

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
July 8th, 2026 at 5:15 pm

- 1.0 CALL TO ORDER
- 2.0 APPROVAL OF AGENDA
- 3.0 APPROVAL OF MINUTES
 - 3.1 June 3rd, 2026 Regular Council Meeting Minutes
- 4.0 PUBLIC SUBMISSIONS
- 5.0 BUSINESS ARISING
 - 5.1 Tri Village Water Feasibility Distribution Study
 - 5.2 CRA Letter Appointing Representatives
 - 5.3 Stormwater Management Plan – Darcy Paulichuck
 - 5.4 FCSS Administration Services – Discontinuation Letter
 - 5.5 LILSA WQ2 Project – Presentation
 - 5.6 Pregnancy and Infant Loss Awareness Day Proclamation
- 6.0 DEVELOPMENT MATTERS
- 7.0 NEW BUSINESS
- 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 Audit Review from Metrix Group

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3.1 June 3rd, 2026 Regular Council Meeting Minutes

Recommendation:

That Council approve the June 3rd, 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
June 3rd, 2026 @ 5:15 p.m.

IN ATTENDANCE Mayor Lee Landsperg
Deputy Mayor Rodney Janz
Councillor Gwen Jones
CAO Jennifer Sunderman
Doug & Bonnie Godberson
Paul Grimley
Mark Evans
Marvin Schatz
Candyne Dykstra
Jonathan Rebman – via online
Micheal Miller – via online

1.0 CALL TO ORDER Mayor Landsperg called the meeting to order at 5:15 p.m.

2.0 APPROVAL OF AGENDA

Res. #2026-087 MOVED by Mayor Landsperg that the June 3rd, 2026 Agenda be approved, with amendments.

Carried

3.0 APPROVAL OF MINUTES

3.1 – May 6th, 2026 Regular Council Meeting Minutes

Res. #2026-088 MOVED by Councillor Jones that Council approves the May 6th, 2026 Regular Council Meeting Minutes, as presented.

Carried

3.2 – May 23rd, 2026 Special Council Meeting Minutes

Res. #2026-089 MOVED by Deputy Mayor Janz that Council approves the May 23rd, 2026 Special Council Meeting Minutes, as presented.

Carried

4.0 PUBLIC SUBMISSION

4.1 – 2026 Tax Notices

Res. #2026-090 MOVED by Mayor Landsperg to accept as information.

Carried

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5.0 BUSINESS ARISING

5.1 – Asset Management Policy

Res. #2026-091 MOVED by Councillor Jones that Council approves the Asset Management Policy, as presented.

Carried

5.2 – Privacy Management Policy

Res. #2026-092 MOVED by Councillor Jones that Council approves the Privacy Management Policy, as presented.

Carried

5.3 – Access to Information Bylaw #2026-03

Res. #2026-093 MOVED by Mayor Landsperg that Council give first reading to Bylaw 2026-03, being the Access to Information Bylaw.

Carried

Res. #2026-094 MOVED by Councillor Jones that Council give second reading to Bylaw 2026-03, being the Access to Information Bylaw.

Carried

Res. #2026-095 MOVED by Councillor Jones that Council unanimously consent to proceed with third and final reading of Bylaw 2026-03 being the Access to Information Bylaw.

Carried

Res. #2026-096 MOVED by Mayor Landsperg that Council give third and final reading to Bylaw 2026-03, being the Access to Information Bylaw.

Carried

5.4 – Protection of Privacy Bylaw #2026-04

Res. #2026-097 MOVED by Councillor Jones that Council give first reading to Bylaw 2026-04, being the Protection of Privacy Bylaw.

Carried

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Res. #2026-098 MOVED by Mayor Landsperg that Council give second reading to Bylaw 2026-04, being the Protection of Privacy Bylaw.

Carried

Res. #2026-099 MOVED by Mayor Landsperg that Council unanimously consent to proceed with third and final reading of Bylaw 2026-04 being the Protection of Privacy Bylaw.

Carried

Res. #2026-100 MOVED by Deputy Mayor Janz that Council give third and final reading to Bylaw 2026-04, being the Protection of Privacy Bylaw.

Carried

5.5 – Special Tax Bylaw #2026-05

Res. #2026-101 MOVED by Mayor Landsperg that Council give first reading to Bylaw 2026-05, being the Special Tax Bylaw.

Carried

Res. #2026-102 MOVED by Councillor Jones that Council give second reading to Bylaw 2026-05, being the Special Tax Bylaw.

Carried

Res. #2026-103 MOVED by Mayor Landsperg that Council unanimously consent to proceed with third and final reading of Bylaw 2026-05 being the Special Tax Bylaw.

Carried

Res. #2026-104 MOVED by Deputy Mayor Janz that Council give third and final reading to Bylaw 2026-05, being the Special Tax Bylaw.

Carried

5.6 – Newsletter to Residents

Res. #2026-105 MOVED by Mayor Landsperg to direct administration to mail out the newsletter, as presented with the tax notices.

Carried

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Councillor Jones called a recess at 5:46pm

Mayor Landsberg called back in session at 5:51pm

5.7 – Annual General Meeting (Open House)

Res. #2026-106 MOVED by Mayor Landsberg to table this discussion and direction.

Carried

5.8 – Lac Ste. Anne County Home Support Agreement

Res. #2026-107 MOVED by Mayor Landsberg to enter into the Lac Ste. Anne County Home Support Agreement for the duration of the contract.

Carried

5.9 – July Date for Council Meeting

Res. #2026-108 MOVED by Councillor Jones to change the Regular Council Meeting date from July 1, 2026 to July 8, 2026 at 5:15pm.

Carried

5.10 – Second Recycling Bin at Sunset Point Christian Camp

Res. #2026-109 MOVED by Councillor Jones to add to the tabled motion that a second recycling bin be added to the Sunset Point Christian Camp on the west side for the duration of the contract from May to October.

Carried

6.0 DEVELOPMENT MATTERS

6.1 – DP2026-06

Res. #2026-110 MOVED by Mayor Landsberg to approve permit DP2026-06 with conditions.

Carried

7.0 NEW BUSINESS

MINUTES
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7.1 – CRASC Appointment

Res. #2026-111 MOVED by Councillor Jones that Council appoint Mr. Braden Lanctot as an additional ARB Official: Certified Panelist.

Carried

7.2 – Regional Water Infrastructure Funding Support

Res. #2026-112 MOVED by Councillor Jones that Council approves the Summer Village of Sunset Point to support the Village of Alberta Beach to proceed with submission of a resolution titled “Rural Water Distribution Infrastructure Funding Reform” for the advocacy through ABMunis.

Carried

8.0 COMMITTEE REPORTS

8.1 – Various Committee Reports

Res. #2026-113 MOVED by Mayor Landsperg that Council accepts for information.

Carried

9.0 CAO REPORT

9.1 – CAO Timesheet

Res. #2026-114 MOVED by Mayor Landsperg that Council accepts for information.

Carried

10.0 RESPONSE TO DELEGATES

11.0 ADDITIONAL ITEMS

12.0 CORRESPONDENCE

13.0 IN CAMERA

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Res. #2026-115 Being that the agenda matters had been concluded the meeting was adjourned at 6:51 p.m. by Mayor Landsperg.

Carried

These minutes were approved this July 8th, 2026.

Lee Landsperg, Mayor

Jennifer Sunderman, CAO

AGENDA
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5.1 Tri Village Water Feasibility Distribution Study

Recommendation:

That Council of the Summer Village of Sunset Point hereby approves the use of remaining funds available under ACP Grant Project No. 2223-IC-50 to complete additional technical work, including detailed modeling and reporting as presented by MPE Engineering Ltd. This work is intended to improve project cost certainty, support future capital planning, and strengthen future grant funding applications.

Background:

On June 4th, 2026, at the Joint Tri Village regular meeting Mike Andrews from MPE Engineering gave a presentation. The Summer Village of Val Quentin is leading the project. MPE was previously awarded work to develop a business case outlining what a regional water distribution system could look like. The focus is now shifting toward technical assessments.

Proposed Technical Scope of Work:

- Preliminary system layout development
- Detailed water modeling
- Refinement of system layout
- Pipe sizing analysis
- Hydrant and valve placement
- Identification of key water system components
- Confirmation of assumptions used in the business case
- Refinement of cost estimates

Benefits:

- Current cost estimates are Class D estimates (+/- 25% accuracy).
- Detailed modeling would provide greater clarity regarding quantities and costs.
- Capital plans could be updated with more accurate information.
- Completing preliminary technical work would strengthen future grant applications by demonstrating feasibility and technical readiness.
- Remaining project funds could be effectively utilized to advance the project.

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5.2 CRA Letter Appointing Representatives

Recommendation:

That Council direct administration to send the attached letter with supporting documents to Canada Revenue Agency appointing representatives for the Summer Village of Sunset Point.

Background:

The Summer Village of Sunset Point's accountant has suggested that a resolution to authorize the Council members and Administration to be authorized representatives on the Village's CRA account will make our backup even stronger and will hopefully have less chances of CRA turning our application down.



June 10, 2026

Canada Revenue Agency
Winnipeg Tax Centre
Post Office Box 14000, Station Main
Winnipeg MB R3C 3M2

Subject: Change of Authorized Representatives – Business Number 13293 9299

This letter is to notify the Canada Revenue Agency of changes to the authorized representatives for the Summer Village of Sunset Point due to the appointment of a new council.

Effective August 6th, 2025, all previously listed authorized representatives are longer authorized to access or act on behalf of the Village's CRA Business Account and should be removed. We request that all access and authorization levels for those individuals be revoked.

The following individuals are hereby authorized to act on behalf of the Village and should be added as authorized representatives:

- Lee Landsperg, Mayor
- Rodney Janz, Deputy Mayor
- Gwen Jones, Councilor
- Jennifer Sunderman (RepID TR6X88H), Chief Administrative Officer

These individuals are duly appointed members of the current council and/or administration and are authorized to represent the Village in all matters relating to its CRA Business Account.

For your records and verification, we have enclosed the following supporting documentation:

- Certified council resolution approving the change in authorized representatives
- Documentation confirming the appointment of the new council
- Listing of current council members and positions

Should you require any further information or documentation, please contact the undersigned at (780) 665-5866 or office@sunsetpoint.ca.



Thank you for your assistance in updating our records.

Sincerely,

Jennifer Sunderman
Chief Administrative Officer
Summer Village of Sunset Point
(780)665-5866
office@sunsetpoint.ca

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5.3 Stormwater Management Plan – Darcy Paulichuck

Recommendation:

Open for discussion and direction.

Background:

Administration received a complaint from a rate payer stating that there was standing water in their ditch and would like someone to look into it. Administration forwarded the concern to the Summer Village of Sunset Point's engineer, as he has done work on the ditching in the area and administration thought that the work might be warrantied. Unfortunately, the area has been identified in Project 2, Phase 1 of the Stormwater Drainage Plan, and warranty is not available for this part of the project as no work has been carried out here yet.

The engineer has been to the property in question and has stated that he can confirm that water is not fully draining away from the channel to the east of their property and north. It is not an immediate flooding concern; however, the water is more than 0.3m deep in some locations. The Summer Village of Sunset Point cannot just re-grade the ditch deeper because it will destroy many of the planted and now mature trees along the existing channel.

The engineer thinks the Summer Village of Sunset Point needs to complete Phase 1 of Project 2 now to fix this drainage problem. This would include replacing the culvert(s) under Sunset Drive (big culvert(s)), which need to be lowered. Phase 3 of the project is optional and would help because we do have some minor ponding in these areas. However, Phase 1 needs to be done first.

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5.4 Family and Community Support Services (FCSS) Administration Services for Tri Village – Discontinuation Letter

Recommendation:

That Council accept the Family and Community Support Services (FCSS) Administration Services for Tri Village – Discontinuation Letter as information.

Background:

Administration received a letter from Alberta Beach which was from the Town of Onoway stating that the Family and Community Support Services (FCSS) department would no longer be providing administrative services for the Tri Village area effective January 1, 2027.



TOWN OF ONOWAY

Mail: Box 540
Onoway, Alberta
T0E-1V0
Town Office: 4812-51 Street
Phone: 780-967-5338
Email: info@onoway.ca

June 12, 2026

Village of Alberta Beach
Attention: Kathy Skwarchuk, CAO
Box 278
Alberta, AB T0E 0A0

Dear Kathy:

RE: Discontinuation of Administration Services for the FCSS Tri-Village Program Effective January 1, 2027

Effective January 1, 2027, the Town of Onoway will no longer provide Administration Services for the FCSS Tri-Village Program. This decision is based on the substantial amount of time required to review and correspond with FCSS programs to ensure they are fully aligned with the updated FCSS Act, Regulation and Accountability Framework in 2026 and onward.

The following motion was passed at the June 3, 2026, Council meeting.

MOVED by Councillor Sheila Pockett That Council approve the discontinuation of FCSS Administration to the FCSS Tri-Village Program and Summer Village of Yellowstone effective January 1, 2027.

CARRIED UNANIMOUSLY

Should you have any questions or wish to discuss this further, please feel free to contact me.

Sincerely,

Gino Damo
Director of Corporate and Community Services

cc: Town of Council
Jennifer Thompson, Chief Administrative Officer

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5.5 Lake Isle and Lac Ste. Anne Stewardship Society (LILSA) WQ2 Project Presentation

Recommendation:

That Council direct administration to post the Lake Isle and Lac Ste. Anne Stewardship Society (LILSA) WQ2 Project Presentation on the Summer Village of Sunset Point website.

Background:

Deputy Mayor Janz requested that the Lake Isle and Lac Ste. Anne Stewardship Society (LILSA) WQ2 Project be presented at the next Council meeting.



**Municipalities and Stakeholder Advisory Groups
Project Update: WQ²
June 16, 2026**

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About LILSA

Lake Isle and Lac Ste Anne Stewardship Society

- ✓ There was a lake management society that was formed by a group of concerned residents. It was disbanded in the 1990's. After complaints to Lac Ste Anne County ("LSAC"), this society (now LILSA) was reinstated at the request of the Association of the Summer Villages of Lac Ste Anne East.
- ✓ Non-profit society
- ✓ Volunteer Organization
- ✓ Objectives:
 - Undertake the collection of data and information to increase knowledge
 - Educate and increase the public's understanding
 - Participate in programs to promote and protect the lake and watershed
 - Collaborate with other organizations with similar objectives
- ✓ Successes:
 - Worked in collaboration with Alberta Environment to engage Alexis Nakota Sioux Nation to get a chemical application to flowering rush. This multi-year project reduced the quantity and spread of flowering rush.
- ✓ Membership:
 - 2025 - 20
 - 2026 - 49

How did WQ² start?

- ✓ April to June 2025
 - Numerous complaints by residents to LSAC, our MLA and the Alberta Environment & Protected Areas (“EPA”) regarding water quality and water quantity
- ✓ June to July 2025
 - Initial meetings between Mayors of Municipalities of those respondents, EPA, and LSAC.
- ✓ August 2025
 - LILSA agreed to lead the effort of a Lake Mgmt Plan, which will include watershed, weir, and fish migration.
 - Letter to all Municipalities around Lake Isle and Lac Ste Anne suggesting LILSA lead the approach
- ✓ September to November 2025
 - LILSA requested each Council to Endorsing the August Letter and to appoint a Steering Committee Members
- ✓ December 2025
 - First WQ² Meeting
 - Name: WQ² -Water Quality and Water Quantity

WQ² Endorsements

- ✓ Alberta Beach
- ✓ Lac Ste Anne County
- ✓ Lac Ste Anne Metis Community Association
- ✓ Parkland County
- ✓ SV of Castle Island
- ✓ SV of Ross Haven
- ✓ SV of Silver Sands
- ✓ SV of South View
- ✓ SV of Sunset Point
- ✓ SV of Val Quentin
- ✓ SV of Yellowstone
- ✓ SV of West Cove

Not Officially Endorsed

- Alexis Nakota Sioux Nation

WQ² Steering Committee Members

Co Chairs: Bernie Poulin, Ray Hutscal

Alberta Beach: Debbie Durocher (elected official)

Alexis Nakota Sioux Nation: Dr. Hughie Jones (volunteer)

Lac Ste. Anne County: Bo Knysh (elected official)

Lac Ste. Anne Metis Community Assoc: Tracy L. Friedel (volunteer)

SV of Castle Island: Pat Garvin (volunteer)

SV of Ross Haven: Michael Filipowich (volunteer)

SV of Silver Sands: Bernie Poulin (elected official)

SV of South View: Colleen Richardson (elected official)

SV of Sunset Point: Rodney Janz (volunteer)

SV of Val Quentin: Carolyn Jensen (volunteer)

SV of Yellowstone: Michael Clark (elected official)

SV of West Cove: Greg Woronuk (volunteer)

No Appointed Committee Member

- Parkland County

WQ² Progress

- ✓ Roles and Responsibilities of Committee Members
- ✓ Goal Agreement
 - Ensure a shared vision and values, followed by the development of a comprehensive Lake Mgmt Plan for Lake Isle and Lac Ste Anne, that will complement other watershed plans
- ✓ Steering Committee Survey and Collaboration
 - Get to know each other, understand personal objectives and views
- ✓ Engagement of Whitestone Industry Services Ltd. to find and apply for potential funding
- ✓ Agreement to use the “Workbook for Developing Lake Watershed Management Plans in Alberta” as the guideline to develop the Lake Mgmt Plan
- ✓ Schedule developed for progression to a Lake Mgmt Plan. **Target Date: Q1 2027**
- ✓ Alignment agreement with NSWA / SRWA / LILSA WQ²

Aspect of the WQ ² Project	NSWA (Watershed-Scale)	SRWA (Sub-watershed)	LILSA (Project Lead)
Role in this Project	Provides watershed-scale context and alignment (if needed)	Supports coordination and integration within the Sturgeon watershed	Leads and delivers the WQ2 project
Project Ownership	No ownership	No ownership	Full ownership
Decision-Making	No direct role in project decisions	Provides input where helpful; no decision authority	Responsible for all project decisions
Implementation	Not implementing this project	Not implementing this project (may support coordination)	Leads implementation and delivery
Municipal and Stakeholder Interface	Shares information at the NSR watershed scale (if required)	Shares information and coordinates engagement at the Sturgeon River Watershed scale for municipalities not on project team	Direct engagement on project-specific needs within the project area
Data & Outputs	Not directly involved	Helps connect outputs to sub-watershed context	Produces all project data and findings
Communication	May reference outcomes in watershed reporting	May help share and contextualize results	Leads communication of project results
Funding Role	Not directly involved	May help identify opportunities (if appropriate)	Leads funding and applications
Technical Advice / Direction	May provide NSR watershed-scale science, context, and technical insight	Provides a forum for technical input, review and interdisciplinary discussion	Leads technical analysis; considers external input as appropriate
Accountability	Not accountable for project outcomes	Not accountable for project outcomes	Fully accountable for outcomes and deliverables
Credibility Role	Provides broader scientific and planning context	Provides neutral forum and coordination credibility	Responsible for technical credibility of the project and regulatory processes
Relationship to Work	Context provider (e.g., how it fits basin-wide)	Connector (e.g., how it fits locally)	Doer (e.g., what is done)
Approach is perspectives differ	Engages where aligned with its watershed role; may step back where not aligned	Engages as a neutral coordinating forum; may step back to maintain neutrality and role clarity	Engages partners for input but retains decision-making authority and may proceed independently
Key Boundary	Does not influence project outcomes	Does not take ownership or appear to endorse	Maintains independence while engaging partners

Alignment with NSWA / SRWA / WQ²

Lake Mgmt Plan

Vision:

Lac Ste. Anne and Lake Isle are healthy, resilient lake ecosystems where natural watershed processes function sustainably, nutrient loading is minimized, and water quality supports abundant fish and wildlife, safe recreation, and vibrant community life. The lakes and their shorelands are stewarded collaboratively by residents, Indigenous communities, municipalities, and watershed partners, ensuring that environmental, cultural, social, and economic values are protected for future generations

Values:

We value Lac Ste. Anne and Lake Isle as places of deep cultural, spiritual, and ecological significance. We honour Indigenous knowledge and stewardship traditions, and we commit to collaborative, respectful management that protects water, wildlife, and community well-being now and into the future.

Lake Mgmt Plan

Guiding Principles:

The Committee will operate according to the following principles:

- A. Collaboration: Shared stewardship among municipalities, Indigenous communities, residents, and stakeholders
- B. Transparency: Open communication, accessible information, and documented decisions
- C. Evidence-based decision-making: Use of best available science and local knowledge
- D. Respect: Recognition of cultural, ecological, and community values
- E. Inclusivity: Engagement of all affected and interested parties
- F. Sustainability: Long-term protection of lake and watershed health

Lake Mgmt Plan

Step 1: State of the Watershed Reporting

- Currently using “2017 State of the Watershed Report”.
- Inquiring with NSWA and SRWA regarding information to update this report.

Lake Mgmt Plan

Step 2: Identifying Who Should be Involved

Group	Role	Members
Steering Committee (WQ ²)	Leads planning, writes plan, coordinates	LILSA WQ ² Committee - Includes representation from each Municipality, Counties, and groups around the two lakes.
Stakeholder Advisory Group	Provides input, reviews draft, supports implementation as required	Alberta Environment & Protected Areas, Alberta Agriculture & Irrigation, Alberta Health Services, Alberta Forestry and Parks, Alberta Lake Management Society, Ducks Unlimited, North Saskatchewan Watershed Alliance, Sturgeon River Watershed Alliance, Fisheries and Oceans Canada, Transport Canada, Environment and Climate Change Canada, Lac Ste. Anne Pilgrimage and others that are identified or express interest.
Technical Committee	Provides scientific and technical expertise	SRWA Technical Advisory Committee
Watershed Community	Provides local knowledge, values, and support	Residents, seasonal cabin owners, recreational users, local businesses, church organizations, and others that are identified or express interest.

Lake Mgmt Plan

Step 3: Determine How Participants will Work Together

1. Collaboration Approach

The planning process will follow a collaborative, consensus-based, watershed-wide approach, consistent with:

- A. All affected jurisdictions and communities participate meaningfully
- B. Indigenous governments are engaged as full partners
- C. Technical experts inform decisions
- D. Stakeholders and the public contribute throughout the process
- E. Transparency and trust guide all interactions

Lake Mgmt Plan

Step 3: Determine How Participants will Work Together

2. Expectations for Participation: All participants agree to:
 - A. Actively Engage
 - i. Attend meetings regularly
 - ii. Review materials in advance
 - iii. Participate constructively in discussions
 - iv. Bring forward the perspectives of their organization or community
 - B. Share Knowledge
 - i. Provide local knowledge, technical expertise, and relevant data
 - ii. Identify issues, opportunities, and constraints
 - iii. Support evidence-based decision-making
 - C. Respect Diverse Perspectives
 - i. Recognize the cultural significance of Lac Ste. Anne and Lake Isle
 - ii. Respect the needs of residents, recreation users, agriculture, and industry
 - iii. Value both scientific and traditional knowledge
 - D. Support Implementation
 - i. Commit to actions within their jurisdiction or capacity
 - ii. Help communicate the plan to their communities
 - iii. Participate in monitoring and adaptive management

Lake Mgmt Plan

Step 3: Determine How Participants will Work Together

3. Decision Making Process. For this plan:

- A. Primary Method: Consensus. Consensus means:
 - i. All participants can “live with” the decision
 - ii. Concerns are addressed through discussion
 - iii. Decisions reflect shared responsibility
- B. Fallback Method: Supermajority. If consensus cannot be reached:
 - i. A 75% supermajority of Steering Committee members may approve a decision
 - ii. Dissenting views will be documented
- C. Technical Decisions.
 - i. Technical Committee recommendations will be based on best available science
 - ii. Steering Committee will consider technical advice when making final decisions
- D. Advisory Input.
 - i. Stakeholder Advisory Group provides non-binding input
 - ii. All feedback is documented and considered

Lake Mgmt Plan

Step 3: Determine How Participants will Work Together

4. Communication and Information Sharing.

Effective communication is essential for trust and transparency.

A. Internal Communication

- i. Meeting agendas and materials distributed at least one week in advance
- ii. Minutes circulated within two weeks after meetings
- iii. Shared document repository for all committees

B. Between Committees

- i. Technical Committee provides written recommendations to Steering Committee
- ii. Stakeholder Advisory Group provides feedback summaries
- iii. Steering Committee communicates decisions and next steps to all groups via Meeting Minutes that are published on the website

C. Public Communication

- i. Project webpage with updates, documents, and meeting summaries
- ii. Public open houses and workshops at key milestones
- iii. Clear, accessible language for public materials

Lake Mgmt Plan

Step 3: Determine How Participants will Work Together

5. Conflict Resolution

Conflict is normal and must be managed constructively. The process to manage conflict:

- A. Identify the issue and perspectives involved
- B. Facilitate discussion to clarify interests
- C. Seek solutions that meet shared objectives
- D. Use consensus or supermajority decision-making
- E. Document unresolved concerns
- F. If needed, a neutral facilitator may be engaged.

Lake Mgmt Plan

Step 3: Determine How Participants will Work Together

6. Commitment to Transparency

All participants agree to:

- A. Share information openly
- B. Document decisions and rationales
- C. Make non-confidential materials publicly available
- D. Ensure the planning process is understandable and accessible

Lake Mgmt Plan

Step 4: Establish the Structure under Which Participants will Contribute

1. Governance Structure

A. Steering Committee

i. Role

- Provides overall leadership and direction
- Approves major milestones, timelines, and deliverables
- Ensures alignment with municipal, provincial, and Indigenous priorities
- Oversees engagement, communications, and plan development
- Take information back to each of Steering Committees respective council
- Ensure Stakeholder Advisory Group and Watershed Community are informed

ii. Chairing

- Bernie Poulin and Ray Hutscal Co-Chairs

iii. Decision Making

- Consensus-based, with fallback to supermajority (75%) if needed
- Decisions documented in meeting minutes

Lake Mgmt Plan

Step 4: Establish the Structure under Which Participants will Contribute

Governance Structure (continued)

B. SRWA Technical Advisory Committee (“TAC”)

i. Role

- Reviews data, modelling, and monitoring results
- Reviews and provides feedback on management actions based on evidence
- Advises if the plan is technically defensible

ii. Decision Making

- Consensus on technical recommendations with fallback to supermajority (75%) if needed
- Provides written summaries to Steering Committee

Lake Mgmt Plan

Step 4: Establish the Structure under Which Participants will Contribute

Governance Structure (continued)

C. Stakeholder Advisory Group - includes Government Agencies

i. Role

- Represents the full range of lake users and interests
- Reviews draft materials and provides feedback
- Helps identify issues, opportunities, and acceptable trade offs
- Supports community buy in and implementation
- Ensure legislation is adhered to

ii. Decision Making

- Advisory only. Provides input to Steering Committee
- Feedback documented and publicly summarized.

Lake Mgmt Plan

Step 4: Establish the Structure under Which Participants will Contribute

2. Roles and Responsibilities

A. Steering Committee

- i. Approves Terms of Reference (Steps 3 and 4)
- ii. Sets vision, values, outcomes, and priorities
- iii. Approves the final plan
- iv. Oversees the implementation and monitoring
- v. Ensures transparency and communication with the public

B. Technical Committee

- i. Reviews watershed assessments
- ii. Identifies indicators, targets, and thresholds
- iii. Evaluates management options
- iv. Advises on feasibility and cost-effectiveness

C. Stakeholder Advisory Group

- i. Identifies community concerns and opportunities
- ii. Provides local knowledge and lived experience
- iii. Helps shape acceptable and realistic actions
- iv. Supports outreach and education

Lake Mgmt Plan

Step 4: Establish the Structure under Which Participants will Contribute

3. Communication Pathways

- A. Technical Committee → Steering Committee
 - i. Written technical memos, presentations, and recommendations.
- B. Stakeholder Advisory Group → Steering Committee
 - i. Summaries of feedback, concerns, and community perspectives.
- C. Steering Committee → Public (includes Technical Committee, Stakeholder Advisory Group, and Watershed Community)
 - i. Website updates
 - ii. Open houses
 - iii. Social media

Lake Mgmt Plan

Step 4: Establish the Structure under Which Participants will Contribute

4. Meeting Frequency

- A. Steering Committee
 - i. Two Times Monthly during plan development; quarterly afterward
- B. Technical Committee
 - i. Quarterly
- C. Stakeholder Advisory Group
 - A. At key milestones (2-3 times per year)

Lake Mgmt Plan

Step 4: Establish the Structure under Which Participants will Contribute

5. Administrative Support

- A. Lac Ste. Anne County
- B. LILSA
- C. NSWA and SRWA
- D. ALMS

Lake Mgmt Plan

Planned Activities

- Schedule for Steps 5 to 16 will be finalized once we have funding.

ID	Task Mode	Task Name	Duration	% Complete	Start	Finish
1		LILSA WQ2 Lake Mgmt Plan + Water Control Structure / Fish Passage Construction		0%		
2		Revised: June 2, 2026		0%		
3		Committee Formation	38 days	100%	2025-08-06	2025-09-26
10		Stakeholder Register	53 days	40%	2026-04-06	2026-06-17
22		Information Collection and Sharing	220 days	50%	2025-09-29	2026-07-31
28		Lake Management Plan - Lake Isle and Lac Ste Anne		4%	2025-07-29	2029-07-04
29		Develop Initial Vision	23 days	100%	2026-04-06	2026-05-06
30		Step 1: State of the Watershed Reporting	23 days	100%	2026-04-06	2026-05-06
31		Step 2: Identify who should be involved	23 days	100%	2026-05-06	2026-06-05
32		Step 3: Determine who Participants will Work Together	23 days	100%	2026-05-06	2026-06-05
33		Step 4: Establish the Structure under which Participants will Contribute	27 days	25%	2026-06-08	2026-07-14
34		Presentations to Stakeholder Advisory Groups 1	27 days	25%	2026-06-08	2026-07-14
35		Prepare Presentations	7 days	100%	2026-06-08	2026-06-16
36		Presentations to Councils and Stakeholder Advisory Groups	20 days	0%	2026-06-17	2026-07-14
37		Info back to WQ2	1 day	0%	2026-07-07	2026-07-07
38		Step 5: Identify and Prioritize Issues and Opportunities through Stakeholder Engagement				
39		Step 6: Preparing and Confirming Support for the Terms of Reference				
40		Step 7: Develop an Engagement Strategy				
41		Step 8: Identifying Outcomes, Objectives, and Indicators				
42		Step 9: Developing, evaluating, and Selecting Mgmt Actions				
43		Address Water Control Structure, Fish Passage Structure, Beaver Dams				
44		Presentations to Stakeholder Advisory Groups 2				
48		Step 10: Drafting and Confiming Support for the Plan				
56		Step 11: Implement the Plan				
57		Step 12: Establish the Implementation Committee				
58		Step 13: Implementing the Plan				
77		Step 14: Monitoring the Plan				
78		Step 15: Reporting on Implementation and Outcomes				
79		Step 16: Adapting the plan to new info				

Lake Mgmt Plan

Municipalities - What do we need from you?

1. Communication to your residents; feedback from your council
 - a) Posting this presentation on your website / social media
 - b) Stay tuned for future updates
2. Letters of support for Grant Applications
3. Matching financial or in-kind grant potential
4. Administrative Support

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
July 8th, 2026 at 5:15 pm

5.6 Pregnancy and Infant Loss Awareness Day Proclamation

Recommendation:

WHEREAS pregnancy loss, infant loss, and child loss affect thousands of families each year, leaving lasting impacts on parents, siblings, grandparents, and communities; and WHEREAS many families experience grief in silence and may face their loss without adequate awareness, understanding, or support from those around them; and WHEREAS Oak's Tree of Love, a Northern Ontario initiative founded in memory of Oak Beaudyn Noel, supports families who have experienced pregnancy loss, infant loss, and child loss through memory boxes, remembrance projects, advocacy, awareness, and community support; and WHEREAS this proclamation honours the memory of Oak Beaudyn Noel and all babies and children gone too soon while recognizing the importance of supporting bereaved families in our communities; and WHEREAS Pregnancy and Infant Loss Awareness Day provides an opportunity to acknowledge the lives of babies and children gone too soon, honour their memories, and recognize the strength and resilience of grieving families; and WHEREAS increasing awareness helps reduce stigma, encourages compassionate support, and reminds bereaved families that they are not alone in their grief journey, while communities across Canada and around the world observe October 15 in remembrance of babies and children who are deeply loved and forever remembered; NOW THEREFORE, the Mayor and Council of the Summer Village of Sunset Point do hereby proclaim October 15, 2026, as Pregnancy and Infant Loss Awareness Day in the Summer Village of Sunset Point and encourage all residents to recognize, remember, and support families who have experienced the loss of a baby or child.

Or

That Council accepts as information.

Background:

Administration received an email requesting that the Summer Village of Sunset Point proclaim October 15, 2026, as Pregnancy and infant Loss Awareness Day.

O A K ' S T R E E O F L O V E



**Dear: Mayor and
Members of Council,**

Dear Mayor and Members of Council,

My name is Kristin Pichoskie and I am the founder of Oak's Tree of Love, a Northern Ontario initiative created in memory of my son, Oak Beaudyn Noel.

I respectfully request that Council proclaim October 15, 2026 as Pregnancy and Infant Loss Awareness Day and October 2026 as Pregnancy and Infant Loss Awareness Month

Pregnancy loss, infant loss, and child loss affect thousands of families each year. These losses leave lasting impacts on parents, siblings, grandparents, and entire communities. Recognition helps raise awareness, reduce stigma, and remind grieving families that they are not alone.

Oak's Tree of Love supports bereaved families through memory boxes, remembrance projects, advocacy, and awareness initiatives across Canada.

Participating municipalities will be recognized as part of a Canada-wide awareness initiative highlighting communities that support Pregnancy and Infant Loss Awareness Day.

I respectfully ask Council to consider supporting this request and helping honour babies and children gone too soon while recognizing the strength and resilience of grieving families.

Thank you for your time and consideration.

Sincerely,
Kristin Pichoskie
Founder, Oak's Tree of Love

AGENDA
REGULAR COUNCIL MEETING
SUMMER VILLAGE OF SUNSET POINT
July 8th, 2026 at 5:15 pm

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

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 June.

Contractor Timesheet

Name:	Jennifer Sunderman	
Month:	June 1, 2026	
Date	Hours	Comments
1	4	Email Jennifer Lowrey RE: 1st quarter fire report from Chief Randy Schroder and the availability for June 3rd meeting, Email Tara that Council passed the motion for Rural Water Distribution Infrastructure Funding Reform and will ratify at June 3rd meeting, and email Camilo RE: complinace certificate (sent three examples). Get June 3rd Council package on website, email taxpayer RE: ditch not draining properly, need address. Email Camilo RE: DP 2026-06 , wmail ratepayer why tax notices will be late this year. Send tax certificate for Roll #311. Pay invoices for Tinus, Wild Water Commission, Camilo, Sunderman Sunsulting, Ekins Contracting, stanstone and Trivillage Regional Sewer and send a copy of the invoices to Brittany. Email ratepayer why taxes are late, email another taxpayer why tax notices are going to be late and email to Brittany RE: missing invoices and transaction, may tax PAP's in excel. Text Mike Primeau back, phone Metrix RE: past due account bill recieved in mail, nothing outstanding and invoice has already been paid. Work on July 8th Council package, agenda, 3.1 recommendation and 9.1 recommendation. Email Council DP2026-06 for the June 3rd meeting and emailed Brittany ATB payment confirmations.
2	4	Email Council RE: Rate payer ditch not draining properly, email council May in the watershed, call explore RE: Inv#59865069 for correct balance in order to pay it, paid via credit card Confirmation Number P56914245 and email Council RE: xplore who the full account holder is in order to get put on the account. Email ratepayer tax notices will be late this year, email Brittany Ministerial Order Designated Industrial Requisition Cancellations (DIRC), email ratepayer that tax notices will be late this year, phone SE Design RE: Stormwater Management Plan and someone will get back to me on it. Email Telus representative requesting a bill vs. text for accounting purposes, email YRL RE: Invoice for \$632.22 need another copy for Brittany's records, emailed CRASC requesting another copy of invoice 2100 and 2062 for Brittany's records and emailed ATB representative requesting Credit Card statements from December to February. Call from Alana w/Swervice Credit Union RE: 2026 Levy Amount. Do not have the tax notifications ready yet and unsure when ther will be ready. Email SVCC letting them know that tax notices are not ready yet and that the July 1st meeting date will be held July 8th.

3	4	<p>Email rate payer that tax notices will be late this year, email another rate payer that the tax notices will be late this year, Email Law Firm requesting tax certificate that the tax notices will be late this year and would they like to proceed and confirm if they are on a monthly payment plan. Email Brittany asking if Roll #314 is on a monthly payment plan, email Same Horne RE: Roll #314 RE: current year taxes and penalties outstanding, check for tax roll for ratepayer, and phoned Maddision RE: tax certificate and the need for a certificate of title and a fee of \$100 for tax certificate and called Zabrina RE: Roll #367 and how the account is zero and nothing owing. Email Roy Scott RE: Metrix and Brittany Oliver how they are recommended for accounting services. Emails back and forth RE: Roll #314 w/Lawyer and Brittany. Email Scotiabank and First National RE: tax notices will be late this year. Regular Council Meeting minutes.</p>
4	5.5	<p>Email council RE: chief Schroeder attendance, phone and email Barr LLP RE: Tax certificate fee and Certificate of title requirement and the fact the taxes will be late this year. Do up tax certificate for Zabrina for roll #367 and email to her. Do up tax certificate for Roll#311 and mail to Barr LLP. Sent home support document to Lee and asked to sign and scan back to me vs. having to wait for July 8 meeting. Call rate payer back re: tax notices will be late this year and due date will be pushed back accordingly. Call Flag Shop and order 3 each for Canada, AB, Treaty Six Territory, and Sunset Point flags. Email Frank and Kelly to take off phishing scam, special council meeting and fire advisory, jetpack is not working and tax notices will be mailed out late this year, as well as the tri village Ope house needs to go on website. Call back rate payer RE: gate key at north reserve. People accessing and driving on beach, please report to AB Beach Peace Officer. Spoke with Riley Ekins RE: beach access locked gate and it is a public access. Also spoke with Riley about crosswalk signs and the smoky the bear sign...looking to finalize things early next week and hopefully have signs up soon with screw piles. Email CIBC tax notices will be late this year. Judy Willimas with CIBC called me to ask if SVSP will be emailing tax notices out, and I said no they will be mailed out. Emailed Rashmi RE: Copy of \$400 cheque and Master card statements and emailed to Brittany for her records. Tri Village Regional Meeting. Emailed Lee RE: Reason for no update on website regarding the Jetpack. Email to Frank and Kelly RE: jetpack as no updates are coming through. Email to Darcy Paulichuk RE: Storm Water drainage.</p>

5	6.5	<p>Email Linda Davies RE: CLGM Designation. EMail Alchemy to put on ICF w/AB Beach. Email Council RE: Cheif Schroeder attending council meeting. Emailed Rue RE: CCBF & LGFF reporting, need to reschedule meeting for monday. Do up Tax certificate for Kutz Law for Roll #367. Scan in minutes and Bylaws and rename, email minutes and bylaws to Alchemy to put on the website and do up June 3rd Meeting minutes. Put signed meeting minutes in the signed file folder and file minutes under May. Call Darcy Paulichuk to discuss 4820 49A Avenue, he will drop by this weekend and will get back to me. Email rate payer that Darcy will be dropping by either sunday or monday. Phone Trevor w/Sandstone asking to deliver another recycling bin to the SVCC on the west side. Call rate payer to let them know that tax notices will be late this year and he wanted to discuss the next door neighbour's yard. Rate payer wants to speak with Mayor and emailed the mayor to get him to call RE: next door neighbour's yard. Phone SANG RE: Invoice credit on account, confirmed no money owing. Do update to website on Privacy Management Policy 1.1 and 2.6, sent to Alchemy to get on website. Emailed Alchemy to put date change for July 8, 2026 on website.</p>
6		
7		

8	5	<p>Email ServiceNow@ATB RE: Tax Certificate, need title, payment, and tax notices are not out yet this year, so tax notice will not reflect this year's taxes. Review website changes and Email Frnak at Alchemy back. Email Reu RE: Resetting 2023 SEPO as it was calucatltd incorrectly. Check Junk mail and delete items. Call from Alex at the Post Office RE: needs notification put up at Post Office w/website information on it. Did up Notification and sent to Council requesting to be printed off and brought down to Post Office. Gwen responded and will put on Community FB and Facebook pages. Get meeting minutes together for Brittany and email lee the RC 759 Form to fill out and get back to Brittany. Email ratepayer that the tax notices will be late this year. Email Kelly and Frank Re: Land Use Bylaw link, takes me to MGA vs. LUB, please fix. Left message for Jason Piltz w/Accurate RE: LUB link will hopefully be fixed soon. Alana w/Service Credit Union RE: 2026 tax notices will be late this year. Call from ratepayer RE: Tax notices will be late this year. Call from George Weed w/Peta Products looking to see if we use Dust Control products. Text from Mike Primeau sent along to Brittany RE: Hard Drive and reconcillation needed. Call from Brittany Oliver as she is leaving Metrix Group but going to be goingout on her own and going to Catalis for the tax system. Email tax payer that tax notices will be late this year. Call Frank w/Alchemy RE: Land Use Bylaw when you click on it, the button takes me to MGA not the LUB. Look up unsightly property in the Tax Roll spreadsheet to find the property owner. Confirm address with Lee, as there is no such address as 4920 44th Avenue. Call from ratepayer RE: taxes will be late this year. Sent email to Gwen RE: waterfront cleanu for CCBF. Call Gerryl Amorn w/CRASC RE: invoices 2100 and 2062, will email to Brittany Oliver. Email Land titles to get new password.</p>
9	3	<p>Email maintenance staff RE: ratepayer looking to speak with him as he wasn't to get on the same page with the mowing. Maintenance staff is pushing grass up onto their lawn and it is blowing big clumps onto their side, rate payer is not upset but would like to do the same thing as he did with the previous mower. Call and emailed rate payer RE: tax notices will be late this year and ratepayer provided the correct address. Email rate payer RE: tax notices will be late this year. Download Land title updates for June 1, 2026. Emailed rate payer RE: tax notices will be late this year. Email Councillor Jones RE: CCBF grant application. Update on computer, computer won't start, called Trinus and they were able to get the computer up and running. Went into town to check the mail. Looked for previous approvals for water front clean up. Open mail from CRASC, CRA and Lawyer's offices.</p>

10	4	<p>Went into town to put two cheques into the bank account, texted Brittany copy of cheques. Emailed rate payer that taxes will be late. Emailed Matthew Ferris RE: Laptop, etc. emailed Brittany RE: Fortis Alberta. Email Councillor Jones RE: CCBF Grant, need more info. Email Fortis Alberta RE: Tax notices will be late this year. Email Brittany a copy of payment made by Fortis Alberta. Change over password for GOA. Call Sharon Bergara RE: Invoice 18454 and send to Brittany. Pay Invoice 18454. Call rate payer RE: Tax notices will be late this year. Text from rate payer asking about tax notices and when they will be mailed out. Response was hoping by end of June and sent an email to ratepayer stating the updated information. Sign onto ATB and cancel rate payer monthly payment of \$168.74, as they have sold thier house. Call CRASC confirming invoice and credit, paid \$2,302.48. Sign into CRA and create RepID.</p>
11	6.5	<p>Email Brittany ATB Confirmation of payment, email lawyer RE: rate payer over payment on taxes, email council ASVA info on Emerald and Tri-Village Open House. Email Planner RE: Compliance Letter to rate payer. Email Vrittany RE: June Montly withdrawlas and AIMS Invoice. Email Coucil RE: half masting, who is responsible, texted Riley Ekins about this first. Email Council in response to Councillor Janz's email RE: Open House vs. Monthly meetings. Call from Councillor Jones RE: Shoreline cleanup and CCBF Grant application. E-transfer rate payer \$843.70 and email Brittany. Emailed Sam Horne, Lawyer RE: e-transfer to rate payer, please confirm recieved payment. Emailed rate payer back that I received tax payment form and pre-authorized debit form. Send Brittany ATB confirmation. Update tax roll spreadsheet wth January - June 1, 2026 Land Title updates. Review DFO LOA Water Approvals to do cleanup on the waterfront. Work on CCBF Grant proposal for shoreline work.</p>
12	5	<p>Work on CCBF grant proposal, Print off CAO Contract, Send Council meeting miutes for June 3rd out to council for review, do up blurb for automatic withdrawals for the website and email to Kelly and Frank at Alchemy. Call rate payer RE: taxes will be late this year, did I take over for Matthew Ferris, and want to build a garage...send an email to the office and administration can get him in touch with the planner. Call rate payer RE: Taxes will be late this year and updated his mailing address in tax roll spreadsheet. Email ratepayer taxes will be late this year, email rate payer that the taxes will be late this year, and email ratepayer that taxes will be late this year. Spoke with rate payer that the taxes will be late this year.Do up CRA Authorized Representatives letter. Work on July 8th Agenda 3.1,5.1,5.2, and 9.1 recommendations. Do up blurb RE: June monthly withdrawals and put on facebook page. Call and left message w/Joshua w/Metrix asking when the audit will be completed. Work on CCBF Grant proposal for shorline work. Reply to a post on Facebook RE: taxes will be late this year. Went to town to check mail. Fwd ASVA - Q2 update to Council and Fwd RMA's contact Newsletter to council.</p>

13		
14		
15	2.5	<p>Call Judy w/CIBC Tax Department RE: 2026 tax notices will be late this year. Open mail and send pics of cheques and invoices to Brittany, and file. Computer froze and had to do a hard shut down. Email rate payer that tax notices will be late this year. Emailed Anu w/Catalis RE: Need training on new system soon in order to get tax notices out by end of June. Work on the CCBF Grant application. Call Judy w/CIBC tax department to confirm that the due date is not the end of June, as per my message. Deposit cheques into bank account</p>
16	3	<p>Call from Kavit w/Catalis RE: ERP Application, took control of computer and tried to make changes, couldn't due to changes made by the IT department. Call to rate payer RE: Taxes will be late this year. Email Brittany Hwy 43 E. Waste Commission Invoice, Email Joshua w/Metrix what does he require to get the audit complete. Email Council w/update on the audit. Email Nigel Workman RE: Rubber playgroun surfaces - no playgrounds in SVSP. Email to Scotiabank with detail on website. Email Scotiabank that taxes will be late this year. Email Brittany invoices for Sanstone and Mike Primeau Contracting. Email Mike Primeau back that expense claim documents were blurry could he please resend. Email Council the Tri Village FCSS Program will no longer be providing FCSS administration services to our group effective January 1, 2027. Call Kim at Trinus REL install from Catalis was not allowed due to what Trinus did to the computer. Kim made adjustments to allow Catalis to reinstall ERP application.</p>

17	7	<p>Computer updates, email council back RE: administering Tri village FCSS. Called and left a message for Gino w/Onoway. Email Scotiabank back RE: address for mailing out tax notices need roll #. Gino called back and it was too much time for the contract, compacity issue. Review LiLSA powerpoint and respond to council, stating it will be on on the next council meeting. Caitlyn Schaffer Real estate RE: restriction on title regarind fowl and fence, please email and administration will get you in touch with the planner for SVSP. Review Bill 28 Governance Account, growth & housing and municipal transparency. Email catalis support back that I am available now to do ERP install. Anya w/Catalis to install ERP applicaiton and had to phone Kim w/Trinus again to allow catalis permission to make changes to computer. Call ATB to add Tax Roll #309 and 2770010 to monthly payment plan. Email rat payer asking for mailing address for tax notices. Email ratepayer pre payment form to fill out and return to office. Email rate payer automatic withdrawal Date. Eric w/CMHC looking for how many SFD for months of March to May, send the office an email and administration will get you in touch with the planner. Rate payer called regarding setting up monthly payments for tax notice. Rate payer called regarding tax notices will be late this year. Email Darcy Paulichuk RE: Drainage and Storm Water Management Plan Phase 2. emailed telus looking for paper copy of bill to be mailed out to Box 596 for accounting purposes. Call from Brittany RE: update ton ERP Applicaion for computer. Downladed January to June telus bills and texted to Brittany. submitted request form for applicaiton to CCBF Form on MA Connect. Called Catalis RE: Tax notices need to be out by end of June, how can this happen as we need training. Call from rate payer stating that there are concerns over the set back on the neighbour's shed which is on piles and the piles are now diverting the water onto his property. Send an email to the office and administration will send to the planner.</p>
18	3	<p>Submit application for CCBF grant. Review draft Asset Management plan and respond back to Anna w/info on assets and no changes needed on the Asset Management Plan. Email Rue RE: SEPO overdue grant reporting and she will get back to me regarding a time to meet tomorrow. Call ratepayer that taxes will be late this year and will watch website for updates. Went to town to check mail and to deposit cheque in bank. Email ratepayer back and BC: Council RE: taxes being late this year. Send council emails RE: Tri village FCSS requesting quotes from Wild Willow and Lac Ste. Anne County. Call from Anya w/Catalis to discuss options moving forward will follow up w/email tomorrow.</p>

19	5.5	<p>Call Kim w/Trinus to allow Brittany and Anya server access to downlaod ERP. Emailed Trinus support desk to help Anya and Brittay access to server in order to download ERP. Email Trinus my phone number to have them call me back. Teams meeting w/Rue to reset CCBF SEPO for 2023 and 2024. Sign into ATB to get financials for all accounts. Email financials to Joshua for audit purposes and ask how much was spen in 2025 and if there was any interest earned in 2025 for projects GTF-1515 and CCBF-23318. Call Trinus back RE: server access for Anya and Brittany. Email Council June 27 SVLSACE agenda and zoom link. Review June 27 Meeting agenda. Call from Riley Ekins RE: Sea Can in driveway, email me and admin will get you in touch with the planner. Bylaw 140 and cutting grass will hopefully be soon as it has been a rainy week, do not want to damage the grounds. Email Council 2026 Municipal Affairs Grant Allocation Letter. Email council CCBF application for water enhancement and safety initiabtive was not eligible. Worked on 5.3 and 5.4 of July 8th council meeting. Email rate payer RE: locks on gate by north reserve.Email Council RMA contact Newsletter. Email council in response to Mayor Lee's email RE: grass cutting, hopefully by Monday grass will be cut.</p>
20		
21		<p>Texts back in forth with Tri Village CAO's RE: State of Local Emergency Meeting at 6-7PM if trucks don't show up.</p>
22	4	<p>Review LUB for pestiside restrictions, email council RE: pesticides in community, email Anu w/Catalis review potential invoice for training on ERP system for Brittany and administration. Accpt invite for review on where we are at with Catalis and ERP system - meeting today at 11:30 am. Send Jason a thank you for all his hard work over the weekend. Email Anna w/small communities rock RE: approved policy. Email Trinus RE: Access to Catalis to set up Brittany for ERP. Call Michelle Rivard RE: Roll #388 and tht the tax notices will be late this year. Teams Meeting w/ Brittany and Catalis team to discuss what is needed for tax notices. Call Trinus to get access to Catalis and get them talking to one another, gave Roland's phone number from Trinus to Anya from Catalis. Email council RE: pesticides, EMail Stephen RE: pesticides in the community. Email Lending Maintenance taxes will be late this year. Email rate payer taxes will be late this year. Email Trinus help desk RE: Councillor Jones' virus protection for comupter needs to be renewed. Email Kelly and Frank w/Alchemy to get post on website RE: Help keep rainwater out of sewer system and post it on Facebook. Email Council RE: DEM service agreement request. Email Councillor Jones her Trinus Ticket number. Email Frank back Re; post on website. Called rate payer and left a message to call back. Called Melissa Hunter back and no answer. Emailed rate payer the blurb that Deputy Mayor Janz sent RE: pesticides in the communtiy.</p>

23	2.5	<p>Reply to ratepayer RE: Pesticides in the Community. Email ratepayer that taxes will be late this year. Email ratepayer that the taxes will be late this year. Work on 5.5 and 5.6 for July 8th meeting. Email ratepayer back RE: quick response. Email Darcy Paulichuck and ratepayer to attend the July 8th meeting to discuss the Stormwater Drainage Plan as it is being discussed. Call from Mayor Landsberg to discuss July 8th meeting. Email Darcy and Brian Hartman to get a status update on the Crack Sealing and Line Painting. Emailed Council Brian Hartman's response on crack sealing and line painting. Call Denise w/Synergy Credit Union RE: taxes will be late this year. Call ratepayer back to discuss taxes will be late this year (X2). Email Councillor Jones RE: Trend Micro instead of McAfee?</p>
24	1	<p>Email ratepayer RE: July 8th meeting. Email Mike Primeau back RE: text received and will respond shortly. Email Darcy Paulichuk Re: July 8th Meeting. Email trinus and council RE: getting Micro Trend on computers vs. McAfee. Email Kathy Re: Councillor Accountability framework Implementaion workshop, need more info. Tmail KCL the signed Tax Rate Bylaw for 2026. Email Council the summer village of Val Quentin walking trail naming celebration. Email Council RE: honoratium for council in order to complete the 2026 AMSC Wage and compensation survey. Email to Council RE: Culvert at 48th Avenue.</p>
25	2.75	<p>Phone conversation with Mayor Landsberg RE: possible blockage in culvert system. Phone conversation with Councillor Jones RE: possible blockage in culvert system, Gunn Road and info on Facebook page. Email Darcy Paulichuk Mayor Landsberg's screenshot of possible blockage in culvert system and erosion. Email Karen Bradbury Re: invitation for Canada Day. Email Scotiabank taxes will be late this year. Email Brittany Councillor Jones' email RE: Gunn Road and ICF's. Email Councillor Jones thanking her for info on Gunn Road. Email Council RE: Darcy Paulichuk coming to July 8th meeting and to read 2021 Stormwater Planning Foundations and Infrastructure Review. Put blurb on Facebook Page RE: investigatin possible blockage and please contact SVSP. Call a ratepayer back to let him know that the taxes will be late this year (X2).</p>

26	2	<p>Phone and email ratepayer RE: taxes will be late this year (X2). Email Joshua Coden and CC Rue Chikobvu RE: sTorm water drainage pland and trail master plan info on SEBO data. Email ratepayer RE: Waste Collection Schedule. Email statement of account from Lac Ste Anne County to Brittany RE: Credit. Looking into finding invoices. Called Sarah McGrath w/Lac Ste Anne county and left a message of all of the ETF's sent to them from Jan to June 2026 in hopes that it clars up matter, please call if she needs me to go further back in ETF's. Call ATB and create EFT for monthly tax installments. Email ratepaer RE: thanks for patience with tax notices going out late. Email Anu w/ Calatlis RE: Decrease in Invoice. Email Rue w/Gov of AB RE: input SEPO info in MA Connect, need time frame that works with her. Print work orders from Catalis, sign, scan and email back to Anu and request training. Email Linda Davis RE: CLGM Designation invoice requested. Email AB Beach RE: Culbert replacement policy, do they have one that they could share with SVSP?</p>
27	4	<p>Email Anu w/Catalist RE: to include Brittany on the training for new tax system? Accept Anu invites for training for new tax system. Attend via zoom the Summer Village of Lac Ste. Anne County East meeting. Text Brittany Oliver w/Metrix to find out what day and time works for training? Text Mike Primeau RE: Invoice payment. Call from ratepayer RE: taxes, water levels in lake. Call</p>
28		

29	6	<p>Phone ratepayer back RE: tax notices will be late this year (X2). Email Brittany Oliver w/Metrix invoice for Starlink and forward payment receipt from ratepayer. Email Angela Bilisky w/AB Muni Affairs back RE: CAO visit virtually. Cally Anya w/Catalis to get in touch w/Roland and email Randy at Catalis to call Roland at Trinus RE: getting Brittany setup for EPR system. Email ratepayer back RE: Going abroad and not sure if tax notices will be mailed out in time; replied that the tax notices will probably be witing for her when she gets back and to not worry about the due date as there will be ample time given for people to pay their taxes. Training on Catalis ERP system. Call Assunta back, print off agreement for NG911, sign, scan and email signed agreement to her. Call ATB RE: overdraft on Main Operating account. No there is no overdraft. Email Sarah w/LSAC RE: Statement of Account of overpayment. Assunti provided contact for who is providing NG911 services for SVSP and I emailed Karen Clark w/Parkland County asking if we are going to transition in time and if we are in jeopardy. Email Trinus requesting Micro Trend for Councils computers. Send Election blurb to Frank and Kelly at Alchemy and to remove Trivillage open house. Email Rashimi w/ATB RE: overdraft on Main opertaing account and texted Mike Primeau no, we do not have an overdraft and will have to wait. Email Frank w/Alchemy RE: elections blurb. Complete the 2026 Wage Compensation Review.</p>
30	3	<p>Catalis ERP Training. Call Randy back w/Catalis to get Anya's email address. Email Anu w/Catalis RE: send recorded session to Brittany to get her caught up, get missing info into ERP System and then meet again w/Brittany to get taxes out. Email ratepayer back RE: taxes being late. Email council that July 8th works and will get Richard w/Metrix to zoom into meeting. Email Richard Zhao w/Metrix Group RE: Meeting date and time for Audit Review and provided him with an updated agenda. Update July 8th meeting agenda. Email Kevin w/KCL Consulting the email requesting 2025 Aessment w/Assessment Code data.</p>
31		
	93.75	Total Hours