

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
May 6th, 2026 at 5:15 pm

- 1.0 CALL TO ORDER
- 2.0 APPROVAL OF AGENDA
- 3.0 APPROVAL OF MINUTES
 - 3.1 April 1st, 2026 Regular Council Meeting Minutes
 - 3.2 April 25th, 2026 Special Council Meeting Minutes
- 4.0 PUBLIC SUBMISSIONS
- 5.0 BUSINESS ARISING
 - 5.1 Yellowhead Regional Library Rate Increase
 - 5.2 Crosswalk Sign Supports
 - 5.3 Grass Cutting Contract
- 6.0 DEVELOPMENT MATTERS
 - 6.1 DP2026-03 Approval Permit
- 7.0 NEW BUSINESS
 - 7.1 CPO1 Appointment
 - 7.2 Letter to Residents
 - 7.3 Chief Administrative Officer Bylaw 2026-01
- 8.0 COMMITTEE REPORTS
- 9.0 CAO REPORT
 - 9.1 CAO Timesheet
- 10.0 RESPONSE TO DELEGATES
- 11.0 ADDITIONAL ITEMS
- 12.0 CORRESPONDENCE
- 13.0 IN CAMERA
 - 13.1 CAO Contract

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
May 6th, 2026 at 5:15 pm

3.1 April 1st, 2026 Regular Council Meeting Minutes

Recommendation:

That Council approve the April 1st, 2026 Regular Meeting minutes as attached.

Background:

The minutes have been circulated for review and are ready for approval.

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
April 1st, 2026 @ 5:15 p.m.

IN ATTENDANCE Mayor Lee Landsperg
Deputy Mayor Rodney Janz
Councillor Gwen Jones
CAO Mike Primeau – VIA Phone
Mark Evan – VIA Phone
Jennifer Sunderman
Paul & Patricia Grimley
Dave Schroeder

1.0 CALL TO ORDER Mayor Landsperg called the meeting to order at 5:23 p.m.

2.0 APPROVAL OF AGENDA

Res. #2026-041 MOVED by Mayor Landsperg that the April 1st, 2026 Agenda be approved, with amendments.

Carried

3.0 APPROVAL OF MINUTES

3.1 – March 4th, 2026 Regular Council Meeting Minutes

Res. #2026-042 MOVED by Mayor Landsperg that Council approves the March 4th, 2026 Regular Council Meeting Minutes, as presented.

Carried

4.0 PUBLIC SUBMISSION

4.1 – Tri Village Sewer and Fallen Tree

Res. #2026-043 MOVED by Mayor Landsperg that the Summer Village accept the discussion as information.

Carried

5.0 BUSINESS ARISING

5.1 – 2026 Special Meetings

Res. #2026-044 MOVED by Councillor Jones that April 25th, 2026 at 10:00 a.m. and April 27th, 2026 at 6 p.m. be approved for the 2026 budget tax rate bylaw and 2025 financial audit meeting.

Carried

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
April 1st, 2026 @ 5:15 p.m.

6.0 DEVELOPMENT MATTERS

7.0 NEW BUSINESS

7.1 – CAO Appointment

Res. #2026-045 MOVED by Mayor Landsperg that Jennifer Sunderman be appointed as CAO as of April 1st, 2026.

Carried

8.0 COMMITTEE REPORTS

8.1 – Various Committee Reports

Res. #2026-046 MOVED by Mayor Landsperg that Council accepts for information.

Carried

9.0 CAO REPORT

Res. #2026-047 MOVED by Mayor Landsperg that Council accepts for information.

Carried

10.0 RESPONSE TO DELEGATES

11.0 ADDITIONAL ITEMS

11.1 – Crack Sealing and Line Painting

Res. #2026-048 MOVED by Mayor Landsperg to accept both tenders for Line painting and crack sealing.

Carried

11.2 – Development Permits at Camp

Res. #2026-049 MOVED by Mayor Landsperg that the Summer Village accept the discussion as information.

Carried

MINUTES
SUMMER VILLAGE OF SUNSET POINT
REGULAR MEETING OF COUNCIL
April 1st, 2026 @ 5:15 p.m.

12.0 CORRESPONDENCE

13.0 IN CAMERA

Res. #2026-050 Being that the agenda matters had been concluded the meeting was adjourned at 6:26 p.m. by Mayor Landsperg.

Carried

These minutes were approved this May 6th, 2026.

Lee Landsperg, Mayor

Jennifer Sunderman, CAO

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
May 6th, 2026 at 5:15 pm

3.2 April 25th, 2026 Special Council Meeting Minutes

Recommendation:

That Council approve the April 25th, 2026 Special Meeting minutes as attached.

Background:

The minutes have been circulated for review and are ready for approval.

MINUTES
SUMMER VILLAGE OF SUNSET POINT
SPECIAL MEETING OF COUNCIL
April 25TH, 2026 @ 10:00 a.m.

IN ATTENDANCE Mayor Lee Landsperg
Deputy Mayor Rodney Janz
Councillor Gwen Jones
CAO Jennifer Sunderman
Keir Packer
Paul & Patricia Grimley
Crystal Landsperg – via online

1.0 CALL TO ORDER Mayor Landsperg called the meeting to order at 10:01 a.m.

2.0 APPROVAL OF AGENDA

Res. #2026-051 MOVED by Councillor Jones that the April 25th, 2026 Agenda be approved, as presented.

Carried

3.0 BUDGET

3.1 – April 25th, 2026 Budget

Res. #2026-052 MOVED by Deputy Mayor Janz that Council approves the April 25th, 2026 Budget, as amended.

Carried

Res. #2026-050 Being that the agenda matters had been concluded the meeting was adjourned at 10:54 a.m. by Mayor Landsperg.

Carried

These minutes were approved this May 6th, 2026.

Lee Landsperg, Mayor

Jennifer Sunderman, CAO

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
May 6th, 2026 at 5:15 pm

5.1 Yellowhead Regional Library Rate Increase

Recommendation:

Be it resolved, that in accordance with resolution #XXXX-XXX passed on May 6th the Summer Village of Sunset Point agrees to an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027.

or

Be it resolved, that in accordance with resolution #XXXX-XXX, passed on May 6th, the Summer Village of Sunset Point opposes an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027.

Background:

Yellowhead Regional Library (YRL) is wanting to adjust the municipal levy amount (also known as the membership fee) to sustain their operations, and to meet growing public demand for services. YRL last sought, and received, an increase to the municipal levy amount in 2008.

At the YRL Board of Trustees meeting on March 9, 2026, the Board voted to recommend an increase to the municipal levy to the members. The proposal calls for the municipal levy to increase by \$0.75 per capita in 2027, from \$4.85 to \$5.60 per capita. Councillor Jones may have additional information.

April 1, 2026

Dear Municipal Administrators,

Thank you for being a member of the Yellowhead Regional Library (YRL). This consortium delivers resources, training and support to local libraries, leverages our collective buying power, and helps ensure equitable access to materials in a range of formats.

We greatly value the collaboration we have with you, and together we can grow stronger in our services to residents in our region.

From time to time, adjustments are needed to the municipal levy amount (also known as the membership fee) to sustain our operations, and to meet growing public demand for services. YRL last sought, and received, an increase to the municipal levy amount in 2008. And, while we have been able to manage with modest inflationary increases over the past six years, it is no longer sustainable.

At the YRL Board of Trustees meeting on March 9, 2026, the Board voted to recommend an increase to the municipal levy to the members.

The proposal calls for the municipal levy to increase by \$0.75 per capita in 2027, from \$4.85 to \$5.60 per capita.

Member Councils will decide if this increase goes ahead. To pass, it requires written notification from two-thirds of the Parties to the [YRL Master Membership Agreement](#), representing two-thirds of the member population. If the double-majority is achieved, then the levy rate increase will apply to all member municipalities.

To support this request, the following information is attached:

- *The Case for Investment – Enabling Sustainable YRL Funding* summarizes the need for the increase
- *Business Case for Proposed Increase to Municipal Levy* fully explains the rationale for the increase
- *2026 Actual and 2027 Proposed Municipal Levies* outlining the current and proposed levy rates, and the difference between the two
- *2025 YRL Annual Report*

Libraries
**VALUE
BEYOND**
words

Members are asked to notify YRL **by July 30, 2026**, of their decision, by providing a written copy of the resolution (sample notifications below); YRL will tabulate the results and provide written notice back to the municipal members on the outcome.

YRL Board representatives and Administration are available to meet with CAOs and Councils to answer any questions; please contact Laurie Haak at lhaak@yrl.ab.ca to arrange a meeting or presentation.

Thank you for your time and attention to this matter.

Yours truly,



Tara Elwood, Board Chair
Yellowhead Regional Library



Karla Palichuk, Director
Yellowhead Regional Library

SAMPLE NOTIFICATION IN FAVOUR

Be it resolved, that in accordance with resolution # _____, passed on [Date], the [City, County, Town, Village, Summer Village] of _____ agrees to an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027.

Date: _____

Mayor Name: _____

Mayor Signature: _____

SAMPLE NOTIFICATION OPPOSED

Be it resolved, that in accordance with resolution # _____, passed on [Date], the [City, County, Town, Village, Summer Village] of _____ opposes an amendment to Schedule C of the Yellowhead Regional Library Master Membership Agreement to allow for a municipal levy increase from \$4.85 per capita to \$5.60 per capita, effective January 1, 2027.

Date: _____

Mayor Name: _____

Mayor Signature: _____

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5.2 Crosswalk Sign Supports

Recommendation:

Open for discussion and direction.

Background:

Crosswalk sign supports are installed throughout the municipality to improve pedestrian visibility and enhance safety at designated crossings. These supports are typically located near road edges and are intended to remain clearly visible to both motorists and maintenance operators. In conversation with Administration, the municipality's maintenance worker, has determined that six of the eight crosswalk sign supports have been damaged and the cost to repair them would be between \$1,500 to \$2,000 per sign support. These damages are going to continue year after year if a solution is not found and will impact the budget. The municipality's maintenance worker has brought forward that the municipality could use the same bases but install them deeper and have a cover for winter with an indicator flag it should prevent future damage. The base would be protected but would have the pole/flag as an added indicator of location. This possible solution does not negate that damages still could be incurred and that a cost would be associated with this fix. Please note that no other Summer Village has these crosswalks in their village.

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May 6th, 2026 at 5:15 pm

5.3 Grass Cutting Contract

Recommendation:

That Council approve the grass cutting contract with Ekins Contracting for 2026.

Background:

In 2025 Ekins Contracting was awarded the tender to cut the grass for three years on a year to year basis. Ekins Contracting has been cutting the grass for the Summer Village of Sunset Point since 2025 and has been doing a great job.



Village of Sunset Point Lawn care Contract

This Agreement is entered into on the __ day of _____, 2026, by and between Ekins Contracting (the "Contractor") and the Summer Village of Sunset Point (the "Owner"), collectively referred to as the "Parties," who agree as follows:

The Contractor shall undertake the work and services specified in this Agreement (hereinafter referred to as the "Work") at the property municipally identified as the Summer Village of Sunset Point (hereinafter referred to as the "Premises").

For the purpose of this Agreement, a contract year is defined as a six-month period spanning from May 1st to October 31st, 2026 inclusive.

Prior to the commencement of the Work, The Owner shall provide the Contractor with detailed and accurate information regarding the location of property boundaries and all subsurface utility and service lines, including but not limited to electrical, telephone, gas lines, water pipelines, and irrigation conduits. The Contractor shall be entitled to rely on the accuracy and completeness of such information provided by the Owner and shall not bear responsibility for any damages or costs arising from errors or omissions in this regard.

If applicable, the Contractor shall submit to the Owner, prior to the commencement of the Work, a written schedule outlining the performance timeline. In the event of delays in the execution of the Work due to actions or omissions by the Owner, or circumstances beyond the Contractor's control, the performance schedule shall be extended accordingly to account for such delays, provided such extension is mutually agreed upon in writing by the Parties.

If subsurface or otherwise concealed physical conditions at the Premises materially differ from those outlined in this Agreement or from those typically found in the vicinity of the Premises—such as subsurface utilities, boulders, tree stumps, or construction debris—the Contract Price shall be adjusted through a written agreement between the Parties to reflect any necessary modifications to the scope, materials, or methods required to complete the Work. Any increase or decrease in costs incurred by the Contractor due to changes in taxes after the date of this Agreement shall also result in a corresponding adjustment to the Contract Price upon mutual agreement in writing.

The Contractor shall, at its sole expense, maintain Comprehensive General Liability insurance covering bodily injury, death, and property damage, as well as Errors and Omissions insurance. Additionally, the Contractor shall carry Automobile insurance for all licensed vehicles owned or leased by the Contractor and utilized in the performance of the Work. Evidence of this insurance shall be provided to the Owner upon request.

This Agreement constitutes the entire and exclusive understanding between the Parties, superseding all prior negotiations, representations, or agreements, whether written or oral. Neither Party may assign, transfer, or delegate any portion of this Agreement without the prior written consent of the other Party. No act, omission, or failure to enforce any term or condition of this Agreement shall be construed as a waiver of any rights or obligations, nor as an approval of or acquiescence to any breach, unless expressly agreed to in writing by both Parties.

The Contractor agrees to indemnify and hold harmless the Owner from and against any claims, liabilities, or damages resulting from bodily injury or damage to tangible personal property, provided such damages are directly caused by the Contractor's negligence or breach of this Agreement, or that of any party for whom the Contractor is legally responsible. This indemnification obligation is subject to the Owner providing the Contractor with written notice of the claim within a reasonable timeframe following the occurrence, but no later than 48 hours after the Owner first becomes aware of the circumstances giving rise to the claim. The Contractor's indemnification obligations shall not exceed the coverage limits specified in the insurance policies maintained by the Contractor and referenced in this Agreement. However, the Contractor shall not be liable for nor indemnify the Owner against any damage, defect, or malfunction associated with irrigation systems existing at the Premises prior to the commencement of the Work.

Any changes to the Work must receive prior written approval from the Owner, including an agreed-upon price. If the Owner and Contractor cannot reach an agreement regarding the cost or necessity of the change, both Parties may mutually agree in writing to proceed with the proposed change, reserving the resolution of disputes over cost or necessity for a later date.

The Owner will pay the Contractor for the performance of the Work the sum of \$42,840.00 plus G.S.T., as follows:

- A Monthly Payment of \$7,140.00 plus 5% G.S.T. (\$357.00) for a total of \$7,497.00 payable May-October 2023, upon receipt of invoice:
- Payment to commence on May 31 and conclude with the final payment on October 31.

Payment for change(s) and or additions in the Work will be made separately, following the Contractor's completion of the change and within 30 days of the Contractor providing an invoice for same. All invoices are due when rendered and will incur interest at a rate of 2% per month, or 24% per annum.

In the event that climatic or other conditions beyond the reasonable control of the Contractor prevent the completion of the changed or additional Work, the Owner shall remit full payment for the portion of the Work that has been satisfactorily completed to date. However, the Owner may withhold a reasonable amount sufficient to cover the anticipated cost of completing any outstanding Work until conditions permit its completion.

Should the Owner become insolvent, be adjudged bankrupt, or default in any payment described in this Agreement, the Contractor may provide written notice of such default to the Owner. If the default remains uncorrected for a period of seven (7) days following the notice, the Contractor may, without further notice to the Owner, cease performance of the Work or terminate this Agreement. Upon such termination, the Contractor's obligations under this Agreement will be suspended or terminated without limitation. The Owner shall assume full responsibility for monitoring and managing the safety and condition of the Premises. The Contractor shall be entitled to payment for the value of all Work completed up to the date of termination.

Scope of Work:

Ekins Contracting (the Contractor) will provide the following full-service duties, in accordance with Sunset Point's Park Policy No. 10-2019:

1. Seven (7) full-service mowing operations within Priority Level A areas, including all green spaces and ditches along Sunset Drive, per contract year.
2. Three (3) full-service mowing operations within Priority Level B areas, including internal subdivision roads, per contract year
3. Two (2) full-service mowing operations within Priority level C areas, including internal back lanes, per contract year
4. The removal of broken or hazardous trees will be addressed solely during the performance of regular mowing operations, ensuring that such tasks align with routine service schedules.
5. Two (2) shoreline weed and debris removals within priority level A beach access areas, per contract year (adhering to all applicable laws and regulations)
6. At the beginning of the season, erect and, at the end of the season, remove all crosswalk signs at designated crosswalk locations, in accordance with the terms of the contract, per contract year.
7. In addition to the above scope of work, any maintenance outlined in the attached "Schedule of Quantities" pertains to specific additional tasks that may arise during the term of this Agreement. Such tasks shall be carried out only upon the Owner's written request and in accordance with the terms and pricing established in this Agreement.

Full-service mowing, as defined in this Agreement, encompasses grass mowing and hand trimming as necessary to maintain designated areas to a standard deemed acceptable by the Owner.

The Contractor shall refrain from undertaking any weed spraying activities within the Premises throughout the duration of this Agreement. This provision ensures compliance with the scope of work as outlined and protects against any liability or unintended consequences associated with such activities.

Any work exceeding the specified scope shall require prior review and written agreement between Ekins Contracting (the "Contractor") and the Summer Village of Sunset Point (the "Owner"). Any associated additional charges shall be itemized and quoted by the Contractor, subject to the Owner's written approval before execution of the work.

Emergency call-outs requested by the Village of Sunset Point (the "Owner") will be charged at a minimum rate of \$120.00 per hour, plus applicable taxes, for the first hour. Subsequent hours will be billed at \$75.00 per hour, plus applicable taxes.

For the purposes of this Agreement, a written request may be submitted via email or text message

Schedule of Quantities

1. Two (2) cleanings of culverts to remove debris or perform steaming services, as necessary, covering, a total of 2 culverts
2. Two (2) tree pruning's within designated priority areas, covering a total of six (6) trees.
3. One (1) tree removal within the premises (Ekins Contracting will only undertake tree removal within the Premises ensuring that no trees are felled in proximity to houses or services where there is a risk of harm to property or persons.
4. In the event of task #1(culvert cleaning) in the schedule of quantities is not required to be performed the owner can request the option of 1 additional tree removal or 4 more tree pruning's within the contract timeframe

Contractor Signature:

Owner Signature:

Date:

Date:

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
May 6th, 2026 at 5:15 pm

6.1 DP2026-03

Recommendation:

That Council approve permit DP2026-03 with conditions.

Background:

The attached approval is from our Planner, Camilo Conde. He is recommending approval.

Summer Village of Sunset Point

APPLICATION FOR DEVELOPMENT PERMIT

DEVELOPMENT PERMITS MUST BE DEEMED COMPLETE WITHIN 20 DAYS OF RECEIPT (FEE MUST BE INCLUDED) - DECISION 40 DAYS - COMPLETE

I HEREBY MAKE APPLICATION UNDER THE PROVISIONS OF THE LAND USE BYLAW FOR A DEVELOPMENT PERMIT, IN ACCORDANCE WITH THE PLANS AND SUPPORTING INFORMATION SUBMITTED HEREWITH AND WHICH FORM PART OF THIS APPLICATION.

Name: Sunset Point Christian Camp Foundation

Mailing Address: 5201 Sunset Drive Sunset Point, AB, T0E 0A0

P.O. Box 297 Alberta Beach, AB, T0E 0A0

Telephone @ Work: 780-924-3533 Home: _____ Fax: _____

email address: info@sunsetpointcamp.ca

Registered Owner: Sunset Point Christian Camp Foundation

Mailing Address (if different from above): _____

Interest of Applicant (if not the registered owner): _____

Legal Description:

Lot: 2A Block: _____ Plan: 9920340

Municipal Address: SEC.20 TWP 54 RGE 3 MERDIAN W5 Subdivision Sunset Point Lac Ste Anne

Description of proposed development: Lakeside Washroom

Estimated cost of development: \$120,000.00

Estimated commencement date: May 1, 2026

Estimated completion date: November 1, 2026

Lot Width: 13.4M 44FT Lot Length: 24.3M 80FT

Area of Site: 327M/SQ 3520SQ/FT Area of existing development: N/A

Area of proposed development: 30.6M/SQ 336FT/SQ Total % of Site Coverage: 9.6%

Summer Village of Sunset Point

APPLICATION FOR DEVELOPMENT PERMIT - **IMPORTANT NOTES**

1. February 1, 2014 the Province's "New Home Buyer Protection Act" requires that ALL new homes constructed require warranty coverage. This includes homes constructed by property owners for themselves. www.municipalaffairs.alberta.ca/NHBP for info.
2. All storage sheds and small accessory buildings must be located in the rear half of the property, regardless of the size (or requirement to secure Development Permit approvals).
3. The front yard of the property is the yard adjacent to the road except in the case of lake front properties where the front yard faces the lake. Where the front yard faces two roads, the front yard is the property adjacent to the road on which all adjacent properties are located.
4. Where the development requires a driveway or entrance, the owner must provide and install a culvert in the size and shape that is approved by the municipality.
5. In addition to completing this application in its entirety, an Application for a Development Permit shall be accompanied by the following information and documents, where relevant:
 - a) a lot plan at scale to the satisfaction of the Development Officer showing the size and shape of the lot, the front, rear and side yards, and provisions for off-street parking, access to the site, and the location of public utilities, water bodies and treed areas;
 - b) a scaled floor plan and elevations where construction is proposed together with a street scene elevation of all new buildings in relation to adjoining properties clearly demonstrating height and amenity;
 - c) at the discretion of the Development Officer, an acceptable Real Property Report as proof of location of existing development, before the Development Permit is issued;
 - d) at the discretion of the Development Officer, a Real Property Report as proof of location of the proposed development, after construction is complete;
 - e) a copy of the Duplicate Certificate of Title indicating ownership and encumbrances;
 - f) if the applicant is not the registered owner, a written statement, signed by the registered owner approving the applicant as the agent for the registered owner.
6. Where a decision on this application is not made within twenty (20) days of the date of acceptance and validation (FEE must be included) upon receiving all required plans and documents you may;
 - a) Consider this development application to be REFUSED by the Development Officer and appeal this decision to the Development Appeal Board within twenty-one (21) days of the date of refusal by contacting(office@sunsetpoint.ca); or _____
 - b) Obtain and complete an extension agreement available from the Development Officer to extend the twenty (20) day decision period specified to allow the Development Officer additional time to reach a decision.

Summer Village of Sunset Point

APPLICATION FOR DEVELOPMENT PERMIT

7. NEW HOME CONSTRUCTION – requirements of “New Home Buyer Protection Act”

- a) Is this an application seeking to construct a new home? YES _____ NO X
- b) If YES, please provide details of the builders’ (either contractor or property owner) new home warranty coverage as required by the Province of Alberta _____

- c) If the property owner is electing to proceed with construction – without the required new home warranty coverage – please ensure that the required waiver from the Province of Alberta (www.municipalaffairs.alberta.ca/NHBP) is forwarded with this application.
- d) Failure to provide this information to the satisfaction of the Development Officer will result in an immediate denial of the Development Permit application for any new home.

8. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT NOTICE

Please be advised that the Development Authority gathers the information contained in this application for the purpose of rendering a decision on your application. For this purpose, your application may be forwarded to the following people / organizations,

- Adjacent Landowners
- Municipal Assessment Services for Assessment purposes
- Utility Companies
- Adjacent Municipalities Municipal Offices (*if applicable*)
- Government Departments
- Statistics Canada
- Other organizations as determined by the Development Officer
- Local newspapers for public advertisement

Under the authority of sections 606, 640(1), 653(4) of the Municipal Government Act Chapter M26.1, RSA2000, and the Subdivision and Development Regulation 212/95

I/we _____ have no objections to the above stated procedures being used in the review and decision-making process for this application.

Signature(s): _____

Date: _____

For information contact: Matthew Ferris, RPP MCIP, FOIP Administrator, PO Box 596 Alberta Beach, AB, T0E 0A0 office@sunsetpoint.ca

Summer Village of Sunset Point

APPLICATION FOR DEVELOPMENT PERMIT

9. Every Application for a Development Permit shall be accompanied by a non-returnable processing fee (please make payment out to “**Summer Village of Sunset Point**”);

PERMIT FEES DOUBLE IF CONSTRUCTION STARTS PRIOR TO APPROVAL

Development Permits – Major – Main Buildings	\$ 450.00
Development Permits – Commercial	\$ 400.00
Development Permits – Minor - Accessory Buildings or additions	\$ 200.00
Home Occupation, Signs, Decks, Fences, Cistern	\$ 185.00
Demolition Permits	\$ 175.00

10. AUTHORIZATION AND RIGHT OF ENTRY:

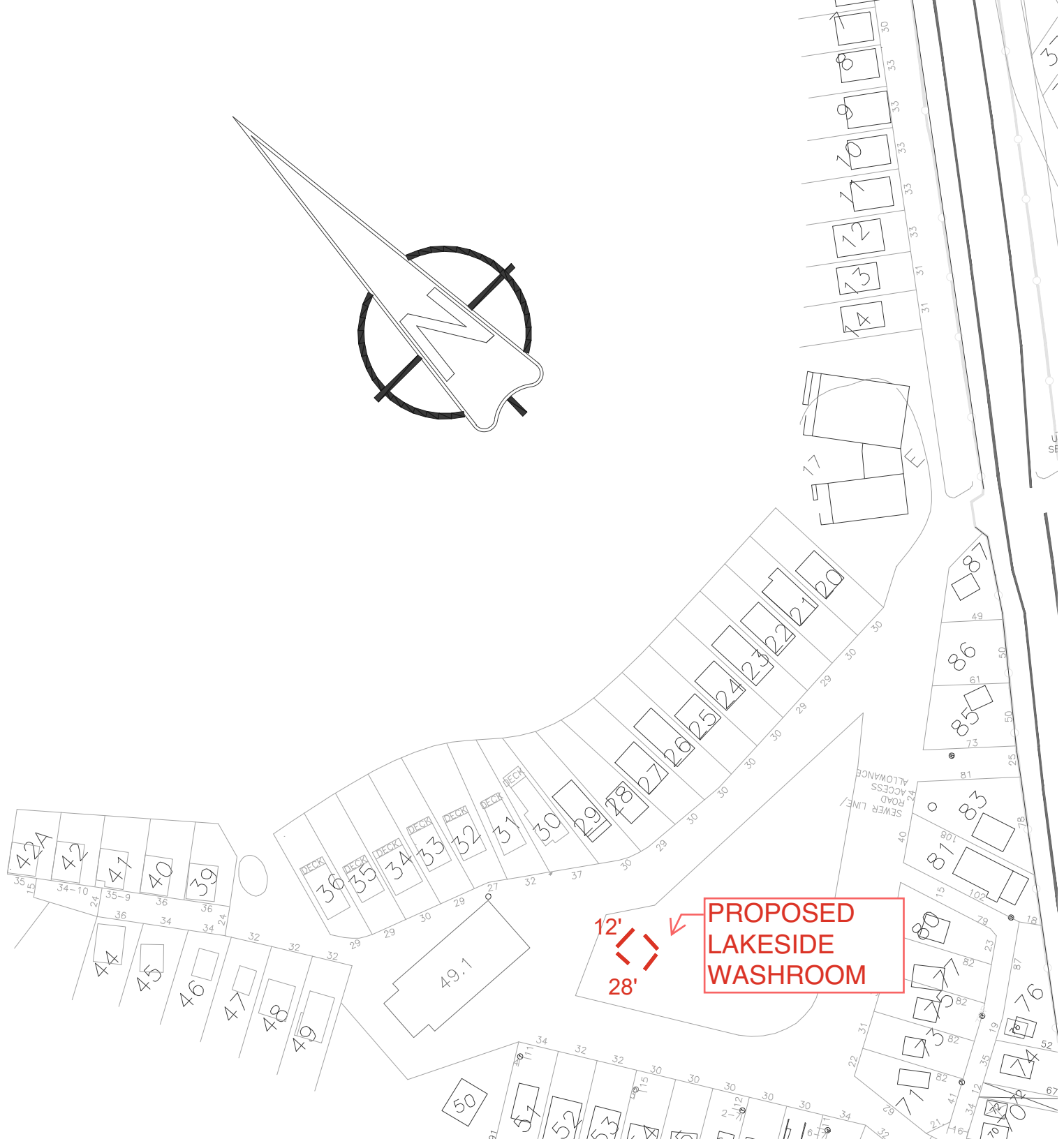
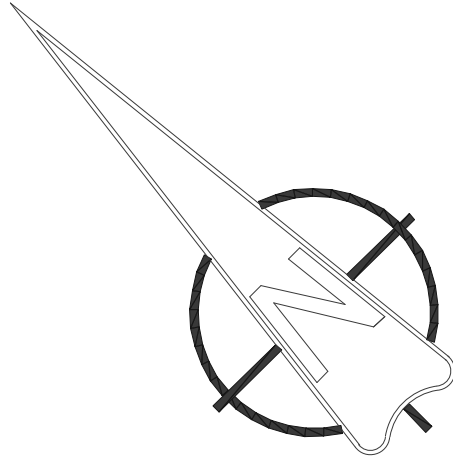
I/we, Sunset Point Christian Camp Foundation am/are the registered owner, or the agent for the registered owner, authorized to act on behalf of the registered owner, and the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts in relation to this application for a Development Permit.

I also consent to an authorized person(s), designated by the Municipality, to enter upon the subject land and buildings for the purpose of an inspection during the processing of this application and completion of the proposed development.

Signature(s): _____

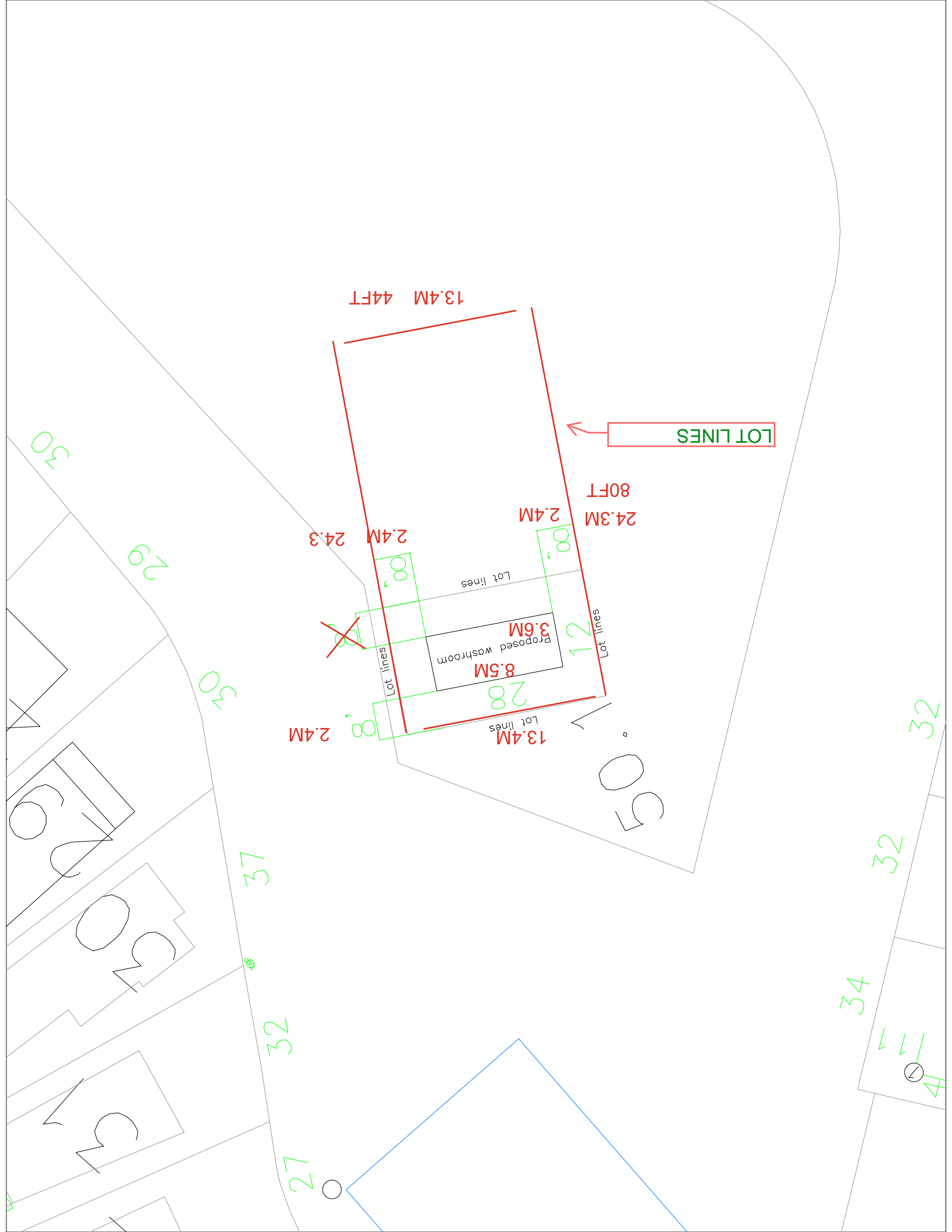
Date: _____

CK SHOP

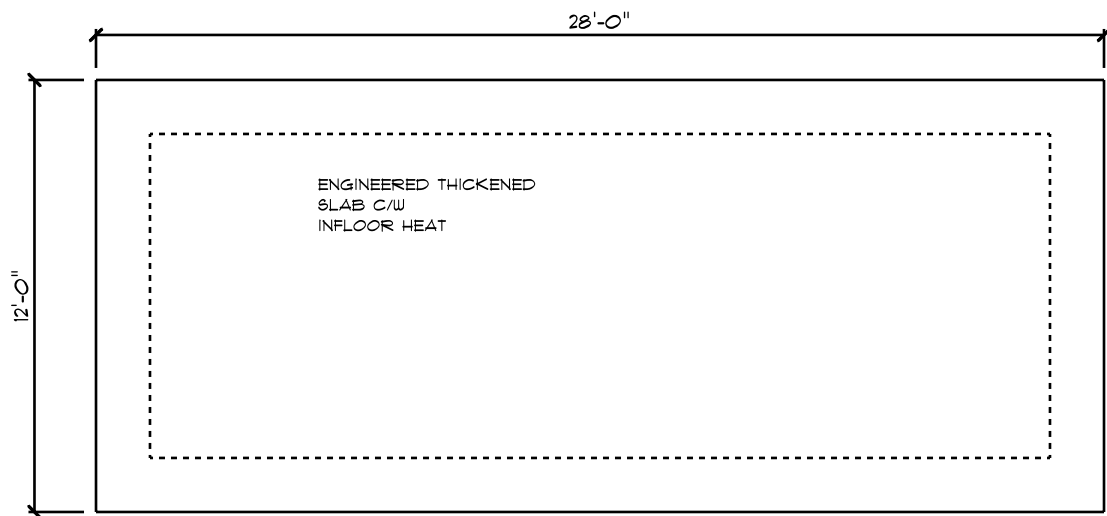


12'
28'

**PROPOSED
LAKESIDE
WASHROOM**

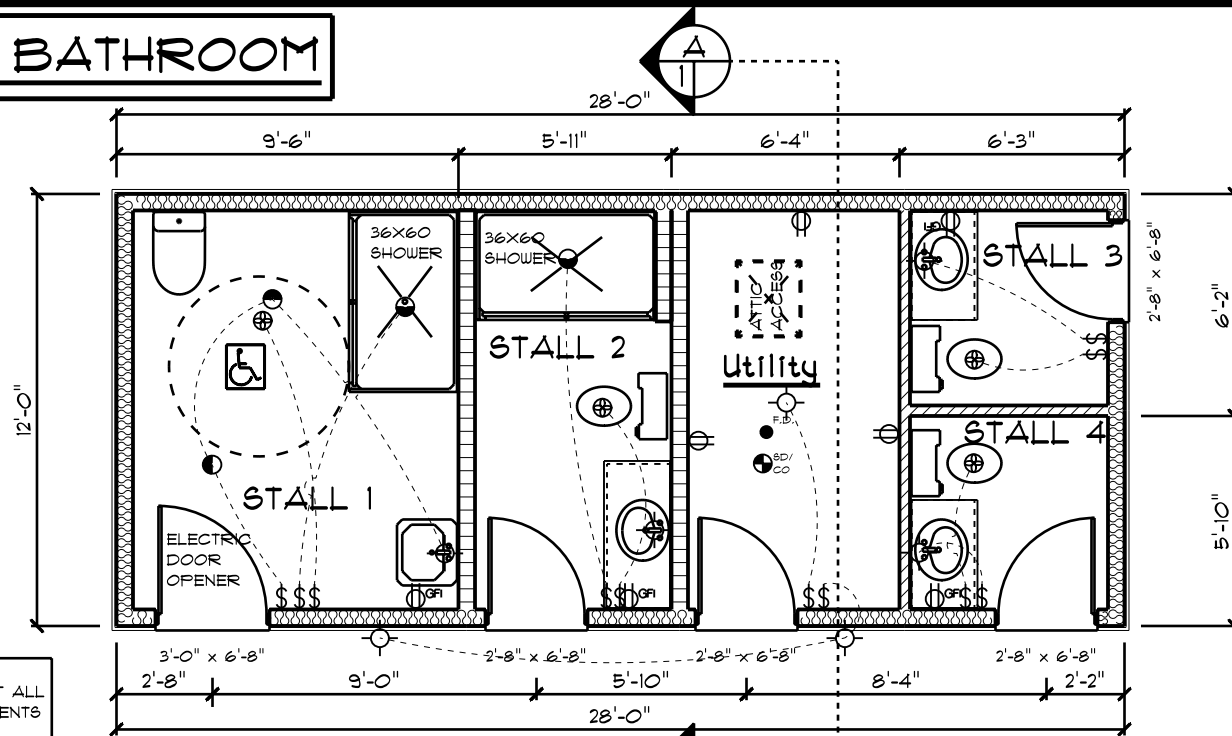


3-SEASON BATHROOM



FOUNDATION PLAN

SCALE: 3/16" TO 1'-0"

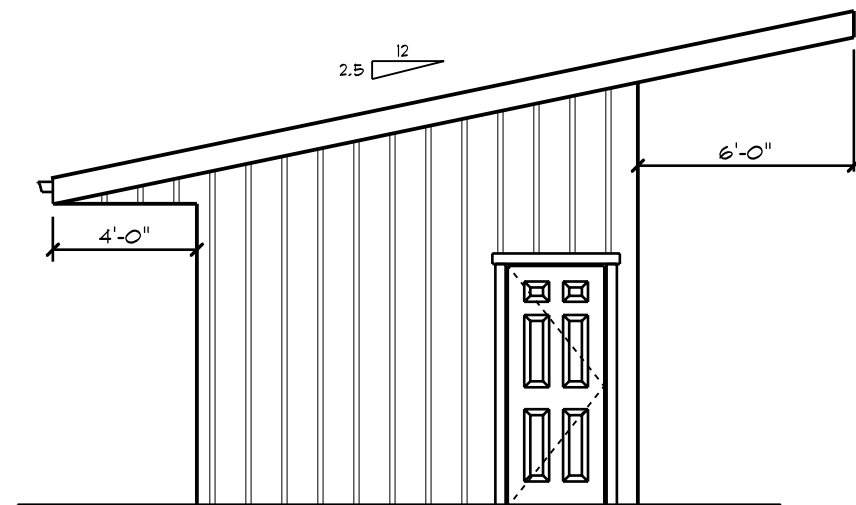


MAIN FLOOR PLAN

SCALE: 3/16" TO 1'-0" 336 SQ.FT.

9'-1 1/8" WALL HEIGHT

BUILDER	
CLIENT SUNSET POINT	
MODEL 3 SEASON BATHROOM	
DATE MARCH 2026	SQUARE FOOTAGE
JOB #	MAN 336 SQ.FT. SECOND TOTAL 336 SQ.FT.
DRAWN BY BRAD	
REVISIONS	



RIGHT ELEVATION

SCALE: 3/16" TO 1'-0"

- LOW SLOPE ASPHALT SHINGLES AS PER BUILDERS SPEC.
- 8" ALUMINUM FASCIA C/W 2X8 WOOD BACKING AND ALUM. SOFFIT
- 2X4 TRIM BOARD
- METAL SIDING

FRONT ELEVATION

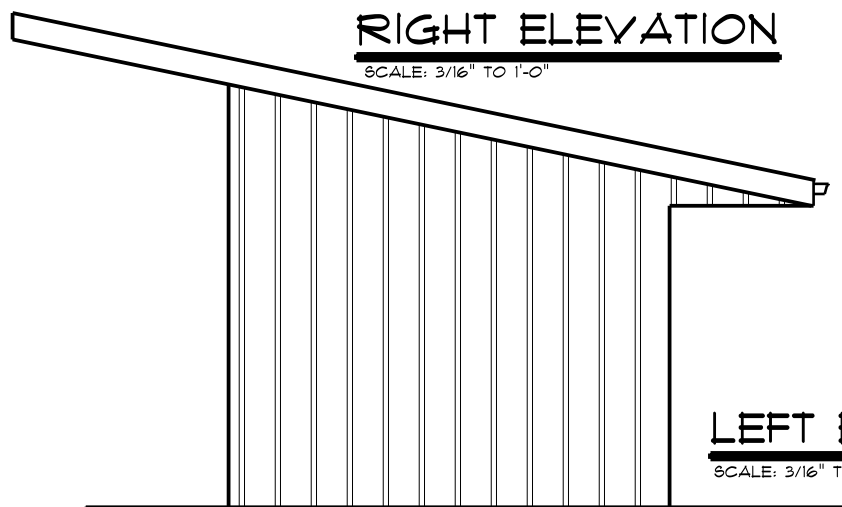
SCALE: 3/16" TO 1'-0"

NOTES:
METAL FLASHING TYPICAL OVER ALL EXTERIOR OPENINGS
WINDOW WELLS AS REQ'D
ROOF VENTS 1/300 SQ.FT.
ATTIC SPACE
FINAL GRADE AS PER SITE PLAN



REAR ELEVATION

SCALE: 3/16" TO 1'-0"



LEFT ELEVATION

SCALE: 3/16" TO 1'-0"

DISCLAIMERS

WORKING DRAWINGS ARE A GRAPHIC REPRESENTATION ONLY. ACTUAL PRODUCTS AND MATERIALS MAY VARY FROM DEPICTION ON DRAWINGS.

WINDOW SIZES ARE APPROXIMATIONS ONLY AND WILL VARY FROM MANUFACTURER TO MANUFACTURER.

SALES CONTRACT AND BUILDERS SPECIFICATIONS TO TAKE PRECEDENCE OVER DRAWINGS.

FOUNDATION WALL AND FOOTING DESIGN BASED ON STANDARD SOIL CONDITIONS AS OUTLINED IN THE A.B.C. ANY VARIANCE IN SOIL CONDITIONS MAY REQUIRE THE FOUNDATION TO BE ENGINEERED. ANY ENGINEERING IS THE SOLE RESPONSIBILITY OF THE OWNER/ CONTRACTOR.

GARAGE FOUNDATION WALL MAY BE SUBSTITUTED WITH AN ENGINEERED GRADE BEAM AND PILE SYSTEM ENGINEERED BY OTHERS AND IS THE RESPONSIBILITY OF THE OWNER

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SHEET No.	1
	2



e. have a threshold not more than 13 mm higher than the finished floor, and where it is higher than 6 mm, beveled to a slope no steeper than 1 in 2 (50%),

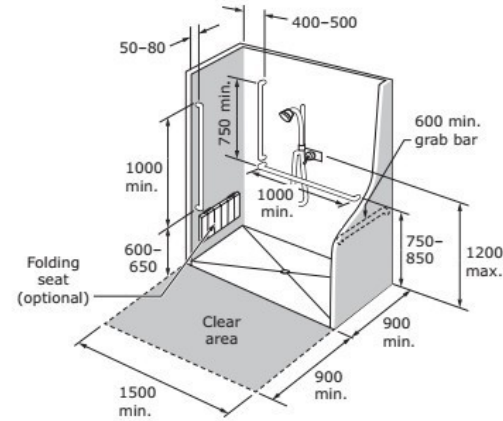


Figure 51 above from the CSA B651 – Roll-in shower stall (see Clauses 6.5.5.2 and 6.5.5.3)

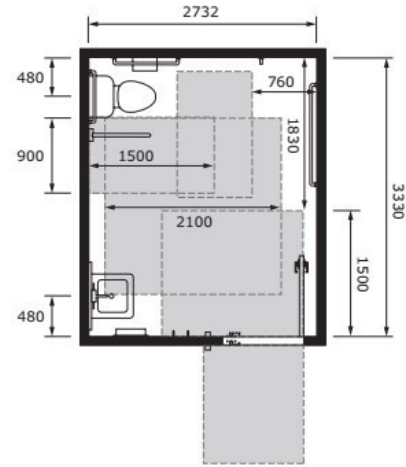
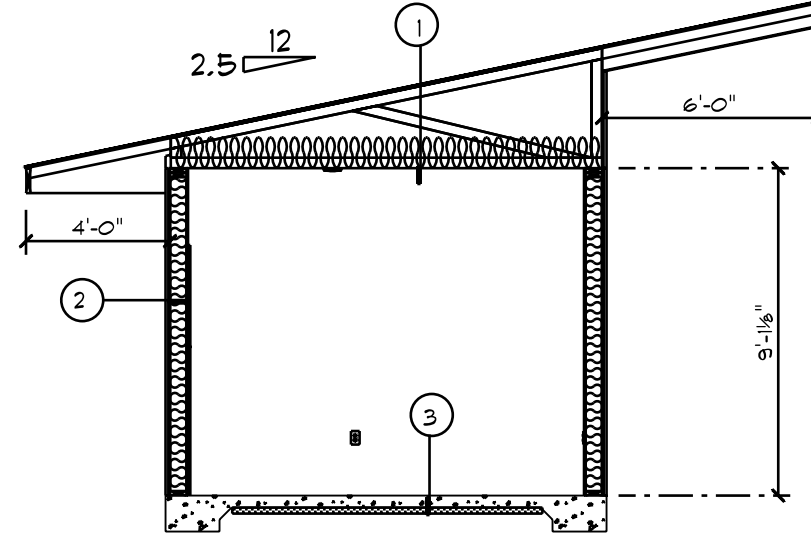
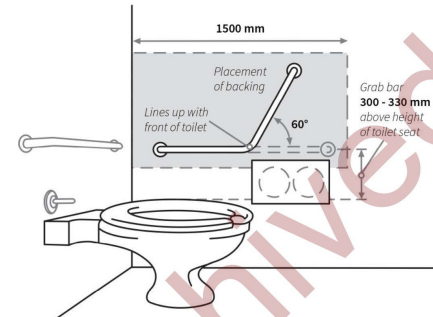


Figure 49a) above from CSA B651 – Universal washrooms – Example layout (see Clause 6.3.1.1.)



BUILDING SECTION A-A

SCALE: 3/16" TO 1'-0"



Water Closets and Urinals

**ENGINEERING OF ANY COMPONENT
WILL SUPERCEDE THIS SPECIFICATION**

CONSTRUCTION SPECIFICATIONS

ALL DRAWINGS, DETAILS, DIMENSIONS, AND NOTES ARE TO BE REVIEWED BY THE APPLICABLE CONTRACTOR/SUB-CONTRACTOR PRIOR TO ANY CONSTRUCTION. DISCREPANCIES, ERRORS, OR OMISSIONS ARE TO BE REPORTED IMMEDIATELY TO CLASSIC RESIDENTIAL DESIGN INC. (780) 413-9325. LIABILITY RESTS SOLELY WITH THE CONTRACTOR WHEN ABOVE CONDITIONS ARE NOT MET.

1 ROOF CONSTRUCTION

- ROOF FINISH AS PER ELEVATIONS
- BUILDING PAPER
- 1/2" SPRUCE PLYWOOD C/W H-CLIPS (OR 1/2" O.S.B.)
- ENGINEERED APPROVED TRUSSES @ 24" O.C.
- 1" X 4" SPRUCE TRUSS BRACING @ 1'0" O.C.
- NAILED TO BOTTOM CORD
- R40 FRICTION FIT BATT INSULATION/LOOSE FILL INSULATION C/W INSULATION STOPS
- 6 mil POLY VAPOUR BARRIER
- 1/2" DRYWALL W/CEILING FINISH
- PROVIDE EAVE PROTECTORS
- ALUMINUM EAVESTROUGH
- ALUMINUM FASCIA ON WOOD BACKING
- VENTED ALUMINUM SOFFITS
- ATTIC VENT 1:300 OF INSULATED CEILING AREA

NOTE: ANY SOFFIT PROJECTING INTO A 1.2 M SIDEYARD MUST HAVE NO OPENINGS AND BE PROTECTED WITH NON-COMBUSTIBLE MATERIALS AS PER 3.2.3.6 (5B) A.B.C.

2 FRAME WALL CONSTRUCTION

- EXTERIOR FINISH AS PER ELEVATION
- *15 BUILDING PAPER
- 3/8" SPRUCE SHEATHING/O.S.B.
- 2" X 6" KILN DRIED SPRUCE STUDS @ 16" O.C.
- R20 FRICTION FIT BATT/BLOWN IN INSULATION
- 6 mil POLY VAPOUR BARRIER
- 1/2" INTERIOR DRYWALL

3 ENGINEERED SLAB

- 4" H6 32MPa SULPHATE-RESISTANT CONCRETE SLAB W/10M 24" O.C. BOTH WAYS
- 2" RIGID INSULATION
- 6" COMPACTED PIT RUN SAND OR GRAVEL
- OR AS PER ENG. DRAWING

ELECTRICAL SYMBOL LEGEND			
	LIGHT		VAC. VACUUM OUTLET
	FULL CHAIN LIGHT		EXHAUST FAN
	RECESSED POT LIGHT		SMOKE/CO DETECTOR
	SWITCH		TEL. TELEPHONE
	3-WAY SWITCH		T.V. TELEVISION
	RECEPTACLE		ELECTRICAL PANEL
	220 VOLT RECEPTACLE		TRACK LIGHT
	G.F.I. GROUND FAULT INTERRUPT		CEILING FAN
	W.P.P. WEATHER-PROOF		

BUILDER

CLIENT **SUNSET POINT**

MODEL **3 SEASON BATH**

DATE **MARCH 2026** SQUARE FOOTAGE

JOB # **MAN 336 SQ.FT. SECOND TOTAL 336 SQ.FT.**

DRAWN BY **BRAD**

REVISIONS

DISCLAIMERS

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SUMMER VILLAGE OF SUNSET POINT

office@sunsetpoint.ca

April 6, 2026

File: DP2026-03

**Re: Sunset Point Christian Camp Foundation
Development Permit Application No DP2026-03
Plan 9920340 Lot2A
Sec 20 TWP 54 RGE 3 W5
Summer Village of Sunset Point**

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a development permit with regard to the following application was received on March 25, 2026 and deemed Complete March 26, 2026. The application was conditionally approved on 2026-04-01 by the Development Authority

Development Permit Direct Control Lands

Application to construct a new accessory residential building

1. Shall comply with all property setbacks in accordance to Council Directive
2. The applicant shall obtain and adhere to the requirements where applicable, from the appropriate authority, permits relating to building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development.
3. The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
4. Any excess soil or debris that ends up on Village Roads shall be cleaned up by the Applicant at their sole cost.
5. Commencement of Development must be done within one (1) year of the date of this approval, and must be completed within two (2) years of this approval.

Camilo Figueroa-Conde
Development Officer Summer Village of Sunset Point

cc Kevin Lawrence, Assessor, Municipal Assessment Services (assessment)

Important notices concerning the approval of a Development Permit

- **This is not a safety code permit (those much be obtained separately). A Building Permit may be required, please contact the Village's accredited safety codes provider for more information.**
- A person applying for, or in possession of a valid development permit is not relieved from full responsibility for ascertaining and complying with or carrying out development in accordance with the conditions of any covenant, caveat, easement, bylaw, regulation (municipal or provincial) or instrument affecting a building or land.
- Any development carried out prior to the appeal expiry date is at the sole risk of the applicant.
- This development may be appealed within 21 days of the issuance of this permit with a written submission to the Summer Village.

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
May 6th, 2026 at 5:15 pm

7.1 CPO1 Appointment

Recommendation:

That Council appoint Mr. Lucas Stacey as the Bylaw Enforcement Officer for the Summer Village of Sunset Point, effective May 6th, 2026.


Background:

Council is required to have a Bylaw Enforcement Officer in place.

OATH OF ALLEGIANCE AND OFFICE

I, Lucas Stacey, swear that I will be faithful and bear true allegiance to His Majesty King Charles the Third, his heirs and successors, according to law, in the office of Bylaw Enforcement Officer for the Summer Village of Sunset Point and that I will diligently, faithfully and to the best of my ability execute according to law the office of Bylaw Enforcement Officer, and will not, except in the discharge of my duties, disclose to any person any matter or evidence that may come to my notice through my tenure in this office, so help me God.

Sworn before me in the)
Village)
of Alberta Beach)
in the Province of Alberta)
2nd day of April)
20 26 .)
)
Kathy Skwarchuk)
A Commissioner for Oaths in and
For the Province of Alberta



Signature

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
May 6th, 2026 at 5:15 pm

7.2 Letter to Residents

Recommendation:

That Council approve a letter to residents informing them of several day-to-day items, as presented.

Background:

In keeping with transparency, Council would like to provide the residents an update on the day-to-day operations of the municipality and the work being carried out on their behalf.

Dear Residents,

On behalf of Council, we'd like to share a brief update and a small change to how we communicate with you. To help manage rising postage costs, this newsletter is a summary only. More detailed information, updates, and resources are available on our website.

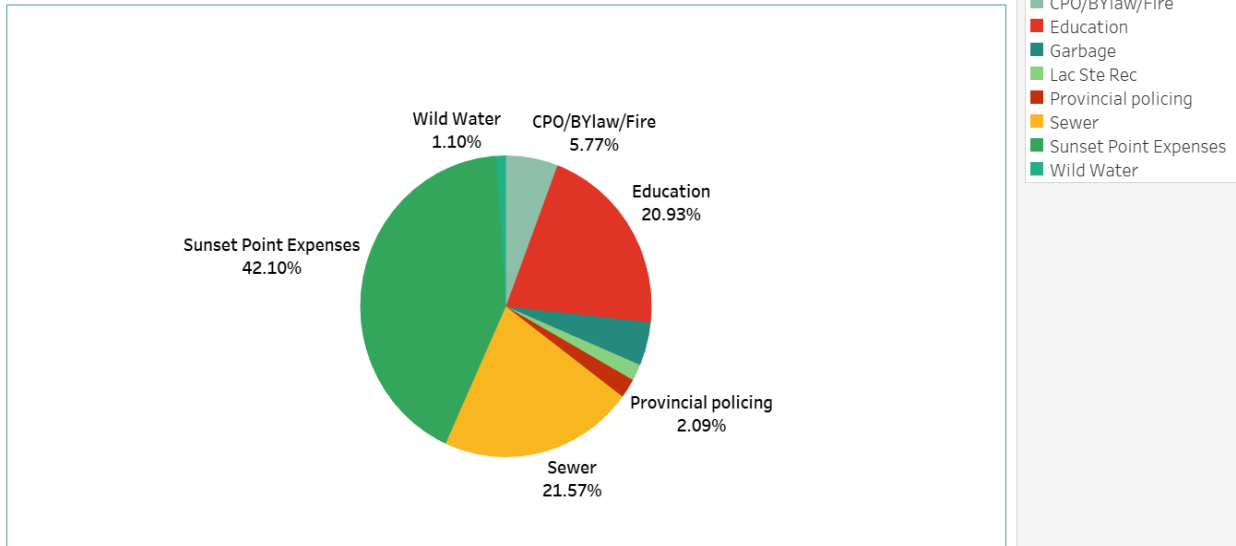
We're also pleased to share that our new website includes a free subscription feature. By signing up, you will receive email notifications whenever new information or updates are posted.

As we continue planning responsibly for our community, we want to highlight a few key items:

- Provincial Education funding has increased by a total of 31% over three years (14% in 2025, 10% in 2026, and a proposed 7% in 2027), which impacts our overall budgeting. In addition, Provincial policing costs have increased by over 20% from last year and are projected to double over the next five years. Please note these provincial increases are outside of Council's control.
- We are reducing the number of portable toilets from six to four, available from the May long weekend through the September long weekend.
- Family and Community Support Services (FCSS) funding is a valued partnership between the provincial government and local communities (80/20). In 2025, we received just under \$45,000 for the region. These funds support important services such as the Eastend Bus (supporting seniors' social outings), Beachwave Park, the library, and the museum.
- Beachwave Park collects empty bottles to support its programming - donations are always appreciated.
- Information on active invasive weeds in our region, along with FireSmart and Be Prepared programs, is now available on our website. Lac Ste. Anne County also offers free FireSmart assessments for private properties.
- If you have moved or are planning to move, please remember to update your mailing address with Land Titles. This free update ensures you continue to receive important communications from the Village.
- The Tri-Village Open House will be held on June 13, 2026, from 10:00 a.m. to 12:00 p.m. at the Alberta Beach Seniors Centre - we hope to see you there.

- June 13 is also Northern Alberta Lemonade Day, a great initiative supporting our young entrepreneurs.

Break down of tax dollars



Thank you for your continued support and cooperation as we work together to keep Sunset Point a safe, informed, and welcoming community.

Warm regards,

Council

Summer Village of Sunset Point

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
May 6th, 2026 at 5:15 pm

7.3 Chief Administrative Officer (CAO) Bylaw

Recommendation:

That Council approve the Chief Administrative Officer Bylaw, as presented.

Background:

The purpose of this bylaw is to establish the position of Chief Administrative Officer and define the authority, responsibilities, and accountability of the role within the municipality.

**SUMMER VILLAGE OF SUNSET POINT
BYLAW 2026-01**

A Bylaw Respecting the Appointment and Duties of the Chief Administrative Officer of Summer Village of Sunset Point, in the Province of Alberta.

WHEREAS, pursuant to the *Municipal Government Act*, Chapter M-26, R.S.A. 2000, as amended, the Council of the Summer Village of Sunset Point is required to appoint a Chief Administrative Officer;

AND WHEREAS, it is necessary to establish the duties and responsibilities of the Chief Administrative Officer;

NOW THEREFORE, the Council of the Summer Village of Sunset Point, duly assembled, hereby enacts as follows:

1. TITLE AND INTENT

1.1. This Bylaw may be cited as the “Chief Administrative Officer Bylaw.”

1.2. The purpose of this Bylaw is to define the role, responsibilities, and authority of the Chief Administrative Officer (CAO) in accordance with the *Municipal Government Act*.

2. DEFINITIONS

2.1. In this Bylaw:

(a) “**Act**” means the Municipal Government Act, RSA 2000 cM-26 and amendments thereto.

(b) “**CAO**” means the Chief Administrative Officer of the Summer Village of Sunset Point

(c) “**Council**” means the municipal council of the Summer Village of Sunset Point duly elected pursuant to the provisions of the Local Authorities Election Act, RSA 2000 cL-21

(d) “**Bylaw**” means a bylaw of the Summer Village of Sunset Point

3. APPOINTMENT OF CAO

3.1. Council must, by resolution, appoint a person to the position of Chief Administrative Officer.

3.2. The appointment of the CAO shall be in accordance with the terms and conditions outlined in a written employment agreement or contract between the Council and the appointee.

3.3. Except for the purpose of an official inquiry, the Council shall deal with the administration and the control thereof solely through the CAO.

4. DUTIES AND POWERS OF THE CAO

4.1. The CAO is the head of the Summer Village's administration and in accordance with Section 207 of the Act, shall perform the following duties:

(a) General Administration:

- (i) Carry out the powers, duties, and functions assigned by Council.
- (ii) Ensure the administration and enforcement of all bylaws, resolutions, and policies of the Summer Village of Sunset Point.
- (iii) Advise Council on all matters related to municipal administration.
- (iv) Attend all meetings of the Council and its committees unless excused by resolution.
- (v) Maintain a system for the proper management and retention of municipal records.

(b) Financial Administration:

- (i) Advise and assist Council in developing and implementing the municipal budget.
- (ii) Ensure the financial records of the Summer Village are maintained in a proper and transparent manner.
- (iii) Oversee all expenditures and ensure they are within the approved budget.

(c) Human Resources:

- (i) Be responsible for the hiring, supervision, and termination of all municipal employees, subject to the direction of Council.
- ii) Ensure all human resources practices comply with relevant legislation.

(d) Statutory Duties:

(i) Ensure that the duties and responsibilities of the Summer Village required under provincial and federal legislation are fulfilled.

(ii) Act as the principal advisor to Council on legislative matters.

5. RELATIONSHIP TO COUNCIL

5.1. The CAO is accountable to Council as a whole.

5.2. The CAO shall provide advice and information to Council in a professional, objective, and timely manner.

5.3. All communications and directives from Council to the administration shall be made through the CAO. Individual members of Council shall not give direction to municipal employees.

6. DELEGATION OF AUTHORITY

6.1. The CAO may delegate any of their powers, duties, or functions to a municipal employee, in writing, as deemed necessary for the efficient operation of the Summer Village.

6.2. The delegation of authority does not absolve the CAO of their ultimate responsibility to Council.

7. EVALUATION

7.1 In conjunction with the finalization of the annual budget, the Council or a committee thereof shall establish with the CAO, the goals and objectives for the coming appraisal year. At the end of each year the Council or a committee thereof, may evaluate the performance of the CAO, making such recommendations as may be deemed necessary. Such review will be documented and will also consider the rate of remuneration for the CAO and the non-salary and fringe benefits received.

8. TERMINATION

8.1. The employment of the CAO may be terminated by a resolution of Council.

8.2. Any termination shall be in accordance with the terms of the CAO's employment agreement and all applicable legislation.

9. INDEMNIFICATION

9.1 The Summer Village shall indemnify the Chief Administrative Officer, provided that the Chief Administrative Officer acts in the course and scope of their employment, and acts in good faith to comply with any applicable bylaw, statute or enactment.

10. SEVERABILITY

10.1 If any provision of this Bylaw is for any reason declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

11. ENACTMENT DATE

11.1. This Bylaw shall come into force and effect upon its third reading and final passing.

READ A FIRST TIME this ____ Day of _____ , 2026.

READ A SECOND TIME this ____ Day of _____ , 2026.

READ A THIRD TIME AND FINALLY PASSED this ____ Day of _____ , 2026.

Summer Village of Sunset Point

Mayor

CAO

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
May 6th, 2026 at 5:15 pm

9.1 Chief Administrative Officer (CAO) Timesheet for the Month of April

Recommendation:

That Council accepts for information.

Background:

The Chief Administrative Officer has provided a report to Council summarizing the day to day operations for the month of April.

Contractor Timesheet

Name:	Jennifer Sunderman	
Month:	April 1, 2026	
Date	Hours	Comments
1	2	Council Meeting
2	0.5	Phone call to introduce myself to CAO's of AB Beach and Val Quentin
3	4	Emails and search for backup documents for auditors
4	1	Emails and April Council Meeting Minutes
5		
6	1	Emails, phone calls setting up appointments for this week, and letter for signing authority for ATB
7	8	Emails, forwarded mail to WCT address, pay invoices, Trinus phone call due to phishing scams and they had to run scan while on the phone, Lee Landsperg to get signature for minutes, Chris looking to move to Sunset Point and wants to build a garage on parcel, Natalie w/AB Munis, and spoke to Riley Ekins about grass cutting contract, invoice that was paid twice, big bear to be put up by Gunn, doors on building need to be updated or serviced, and snow removal has destroyed two of the piles in the ground that hold the crosswalk signs. Look for backup documents for auditors.
8	5	Emails, paid remaining bills, and spoke w/Joshua @ Metrix regarding upcoming audit and what is needed still.
9	4	Emails, pay bills, spoke w/Amina with Catalis regarding two invoices, email to Alchemy re: advertisement for special meeting, and searched for supporting documents for audit.
10	6	Emails, searched for supporting documents for audit, meeting with Theresa Yaguer w/Catalis, meeting with auditors, switched over user name and password for AB Education, spoke w/Riley Ekins re: crosswalk poles, and call to WCB to try and gain access to account to pay invoice.
11	0	Emails
12		
13	5	Emails, pay invoices, AIT password change, Submit Access to Information Stats, phone calls looking for info for auditors, reached out to Woodlands County (Tracy Mindus) for help on Special Council Meetings, after reaching out to Mike Primeau and AB Muni Affairs. Reviewed Grass Cutting Contract for Riley Ekins.

14	7	Change advertisement for Special Council Meetings, call with Keir to discuss assessment on the website, emailed Catalis re: Invoices, checked mail, deposited cheque, Spoke with Angela Duncan on the phone and she will call tomorrow, spoke with Jordan Valastin w/AB Muni. Affairs re: Budget Meeting, spoke w/Elien w/AB Muni. Affairs re: legislative services and level of services, and spoke w/Richard w/Metrix Group to discuss Audit meeting and possibly propositing it for a month or two. Call from Riley Ekin re: Councillor expense claim for auditors. Searched for backup documentation for auditors.
15	0	In ER
16	3	Emails, spoke with Mike Primeau re: linea taxes and switching over property taxes, spoke to Angela Duncan re: budget, assessment roll, and certified codument that states I have emailed out assessment and taxes after budget is passed for the website. Changed password for Hostpapa website. Canceled April 27th meeting and sent an email requesting an extension on the FIR. Called and left message for Darcy Paulichuk and payed bills.
17	8	Computer updates, looking for infor for auditors, call w/Darcy Paulichuk re: update on items in SVSP, Yvonne Mawuko re: payment for policing services, email to Matthew Ferris requesting a copy of contract and invoice for auditors. Call to Tracy Fairbrass re: automatic payments. Print off minutes for signature, prepare recommendation for budget meeting and started on May 6th agenda recommendations. Spoke w/Camilo re: Kevin Rogerson old permit and Marlene re: CAO bylaw.
18		
19		
20	3.5	Municipal Affairs wanting to introduce herself and tell me about programs, and spoke w/Brittany Oliver re: updated tax authorizations from bank. Email sent to ATB to find out how to set up someone for automatic payment withdrawals. Sent text to Mike asking to set up some time to speak regarding a few things.
21	7.5	Emails, pay bills, find backup documentation for auditors, prepare budget agenda package, eft tax payments, tax certificate, spoke with Bula w/ATB to help learn how to do EFT payments, spoke w/Telus to try and switch over the account to current CAO and pay the bill, and spoke w/Mike Primeau re: budget meeting, tax certificates, EFT transfers, etc.
22	6.5	Emails, send out tax payment form, May 6th agenda package, tax certificate for Roll #281, spoke with Rafaro re: CCFB (resent SEFO, and access to MA Connect), spoke with Tracy Fairbrass re: property tax form, read procedural bylaw re: time frame for afenda pkgs. to go on website, spoke with Anu w/Catalis regarding TIPPS sheet and Brittany Oliver being busy with audits probably next week, spoke with Ray Archer re: 4519 Sunset Drive and got him in touch with Planner, and spoke with Riley Ekins regarding the background on grass cutting contract.

23	5.5	Budget package sent to council and put on the website, spoke w/Misty w/Catalis re: payment that have been made, she is not able to receive them and she might need to call back, called ATB Spruce Grove and left a message re: double payment made in March 2026 (auditors), called Matthew Farris @ Woodlands and left a message (still requesting background docs for auditors), computer updates from Trinus, spoke w/Doug Godberson re: possibility of building on (sent email to planner including Doug), went into town to speak w/ATB and to do an ETF at ATB. Phishing scam email went out on computer and was online with Trinus to fix the problem.
24		
25	1	Special Council Meeting - Budget
26		
27	4	Spoke w/Junaru w/Trinus to try and get signed into email on computer, send emails stating phishing scam and to change password and scan computers and posted on website. Emails, change over banking information for Margaret Morrison. Meeting minutes for Special Council Meeting, Apr 25.
28	4.5	Spoke w/Ray Archer re: 4519 Sunset Drive and connected him w/Planner, spoke w/Junaru w/Trinus re: phishing scam email and outlook issue, spoke w/Slade w/Trinus re: Firm Guard installation, spoke w/Riley Ekins re: tree down on golf course, added Margaret Morrison to ATB ETF, and worked on May 6th Agenda package, letter to resident, CAO Timesheet, and CAO Bylaw.
29	1.5	Email Lee requesting electric copy of letter to residence, tax certificate for William & Kelly Hill, Tax Bylaw, Spoke w/Anna Trippel re: Asset Management Plan May 13th @10AM, Emails, spoke w/Catherine w/Birdsell Grant re: 4820 49th Ave Sunset Point - needing legal land description, and spoke w/Jordan w/AB Municipal Affairs re:Tax Bylaw
30	3.5	Do up letter for auditors, sign and send back, spoke w/Mark re: tree on golf course taken care of, Pay bill Trinus, Type up Bylaw 2026-02 Tax Rate Bylaw, type up Bylaw 2026-03 Sewer Bylaw, town to pay credit card and deposit cheque @ ATB, and email Mike Primeau the Tax Rate Bylaw and budget sheets to help figure out Tax Rate Bylaw.
31		
	92	Total Hours