

**Minutes from Sunset Beach Annual General Meeting
June 26, 2021 - 10:00 am**

Present

Earl Gosick - Hamlet Board member (2020-2024)
Rory Norton – Hamlet Board Member (2019-2023)
Sean Zamrykut – Hamlet Board Member (2018-2022)

11 rate payers

Meeting called to order at 10:02 am.

Minutes from previous meeting held August 23, 2020 were read

Motion: Minutes be accepted as read – Randy Durovick
Second: Debbie Criddle

CARRIED

Update on Items from 2019 Minutes:

**With respect to motion requesting detailed information on road access to
Lang/Assman/Anderson**

RM Response: At this time, the RM has no intention of building the road referenced in Resolution 130/20 but should something change, the RM will definitely consult the Hamlet Committee.

Signs

Signs have been ordered and are ready for installation.

Weed Disposal

RM Response: The following Resolution was passed at the September 9, 2020 meeting:

252/20: That Council reviewed the 2020 Annual Meeting Minutes and correspondence provided by the Hamlet of Sunset Beach and further that permission is granted to create a sea weed drop off on the corner of R (M3718) providing the Hamlet of Sunset Beach obtains any required permits prior, maintains the area, and monitors the operation to ensure the site is the disposal of sea weeds only. Carried.

Update from Hamlet of Sunset Beach Board: We believe that reserve land has now been taken over by Water Security Agency and permission to use this for weed disposal needs to be validated.

Look into AED's

From Mitch: AED machines run from \$1300-\$2500.

The cost isn't likely the biggest hurdle, it's the ongoing operational support that needs to be formalized within the hamlet.

1. Training (not technically required, but would certainly be advantageous)
2. Location (heated, accessible, signage)
3. Operational checks (expiry dates, batteries, sticky pads, etc)

I will leave up to council to provide guidance on if we want to head down this path or not.

New Business:

1. 2021 Budget

Rory presented the proposed budget for 2022.

| | |
|-------------------------------------|-----------|
| Total projected revenue to hamlet - | \$ 29,255 |
| Total projected expenditures | \$ 29,070 |
| Projected surplus for the year | \$ 185 |
| Projected surplus end of year | \$ 6,483 |

- Expected to maintain a 75% reserve

Motion: Lesa George - The 2021 proposed budget as presented be accepted

Second: Jack Martin

CARRIED

2. Dust Control

Shortage of Canola oil has limited supply and has driven costs up 110%. Our supplier was not able to guarantee deliver before the end of June, and at estimated prices we would not be able to affectively apply dust suppressant as required. Due to this there will be no dust suppressant applied this year. As a result, we have also decided to not grade any of the roads to maintain current dust cap.

3. Update on Sunset Beach Recreational Inc. Projects

- a) Playground is complete
- b) Lester Gall will be using the three dirt piles by the pickleball courts for fill and landscaping on the exterior grounds of the playground and swings

- c) Lester will be leveling out the material from the boat launch dredging that is east of the old backstop. Lester, Terry from N & R Concrete and myself discussed this on a conference call earlier this week. There is no cost to the Hamlet for this work.
- d) Pickleball Courts - spraying of weeds on courts to take place and commencement of completing courts planned for the summer season

Cheryl Martin expressed appreciation on behalf of all the ratepayers for the work Sunset Beach Recreation Inc. has taken on and completed on behalf of the community. As someone who has been a part of this community for all her life, she was very pleased to see the enhancements to this community undertaken by this group of volunteers.

Risk Management and Liability – Randy provided a letter (attached with minutes) with pictures. Randy summarized the letter to the rate payers at the June 26th meeting, and expressed his strong opinion that the fence on the breakwater was necessary for the safety of children using this area, and most likely required to minimize liability for any accident that may occur.

Motion: Randy Durovick – That Hamlet/RM acknowledge and assume responsibility for the safety of people using the beach and boat launch, with a recognition the boat launch area is significantly deeper than 2020 due to the dredging. We would like the Hamlet to take over the management and installation of the fence on the East/West breakwater, signs, garbage cans, etc. supporting the beach and boat launch area. Ensure any actions taken adhere to RM insurance requirements.

Second: Jordan Astrope

CARRIED

4. Sean to provide update on proposed land purchase from the RM

The RM had provided notice they were going to build a fence around the beach area that would have blocked access to Sean's garage and parking. As the RM approved the building permit as it sits today, this seemed like a conflict. Since that time, the RM had come to an agreement with Sean where he would be able to purchase 6 ft adjacent to the south of his property to provide a buffer for unimpeded access.

As per Sean: There was some discussions regarding alternatives for a fence that would not impede access. In the end a proposal to have Sean buy 6 feet was undertaken. Costs for the surveying and any cost to consolidate the purchased land with Sean's current property to be paid for by Sean. Sean has proceeded (at his expense) to talk to the RM consultant and hire a surveyor. The RM has since sent a letter stating this has taken too long and they may no longer be willing to continue with this arrangement.

Motion: Lesa George - The Hamlet write a letter to the RM stating concern that the RM does not seem to be acting in a consistent manner when dealing with Hamlet ratepayers. We would prefer to see a resolution to this specific issue ensuring Sean retains the ability to access his parking and garage from the road considering his building permit was approved as it is currently.

Second: George Green

CARRIED

5. Boat launch fee update

A yearly boat launch pass was introduced for a cost of \$30 per year. Annual permits are available from the Hamlet Board or the Sunset Beach Store. Annual pass stickers cost \$97.

The daily fee was increased to \$5 a day.

We have currently collected \$941 for 2021, higher than total of last 3 years.

6. Volunteers to install new signs

Now that the signs are here, they need to be installed. If there are any volunteers that want to help with installation it would be appreciated.

7. Expenses related to beach maintenance

The beach and boat launch maintenance are the Hamlets largest expense category, and has been for the last few years. The increased lake activity in 2020 resulted in a significant increase in weed removal costs, which were only slightly offset by no maintenance costs to operate the washroom.

- In 2020 beach maintenance and washroom accounted for 14.6% of our expense budget
- In 2021 we estimate that to rise to 19.4% of our expense budget
- In 2022 we estimate those expenses to be 17.9% of our expense budget

We need to look at ways to share the costs of that maintenance or increase revenues to provide additional funds to cover the increased costs.

8. Discussion regarding nonprofit corporation to manage beach and boat launch maintenance

Rory believes it may be worth while looking into the creation of a nonprofit corporation to look after the beach, boat launch, and washroom area. This may open up additional funding sources to help cover the costs of providing these services.

Motion: Earl Gosick - The Board for the Hamlet of Sunset Beach look into the creation of a nonprofit corporation to handle the maintenance of the beach, boat launch, and washroom

facilities. The goal would be to determine the annual costs of operating the corporation and the potential additional funding that may be realized by leveraging a corporation to manage this.

Second: Patricia

CARRIED

9. Discussion regarding RM relationship with respect to tax revenue sharing and expenses related to beach maintenance

While the beach on boat launch are used by the ratepayers of the Hamlet of Sunset Beach, we believe those facilities are equally used by ratepayers from the Hamlet of Greenspot and the campers renting spots from the Sunset Beach campground. These facilities are also open to use by the general public from with the RM or elsewhere. Taxes from both the Hamlet of Greenspot and the Campground are collected by the RM, but currently the RM does not contribute to the maintenance costs of these facilities.

Motion: Debbie Criddle - The Board for the Hamlet of Sunset Beach initiate discussions with the RM of Grayson to look at options to either share the costs incurred to maintain these facilities, or allow the Hamlet of Sunset Beach to increase the share of tax revenue retained for use by the Hamlet. Alternatively, find out if it would be possible to have the Sunset Beach campground be included as part of the Hamlet of Sunset Beach, and if possible, determine what increase in tax revenue that would provide to the Hamlet

Second: Randy Durovick

CARRIED

10. Any other business from the floor?

Randy Durovick stated he would like to bring ratepayers together and ask if they would consider a one-time levy or other way to increase revenue to pay for improvements within our community. No ask at this time, just food for thought.

11. Propose date for 2021 AGM

Motion: Earl Gosick – Next Annual Ratepayers Meeting to be held on June 11, 2022.

Second: Patricia

CARRIED

Motion: To adjourn – Randy Durovick

Hamlet of Sunset Beach Actual 2020 Financials, revised 2021 budget, and proposed 2022 budget

Hamlet of Sunset Beach

Budget - Summary

| | Budget 2020 | Actual 2020 | Revised Budget 2021 | Proposed Budget 2022 |
|--|----------------|----------------|---------------------------|----------------------------|
| TOTAL FUNDS AVAILABLE | 26,242 | 33,119 | 27,392 | 29,255 |
| TOTAL RECURRING EXPENDITURES | 23,695 | 30,198 | 26,789 | 29,070 |
| NET SURPLUS (DEFICIT) | 2,547 | 2,921 | 603 | 185 |
| SPECIAL LEVY TO BE APPLIED RE PLAYGROUND | 5,000 | 4,900 | | |
| HAMLET SHARE OF PLAYGROUND COSTS | 5,000 | 4,900 | | |
| DSL PROJECT COSTS | | | | |
| SURPLUS, BEGINNING OF YEAR | 2,773 | 2,773 | 5,695 | 6,298 |
| SURPLUS, END OF YEAR | 5,320 | 5,695 | 6,298 | 6,483 |
| SURPLUS AS % OF TOTAL ASSESSMENT | 26% | 27% | 30% | 29% |

**Hamlet of Sunset Beach
Budget - General Tax Levy**

| | Budget 2020 | Actual 2020 | <i>Revised</i> Budget 2021 | <i>Proposed</i> Budget 2022 |
|---|----------------|----------------|----------------------------------|-----------------------------------|
| TOTAL ASSESSMENT | | | | |
| Total assessment per allocation calculations by RM | | | | |
| Effective mill rate (based on total regular assessment below) | | | | |
| TAX LEVY | | | | |
| TOTAL REGULAR ASSESSMENT | 42,000 | 44,063 | 43,000 | 43,000 |
| OTHER REVENUE | | | | |
| INTEREST AND PENALTIES | 250 | 178 | 250 | |
| TAXES CANCELLED | | | | |
| LESS TAX DISCOUNTS | (1,500) | (1,977) | (1,500) | (1,900) |
| NET TAXES ASSESSED | 40,750 | 42,264 | 41,750 | 41,100 |
| RM SHARE OF TAXES LEVIED | 50% | (20,375) | (20,875) | (18,495) |
| ANNUAL HAMLET LEVY (Special Levy) | | | | |
| PORTION OF HAMLET LEVY RETAINED BY RM | 15% | | | |
| SUB-TOTAL HAMLET LEVY | 20,375 | 21,132 | 20,875 | 22,605 |
| Grant from RM re SBR | | | | |
| NET TO ACCOUNT OF HAMLET | 20,375 | 21,132 | 20,875 | 22,605 |
| PROVINCIAL GRANT | 5,867 | 6,377 | 5,867 | 6,000 |
| RM TRANSFER FROM GREEN SPOT | | | | |
| TRAILER LICENSE FEES | 50% | 650 | 650 | 650 |
| SPECIAL PLAYGROUND LEVY | | 4,900 | | |
| GRANT FROM RM RE PUBLIC RESERVE MAINTENANCE | | | | |
| INTERNET INCOME | | 60 | | |
| PDAP - ROAD REPAIRS | | | | |
| TOTAL FUNDS AVAILABLE | 26,242 | 33,119 | 27,392 | 29,255 |

Hamlet of Sunset Beach
Budget - Recurring Expenses

| | Budget 2020 | Actual 2020 | Revised Budget 2021 | Proposed Budget 2022 |
|--|----------------|----------------|---------------------------|----------------------------|
| GE GENERAL GOVERNMENT SERVICES | | | | |
| OTHER - MEETINGS AND OFFICE | 21391 | | | |
| LEGAL | 21320 | | | |
| AUDIT | 21322 | 275 | 334 | 275 |
| WCB | 21342 | | 12 | |
| LIBRARY LEVY | | 70 | 67 | 70 |
| BY-LAW ENFORCEMENT OFFICER | | 400 | 373 | 400 |
| SAMA REQUISITION | 21991 | 700 | 795 | 800 |
| SUB-TOTAL | | <u>1,445</u> | <u>1,581</u> | <u>1,445</u> |
| PR PROTECTIVE SERVICES | | | | |
| POLICE PROTECTION | 22011 | 250 | 241 | 250 |
| Citizens on Patrol | | | | |
| FIRE PROTECTION | 22191 | 2,800 | 3,040 | 3,100 |
| ONE TIME CHARGE - 911 | | | | |
| SUB-TOTAL | | <u>3,050</u> | <u>3,281</u> | <u>3,350</u> |
| TR TRANSPORTION | | | | |
| GRAVEL | 23241 | | | 500 |
| ROADS MAINTENANCE - OTHER | 23291 | 250 | 1,386 | 500 |
| MOWING | 23410 | | | 1,000 |
| DUST CONTROL | 23430 | 3,500 | 3,914 | 0 |
| SNOW REMOVAL | 23630 | 2,500 | 1,220 | 3,450 |
| STREET LIGHTING | 23712 | 3,200 | 3,197 | 3,200 |
| SIGNS | 23761 | 100 | 0 | 1,344 |
| MISCELLANEOUS | 23991 | 200 | 0 | 200 |
| SUB-TOTAL | | <u>9,750</u> | <u>9,717</u> | <u>9,194</u> |
| EN ENVIRONMENTAL HEALTH SERVICES | | | | |
| WELL | 24010 | | | |
| GARBAGE PICKUP | 24113 | 1,200 | 1,200 | 1,400 |
| WM SITE MAINTENANCE | 24110 | 6,000 | 5,098 | 6,500 |
| WM SITE CONSTRUCTION | | | | |
| SEWAGE CONTRACT | 24111 | | | |
| DUTCH ELM TREE REMOVAL | 24490 | | | |
| SUB-TOTAL | | <u>7,200</u> | <u>6,298</u> | <u>7,900</u> |
| EN ENVIRONMENTAL DEVELOPMENT SERVICES | | | | |
| PLANNING AND ZONING | 26010 | | | |
| PARCS | | | | |
| WEED CONTROL | 26511 | | | |
| SUB-TOTAL | | | | |
| RE RECREATION & CULTURE SERVICES | | | | |
| BEACH MAINTENANCE | 27221 | 1,750 | 4,422 | 4,400 |
| PUBLIC WASHROOM | | 500 | 0 | 800 |
| PLAYGROUND SPECIAL LEVY | | | 4,900 | |
| BEACH MAINTENANCE - EQUIPMENT | 27222 | | | |
| SUB-TOTAL | | <u>2,250</u> | <u>9,322</u> | <u>5,200</u> |
| TO TOTAL RECURRING EXPENDITURES | | | | |
| | | <u>23,695</u> | <u>30,198</u> | <u>26,789</u> |
| | | | <u>26,789</u> | <u>29,070</u> |

Beach Maintenance/Washroom as % of Expenses 14.6% 19.4% 17.9%

Letter from Randy Durovick

Earl and Rory

In follow up to our conference call of June 23, 2021 – the purpose of this communique is to summarize our discussion regarding risk management and potential liability implications pertaining to the spring 2021 dredging of the boat launch and adjoining channel adjacent to the swimming beach area.

The Hamlet is aware the dredging of the above noted areas has created the water depth to be significantly deeper than past years. The boat launch, channel and swimming beach area are being maintained by the Sunset Beach Hamlet and therefore the Hamlet should be implementing measures to eliminate any potential risk of liability should an incident occur.

Over recent years risk management has become a very important issue for Hamlets and municipalities to implement the necessary programs to deal with issues such as the above.

A similar situation to the Hamlets boat launch/channel are the actions taken by the Government of Canada on the Crooked Lake dam structure. Recently they have installed fencing on the dam walkway along with posting of major signage to advise people of the DANGER that exists when they walk on the dam walkway or utilize the adjoining dam shorelines for recreational purposes.

This year I took it upon myself (based on prior correspondence to the Sunset Hamlet Chairperson and subsequent communique to Hamlet rate payers outlining the following measures: (these actions were implemented for the May long weekend to ensure things were in place before users started using these facilities)

1. Two signs in the boat launch area stating – Boat Launch Area – Unsupervised Area – Use at Your Own Risk
2. Four Boat Launch Signs - \$5.00 daily fee or purchase season pass at store
3. Security fencing and signage on the west/east boat launch rock break
4. Placement of buoys in the water on the north side of the west/east boat launch break (To prevent swimmers from going into the boat launch channel and area)
5. Placement of two signs in the water adjacent to these buoys stating STOP – DANGER - Do not go past this point – DEEP WATER
6. Placement of three signs on the beach area stating – UNSUPERVISED Lake/Beach Area – Use at Your Own Risk – No Lifeguard on Duty – Deep Water and a supplemental sign stating COVID 19 Guidelines/Protocols. A 45 gallon garbage can was placed by each of these three signs to keep the beach area clean
7. Two Signs adjacent to the Playground stating COVID 19 Guidelines/Protocols. A 45 gallon garbage can was placed by each of these two signs to keep the playground area clean.
8. One sign stating Dog on Leash Required – pick up after your Dog
9. One sign stating Handicapped Parking Area
10. Two signs stating Drive Slow We Love Our Children on Criddle Avenue

Note: Each of these signs were mounted on a vertical steel post that was fastened to a 250 pound cement base. These custom signs averaged \$125 each, a vertical post \$43 each and a cement base \$85 each. Monthly fencing costs is 40 cents a foot and there is 60 feet of 6 foot and 4 foot high fence installed on the west/east boat launch break water.

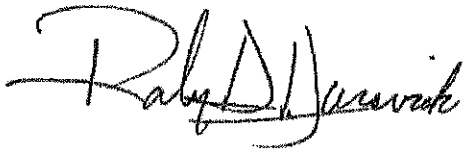
Photographs of the following are attached for Rate Payers review:

1. Signage c/w vertical post and cement base
2. Fencing
3. Garbage cans
4. Additionally a photograph of the Baby Changing Station provided by the Durovick family to Sunset Hamlet is attached. The cost of this Koola Care Station is \$550.00.
5. Lastly four large flower pots were supplied for the Playground/Park.

In summary can I please ask the Sunset Beach Hamlet to plan for the implementation of the appropriate fencing on the west/east boat launch break water in May of 2022. The other signage, buoys and garbage cans referenced above would be available for utilization by the Hamlet next year as well.

As an individual I do not feel it is my responsibility to continue implementing these same measures in 2022.

Thank you for your consideration in this important matter.



Pictures from Randy included with letter.

