

1.0 Call to Order

2.0 APPROVAL OF AGENDA

3.0 APPROVAL OF MINUTES –

- A. May 1st 2024 and May 22nd 2024 Meeting minutes

4.0 Public Submissions

- A.

5.0 BUSINESS ARISING

- A. Annual Meeting
- B. Fire Services Discussion
- C. Computer Financial Software

6.0 Development Matters

- A.

7.0 New Business

- A. Public Donation Policy
- B.

8.0 Committee Reports

- A. Councillor Reports

9.0 CAO Reports

- A. Disbursements, CAO Action List

10.0 Response to Delegations

- A.

11.0 Additional Items

- A.

12.0 Correspondence

- A. YRL Report

NEXT MEETING July 3rd 2024

ADJOURNMENT

3.0 A May 1st 2024 and May 22nd 2024 Minute

Recommendation:

That Council approve the minutes from the May 1st 2024 and May 22nd 2024 Council Meeting Minutes as presented.

Background:

Council Meeting Minutes are attached for review.

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
May 1st 2024 @ 5:15pm.

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

1.0 CALL TO ORDER Mayor Jones called the meeting to order at 5:16pm

2.0 Approval of AGENDA MOVED by Mayor Jones that the May 1st 2024 Agenda be approved as presented with the addition of Item 11.A Special Meeting May 22nd 2024.

2024 – 073

CARRIED

3.0A APPROVAL OF Minutes MOVED by Councillor Packer that Council approves the April 3rd 2024 Regular Council Meeting Minutes as amended.

#2024 – 074

CARRIED

4.0A Public Submission

Questions on former results on Garbage being established as Utility

5.0A Newsletter

Res. #2024-075 Moved by Mayor Jones that Council directs Administration to amend the newsletter as discussed by highlighting, community projects.

CARRIED

6.0 Development Matters

Res. #2024-076 Moved by Mayor Jones that Council directs Administration to send a letter to Lac Ste Anne County requesting further discussions in 2025 regarding annexation as proposed by the Reeve at the Regional Mayors meeting.

CARRIED

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
May 1st 2024 @ 5:15pm.

7.0 New Business

NA

7.0A Tax Rate Bylaw

2024 –077 Moved by Mayor Jones that Bylaw 2024-01 Tax Rate Bylaw be given third and final reading as presented. CARRIED

7.0B Tax Penalty Bylaw

2024 –078 Moved by Mayor Jones that Bylaw 2024-03 Tax Penalty Bylaw Clause 7 be amended to remove the additional number 1 after December 31st. CARRIED

2024 –079 Moved by Mayor Jones that Bylaw 2024-03 Tax Penalty Bylaw be given first reading as as amended.

CARRIED

2024 –080 Moved by Councillor Packer that Bylaw 2024-03 Tax Penalty Bylaw be given second as amended.

CARRIED

2024 –081 Moved by Mayor Jones that Bylaw 2024-03 Tax Penalty bylaw be given unanimous consent as amended.

CARRIED

2024 –082 Moved by Mayor Jones that Bylaw 2024-03 Tax Penalty Bylaw be given third and final reading as amended.

CARRIED

8.0 Committee Reports

A. Council Reports

2024 – 083 MOVED by Mayor Jones that Council accept the Committee Reports for information.

CARRIED

9.0 CAO REPORTS

A. Reconciliation, Disbursements and Action List

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
May 1st 2024 @ 5:15pm.

2024 – 085 MOVED by Councillor Packer that Council accept the report for information. CARRIED

**11.0 Additional Items –
11.0A Special Meeting**

2024 – 086 MOVED by Mayor Jones that Council schedules a special meeting for May 22nd 2024 at 2:00pm to discuss Audit Report and presentation of the 2023 Financial Statements. CARRIED

10.0 Response to Delegates.
Public expressed questions about the Lake Isle Watershed Group.

12.0 Correspondence

2024 – 087 MOVED by Mayor Jones that Council accepts the Yellowhead Regional Library annual report for information. CARRIED

ADJOURNMENT

2024- 088 Being that the agenda matters had been concluded the meeting was adjourned at 6:13 PM by Mayor Jones. CARRIED

These minutes were approved this June 5th 2024

Mayor Jones

Matthew Ferris CAO

MINUTES
SUMMER VILLAGE OF SUNSET POINT
Special MEETING OF COUNCIL
May 22nd 2024 @ 2:30pm.

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 2:31pm

2.0 Approval of AGENDA MOVED by Mayor Jones that the May 12nd 2024 Agenda be approved as presented.

Res. #2024 – 089

CARRIED

3.0 Financial Statements

Richard Zhao from the Metrix Group presented his findings of the 2023 Financial Statements.

Moved by Mayor Jones that Council accepts the presentation from Richard for information.

Res. #2024 – 090

CARRIED

Moved by Deputy Mayor Ekins that Council delay finalization of the 2023 Financial Statements until the concerns with the Deferred Reserve are addressed with the goal of bringing them revised Financial Statements back by the end of June 2024.

Res. #2024 – 091

CARRIED

ADJOURNMENT

MINUTES
SUMMER VILLAGE OF SUNSET POINT
Special MEETING OF COUNCIL
May 22nd 2024 @ 2:30pm.

Res # 2024- 092

Being that the agenda matters had been concluded the meeting was adjourned at 3:30 PM by Mayor Jones.

CARRIED

These minutes were approved this June 5 2024

Mayor Jones

Matthew Ferris CAO

Draft

4.0 A Public Submissions

5.0 A Annual Meeting

RECOMMENDATION:

Open for Discussion and Direction

Background .

Administration is currently developing the Agenda for the Annual Meeting:

Topics Include:

- Recreation Funding
- Results of Change of Designation

The deadline for subjects from the public is July 31st 2024

5.0 B Fire Service Discussion

RECOMMENDATION:

That Council enters into closed session.

Background .

After additional meetings with Northwest Fire. Administration seeks direction from Council on how to proceed with changes to Fire Services in the Village. These discussion will need occur in closed session.

5.0 C Financial Service Software

RECOMMENDATION:

Open for Discussion and Direction

Background .

As previously mentioned to the Council, the Village uses QuickBooks for its financial software. There are both advantages and disadvantages to this choice. The primary benefit is the cost, which is approximately \$600 per year. In comparison, the cheapest municipal software costs \$25,000 for setup and has an annual fee of \$5,000.

The administration has been collaborating with our auditors to improve processes and reduce costs associated with QuickBooks. However, issues have arisen, particularly with importing tax assessment data, which results in multiple Excel sheets where errors can occur. To mitigate this, the administration typically randomly tests 15-30% of the data for compliance. This year, the tests revealed no initial issues, but it was later discovered that nine properties had errors in their assessments.

These errors highlight the limitations of using QuickBooks instead of dedicated financial software.

Administration brings this back to inform Council but also to see if there is a desire to change softwares.

June 5th 2024

Summer Village of Sunset Point

6.0 Development

7.0A Public Donation Policy

Recommendation

Open for Direction

Background

At a previous meeting Council asked Administration to draft a policy regarding donation provided from the Public. Attached is the draft policy for discussion.

SUMMER VILLAGE OF SUNSET POINT COUNCIL POLICY

Municipal Complaint Policy

Approved: June 5th 2024

Summer Village of Sunset Point accepts and appreciates Donations that support its Municipal Purposes and operational needs. When the Summer Village receives a Donation for a specific Summer Village program or initiative, the Donation will be used to support that program or initiative.

The disbursement of Donations by the Summer Village is not part of its regular program and service delivery. Any Donations made by the Summer Village must receive Council approval prior to being made and must align with Municipal Purposes. The Summer Village will exercise due care and consideration when making Donations to ensure responsible financial stewardship, accountability and transparency.

Purpose

The purpose of this policy is to ensure fair and transparent treatment of Donations received or disbursed by the Summer Village, and to maintain compliance with all relevant rules, regulations and legislation.

Definitions

Summer Village - the municipal corporation of the specialized municipality of Summer Village of Sunset Point.

Donation - a voluntary transfer of cash, cash equivalents, or goods (new or used) with no terms or conditions imposed on the recipient other than the program or initiative that it is to be used for. Grants, Public Relations, Public Sponsorship, and the volunteering of time are not considered a Donation.

Eligible Donation - a Donation that meets Canada Revenue Agency's criteria for the issuance of an official donation receipt for income tax purposes.

Gifts In-Kind - a type of charitable giving where instead of giving money to purchase needed goods or services, the goods or services themselves are given.

Goods - an item of property that is non-cash or non-cash equivalent and does not meet the definition of a Tangible Capital Asset.

Grant - a sum of money paid out by an organization for a particular purpose. Grants commonly include eligibility criteria, a formal application and selection process, and are usually conditional upon certain qualifications as to the use.

Municipal Purposes - the purposes of a municipality as defined in Part 1, Section 3 of the Municipal Government Act (MGA).

Public Relations - expenses relating to activities associated with public engagement, community development, relationship building, and promoting the interests of the Summer Village.

Real Property - any interest in land, including buildings or the improvements to them.

Tangible Capital Assets - non-financial assets, including Real Property, having a physical substance that: a) are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development construction, maintenance or repair of other Tangible Capital Assets; b) have a useful and economic life extending beyond an accounting period; c) are used on a continuing basis; and d) are not for sale in the ordinary course of operations.

Guidelines

1. This policy is subject to any specific provision of the MGA, Government of Canada tax laws administered by the Canada Revenue Agency and other relevant legislation.
2. Planned or expected receipt or payment of Donations shall be identified in the approved budget. A Donation is considered to be planned or expected when there is a high likelihood that it will occur.
3. All Donations, must align with the programs and services delivered by the Summer Village.

4. Donations Received by the Summer Village

- a. The Summer Village will evaluate the compatibility of and need for the Donation. The Summer Village may refuse a Donation if it:

- has no need for it;
- creates a financial burden;
- presents a conflict of interest;
- creates undue risk;
- does not align or support programs or services delivered by the Summer Village; or
- is from an Elected Official.

Any Donation deemed to meet one of these criteria will be presented to Council for decision.

- b. Gifts of services and volunteering of time are not considered an Eligible Donation and will not be issued an official donation receipt for income tax purposes.

- c. The Summer Village will only accept donated Goods that:
- are of approved Canadian operational standards;
 - are compatible with existing equipment, unless it can be demonstrated that compatibility is not necessary and that benefit would be derived from the donated Goods; and
 - prior to receipt, receive a certified appraisal from an appraiser knowledgeable in the appropriate field at the expense of the donor if the Goods have a perceived or estimated value of \$1,000 or more. If the donor has purchased the items for Donation, a copy of the purchase receipt should accompany the Goods.
- d. Upon acceptance of a Donation, it shall become the property of the Summer Village.
- e. Council will be informed annually of all Donations received unless otherwise deemed necessary.

8.0 Committee Reports
A. Councillor Reports

Recommendation:

That Council accepts the Committee Reports for information.

Background.

9.0 CAO Reports

A. Disbursement CAO Action List

Recommendation: That Council accepts the Update for information.

Background

Attached for informatin

Topic	Status
Cheques	Completed
Tax Prepayment Plan Request	Completed
Answered inquires	completed
negotiated terms with LSAC on service delivery	ongoing
Working with auditor	ongoing
Tax Notices	Completed
Sent Auditor Historical Data	Completed
Issued Development Permit	Completed
Fire Services Meeting	Completed

Summer Village of Sunset Point

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
Income					
4010 Residential Taxes	542,638	534,715	7,923	-7,923	101.00 %
4020 Minimum Tax	21,809	23,729	-1,920	1,920	92.00 %
4040 Municipal Utility Tax		95,100	-95,100	95,100	
4050 ASFF Levy	184,133	185,049	-916	916	100.00 %
4060 Lac Ste Anne Levy	19,023	18,799	224	-224	101.00 %
4100 Penalties on Taxes	15	14,000	-13,985	13,985	0.00 %
4200 Tax Certificates		1,000	-1,000	1,000	
4210 Franchise Fee Revenue		19,000	-19,000	19,000	
4215 Development Permit Revenue		5,700	-5,700	5,700	
4220 Other revenue		1,000	-1,000	1,000	
4225 Boat Hoist Revneue		100	-100	100	
4230 Emergency Response Payments		100	-100	100	
4300 MSI Operating		17,388	-17,388	17,388	
4305 MSI Captial Grant		47,811	-47,811	47,811	
4310 MSI Capital Projects		79,000	-79,000	79,000	
4315 FGTG Grant		15,127	-15,127	15,127	
4320 FCSS Grant	1,833	7,334	-5,501	5,501	25.00 %
4400 Building rent	7,200	3,400	3,800	-3,800	212.00 %
4630 fines	250	600	-350	350	42.00 %
Total Income	\$776,901	\$1,068,952	\$ -292,051	\$292,051	73.00 %
GROSS PROFIT	\$776,901	\$1,068,952	\$ -292,051	\$292,051	73.00 %
Expenses					
5001 Administration Expenses					
5005 Insurance - Liability & Crime	5,616	7,500	-1,884	1,884	75.00 %
5010 Memberships	975	6,800	-5,825	5,825	14.00 %
5011 Legal and professional fees	10,019	61,180	-51,161	51,161	16.00 %
5012 Meeting Expenses	75	1,500	-1,425	1,425	5.00 %
5015 Advertising & Promotion		3,500	-3,500	3,500	
5020 Bank charges	321	500	-179	179	64.00 %
5025 Contracted Assessment	6,296	15,000	-8,704	8,704	42.00 %
5030 Adminsitrative contracted	14,625	58,500	-43,875	43,875	25.00 %
5045 Tax recovery Fees		1,500	-1,500	1,500	
5050 Admin mileage		2,500	-2,500	2,500	
5055 Administration Conference/Training		1,800	-1,800	1,800	
5065 Office expenses	583	7,000	-6,417	6,417	8.00 %
5068 Software	312	4,500	-4,188	4,188	7.00 %
5070 Telecommuication	1,091	2,900	-1,809	1,809	38.00 %
5075 Development Officer	833	5,000	-4,167	4,167	17.00 %
5085 CPP Employer		1,713	-1,713	1,713	
5096 Civic Grants		1,500	-1,500	1,500	
5098 Contracted Services	4,800	12,000	-7,200	7,200	40.00 %
Total 5001 Administration Expenses	45,546	194,893	-149,347	149,347	23.00 %
5100 Community and Protective Services					
5125 Bylaw Enforcement	8,710	25,807	-17,097	17,097	34.00 %
5130 Fire Service	18,136	40,880	-22,744	22,744	44.00 %

Summer Village of Sunset Point

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
5140 Provincial RCMP Cost	14,290	14,776	-486	486	97.00 %
5150 Fire Response Payments		100	-100	100	
5160 Emergency Management Expenses		12,500	-12,500	12,500	
Total 5100 Community and Protective Services	41,136	94,063	-52,927	52,927	44.00 %
5200 Council Expenses					
5210 Councillor Conference/Training		7,000	-7,000	7,000	
5220 Councillor Contingency/Expenses	450	5,500	-5,050	5,050	8.00 %
5230 Councillor Honorarium	2,785	15,000	-12,215	12,215	19.00 %
5240 Councillor Mileage	66	1,700	-1,634	1,634	4.00 %
Total 5200 Council Expenses	3,300	29,200	-25,900	25,900	11.00 %
5300 Parks and Recreation Expenses					
5310 Library		7,950	-7,950	7,950	
5320 Grass Cutting		40,385	-40,385	40,385	
5340 Misc Park Expenses		1,000	-1,000	1,000	
5350 Portable Toilets		6,000	-6,000	6,000	
5365 Recreation Contributions		1,000	-1,000	1,000	
5370 Shoreline Rehab		6,100	-6,100	6,100	
5375 FCSS Expenses		9,167	-9,167	9,167	
Total 5300 Parks and Recreation Expenses		71,602	-71,602	71,602	
5400 Public Works					
5410 Garbage Collection	8,101	38,600	-30,499	30,499	21.00 %
5420 Snow Removal	42,505	22,000	20,505	-20,505	193.00 %
5430 Landfill	1,716	5,000	-3,284	3,284	34.00 %
5450 Street Signs		1,000	-1,000	1,000	
5460 Road Maintenance					
5461 Culvert Replacement		6,000	-6,000	6,000	
5462 Road Repairs		10,000	-10,000	10,000	
Total 5460 Road Maintenance		16,000	-16,000	16,000	
5470 Street lights	4,839	19,000	-14,161	14,161	25.00 %
Total 5400 Public Works	57,161	101,600	-44,439	44,439	56.00 %
5500 Utilities					
5510 Lagoon Debenture	15,924	31,848	-15,924	15,924	50.00 %
5520 Trivillage Revitalization	22,050	95,100	-73,050	73,050	23.00 %
5530 Trivillage Requisition	26,179	104,716	-78,537	78,537	25.00 %
Total 5500 Utilities	64,153	231,664	-167,511	167,511	28.00 %
5600 WILD Utility					
5610 Wild Operating		1,265	-1,265	1,265	
5620 Wild Debenture	5,294	10,589	-5,295	5,295	50.00 %
Total 5600 WILD Utility	5,294	11,854	-6,560	6,560	45.00 %
5700 Government transfers					
5740 MSI Operating Expenses		17,388	-17,388	17,388	
Total 5700 Government transfers		17,388	-17,388	17,388	
Total Expenses	\$216,591	\$752,264	\$ -535,673	\$535,673	29.00 %
NET OPERATING INCOME	\$560,310	\$316,688	\$243,622	\$ -243,622	177.00 %
Other Expenses					

Summer Village of Sunset Point

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - December 2024

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
5910 ASFF Requisition	45,866	185,048	-139,182	139,182	25.00 %
5920 Las Ste Anne Requisition		18,799	-18,799	18,799	
Total Other Expenses	\$45,866	\$203,847	\$ -157,981	\$157,981	23.00 %
NET OTHER INCOME	\$ -45,866	\$ -203,847	\$157,981	\$ -157,981	23.00 %
NET INCOME	\$514,444	\$112,841	\$401,603	\$ -401,603	456.00 %

10.0 Response to Delegations

June 5th 2024

Summer Village of Sunset Point

11.0 Additional items

June 5th 2024

Summer Village of Sunset Point

12.0 Correspondence