

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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- 1.0 CALL TO ORDER
- 2.0 APPROVAL OF AGENDA
- 3.0 APPROVAL OF MINUTES
  - 3.1 June 30<sup>th</sup>, 2025 Special Meeting Minutes - Amended
  - 3.2 July 2<sup>nd</sup>, 2025 Regular Council Meeting Minutes
  - 3.3 August 6<sup>th</sup>, 2025 Organizational Meeting Minutes
  - 3.4 August 6<sup>th</sup>, 2025 Regular Council Meeting Minutes
- 4.0 PUBLIC SUBMISSIONS
  - 4.1 Donation to Ladies League Windup
  - 4.2 Weed Inspections
- 5.0 BUSINESS ARISING
  - 5.1 Legal Update – In Camera
- 6.0 DEVELOPMENT MATTERS
  - 6.1 Planning and Development Officer Appointment
  - 6.2 Subdivision Referral 018SUB2025
- 7.0 NEW BUSINESS
  - 7.1 Alberta Summer Village Association (ASVA) Appointment
  - 7.2 Emergency Management Training for Elected Officials
- 8.0 COMMITTEE REPORTS
- 9.0 CAO REPORT
- 10.0 RESPONSE TO DELEGATES
- 11.0 ADDITIONAL ITEMS
  - 11.1 Road Maintenance
  - 11.2 Portable Bathrooms
  - 11.3 Dog Waste Bins
- 12.0 CORRESPONDENCE

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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**3.1 June 30<sup>th</sup>, 2025 Special Meeting Minutes – Amended**

**Recommendation:**

That Council approve the June 30<sup>th</sup>, 2025 Special Meeting minutes as amended.

**Background:**

The original June 30<sup>th</sup>, 2025 minutes were approved on July 2<sup>nd</sup>, 2025; however, the motion numbers were incorrect. The following minutes have been updated with the correct motion numbers.

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
Special MEETING OF COUNCIL  
June 30<sup>th</sup> 2025 @ 7:00pm.

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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 7:11pm

**2.0 APPROVAL OF AGENDA**

**Res. #2025-113** MOVED by Councillor Packer that the June 30<sup>th</sup> 2025 Agenda be approved as presented.

Carried

At 7:12 pm Mayor Jones assigns the Chair to Deputy Mayor Ekins and recuses herself as a result of Item 3.0 Election Irregularities due to the conflict of her actively running in the 2025 municipal election.

**3.0 ELECTION IRREGULARITIES**

**Res. #2025-114** Moved by Deputy Mayor Ekins that Council enters into closed session at 7:13 pm Regarding Item 3.0 in accordance with FOIP Section 27.

Carried

*Present in Closed session Deputy Mayor Ekins, Councillor Packer, CAO Ferris, and Legal Counsel Ward.*

**Res. #2025-115** Moved by Deputy Mayor Ekins that Council exits closed session at 8:03 pm regarding Item 3.0 in accordance with FOIP Section 27.

Carried

**Res. #2025-116** Moved by Deputy Mayor Ekins that Council directs the CAO to retain legal counsel to bring a court application to determine eligibility of candidates for the upcoming municipal election with funding of up to \$15,000.00 to come from reserves.

Carried

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
Special MEETING OF COUNCIL  
June 30<sup>th</sup> 2025 @ 7:00pm.

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**Res. #2025-117** Moved by Councillor Packer that Council requests Administration to send a letter to the Minister of Municipal Affairs requesting the 2025 Municipal Election for Sunset point be delayed until the results of the eligibility application are completed.

Carried

Deputy Mayor Ekins recesses the meeting to allow Mayor Jones to return to the Meeting.

Mayor Jones reassumed Chair at 8:03 pm

**Res. #2025-118** Being that the agenda matters had been concluded the meeting was adjourned at 8:04 PM by Mayor Jones

Carried

These minutes were approved this July 3<sup>rd</sup> 2025, corrected and approved as amended September 3<sup>rd</sup>, 2025.

\_\_\_\_\_  
Gwen Jones, Mayor

\_\_\_\_\_  
Matt Ferris, CAO

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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**3.2 July 2<sup>nd</sup>, 2025 Meeting Minutes**

**Recommendation:**

That Council approve the July 2<sup>nd</sup>, 2025 Meeting Minutes.

**Background:**

The minutes from the July 2<sup>nd</sup>, 2025 Council meeting are prepared for approval.

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
July 2<sup>nd</sup>, 2025 @ 5:15 pm

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**IN ATTENDANCE** Mayor Gwen Jones  
Deputy Mayor Riley Ekins  
Councillor Keir Packer  
Matthew Ferris CAO  
Mike Primeau, Prime Municipal Corporation

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

**2.0 APPROVAL OF AGENDA**

**Res. #2025-119** MOVED by Mayor Jones that the July 2<sup>nd</sup>, 2025 Agenda be approved as amended with the following addition:

1. 11.1 Fibre Optics Proposal

Carried

**3.0A APPROVAL OF MINUTES**

**Res. #2025-120** MOVED by Mayor Jones that Council approves the June 10<sup>th</sup> 2025 Council Meeting Minutes as amended.

Carried

**Res. #2025-121** MOVED by Deputy Mayor Ekins that Council approves the June 30<sup>th</sup> Minutes as presented.

Carried

**4.0A PUBLIC SUBMISSION**

Concern about questioning eligibility and spending village tax dollars. Believes should be up to electorate-Blair Geiger

**Res. #2025-122** MOVED by Deputy Mayor Ekins that Council accepts 4.0A for information.

Carried

**5.0A FINANCIAL STATEMENTS**

**Res. #2025-123** Moved by Councillor Packer that the 2024 Audited Financial Statements be approved as presented.

Carried

**Res. #2025-124** Moved by Deputy Mayor Ekins that Council accepts the Audit Finding Report as presented for information.

Carried

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
July 2<sup>nd</sup>, 2025 @ 5:15 pm

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**5.0B MEMP**

**Res. #2025-125** Moved by Councillor Packer that Council adopts the Sunset Point MEMP as presented information.

Carried

Recess at 5:33 pm to relocate vehicles for east end bus.

Meeting resumed at 5:36 pm

**6.0 DEVELOPMENT MATTERS**

**8.0 COMMITTEE REPORTS**

**Res. #2025-126** MOVED by Deputy Mayor Ekins that Council accept the Committee Reports for information.

Carried

**9.0 CAO REPORTS**

**Res. #2025-127** MOVED by Deputy Mayor Ekins that Council accepts the CAO report for information.

Carried

**10.0 RESPONSE TO DELEGATES**

**11.0 ADDITIONAL ITEMS**

**11.1 FIBRE OPTICS PROPOSAL**

**Res. #2025-128** MOVED by Mayor Jones that Administration authorizes the Connect Mobility to install on Fortis power poles on the condition that the entire village is serviced.

Carried

**12.0 CORRESPONDENCE**

Council recessed the meeting from 5:49 pm to 5:55 pm.

**Res. #2025-129** MOVED by Mayor Jones that Council enters into closed session at 5:55 pm regarding Item 9b and 9c in accordance with FOIP Sections 17, 20, 21, 22, 23, and 24.

Carried

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
July 2<sup>nd</sup>, 2025 @ 5:15 pm

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- Res. #2025-130**      MOVED by Mayor Jones that Council come out of closed session at 6:21pm.  
Carried
- Res. #2025-131**      MOVED by Mayor Jones that Council continue services with Real Life Management Solutions as an Advisory role terminating August 31<sup>st</sup>, 2025, as agreed.  
Carried
- Res. #2025-132**      Moved by Councillor Packer that Council enter into a contract with Prime Municipal Corporation as discussed and hereby appoints Michael Primeau as CAO for the Summer Village of Sunset Point effective July 2<sup>nd</sup>, 2025.  
Carried
- Res. #2025-133**      MOVED by Deputy Mayor Ekins that Council appoint Michael Primeau as signing authority for all banking for the Summer Village of Sunset Point.  
Carried
- Res. #2025-134**      Being that the agenda matters had been concluded the meeting was adjourned at 6:25 pm by Mayor Jones.  
Carried

These minutes were approved this September 3<sup>rd</sup>, 2025.

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Mayor Jones

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Mike Primeau, CAO



**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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**3.3 August 6<sup>th</sup>, 2025 Organizational Meeting Minutes**

**Recommendation:**

That Council approve the August 6<sup>th</sup>, 2025 Organizational Meeting Minutes.

**Background:**

The minutes from the August 6<sup>th</sup>, 2025 Organizational Meeting are prepared for approval.

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
ORGANIZATIONAL MEETING OF COUNCIL  
August 6<sup>th</sup>, 2025 @ 5:15 p.m.

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**IN ATTENDANCE** Councillor Lee Landsperg  
Councillor Gwen Jones  
Councillor Rodney Lanz  
CAO Mike Primeau  
Matt Ferris, Real Life Management Solutions

**1.0 CALL TO ORDER** CAO Mike Primeau called the meeting to order at 5:15 p.m.

**2.0 ACCEPTANCE OF AGENDA**

**Res. #2025-135** MOVED by Councillor Jones that the agenda be approved as presented.

Carried

**3.1 ELECTION OF MAYOR**

CAO Mike Primeau called for nominations for Mayor.

Councillor Jones nominated Lee Landsperg.

Councillor Landsperg accepted the nomination.

CAO Mike Primeau called for nominations for Mayor a second and third time.

**Res. #2025-136** MOVED by Councillor Jones that nomination cease.

Carried

Councillor Landsperg was declared Mayor.

Mayor Landsperg took Oath of Office and assumed the Chair.

**Res. #2025-137** MOVED by Councillor Jones that Councillor Landsperg be appointed as Mayor for a term of one (1) year.

Carried

**3.2 ELECTION OF DEPUTY MAYOR**

Mayor Landsperg called for nominations for Deputy Mayor.

Councillor Jones nominated Councillor Lanz.

Councillor Lanz accepted the nomination for Deputy Mayor.

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
ORGANIZATIONAL MEETING OF COUNCIL  
August 6<sup>th</sup>, 2025 @ 5:15 p.m.

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Mayor Landsperg called for nominations second and third time.

**Res. #2025-138**      MOVED by Councillor Jones that nomination cease.

Carried

Councillor Lanz was declared Deputy Mayor and took Oath of Office.

**Res. #2025-139**      Moved by Councillor Jones that Councillor Lanz be appointed to Deputy Mayor for a term of one (1) year.

Carried

Councillor Jones took Oath of Office.

### **3.4      CODE OF CONDUCT**

**Res. #2025-140**      MOVED by Councillor Jones that the discussion on Code of Conduct be accepted for information.

Carried

## **APPOINTMENTS**

### **3.5      Appointment of Banker**

**Res. #2025-141**      MOVED by Deputy Mayor Lanz that ATB be appointed as Banker for the Summer Village.

Carried

### **3.6      Appointment of Assessor**

**Res. #2025-142**      MOVED by Councillor Jones that Kevin Lawerence be appointed as the assessor for the Summer Village.

Carried

### **3.7      Appointment of Development Officer**

**Res. #2025-143**      MOVED by Mayor Jones that the appointment of Planner for the Summer Village be deferred to a future Council meeting.

Carried

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### **3.8 Appointment of Auditor**

**Res. #2025-144** MOVED by Mayor Landsperg that Metrix Group be appointed as the auditor for the Summer Village.

Carried

### **3.9 COMMITTEE APPOINTMENTS**

- 3.9.1 Tri-Village Regional Sewer Services Commission
  - 1. Councillor Jones
  - 2. Deputy Mayor Lanz
- 3.9.2 West Inter Lake District (WILD) Water Commission
  - 1. Mayor Landsperg
- 3.9.3 Removed – Municipal Emergency Advisory Committee
- 3.9.4 Removed – Lac Ste. Anne Foundation
- 3.9.5 Alberta Beach Municipal Library
  - 1. Councillor Jones
- 3.9.6 Removed – Yellowhead Regional Library
- 3.9.7 Family and Community Support Services
  - 1. Mayor Landsperg
- 3.9.8 Removed – Beachwave Park
- 3.9.9 Summer Villages of Lac Ste. Anne East (SVLSAE)
  - 1. Council
- 3.9.10 Removed – Regional Recreation Committee
- 3.9.11 Emergency Management Agency
  - 1. Council
- 3.9.12 LILSA
  - 1. Deputy Mayor Lanz
- 3.9.13 Director of Emergency Management (DEM)
  - 1. Randy Schroeder
- 3.9.14 Deputy Director of Emergency Management (DDEM)
  - 1. Mike Primeau

**Res. #2025-145** MOVED by Councillor Jones that the committee appointments listed be approved as presented.

Carried

### **ADJOURNMENT**

**Res. # 2025-146** Being that the agenda matters had been concluded the meeting was adjourned at 5:55 p.m. by Mayor Landsperg.

Carried

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MINUTES  
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ORGANIZATIONAL MEETING OF COUNCIL  
August 6<sup>th</sup>, 2025 @ 5:15 p.m.

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These minutes have been approved at the September 3<sup>rd</sup>, 2025 regular Council meeting.

\_\_\_\_\_  
Lee Landsperg, Mayor

\_\_\_\_\_  
Mike Primeau, CAO

DRAFT

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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**3.4 August 6<sup>th</sup>, 2025 Meeting Minutes**

**Recommendation:**

That Council approve the August 6<sup>th</sup>, 2025 Meeting Minutes.

**Background:**

The minutes from the August 6<sup>th</sup>, 2025 Council meeting are prepared for approval.

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MINUTES  
**SUMMER VILLAGE OF SUNSET POINT**  
REGULAR MEETING OF COUNCIL  
August 6<sup>th</sup>, 2025 @ 6:05 p.m.

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**IN ATTENDANCE** Mayor Lee Landsperg  
Deputy Mayor Rodney Lanz  
Councillor Gwen Jones  
CAO Mike Primeau  
Matt Ferris, Real Life Management Solutions

**1.0 CALL TO ORDER** Mayor Landsperg called the meeting to order at 6:05 p.m.

**2.0 APPROVAL OF AGENDA**

**Res. #2025-147** MOVED by Deputy Mayor Lanz that the August 6<sup>th</sup>, 2025 agenda be approved as amended with the following additions:

1. 7.A MGA Section 201.1(2)
2. 7.B Lac Ste. Anne Lake Management discussion

Carried

**3.0 APPROVAL OF MINUTES**

**Res. #2025-148** MOVED by Councillor Jones that Council defers approval of the July 2<sup>nd</sup>, 2025 minutes to a future Council meeting.

Carried

**4.0 PUBLIC SUBMISSION**

**5.0 BUSINESS ARISING**

**5.A Legal Update**

**Res. #2025-149** MOVED by Councillor Jones that the legal discussion be deferred to a future Council meeting.

Carried

**6.0 DEVELOPMENT MATTERS**

**6.A Permit 2025-DP-02**

**Res. #2025-150** MOVED by Councillor Jones that Development Permit 2025-DP-02 for a seasonal residential cabin on Lot 30, Plan 9920340 be approved, subject to the following conditions:

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August 6<sup>th</sup>, 2025 @ 6:05 p.m.

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1. All construction shall take place in accordance with the information submitted in the application and this Administrative Report.
2. Notwithstanding Condition 1, the cabin (or any addition thereto) shall not exceed two (2) storeys or twenty-nine feet (29') in height.
3. The applicant shall obtain and adhere to all applicable permits from the appropriate authorities, including building, electrical, plumbing, drainage, and any other required permits related to the proposed development.
4. The property must be landscaped in such a manner to prevent surface drainage onto adjacent properties.
5. The applicant shall be financially responsible during construction for any damage caused by the applicant, their agents, suppliers, or contractors to public or private property.
6. The applicant shall ensure no excess soil or debris is spilled on public roads or lanes and shall not place material on adjacent properties without written permission from those property owners.
7. All improvements approved under this permit must be completed within twelve (12) months of the effective date of approval.
8. As this is a Direct Control (DC) District, there is no right of appeal to the Subdivision and Development Appeal Board. The only avenue of appeal is to the Alberta Court of Appeal on a question of law or jurisdiction.
9. The development shall be connected to the Tri-Village Sewer Line within thirty (30) days of construction completion.
10. Any damage to Village infrastructure caused by construction shall be repaired by the applicant to the satisfaction of the Summer Village.
11. The development is seasonal in nature and year-round occupancy is strictly prohibited.

Carried

## **7.0 NEW BUSINESS**

### **7.A MGA Section 201.1(2)**

**Res. #2025-151**      MOVED by Mayor Landsperg that Council extend the deadline for Elected Official training for 90 days.

Carried

### **7.B Lac Ste. Anne Lake Management**

**Res. #2025-152**      MOVED by Mayor Landsperg that Council endorse the Lake Isle/Lac Ste. Anne Stewardship Society (LILSA)—an established non-profit organization with a focus on lake stewardship, water quality, and wetland/riparian health—to take the lead in investigating and developing a comprehensive Lake Management Plan for Lac Ste. Anne, Lake Isle, and the surrounding watersheds, including Devils Lake, Big Lake, and other applicable tributaries.



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Further, that Council recommend the plan include, at a minimum:

- Strategies for protecting and improving water quality and quantity;
- An assessment of historical and current lake levels; and
- Consideration of the potential need for, and implications of, a water control structure.

And further, that all work undertaken through this initiative be conducted in alignment with applicable provincial regulatory requirements and environmental approval processes.

Carried

## **8.0 COMMITTEE REPORTS**

**Res. #2025-153** MOVED by Councillor Jones that the committee reports be accepted for information.

Carried

## **9.0 CAO REPORT**

**Res. #2025-154** MOVED by Mayor Landsperg that the CAO report be accepted for information.

Carried

**Res. #2025-155** Being that the agenda matters had been concluded the meeting was adjourned at 6:49 p.m. by Mayor Landsperg

Carried

These minutes were approved this September 3<sup>rd</sup>, 2025.

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Lee Landsperg, Mayor

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Mike Primeau, CAO

**AGENDA**  
**REGULAR COUNCIL MEETING**  
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**4.1 Ladies League Donation**

**Recommendation:**

That Council ratify the donation to the Ladies League for their windup.

**Background:**

Ms. Darcie Graham had requested and was approved to take two Yeti promotional mugs for their Ladies League windup as door prizes.

As this has already happened, Council is required to ratify it.

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**4.2 Weed Inspections**

**Recommendation:**

That Council accepts for information.

**Background:**

A request has been received from Jackie Gamblin to address Council with respect to Weed Inspections.

**AGENDA**  
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**5.1 Legal Update – In Camera**

**Recommendation:**

That Council move In Camera to discuss legal matters with our legal counsel.

**Background:**

Mr. Michael Swanberg with RMRF will be in attendance to discuss current legal matters.

**AGENDA**  
**REGULAR COUNCIL MEETING**  
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**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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**6.1 Appointment of Planner**

**Recommendation:**

That Council appoint Mr. Camilo Conde as the Planning and Development Officer for the Summer Village of Sunset Point, effective immediately, and execute agreement as discussed.

**Background:**

The Summer Village is required to have an appointed officer for development and planning matters. Mr. Conde is a Certified Planner and will take over from Mr. Matt Ferris.

The agreement will cover basic permit requirements. Should there be a need for additional planning work (MDP, LUB, ICF, etc.), the Summer Village will be required to hire additional assistance.

**AGENDA**  
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**6.2 Subdivision Referral 018SUB2025**

**Recommendation:**

That Council accepts for information.

**Background:**

The Summer Village received the following proposed subdivision from Lac Ste. Anne County. Our Planner determined there were no conflicts and no response was required.

**SUBDIVISION REFERRAL****NOTIFICATION of Email Correspondence****APPROVED**

# of Pages EMAILED: 9

Date: August 7, 2025

Re: PROPOSED SUBDIVISION  
Legal: OT-54-03 W5M  
Lac Ste. Anne County

FILE #: 018SUB2025

Attached is a copy of a subdivision application form and sketch proposing to subdivide the above land as shown. The subdivision proposal is to create one (1) 45.0 +/- acre parcel from a previously subdivided quarter-section. By this EMAIL we request you submit brief, relevant comments and supporting information, with regard to the subdivision application. Unless we have heard from you, **within 21 days**, we will process the proposal as though you have no objections.

Please email or fax your comments to the undersigned at your earliest convenience.



**Email: Desiree Hamilton,**  
**Planning/Development Clerk**  
[DevReferrals@LSAC.ca](mailto:DevReferrals@LSAC.ca) OR  
**FAX your response to (780) 785-2985**

**Email: Sarah Gibbs,**  
**Planning/Development Clerk**  
[DevReferrals@LSAC.ca](mailto:DevReferrals@LSAC.ca) OR  
**FAX your response to (780) 785-2985**

If you have concerns or comments that you wish to discuss with staff, please contact the staff member as indicated below:

☐ Mitchell Kofluk  
Development Officer  
780-785-3411  
Ext.: 3601  
[mkofluk@LSAC.ca](mailto:mkofluk@LSAC.ca)

☐ Craig Goldsmith  
Development Officer  
780-785-3411  
Ext.: 3684  
[cgoldsmith@LSAC.ca](mailto:cgoldsmith@LSAC.ca)



**☒ Amy Roberts**  
Development Officer  
780-785-3411  
Ext.: 3731  
[aroberts@LSAC.ca](mailto:aroberts@LSAC.ca)

☐ Tanya Vanderwell  
Development Officer  
780-785-3411  
Ext.: 3685  
[tvanderwell@LSAC.ca](mailto:tvanderwell@LSAC.ca)



August 6, 2025  
File: 018SUB2025

Prue, Derek  
o/a 2527524 Alberta Ltd.  
Box 10, Site 101 RR 1  
Alberta Beach, AB T0E 0A1

Arndt, Richard  
1602, 10035 Saskatchewan Drive  
Edmonton, AB T6E 4R4

**APPLICANT**

**LANDOWNER**

Dear Sir/Madame:

**Re: Proposed Subdivision  
OT-54-03 W5M,  
Lac Ste. Anne County**

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This application for subdivision was considered complete by Lac Ste. Anne County on June 23, 2025 and was considered by the Subdivision Approving Authority on August 06, 2025 and was **APPROVED, subject to conditions and is valid for twenty-four (24) months.**

A conditionally approved subdivision means that you must fulfil the approval conditions prior to the Plan of Subdivision being registered with Alberta Land Titles to legally create the new title(s). Please note that you are responsible for retaining the services of an Alberta Land Surveyor to prepare the Plan of Subdivision for registration at Alberta Land Titles.

The decision may be appealed within twenty-one (21) days of the postmark of this letter by submitting a written notice to the Subdivision and Development Appeal Board (SDAB) or the Land and Property Rights Tribunal (LPRT) as indicated within the attached pages of this decision.

Following the appeal period, an instrument (a Descriptive Plan or a Plan of Survey) completed by an Alberta Land Surveyor must be submitted to this office for endorsement. We recommend that your Surveyor contact Alberta Land Titles directly in order to confirm whether a Descriptive Plan or Plan of Survey will be required. The appeal period must lapse before this office may endorse the instrument received.





Additionally, endorsement cannot be given until the attached conditions have been met. Please confirm that all appropriate documentation has been received by this Office when submitting your registerable instrument.

The instrument must be prepared on your behalf by an Alberta Land Surveyor in a manner satisfactory to the Alberta Land Titles Office (10365-97 Street, Edmonton, AB T5J 3W7; Phone 780-427-2743).

This application was evaluated in terms of Section 654 of the Municipal Government Act and Section 7 of the Subdivision and Development Regulation and therefore is approved for the following reasons:

<b>Topography</b>	As per Wetland Assessment by Aquality Environmental Consulting Ltd the topography is hummocky with drainage to the north towards Lac Ste. Anne by two watercourses 4284 and 42854 which, due to a number of factors, are now permanently ponded water. There are 15 wetlands identified within the property to a combined area of 29.3 ha. See provided Wetland Assessment for additional detail.
<b>Soils</b>	<p>Class 4: Soils in this class have severe limitations that restrict the range of crops or require special conservation practices. The limitations are so severe that the soils are not capable of use for sustained production of annual field crops. The soils are capable of producing native or tame species of perennial forage plants, and may be improved by use of farm machinery. The improvement practices may include clearing of bush, cultivation, seeding, fertilizing, or water control.</p> <p>Subclass T: adverse topography-either steepness or the pattern of slopes limits agricultural use.</p>
<b>Storm Water</b>	No storm water issues for the proposed parcel.
<b>Flooding Risk</b>	No flood issues are expected on the property.
<b>Access</b>	Access is to be provided through the local road system.



	South parcel of land is through Range Road 31. Remaining North parcel is through an existing road right of way through Lakeview Place.
<b>Water Supply</b>	Property is currently unserviced.
<b>Private Sewage System</b>	Property is currently unserviced.
<b>Adjacent Land Uses</b>	Adjacent land uses consist of a multiparcel subdivision (Lakeview Place) to the north, the Trivillage Regional Lagoon to the east, residential acreages to the south and the Alberta Beach Golf Course Resort to the west.
<b>Landowner Concerns:<sup>1</sup></b>	None

Further, in accordance with Sections 654 and 655 of *Municipal Government Act*, the Subdivision Approving Authority has determined that this application shall be:

✓ **APPROVED, SUBJECT TO THE FOLLOWING CONDITIONS:**

**STANDARD CONDITIONS:**

1. All subdivision conditions must be fulfilled within twenty-four months of date of subdivision approval.
2. Pursuant to Section 654 of the Municipal Government Act, R.S.A. 2000, all outstanding property taxes be paid.
3. Applicant/Landowner is required to submit a survey drafted by an Alberta Land Surveyor. Any alterations to the subdivision design from the date of referral may require a new application and referral process.
4. This decision shall be valid for two (2) years from the date of issuance; if this decision is appealed (to Land and Property Rights Tribunal {LPRT}), any new decision will be valid for a time specified by the appeal body as listed within a revised decision (LPRT order).

**ACCESS/ROAD CONDITIONS:**

<sup>1</sup> Note: This Office does not guarantee that all verbal comments or written comments received after the conclusion of the referral period will be addressed in this decision, however, all comments will be reviewed by the Approving Authority.



5. Pursuant to Section 655 of the Municipal Government Act, R.S.A. 2000, the Owner and/or Developer shall enter into and abide by the provisions of a development agreement with Lac Ste. Anne County to the County's satisfaction and at the Developer's expense. This agreement may include, but not necessarily be limited to:
  - a. Approach #1 (South Access): satisfactory location; sight line blocked by vegetation; requires 12m 400mm culvert, bevel culvert ends, requires rip rap, remove vegetation and add gravel, must be minimum 10 metres in width. Build to County Standard/Policy.
  - b. Approach #2 (North Access): New approach, shall be installed to County Standard/Policy once road access is completed to the satisfaction of Public Works.

Once the above-noted work has been completed on your approach(es), you **MUST** return your "Final Approach Inspection Form" to the Planning and Development Department to have your approach(es) inspected. The proposed survey (from your surveyor) must be submitted before Public Works can complete the inspection of the approach(es).

6. This proposal will require 54425 Ste. Anne Trail to be constructed to County standards from the subdivision intersection to the proposed north lot approach location.
  - a. Road to be constructed to County standards 8.0 metres in width approx. 68.0 metres in length to serve the north parcel. All roads must be constructed, comply with municipal standards prior to registration of said lots.
  - b. The road gravelling application rate shall be determined by a geotechnical engineer based on the roadway use and soil conditions (shall be at minimum 500m tonnes per mile of D4-20).

Once the above-noted work has been completed on road upgrade, you **MUST** return your "Final Approach Inspection Form-2" to the Planning and Development Department to have road inspected.

**ENVIRONMENTAL RESERVE AND/OR CONSERVATION EASEMENT CONDITIONS:**

7. The Applicant shall enter into a development agreement, in a form suitable to the Subdivision Authority, as referenced in Section 655(1)(a) of the Municipal Government



Act. This development agreement may include, but is not limited to indicating that the new lots contain or are in close proximity to environmentally sensitive areas as identified by Aquality Environmental Consulting Ltd. Wetland Assessment and Riparian Setback Matrix Model Setback Determination dated August 15, 2024 and that the impacts on water, sewage disposal and access should be considered, along with the fact that some types of development may be restricted without further studies.

8. Environmental Reserve (ER) to be as per the attached sketch indicating the setbacks from the environmentally sensitive area identified as two recurrent watercourses (Waterbody Identification 42854 and 42838) and swamp/open water under the Alberta Merged Wetland Inventory. If the Developer and Lac Ste. Anne County agree an Environmental Reserve Easement (ERE) may replace the Environmental Reserve Lot requirement. Purpose of the ER/ERE will be to preserve wildlife habitat along the shorelands of the said environmentally sensitive areas. ER lot to be surveyed out and final sketch to be provided by Alberta Land Surveyor. Lac Ste. Anne County consents to an ERE. Final sketch for ERE to be provided by Alberta Land Surveyor.

Please note the following:

1. All conditions must be met prior to receiving endorsement.
2. You must complete all conditions of approval prior to twenty-four months from the date of this letter.
3. Lac Ste. Anne County is unable to endorse this application until 14 days have passed from the date of receipt of this letter to allow for appeal submissions. A maximum of five (5) additional days are allowed for mailing where this notice is issued through regular mail.
4. Appeals may be commenced by the applicant, subject landowner, the approving authority and required referral agencies. Under provincial statute, appeals are not allowed by adjacent landowners, community associations, or other non-statutory interests.
5. It is strongly recommended that subdivision boundaries in proximity to buildings be reviewed by a surveyor to ensure that no encroachments exist.
6. ***The final plan must be submitted by the Surveyor in \*.pdf format to this Office.***
7. ***MIMS (Municipal Information Management System) Compatible Drawings" must be submitted for all subdivisions. Current version is 4.2.5. The support line phone number for MIMS is 1-866-646-7473.***
8. It is the responsibility of the developer to make suitable arrangements with utility service providers to provide services to new properties.



In accordance with Section 678 of the Municipal Government Act, R.S.A., 2000, should you wish to appeal this decision, you may do so by filing notice of your intent to appeal on the required Appeal Form in writing, to the following address, along with the applicable application fee:

Land and Property Rights Tribunal

2nd Floor, Summerside Business Centre

1229 91 Street SW

Edmonton Alberta T6X 1E9

Phone: 780-427-2444, Toll free: 310-0000 before the phone number (in Alberta)

Fax: 780-427-0986

Email: [lpert.appeals@gov.ab.ca](mailto:lpert.appeals@gov.ab.ca)

Website: <https://www.alberta.ca/subdivision-appeals.aspx#jumplinks-1>

The required Appeal Form may be obtained by contacting the Land and Property Rights Tribunal or on the LPRT website.

The decision may be appealed within 21 days from the date of this letter, prior to 4:30 p.m. on August 27, 2025. If the appeal date falls on a weekend or holiday, Lac Ste. Anne County will accept the appeal form along with the applicable fee on the next business day.

Yours truly,

**LAC STE. ANNE COUNTY**

Amy Roberts

Development Officer

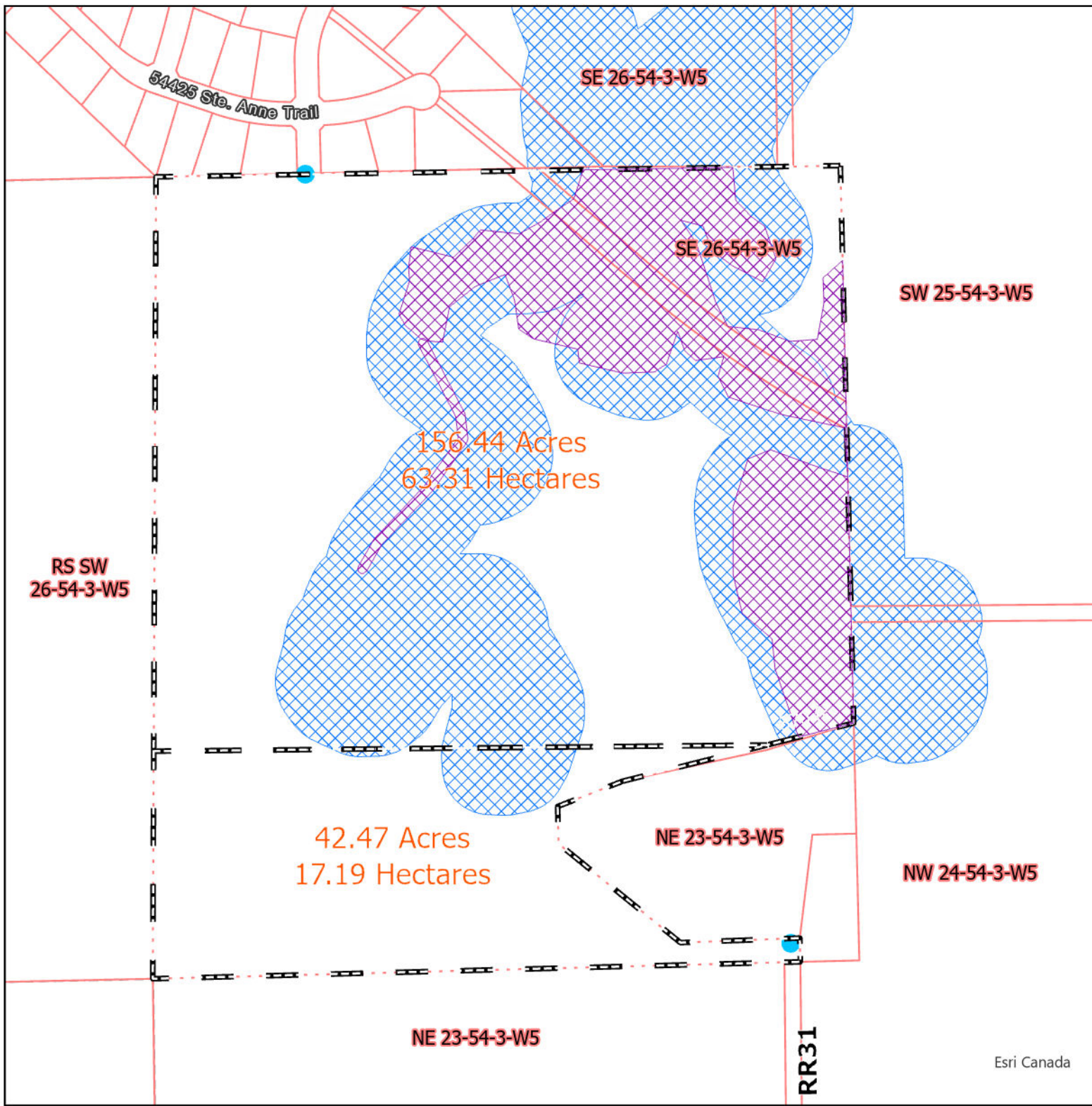
Planning & Development Department

Lac Ste. Anne County

Email any documents related to conditions to [devassistant@LSAC.ca](mailto:devassistant@LSAC.ca)

Encl: Proposed Sketch/Drawing  
Final Approach Inspection Form  
Environmental Reserve Easement – Draft  
Development Agreement - Draft





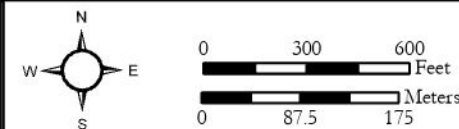
**Proposed Subdivision**  
**Lac Ste. Anne County**

**018SUB2025**  
**SE 26-54-3-W5 SE**  
**10 July, 2025**

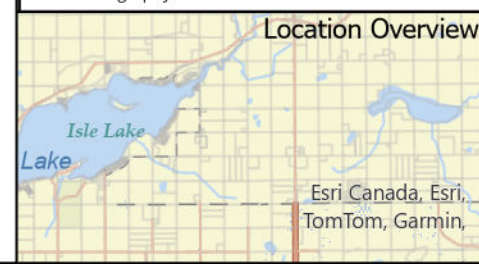
**Applicant name:**

Richard Arndt

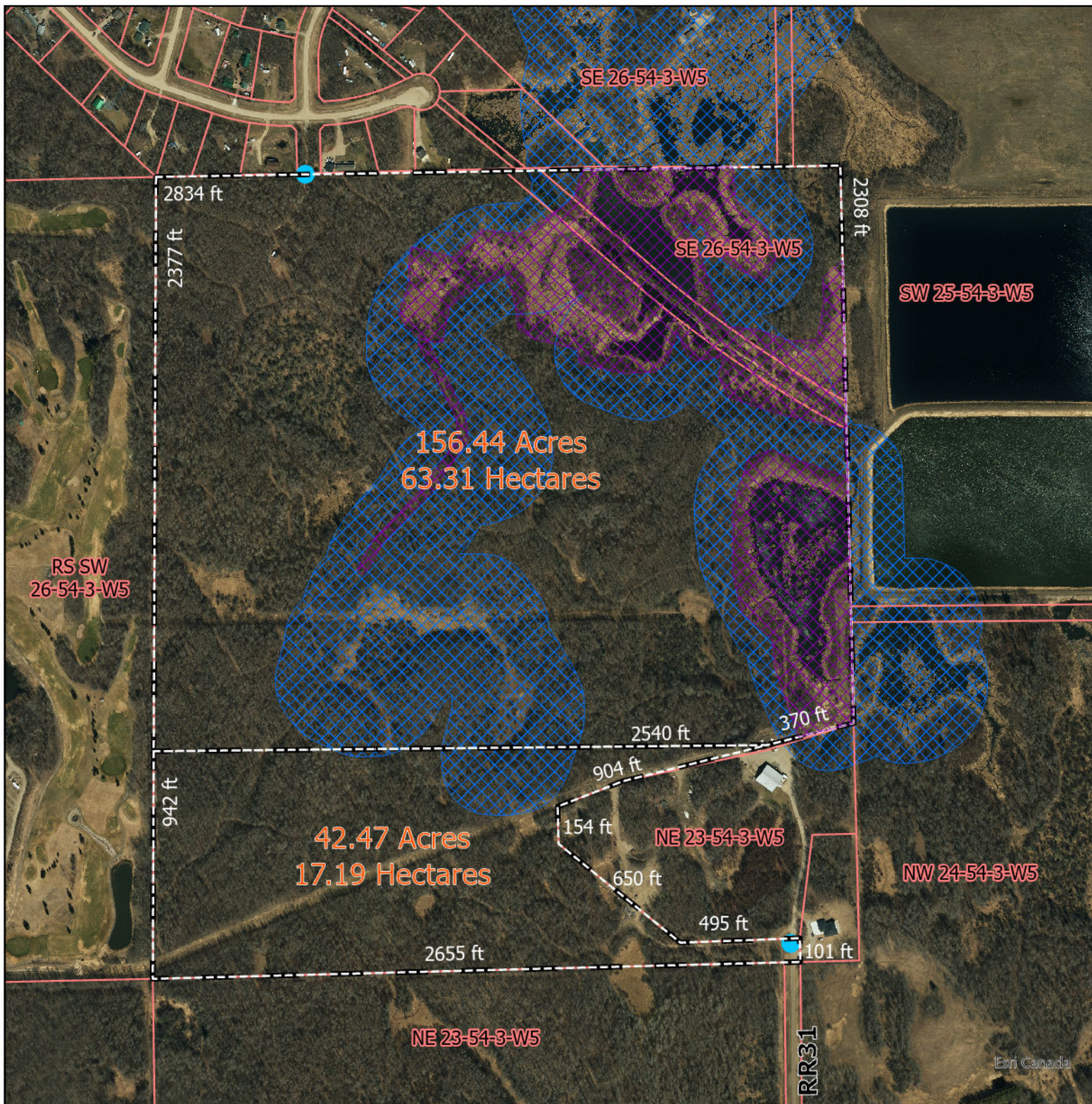
-  Proposed Parcel  
 Land Parcels  
 Development Setbacks From Water Bodies  
 Proposed Parcel  
**Approach Inspections**  
 New  
 ERE- No Mowing or Grazing



All dimensions to be verified by an Alberta Land Surveyor.  
ER/ERE boundaries to be determined by field survey of Waterbodies  
Aerial Photography: 2023







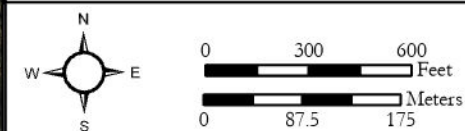
## Proposed Subdivision Lac Ste. Anne County

**018SUB2025**  
**SE 26-54-3-W5 SE**  
**10 July, 2025**

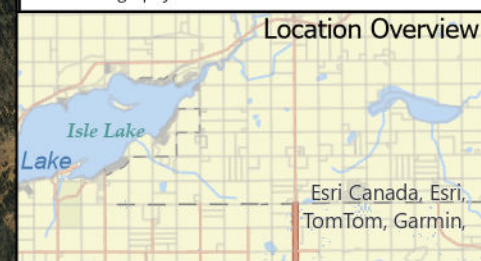
Applicant name:

Richard Arndt

-  Proposed Parcel
-  Land Parcels
-  Development Setbacks From Water Bodies
-  Proposed Parcel
- Approach Inspections**
-  New
-  ERE- No Mowing or Grazing



All dimensions to be verified by an Alberta Land Surveyor.  
ER/ERE boundaries to be determined by field survey of Waterbodies  
Aerial Photography: 2023





**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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**7.1 Alberta Summer Village Association (ASVA) Appointment**

**Recommendation:**

That Council approve Councillor Jones appointment to the Alberta Summer Village Association (ASVA).

**Background:**

Councillor Jones has been approached to sit on the board of the ASVA. Approval from the Council is recommended but not required.

Councillor Jones will speak further to this matter at the meeting.



**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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## **7.2 Emergency Management Training for Elected Officials**

### **Recommendation:**

That Council accepts for information.

### **Background:**

Elected Officials are required to have Emergency Management training complete within 90 days of being elected. The Provincial government provides this training.

The following is information about it as well as the process to sign up and complete:

### **Local Authority Elected Official (LAEO)**

The Local Authority Elected Official (LAEO) course is for elected officials and delegates in Alberta to complete within 90 days of assuming office. It provides background on the fundamentals of emergency management, introduces key emergency management partners, and explains the implications of provincial emergency management legislation for elected officials and delegates as representatives of the local authorities in Alberta.

- No pre-requisites to take this course.

AEMA offers this course **in-class and online**.

- The facilitated in-class course and self-directed online course both take 4 to 5 hours to complete.

### **How to enrol**

Register for in-class training

- Go to the [AEMA Training Calendar](#) to view upcoming course dates and find out what in-class training is currently being offered.
- Check the event details for the course you are interested in and email or phone the contact for more information and to register.
- Provide the instructor with your pre-requisite certificate(s) to register.

Register for online training

- Send an email to [aema.training@gov.ab.ca](mailto:aema.training@gov.ab.ca) with details including the name of the online course(s) you need to take, pre-requisite certificates and proof of affiliation.

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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Acceptable examples of proof of affiliation include:

- sending an email directly from your official employer or organization's email address, or
- attaching an email/letter from your employer or organization proving your affiliation.

Please note that enrolment requests can take up to 5 business days to process.

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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**11.1 Road Maintenance**

**Recommendation:**

That Council accepts for information.

**Background:**

Mayor Landsperg requested this item (including pot holes) be added to agenda and will speak to it.

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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**11.2 Portable Bathrooms**

**Recommendation:**

That Council accepts for information.

**Background:**

Mayor Landsperg and Councillor Jones requested this item be added to agenda and will speak to it.

**AGENDA**  
**REGULAR COUNCIL MEETING**  
**SUMMER VILLAGE OF SUNSET POINT**  
**September 3<sup>RD</sup>, 2025 at 5:15 pm**

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**11.3 Dog Waste Bins**

**Recommendation:**

That Council accepts for information.

**Background:**

Mayor Landsperg and Councillor Jones requested this item be added to agenda and will speak to it.