

1.0 Call to Order

2.0 APPROVAL OF AGENDA

3.0 APPROVAL OF MINUTES –

A. February 5th 2025

4.0 Public Submissions:

A. 5:20pm Alberta Beach Pentecostal Camp

5.0 BUSINESS ARISING

- A. 2025 Budget**
- B. Emergency Management Bylaw.**
- C. Tax Rate bylaw**

6.0 Development Matters

A. NA

7.0 New Business

A.

8.0 Committee Reports

A. Councillor Reports

9.0 CAO Reports

- A. CAO Action List**
- B. Closed Session -Correspondence**

10.0 Response to Delegations

A.

11.0 Additional Items

A.

12.0 Correspondence

NEXT MEETING May 7th 2025

ADJOURNMENT

3.0 A March 5th Meeting Minutes

Recommendation:

That Council approve the minutes from the March 5th 2025 Council meeting Minutes.

Background:

Council Meeting Minutes are attached for review.

**MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
February 5 2025 @ 5:15pm.**

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 5:15pm

2.0 Approval of AGENDA

MOVED by Deputy Mayor Ekins that the March 5th 2025 Agenda be approved as presented.

2025-38

Carried

3.0A APPROVAL OF Minutes

MOVED by Councillor PACKER that Council approves the February 5th 2024 Council Meeting Minutes as amended.

#2025-39

Carried

Public Bernie Biorisan Election Concern: Election Package, Budget and Financial Statement

Mark Evans- Brings slide show and supporting documents.. Request Meeting. Closed Session Meeting April 2nd 520pm.

Joe Vandette concerned about letter received
Brian Purnell letter.

#2025-40

Moved by Deputy Mayor Ekins that Council accepts the public submission for information.

4.0A Public Submission -

Darcy Paulichuk presented on Capital Projects from 2024 and the proposed Expansions for 2025.

Res. #2025-41

Moved by Mayor Jones that Council accepts the presentation for information and Directs Administration to Finish the Sunset Drive Trail. Carried

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
February 5 2025 @ 5:15pm.

5.0A 2025 Budget

Res. #2025-42 Moved by Deputy Mayor Ekins that Council accepts the 2025 Budget for information. Carried

5.0B Water Feasibility

Moved by Mayor Jones that Council directs Administration to notify Val Quentin as discussed regarding the Water Feasibility Study.

Res. #2025-43 Carried

Recess at 6:40pm

Presentation from Fire Chief Schroeder:

Highlight staging areas, high level plan, living document, regularly updated. Camp, lift stations village office identified as key assets. Amending staging areas to have a scale and scope. Update Bylaw. Establish committees.

Starts Meeting at 7:15pm

5.0D Response to Concerns Raised by Alberta Beach Pentecostal Camp

Moved by Mayor Jones that Council accepts the discussion for information and further that Administration be directed to post links to the village response on Social Media..

Res. #2025-44 Carried

3.0 Emergency Management Delegation

Moved by Deputy Mayor Ekins that Council accepts the Emergency Management Presentation for information. .

Res. #2025-45 Carried

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
February 5 2025 @ 5:15pm.

5.0c Asset Management and GIS ACP Grant

Moved by Mayor Jones that Council accepts for information but directs Administration to reach out to try and incorporate Lac Ste. Anne County into the process and notify Southview accordingly.

Res. #2025-46

Carried

5.0E Emergency Management

Moved by Mayor Jones that Council accepts Item 5.0E for information and directs Administration to bring back a new Emergency Management Bylaw for information.

Res. #2025-047

Carried

6.0 Development Matters

7.0B Operating Line of Credit

Moved by Deputy Mayor Ekins that Council directs Administration to draft a Borrowing Bylaw for an Operating Line of Credit up to \$150,000.00.

Res. #2025-048

Carried

7a and 7c deferred until end of meeting

8.0 Committee Reports

A. Council Reports

2025-49 MOVED by Mayor Jones that Council accept the Committee Reports for information.

CARRIED

9.0 CAO REPORTS

A. Reconciliation, Disbursements and Action List

2025-50 MOVED by Deputy Mayor Ekins that Council accept the report for information.

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
February 5 2025 @ 5:15pm.

CARRIED

7.0 New Business

7.0A Lawncare Tender

Council Ekins removes self from Chambers due to conflict of Interest regarding Lawncare tender.

2025-51 Moved by Mayor Jones that Council enters into closed session at 8:13pm in accordance FOIP Sectyion 17,18,19

CARRIED

2025-52 Moved by Mayor Jones that Council comes out of closed session at 8:50pm.

CARRIED

7.0B Emergency Management

2025-53 Moved by Deputy Mayor Ekins that Council accepts the discussion for information.

CARRIED

9.0 CAO REPORTS

A. Reconciliation, Disbursements and Action List

2025-54 MOVED by Deputy Mayor Ekins that Council accept the report for information.

CARRIED

10.0 Response to Delegates na

11.0 Additional Items

2025-55 MOVED by Mayor Jones accepts the correspondence from Chief Ives for information.

CARRIED

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
February 5 2025 @ 5:15pm.

12.0 Correspondence

2025- 56

Being that the agenda matters had been concluded the meeting was adjourned at 8:59 PM by Mayor Jones.

CARRIED

These minutes were approved this April 2nd th 2025

Mayor Jones

Matthew Ferris CAO

4.0 A Public Submissions

5:20pm Alberta Beach Pentecostal Camp

5.0 A 2025 Budget

RECOMMENDATION:

That Council approves the 2025 Budget, three year operating plan and Five year capital plan as presented.

Background .

At the direction of Council the Budget has been amended to decrease residential tax rates across the board as a result of significant increases in municipal assessments. One item within the Budget to note is an increase in CAO salary as a transition is implemented and \$40000.00 for a LUB update.

5.0 B Emergency Management Bylaw

RECOMMENDATION:

That Council gives Bylaw 2025-01 all three readings

Background

As part of our transition to emergency management with LSAC a new bylaw is required. The attached Bylaw has been vetted by the Province and LSAC for compliance.

**Bylaw 2025-01 Emergency Management Bylaw
Summer Village of Sunset Point**

Whereas Pursuant to the Emergency Management Act, RSA 2000, c E-6.8, the council is responsible for the direction and control of emergency responses, and the preparation and approval of emergency plans and approvals.

Whereas Pursuant to section 11.1 of the Emergency Management Act, RSA 2000, c E-6.8, Council must appoint an Emergency Advisory Committee consisting of a member or members of council to advise on the development of emergency plans and programs, and provide for the payment of expenses of the members of the Emergency Advisory Committee.

Whereas Pursuant to section 11.2 of the Emergency Management Act, RS 200, c E-6.8, Council must maintain an Emergency Management Agency to act as its agent in exercising Council's powers and duties under the Emergency Management Act.

Whereas Pursuant to section 145 of the Municipal Government Act, RSA 2000, c M-26, Council may pass bylaws in relation to the establishment and functions of, and procedures to be followed by, council committees established by Council.

Whereas Pursuant to section 203 of the Municipal Government Act, RSA 2000, c M-26 Council may delegate any of its powers, duties or functions under the Municipal Government Act or any other enactment or a bylaw to a council committee, the CAO or a designated officer, unless the Municipal Government Act or any other enactment or bylaw provides otherwise.

Now therefore, Council enacts as follows:

Part 1

Citation,

1. This bylaw may be cited as the "Emergency Management Bylaw"

Purpose

2. The purpose of this bylaw are:
 - a. To provide for the direction and control of the Summer Village of Sunset Point emergency responses and the preparation and approval of the Municipal Emergency Plan and related plans and programs.
 - b. To establish and appoint an emergency advisory committee and provide for the payment of expenses of the members of the EAC.
 - c. To establish an emergency management agency to act as Council's agent in exercising Council's powers and duties under the Emergency Management Act

Definitions

3. In this bylaw:
 - a. CAO means the Chief Administrative Officer for the Summer Village of Sunset Point.
 - b. Council means the municipal council of the Summer Village of Sunset Point.
 - c. Councillor means the members of council and includes the Mayor.
 - d. Deputy Director of Emergency Management means the person appointed Deputy Director of Emergency Management of the Emergency Management Agency under this bylaw.
 - e. Director of Emergency Management means the person appointed director of the Emergency Management Agency under this bylaw.
 - f. Disaster means an event that results in serious harm to the safety, health, or welfare of people or in widespread damage to property.
 - g. Emergency means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property.
 - h. EAC means the emergency advisory committee established under this bylaw
Emergency Management Act means the Emergency Management Act, RSA 2000, c E-6.8.
 - i. EMA means the emergency management agency established under this bylaw.
 - j. Emergency Coordination Centre or ECC means a site within the village from which the civic officials coordinate, direct, monitor and support the emergency responses and recovery activities during an emergency, disaster or emergency event.

- k. Emergent Event means an extraordinary event or circumstance, or a present or imminent threat of loss that requires prompt coordination of action to protect the safety, health, or welfare of people or to limit damage to property
- l. Mayor means the chief elected official of the Summer Village.
- m. Minister means the minister responsible for the Emergency Management Act.
- n. Municipal Emergency Plan means the village's emergency plan for coordinating the response to an Emergency or Disaster
- o. Unified Command means an authority structure in which the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency; and that allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility or accountability.
- p. Village means the municipal corporation of the Summer Village of Sunset Point.

Part 2-Emergency Advisory Committee

- 4. The EAC is hereby established.
- 5. All councillors are members of the EAC.
- 6. All members of the EAC will be entitled to payment or reasonable expenses in accordance with the Council policy.
- 7. The EAC will:
 - a. Review the MEP and related plans and programs on an annual basis
 - b. Advise council on the development and status of the MEP and related plans and programs on an annual basis.
 - c. Perform any other functions and duties as required by this bylaw.

8. The Mayor is the Chair of the EAC and will preside at all meetings of the EAC.
9. If the Mayor is unable to perform the chair's duties, the Councillor holding the position of Deputy Mayor at the time of the meeting shall act as the chair.
10. The EAC will meet at least annually, at the call of the chair of the EAC or the CAO
11. Except where inconsistent with anything in this bylaw, the EAC will follow the procedures governing council committees. This section does not apply to a special meeting of the EAC.
12. The Chair of the EAC or CAO may call a special meeting of the EAC where a Councillor or the CAO considers that an emergency exists, or may exist within or in proximity to the village.
13. The Chair of the EAC or the CAO must give at least one hour notice of the special meeting to as many members of the EAC, and the public, as possible in the circumstances stating the date, time and location at which the special meeting is to be held.
14. The method of giving the notice required will be by such means of communication considered by the Chair of the EAC or CAO to be the most likely to notify the members of the EAC and the public.
15. Those members of the EAC in attendance at a special meeting of the EAC shall constitute a quorum.

Part 3-Emergency Management Agency

16. The EMA is hereby established.
17. The members of the EMA are:
 - a. the Director of Emergency Management and the
 - b. Deputy Director of Emergency Management
 - c. CAO
18. Other organizations may be invited by the DEM to nominate representatives to participate in the emergency response and recovery activities for an Emergency, Disaster or Emergent Event, including participating from the ECC, either as an Assisting or Cooperating Agency or as part of a Unified Command structure under ICS. These may include:

- a. health organizations,
- b. utility companies,
- c. local school representatives,
- d. Government of Alberta
- e. Government of Canada representatives,
- f. municipalities with mutual aid agreements,
- g. businesses within the village, OR
- h. or any organization that may assist in preparation or implementation of the MEP

19. Village personnel may be invited by the DEM to participate in the emergency response and recovery activities, provided such personnel are qualified.

20. The EMA will:

- a. act as an agent of Council to carry out all of the powers and duties of Council under the Emergency Management Act, except those delegated to the EAC.
- b. Provide advice to the EAC
- c. Advise the EAC on the work of the EMA annually
- d. Ensure emergency management activities follow Incident Command System principles
- e. Review and implement the MEP and related plans and programs
- f. Establish and maintain the ECC
- g. Provide training for qualified village personnel
- h. Assist the DEM with performance of duties
- i. Perform any other functions required by Council and this Bylaw.

DEM/DDEM

21. The appointment of DEM and DDEM shall occur at the annual Organizational Meeting of Council.
22. The DEM may delegate any powers or duties under this Bylaw

23. The DEM will prepare and coordinate all emergency services and other resources including the activation of the ECC use in:
 - a. Emergency or disaster
 - b. Recovery from an Emergency, disaster or event
 - c. Response to a request for assistance from another government
 - d. the MEP, act as ECC director or designate someone, coordinate emergency services and resources, including an emergency disaster or emergency event,
24. The DEM will act as liaison on behalf of EMA between the EMA and external agencies, and
25. The DEM will perform other functions required by Council or this Bylaw

Part 4-Financial

26. Council may enter into agreements with and make payments or grants to persons or organizations for the provision of services in the development or implementation of the MEP and related plans, programs for the MEP.
27. Council may by bylaw borrow, levy, appropriate and expend funds without elector consent for the EMA.
28. Council may, during or within 60 days after the State of Local Emergency, borrow money with Ministerial approval to pay expenses caused by the emergency.
29. Council may expend money borrowed to pay for emergency expenses

Part 5-State of Local Emergency

30. The power of Council to declare or renew a State of Local Emergency is delegated to the EAC.
31. The EAC may declare a state of local emergency at any time when satisfied an emergency exists or may exist by resolution.
32. The declaration must identify the nature of the emergency and affected area.
33. Immediately after the making of a resolution for a declaration of a state of local emergency the EMA will :
 - a. publish details of the declaration and

- b. forward a copy to the Minister.

34. On the making of a declaration of a state of local emergency and for the duration of the State of Local Emergency, the EMA may do all acts and take necessary proceeding including but not limited to the following:

- a. Cause the MEP and related plans to be put into operation.
- b. acquire or utilize any real or personal property considered necessary to prevent combat or alleviate the effects of the emergency or disaster.
- c. Authorize or require any qualified person to render aid of a type that the person is qualified to provide
- d. Control or prohibit travel to and from any area within the village.
- e. Provide for the restoration of essential facilities and the distributions of essential supplies and provide maintain and coordinate emergency medical, welfare and other essential services within the village.
- f. Cause the evacuation of persons and the removal of personal property from the area that is or may be affected by a disaster and make arrangement for adequate care and protection of those persons and property.
- g. Authorize the entry into any buildings or on any land without warrant by any person in the course of the implementation of the MEP and related plans.
- h. Cause the demolition or removal of any trees, structures if the demo or removal is necessary or appropriate in order to reach the scene of a disaster or attempt to forestall its occurrence or to combat its progress.
- i. Authorize the conscription for persons needed to meet an emergency or disaster. , authorize aid, control travel, restore services, evacuate persons, enter buildings, demolish structures, fix prices, and conscript persons as needed

35. A declaration ends upon an order by the Lieutenant Governor in Council, cancellation by the Minister, or expiration after 7 days unless renewed, or termination by the EAC.

36. The EAC may terminate a declaration when it deems the emergency no longer exists

37. The EMA must publish notice of termination

38. No action lies against Council, CAO, EAC, EMA, or any persons acting under their direction for good faith actions taken under this bylaw during a state of local emergency

Part 6-Repeal

39. That Bylaw 338 is hereby repealed upon third and final reading of this Bylaw.

Read a first time this 2nd day of April, 2025.

Read a second time this 2nd day of April, 2025.

Given Unanimous consent this 2nd day of April, 2025.

Read a third time and duly passed this 2nd day of April, 2025.

Mayor

CAO

ADDENDUM “A” SUMMER VILLAGE OF SUNSET POINT

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SUMMER VILLAGE OF SUNSET POINT – Addendum A

SECTION 1 GENERAL INFORMATION

A. General

The Summer Village of Sunset Point was officially established on January 21, 1959, with only 50 summer residents. The community is located approximately 75kms northwest of Edmonton on the southeast shore of Lac Ste. Anne. The Summer Village of Sunset Point now has 189 properties, 242 full-time residents, 364 dwellings, as well as the home of the Sunset Point Pentecostal Church Camp.

Emergency Management

The Sunset Point Municipal Emergency Plan (MEP) is issued by the Summer Village Council under the authority of:

- 1) The Alberta *Municipal Government Act* RSA 2000 Chapters M-26, current as of January 1, 2025.
- 2) The Alberta *Emergency Management Act* RSA 2000 Chapter E6.8 current as of May 30, 2024.
- 3) Sunset Point Bylaw **XX-XX**, the *Emergency Management Bylaw*, dated **Month/Day/Year**. This Bylaw establishes the municipal Emergency Advisory Committee, and municipal Emergency Management Agency, and their respective responsibilities.

The development and maintenance of Addendum A – Summer Village of Sunset Point to the greater Lac Ste. Anne County MEMP is the responsibility of Lac Ste. Anne County, in coordination with Sunset Point's Director of Emergency Management. This is pursuant to the Emergency Management Services Agreement between Lac Ste. Anne County and the Summer Village of Sunset Point, effective January 1, 2024.

This MEP will be reviewed in accordance with the Emergency Management Services Agreement to ensure all legislative compliance is met in accordance with the annual audit by AEMA.

B. Emergency Services

Emergency first response and enforcement services are provided to the Summer Village of Sunset Point by:

1) Lac Ste. Anne County Fire Services	780-785-3411 (Office)
2) RCMP – Parkland Detachment	825-220-2000 (Detachment)
3) Village of Alberta Beach Patrol Department	587-212-0039 (Complaint Line)

These agencies are committed to providing effective service to residents, seasonal guests, visitors, and community partners of Sunset Point through professional response and public education.

C. Contact

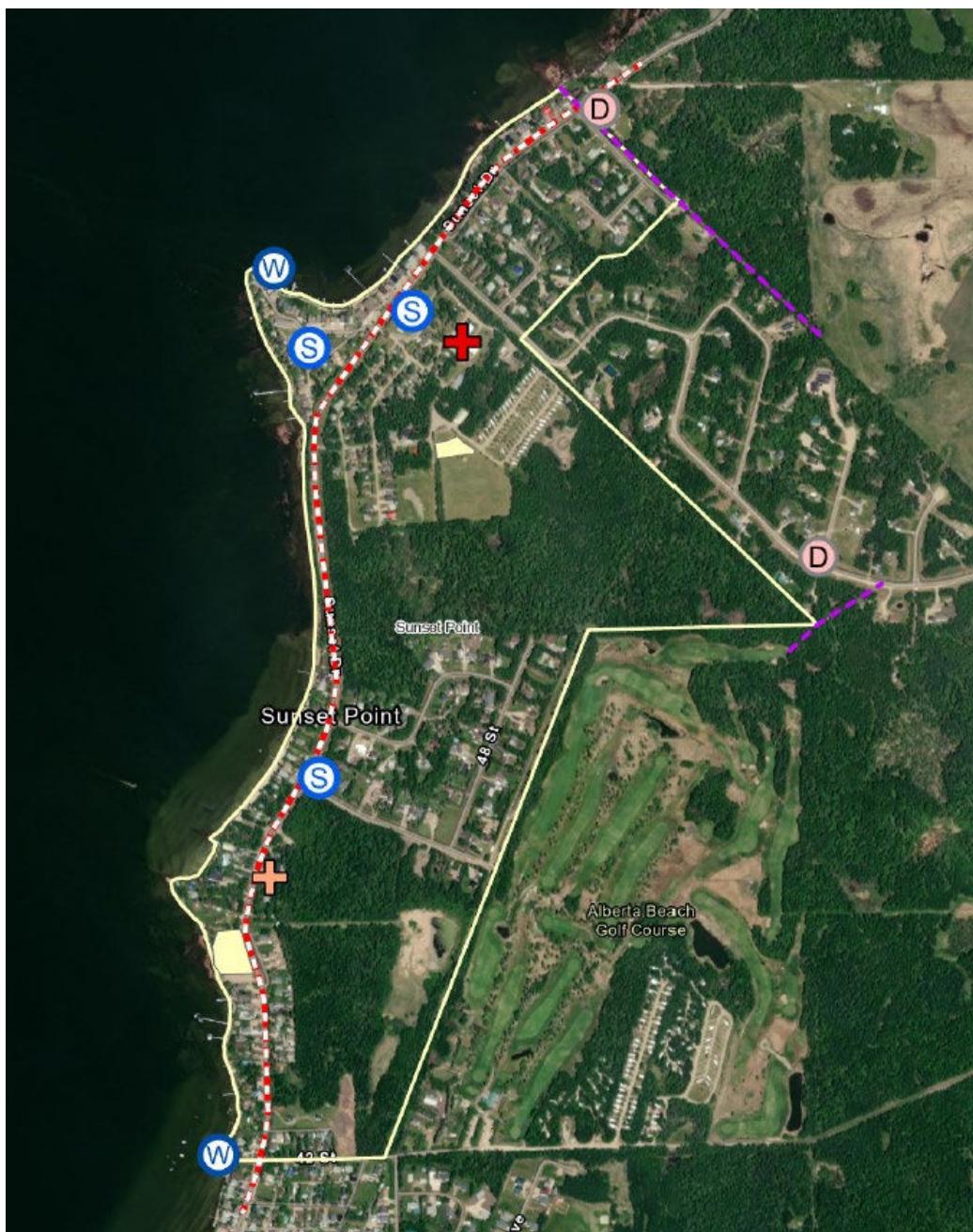
Web Address: www.sunsetpoint.ca

Mailing Address: PO Box 596, Alberta Beach, Alberta, T0E 0A0

Email: office@sunsetpoint.ca

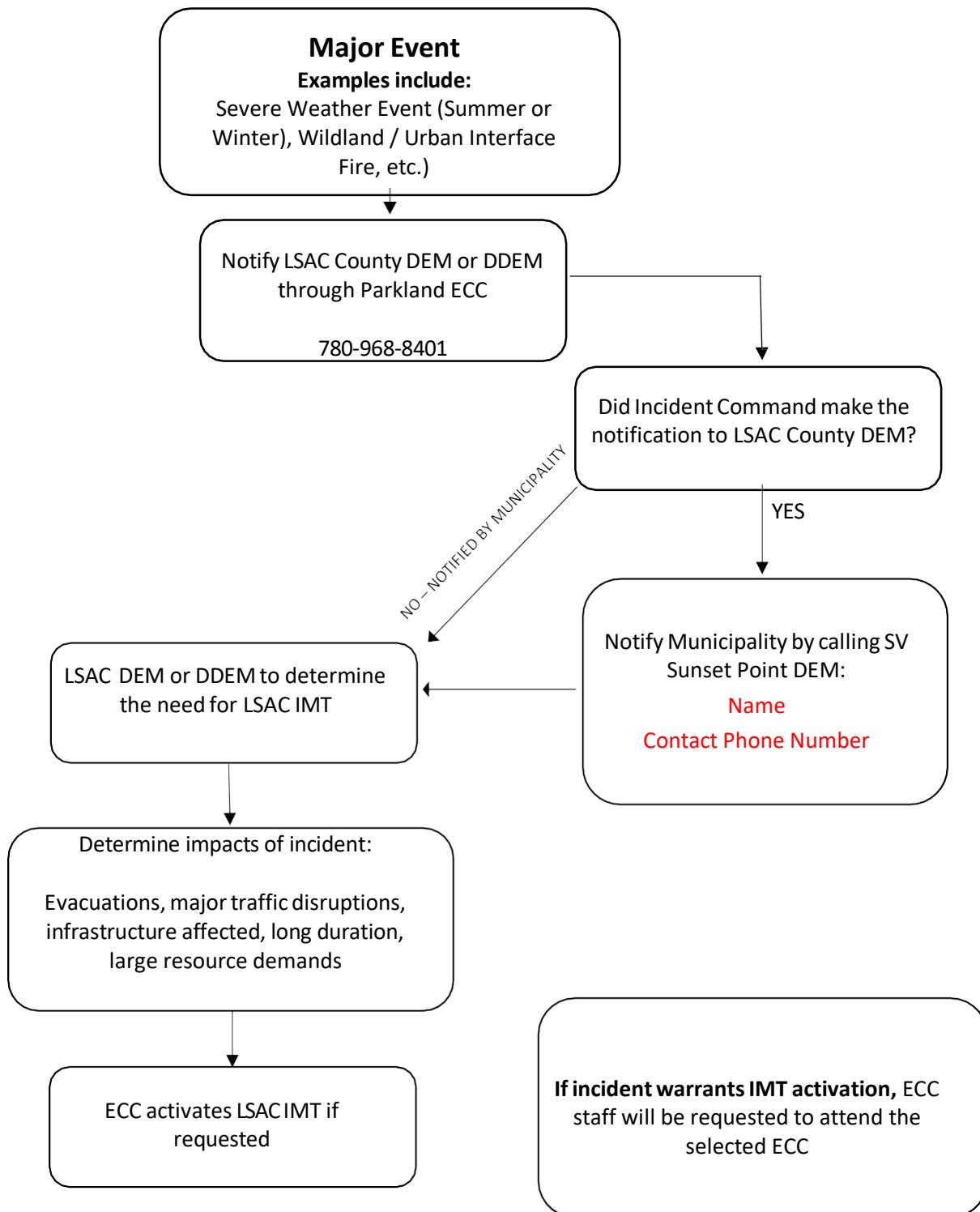
Phone: 780-665-5866

Summer Village of Sunset Point Map



SECTION 2 IMMEDIATE ACTIONS & ACTIVATIONS

A. IMT Activation and Municipal Activation Procedure



B. Primary and Secondary Emergency Operations Centres (ECC)

The Primary ECC location is:

Lac Ste. Anne County Administration Office – Council Chambers
56521 Rge Rd 65, Lac Ste. Anne County

The Secondary ECC location is:

Ste. Anne East Administration Building & Fire Station
2317 Twp Rd 545, Lac Ste. Anne County

C. On-Site Staging Area Locations

1. Pentecostal Church Camp (whole Camp)
2. Sunset Drive (municipal boundary in either direction)

D. Registration / Reception Centre (ESS) Locations

Potential sites in or near to the Summer Village of Sunset Point include:

1. Pentecostal Church Camp – Sunset Drive, Sunset Point
2. Alberta Beach Agliplex – 4811 – 46A Avenue, Alberta Beach
3. Onoway Heritage Centre – 4708 Lac Ste. Anne Trail North, Onoway

Contact information for the potential Registration / Reception Centres listed here is located within the greater LSAC MEMP.

Procedures for activating the LSAC ESS Team can be found in the greater MEMP for Lac Ste. Anne County, and the Team will be dispatched through the LSAC DEM as required.

SECTION 3 CONTACT INFORMATION & RESOURCES

A. Emergency Management for Summer Village of Sunset Point

Director of Emergency Management (DEM):

XXXXXXXX

Deputy DEM:

XXXXXXXXXX

B. Municipal Staff and Elected Officials

Role	Contact Name	Cell	Email
CAO	Matt Ferris	780-665-5866	office@sunsetpoint.ca
Mayor	Gwen Jones	780-712-9250	gwen.jones@sunsetpoint.ca
Deputy Mayor	Riley Ekins	X	riley.ekins@sunsetpoint.ca

C. Utilities and Support

Function	Name	Phone	Alternate
Gas	X	X	
Power	X	X	
Telephone Company	TELUS	310-2255	
Rail Company	CN Rail	1-800-465-9239	
AEMA	John Swist, Troy Carriere	780-644-5425	780-289-3874, 780-999-3812

D. Authorized Alberta Emergency Alert Users

Name	Home Phone	Business Phone	Cell Phone

SECTION 4 HAZARD IDENTIFICATION & RISK ASSESSMENT - Municipal Summary

A. Risk Management

The Sunset Point Municipal Emergency Plan (MEP) has been developed using the Hazard Identification and Risk Assessment (HIRA) process prescribed by AEMA.

The HIRA is the responsibility of Lac Ste. Anne County, in coordination with Sunset Point's Emergency Management Committee. This is pursuant to the Emergency Management Services Agreement between Lac Ste. Anne County and the Summer Village of Sunset Point, effective January 1, 2024.

The review process provides an opportunity to plan for newly identified hazards and reassess previously identified hazards with information from historical events, disasters in the area, emerging scientific knowledge, etc. Hazards are analyzed to predict the likelihood of occurrence and subsequent impact on the community.

B. Mitigation Efforts

Sunset Point municipal staff have received training on the Incident Command System and Basic Emergency Management.

The area is served by Lac Ste. Anne County Fire Services and the nearby Parkland RCMP detachment.

C. Hazard Identification and Risk Assessment

Priority	Hazard	Risk Level
1	Wildland / Urban Interface Fire	Moderate
2	Severe Summer Weather	Limited
3	Severe Winter Weather	Limited
4	Dangerous Goods	Limited
5	Infectious Disease	Limited
6	High Intensity Residential Fire Response	Limited
7	Flooding	Minor
8	Water Pollution	Minor
9	Drought	Limited
10	Major Road Accident	Limited
11	Communications Impact	Limited
12	Utility Interruption	Minor
13	Cyber Attack	Moderate
14	Emergency Services Resources Impact	Limited
15	Structural Collapse	Limited
16	Civil Disturbance	Limited
17	Active Intruder	Limited

Section 5 SPECIFIC MUNICIPAL CONTINGENCY PLANS

All emergency management functions have been identified and included in the greater MEMP for Lac Ste. Anne County. No specific plans have been developed for the Summer Village of Sunset Point currently.

Sunset Point has identified the Pentecostal Church Camp as a muster point for residents. This location is accessible to residents fleeing on foot and can be evacuated by motor vehicle transportation.

Section 6 EMERGENCY MANAGEMENT GOVERNANCE

A. Emergency Management Agency

The members of the Sunset Point Emergency Management Agency are:

1. The Director of Emergency Management (DEM).
2. The Deputy Director of Emergency Management (DDEM).

Other organizations may be invited by the DEM to nominate representatives to participate in the emergency response and recovery activities for an Emergency, Disaster or Emergent Event, including participating from the ECC, either as an Assisting or Cooperating Agency or as a part of a Unified Command structure under ICS. These may include:

1. Health Organizations.
2. Utility companies.
3. Government of Alberta and Government of Canada representatives.
4. Municipalities that may have entered into mutual aid agreements with the Summer Village.
5. Businesses that may be located within the Summer Village.
6. Any organization that, in the opinion of the DEM may assist in the preparation or implementation of the MEMP.

B. Emergency Advisory Committee

Role	Contact Name	Cell	Email
CAO	Matt Ferris	780-665-5866	office@sunsetpoint.ca
Mayor	Gwen Jones	780-712-9250	gwen.jones@sunsetpoint.ca
Deputy Mayor	Riley Ekins	X	riley.ekins@sunsetpoint.ca

C. Delegation / Termination of Authority

DELEGATION / TERMINATION OF AUTHORITY FORM – Page 1

(Required when the Summer Village of Sunset Point is unable to provide or continue to provide an Incident Commander or Director of Emergency Management for the municipality)

Event (Incident) Name: _____ **Event (Incident) Date:** _____

Authority has been assigned to the following Lac Ste. Anne County Director of Emergency Management (DEM) OR Incident Commander (IC), or their designate:

DEM / IC Name: _____ to act on behalf of the Summer Village of Sunset Point to mitigate the above-noted Event.

As the DEM / IC, you are granted full authority and responsibility for managing incident operations within the framework of legal statute for the province of Alberta for this Event. You are authorized to requisition the required resources, organize, and direct those resources, including activation of the Lac Ste. Anne County Incident Management Team and any and all Lac Ste. Anne County staff deemed necessary for the efficient and effective control of this event, including the requirement to evacuate residents and visitors.

You will be supported and provided with the necessary governance documents of the Summer Village of Sunset Point to guide your decision-making process respecting incident objectives and tactics, cost constraints and guidelines for procurement, media relations and other logistical considerations specific to the management of the event.

Financial limitations will be consistent with the best approach for the values at risk and agreed upon objectives. Specific direction for the management of this event and other considerations are as follows:

1. Daily Spending or Commitment Cap without approval: \$ _____.
2. No single expenditure to be greater than: \$ _____, without approval.
3. All expenses must be fully documented and receipted. Regular updates on the financial status of the event must be provided to the Summer Village of Sunset Point.

Designated Authorized Representative for Financial Authorizations:

Name and Phone : _____

Alternate Representative Name and Phone : _____

All communications with the public, with the exception of emergency notifications and evacuation alerts, should be approved by the Summer Village of Sunset Point DEM.

Specific Event (Incident) Priorities:

1. Life safety of responders and the public.
2. Event (Incident) stabilization.
3. Protection of property and the environment.
4. Protection / preservation of the local economy.

DELEGATION / TERMINATION OF AUTHORITY FORM – Page 2

Event (Incident) Name: _____ **Event (Incident) Date:** _____

This Authority is hereby granted by the Authorized Representatives for the Summer Village of Sunset Point:

Elected Official Name

Signature

CAO Name

Signature

Date

TERMINATION OF AUTHORITY

Delegations of Authority should take effect when normal channels of direction are disrupted, and the Authority shall be terminated when these channels have been re-established.

The Delegation of Authority is hereby Terminated as one of the following has occurred:

- Incident Objectives have been met for the Event (Incident).
- The Summer Village of Sunset Point has the capacity to manage the Event (Incident).
- Request by either Party.
- The Province has declared a State of Emergency, and the responsibilities have been re-allocated.
- Other: _____.

Date of Termination: _____

Authorized Representative Name

Signature

D. Emergency Management Bylaw – XX

5.0 c Tax Rate Bylaw

RECOMMENDATION:

That Council gives Bylaw 2025-02 Three Readings

Background

Attached is the Tax Rate Bylaw based on the Budget presented to Council.

***Summer Village of Sunset Point
2025 Property Tax Bylaw No. 2025-02***

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF SUNSET POINT FOR THE 2024 TAXATION YEAR.

WHEREAS, the Summer Village of Sunset Point has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures as required, at the council meeting held on April 2nd 2025; and

WHEREAS, the estimated municipal revenues from all sources other than property taxation total \$278,979.00 and;

WHEREAS, the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Summer Village of Sunset Point for 2025 total \$1,096,6089; and the balance of \$817,629.00 is to be raised by general municipal property taxation; and

WHEREAS, the estimated amount required to repay principal debt to be raised by general municipal taxation is 0.00 and;

WHEREAS, the estimated amount required for current year capital expenditures to be raised by general municipal taxation is \$111,515.00 and;

THEREFORE the total amount to be raised by general municipal taxation is \$595,877.77 and

WHEREAS, the requisitions are:

Alberta School Foundation Fund

Residential & Farm land	\$ 199,495.00
Non-residential	\$4052.8

Designated Industrial Property	\$15.40
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Seniors Foundation	\$17822.00
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WHEREAS, the council is authorized to sub-classify assessed property, and to establish different rates of taxation in respect to each sub-class of property, subject to the *Municipal Government Act*, Chapter M-26, Revised Statues of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Summer Village of Sunset Point as shown on the assessment roll is:

Residential & Farm land	\$68,719,900.00
Communal Residential	<u>\$17,814,480.00</u>
	<hr/>
Machinery and Equipment	\$ 210,740.00
Total Assessment	<u>\$86,745,120.00</u>
	<hr/>
Designated Industrial Property	<u>\$210,740.00</u>

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Summer Village of Sunset Point, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of Sunset Point:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential & Farm land	\$398,575.42	\$68,719,900.00	.0058

Communal Residential	\$178144.8	\$17,814,480.00	.010
Non-Residential, Linear, Machinery & Equipment & Designated Industrial Property	\$532.44	\$210,740.00	.0074888
Minimum Tax	\$18625.00		\$1300.00
Totals:	\$595,877.77	\$86,745,120.00	

Alberta School Foundation Fund

Residential & Farm land	\$199495.15	\$86737020.00	.0023
Non-Residential*	\$4214.8	\$210,740.00	.002480
Totals:	\$203,709.95	\$73,397,590.00	

Designated Industrial Property	\$15.40	\$210,740.00	0.00008
Seniors Foundation	\$17,824.29	\$86,947,760.00	0.000205

2. That the minimum amount payable per parcel as property tax for general municipal purposes shall be \$1300.00.

3. This bylaw comes into force at the beginning of the day that it is passed unless otherwise provided for in the *MGA* or another enactment or in the bylaw. This bylaw is passed when it receives third reading and it is signed in accordance with S.213 of the *MGA*.

READ a first time on this 3rd day of April, 2024.

READ a second time on this 3rd day of April, 2024.

READ a third and final time on this rd day of April, 2024.

Chief Elected Official

Chief Administrative Officer

5.0 E Emergency Management Plan

RECOMMENDATION:

That Council adopts the Emergency Management Plan for information.

Background

Emergency Management Plan will be attached upon receiving it from Lac Ste. Anne County. Administration recommends that Council reviews it and will bring it back for adoption at the April meeting.

6.0 Development

April 2nd 2025

Summer Village of Sunset Point

7.0 New Business

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**
- B. Closed Session**

Recommendation: That Council accepts the Update for information.

Background

Attached for information

10.0 Response to Delegations

11.0 Additional items

April 2nd 2025

Summer Village of Sunset Point

12.0 Correspondence