by:

Email – [office@sunsetpoint.ca](mailto:office@sunsetpoint.ca)

Subject Line: Complaint

## **2. Investigation**

If a complaint is made against the Chief Administrative Officer, the Mayor shall consult with Council and may designate the municipal solicitor, or other qualified individual at arm's length from the municipality, to investigate.

The designated investigator may review the issues identified by the complainant and in doing so may:

- Review relevant municipal and provincial legislation;
- Review the municipality's relevant policies and procedures;
- Review any existing file documents;
- Interview employees or member of the public involved in the issue;
- Identify actions that may be taken to address the complaint or improve municipal operations; or,

### **a) Council Member**

If a complaint is made against a Council Member, the Mayor shall consult with the municipal solicitor, CAO or other qualified individual at arm's length from the municipality.

The designated investigator shall review the issues identified by the complainant and in doing so may review the documents listed above under complaint made against the Chief Administrative Officer.

## **b) Mayor**

If a complaint is made against the Mayor, the Chief Administrative Officer shall consult with the municipal solicitor, or other qualified individual at arm's length from the municipality or the Ontario Ombudsman, to investigate.

The designated investigator shall review the issues identified by the complainant and in doing so may review the documents listed above under complaint made against the Chief Administrative Officer.

## **c) Closed Meeting Investigation**

If a complaint is made regarding a Closed Meeting of Council, the CAO shall consult and forward the complaint to the Municipal Closed Meeting Investigator and shall be conducted within the guidelines of the Closed Meeting Investigator. Investigator has thirty (30) days to respond once complaint is received.

## Complaint Form

|  |  |      |  |
|--|--|------|--|
| YOUR NAME  |  |      |  |
| CONTACT INFORMATION  |  |      |  |
| HOME PHONE   |  | CELL |  |
| MAILING ADDRESS  |  |      |  |
|  |  |      |  |
| EMAIL  |  |      |  |
| <p><i>Please outline your complaint/issue, including relevant dates, times, location and background information that might include municipal employees you have contacted to resolve the complaint, witnesses to the incident, photographs, etc.</i></p> |  |      |  |

## 5.0C Annual Open House

### **Recommendation**

That Council accepts the discussion regarding an Annual Open House for information.

### **Background**

This year Council canceled the Annual Municipal Open House due to lack of interest from the public. Over the last three years of holding the open house they have been canceled due to a lack of interest from the public. In the month of May a single resident expressed the desire to bring back the annual open house meetings and Administration is bringing the item back for discussion with Council.



## 5.0D Extra Bins with Garbage collection

### **Recommendation**

That Council accepts the discussion regarding additional waste collection and directs Administration to follow up with the Ratepayer and indicate at this time the Village is not willing to provide bespoke waste collection services.

### **Background**

An individual reached out to Administration in May requesting an additional Organics bin indicating they wanted an extra bin as a result of having a larger than normal property. They even indicated they would be willing to pay for the extra bin.

According to Standstone the rates for additional bins would be in the \$5.00-\$7.00 Range.

The only concern Administration has regarding this is that these new individual costs would need to be invoiced and collected separately by the village and it may be inefficient from a cost perspective to have Administration send individual utility bills to a single resident. In speaking to Standstone residents can contract Standstone directly for increased service however the rates are more than the rate the Village would pay.

#### 5.0E Reoccurring Tri village Meetings

##### **Recommendation**

That Council accepts the scheduling of the regular Tri Village meetings as the first Thursday of February, November and June and further that Administration ask to schedule them at 6:00pm.

##### **Background**

Due to the ongoing scheduling changes at the Tri village Meetings the CAOs were tasked with finding a regular scheduled date for the Tri Village meetings.

Based on the discussions of the CAOs it was agreed that the Tri village meetings would not occur on the first Thursday of the months of February, November and June.

Sunset Point will be responsible for hosting the meetings in November.

The next meeting will occur November 2<sup>nd</sup> 2023.

5.0F Fire Service Bill

**Recommendation**

That Council XXX

**Background**

Administration received the attached invoice from the Fire Department and wanted to discuss with Council prior to paying it as it is not for fighting a fire and was resolved in less than 30 minutes. Further the issue could of been resolved in means other than emergency services.

TOWN OF ONOWAY  
4812 - 51 STREET  
P. O. BOX 540  
ONOWAY, AB T0E 1V0  
(780) 967-5338



|           |                 |
|-----------|-----------------|
| Invoice # | 20230158        |
| GST #     | 129873048RT0001 |
| Date      | 2023-May-31     |
| P.O. #    |                 |
| Location  | 54 Ave & 49 Ave |
| Account # | 72              |

SUMMER VILLAGE OF SUNSET POINT  
PO BOX 596  
ALBERTA BEACH, AB T0E 0A0

## Fire Invoice

| <b>Service Provided:</b> 2023-110 #526 HAZMAT May 20, 23 Sunset Point |                                      |          |          |       |  |          |                                     |
|---|--------------------------------------|----------|----------|-------|--|----------|-------------------------------------|
| <b>Date of Service:</b> 2023-05-20 <b>Insured Name:</b>               |                                      |          |          |       |  |          |                                     |
| <b>Policy Number:</b>   |                                      |          |          |       |  |          |                                     |
| <b>Attending Unit:</b>  |                                      |          |          |       |  |          |                                     |
| Code  | Description                          | Quantity | Price    | GST   |  | Extended | GST                                 |
|   | FIRE RECOVERY FIRE INCIDENT RECOVERY | 1.0000   | 617.9400 | 30.90 |  | 648.84   | <input checked="" type="checkbox"/> |
| <b>Subtotal</b>   |                                      |          |          |       |  | 617.94   |                                     |
| <b>Total GST</b>  |                                      |          |          |       |  | 30.90    |                                     |
| <b>Invoice Total</b>  |                                      |          |          |       |  | 648.84   |                                     |

Incident Numbe

**Terms : Net On Invoice** A rate of 15.00% per annum (1.25% per month) interest will be charged on overdue accounts.

# Fire Rescue International

Box 1550  
Onoway, Alberta T0E 1V0  
Canada

## INVOICE

Invoice No.: 526  
Date: 05/24/2023  
Ship Date:  
Page: 1  
Re: Order No.

### Sold to:

Town of Onoway  
Box 540  
Onoway, AB T0E 1V0

### Ship to:

Town of Onoway  
Box 540  
Onoway, AB T0E 1V0



### Business No.:

| Item No.                     | Unit | Quantity | Description  | Tax | Unit Price    | Amount |
|------------------------------|------|----------|--|-----|---------------|--------|
|                              |      |          | Job: 2023-110<br>Incident Date: May 20, 2023   |     |               |        |
| P1                           |      | 1        | Pump 1   | G   | 319.85        | 319.85 |
| P-Km                         |      | 2        | Km Travel  | G   | 2.85          | 5.70   |
| C1                           |      | 1        | Charlie 1  | G   | 154.21        | 154.21 |
| C-km                         |      | 2        | Km Travel  | G   | 1.59          | 3.18   |
| Ad                           |      | 2        | Additional Firefighters: 2 additional members on P1  | G   | 67.50         | 135.00 |
|                              |      |          | Type of Service: HAZMAT<br>Address: 54 Ave / 49 Ave, Sunset Point<br>Municipality: Summer Village of Sunset Point<br>Responding Agencies:<br>Onoway Regional Fire Services<br><br>AHS File: N/A<br><br>Subtotal: |     |               | 617.94 |
|                              |      |          | G - GST @ 5%<br>GST  |     |               | 30.90  |
| Shipped By: Tracking Number: |      |          |  |     | Total Amount  | 648.84 |
| Comment:                     |      |          |  |     | Amount Paid   | 0.00   |
| Sold By:                     |      |          |  |     | Amount Owning | 648.84 |

MAY 22 2023

Call Received: 20:55:56 Enroute: 20:57:13 On Scene: 21:04:39 Off Scene: 21:14:52 In Service: 21:20:54

[illegible]

Incident Commander Initials: LL



# ONOWAY REGIONAL FIRE SERVICES



Structure Fire ☐ Vehicle Fire ☐ Wildland Fire ☐  
MVC ☐ Medical Aid ☐ HAZMAT ☒

Incident Type: Residential Alarm ☐ Commercial Alarm ☐

Permit Number (if applicable):

OTHER:

Incident Address: 54 AV, SUNSET POINT/49 AV, SUNSET POINT

RESET CALL TYPE

Units Assigned: PUMP 1  PUMP 2  TENDER  RAP   
PUMP 3  CHARLIE 1  CHARLIE 2  CHARLIE 3  OTHER   
PUMP 2  TENDER  PUMP 3  C2   
Travel: PUMP 1  RAP  C1  2  C3

Mutual Aid Assigned:

Other Resources Called:

RCMP Detachment: Parkland Officer Name: Cst Mohamed El Krich RCMP File #: 2023696002

Consumables Used:

Damaged Equipment:

Contractor Equipment:

Incident Commander:

Signature: Lee  
Lindstrom

Digitally signed by Lee  
Lindstrom  
Date: 2023.05.22  
11:55:23 -06'00'

# ONOWAY REGIONAL FIRE SERVICES



Incident Report # **2023-110** Date: **May 20, 2023** AHS File #

Incident Description: (All incident types. All observations and tasks performed)

Example Format: 1435: ORFS is dispatched to a 31D03 for a 74 y/o female unconscious, fainting, not alert.

Pump 1 is assigned to the call.

1435: Pump 1 enroute with 4

2055hrs +- page received, P1, C1 enroute

2057hrs +- P1 and C1 enroute

2104hrs +- P1 and C1 on scene, RCMP on scene as well. 55 gallon drum is located in the ditch

2106hrs +- Contents of barrel include about 2 Liters of fluid. Barrel will be contained and then transported to Fire station for disposal.

2114hrs +- Fire and RCMP off scene

2120hrs +- All units back in service



Incident Commander Initials: **LL**



# ONOWAY REGIONAL FIRE SERVICES



MVC, HAZMAT, Wild, Vehicle, Farms

Incident Report # **2023-110** Date: **May 20, 2023** AHS File #

Vehicle Information Performed: YES ☐ NO ☐ Access Location:

Provincial Highway #:  Local Roads:

| Vehicle 1                         | Wind Direction: | Vehicle 2                         | Wind Speed: |
|-----------------------------------|-----------------|-----------------------------------|-------------|
| Owner:                            |                 | Owner:                            |             |
| Address:                          |                 | Address:                          |             |
| Insurance Agent:                  |                 | Insurance Company:                |             |
| Phone #:                          |                 | Phone #:                          |             |
| Make/Model:                       |                 | Make/Model:                       |             |
| Plate #:                          |                 | Plate #:                          |             |
| Driver Name:                      |                 | Driver Name:                      |             |
| Address & Phone:                  |                 | Address & Phone:                  |             |
| Insurance Co:                     |                 | Insurance Co:                     |             |
| Policy #:                         |                 | Policy #:                         |             |
| Agent:                            |                 | Agent:                            |             |
| Description of Services Provided: |                 | Description of Services Provided: |             |

Number of Occupants:  Transported Via EMS: YES ☐ NO ☐

Transported Via STARS: YES ☐ NO ☐ Landing Zone:

Incident Commander Initials: **LL**

# ONOWAY REGIONAL FIRE SERVICES



Additional Information:



Incident Commander Initials:

Website: [www.nwfr.net](http://www.nwfr.net)

Dispatch: 780-777-4688

Email: [davidives.nwfr@gmail.com](mailto:davidives.nwfr@gmail.com)



# ONOWAY REGIONAL FIRE SERVICES



## Billing Information:

| Unit                    | Rate     | Quantity | Total  | Notes                      |
|-------------------------|----------|----------|--------|----------------------------|
| PUMP 1                  | \$319.85 | 1        | 319.85 |                            |
| TRAVEL                  | \$2.85   | 2        | 5.7    |                            |
| PUMP 2                  | \$319.85 |          | 0      |                            |
| TRAVEL                  | \$2.85   |          | 0      |                            |
| PUMP 3                  | \$319.85 |          | 0      |                            |
| TRAVEL                  | \$2.85   |          | 0      |                            |
| TENDER                  | \$159.91 |          | 0      |                            |
| TRAVEL                  | \$2.85   |          | 0      |                            |
| RAP-ATTACK              | \$217.14 |          | 0      |                            |
| TRAVEL                  | \$2.28   |          | 0      |                            |
| CHARLIE 1               | \$154.21 | 1        | 154.21 |                            |
| TRAVEL                  | \$1.59   | 2        | 3.18   |                            |
| CHARLIE 2               | \$154.21 |          | 0      |                            |
| TRAVEL                  | \$1.59   |          | 0      |                            |
| CHARLIE 3               | \$154.21 |          | 0      |                            |
| TRAVEL                  | \$1.59   |          | 0      |                            |
| OTHER                   |          |          | 0      |                            |
| ADDITIONAL FIREFIGHTERS | \$67.50  | 2        | 135    | 2 additional members on P1 |
| CONSUMABLES             |          |          | 0      |                            |
|                         |          |          | 0      |                            |

Grand Total: \$ 617.94

Charge



No Charge



Medical



Incident Commander Initials:

LL

Website: [www.nwfr.net](http://www.nwfr.net)

Dispatch: 780-777-4688

Email: [davidives.nwfr@gmail.com](mailto:davidives.nwfr@gmail.com)

# Parkland Emergency Control Centre

780 968 8401

RECEIVED

MAY 22 2023

Incident Date: 05/20/2023 20:52:08

File #: 14874914

Call Taker 173

Incident Location: **54 AV, SUNSET POINT/49 AV, SUNSET POINT**

GPS: **53.69716300**

**-114.34247100**

Complainant Info: RCMP

Caller Party: 1st

Incident Type: HAZMAT

Pre-Alert:

EFD Abbreviation: 61A01

## Fire Benchmarks:

|                      |                    |                       |
|----------------------|--------------------|-----------------------|
| Primary Search       | Power Requested    | Gas Requested         |
| Under Control        | Power Company Name | Gas Company Name      |
| Loss Stopped         | Power On Scene     | Gas On Scene          |
| Temperature 19       | RCMP dispatched    | Hwy Maint. Dispatched |
| Wind Direction E     | RCMP On Scene      | Hwy Maint. Responder  |
| Wind Speed 6 Gust 9  | EMS dispatched     | Incident Command      |
| Relative Humidity 50 | EMS On Scene       |                       |

|   |                 |                                  |
|---|-----------------|----------------------------------|
| FOUND THE 55LITER DRUM, ONLY HAD 2 LITERS OF FLUID INSIDE WILL BE TRANSPORTING BACK TO THE HALL | UserName<br>173 | TimeIndex<br>05/20/2023 21:09:24 |
| Incident dispatcher Assigned: 00001   | UserName<br>173 | TimeIndex<br>05/20/2023 20:55:37 |
| Dispatch acknowledged incident.   | UserName<br>173 | TimeIndex<br>05/20/2023 20:55:37 |
| Address change from 54 54 AV, SUNSET POINT to 54 AV, SUNSET POINT/49 ST, SUNSET POINT           | UserName<br>173 | TimeIndex<br>05/20/2023 20:55:35 |
| Initial incident type selected '61A01 HAZMAT'   | UserName<br>173 | TimeIndex<br>05/20/2023 20:55:32 |
| RCMP NOTABLE TO DISPOSE OF BARREL   | UserName<br>173 | TimeIndex<br>05/20/2023 20:54:40 |
| BAREL OF DIESEL NEXT TO THE STOP SIGN NOT LEAKING   | UserName<br>173 | TimeIndex<br>05/20/2023 20:53:56 |
| Address change from BLANK Address to 54 54 AV, SUNSET POINT                                     | UserName<br>173 | TimeIndex<br>05/20/2023 20:52:31 |
| Department assigned 'Northwest Fire'  | UserName<br>173 | TimeIndex<br>05/20/2023 20:52:31 |

|                  |                      |                 |                 |                  |                   |                  |
|------------------|----------------------|-----------------|-----------------|------------------|-------------------|------------------|
| <u>Unit Name</u> | <u>Dispatch Time</u> | <u>En Route</u> | <u>On Scene</u> | <u>Off Scene</u> | <u>In Service</u> | <u>Cancelled</u> |
|------------------|----------------------|-----------------|-----------------|------------------|-------------------|------------------|

Northwest Fire

05/20/2023 20:55:56

NW PUMP 1

05/20/2023 20:56:30

05/20/2023 20:57:27

05/20/2023 21:04:40

05/20/2023 21:20:54

NW Charlie 1

05/20/2023 20:56:28

05/20/2023 20:57:13

05/20/2023 21:04:39

05/20/2023 21:14:52

05/20/2023 21:20:27

05/20/2023 21:14:56

## **6.0 Development Matters**

**7.0 A. LSAC Municipal Service Package**

**Recommendation:**

*That Council enters into closed session at XX:00PM regarding Item 7.0A in accordance to FOIP legislation.*

**Background.**

Due to the matters regarding this item relating to intermunicipal negotiations and service level costs Administration requests that Council enter into closed Session.

## **7.0 B . Land Use Bylaw**

### **Recommendation:**

*That Council accepts the discussion regarding Land Use Bylaw for information*

### **Background.**

With the decisions of the ASP and LUB amendment providing some concerns to the general public. Administration has brought back the LUB discussions to the agenda.

As directed the LUB and MDP rewrites were postponed until 2024 so that we could partner with Alberta Beach and Val Quentin on potentially rewriting the Bylaws together to reduce some Red Tape regionally.

Administration estimates it will cost \$50,000-\$75,000.00 to complete a rewrite of the Bylaws and it is not currently within the Budget. Due to the cost Administration recommends the project not be completed this year and that it be considered next year.



## **7.0 C . Water Distribution Terms of Reference**

### **Recommendation:**

*That Council approves the Water Distribution Feasibility Study Terms of Reference as presented.*

*That Council appoints XXX, and XXX to the Water Distribution Feasibility Study Committee.*

### **Background.**

The Summer Village of Val Quentin applied for an ACP grant to conduct a water distribution study and capital plan for the Tri village area. Based on the successful grant application they are establishing a terms of reference. They are requesting approval of the terms of reference from Sunset Point along with the appointment of two elected officials to the Committee.

Draft Terms of Reference are attached

**Water for Life: Potable Water Distribution Feasibility Study  
STEERING COMMITTEE  
TERMS OF REFERENCE**

**ALBERTA BEACH/SUNSET POINT/VAL QUENTIN**

**PURPOSE:** The Province of Alberta and applicant municipalities made a significant investment to construct a potable water bulk truck fill station located at the corporate limits of Alberta Beach and operated by the West Inter Lake District (WILD) Water Commission.

The purpose of this project is to determine the feasibility of, and steps required to implement a regional potable water distribution system within the Tri Village Region Partnership that connects to the WILD Water Commission Regional Transmission Line system.

This will allow the Tri Village Region Partnership to fully realize the economic, health, and environmental benefits available to other communities through a potable water distribution system. In collaboration with WILD Water Commission, the Tri Village Region Partnership municipalities are responsible for the development of treated water supply and potable water distribution systems within the respective jurisdictions. The outcome of this project will help improve the viability and long-term sustainability of the Tri Village Region Partnership municipalities through regional collaboration and capacity building initiatives.

Tri Village Region Partnership does not have a water distribution network, and the lakes in the region may not be suitable for municipal water supply. The lack of access to large rivers leaves the region dependent on groundwater aquifers as the only source of local supply. In some areas suitable groundwater is not readily available, requiring cisterns, and for those areas where aquifer supplies do exist, these supplies will be generally unable to support the long term use and growth of the Tri Village Region Partnership.

This proposed study will provide the necessary details for informed decision making in preparation for implementation of a potable water distribution system in the Tri Village Region Partnership. The study will align with Alberta Environment Regulations, Standards and Guidelines to ensure environmental objectives are met. Under the Environmental Protection and Enhancement Act, approved waterworks systems – including potable water storage facilities and water distribution systems must meet specific design, performance and monitoring standards and produce water that meets all relevant quality standards.

The study area is bordered by Lac Ste. Anne County, includes the Summer Villages of Val Quentin, Sunset Point and the Village of Alberta Beach and consists of residential and non-residential land use.

Based on Statistics Canada 2021 Census Information the number of private dwellings per municipality are: Alberta Beach: 743 | Val Quentin: 160 | Sunset Point: 336 | Population Density: Average 2.1 per household

**MEMBERSHIP:**

Each of the participating municipalities will appoint 2 Council members of which one shall be the Mayor and 1 alternate should the Mayor or designated Councillor not be available. A Chief Administrative Officer (CAO) from each municipality will provide support to the steering committee. The Councillors appointed to the steering committee will keep their respective Councils updated on the project as the project proceeds.

|               |  |
|---------------|--|
| Alberta Beach | 2 Elected Officials and 1 Alternate (1 shall be the Mayor) |
| Sunset Point  | 2 Elected Officials and 1 Alternate (1 shall be the Mayor) |
| Val Quentin   | 2 Elected Officials and 1 Alternate (1 shall be the Mayor) |

**QUORUM:** Quorum is a minimum of 4 members (or alternates) with at least one member present from each municipality.

**SUPPORT  
STAFF MEMBERS:** CAO's from the membership municipalities.

**MANAGING  
MUNICIPALITY:** Val Quentin

**COMMITTEE  
CHAIRPERSON:** Appointed by the Steering Committee

**AUTHORITY:** Ad Hoc Committee authorized by each participating Council to make recommendations to the managing municipality for completion of the project as per the terms and conditions of the ACP grant agreement.

**TERM:** Anticipated Completion Date December 31, 2024 or Project Completion Date

**FREQUENCY  
OF MEETINGS:** Bi Monthly or at the call of the chair.

**VOTING:** Committee will aim to have consensus on all decisions made. Where consensus is not achievable, decisions will be based on Majority membership present at the meeting. In the event of a tie, the motion shall be lost.

**COMMUNICATION:** Managing municipality CAO to distribute agenda packages, correspondence and meeting minutes to steering committee membership & support staff. Retention of committee meeting agendas, minutes and documentation remains with the managing municipality. The steering committee members (elected officials) from each of the participating municipalities will be responsible for keeping their respective Councils updated on the project as the project proceeds. The managing municipality will be responsible to send final reports, outcomes and recommendations to the participating member municipalities.

**TASKS:** The Tri Village Region Partnership Steering Committee will be responsible for preparation and management of the following:

- Terms of Reference
- Budget
- Work Plan Timelines: monitoring reporting due dates and ensuring the timely submission of all required reporting.
- Request for Proposal for Consultant
- Evaluation, Interview and Selection of Consultant
- Awarding of Contract
- Work Plan Monitoring and guidance to the committee
- Progress Reviews
- Final Report Review and copies provided for individual Tri Village Region Partnership Partners
- Public Engagement with Stakeholders and Residents

**DATE  
APPROVED:** \_\_\_\_\_, 2023.

#### **7.0 D . Tax Prepayment Plan January Recalculation**

##### **Recommendation:**

*That Council authorizes Administration to recalculate a Tax Prepayment Plan calculation in January of each year and that Administration be directed to make any amendments necessary to the Tax Prepayment Bylaw regarding these recalculations.*

##### **Background.**

With the tax notices going out Administration has seen an increase in ratepayers contacting the Village to confirm their TPP payments are correct. Every file where a complaint has been received has been deemed to be correct. The TPP Payments will typically switch annually on average between the values of \$2xx and \$3xx each year. Some years this switch of \$100.00 can cause some alarm. In researching how other municipalities mitigate this it was discovered that a lot of the larger municipalities will recalculate their tax payment plan holders at the start of January to whatever the last year's taxes were divided by 12. That will standardize the payments to exactly what it was last year thereby reducing the amount of variation year to year. Which results in the rate only changing to whatever the new tax rates are. The administration is seeking permission from the Council to proceed with this type of TPP process.

## **7.0 F . Fire Ban Policy**

### **Recommendation:**

*That Council XXX*

### **Background.**

After a request from the County that neighbouring municipalities follow the same Fire restrictions as the County. Council directed to draft a policy outlining the commitment to a regional fire restriction program. The initial draft of the policy is attached

**SUMMER VILLAGE OF SUNSET POINT COUNCIL POLICY**

**Fire Ban Policy**

**Approved June XX 2023**

**PURPOSE**

To provide guidelines for Council, Staff and members of the public for the application, notice and removal of a Municipal Fire Ban within the geographic area of Sunset Point.

**SCOPE**

**Application and Removal:**

1. Recognizing the potential of the fire risk in Lac Ste. Anne County and its implications to the Summer Village. Sunset Point will strive to match the fire restrictions of Lac Ste. Anne County.
2. The decision to Municipal Fire Restriction shall where possible mirror those of Lac Ste. Anne County however Council may reduce or remove the fire restrictions at their discretion by direction of the CAO.
3. The fire index, observation of local environmental conditions and future weather forecasts may be some of the factors used in determining the application and removal of a Municipal Fire Restriction.
4. Clear criteria exist for implementing fire bans, and are based on daily monitoring of weather and fuel/vegetation conditions, as well as principles of fire behaviour and risk. The fire ban will be lifted as soon as conditions permit.

## **7.0 G . Wildwater Debenture**

### **Recommendation:**

*That Council directs Administration to reallocate 1,785.24 from the Reserve Budget to be utilized to pay the shortfall within the Wildwater Debenture Payments.*

### **Background.**

Within the Wildwater Commission debenture payments the village under estimated the total debenture costs by 1,785.24. As such Administration requires a motion to reallocate funds from another function to pay the shortfall. Administration is recommending the funds come from some of the reserve funds the village had designated so that it doesn't alter the other budget lines.

**8.0 Committee Reports**  
**A. Councillor Reports**

**Recommendation:**

*That Council accepts the Committee Reports for information.*

**Background.**



## **9.0 CAO Reports**

### **A. CAO Action List and Financials**

**Recommendation:** That Council accepts the Update for information.

### **Background**

| Topic  | Status    |
|--|-----------|
| Cheques  | Completed |
| Review Development Permit                                | Completed |
| Update Fee Bylaw   | completed |
| Drafted Fire Ban Policy                                  | Completed |
| Drafted Complaint Policy                                 | completed |
| General Inquiries  | completed |
| Issued Tax Notices                                       | Completed |
| Order Envelopes  | completed |
| Responded to Tax Complaints                              | completed |
| Initiated Website Improvements                           | completed |
| Worked with Trivillage Group on Water TORS               | Completed |
| Met County on Municipal Services Package                 | Completed |
| Install Village Locks                                    | Completed |
| Conduct Site Inspection for Complaint                    | Completed |
| Aided LSAC on Emergency Management Team                  | Completed |
| Met with consultants on Viability                        | Completed |
| Met with website developers x 2                          | Completed |
| Implemented Auto Deposit and Bill Payer Function with b: | Completed |

June 7<sup>th</sup> 2023

Summer Village of Sunset Point

## **10.0 Response to Delegations**

June 7<sup>th</sup> 2023

Summer Village of Sunset Point

## **11.0 Additional items**

June 7<sup>th</sup> 2023

Summer Village of Sunset Point

12.0 Correspondence

**LAC STE. ANNE FOUNDATION**  
**BOARD MEETING MINUTES**  
**February 22, 2023**  
**Chateau Lac Ste Anne Lodge – Family Room**  
**1:00 p.m.**

1. Call to Order- 1:06 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Daryl Weber, Bernie Poulin, Len Kwasny, Jeremy Wilhelm, and Marge Hanssen

Absent: Paul Chauvet

Staff: Dena Krysik –CAO, Kristine Klause –Recording Secretary, Robin Strome- Finance Officer

2. Approval of Agenda

Board Member Len Kwasny moves:

**Motion #23-001: The Board approves the agenda for February 22, 2023 as presented.**

Carried

3. Approval of Board Meeting Minutes

Board Member Bernie Poulin moves:

**Motion #23-002: The Board approves the December 21, 2022 Board Meeting Minutes as presented.**

Carried

4a. Quarterly Financial Report

Board Member Len Kwasny moves:

**Motion #23-003: The Board approves the Quarterly Financial Reports at December 31, 2022 as presented.**

Carried

4b. 2022 Allowance for Doubtful Accounts

Board Member Sandy Morton moves:

**Motion #23-004: The Board acknowledges the 2022 Allowance for Doubtful Accounts in the amount of \$1,660.92 as presented.**

Carried

Board Member Daryl Weber moves:

**Motion #23-005: The Board approves to allocate the 2021 and previous years Allowance for Doubtful Accounts in the amount of \$3,269.96 to bad debt as presented.**

Carried

5a. Health & Safety – CCSA COR Audit Results

Board Members Jeremy Wilhelm moves:

**Motion #23-006: That the Board accepts the 2022 External Certificate of Recognition (COR) Audit Results as information and directs CAO Dena Krysik to proceed with creating an action plan to address recommended items as presented.**

Carried

5b. LSAF Strategic Priorities – Quarterly Review

Board Members Jeremy Wilhelm moves:

**Motion #23-007: The Board accepts the LSAF Strategic Priorities – Quarterly Review as information.**

Carried

7. Information Items

Board Members Bernie Poulin moves:

**Motion #23-008: To accept items 7a, 7b, 7c, & 7d for the February 22, 2023 meeting as information.**

Carried

8. In Camera

Board Member Len Kwasny moves:

**Motion #23-009: The Board moves to go in camera at 2:43pm**

Carried

Board Member Jeremy Wilhelm moves:

**Motion #23-010: The Board moves to come out of camera at 3:03pm**

Carried

9. Date, Place & Time of Next Meeting

All Board members move:

**Motion #23-011: The next Board Meeting will be March 16, 2023 at the Pleasant View Lodge Community Center at 1:00 pm (pending).**

Carried

12. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 3:05 pm.

Carried



Chairperson

April 26/23  
Date



Chief Administrator Officer

April 26/23  
Date



**LAC STE. ANNE FOUNDATION  
BOARD MEETING MINUTES  
March 27, 2023  
Pleasant View Lodge – Family Room  
1:00 p.m.**

1. Call to Order- 1:00 p.m. by Ross Bohnet

Present: Ross Bohnet, Sandy Morton, Daryl Weber, Bernie Poulin, Paul Chauvet and Marge Hanssen

Absent: Len Kwasny, Jeremy Wilhelm, Robin Strome – Finance Officer

Staff: Dena Krysik –CAO, Kristine Klause –Recording Secretary

2. Approval of Agenda

Board Member Paul Chauvet moves:

**Motion #23-012: The Board approves the agenda for March 27, 2023 as presented.**

Carried

3. Approval of External Finance Audit – RSM Canada

Board Member Daryl Weber moves:

**Motion #23-013: The Board approves the External Financial Audit - RSM Canada for the March 27, 2023 meeting as information.**

Carried

4. Date, Place & Time of Next Meeting

All Board members move:

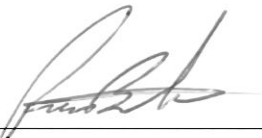
**Motion #23-014: The next Board Meeting will be April 26, 2023 at the Spruce View Lodge Family Dining Room at 1:00 pm.**

Carried

5. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 2:01 pm.

Carried

  
\_\_\_\_\_  
Chairperson

April 26/23  
Date

  
\_\_\_\_\_  
Chief Administrator Officer

April 26/23  
Date