

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF BIRCHCLIFF
DECEMBER 21, 2023 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, November 9, 2023
 - Municipal Planning Commission, November 16, 2023
 - Municipal Planning Commission, December 14, 2023

D. INFORMATION ITEMS

- 1) Accounts Payable Update
- 2) Public Works Report
- 3) Development Update
- 4) CAO Report

E. TABLED ITEMS

- 1) 2024 Budget

F. REQUESTS FOR DECISION

1) Finance

- a) Tax Penalty Relief Policy
- b) Auditor Engagement

2) Council & Legislation

- a) Fire Pits on Sylvan Lake
- b) Alberta Invasive Species
- c) Fire Services Agreement

3) Planning & Development

- a) Superior Safety Codes Contract Renewal
- b) Land Use Bylaw Amendments
- c) Land Use Bylaw Rewrite Quotes

G. COUNCIL REPORT

1) Council Reports

- a) Roger Dufresne
- b) Ann Zacharias
- c) Frank Tirpak

2) Committee Reports

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
 - Town of Sylvan Lake Library Board
 - Parkland Regional Library Board

3) Correspondence

- a) Association of Summer Villages of Alberta
- b) Red Deer River Watershed Alliance
- c) Sylvan Lake Regional Water/Wastewater Commission

4) Upcoming Meetings

- a) Next Council Meeting – January 18, 2024

H. ADJOURNMENT

Summer Village of Birchcliff
Regular Meeting Minutes
November 9, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held November 9, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Frank Tirpak via Zoom
	CAO:	Tanner Evans
	Finance Manager:	Tina Leer
	Public Works Manager:	Justin Caslor
	Recording Secretary:	Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:00 a.m. by Mayor Dufresne.

AGENDA

BCC-23-155 MOVED by Deputy Mayor Zacharias that the agenda be adopted as amended:

ADD: Closed Session FOIP 27.1 to after G.4.
CARRIED

CONFIRMATION OF MINUTES

BCC-23-156 MOVED by Councillor Tirpak that the minutes of the regular meeting of Council held on September 21, 2023, be approved as presented.
CARRIED

BCC-23-157 MOVED by Deputy Mayor Zacharias that the minutes of the regular meeting of Council held on October 12, 2023, be approved as amended.
CARRIED

BCC-23-158 MOVED by Deputy Mayor Zacharias that the minutes of the Municipal Planning Commission meeting held on October 24, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

- 1) Accounts Payable
- 2) Quarterly Financial Report
- 3) Development Update
- 4) Quarterly Financial
- 5) CAO Report
- 6) Resident Letter
- 7) Virtue Letter

BCC-23-159 MOVED by Deputy Mayor Zacharias that Council accept the information items as presented.
CARRIED

TABLED ITEMS

**Bylaw #249-23
BCC-23-160** Use of Reserves, Parks, & Pathways Bylaw
MOVED by Councillor Tirpak that Council table the Use of Reserves, Parks, & Pathways Bylaw for further review and Administration to amend the bylaw, Section 6 (a), to include removed portion referencing hoists; and further, Administration to formally present the following at a future meeting:

1. Existing agreement versions in place at a future council.
2. The naming of Reserves, Environmental Reserves and EOS's and how those designations may have changed through time and how they should be applied regarding this bylaw.
3. Direction of the MGA and other statutory documents when providing access to municipal lands between the lake and semi waterfront properties
4. Provincial definition and designation for Waterfront, Semi-Waterfront and Back-lot properties.

CARRIED

BCC-23-161 Encroachment Policy
MOVED by Deputy Mayor Zacharias that Council table the Encroachment Policy for further consideration.

CARRIED

Council break at 10:14 a.m.

Council reconvened at 10:25 a.m.

REQUEST FOR DECISION

PUBLIC WORKS

BCC-23-162 Amendment to OS8 Trail/Viewpoint Capital Project
MOVED by Deputy Mayor Zacharias that Council approve the OS8 Viewpoint/Bridge/Pathway project amendment, in the amount of \$124,775 to be funded from Municipal Sustainability Initiative (MSI).

CARRIED

BCC-23-163 Amendment to MSI Application for Administration Building
MOVED by Deputy Mayor Zacharias that Council approve the amendment of the MSI application for the Administration Building Improvements in the amount of \$6,685.99.

CARRIED

BCC-23-164 Shoreline Report for OS16/17 & OS 18/19
MOVED by Councillor Tirpak that Council proceed with the recommended next steps as follows:

- 1) Summer Village to pursue construction option for Toe Armoring remediation;
- 2) Contact Parkland Geo to discuss/view preliminary drawing for Toe Armoring and have a visual representation;

- 3) Contact Alberta Environment to have preliminary discussions or preliminary approval before proceeding with Detailed Design from Parkland Geo Engineering.

CARRIED

FINANCE

BCC-23-165 Parkland Regional Library Board Budget
MOVED by Deputy Mayor Zacharias that Council approve the 2024 Parkland Regional Library Board 2024 Budget with an increase of .43 from 2023.
CARRIED

BCC-23-166 Tax and Utility Penalty Removal Request
MOVED by Mayor Dufresne that Council deny the request for the removal of tax and utility penalties as the letter does not establish a bona fide need nor extenuating circumstance.

IN FAVOUR:	OPPOSED:
Mayor Dufresne	Councillor Tirpak
Deputy Mayor Zacharias	
	CARRIED

BCC-23-167 2024 Budget
MOVED by Deputy Mayor Zacharias that Council table the 2024 Budget until the next meeting for amendments.
CARRIED

COUNCIL REPORTS

- Councillor Tirpak
- No reports
- Deputy Mayor Zacharias
- Highway 20 Functional Planning Study
 - Lacombe Regional Emergency Management Plan Advisory Committee
- Mayor Dufresne
- Joint Services Committee
 - Association of Summer Villages of Alberta Conference
 - Sylvan Lake Intermunicipal Development Plan Steering Committee
 - Land Use Bylaw Rewrite

COMMITTEE REPORTS

- Julie Maplethorpe, Summer Village of Jarvis Bay
- Town of Sylvan Lake Library Board
 - Parkland Regional Library Board

CORRESPONDENCE

- Deputy Minister, MA
- Highway 20 Functional Planning Study Minutes

BCC-23-168 MOVED by Deputy Mayor Zacharias that Council accept the Council and Committee items as information.
CARRIED

NEXT MEETING

BCC-23-168 MOVED by Mayor Dufresne that the next meeting of Council be held December 21, 2023, at 9:00 a.m.
CARRIED

Council Break at 12:16 p.m.

Council Reconvened at 12:24 p.m.

CLOSED SESSION

BCC-23-169 MOVED by Mayor Dufresne that Council move to a closed session to discuss third party business as per FOIP Section 27, at 12:25 p.m.
CARRIED

BCC-23-170 MOVED by Mayor Dufresne that Council return to an open meeting at 12:58 p.m.
CARRIED

ADJOURNMENT

BCC-23-171 MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:59 p.m.

ROGER DUFRESNE, MAYOR

TANNER EVANS, CAO

Summer Village of Birchcliff
November 16, 2023
Municipal Planning Commission Minutes

C-2

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held November 16, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ann Zacharias via Zoom
Councillor: Frank Tirpak
Member at Large: Michael Wells
Development Officer: Kara Hubbard
Recording Secretary: Teri Musseau

CALL TO ORDER Chair Zacharias called the meeting to order at 2:34 p.m.

AGENDA:

MPC-23- 014 Moved by Frank Tirpak that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 381 Birchcliff Road

Application for a manufactured dwelling unit at 381 Birchcliff Road (Lot 9, Block 1, Plan 7089MC) in the Summer Village of Birchcliff.

Peter Klingvall joined the meeting at 2:34 p.m.

Questions were asked to the applicant from the Commission members.

Peter Klingvall left the meeting at 3:13 p.m.

Kara Hubbard and applicants left the meeting at 3:22 p.m.

Michael Wells recused himself from the meeting declaring a pecuniary interest as an adjacent landowner as per MGA Section 172(1) at 3:38 p.m.

MPC-23-015 Moved by Frank Tirpak that the Municipal Planning Commission approve the application for a manufactured dwelling unit at 381 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- The payment of a \$5,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of building construction within a one-year period, landscaping completed with two years, and any or all road damage repaired. Any damage to public roads due to the construction and delivery of the home shall be repaired immediately at the expense of

Initials

the permit holder.
Summer Village of Birchcliff
November 16, 2023
Municipal Planning Commission Minutes

- The height of the dwelling shall not exceed 10m (32.81ft.) in building height measured from grade.
 - Final as build real property report from an Alberta Land Surveyor at completion of landscaping that includes parcel coverage.
 - Electrical power from the property line to any building shall be constructed underground.
 - Existing vegetation to remain and the planting of shrubs and trees to be done according to the landscaping plan.
- CARRIED

ADJOURNMENT:

MPC-23-016 Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 3:40 p.m.

CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Birchcliff
December 14, 2023
Municipal Planning Commission Minutes

C-3

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held December 14, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Ann Zacharias via Zoom
Councillor: Frank Tirpak via Zoom
Member at Large: Susan Bell via Zoom
CAO: Tanner Evans
Development Officer: Kara Hubbard
Recording Secretary: Teri Musseau
Applicant: Ralph Griffin

CALL TO ORDER Chair Zacharias called the meeting to order at 9:01 a.m.

AGENDA:

MPC-23- 017 Moved by Frank Tirpak that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 317 Birchcliff Road

Application for 2 shed at 317 Birchcliff Road (Lot 2B, Block -, Plan 4736MC) in the Summer Village of Birchcliff.

Kara Hubbard and the applicant left the meeting at 9:10 a.m.

MPC-23-018 Moved by Susan Bell that the Municipal Planning Commission approve the application for 2 sheds at 317 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- The payment of a \$3,000.00 completions deposit to ensure all conditions of this development permit have been met, including the completion of building construction within a one-year period, landscaping completed with two years, and any or all road damage repaired. Any damage to public roads due to the construction and delivery of the home shall be repaired immediately at the expense of the permit holder.
- The height of the accessory buildings shall not exceed 5m (16.40ft.) in building height measured from grade.
- Final as build real property report from an Alberta Land Surveyor at completion that includes parcel coverage.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- Existing vegetation and drainage to remain the same as provided in the landscaping and drainage plan.

CARRIED

Initials

Summer Village of Birchcliff
December 14, 2023
Municipal Planning Commission Minutes

C-3

ADJOURNMENT:

MPC-23-019 Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:14 a.m.
CARRIED

ANN ZACHARIAS, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Birchcliff

Administration and Finance

December 21, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$261,978.29

The following list identifies any payments over \$3,000:

1. Empringham Disposal Corp	\$ 3,092.46
a. Sept 150 Bi Weekly Recycling	
b. Oct 150 Weekly Collection Birchcliff	
c. Oct 150 Bi Weekly Recycling	
d. Oct 96 Weekly Collection Sunnyside Camp	
e. Oct 5 Public Trash Can Collection	
2. Support Inn Developments Ltd	\$ 5,000.00
a. Completions Deposit Refund	
3. GWS Contracting Ltd	\$ 5,000.00
a. Completions Deposit Refund	
4. Lakeview Contracting Inc.	\$ 7,350.00
a. Dock Removal	
5. Sylvan Lake Regional Water/Wastewater	\$ 3,145.88
a. Oct 2023 Wastewater Services	
6. Tar-rific Construction Ltd	\$ 60,078.90
a. MSI Project-Viewpoint/Bridge/Path	
7. Pidherney's	\$ 12,010.95
a. 2023 Sewer Force Main Flushing	
8. Sylvan Lake Regional Water/Wastewater	\$ 3,034.96
a. Nov 2023 Wastewater Services	
9. Summer Village of Norglenwold	\$ 13,590.72
a. Oct 2023 Muni Specific Costs	
b. Oct 2023 Shared Costs	
10. Summer Village of Norglenwold	\$ 15,327.31
a. Nov 2023 Muni Specific Costs	
b. Nov 2023 Shared Costs	
11. Alberta School Foundation Fund	\$ 123,540.24
a. 4 th Quarter School Funding	

Council Expense Claims Report:**November 2023**

▪ Roger Dufresne	\$ 2,174.89
▪ Ann Zacharais	\$ 270.20
▪ Frank Tirpak	\$ 269.52

Administrative Recommendations:

Council to accept as information.

Authorities:

MGA 207 (c): The chief administrative officer advised and informs the council on the operations and affairs of the municipality.

Date Printed
2023-12-13 11:28 AM

Summer Village of Birchcliff
List of Accounts for Approval
Batch: 2023-00071 to 2023-00082

Page 1

Bank Code - MAIN - General Bank

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
1238	2023-10-31	AAA-1 Tree Services Ltd			
597955		232-000-200 - Green Space Pro	Tree Leaning Over Fence	150.00	
		312-000-260 - GST Paid Refund	GST Tax Code	7.50	157.50
1239	2023-10-31	Empringham Disposal Corp			
54305		243-000-200 - Contracted Servic	Sept 150 Bi Weekly Recycli	585.00	
		312-000-260 - GST Paid Refund	GST Tax Code	29.25	614.25
24306		243-000-200 - Contracted Servic	150 Weekly Collection Birch	930.00	
		243-000-200 - Contracted Servic	150 BiWeekly Recycle Colle	585.00	
		243-000-200 - Contracted Servic	96 Weekly Collection Camp	595.20	
		243-000-200 - Contracted Servic	5 Public Trash Can Collecti	250.00	
		312-000-260 - GST Paid Refund	GST Tax Code	118.01	2,478.21
			Payment Total:		3,092.46
1240	2023-10-31	Kennedy Agrios Oshry Law			
10751		261-000-215 - SDAB Costs	SDAB Appeal - Neish	780.00	
		312-000-260 - GST Paid Refund	GST Tax Code	39.00	819.00
1241	2023-11-30	Support Inn Developments Ltd			
1682		461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
1242	2023-11-30	Ace Line Locating Ltd.			
5861		242-000-255 - Maintenance Pro	Line Locating	600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.00	630.00
1243	2023-11-30	Al's Bobcat & Trucking			
19699		232-000-255 - Plowing Program	Oct 23 & 24 Sanding & Sno	1,525.00	
		312-000-260 - GST Paid Refund	GST Tax Code	76.25	1,601.25
1244	2023-11-30	Black Press Group Ltd			
BPI55071		212-400-222 - Advertising	Oct 5 & 12th Public Notice /	604.30	
		312-000-260 - GST Paid Refund	GST Tax Code	30.22	634.52
1245	2023-11-30	Brownlee LLP			
557224		261-000-215 - SDAB Costs	SDAB Appeal Re: 83 BC Rc	178.00	
		312-000-260 - GST Paid Refund	GST Tax Code	8.90	186.90
1246	2023-11-30	GWS Contracting Ltd.			
1290A		461-000-520 - Completions Dep	Completions Deposit Refun	5,000.00	5,000.00
1247	2023-11-30	Kennedy Agrios Oshry Law			
11075		261-000-215 - SDAB Costs	SDAB Appeal - Neish	1,920.00	
		312-000-260 - GST Paid Refund	GST Tax Code	96.00	2,016.00
1248	2023-11-30	Lakeview Contracting Inc.			
1898		461-000-533 - RA4	Dock Removal	1,750.00	
		461-000-531 - OS16	Dock Removal	1,750.00	
		461-000-532 - OS19	Dock Removal	1,750.00	
		461-000-530 - OS8W	Dock Removal	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	350.00	7,350.00
1249	2023-11-30	Sylvan Lake Regional			
1894		242-000-260 - Useage Fees	Oct 2023 WW Services	3,145.88	3,145.88
1250	2023-11-30	Tar-ific Construction Ltd			
059757		297-206-840 - Project MSI-OS8	Project Viewpoint/Bridge Pa	57,218.00	

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2023-12-13 11:28 AM

Summer Village of Birchcliff
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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	2,860.90	60,078.90
1251	2023-11-30	VOID - Cheque Confirmation			
1252	2023-11-30	Sargent, Amanda			
1476		461-000-520 - Completions Dep	Completions Deposit Refun	500.00	500.00
1253	2023-12-13	Ace Line Locating Ltd.			
5893		242-000-255 - Maintenance Pro	Line Locating	120.00	
		312-000-260 - GST Paid Refund	GST Tax Code	6.00	126.00
1254	2023-12-13	Al's Bobcat & Trucking			
19699-01		232-000-255 - Plowing Program	Nov 22, 23 & 27th Sanding	1,155.00	
		312-000-260 - GST Paid Refund	GST Tax Code	57.75	1,212.75
1255	2023-12-13	Brownlee LLP			
554000-01		212-400-230 - Legal Fees	General Matters	222.50	
		312-000-260 - GST Paid Refund	GST Tax Code	11.13	233.63
1256	2023-12-13	Empringham Disposal Corp			
54305-01		243-000-200 - Contracted Servic	Nov150 Bi Weekly Collectio	465.00	
		243-000-200 - Contracted Servic	Nov150 Bi Weekly Recyclin	585.00	
		243-000-200 - Contracted Servic	96 Bi Weekly Camp Sunnys	297.60	
		312-000-260 - GST Paid Refund	GST Tax Code	67.38	1,414.98
1257	2023-12-13	Federation of Canadian			
INV38700-S5N5		312-000-410 - Prepaid Expense:	2024/2025 Membership Rer	136.12	
		312-000-260 - GST Paid Refund	GST Tax Code	6.81	142.93
1258	2023-12-13	Pidherney's			
144254		242-000-255 - Maintenance Pro	2023 Sewer Force Main Flu	11,439.00	
		312-000-260 - GST Paid Refund	GST Tax Code	571.95	12,010.95
1259	2023-12-13	Red Deer Catholic Regional			
2023-4		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	482.99	482.99
1260	2023-12-13	Sylvan Lake Regional			
1894-01		242-000-260 - Useage Fees	Nov 2023 WW Services	3,034.96	3,034.96
Total Computer Cheque:					108,871.60

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
263	2023-10-31	Summer Villages of Norglenwold			
2023-00148		261-000-110 - Development Ser	Esri Canada-Arc GIs Sept tr	59.00	
		226-000-200 - Enforcement	Speedpro Bylaw Truck Decr	70.46	
		261-000-110 - Development Ser	AB Land Title-48470990	10.00	
		226-000-200 - Enforcement	UFA-Sept Fuel Bylaw Truck	96.56	
		226-000-200 - Enforcement	ATB MC-SL Registries-New	16.93	
		226-000-200 - Enforcement	ATB MC-Intercon Messagin	8.42	
		226-000-200 - Enforcement	UFA-Oct Bylaw Truck Fuel	95.93	357.30
2023-00152		212-100-110 - Salaries	Salaries	10,270.02	
		212-100-130 - Training	Training	18.06	
		212-100-140 - Benefits	Shared Benefits	495.03	
		212-100-210 - Travel & Subsis	Travel & Subsistence	256.97	

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2023-12-13 11:28 AM

Summer Village of Birchcliff
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EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-211 - WCB	WCB	202.13	
		212-100-266 - PW Fleet	PW Fleet	75.97	
		212-200-215 - Postage/Freight/C	Postage/Freight	10.42	
		212-200-500 - Printing Costs	Printing Costs	339.50	
		212-200-510 - Office Supplies	Office Supplies	232.23	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	149.26	
		212-300-540 - Utilities	Utilities	342.67	
		212-300-250 - Facility Improvem	Facilitiy Improvements	15.99	
		212-300-255 - Facility Maintenar	Facility Maint.	553.98	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	144.68	
		212-300-242 - IT Equipment	IT Equipment	54.15	
		212-300-265 - Equipment Mainte	Equip Maintenance	7.22	
		212-300-270 - Equipment Renta	Equip Rental	51.68	
		212-300-510 - Other Contingenc	Contingency	13.46	
		212-300-530 - Building Insuranc	Building Insurance	0.00	13,233.42
			Payment Total:		13,590.72
264	2023-11-30	Summer Villages of Norglenwold			
2023-00159		226-000-200 - Enforcement	Bylaw Truck Wash	2.78	
		226-000-200 - Enforcement	Oct Intercon Messaging	8.42	
		226-000-200 - Enforcement	ATB MC-Phone Charger for	7.94	
		226-000-200 - Enforcement	Nov Fuel for Bylaw Truck	149.95	
		297-205-840 - Project CCBF-Ro	2023 Pavement Assessmer	2,449.83	
		212-400-910 - Tax Changes	ATB MC-Reg. Mail for Over	54.10	2,673.02
2023-00163		212-100-110 - Salaries	Salaries	10,490.32	
		212-100-130 - Training	Training	382.63	
		212-100-140 - Benefits	Shared Benefits	528.18	
		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	202.14	
		212-100-266 - PW Fleet	PW Fleet	0.00	
		212-200-215 - Postage/Freight/C	Postage/Freight	0.00	
		212-200-500 - Printing Costs	Printing Costs	-66.71	
		212-200-510 - Office Supplies	Office Supplies	548.34	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	165.78	
		212-300-540 - Utilities	Utilities	252.52	
		212-300-250 - Facility Improvem	Facilitiy Improvements	9.24	
		212-300-255 - Facility Maintenar	Facility Maint.	60.92	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	84.75	
		212-300-242 - IT Equipment	IT Equipment	84.23	
		212-300-265 - Equipment Mainte	Equip Maintenance	0.00	
		212-300-270 - Equipment Renta	Equip Rental	-103.35	
		212-300-510 - Other Contingenc	Contingency	15.30	
		212-300-530 - Building Insuranc	Building Insurance	0.00	12,654.29
			Payment Total:		15,327.31
			Total EFT:		28,918.03

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3638	2023-10-31	Receiver General/ OTH			
CP10-23		312-000-262 - CRA Remunerati	Council Oct CPP	42.64	42.64

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Summer Village of Birchcliff
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OTHER					
Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
3664 MPC-JULY1320	2023-11-30	Wells, Michael 261-000-210 - MPC Costs	Nov 16th MPC Meeting	130.00	130.00
3671 14750	2023-12-13	Alberta School Foundation Fund 201-100-130 - ASFF-Residential	School Funding	123,540.24	123,540.24
3672 CP11-23	2023-12-13	Receiver General/ OTH 312-000-262 - CRA Remunerati 312-000-262 - CRA Remunerati	Nov Remuneration Tax Nov Remuneration CPP	77.76 188.02	265.78
Total Other:					<u>123,978.66</u>
Total MAIN:					<u>261,768.29</u>

Certified Correct This December 13, 2023

Mayor

Administrator



D-1

Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: October-2023

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

NOV 20 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/12/23	Jarvis Bay Open House	2	Mayor	\$ 130.00
10/13/23	Joint Services Committee	4	Mayor	\$ 130.00
10/10/23	HRSC	2	Mayor	\$ 130.00
10/19/23	ASVA Conference	8	+4 (4 Hour)	\$ 260.00
10/20/23	ASVA Conference	4	Mayor	\$ 130.00
10/23/23	Regular Council	2	Mayor	\$ 130.00
10/23/23	Public Hearing	1	Mayor	\$ 130.00
10/25/23	Climate Caucus	2	Mayor	\$ 130.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 1,170.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/12/23	Jarvis Bay Open House	8.00	\$0.68	\$ 5.44
10/13/23	Joint Services Committee	17.00	\$0.68	\$ 11.56
10/10/23	HRSC	17.00	\$0.68	\$ 11.56
10/19/23	ASVA Conference	350.00	\$0.68	\$ 238.00
10/20/23	ASVA Conference	0.00	\$0.68	\$ 0.00
10/23/23	Regular Council	17.00	\$0.68	\$ 11.56
10/23/23	Public Hearing		\$0.68	\$ 0.00
10/25/23	Climate Caucus		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 278.12

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
10/20/23	ASVA Conference	277.20		\$ 277.20
10/19/23	ASVA Conference	16.00		\$ 16.00
10/19/23	ASVA Conference	18.40		\$ 18.40
				\$ 311.60

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 1,759.72

Council Expense Claim Form

NAME: Roger Dufresne

POSITION: Mayor

MONTH ENDING: November-2023

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

RECEIVED

NOV 20 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
11/8/23	Climate Caucus	2	Mayor	\$ 130.00
11/9/23	Regular Council	4	Mayor	\$ 130.00
11/29/23	Sylvan Lake SDAB	3	Mayor	\$ 130.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 390.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/8/23	Climate Caucus		\$0.68	\$ 0.00
11/9/23	Regular Council	17.00	\$0.68	\$ 11.56
11/29/23	Sylvan Lake SDAB	20.00	\$0.68	\$ 13.60
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 23.12

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR:

C.A.O:

TOTAL PAYABLE: \$ 415.16

Council Expense Claim Form

NAME: Ann Zacharias

POSITION: Deputy Mayor

MONTH ENDING: November-2023

Please follow the below steps for the formulas to work correctly.

1. Save this document to your desktop.
2. Right click the document, hover your mouse over "open with" then select "Adobe Acrobat".

Village Business

NOV 24 2023

<i>DATE</i>	<i>EVENT</i>	<i>TIME SPENT</i>	<i>CLAIM</i>	<i>TOTAL</i>
11/9/23	Regular Council	3.5	Deputy Mayor	\$130.00
11/16/23	Municipal Planning Commission	1	Deputy Mayor	\$130.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
				\$260.00

If event is other please type it in.

COPY

Travel

[illegible]

Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR:

C.A.O:

TOTAL PAYABLE: \$ 270.20

Summer Village of Birchcliff

Public Works

Information Item

Agenda Item: *Birchcliff Public Works Update*

Background:

The following will provide Council with an update on Public Works activities and initiatives:

Capital Projects:

- Road Pavement Analysis: Draft report received in December 2023.
- OS8 Pathway/viewpoint/bridge project: ongoing. PW to complete walkthrough of final work and with tree contractor to begin estimates.

Operating Activities:

- Snow Plowing & Ice Control - Sanding began on November 22, 2023, during the second snow event of the year. No public complaints or concerns were received.
- Wastewater sewer flushing maintenance was completed by Pidherneys in November 2023. During flushing, an isolation valve was unable to operate properly and needed to be repaired. Valve is located adjacent to lot 55 in the south ditch of Birchcliff road. Unplanned repair. Work was completed by Pidherneys.
- PW has trimmed the tree location on the north side of Birch Lane adjacent to Birchcliff Road as per Council request.

Administrative Recommendations:

That Council accepts this report as information.

Authorities:

MGA 207(c) "advises and informs the council on the operation and affairs of the municipality".

Summer Village of Birchcliff

December 21, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 81 development permits issued in the Summer Villages (19 in Birchcliff, 3 in Half Moon Bay, 20 in Jarvis Bay, 14 in Norglenwold, and 25 in Sunbreaker Cove).

Current Developments:

1. 145 Birchcliff Road	Demo & Dwelling	Issued in 2018
2. 14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
3. 83 Birchcliff Road	Dwelling	Issued in 2021
4. 94 Birchcliff Lane	Dwelling	Issued in 2021
5. 59 Birchcliff Road	Driveway	Issued in 2021
6. 83 Birchcliff Road	Lakeside Stairs	Issued in 2021
7. 363 Birchcliff Road	Dwelling	Issued in 2021
8. 71 Birchcliff Road	Dwelling	Issued in 2021
9. 187 Birchcliff Road	Demolition & Dwelling	Issued in 2022
10. 163 Birchcliff Road	Dwelling Addition	Issued in 2022
11. 409 Birchcliff Road	Lakeside Stairs	Issued in 2022
12. 280 Birchcliff Road	Dwelling	Issued in 2022
13. 159 Birchcliff Road	Dwelling	Issued in 2022
14. 202 Birchcliff Road	Dwelling Addition	Issued in 2023
15. 71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2023
16. 83 Birchcliff Road	Demolition	Issued in 2023
17. 101 Birchcliff Road	Lakeside Stabilization	Issued in 2023
18. 381 Birchcliff Road	Manufactured Dwelling	Issued in 2023 (NEW)
19. 173 Birchcliff Road	Dwelling	Issued in 2023 (NEW)

Closed development permits since last meeting:

1. 87 Birchcliff Road	Dwelling	Issued in 2020
2. 425 Birchcliff Road	Dwelling	Issued in 2022

Open Administrative Files:

1. 71 Birchcliff Road
2. 145 Birchcliff Road
3. 83 Birchcliff Road
4. 14 Sunnyside Cabin
5. 79 Birchcliff Road

Permit Summary:

2023 Jan.- to date:

5 development permit. Estimated project cost \$1,233,000.00.

2022 Jan.-Dec.:

13 development permits. Estimated project cost \$4,069,000.00.

2021 Jan.-Dec.:

21 development permits. Estimated project cost \$4,926,500.00.

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #170/13.

Summer Village of Birchcliff**December 21, 2023****Information****Agenda Item: *CAO Report*****Background:**

- Administration has sent out date options for climate plan meeting with the Jarvis Bay and Norglenwold to discuss how Birchcliff's framework may or may not need to be altered for those communities. From there we will finalize the plan and put it on each Council agenda in its complete form.
- Justin Caslor, Zac Longstaff, and I attended the LREMP joint tabletop emergency exercise on December 6th. This was an exercise that continued the premise of the large scale emergency exercise last year and focused mostly on the re-entry process after an evacuation or partial evacuation has been called. The session was informative and satisfies our provincial requirement for the annual tabletop emergency exercise. Further, I have registered for the ICS 300 course at the end of February, which is a requirement for any Deputy of Emergency Management.
- The administration office will be closed between Christmas and New Year's Day. The office number will transfer to a cell phone that will be monitored for any emergency calls.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA 207 (c) "advises and informs the council on the operation and affairs of the municipality".

Council
JSC
HRSC
JSO

JANUARY CAO Goal Setting CAO Goal Setting CAO merit increase	FEBRUARY Year End Financial Q4 Review Year End Financial	MARCH Financial Audit Review	APRIL Q1 Review Adopt Mill Rate Q1 Financial Review
MAY	JUNE	JULY Q2 Review Organizational Meeting Q2 Review Organizational Meeting	AUGUST
SEPTEMBER Strategic Planning CAO Review	OCTOBER Q3 Review Q3 Review Budget Discussion CAO Review & Increase Consolidate CAO Review	NOVEMBER Adopt JSC Budget SV Budget Discussion	DECEMBER Adopt Municipal Budget

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Budget 2024-2027*

Background:

Administration would like to provide the following draft 2024 - 2027 Budget to Council as amended at the November Council meeting.

Options for Consideration:

- 1) That Council review and approve the 2024 budget as provided.
- 2) That Council amend and approve the 2024 budget.
- 3) That Council table item for further discussion and consideration in their January 2024 Council meeting.

Administrative Recommendations:

- 1) That Council review and approve the 2024 budget as provided.

Authorities:

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.

Account #	Department / Description	2022 Budget	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Administration								
	Base Tax Rate	\$ 354,890.28	\$ 375,712.29	\$ 375,310.44	\$ 394,354.69	\$ 386,416.83	\$ 393,155.55	\$ 404,155.89
	Taxes from Assessment Growth	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
101-100-110	Taxes Residential	\$ 349,890.28	\$ 370,712.29	\$ 370,310.44	\$ 389,354.69	\$ 381,416.83	\$ 388,155.55	\$ 399,155.89
101-000-510	Taxes Penalties/Costs	\$ 5,071.87	\$ 5,224.03	\$ 8,490.79	\$ 5,380.75	\$ 5,542.17	\$ 5,708.44	\$ 5,879.69
101-103-130	DI Designated Industrial Tax	\$ 36.31	\$ 37.40	\$ 40.80	\$ 42.02	\$ 43.28	\$ 44.58	\$ 45.92
112-000-540	Interest Charges	\$ -	\$ -	\$ 122.20	\$ -	\$ -	\$ -	\$ -
112-000-550	Return on Investments	\$ 9,360.00	\$ 9,640.80	\$ 16,661.24	\$ 17,000.00	\$ 17,510.00	\$ 17,860.20	\$ 18,217.40
112-000-410	Sale of Service & Supplies	\$ 520.00	\$ 535.60	\$ 270.00	\$ 551.67	\$ 568.22	\$ 585.26	\$ 602.82
112-000-570	Other Revenue	\$ 1,040.00	\$ 1,071.20	\$ 922.21	\$ 1,103.34	\$ 1,136.44	\$ 1,170.53	\$ 1,205.65
	Bench Donations							
	Grant Revenue							
112-000-760	Grant revenue expected	\$ 11,500.00	\$ 11,500.00	\$ -	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00	\$ 11,500.00
112-000-740	MSI Operational	\$ 10,419.00	\$ 10,419.00	\$ 20,838.00	\$ 10,731.57	\$ 11,053.52	\$ 11,385.12	\$ 11,726.68
Total Administration		\$ 387,837.46	\$ 409,140.32	\$ 417,655.68	\$ 435,664.03	\$ 428,770.45	\$ 436,409.68	\$ 448,334.04
Protective Services								
121-000-530	Fines Provincial Collected	\$ 717.91	\$ 739.45	\$ 97.00	\$ 761.63	\$ 784.48	\$ 808.02	\$ 832.26
Total Protective Services		\$ 717.91	\$ 739.45	\$ 97.00	\$ 761.63	\$ 784.48	\$ 808.02	\$ 832.26
Public Works								
142-000-410	Wastewater Usage Levy	\$ 83,319.00	\$ 83,319.00	\$ 85,582.68	\$ 52,625.00	\$ 55,338.00	\$ 63,752.00	\$ 65,665.00
	----- Transfer for Wastewater Offset							
142-000-412	Transfer from reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Garbage / Recycling		\$ 35,747.00	\$ 42,000.00	\$ 48,300.00	\$ 48,300.00	\$ 48,300.00	\$ 48,300.00
Total Public Works		\$ 83,319.00	\$ 119,066.00	\$ 127,582.68	\$ 100,925.00	\$ 103,638.00	\$ 112,052.00	\$ 113,965.00
Planning and Development								
161-000-410	Certificates of Compliance	\$ 58.60	\$ 60.35	\$ 300.00	\$ 62.17	\$ 64.03	\$ 65.95	\$ 67.93
161-000-520	Development Permits / Appeal Fees	\$ 5,523.32	\$ 5,689.02	\$ 3,000.00	\$ 5,000.00	\$ 5,150.00	\$ 5,304.50	\$ 5,463.64
161-000-510	Inspection Fees	\$ 1,171.94	\$ 1,207.10	\$ 955.84	\$ 1,243.31	\$ 1,280.61	\$ 1,319.03	\$ 1,358.60
161-000-590	Encroachment Fees	\$ 105.47	\$ 108.64	\$ -	\$ 111.90	\$ 115.25	\$ 118.71	\$ 122.27
Total Planning and Development		\$ 6,859.33	\$ 7,065.11	\$ 4,255.84	\$ 6,417.37	\$ 6,609.89	\$ 6,808.19	\$ 7,012.44
Total Revenue		\$ 478,733.71	\$ 536,010.88	\$ 549,591.20	\$ 543,768.04	\$ 539,802.83	\$ 556,077.89	\$ 570,143.73

Account #	Department / Description Council	2022 Budget	2022 Actuals	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
211	Remuneration								
211-101-150	Mayor	\$ 3,600.00	\$ 6,210	\$ 7,000	\$ 5,000	\$ 6,000	\$ 6,180	\$ 6,304	\$ 6,430
211-102-150	Deputy Mayor	\$ 3,000.00	\$ 3,630	\$ 4,000	\$ 2,500	\$ 4,000	\$ 4,120	\$ 4,244	\$ 4,371
211-103-150	Councillor	\$ 2,400.00	\$ 2,400	\$ 3,400	\$ 2,200	\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278
Total Remuneration		\$ 9,000.00	\$ 12,240	\$ 14,400	\$ 9,700	\$ 13,000	\$ 13,390	\$ 13,730	\$ 14,079
	Travel and Subsistence								
211-101-210	M&S Mayor	\$ 644.00	\$ 2,902	\$ 2,000	\$ 1,200	\$ 1,500	\$ 1,545	\$ 1,591	\$ 1,639
211-102-210	M&S Deputy Mayor	\$ 676.00	\$ 455	\$ 696	\$ 200	\$ 500	\$ 515	\$ 530	\$ 546
211-103-210	M&S Councillor	\$ 551.20	\$ 104	\$ 568	\$ 100	\$ 500	\$ 515	\$ 530	\$ 546
Total Travel and Subsistence		\$ 1,871.20	\$ 3,461	\$ 3,264	\$ 1,500	\$ 2,500	\$ 2,575	\$ 2,652	\$ 2,732
	Registration & Conventions								
211-201-212	ASVA Conference	\$ 431.11	\$ 295	\$ 444	\$ 300	\$ 450	\$ 464	\$ 477	\$ 487
211-202-212	ABmunis Conference	\$ 862.22	\$ 600	\$ -		\$ -	\$ -	\$ -	\$ -
211-203-212	Council Education Opportunities	\$ 475.49	\$ 165	\$ 490		\$ 500	\$ 515	\$ 530	\$ 546
Total Registration and Conventions		\$ 1,768.82	\$ 1,060	\$ 934	\$ 300	\$ 950	\$ 979	\$ 1,008	\$ 1,033
	Memberships								
211-301-220	ABmunis Membership	\$ 969.00	\$ 987	\$ 998	\$ 1,008	\$ 1,028	\$ 1,059	\$ 1,091	\$ 1,123
211-302-220	ASVA Membership	\$ 994.50	\$ 975	\$ 975	\$ 975	\$ 975	\$ 1,004	\$ 1,034	\$ 1,065
211-303-220	FCM Membership	\$ 104.00	\$ 114	\$ 107	\$ 135	\$ 110	\$ 114	\$ 117	\$ 121
211-304-220	Mayors & Reeves Membership								
Total Memberships		\$ 2,067.50	\$ 2,076	\$ 2,080	\$ 2,118	\$ 2,113	\$ 2,177	\$ 2,242	\$ 2,309
Total Council		\$ 14,707.52	\$ 18,837	\$ 20,678	\$ 13,618	\$ 18,563	\$ 19,120	\$ 19,632	\$ 20,153

Account #	Department / Description	2022 Budget	2022 Actuals	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Administration									
212-1	Personnel								
212-100-110	Salaries	\$ 105,829.00	\$ 109,572	\$ 128,494	\$ 141,746	\$ 150,890	\$ 155,417	\$ 160,079	\$ 164,882
212-100-130	Training	\$ 1,914.60	\$ 2,159	\$ 2,407	\$ 4,091	\$ 2,429	\$ 2,502	\$ 2,577	\$ 2,654
212-100-210	Travel & Subsistence	\$ 2,297.86	\$ 2,382	\$ 2,888	\$ 2,166	\$ 2,915	\$ 3,002	\$ 3,093	\$ 3,185
212-100-211	WCB	\$ 1,775.15	\$ 1,685	\$ 1,839	\$ 1,203	\$ 1,336	\$ 1,376	\$ 1,417	\$ 1,460
	New Building Insurance	\$ 612.37	\$ 593	\$ 722	\$ 602	\$ 607	\$ 625	\$ 644	\$ 663
212-100-266	PW Fleet	\$ 1,675.27	\$ 1,539	\$ 963	\$ 1,203	\$ 1,214	\$ 1,250	\$ 1,288	\$ 1,327
212-100-140	Benefits	\$ 3,568.70	\$ 3,817	\$ 4,452	\$ 4,572	\$ 4,615	\$ 4,753	\$ 4,896	\$ 5,043
Total Personnel		\$ 117,672.95	\$ 121,747	\$ 141,765	\$ 155,583	\$ 164,006	\$ 168,926	\$ 173,994	\$ 179,214
212-2	Consumables								
212-200-215	Postage / Freight / Courier	\$ 1,923.06	\$ 1,698	\$ 1,450	\$ 1,685	\$ 1,579	\$ 1,626	\$ 1,675	\$ 1,725
212-200-500	Printing costs	\$ 1,275.03	\$ 1,843	\$ 1,321	\$ 1,925	\$ 1,943	\$ 2,001	\$ 2,061	\$ 2,123
212-200-510	Office Supplies	\$ 3,111.22	\$ 3,417	\$ 2,407	\$ 1,685	\$ 2,429	\$ 2,502	\$ 2,577	\$ 2,654
Total Consumables		\$ 6,309.31	\$ 6,958	\$ 5,178	\$ 5,295	\$ 5,951	\$ 6,130	\$ 6,313	\$ 6,503
212-3	Facilities & Equipment								
212-300-217	Phone / Fax/ Internet	\$ 1,196.62	\$ 1,349	\$ 1,200	\$ 1,384	\$ 1,397	\$ 1,439	\$ 1,482	\$ 1,527
212-300-540	Utilities	\$ 3,111.22	\$ 4,583	\$ 2,166	\$ 3,850	\$ 3,886	\$ 4,003	\$ 4,123	\$ 4,205
212-300-250	Facility Improvements	\$ 1,435.95	\$ 838	\$ 2,407	\$ 1,925	\$ 2,429	\$ 2,502	\$ 2,577	\$ 2,654
212-300-255	Facility Maintenance	\$ 5,088.52	\$ 5,496	\$ 5,117	\$ 4,452	\$ 4,615	\$ 4,753	\$ 4,896	\$ 5,043
212-300-263	Condominium Costs -Previous	\$ 1,109.27	\$ 2,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
212-300-240	Computer Software / Mtnce Agreem	\$ 2,509.08	\$ 4,091	\$ 3,610	\$ 6,016	\$ 8,429	\$ 8,682	\$ 8,942	\$ 9,211
212-300-242	IT Equipment	\$ 478.65	\$ 629	\$ 602	\$ 1,300	\$ 729	\$ 751	\$ 773	\$ 797
212-300-265	Equipment Maintenance	\$ 119.66	\$ 119	\$ 361	\$ 433	\$ 486	\$ 501	\$ 516	\$ 531
212-300-270	Equipment Rental	\$ 717.97	\$ 629	\$ 963	\$ 626	\$ 972	\$ 1,001	\$ 1,031	\$ 1,052
	Other Contingency	\$ 119.66	\$ 238	\$ 120	\$ 491	\$ 486	\$ 501	\$ 516	\$ 531
Total Facilities & Equipment		\$ 15,886.60	\$ 20,317	\$ 16,546	\$ 20,477	\$ 23,429	\$ 24,132	\$ 24,856	\$ 25,550
Total JSC Shared Budget		\$ 139,868.86	\$ 149,022	\$ 163,489	\$ 181,355	\$ 193,386	\$ 199,188	\$ 205,163	\$ 211,267

Account #	Department / Description	2022 Budget	2022 Actuals	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
212-4	Municipal Specific								
212-400-220	Election Expenses/Meetings	\$ 1,000.00	\$ 74	\$ 500	\$ 650	\$ 500	\$ 515	\$ 530	\$ 546
212-400-221	Bank Charges	\$ 1,000.00	\$ 724	\$ 1,030	\$ 550	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159
212-400-222	Advertising	\$ 100.00	\$ 591	\$ 100	\$ 650	\$ 500	\$ 515	\$ 530	\$ 546
212-400-230	Legal Fees	\$ 5,100.00	\$ 7,134	\$ 5,000	\$ 18,000	\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927
212-400-231	Audit Fees	\$ 7,254.24	\$ 6,788	\$ 7,472	\$ 7,500	\$ 7,696	\$ 7,927	\$ 8,165	\$ 8,410
212-400-232	Assessment Fees	\$ 7,900.00	\$ 7,954	\$ 8,137	\$ 8,200	\$ 8,381	\$ 8,633	\$ 8,892	\$ 9,158
212-400-275	Municipal Insurance	\$ 4,296.32	\$ 3,313	\$ 4,425	\$ 4,254	\$ 4,558	\$ 4,695	\$ 4,836	\$ 4,981
212-400-910	Tax Changes	\$ 544.38		\$ 561		\$ 500	\$ 515	\$ 530	\$ 546
	IT Replacement Reserve	\$ 500.00	\$ 500	\$ 500	\$ 500	\$ 500	\$ 515	\$ 530	\$ 546
	Fleet Replacement Reserve	\$ 1,000.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093
	Budget Adjustment	0				\$ -	\$ -	\$ -	\$ -
	Reserve	\$ 46,500.00	\$ 46,500	\$ 56,400	\$ 56,400	\$ 47,500	\$ 30,000	\$ 25,000	\$ 25,000
Total Specific		\$ 75,194.94	\$ 74,578	\$ 85,125	\$ 97,704	\$ 82,196	\$ 65,737	\$ 61,809	\$ 62,913
Total Administration		\$ 215,063.80	\$ 223,600	\$ 248,614	\$ 279,059	\$ 275,582	\$ 264,924	\$ 266,972	\$ 274,180

Account #	Department / Description	2022 Budget	2022 Actuals	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Protective Services									
223-000-200	Fire	\$ 13,438.64	\$ 13,279	\$ 13,842	\$ 13,506	\$ 14,257	\$ 14,685	\$ 15,125	\$ 15,579
226-000-200	Enforcement	\$ -	\$ 86	\$ -	\$ 3,800	\$ 4,125	\$ 4,249	\$ 4,334	\$ 4,420
224-000-200	Emergency Management	\$ 3,233.32	\$ 2,530	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750
225-000-200	Policing Costs	\$ 15,939.00	\$ 588	\$ 23,926	\$ 20,056	\$ 24,644	\$ 25,383	\$ 26,145	\$ 26,929
Total Protective Services		\$ 32,610.96	\$ 16,483	\$ 40,518	\$ 40,112	\$ 45,776	\$ 47,067	\$ 48,354	\$ 49,678
Public Works									
Maintenance Programs									
232-000-200	Green Space Program	\$ 22,000.00	\$ 35,633	\$ 22,200	\$ 16,000	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855
232-000-255	Plowing Program	\$ 24,201.52	\$ 25,068	\$ 24,928	\$ 24,928	\$ 25,675	\$ 26,446	\$ 27,239	\$ 28,056
232-000-250	Road Maintenance Program	\$ 27,000.00	\$ 9,407	\$ 22,000	\$ 16,000	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855
232-000-530	Ditch and Culvert Program	\$ 3,169.92	\$ -	\$ 8,265	\$ 600	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185
232-000-265	Sign Program	\$ 2,383.78	\$ 972	\$ 2,455	\$ 3,000	\$ 3,000	\$ 3,090	\$ 3,183	\$ 3,278
232-000-270	Pathway Program	\$ 211.33	\$ 4,425	\$ 218	\$ -	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185
Total Maintenance		\$ 78,966.55	\$ 75,505	\$ 80,066	\$ 60,528	\$ 72,675	\$ 74,856	\$ 77,101	\$ 79,414
Waste Water / Water									
242-000-255	Maintenance Program	\$ 20,000.00	\$ 23,465	\$ 20,400	\$ 25,000	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530
242-000-252	Wastewater Maintenance Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
242-000-250	SLRWWC Gov & Admin	\$ 7,285.00	\$ 3,236	\$ 6,605	\$ 6,605	\$ 9,732	\$ 8,914	\$ 9,205	\$ 9,481
242-000-251	SLR Water Comm.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
242-000-260	Useage Fee	\$ 73,112.00	\$ 49,942	\$ 73,371	\$ 39,000	\$ 42,893	\$ 46,424	\$ 54,547	\$ 56,183
Total Wastewater		\$ 100,397.00	\$ 76,643	\$ 100,376	\$ 70,605	\$ 77,625	\$ 80,838	\$ 89,762	\$ 92,195
							\$ 55,338	\$ 63,752	\$ 65,665
Waste and Recycle									
243-000-200	Contracted Service Solid Waste	\$ 12,000.00	\$ 9,676	\$ 15,120	\$ 14,658	\$ 22,800	\$ 22,800	\$ 22,800	\$ 22,800
243-000-255	Landfill	\$ 13,211.32	\$ 13,236	\$ 13,608	\$ 17,636	\$ 17,700	\$ 17,700	\$ 17,700	\$ 17,700
	Recycling program	\$ -	\$ -	\$ 7,020	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Total Waste		\$ 25,211.32	\$ 22,912	\$ 35,748	\$ 32,294	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000
Total Public Works		\$ 204,574.87	\$ 175,060	\$ 216,189	\$ 203,539	\$ 193,300	\$ 198,694	\$ 209,863	\$ 214,609

Account #	Department / Description	2022 Budget	2022 Actuals	2023 Budget	2023 Forecast	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Planning and Development									
Memberships									
261-000-200	Community Planning								
261-000-215	Subdivision Appeal Board	\$ 832.00		\$ 700	\$ 1,900	\$ 700	\$ 700	\$ 700	\$ 700
261-000-210	Municipal Planning Board	\$ 1,560.00	\$ 1,160	\$ 500	\$ 1,300	\$ 1,300	\$ 500	\$ 1,500	\$ 1,500
261-000-110	Development Services	\$ 1,300.00	\$ 969	\$ 500	\$ 216	\$ 500	\$ 510	\$ 520	\$ 531
261-000-250	IDP (RDC & TSL,LC)	\$ 500.00		\$ 500			\$ -	\$ -	\$ -
Total Planning and Development		\$ 4,192.00	\$ 2,129	\$ 2,200	\$ 3,416	\$ 2,500	\$ 1,710	\$ 2,720	\$ 2,731
Recreation and Culture									
274-000-150	FCSS Matching Funding	\$ 2,104.80	\$ 2,104	\$ 2,168	\$ 2,167	\$ 2,233	\$ 2,300	\$ 2,369	\$ 2,440
274-000-200	Buoy Program	\$ 4,160.00	\$ 3,976	\$ 4,285	\$ 4,000	\$ 4,413	\$ 4,546	\$ 4,682	\$ 4,823
275-000-850	Parkland Regional Library	\$ 1,050.32	\$ 1,052	\$ 1,082	\$ 1,004	\$ 1,114	\$ 1,148	\$ 1,182	\$ 1,218
Total Recreation and Planning		\$ 7,315.12	\$ 7,132	\$ 7,535	\$ 7,171	\$ 7,761	\$ 7,993	\$ 8,233	\$ 8,480
Environment									
Memberships									
273-100-150	Environmental Projects (SLMC &En	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
243-102-150	Red Deer River Watershed Society	\$ 269.44	\$ 269	\$ 278	\$ 277	\$ 286	\$ 294	\$ 303	\$ 312
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Environment		\$ 269.44	\$ 269	\$ 278	\$ 277	\$ 286	\$ 294	\$ 303	\$ 312
412-000-900	Accumulated Surplus			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
412-000-901	Annual Surplus/Deficit			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Budget		\$ 478,733.71	\$ 443,509	\$ 536,011	\$ 688,435	\$ 543,768	\$ 539,803	\$ 556,078	\$ 570,144

Summer Village of Birchcliff**December 21, 2023****Finance****Request for Decision****Agenda Item: *Property Tax Penalty Relief Policy*****Background:**

Administration has prepared a Property Tax Penalty Relief Policy which gives clear direction to administration and also provides Council with guidelines, in the exercise of its discretion under section 347(1) of the Municipal Government Act, when considering requests from property owners for property Tax Penalty cancellations.

Council must always exercise discretion in an equitable and transparent manner, as any cancellation, reduction, refund or deferral has a financial consequence to the Municipality.

Options for Consideration:

- 1) That Council make a motion to adopt the policy by resolution.
- 2) That Council amend the policy.
- 3) That Council accept as information.

Administrative Recommendations:

- 1) That Council make a motion to adopt the policy by resolution.

Authorities:*Municipal Government Act*

Section 346 A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.

Section 347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.



Policy Title	Date	Resolution No.
Property Tax Penalty Relief Policy	December 21, 2023	

PURPOSE:

To provide a framework for Council, in the exercise of its discretion under section 347(1) of the Municipal Government Act, when considering requests from property owners for property Tax Penalty cancellations.

POLICY STATEMENT:

Section 347(1) of the Municipal Government Act permits Council the discretion to cancel, reduce, refund or defer tax arrears, if it considers it equitable to do so.

Council must exercise this discretion in an equitable and transparent manner, as any cancellation, reduction, refund or deferral has a financial consequence to the Municipality.

DEFINITIONS:

“Act” means the Municipal Government Act, R.S.A., 2000, c. M-26 and amendments thereto.

“Tax Relief” is the discretionary cancellation, reduction, refund or deferral of all or part of a property tax penalty by Council.

“Municipality” means the Summer Village of Birchcliff

“LTO” means Alberta Land Titles Office

RESPONSIBILITIES:

The administrative Finance Department is responsible for:

- Reporting to Council the request for property Tax Penalty Relief and the particulars of each request.

PROPERTY TAX PENALTY RELIEF POLICY

Council is responsible for:

- Rendering a decision on each request for Tax Penalty Relief, as per the discretion granted to them by section 347(1) of the Act, and based on the service standards as articulated within this policy.

SERVICE STANDARDS/EXPECTATIONS:

General Tax Penalty Relief Principles

1. Administration retains the ability to cancel or refund all or part of a property tax penalty if it is determined that the Taxation Department has made an error, omission, or misrepresentation in the administration of the tax account in question.
2. Administration retains the ability to cancel the property tax penalty if there is a clear “post marked” payment time/date stamp which identifies it as being paid on or before the July 31st and or December 31st deadline due dates.
3. When considering a request for property tax reduction, cancellation, refund or deferral, Council shall take into consideration the following principles:
 - a. Fairness and equity to all taxpayers;
 - b. Sustainability of municipal revenues;
 - c. Predictability, stability and efficiency of the tax levy due date process.
4. All property owners seeking Tax Penalty Relief shall follow the prescribed administrative process which entails the following:
 - a. Property owners shall first dialogue with the administrative Finance Department as to the nature of their request for Tax Penalty Relief.
 - b. If the Finance Department is of the opinion that no error has occurred in the administration of the tax account, then the request for Tax Penalty Relief shall be referred to Council.
 - c. Property owners then must complete the standardized “Request for Property Tax Penalty Relief” application form, which is available via the Finance Department upon request; and
 - d. The tax penalty in question, should be paid by the property owner to avoid further penalties being incurred.

PROPERTY TAX PENALTY RELIEF POLICY

5. Council shall not be bound by precedent for any prior decisions it has made relative to request for Property Tax Penalty Relief.
6. Council's decision on a request for Property Tax Penalty Relief is considered final. There is no further recourse available, and the matter is considered closed.

Permissible Property Tax Penalty Relief Categories

7. Compassionate Grounds:

Council may provide Property Tax Penalty Relief for property tax penalties incurred by the property owner. Tax Penalty Relief is typically only available for current taxation year penalties. The following extenuating circumstances may be considered by Council:

- a. Death or critical illness occurred in the Immediate Family of the property owner; and
- b. Any other extenuating circumstance, that in the opinion of Council merits compassionate Property Tax Penalty Relief, given the severity of the situation such as a bona fide need.

Non-Permissible Tax Relief Categories

While the granting of property Tax Penalty Relief remains at the discretion of Council, the following categories of requests generally are deemed to **not** qualify for Tax Relief:

8. Failure to Receive a Property Assessment and Tax Notice:

- a. Non-receipt of a property assessment and tax notice is typically not a permissible reason for request for relief from a tax penalty.
 - i. Section 310 – 311 of the MGA stipulates that the Municipality only has the obligation to ensure notices have been sent. The Municipality is not under legislative obligation to ensure physical receipt of the notice by the property owner.
- b. Common Examples include, but are not limited to:
 - i. Failure of receipt due to unanticipated Canada Post strike or any other mail delivery disruption;
 - ii. Incorrect ownership or mailing address information was registered at LTO, regarding the property in question; and
 - iii. General disappearance of the notice due to mis-delivery, loss, theft or destruction.

9. Payment Errors or Delays:

- a. Payment errors and/or delays, resulting in late payment, are not typically a permissible reason for request for relief from a tax penalty.
- b. Common examples are not limited to:
 - i. Incorrect use of electronic information caused an error or delay in receipt of tax payment (ie: wrong email address used for e-transfer payments);
 - ii. Financial institution processed tax payment incorrectly or with delay;
 - iii. Use of unidentified payment terms that are not specified on back of property assessment and tax notice;
 - iv. Errors, delays, misunderstanding or non-communications in the conveyancing, transfer of title, or property registration process, by property owners, lawyer, agents or LTO, resulting in late payment of property taxes;
 - v. Property owner was on vacation, out of country or similarly physically unable to make payment prior to tax payment deadline; and
 - vi. Payment was put in mail, but not picked up or post-marked on or before the July 31st and/or December 31st deadline due date.
 - vii. General late payment of property taxes, with no specific reason for lateness.

10. Tax Relief of Other Charges:

- a. Charges, levies, or amounts added to the tax roll that do not relate to the annual property assessment and taxation process, are not a permissible reason for request for Property Tax Penalty Relief from a tax penalty.
- b. Common examples include, but are not limited to:
 - i. Fees and charges arising from the tax recovery process;
 - ii. Service fees for returned tax payments;
 - iii. Unpaid municipal bylaw violation charges;
 - iv. Utility consumption or installation charges;

PROPERTY TAX PENALTY RELIEF POLICY

- v. Fire/Emergency Services Fees charged to property (ie; false alarms, emergency response); and
- vi. Any penalties, interest, or other charges related to those amounts.

PROCEDURE:Review of Property Tax Penalty Cancellation Requests

1. Administration shall present all requests for property tax penalty relief to Council at the next meeting of Council after it has been received. This shall be done at an open public meeting of Council as Council's decisions on these matters have an impact on all property owners due to financial consequences to the Municipality.
2. Once Council has made their decision under a recorded meeting resolution number, Administration will then advise the property owner of Council's decision in writing within 3 business days.

**Property Tax Penalty Relief Request Form****Important Information:**

The purpose of this form is for a property owner to request under section 347(1) of the Municipal Government Act (MGA), that Council consider property tax penalty relief, in the form of a reduction, cancellation, refund, or deferral, in respect to municipal property tax penalties applied on the property as listed in Section B below.

Section A Information about whom is making the property tax penalty relief request

1. Is the requestor the: ☐ Property Owner
2. Owner Name: _____ 3. Owner Phone: _____
4. Owner Address: _____ 5. Owner E-mail: _____

Section B Property information *(From your property tax notice)*

6. Tax Roll Number(s): _____, _____
7. Property Address(es): _____, _____

Section C Type of property tax penalty relief being requested *(Please check ONE of the below boxes)*

- ☐ Tax Penalty Cancellation ☐ Tax Penalty Deferral
- ☐ Tax Penalty Reduction
- ☐ Tax Penalty Refund

Section D \$ Amount of property tax penalty relief being requested *(Enter dollar amount)*\$ **Section E Reason(s) for property tax penalty relief request** *(Please list the reasons, circumstances for your request)*

(Please attach additional information to this form if you require more space)

Section E	Acknowledgement & Certification
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By signing below, I acknowledge and certify that:

- i. I understand that for the purposes of MGA section 347(1), this request for property tax penalty relief is valid only for the properties identified in Section B of this form, and that this request applies only to tax penalties levied in respect of the *current* Taxation Year.
- ii. I understand that for the purposes of MGA section 347(1), that the decision of Council on the matter of property tax penalty relief is final, and there is no further recourse available on this matter.

Signature of Property Owner(s)

Date: _____

Section F	Form Submission Information
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Please remit this completed form to:

FINANCE DEPARTMENT

Summer Village of Birchcliff

#2 Erickson Drive

Sylvan Lake, AB T4S 1P5

Phone: 403-887-2822

Email: finance@sylvansummervillages.ca

You will be contacted at a later date with details of Council's decision of your request.

<i>Date Received:</i>	<i>Received By:</i>	<i>Property Tax Verification:</i>
	<i>Dept:</i>	<i>Property Tax Roll</i> #
<i>Notification to Taxation:</i> Y N <i>Owner contacted:</i> Y N	<i>Comments:</i>	<i>Tax Penalty Totals:</i> \$ _____ <i>Other:</i> \$ _____ <i>TOTAL Outstanding:</i> \$ _____

Summer Village of Birchcliff

Finance

Request for Decision

Agenda Item: *Auditor Engagement*

Background:

Metrix Group LLP serves as Municipal Auditors for the Summer Village of Birchcliff for the fiscal year ending December 31, 2023.

The purpose of this letter is to outline the terms of their engagement to audit the financial statements of the Summer Village of Birchcliff which comprise the statement of financial position as at December 31, 2023, and the statement of operations and accumulated surplus, changes in net financial assets, and cash flows. This letter must be signed by both Mayor and CAO.

Options for Consideration:

- 1) Agree by signing engagement letter.
- 2) Decline to sign if there are any concerns with engagement letter.

Administrative Recommendations:

- 1) Sign engagement letters as presented.

Authorities:

MGA 276(1) Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with;

(a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada.



November 24, 2023

Summer Village of Birchcliff
Bay 8
14 Thevenaz Industrial Trail
Sylvan Lake AB T4S 2J5

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

Re: 2023 Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Summer Village of Birchcliff for the fiscal year ending December 31, 2023. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Birchcliff which comprise the statement of financial position as at December 31, 2023, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Birchcliff. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

To the Mayor and Council of Summer Village of Birchcliff

Opinion

We have audited the financial statements of Summer Village of Birchcliff (the Summer Village), which comprise the statement of financial position as at December-31-23, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2023 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Summer Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Summer Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Summer Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Summer Village's financial reporting

process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Summer Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Summer Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Summer Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;

- ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Summer Village of Birchcliff from whom we determine it necessary to obtain audit evidence.
- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
 - b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Summer Village of Birchcliff and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Summer Village of Birchcliff.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Summer Village of Birchcliff) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct / Code of Ethics*, prepare the Municipal Financial Information Return. Management will, on a timely basis, provide the information necessary to complete the Municipal Financial Information Return.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Estimated Fees

We estimate that our fees for these services will be \$32,000 (for all 5 Summer Villages) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Summer Village of Birchcliff shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Summer Village of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Summer Village.

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Summer Village of Birchcliff by:

Mr. Tanner Evans, Chief
Administrative Officer

Date signed

Mayor Roger Dufresne

Date signed

Summer Village of Birchcliff

December 21, 2023

Request for Decision

Agenda Item: *Fire Pits on Sylvan Lake*

Background:

Administration has received the attached letter from Mayor Hanson from the Town of Sylvan Lake inquiring if neighbouring municipalities would be interested in adopting a strategy similar to the Take it Off Program to promote responsible practices regarding fires on the ice. It is being proposed that everyone should start advocating for the use of fire pits rather than having fires directly on the ice which would enhance safety and contribute to preserving the condition of the lake.

Options for Consideration:

- 1) Council to discuss and support the proposal from Mayor Hanson.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to discuss and support the proposal from Mayor Hanson.

Authorities:

MGA Section 3 Municipal Purposes

The purposes of a municipality are (a.1) to foster the well-being of the environment.



Town of Sylvan Lake
Municipal Government Building
5012 – 48 Avenue
Sylvan Lake, AB, T4S 1G6

tsl@sylvanlake.ca
T 403.887.2141
F 403.887.3660
sylvanlake.ca

Office of the Mayor

November 22, 2023

Summer Village of Birchcliff
#2 Erickson Drive
Sylvan Lake, Alberta T4S 1P5

Dear Mayor Dufresne and Council,

Re: Fire Pits on Sylvan Lake

I am reaching out to discuss a matter of shared concern that has been brought to our attention by our residents. It pertains to the debris left on the lake after the conclusion of the ice fishing season.

I would like to commend all of us for the collective success we achieved when we collaborated to advocate for and communicate a specific date for the removal of ice fishing shacks from the lake and registration process of these shacks. Our joint efforts not only streamlined the process but also contributed significantly to maintaining the ecological balance of Sylvan Lake.

In light of this success, I am writing to inquire whether there is interest among our neighbours in adopting a similar strategy to promote responsible practices regarding fires on the ice. Specifically, we are considering advocating for the use of fire pits rather than having fires directly on the ice. This measure would not only enhance safety but also contribute to preserving the pristine condition of our beloved lake.

Furthermore, it is crucial for us to emphasize the importance of leaving no litter behind and the continuation of the 'leave no trace' campaign. We are all aware that the debris left on the ice can have detrimental effects on the lake's health once it melts. Therefore, I propose that we collectively encourage all residents and visitors to remove any litter they bring onto the lake.

To discuss these matters further and explore potential strategies, I suggest that we consider organizing a meeting for those that have a willingness to discuss. We would be happy to schedule a suitable meeting time for all involved parties.

I look forward to your thoughts on this proposal and the possibility of working together to ensure the continued well-being of Sylvan Lake. Please let us know if there is interest in pursuing this matter further, and we can take the next steps toward organizing a meeting.

Thank you for your attention to this important issue.

Sincerely,

Megan Hanson, Mayor
Town of Sylvan Lake

Summer Village of Birchcliff

December 21, 2023

Request for Decision

Agenda Item: *Alberta Invasive Species Conference*

Background:

Administration has received the attached information on the upcoming Alberta Invasive Species Conference being held March 20 & 21, 2024, at Olds College. The agenda is not available yet, but sessions will be focused on invasive species.

Registration fees are as follows:

AISC Member Pricing:

- Full conference (early bird): \$285
- Full conference: \$350
- Student full conference (early bird): \$160
- Student full conference: \$200

Non-Member Pricing:

- Full conference (early bird): \$385
- Full conference: \$450
- Student full conference (early

Options for Consideration:

- 1) Council to discuss and provide direction to Administration.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to discuss and provide direction to Administration.

Authorities:

MGA Section 3 Municipal Purposes

The purposes of a municipality are (a.1) to foster the well-being of the environment.

Conference Details:

A variety of sessions focused on invasive species as well as **certified pesticide applicator credits will be offered**. We will be hosting a poster session and opportunities for networking and sponsorship - please submit an abstract or get a hold of us at info@abinvasives.ca to inquire.

Our draft conference program and agenda will be available in January 2024. Please check back then and find out more about the exciting sessions and networking opportunities our 2024 conference will include! In the meantime, please complete our AISC Conference Survey below to provide input on topics, speakers, or events you'd like to see during the AISC's Annual Conference!

Registration for the AISC 2024 Conference opens on **January 2nd, 2024** (please check your junk mail!). Please note AISC 2024 Members and Partners have access to a discount on their conference registration fee - **AISC Memberships expire on December 31, 2023, please purchase your AISC 2024 Membership prior to your registration in January** and you will have access to a reduced registration fee. Registration costs include breaks and meal service throughout the conference and are as follows:

AISC Member Pricing:

- Full conference (early bird): \$285
- Full conference: \$350
- Student full conference (early bird): \$160
- Student full conference: \$200

Non-Member Pricing:

- Full conference (early bird): \$385
- Full conference: \$450
- Student full conference (early bird): \$200
- Student full conference: \$240

Registration costs do not reflect applicable fees and taxes. Early bird pricing for the event is available until February 14, 2024. Registration for the event closes on March 6, 2024.

AISC 2024 Conference Location:

Location: Alumni Room at the Olds College of Agriculture and Technology on **March 20th and 21st, 2024**.

Rooms have been blocked out from March 19-21, 2024. Please call the hotel of your choice to book using the **group name Alberta Invasive Species Council 2024** at the following nearby hotels:

Pomeroy Inn & Suites (located within Olds College Campus)

- for \$139+tax/night
- 403-556-8815
- Booking link [here](#), book by February 1, 2024

Best Western Olds Hotel (across the street from Olds College)

- for \$139+tax/night
- 403-556-5900

Summer Village of Birchcliff**December 21, 2023****Request for Decision****Agenda Item: *Fire Services Agreement Renewal*****Background:**

The Fire Emergency Response Agreement with the Town of Sylvan Lake expire at the end of the year. The base agreement has not changed, nor has the Annual Service Provision Fee of \$75 per parcel. The dispatch fees are proposed to remain constant at the existing amount of \$2.68 per capita. The Call Out / Response Rates have increased to reflect the current Alberta Infrastructure fee schedule and will continue to follow the Alberta Infrastructure fee schedule throughout the agreement.

Options for Consideration:

- 1) Council to discuss and direct the Mayor and CAO to sign the Fire Services Agreement renewal as presented.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to discuss and direct the Mayor and CAO to sign the Fire Services Agreement renewal as presented.

Authorities:

MGA Section 3 Municipal Purposes

The purposes of a municipality are (b) to provide service, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality.

THIS AGREEMENT made this __ day of _____, A.D. 20__

BETWEEN:

TOWN OF SYLVAN LAKE
(Hereinafter called "the Department")

OF THE FIRST PART

-And -

SUMMER VILLAGE OF BIRCHCLIFF
(Hereinafter called "the Summer Village")

OF THE SECOND PART

IN THE MATTER OF FIRE EMERGENCY RESPONSE SERVICES PROVIDED BY THE DEPARTMENT

WHEREAS the Town of Sylvan Lake owns certain firefighting equipment and apparatus;

AND WHEREAS the Summer Village has requested that the Town provide fire emergency response services to the Summer Village;

AND WHEREAS the Town of Sylvan Lake is willing to provide fire emergency response services to the Summer Village subject to the terms, conditions and provisions of this agreement;

NOW THEREFORE this Agreement witnesseth that in consideration of the premises, covenants, agreements and mutual obligations herein contained, the parties hereto covenant and agree, each with the other as follows:

DEFINITIONS:

- (a) "Fire Protection Area" means that geographic area situated within the Summer Village of Birchcliff;
- (b) "Fire Protection Services" means the provision of fire services in all aspects and without limiting the generality of the foregoing, includes the responses to calls for assistance from the public involving the protection of life, property, rescue and the extinguishment of fires, and includes sufficient and adequate apparatus, personnel, and equipment to adequately provide the fire protection services as described;

The Department agrees to make available to the Summer Village the services of the Town of Sylvan Lake Fire Department under the following terms and conditions:

This agreement is for a 4 year term commencing on January 1, 2024 and expiring on December 31, 2027. This agreement supersedes any other agreement for fire service fees.

1. When the Department receives a call for assistance within the Summer Village, the Department shall not be required to verify the bona fides of such a call, and the Summer Village will pay the Department all amounts for services rendered regardless of the authenticity of such a call.

2. The Summer Village also acknowledges and agrees that the fire services being provided by the Department are based upon and dependant upon volunteer forces. The Department makes no representations or warranties in regard to the nature or level of fire services which will be available, and the Fire Chief, or his or her designate, retains a general discretion regarding the nature and scope of fire services which can be provided at any given time. However, the Department will endeavour to provide fire services to the Summer Village, within the limits of its abilities, in accordance with the same practices and policies which are applicable with the Town of Sylvan Lake.
3. The fire services contemplated hereunder and provided by the Department are solely and absolutely at the discretion of the Fire Chief, or his or her designate, and the Fire Chief may, without rendering the Department liable for any claims, penalties, damages or losses whatsoever incurred by the Summer Village or any Third Party, direct any of the following:
 - a. That there be dispatched in response to a call, as many fire vehicles, equipment or apparatus as the Fire Chief or his or her own designate, in their sole discretion deems to be necessary; or
 - b. That there be dispatched in response to a call such lesser number of units of fire vehicles, equipment or apparatus as, in the judgment of the Fire Chief, or his or her delegate, is appropriate in the circumstances.
4. It is understood and agreed that the Department shall not be liable for any penalties, damages or losses whatsoever for delay or for failure to respond to any call to a fire or for any breach of this Agreement committed by the Department.
5. The Summer Village covenants and agrees to indemnify the Department against and from all loss, costs, claims or demands, liability, damages and expense in respect of any injury, loss or damage caused by the fire fighting vehicles, the Town of Sylvan Lake Fire Department and its members including the personnel provided by the Department while in the course of their duties and the Summer Village agrees to carry liability insurance in respect thereof.
6. If available the Summer Village will maintain and service all fire hydrants, water lines and emergency fire pumps to ensure operability in case of emergency situations. The Summer Village will also ensure that adequate water and water pressure is available for fire service purposes, at no charge to the Department.
7. It is the responsibility of the property owner to ensure a permanent civic address is suitably affixed to each structure (min. size of 6" or 15.24 cm in height) and must contrast the colour of the dwelling. Secondary Suites / Garage Suites require an additional permanent civic address (house number and B) be suitably affixed to the front of the dwelling and at the entrance to the secondary suite (min. size of 6" or 15.24 cm in height), and must contrast the colour of the dwelling. The Fire Department is not responsible for an adequate response time if the house numbers are not suitably affixed, sized and in contrast to the house, as specified in the agreement.
8. The Department agrees to provide the Summer Village with at least 48 hours notice of any training exercise requiring the usage of the Summer Village's fire hydrants, or large quantities of water.
10. Any notice, payment or other communication required or permitted to be given or served pursuant to this Agreement shall be in writing and shall be delivered

personally or may be mailed by registered mail, postage prepaid, addressed as follows:

- a. Town of Sylvan Lake
5012-48 Avenue
Sylvan Lake, AB
T4S 1G6
- b. Summer Village of Birchcliff
#2 Erickson Drive
Sylvan Lake, AB
T4S 1P5

11. The Summer Village agrees to pay the Town of Sylvan Lake for emergency response services (Schedule A), an amount in accordance with Alberta Infrastructure's fee schedule that is in effect at the time service is provided by the Department to the Summer Village. Such fee will be subject to change from time to time to coincide with the applicable Alberta Infrastructure fee schedule. The charge for attending an incident in the Summer Village by the Department will commence from the time the Department fire fighting vehicles are dispatched from the Fire Station until said fire fighting vehicles are back in service at the Fire Station.
12. All costs incurred if mutual aid from an outside resource is required will be paid by the Summer Village.
13. The Summer Village shall pay the Town of Sylvan Lake within Thirty (30) days of receiving an invoice for emergency services.
14. The Summer Village agrees to pay the Town of Sylvan Lake an annual rate to maintain Fire Department service to the Summer Village which will be calculated on the cost per parcel based on the total number of vacant & / or occupied parcels. The cost per parcel will be \$75.00 per parcel (Schedule A).
15. The Summer Village agrees to pay the Town of Sylvan Lake the annual dispatching fees as per the Towns contract with Red Deer Emergency Services (Schedule A).
16. The Summer Village will provide the total # of parcels for the purpose of this agreement. The annual fee is due 30 days after the Summer Village property taxes are due, payable to the Town of Sylvan Lake.
17. This agreement may be terminated;
 - a. At any time by mutual agreement of both the parties;
 - b. By either party for any reason by providing six (6) months written notice to the other party.
18. If any controversy, claim, dispute or question arises out of, or is related to, the interpretation, performance, non-performance or breach of this Agreement or any provision thereof which the parties are unable to settle by mutual agreement within a reasonable period of time, the parties shall adhere to the following dispute resolution mechanism:

- a. The parties will make reasonable efforts to resolve disputes arising under this Agreement by amicable negotiations. They agree to provide frank, candid and timely disclosure of relevant facts, information and documents to facilitate these negotiations, without prejudice to their rights and recourses.
- b. If a dispute has not been resolved by negotiations, either party may notify the other party that it wishes the dispute to be resolved by mediation. If the parties are unable to agree upon the choice of a mediator, either party may apply to a superior court in the Province of Alberta to appoint a mediator.
- c. Should mediation not resolve the dispute within a reasonable time frame, the dispute shall be settled and determined by a Board of Arbitration consisting of three (3) arbitrators, one to be named by each of the parties hereto and the third to be selected by the two so named. Should either of the parties fail to appoint an arbitrator for themselves within ten (10) days after receipt of a written proposal for arbitration, or if the two so appointed arbitrators are unable to agree upon a third arbitrator within ten (10) days from their appointment, then the third arbitrator shall be selected and named by a Justice or Master of the Court of Queen's Bench of Alberta on application by either of the parties based on the recommendations of the parties thereto.
- d. Unless the parties otherwise agree, any arbitration under this Agreement will be conducted in accordance with the provisions of the Arbitration Act Revised Statutes of Alberta 2000 Chapter A-43, and the findings and conclusions of the majority of the said Board of Arbitration shall be binding on all parties to this contract.
- e. All costs incurred in arbitration proceedings shall be borne equally by the parties hereto unless a Justice or a Master of the Court of Queen's Bench of Alberta, in their sole discretion, should award costs to either of the parties if an application is required to the Court of Queen's Bench to name arbitrators.
- f. Any endeavour to resolve disputes arising out of this Agreement by negotiation, mediation or other means of dispute resolution, including arbitration, will be conducted on a confidential basis.

IN WITNESS whereof the parties hereto have affixed their corporate seals under the hands of their proper and duly authorized officers effective the day and year first written above, notwithstanding the actual date or dates of execution.

Summer Village of Birchcliff

Town of Sylvan Lake

Per: _____

Per: _____

Per: _____

Per: _____

SCHEDULE "A" - EMERGENCY SERVICES FEESAnnual Service Provision Fee:

- \$75.00 per parcel (based on the total number of parcels)
- 173 parcels x \$75 /parcel= \$12,975

Dispatch Fees (with Red Deer Emergency Services)

2024 - \$2.68 per capita

2025 - \$2.68 per capita

2026 - \$2.68 per capita

2027 - \$2.68 per capita

Call Out / Response Rates:

- shall be in accordance with Alberta Infrastructure's fee schedule that is in effect at the time service is provided by the Department to the Summer Village and such fee will be subject to change from time to time to coincide with the applicable Alberta Infrastructure fee schedule.

Alberta Infrastructure Fee Schedule - Fire Callouts current at Dec. 1, 2023

Type of Unit	Comment	Hourly Rate
Ladder and Pumper Trucks	<ul style="list-style-type: none"> • Includes equipment costs, labour, and all materials. 	\$700
	<ul style="list-style-type: none"> • These are specialized pieces of equipment specifically designed and built to fight fires. 	
Light & Medium Rescue Vehicles	<ul style="list-style-type: none"> • Used to transport manpower & equipment not covered under the rate for ladder and pumper trucks. 	\$700
	<ul style="list-style-type: none"> • Rescue vehicles must meet the equipment requirements listed in Section 4, particularly Table 4.2.2, of NFPA 1901. 	
	<ul style="list-style-type: none"> • Light rescue vehicles are permanently rigged and equipped to do basic rescue tasks using hand & basic extrication tools (i.e. pry bars, air chisels, bolt cutters, stabilization equipment & cribbing, hand and power saws, lighting and portable hydraulic rescue tools) and medical aid equipment. 	
	<ul style="list-style-type: none"> • Medium rescue vehicles carry more equipment to handle regularly occurring rescue tasks plus specialized rescue equipment for at least one rescue specialty. 	
Command Vehicles		\$205

Summer Village of Birchcliff

December 21, 2023

Planning & Development

Request for Decision

Agenda Item: *Superior Safety Codes Contract Renewal*

Background:

The Safety Codes Services Agreement between the Summer Village and Superior Safety Codes expired December 31, 2022. Superior would like to enter into another 3-year agreement with the Summer Village.

There have been no changes to the contract including the fees schedule since the last renewal in 2020.

Options for Consideration:

1. Council renew their agreement with Superior Safety Codes for another 3-year term.
2. Council accept as information.

Administrative Recommendations:

1. Council renew their agreement with Superior Safety Codes for another 3-year term.

Authorities:

Safety Codes Act

SAFETY CODES SERVICES AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS _____ DAY OF _____, 2023.

BETWEEN:

**SUMMER VILLAGES OF BIRCHCLIFF, HALF MOON BAY,
JARVIS BAY, SUNBREAKER COVE, AND NORGLLENWOLD**
2 Erickson Drive
Sylvan Lake, AB T4S 1P5
"The Municipality"

-and-

SUPERIOR SAFETY CODES INC.
100, 14535-118 Avenue
Edmonton, AB T5L 2M7
"The Agency"

RECITALS

1. The Summer Villages, hereafter known as "The Municipality", being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:

- **Building**
- **Electrical**
- **Plumbing**
- **Gas**
- **Private Sewage**

Disciplines in accordance with the Act and Schedule "A", being the Municipality's Quality Management Plans and Schedule "B", being the Municipality's Fee Schedule (attached).

Services included under this Fee Schedule are:

- | | |
|-----------------|--|
| • Compliance | • Appeal |
| • Emergency | • Enforcement (no charge up to 8 hours; \$125.00/hour after 8 hours) |
| • Investigation | |

Costs for extra services, such as Consultative Services, (Non-Permitted Plans Reviews etc.) and Issuance of Variances, will be billed directly to the applicant by the Agency at the current rate.

2. The Agency agrees to provide those Services and has the right to conduct Services for the Municipality within the corporate boundaries of the Municipality and to be compensated for these services; and,

3. The Municipality agrees to exclusively engage the Agency for the delivery of the Services listed in Recital Clause 1, pursuant to the provisions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the said parties covenant and agree as follows:

1 INTERPRETATIONS

1.1 Definitions

- a) "Accredited Agency" means a Corporation designated as an accredited agency under the Act;
- b) "Accredited Municipality" means a municipality that is designated as an accredited municipality under the Act;
- c) "Act" means the Safety Codes Act, as amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- d) "Agency" means Superior Safety Codes Inc. carrying on business as Superior Safety Codes Inc.;
- e) "Agreement" means this document, Schedule A (the Quality Management Plans for the Municipality) and Schedule B (the Fee Schedule) as amended from time to time;
- f) "Commencement Date" is the date this Agreement was accepted and executed by the Municipality, as indicated on this Agreement;
- g) "Events of Default" means any one or more of the Events of Default specified in Article 5 hereof;
- h) "Permit Regulation" means Alberta Regulations, A.R. 204/2007 as amended;
- i) "QMP Manager" means the person designated by the Municipality pursuant to Clause 3.21.a of this agreement and the "person responsible" under Schedule A;
- j) "Record" means an intelligible record of information in any form, including notes, books, documents, maps, drawings, photographs, letters, vouchers, permits, and papers and any other information that is written, photographed, recorded, or stored on any manner, but does not include software or any other mechanism that produces records;
- k) "Safety Codes Officer" (SCO) means an individual designated as a safety codes officer under the Act;
- l) "Services" means the functions, duties, tasks, and responsibilities as described in this Agreement and the Act, and without limiting the generality of the foregoing, includes the provisions of inspections and compliance monitoring services as listed in Clause 3.1.a.
- m) "Term" has the meaning attributed thereto in Clause 4.1.a

1.2 Rules of Interpretation

- a) In this agreement, unless expressly stated to the contrary or the context otherwise requires:
 - i) a reference by numerical or alphabetical designation or both to an Article, Clause, Section, Subsection, Paragraph or Schedule shall refer to the Article, Clause, Section, Subsections, Paragraph or Schedule bearing that designation in this Agreement;
- b) All monetary amounts refer to the lawful currency of Canada;
- c) Any reference to all or any part of any statute or regulation refers to the parts, statute or regulation as amended or re-enacted from time to time;
- d) References to "parties" shall mean the parties to this Agreement and a reference to a "party" shall mean one of the parties to this Agreement.

2 APPOINTMENT

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may include any other disciplines that the Municipality may adopt under the Safety Codes Act.

3 AGENCY SERVICES AND COMMITMENTS**3.1 Agency Duties**

- a) The Agency shall:
 - i) provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality's Quality Management Plans attached as Schedule "A" to this Agreement. The Services shall be provided within the scope of the Agency's accreditation under the Act and the level of certification and designation of powers of the Safety Code Officers the Agency employs;
 - ii) establish and maintain management, administrative and technical expertise as required to provide the Services under this Agreement;
 - iii) complete the performance of all Services for all the permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with Clause 5.3.b of this Agreement;
 - iv) maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
 - v) maintain toll free telephone and facsimile numbers for the use by the Municipality and municipal residents.

3.2 Agency Performance

- a) The Agency shall, as outlined in this Clause:
 - i) perform the Services in an effective and timely manner in accordance with Clause 3.5;
 - ii) endeavor to work co-operatively with the owner (the owner is the person/persons or company as listed on the certificate of title) and/or the owner's representative(s) to achieve compliance with the Act; and
 - iii) perform the Services with impartiality and integrity, and in a professional and ethical manner.

3.3 Agency Personnel

- a) The Agency shall, as outlined in this Clause:
 - i) employ persons knowledgeable about the applicable codes, standards, and regulations, relative to Services it provides;
 - ii) employ or engage Safety Codes Officers (SCOs) who are certified and designated (received appropriate designation of powers) to provide compliance monitoring relative to the Services the Agency provides;
 - iii) maintain a registry of all SCOs they employ, and their level(s) of certification, and designation of powers.

3.4 Quality Management Plan Training

- a) The Agency shall:
 - i) train its SCOs in the requirements of the Municipality's QMP appropriate to their discipline and Services;
 - ii) maintain the training records on the Agency SCO file;
 - iii) ensure its SCOs have ongoing access to a current copy of the Municipality's QMP appropriate to their discipline and Services.

3.5. Compliance Monitoring

- a) The Agency shall monitor compliance through a program of plans examination (when applicable), site inspection and follow-up inspections or verification of compliance (when applicable), to provide a degree of assurance of compliance with the Act and associated codes and standards.
 - i) the Agency SCO shall:
 - endeavor to inspect by the second (2nd) working day following the date of receipt of a request for an inspection and will not exceed five (5) working days;
 - inspect to determine if the work under a permit complies with the Act and relevant codes and standards;
 - inspect at the stage(s) indicated in the discipline specific sections of the QMP; and,
 - inspect all work in place at the time of inspection.
- b) The time frame for required site inspections for the permit may be extended with written permission from the QMP Manager on an individual basis.
- c) The Agency SCO shall, for each inspection required by the QMP:
 - i) complete an inspection report as accepted by the QMP Manager;
 - ii) provide copies of inspection reports to the permit applicant, contractor, owner (if requested), Municipality and the Agency file;
 - iii) perform follow-up inspections as required by the QMP,
 - iv) upon confirmation that a thing, process, or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the installation in an obvious location.
- d) The Agency SCO shall record on the inspection report:
 - i) the stage(s) of work being inspected;
 - ii) a description of the work in place at the time of inspection; and

- iii) all observed Deficiencies or Unsafe Conditions.
- e) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.
- f) A **deficiency** is any condition where the work does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.
- g) An **unsafe condition** is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on the premises.
- h) A **completed file** is a file that may be considered complete when the conditions of the QMP are met and safety is no longer a concern.

3.6 Consultative Services

- a) The agency shall provide consultative services to municipal residents, including:
 - i) technical advice;
 - ii) advice and interpretation on related codes and standards.

3.7 Situations of Imminent Serious Danger

- a) If a situation of imminent serious danger to persons or property because of anything, thing, process, or activity to which the Act applies, is observed.
 - i) the Agency's SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner; and
 - ii) the Agency may apply to the QMP Manager for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager.

3.8 Orders

- a) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of Orders under Part 5 of the Act the Agency will:
 - i) first make every reasonable effort to facilitate conformance with the Act;
 - ii) issue an order in the format accepted by the QMP Manager;
 - iii) on issuance of an order, immediately provide a copy to the QMP Manager and the Technical Administrator in the appropriate discipline appointed under the Act;
 - iv) make the Agency SCOs available to attend appeal hearings with the Safety Codes Council on any orders issued; and
 - v) carry out an order in accordance with the Act.

3.9 Variances

- a) The Agency's SCOs may, upon written request from the owner, issue a variance. The Agency's SCO, when issuing a variance shall:
 - i) issue a variance in conformance with Section 38 of the Act and Safety Codes Council policy;
 - ii) issue a variance only on a project where the Municipality has issued a permit;
 - iii) issue a variance in the format accepted by the QMP Manager;
 - iv) ensure a variance provides an equivalent or greater level of safety;

- v) issue a variance only for site specific applications;
- vi) record the details of a variance in the project file;
- vii) provide copies of a variance to the person(s) requesting the variance, the QMP Manager, the owner, the Technical Administrator, and;
- viii) issue a variance only when the safety or rights of others is not compromised; and
- ix) issue a variance only when it does not have a broad scope or impact on provincial basis.

3.10 Records

- a) The Agency shall maintain a file system, to the satisfaction of the QMP Manager, for all the records associated with performing the Services including:
 - i) permit applications and permits;
 - ii) plans, specifications, and other related documents;
 - iii) plans review reports;
 - iv) requests for inspections;
 - v) inspection reports;
 - vi) verification of compliance;
 - vii) variance;
 - viii) orders;
 - ix) occupancy certificate, and;
 - x) related correspondence and/or other relevant information.

3.11 File Flow

- a) Upon approval of a development application, the Municipality will submit the file to the Agency for review.

3.12 Ownership of Records

- a) All Records and other materials whatsoever related to the Services provided under this Agreement are the property of the Municipality and will be given to the QMP Manager immediately upon request.
- b) The Municipality has full and unfettered access to all records of the Agency relating to the provision of Services under this Agreement including the right to enter the Agency's premises at any reasonable time in order to inspect, review or retrieve such records.

3.13 Records Management

- a) The Agency shall:
 - i) abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for information initiated under that statute shall be conducted through the QMP Manager. The Agency shall immediately forward all requests for information under that statute to the QMP Manager;

- ii) respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the QMP Manager within two days of a request being received by the Agency or Municipality;
 - iii) disclose the information only with the consent of the QMP Manager; and
 - iv) maintain all Records in a manner acceptable to the QMP Manager prescribed in Clause 3.10.
- b) The QMP Manager has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the QMP Manager. In the event that the QMP Manager performs an audit and is of the opinion that the Agency's records management system is inadequate, the QMP Manager may direct the Agency to take such steps that the QMP Manager views are necessary to remedy the inadequacy.
- c) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records, and accounts shall be in the form acceptable to the QMP Manager and contain all information specified by the QMP Manager.
- d) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy, or disclose such information upon written authorization of the QMP Manager.
- e) The Agency shall maintain security standards, including control of access to Records, data, and other information as required by the QMP Manager.

3.14 Collection and Payment of Fees

- a) The Agency covenants and agrees to perform Services as described in the Agreement in accordance with Schedule A of this Agreement (the Municipal Quality Management Plan).
- b) The Agency shall collect permit fees in accordance with Schedule B (the Municipality Fee Schedule). On a monthly basis, the Agency will pay the Municipality for their share of the issued permit fees.
- c) The Agency agrees to pay the Municipality remuneration in the amount of 20% of the permit fees set forth in Schedule B.
- d) The Agency will charge Goods and Services Tax (GST) on all services invoiced to the municipality in accordance with CCRA guidelines.
- e) Permit fees will be reviewed on an annual basis to factor in inflation.

3.15 Workers' Compensation Coverage

- a) Prior to the Agency commencing the provision of Services under this Agreement, the Agency shall provide written certification of current and appropriate Worker's Compensation coverage through an account in good standing with the Alberta Worker's Compensation Board (WCB). The Agency shall maintain the account in good standing throughout this Agreement.

3.16 Regulatory Requirements

- a) The Agency shall comply with the requirements of the municipal, provincial, and federal legislation, which includes, but is not limited to, the provincial Employment Standards Code, Labour Regulations Codes, and the Occupational Health and Safety Act.

3.17 Insurance

- a) Without limiting or restricting any obligations, responsibilities or liabilities under this Agreement, the Agency shall provide, maintain, and pay for insurance coverage in accordance with the Alberta Insurance Act and be in a form acceptable to the Municipality.
- b) The Agency shall provide:
 - i) comprehensive or commercial general liability insurance within limits of not less than \$5,000,000.00 (Five Million Dollars) inclusive per occurrence, and annual aggregate, if any, of not less than that \$10,000,000.00 (Ten Million Dollars) insuring against personal injury, bodily injury, and property damage (including loss of use thereof).
 - ii) "All Risks" Valuable Papers and Records insurance on all such items pertaining to the Services under this Agreement in an amount adequate to enable their reconstruction; and
 - iii) "Professional Liability/Errors and Omissions" insurance with limits not less than \$2,000,000.00 (Two Million Dollars) inclusive per occurrence.
- c) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance.

3.18 Acknowledgements

- a) The Agency acknowledges that:
 - i) the Municipality will contract with no more than one (1) accredited agency;
 - ii) the Municipality may change its accreditation status under the Act.
- b) The Agency and Municipality acknowledge that:
 - i) they will maintain the Municipality's present first rights over Accredited Corporations throughout the term of this contract.

3.19 Relationship of Parties

- a) The Agency is an independent contractor and nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent contractor agreement between two parties at arm's length.

3.20 Notices

- a) Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

**SUMMER VILLAGES OF BIRCHCLIFF, HALF MOON BAY,
JARVIS BAY, SUNBREAKER COVE, AND NORGLENWOLD
2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Attention: Tanner Evans**

- and -

**SUPERIOR SAFETY CODES INC.
100, 14535-118 Avenue
Edmonton, AB T5L 2M7
Attention: Laural Sheeler**

- b) The address of either party may be changed to any other address in Alberta by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivered or transmitted on a business day between 8:30 a.m. – 4:30 p.m. Mountain Standard Time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any Post Office in Canada, except in the case of postal disruption, and then any notice or payment shall be given a telegram, facsimile transmission or personally served. In this paragraph, “business day” means any day except a Saturday, Sunday, or a statutory holiday.

3.21 Liaison

- a) The Municipality shall designate the QMP Manager as the Municipality’s representative for this Agreement. The Agency will report and be accountable to the QMP Manager with respect to any activities performed under this Agreement.

3.22 Reports

- a) The Agency shall provide the Municipality with a report on any aspect of the Services, in the form and manner specified by the Municipality, upon request by the Municipality.

3.23 Indemnity and Hold Harmless

- a) The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Agency or its employees in the performance of this Agreement, except if such damage or injury is caused by the Municipality, its agents, or employees.
- b) The Agency shall Indemnify the Municipality and all of the Municipality’s Councilors, servants, agents, employees, and persons for whom the Municipality is in law responsible and shall hold each of them

harmless from and against any and all liabilities, claims, damages, losses, and expenses, including all legal fees (on a solicitor and own client basis) and disbursements due to, arising from or to the extent contributed to by any breach by the Agency of any provision of this, or any error, omission, negligent or unlawful act of the Agency, or the Agency's servants, agents, employees, contractors or persons for whom the Agency is in law responsible.

- c) The Agency shall not admit liability to a third party without obtaining the prior written consent of the Municipality and agrees to obtain the prior written consent of the Municipality prior to any settlements being made with any third party.

3.24 Performance Review

- a) The Municipality may audit or monitor the performance of the Agency to establish the Agency's conformance with this Agreement.
- b) The Agency shall co-operate with the Municipality during the course of a performance review and provide all reasonable support and assistance at the Agency's own expense.

3.25 Termination or Suspension of Agreement

- a) In addition to any other provision in this Agreement, this Agreement may be terminated by the Municipality effective immediately, for cause, upon notice to the Agency.
- b) In addition to any other provision in this Agreement, this Agreement may be terminated by either the Municipality or the Agency for any reason whatsoever upon ninety (90) days notice to the other party.
- c) Before a termination notice is given per Clause 5.1 a), the Municipality will first give the Agency a written warning and thirty (30) days to correct the issue.

4 TERMS

4.1 Term

- a) Subject to Clauses 3.25, 5.1 and 5.3 of this Agreement, this Agreement is in force on the Commencement Date of **January 1, 2023**, and expires on **December 31, 2025**, with a right of renewal upon written agreement of both parties. During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

5 EVENTS OF DEFAULT**5.1 Cause**

- a) Cause for termination or suspension of this Agreement includes, but is not limited to:
 - i) failure of the Agency to observe or perform any covenant or provision to this Agreement for a period of five (5) days after written notice of same from the Municipality;
 - ii) without in any way limiting the provision of Clause 5.1.a.i, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
 - iii) if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
 - iv) if in the opinion of the Municipality, the Agency is not or will not be in the position to perform all or any of the Services which are required or will be required during a specific period of time;
 - v) if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
 - vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's image;
 - vii) non-performance or inadequate performance by the Agency of the Services;
 - viii) if in the opinion of the Municipality, the Agency fails to comply with the Act; or
 - ix) an inability of the Agency to provide effective and appropriate Services;
 - x) each of the events is hereby called an "Event of Default" and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.
- b) In the event this Agreement is terminated, the Agency shall, upon the Municipality's request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.
- c) The Agency shall immediately notify the Municipality in the event that:
 - i) its accreditation under the Act is suspended or cancelled;
 - ii) it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
 - iii) it ceases to provide the Services under this Agreement.
- d) Upon the occurrence of any of the events referred to in Clause 5.1.c, this Agreement is immediately terminated, and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems, and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.

5.2 Survival of Terms

- a) Notwithstanding any other provision of this Agreement, those clauses which by their nature continue after the expiry or termination date of this Agreement shall continue after such expiry or termination.

5.3 Transition Services

- a) The Agency shall perform the Services for all permits issued under any prior Authorization Agreement in the form and manner and within the time frames prescribed by the Authorization Agreement in effect on the date the permit was issued.
- b) Prior to or on the expiry or termination date of this Agreement, the Municipality shall forward a transition plan to the Agency that details how the Agency is to resolve these matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan (to the Municipality's satisfaction).

5.4 Amendment Provisions

- a) The parties shall not change this Agreement except by written mutual agreement, however the Municipality or its designate may add to, delete, vary, or amend Schedule "A" or "B" by giving notice to the Agency in accordance with Clause 3.20 of this Agreement.
- b) The Municipality and the Agency agree that this Agreement will be amended as required to accommodate any changes to the Act, or Permit Regulation.

5.5 General

- a) Time is of the essence in this Agreement.
- b) The Agency shall ensure that its employees, subcontractors, and agents comply with the provisions of this Agreement.
- c) Notwithstanding any other provisions in this Agreement, if the Agency fails to comply with the provisions of this Agreement, the Municipality may, without prejudice to any other remedy, correct such defaults at the expense of the Agency.
- d) The rights, remedies and privileges of the Municipality under this Agreement are cumulative and any one or more may be exercised.
- e) The waiver by the Municipality of the strict performance of any provision of this Agreement will not constitute a waiver or abrogate such or of any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision Agreement.
- f) This Agreement shall be interpreted and applied in the courts and according to the laws in force in the Province of Alberta.
- g) Should any provision of this Agreement be void, voidable or unenforceable for any reason whatsoever, it will be considered separate and severable from the remaining provisions of this Agreement, which will remain in force and binding as though the said provision had not been included.
- h) This Agreement shall not be assigned, in whole or in part, by the Agency without prior written consent of the Municipality.
- i) This Agreement shall be for the benefit of and binding upon the successors and permitted assigns of the parties.

- j) The headings in this document have been included for convenience only and are not an aid in the interpretation for this document.
- k) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.
- l) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.
- m) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to Clause 5.3, supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

Summer Village of Birchcliff

Per _____

Per _____

Summer Village of Jarvis Bay

Per _____

Per _____

Summer Village of Sunbreaker Cover

Per _____

Per _____

Summer Village of Half Moon Bay

Per _____

Per _____

Summer Village of Norglenwold

Per _____

Per _____

Superior Safety Codes Inc.

Per _____

Per _____

Summer Village of Birchcliff

December 21, 2023

Planning and Development

Request for Decision

Agenda Item: *Lakeside LUB Amendments*

Background:

Administration has been preparing amendments to add regulations on lakeside development to ensure the Land Use Bylaw is correctly regulating to the desire of the village and to ensure the health of the lake is being considered. The following are topics and ideas proposed for amendments for Council comment and consideration.

Topic: Lakeside Front Yard Accessory Buildings:

What we know: The language of the Land Use Bylaw regarding the location of accessory buildings is written in a way that is difficult to understand. Administration would like to re-word this section for clarity not only for administration but for developers as well.

Questions:

- Does Council want to see accessory buildings at all allowed in the lakeside front yard of a parcel?
- Is it acceptable to have accessory buildings on the lakeside of a property if it is not within the escarpment, has a maximum size, height and number of buildings?

Recommendation:

- If the desire is to have no accessory buildings at all, administration recommends rewording this section of the Land Use Bylaw to ensure the intent is clear that no accessory buildings are permitted in the lakeside front yard.
- If Council does want Accessory buildings in the lakeside front yard, there should be a minimum setback from the top of escarpment or beginning of the slope. Additionally, accessory building(s) in the lakeside front yard to not exceed a floor area of 11.15 m² (120.02 ft²) and a height of 2.50m (8.20 ft.). This is the size when a DP is not required if within all regulations. Controlling the size and height of allowable accessory buildings will reduce the size of buildings on the lakeside.

Topic: Lakeside Front Yard Buildings:

What we know: “Building” is defined as *“includes anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road”*. A building can be considered a structure including free standing decks, outdoor patio areas, pergolas, woodsheds and other similar structures not considered an accessory building.

Questions:

- Does Council want buildings of any kind (such as the ones listed above) allowed on the lakeside front yard of a parcel?
- Is it acceptable to have these types of structures on the lakeside of a property if it is not within the escarpment, has a maximum size, and height.

Recommendation:

- Any buildings shall have a setback from the top of escarpment or high-water mark.
- Any decks (not considered a projection) shall be ground level only and with a floor area. Any pergolas, woodsheds or other similar structures shall be a maximum height of 2.50m (8.20ft.). In administration’s opinion this would be a less impactful option to regulate the size and height of what is allowed on the lakeside.
- No buildings on the escarpment or projecting over the escarpment.

Topic: Escarpment & Landscaping:

What we know:

- Conservation of the Environment is introduced in Birchcliff’s Municipal Development Plan. Specifically, 6.3.5. states that Birchcliff shall not allow development on adjacent to or near the shores of the lake, unless the proponent can demonstrate to the satisfaction of the village the development will not reduce lake water quality, degrade aquatic habitat, and adversely impact the area’s visual or natural quality through inappropriate or excessive removal of vegetation. Additionally, that while remedial actions may be necessary from time to time, the village strongly desires that banks abutting the shoreline remain as natural as possible.
- The Land Use Bylaw is not clear on what specifically is required when escarpment alterations are to be made and what they should look like. Applications for escarpment alterations are only considered when mandated by a geotechnical report, but the aesthetics are not considered.

Questions:

- What does Council want to see when escarpments are required to be altered to ensure stability of the bank? Should there be maximum heights of retaining walls, a specific style or material of walls, vegetation requirements?

- Does Council want to include specific aesthetic requirements on stairs and access to the lake?

Recommendation:

- Administration recommends a no mow zone definition to be added to the Land Use Bylaw definitions. The no mow zone is a term used when any lakefront development permit is issued. The no mow zone is often confused for unnatural (non mowable) materials, when the definition obtained in documents from Alberta Environment and Parks is: *"A no mow zone is a buffer strip of vegetation that includes native plantings that let aquatic vegetation grow to maintain a stable natural state, a no mow zone allows native plants to seed and reestablish and is to not be maintained"*. As this has been a standard in decision making on applications for escarpment development the definition should be included in the LUB.
- Clarification on the definition of escarpment including previously altered or retained escarpment.
- Clear regulations should be added for when an engineered report is required to provide administration with the information that the bank work is necessary. The report shall propose the least impactful way to improve bank stability.
- Administration recommends a minimum percentage of vegetative native planting coverage on the escarpment area.
- Should a railing be required on a tiered escarpment, it shall be a vegetative railing within safety codes regulations.
- Stair access, to the lake shall be constructed with a material that fits within the character of the village. Natural rocks or a stamped design shall be used.
- If required, retaining wall heights shall not exceed 2m (6.5') in height unless specifically required in the geotechnical report and no other option is available. This maximum height is desirable for the more natural look of retaining wall structures and shall be constructed with a rock style wall or a stamped design.

Options For Consideration:

1. Council to discuss, and direct administration on any changes and to provide the proposed Land Use Bylaw amendments at an upcoming Council meeting.
2. Council accept as information.

Administrative Recommendations:

Council to accept as information and administration to provide further proposed Land Use Bylaw amendments at an upcoming Council meeting.

Authorities:

Land Use Bylaw #170/13

Municipal Development Plan 2013

Intermunicipal Development Plan February 2021

Summer Village of Birchcliff**December 21, 2023****Planning and Development****Request for Decision****Agenda Item: *Land Use Bylaw Re-Write Quotes*****Background:**

Administration has received 3 quotes for a Land Use Bylaw re-write for Birchcliff. The quotes are as follows:

- B&A Planning Group
\$87,054.45
- Municipal Planning Services
\$33,054.00
- Sparks Planning Group
\$40,933.20

Administration has reviewed the submission packages from each company and recommend Municipal Planning Services (MPS) for the Land Use Bylaw rewrite. MPS has previously rewritten Norglenwold's Land Use Bylaw and is currently in the process of rewriting Half Moon Bay's Land Use Bylaw, and soon to start Jarvis Bay in 2024. They are also currently in the process of writing an Open Space Master Plan for Norglenwold. Due to these projects they have extensive knowledge of this area and the particular nuances of developing adjacent to Sylvan Lake. MPS specializes in smaller municipalities and we have a good working relationship with them. It is also useful for administration to have documents that are streamlined and formatted similarly across all 5 municipalities whenever possible.

Options for Consideration:

1. Council to accept a quoted price from one of the listed providers.
2. Council direct administration to provide additional information or quotes.
3. Council to accept as information.

Administrative Recommendations:

Council to discuss and direct administration.

Authorities:

Land Use Bylaw #125/13.

Summer Village of Birchcliff

December 21, 2023

Council Reports

Information Item

Council Reports:

Roger Dufresne
Ann Zacharias
Frank Tirpak

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board
- Parkland Regional Library Board

Correspondence:

- Association of Summer Villages of Alberta
- Red Deer River Watershed Alliance
- Sylvan Lake Regional Water/Wastewater Commission

Upcoming Meetings:

Next Council Meeting: January 18, 2024



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – NOVEMBER 8, 2023 – 6:30PM

1. Organizational Meeting and Elections

Three members of the Board finished out their terms in October; a huge thank you to Teresa Rilling (Town of Sylvan Lake Councillor), Briana Darbyshire (Chair), and Sean McWade (Secretary) for their commitment to the Library Board. At the November meeting two new Board Members were welcomed, Jas Payne as the representative for the Town of Sylvan Lake Council and Wendy Savageau.

Congratulations to Carol Moore who was elected as the new Board Chair and Krista Anderson as Secretary.

Board meetings were set for 2024 and will be at 6:30pm on the following dates:

January 10 / February 14 / March 5 / April 10 / May 8 / June 12 / September 11 / October 9 / November 13

2. Treasurer's Report

The Treasurer's report was approved as presented.

The Library Director will deliver the budget presentation to the Sylvan Lake Town Council at 6:30pm on November 14th; those who are able to attend and support the library are welcome.

3. Director's Report

The Director's Report was approved as presented.

As part of the Town of Sylvan Lake's 50th Avenue Redevelopment Phase 3 project, underground utility and roadway infrastructure is being upgraded. Staged road closures on 50th Avenue will be in effect during the performance of the work between 45th Street and 49th Street and detours around 50th Avenue will be provided. The parking lot to the west of the library will also be affected and access to the library may be limited to one side of the building. The majority of the project is anticipated to be completed this season and the remaining items such as a second lift of asphalt and permanent line painting the following year. This staged approach will allow for any settlement due to the excavation that may happen over the winter months. As per the Town of Sylvan Lake Community Standards ByLaw No. 1739/2017, the hours of construction shall be from 7:00am to 7:00pm Monday to Saturday. Sunday work and evening work may also be required as weather and schedule requirements dictate. For more information on the project, please visit the project webpage at:

<https://www.sylvanlake.ca/en/business.development/SO-avenue.aspx>

4. Programming Report

Fall programs continued with the inclusion of two trivia events, one of which was Pub Trivia at Bukz that showed a great turnout. Coming up on November 18 at 11:00am there will be a kids only shopping experience with Party Chef. Parents will hang out at the library and enjoy refreshments while the kids are escorted across the street to purchase presents at Party Chef. Eric Walters was hosted for a virtual author visit and attended by the Grade 6 students in Sylvan Lake. They were able to hear his stories and ask questions; this event was generously donated by Assistant Director Jeri Wolf. Other programs to note included the Downtown Trick or Treat, stained glass workshops and the wrap up of the Film Society season with “Little Richard: I Am Everything”. The Film society will start up again in January. To take advantage of many other events occurring at the library please check out the events page:

<https://prl.ab.ca/events?startDate=11%2F13%2F2023>

5. Policy

The Finance Policy and the Governance Policy were passed at this meeting.

A new section in the Governance Policy allows for one Council representative from Red Deer County as well as one Council representative on behalf of the five summer villages on Sylvan Lake to sit on the Town of Sylvan Lake Library Board as an advisory, non-voting member.

Meeting adjourned at 7:57pm.

Next Regular Meeting – January 10, 2024, at 6:30pm.

Parkland Update

Thursday, November 2, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

2024 Parkland Van Run Schedule

It is that time of year! Watch your van deliveries for next year's van delivery schedule. We are sending them out this week, and most of you will have received them by the time of this newsletter's release.

Media Best Practices

We never know when an issue is going to pop up, or when we will suddenly find media calling. Thanks to Yellowhead Regional Library for sharing some general guidelines for dealing with media and the public on issues (HR, labour relations, crime, lawsuits, etc.). These guidelines follow the best practices for handling sensitive matters. You can find this document on the Q drive in the Marketing Training folder.

Parkland's 65th Anniversary Design Contest

In 2024, Parkland will be celebrating 65 years of service! We have some fun celebrations planned and are starting with a design contest open to the public. Designs can be submitted throughout the month of November; the winning design will be featured on a tote bag to be printed and distributed to member libraries. Full details and rules can be found in the PRLS 65th anniversary folder in the Q drive. Social media promotional materials can be found in the Promotional Materials Links Document in the Q drive.

Physical entries can be sent on the van run to PRLS and digital files can be sent via email to hhalberg@prl.ab.ca. Entries must be received by the end of day on November 30, 2023.

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

Recipe for a Successful Winter Reading Challenge

Winter reading challenges can demonstrate the role your library plays in building community during a time of year that can be isolating for some. [Check out this article](#) for tips and tricks on creating a successful reading challenge!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit [Niche Academy](#).

Library Programs for Homeschoolers Webinar

November 8

12pm

[Join this webinar](#) for a workshop on engaging homeschoolers and alternative learners in your community. Learn tips and tricks, proven programs, and so much more for this growing audience!

Crash Course in Crime, Mysteries, and Thrillers Webinar

November 14

12pm

Crime fiction, mysteries, and thrillers are consistently popular. Whether your patrons are fans of police procedurals or psychological suspense, [this webinar](#) breaks down what makes crime fiction, mysteries, and thrillers so appealing—from the butler did it to missing memories.

How to Train Your Community on Libby Webinar

November 16

12pm

Training your users on how to use Libby is an easy and effective way to increase awareness and usage of your digital collection. [Join OverDrive experts](#) to get the tools and guidance to confidently lead your own Getting Started with Libby session.

Library Marketing 101 Webinar

November 15

12pm

[This webinar](#) introduces learners to library marketing terminology and concepts. Learn about the library marketing "umbrella" and the differences between the terms outreach, marketing, promotions, communications, publicity, and public relations.

Living our Values Out Loud: Programs that Walk the Talk Webinar

November 28

12pm

[This webinar](#) is an inspiring discussion with a panel of practitioners who have found ways to design, implement, and evaluate library programs using frameworks that better represent their libraries' values, such as the triple bottom-line definition of sustainability and the United Nations' Sustainable Development Goals.



Parkland Update

Thursday, November 16, 2023

Get the latest Parkland updates, library news, training, events, and more!

Stay up to date by visiting our [support site](#).



October Marketing Activities Results

Our October marketing initiatives were very successful! We are pleased to report the following results.

- **3rd annual Golden Ticket Contest:** We had 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- **Library Card Sign-Up and Renewal Contest:** For our library card sign-up and renewal contest we had 1,071 entries. We had 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
- **Internal Membership Drive:** We saw over 1,700 new cardholders for October 2023—a new record! The last highest was in September 2019 with 1,497 new cardholders. Alix Public Library won with 146 new members and renewals—over 10% of their population!

Website Homepage Feature Change Request

A new [Homepage Feature Change Request form](#) is available for library staff on the support site. This form will allow libraries to easily request new special features, change the book carousel, and key dates. We encourage you to customize your home page with this form with content that will suit your library and community!

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

A New Nonprofit Navigator

The Government of Alberta has launched a new website that provides comprehensive information and resources to support nonprofits serving Albertans. It includes information on how to start, fund, and manage a nonprofit organization, grant details, learning and capacity-building opportunities, board member training, and so much more. Check out the [new site](#) and access the [grant search engine](#) today!

The 2024 Guide to Facebook for Libraries

Check out the [newest blog post from Super Library Marketing](#) for updated best practices for Facebook so that your library can get the most out of time spent using the platform!

The Get Ready, Stay Ready: Community Action Toolkit

[The Get Ready, Stay Ready: Community Action Toolkit](#) is an effort by a group of parents and librarians who believe that the power is in community, in togetherness, in a collective outcry, and a collective pushback against those who want to erase our stories, our history, our existence. Here you will find curated resources including scripts for public speaking and writing, fantastic video presentations, training materials equipping you to learn more about (and fight back) censorship's impact on education and society.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** - November 22 at 10am

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit [Niche Academy](#).

The Healthy Board: Collaborative Communication for Nonprofit Boards and Teams Webinar

November 23

9am

For nonprofit boards and leadership teams, effective communication is the bedrock of a thriving organization. This is especially true in today's landscape, where many team meetings are conducted online. Interpersonal communication skills can make or break a team's ability to effectively navigate all matters. [Join this webinar](#) to learn about running productive meetings, relationship building, working through changes in leadership, strategy

Living our Values Out Loud: Programs that Walk the Talk Webinar

November 28

12pm

[This webinar](#) is an inspiring discussion with a panel of practitioners who have found ways to design, implement, and evaluate library programs using frameworks that better represent their libraries' values, such as the triple bottom-line definition of sustainability and the United Nations' Sustainable Development Goals.

development, and even crisis management.

**Living Our Values Out Loud:
Programs that Walk the Talk
Webinar**

November 28

12pm

From zero-waste events to upcycling, to refreshments, how we choose to carry out our work in libraries says a lot about our values. We can't just pay lip service to sustainability—we need to practice what we're talking about! [This webinar](#) will be an inspiring discussion around ways to design, implement, and evaluate library programs using frameworks that better represent their libraries' values.

**Required Policies under the
Libraries Regulation for Municipal
and Intermunicipal Library
Boards Webinar**

November 28

7pm

Municipal and intermunicipal library boards have a responsibility to govern public library service in their communities. One way that library boards do this is by creating and implementing policies. Under section 7 of the Libraries Regulation, library boards are required to establish specific policies to support board governance. In this session, we will review these 10 policies in detail, including what to incorporate into each policy.

The Public Library Services Branch is offering this webinar on the following dates. There is no registration – simply join on Zoom using the link below.

- [Tuesday, November 28, 7:00pm](#)
- [Thursday, November 30, 1:30pm](#)

Parkland Update

Thursday, November 30, 2023

Get the latest Parkland updates, library news, training, events, and more!

Stay up to date by visiting our [support site](#).

Welcome New Subscribers!

As the Parkland Board has had many new members appointed, we have updated our email lists. You can unsubscribe at any time at the footer of this email if we haven't earned our spot in your inbox. Feel free to forward the update email to anyone you think would be interested and they are welcome to [subscribe](#).

Parkland has a New Board Chair



Parkland has a new board chair. Barb Gilliat previously served as vice-chair and was elected at Parkland's November 16th Board Meeting.

Barb is proud to represent Alix and feels her village has so much potential. She is amazed at how many people visit to walk Alix's amazing Nature Trail, and considers Alix to be a hidden gem in Central Alberta. Barb is on the Village of Alix Council and represents them on three Library Boards.

Learn More About Parkland's Rotating Collections

Did you know that Parkland maintains and stores rotating collections of [Audiobooks](#) and [Large Print Books](#)? These items can be expensive and space-consuming for libraries. Sign up by filling out the [rotating collections request form](#).

Communications and Professional Development Survey

Parkland is currently gathering responses for two surveys to better serve our libraries. The first is about [communication and info-sharing](#) and the second will help us plan our [training offerings](#) for 2024. Please take a few minutes to have your say!

LIBRARY NEWS

Find out about important deadlines and see what's happening at other Parkland Libraries!

2024 TD Summer Reading Program Sign Up

It's that time of year again—2024 TD Summer Reading Club Sign-up! This year's theme "To the Stars". If you'd like to participate in the 2024 TD Summer Reading Club, please fill out [this online form](#) by January 10, 2024.

Tracking Banned Books in Canada

Check out the [latest blog post](#) from [Booknet Canada](#) that does a deep dive into the sales and circulation of banned books.

Orca Book Publishers Additional Materials

Orca Book Publishers is pleased to offer permission to share these gorgeous, informative, free, [downloadable resources](#) with your patrons! They include posters, discussion guides, coloring pages, and more!

The Get Ready, Stay Ready: Community Action Toolkit

[The Get Ready, Stay Ready: Community Action Toolkit](#) is an effort by a group of parents and librarians who believe that the power is in community, in togetherness, in a collective outcry, and a collective pushback against those who want to erase our stories, our history, our existence. Here you will find curated resources including scripts for public speaking and writing, fantastic video presentations, training materials equipping you to learn more about (and fight back) censorship's impact on education and society.

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Upcoming Webinars

If you would like more information about these training opportunities, please contact libraryservices@prl.ab.ca. To watch past training sessions, visit [Niche Academy](#).

Climate Justice: Sustainable Libraries Initiative Resources

Everyone is affected by climate change and its impacts are not evenly distributed. That's why it is so crucial to consider the social and economic impact of our environmental choices in our responses to climate change. Learn more via this [series of resources and webinars](#) created by the [Sustainable Libraries Initiative](#) team, which supports libraries in creating a more sustainable future.

Plan and Assess Library Programs Like a Pro

In [this blog post](#), learn how assessing and evaluating library programs can help you take your programming to the next level—in person and online!



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting NOVEMBER 16, 2023

Organizational Meeting

Parkland's board has approximately 15 new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Barb Gilliat!

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

Deb Coombes – Town of Bowden
Jamie Coston – Town of Rimbey
Sarah Fahey Village of Clive
Barb Gilliat – Village of Alix (Committee Chair)
Dana Kreil – Lacombe County
Len Phillips – Town of Rocky Mtn. House
Debra Smith – Village of Lougheed
Carlene Wetthuhn – Camrose County
Shannon Wilcox – Town of Carstairs
Janice Wing – Town of Innisfail

Parkland 2024 Budget

The Parkland budget has been approved by 68% of the municipalities representing 77% of the population, with four municipalities declining.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2024 are:

Jul Bissell – Village of Elnora
Teresa Cunningham – Town of Penhold
Todd Dalke – Town of Sundre

Elaine Fossen – Village of Forestburg
Barb Gilliat – Village of Alix (ex-officio)
Gord Lawlor -Town of Stettler
Stephen Levy – Village of Sedgewick
Jordon Northcott – Clearwater County
Ray Reckseidler – Village of Delburne
Debra Smith – Village of Lougheed
Harvey Walsh – Town of Olds

Board Meeting Dates for 2024

Parkland will be holding board meetings virtually in 2024. Board meeting dates are subject to change, but are set as follows:

- **February 22** - Annual Report, Year in Review
- **May 16** - 2023 Financial Statements presented
- **September 12** - Budget presentation for 2025
- **November 14** - Organizational Meeting

Compensation Policy Working Group

The Compensation Policy Working Group presented the results of their hard work to the board. Working group member Twyla Hale gave a short PowerPoint presentation regarding their recommendations for Parkland's new 9-step salary grid and Compensation Policy.

Website Refresh Project

Parkland's new websites have launched! Check it out at [Parkland Regional Library System \(prl.ab.ca\)](http://Parkland Regional Library System (prl.ab.ca))

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Advocacy Report

While Parkland continues to move ahead with its advocacy activities in conjunction with Yellowhead Regional Library (YRL), efforts to maintain advocacy momentum with the other library systems has proven more difficult.

One important note, at Parkland's September board meeting where the 2021 budget was approved by the board, the following motion was made:

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

After much discussion, the following collective actions were decided to be taken by PRLS and YRL at their Advocacy Committee meeting:

- YRL will book a table for the RMA and Alberta Municipalities trade shows. Parkland will be looking for board members to volunteer.
- YRL and PRLS will advocate the GOA for improved SuperNet. Parkland (or YRL) should send out a notice in January for a meeting in February 2024 to see if the other systems want to lobby the provincial government for increased SuperNet bandwidth
- PRLS' Director and Chair need to visit Parkland's MLAs
- The committee will pursue ongoing inflationary adjustments for library grants. The committee will send any letters produced to other systems to sign in support.

Marketing Report

Parkland's October marketing initiatives were very successful. Staff reported the following results:

- **3rd annual Golden Ticket Contest** – There were 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- **Library Card Sign-Up and Renewal Contest** – The library card sign-up and renewal contest had 1,071 entries. There were 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
- **Internal Membership Drive** – There were over 1,700 new cardholders for October 2023 – a new record! The last highest was in September of 2019 with 1,497 new cardholders. Alix Public Library won with 146 new members and renewals – Over 10% of their population!

In 2023 Parkland sent out 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services in a professional and appealing manner.

This last summer, Parkland staff visited Olds, Rimbey, Hughenden, and Sylvan Lake libraries with a professional photographer and videographer to take photos and videos for libraries to use in their marketing materials.

<https://www.youtube.com/watch?v=3AD6Wqu5HGY&list=PLNh8ewjLSG3JhONRtyUo612NKABgvcbEu>

Committee News from Trustees

Stettler Public Library loaned 80,000 units in 2023. The Stettler friends of the library are also holding their annual wine survivor fundraiser in December.

Penhold and District Library is holding a Community Christmas on November 24th and are holding a book dedication and signing for a local resident, who has set the world record for blood donations (208) and has an entry in the *Guinness Book of World Records*.

The **Sedgewick and District Municipal Library** is holding two fundraisers; a pre-Christmas seafood sale, and a quilt fundraiser selling \$5 tickets until December 12th. The quilt has an estimated value of \$500.

Carstairs Public Library is hosted their first ever ComicCon, which was so popular that they will be holding it again next year with other partners.

Castor Municipal Library has a table at the local farmer's market and are partnering with the Elks on a raffle fundraiser. They have also been able to hire a summer student this past year, and hope to next summer as well.

Sundre Public Library is holding a Silent Auction from November 14 – 24th.

Board Members Present

Barb Gilliat (Vice-Chair), Twyla Hale, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Amanda Derksen, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Nancy Hartford, (alt. for Bryce Liddle) Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Shawn Peach, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing **(Visitors)** Jocelyn Baxter, Diane Elliott

Regrets Alison Barker-Jevne

Absent Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill Rock, Sandy Shipton, Patricia Young

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



PRLS Board Meeting Minutes

November 16, 2023

The regular meeting of the Parkland Regional Library System Board was called to order at 10:05 a.m. on Thursday November 16, 2023 in the Combined Board Room, Lacombe.

Present: Barb Gilliat (Vice-Chair), Twyla Hale, Gord Lawlor, Ray Reckseidler

Present via Zoom: Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Amanda Derksen, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Nancy Hartford, (alt. for Bryce Liddle) Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Shawn Peach, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing

With Regrets: Alison Barker-Jevne

Absent: Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill Rock, Sandy Shipton, Patricia Young

Visitors: Jocelyn Baxter, Diane Elliott

Staff: Hailey Halberg, Kara Hamilton, Emma McPherson, Andrea Newland, Ron Sheppard, Tim Spark, Donna Williams

Call to Order

Meeting called to order at 10:05 a.m. by Barb Gilliat.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Teresa Cunningham to excuse Alison Barker-Jevne from attendance at the board meeting on November 16, 2023 and remain a member of the Parkland Board in good standing.

CARRIED

PRLS 55/2023

1.1 Agenda

1.1.2 Adoption of the Agenda

Gilliat asked if there were any additions or deletions to the agenda. There were none.



Motion by Len Phillips to accept the agenda as presented.

CARRIED

PRLS 56/2023

1.2. **Approval of Minutes**

Gilliat asked if there were any amendments to the September 14, 2023 minutes. There were none.

Motion by Joy-Anne Murphy to approve the minutes of the September 14, 2023 meeting as presented.

CARRIED

PRLS 57/2023

1.3. **Business arising from the minutes of the September 14, 2023 meeting**

Gilliat asked if there was any business arising from the minutes. There was none.

2. **Business Arising from the Consent Agenda**

Gilliat asked if there was any business arising from the consent agenda. Joy-Anne Murphy asked to put the Budget Update on the active agenda as she had some questions. It was put on the agenda as *Agenda Item 2.4. - Business Arising from the Consent Agenda*.

Murphy sought and received some clarification regarding some lines found under the *"Support materials and Services Directly to Libraries"* section of the Budget Update.

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED

PRLS 58/2023

3.1. **Election of Board Chair**

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Gilliat turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Stephen Levy nominated Barb Gilliat, who allowed her name to stand. Shannon Wilcox nominated Bill Windsor, who also allowed his name to stand. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Ray Reckseidler to cease nominations.

CARRIED

PRLS 59/2023

A Zoom poll was presented and the results were: Barb Gilliat 34/40, and Bill Windsor, 6/40.

Barb Gilliat accepted the position of Board Chair. Sheppard turned the meeting back to Barb Gilliat.



3.2 Election of Executive Committee

Sheppard reviewed. PRLS' Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland's master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Jordon Northcott entered the meeting at 10:29 a.m.

Members were divided into "breakout rooms" on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

- Board Chair - Barb Gilliat
- Seat 2 - Carlene Wetthuhn
- Seat 3 - Deb Coombes
- Seat 4 - Len Phillips
- Seat 5 - Jamie Coston
- Seat 6 - Sarah Fahey
- Seat 7 - Dana Kreil
- Seat 8 - Debra Smith
- Seat 9 - Shannon Wilcox
- Seat 10 - Janice Wing

Motion by Gord Lawlor to accept the Executive Committee as appointed.

CARRIED

PRLS 60/2023

3.3. Marketing and Advocacy Report

Gilliat turned the meeting over to Gord Lawlor, who gave a verbal report regarding Advocacy efforts since the last board meeting.

While Parkland continues to move ahead with its advocacy activities in conjunction with Yellowhead Regional Library (YRL), efforts to maintain advocacy momentum with the other library systems has proven more difficult.

Since Parkland and Yellowhead were the primary forces behind the Systems Advocacy Committee, Yellowhead Board Chair Hank Smit sent an email to the Chairs of the other five library systems to see if they still believed collective advocacy was desired or needed. Smit received no responses to his email.

One important note, at Parkland's September board meeting where the 2021 budget was approved by the board, the following motion was made:



Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

After much discussion, the following collective actions were decided to be taken by PRLS and YRL at their Advocacy Committee meeting:

- YRL will book a table for the RMA and Alberta Municipalities trade shows
- YRL and PRLS will advocate the GOA for improved SuperNet. Parkland (or YRL) should send out a notice in January for a meeting in February 2024 to see if the other systems want to lobby the provincial government for increased SuperNet bandwidth
- PRLS' Director and Chair need to visit Parkland's MLAs
- The PRL/YRL Advocacy Committee will invoice the other systems for material provided in the future
- The committee will pursue ongoing COLA for library grants. The committee will send any letters produced to other systems to sign in support
- Parkland Staff need to find and evaluate the trade show banners used by the systems to see if they need replacing
- For RMA in March 2024, Gord Lawlor and Stephen Levy will volunteer to work a systems booth at the trade show – other volunteers are needed from the board

The Advocacy Committee also discussed strategies to engage Parkland board members to be effective advocates for the system in particular, and libraries in general.

Hailey Halberg then gave the Marketing Report. Parkland's October marketing initiatives were very successful. Staff reported the following results:

- **3rd annual Golden Ticket Contest** – There were 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- **Library Card Sign-Up and Renewal Contest** – The library card sign-up and renewal contest had 1,071 entries. There were 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
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In 2023 Parkland sent out 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services in a professional and appealing manner.

This last summer, Parkland staff visited Olds, Rimbey, Hughenden, and Sylvan Lake libraries with a professional photographer and videographer to take photos and videos for libraries to use in their marketing materials. Halberg then showed the finished video to the board.



3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2023/2024 are:

Jul Bissell – Village of Elnora
 Teresa Cunningham – Town of Penhold
 Todd Dalke – Town of Sundre
 Elaine Fossen – Village of Forestburg
 Gord Lawlor – Town of Stetter
 Stephen Levy – Village of Sedgewick
 Jordon Northcott – Clearwater County
 Ray Reckseidler – Village of Delburne
 Deb Smith – Village of Loughheed
 Harvey Walsh – Town of Olds

Motion by Twyla Hale to appoint Jul Bissell, Teresa Cunningham, Todd Dalke, Elaine Fossen, Gord Lawlor, Stephen Levy, Jordon Northcott, Ray Reckseidler, Deb Smith, and Harvey Walsh to the Advocacy Committee.

CARRIED
 PRLS 61/2023

3.5. Board Signing Authorities

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign.

Gilliat and Twyla Hale volunteered.

Motion by Len Phillips to accept Barb Gilliat and Twyla Hale as PRLS' board signing authorities for 2023/2024.

CARRIED
 PRLS 62/2023

3.6. Compensation Policy Working Group Report

Twyla Hale, who was on the Compensation Policy Working Group, gave a PowerPoint presentation to the board regarding the work of the committee and their recommendations for Parkland's new salary grid and Compensation Policy. As a result of the review, and over a year's worth of work, the board decided to implement a new nine step salary grid. Before this could be done, it was necessary to rescind a previous motion which called for the reduction of the grid to seven steps.

Motion by Ray Reckseidler to rescind motion *PRLS 35/2022*.

CARRIED
 PRLS 63/2023



Motion by Janice Wing to approve the 9-step salary grid for Parkland as well as the grids' corresponding compensation policy both to take effect January 1, 2025.

CARRIED

PRLS 64/2023

Twyla Hale left the meeting at 11:37 a.m.

Comfort break from 11:37 to 11:45 a.m.

3.7. Population Figures used by Parkland to Invoice Municipalities

Gilliat reviewed. In September, the following motion was passed by the board:

Motion by Joy-Anne Murphy for the Executive Committee to explore the implications of aligning the population figures used by Parkland for invoicing the municipalities with those used by the Government of Alberta for issuing public library operating grants.

After discussing the matter at length, Joy-Anne Murphy asked that this matter be brought back to the board in November to solicit input and assistance from board members to compile and present documents supporting amending the membership agreement. The idea would be to create a package to be presented to the board in February, which would allow the board to hear the pros and cons for opening the membership agreement. This request was supported by Smith who made the following motion which was passed by the Executive Committee:

Motion by Deb Smith to bring the issue of population figures for invoicing municipalities to the board for decision in February.

Deb Smith and Stephen Levy agreed to prepare documentation for supporting not opening the Parkland agreement for amendment. Shannon Wilcox, Carlene Wetthuhn, Todd Dalke, Bill Windsor, and Joy-Anne Murphy volunteered to present for opening the Parkland agreement for amendment.

Staff will assist all parties in document preparation, and will contact the volunteers so that presentations can be made to the board in February.

Joy-Anne Murphy left the meeting at 11:56 a.m.

3.8. Dates for 2024 Meetings

The board reviewed the dates for PRLS' 2024 board meetings.

February 22, 2024	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 16, 2024	10:00 a.m. – 12:00 p.m. (2023 Financial Statements presented)
September 12, 2024	10:00 a.m. – 12:00 p.m. (Budget presentation)
November 14, 2024	10:00 a.m. – 12:00 p.m. (Organizational meeting)

The Executive Committee will select their 2024 meeting dates at their December meeting following the November organizational board meeting.



Janice Wing suggested that in the future, the proposed Board meeting dates be brought to the board at their September 2025 meeting, to make it easier for board members to plan.

Motion by Deb Smith to receive for information.

CARRIED

PRLS 65/ 2023

Cal David left the meeting at 12:06 p.m.

3.9. Board Meetings – Virtual or in-Person?

Sheppard reviewed. For 2023, the Parkland Board chose to hold two virtual meetings (February and November) and two in-person meetings (May and September).

At their October 19th meeting, the Parkland's Executive Committee made the following motion recommending that for 2024 the board hold two virtual and two in-person meetings as in 2023.

Motion by Jamie Coston to recommend to the board that board meetings for 2024 remain with the May and September meetings being in-person and the February and November meetings being virtual.

CARRIED

There are advantages and disadvantages to both in-person and virtual board meetings. In addition, from a desire to enhance the transparency of board discussions and decisions, the Executive Committee made the following motion requiring that all board meetings be recorded.

Motion by Janice Wing to recommend to the board that all board meetings be recorded and posted publicly.

CARRIED

If the board chooses to hold in-person meetings, there would be an extra cost to recording the meetings, as staff would have to purchase equipment to do so. If meetings are entirely virtual, then there would be no additional cost since Zoom meeting are recorded already.

Since library board meetings are public meetings there is no expectation of privacy.

Parkland's board meetings could be posted on our website just as many municipal councils do. Having Parkland's meetings online would be an excellent way to counter misinformation.

Jas Payne left the meeting at 12:10 p.m.

Motion by Stephen Levy to hold two virtual and two in-person board meetings in 2024.

WITHDRAWN

Motion by Bill Windsor to hold all meetings in 2024 virtually.

CARRIED

PRLS 66/2023



3.10. Budget Approval Update

As of the date of the meeting, Parkland's budget was approved by 68% of the municipalities representing 77% of the population. The Parkland budget for 2024 has been passed.

Also included in the package was a letter of request from the Mayor of the Town of Didsbury requesting that the Parkland Board amend the PRLS 2024 budget. The board took no action to this request.

Motion by Dana Kreil to receive the budget update for information.

CARRIED

PRLS 67/2023

Jamie Coston and Edna Coulter left the meeting at 12:13 p.m.

3.11.1. Director's Report

3.11.2. I.T. Report

3.11.3. Library Services Report

3.11.4. Finance & Operations Report

Gilliat asked if there were any questions regarding the Director's Report, I.T. Report, Library Services Report, or the Finance & Operations Report. There were none.

Motion by Stephen Levy to receive the Director's Report, I.T. Report, Library Services Report, and Finance & Operations Report for information.

CARRIED

PRLS 68/2023

3.12. Parkland Community Update

Stettler Public Library loaned 80,000 units in 2023. The Stettler friends of the library are also holding their annual wine survivor fundraiser in December.

Penhold and District Library is holding a Community Christmas on November 24th and are holding a book dedication and signing for a local resident, who has set the world record for blood donations (208) and has an entry in the Guinness Book of World records.

Janice Wing left at 12:15 p.m.

Jul Bissell left the meeting at 12:16 p.m.

The Sedgewick and District Municipal Library is holding two fundraisers; a pre-Christmas seafood sale, and a quilt fundraiser selling \$5 tickets until December 12th. The quilt has an estimated value of \$500.

Jordon Northcott, the board representative from Clearwater County, asked about amalgamations and dissolutions of municipalities, particularly Caroline Municipal Library, and what the options were going forward for the municipality. Sheppard offered to meet with the Clearwater County council at a future date.

Carstairs Public Library is hosted their first ever ComicCon, which was so popular that they will be holding it again next year with other partners.



Castor Municipal Library has a table at the local farmer's market and are partnering with the Elks on a raffle fundraiser. They have also been able to hire a summer student this past year, and hope to next summer as well.

Sundre Public Library is holding a Silent Auction from November 14 – 24th.

Elaine Fossen and Bill Windsor left the meeting at 12:21 p.m.

4. Adjournment

Motion by Gord Lawlor to adjourn the meeting at 12:23 p.m.

CARRIED

PRLS 69/2023

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting NOVEMBER 16, 2023

Organizational Meeting

Parkland's board has approximately 15 new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Barb Gilliat!

Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

Deb Coombes – Town of Bowden
Jamie Coston – Town of Rimbey
Sarah Fahey Village of Clive
Barb Gilliat – Village of Alix (Committee Chair)
Dana Kreil – Lacombe County
Len Phillips – Town of Rocky Mtn. House
Debra Smith – Village of Lougheed
Carlene Wetthuhn – Camrose County
Shannon Wilcox – Town of Carstairs
Janice Wing – Town of Innisfail

Parkland 2024 Budget

The Parkland budget has been approved by 68% of the municipalities representing 77% of the population, with four municipalities declining.

Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2024 are:

Jul Bissell – Village of Elnora
Teresa Cunningham – Town of Penhold
Todd Dalke – Town of Sundre

Elaine Fossen – Village of Forestburg
Barb Gilliat – Village of Alix (ex-officio)
Gord Lawlor -Town of Stettler
Stephen Levy – Village of Sedgewick
Jordon Northcott – Clearwater County
Ray Reckseidler – Village of Delburne
Debra Smith – Village of Lougheed
Harvey Walsh – Town of Olds

Board Meeting Dates for 2024

Parkland will be holding board meetings virtually in 2024. Board meeting dates are subject to change, but are set as follows:

- **February 22** - Annual Report, Year in Review
- **May 16** - 2023 Financial Statements presented
- **September 12** - Budget presentation for 2025
- **November 14** - Organizational Meeting

Compensation Policy Working Group

The Compensation Policy Working Group presented the results of their hard work to the board. Working group member Twyla Hale gave a short PowerPoint presentation regarding their recommendations for Parkland's new 9-step salary grid and Compensation Policy.

Website Refresh Project

Parkland's new websites have launched! Check it out at [Parkland Regional Library System \(prl.ab.ca\)](http://Parkland Regional Library System (prl.ab.ca))

It is of note that Parkland is the first region in Alberta to have accessibility programming in its website.

Advocacy Report

While Parkland continues to move ahead with its advocacy activities in conjunction with Yellowhead Regional Library (YRL), efforts to maintain advocacy momentum with the other library systems has proven more difficult.

One important note, at Parkland's September board meeting where the 2021 budget was approved by the board, the following motion was made:

Motion by Joy-Anne Murphy to advocate to the government that the GOA provide annual cost of living increases in the future as well as cost of living catch up funding for library operating grants.

After much discussion, the following collective actions were decided to be taken by PRLS and YRL at their Advocacy Committee meeting:

- YRL will book a table for the RMA and Alberta Municipalities trade shows. Parkland will be looking for board members to volunteer.
- YRL and PRLS will advocate the GOA for improved SuperNet. Parkland (or YRL) should send out a notice in January for a meeting in February 2024 to see if the other systems want to lobby the provincial government for increased SuperNet bandwidth
- PRLS' Director and Chair need to visit Parkland's MLAs
- The committee will pursue ongoing inflationary adjustments for library grants. The committee will send any letters produced to other systems to sign in support.

Marketing Report

Parkland's October marketing initiatives were very successful. Staff reported the following results:

- **3rd annual Golden Ticket Contest** – There were 36 participating libraries and 601 total entries, which is a 26% increase from 2022. The winner was Martina from Clive, who was excited to receive the West Edmonton Mall Trip package.
- **Library Card Sign-Up and Renewal Contest** – The library card sign-up and renewal contest had 1,071 entries. There were 5 winners of \$100 visa gift cards from Stettler, Innisfail, Cremona, Water Valley, and Ponoka.
- **Internal Membership Drive** – There were over 1,700 new cardholders for October 2023 – a new record! The last highest was in September of 2019 with 1,497 new cardholders. Alix Public Library won with 146 new members and renewals – Over 10% of their population!

In 2023 Parkland sent out 8,750 bookmarks, 275 brochures, 750 flyers, and 900 stickers to member libraries to help them market their services in a professional and appealing manner.

This last summer, Parkland staff visited Olds, Rimbey, Hughenden, and Sylvan Lake libraries with a professional photographer and videographer to take photos and videos for libraries to use in their marketing materials.

<https://www.youtube.com/watch?v=3AD6Wqu5HGY&list=PLNh8ewjLSG3JhONRtyUo612NKABgvcbEu>

Committee News from Trustees

Stettler Public Library loaned 80,000 units in 2023. The Stettler friends of the library are also holding their annual wine survivor fundraiser in December.

Penhold and District Library is holding a Community Christmas on November 24th and are holding a book dedication and signing for a local resident, who has set the world record for blood donations (208) and has an entry in the *Guinness Book of World Records*.

The **Sedgewick and District Municipal Library** is holding two fundraisers; a pre-Christmas seafood sale, and a quilt fundraiser selling \$5 tickets until December 12th. The quilt has an estimated value of \$500.

Carstairs Public Library is hosted their first ever ComicCon, which was so popular that they will be holding it again next year with other partners.

Castor Municipal Library has a table at the local farmer's market and are partnering with the Elks on a raffle fundraiser. They have also been able to hire a summer student this past year, and hope to next summer as well.

Sundre Public Library is holding a Silent Auction from November 14 – 24th.

Board Members Present

Barb Gilliat (Vice-Chair), Twyla Hale, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Todd Dalke, Cal David, Dana Depalme, Amanda Derksen, Sarah Fahey, Richard Forsberg, Elaine Fossen, Dwayne Fulton, Clark German, Barbara Gibson, Kathy Hall, Pam Hansen, Dana Kreil, Stephen Levy, Nancy Hartford, (alt. for Bryce Liddle) Julie Maplethorpe, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jordon Northcott, Jackie Northey, Jacquie Palm-Fraser, Jas Payne, Shawn Peach, Leonard Phillips, Diane Roth, Deb Smith, Les Stulberg, Harvey Walsh, Carlene Wetthuhn, Shannon Wilcox, Bill Windsor, Janice Wing **(Visitors)** Jocelyn Baxter, Diane Elliott

Regrets Alison Barker-Jevne

Absent Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill Rock, Sandy Shipton, Patricia Young

For more information, or if you want a copy of the draft minutes from this board meeting, please contact PRLS.

Happy Holidays from the Association of Summer Villages of Alberta



On behalf of the ASVA's Executive and Board of Directors, we like to thank you for all your support again this year. May your hearts and homes be filled with all of the joys the festive season brings. Here is a toast to a Merry Christmas and a prosperous New Year! 🥂🍷

Attached you will find a copy of the 2023 Annual Report.

Best wishes for a healthy, happy and safe New Year!

ASVA Executive
and Board of Directors

Kathy Krawchuk

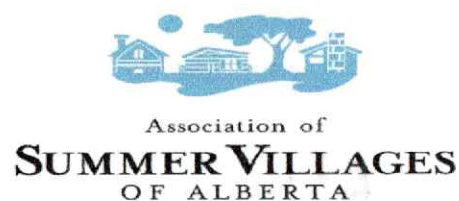
Executive Director
Association of Summer Villages of Alberta
780-236-5456
execdirector@asva.ca
www.asva.ca

ASSOCIATION OF SUMMER VILLAGES OF ALBERTA

2022-2023 ANNUAL REPORT



October 19 & 20, 2023 Annual Conference & AGM





MESSAGE FROM THE PREMIER OF ALBERTA

On behalf of the Government of Alberta, it is my pleasure to welcome everyone to the 65th annual Association of Summer Villages of Alberta (ASVA) conference and annual general meeting.

Summer villages have played an important role in Alberta's history, and since its inception in 1958, the ASVA has been integral in lake stewardship. Summer villages have grown to offer year-round activities and amenities, and to help share vital information with their residents. That is clearly demonstrated in the focus on emergency management at this year's conference.

Congratulations to the current and former board members of the ASVA for 65 years of success as you continue to advocate for the 51 Alberta summer villages you serve. I am grateful for the hours you put in serving your communities.

Best wishes for an excellent conference and annual general meeting.

A handwritten signature in black ink, reading "Danielle Smith".

Honourable Danielle Smith, Premier of Alberta





MESSAGE FROM THE PRESIDENT

The ASVA is celebrating its 65th year of existence and successful work on behalf of our members. It was back in 1958 that the Summer Villages got together to form the ASVA. The association came to life based on the successful advocacy work done by a few summer villages to increase infrastructure grant funding. Here we are 65 years later, still working together and advocating for changes to infrastructure funding on the new LGFF program.

Over those 65 years Summer Villages have changed. We are no longer just seasonal recreational communities operating for only a portion of the year. The growth in permanent year-round dwellings and Residents has been phenomenal. In the last decade there are many Summer Villages that have grown as fast as Alberta's large cities. Now, fifty percent of the Summer Villages are similar in size to a regular Village.

As more people choose to live in Summer Villages, that drives the need for year-round infrastructure. Like all other municipalities, Summer Villages now require all-weather roads, water and waste water systems, municipal buildings, trail systems, recreational facilities, and broad band.

Today, Summer Villages are vibrant communities that have many residents living there year-round and with many more residents utilizing their lake home throughout the entire year. Summer Villages have become sustainable municipalities that are a well-respected, recognized level of government and stewards of our lakes.

In closing, I would like to take this opportunity to thank all of the past ASVA Board members and Executive Directors that came before us. Their work provided a strong foundation for the association. I also want to thank the current Board members for their dedication and hard work representing our members. We were fortunate to have Kathy Krawchuck join us this year as Executive Director. Her knowledge and experience in local municipal government will serve our members well. I am happy to say that all Summer Villages remain as ASVA members. The ASVA has never been stronger and we are well positioned for the future.

A handwritten signature in dark ink, appearing to read "Mike Pashak". The signature is fluid and cursive, written over a light background.

Mike Pashak

MESSAGE FROM THE EXECUTIVE DIRECTOR

For those of you who don't know me, my name is Kathy Krawchuk, the new Executive Director for the ASVA, as of March 01, 2023.



I have had a career in municipal government for 32 years, with the opportunity to work in many areas including, clerk duties, utilities, accounts payable, accounts receivable, overlooked the enforcement & public works departments, economic development and then CAO for 12 years.

It's nice to see that all 51 Summer Villages remain members of the ASVA. With this lasting support, it continually sends the message to our Province of how resilient, sustainable and resourceful Summer Villages really are.

I am looking forward to working with the Board on upcoming initiatives and being of assistance to all the Summer Villages.

Thank you for attending ASVA's 65th Anniversary Conference, October 19 & 20, 2023.

A handwritten signature in blue ink that reads "Kathy Krawchuk". The signature is fluid and cursive.

KATHY KRAWCHUK
EXECUTIVE DIRECTOR, ASVA

ON BEHALF OF THE ASVA
THANK YOU AND FAREWELL TO OUTGOING
BOARD MEMBERS
2022-2023

Christine Holmes, Director
January 2023



Roger Montpelier, Director
February 2023



Dennis Evans, Director
July 2022



Fred Black, Director
September 2022



Dr. Peter Pellatt – Past President
Retired – November 2022



EXECUTIVE DIRECTORS
2022-2023

Deb Hamilton
Interim Executive Director – February 2023



2023 BOARD OF DIRECTORS

<u>EXECUTIVE</u>	<u>SUMMER VILLAGE</u>	<u>LAKE LOCATION</u>
	President – Mike Pashak	Half Moon Bay
	Vice President – Brian Waterhouse	Sundance Beach
	Treasurer – Rob Dickie	Betula Beach
	Executive Director – Kathy Krawchuk	

DIRECTORS

	Kim Bancroft	Island Lake	Baptiste Lake
	Gary Burns	Horseshoe Bay	Vincent Lake
	Kathy Dion	Val Quentin	Lac Ste. Anne
	Ren Giesbrecht	West Cove	Lac Ste. Anne
	Julie Maplethorpe	Jarvis Bay	Sylvan Lake
	Ian Rawlinson	Crystal Springs	Pigeon Lake
	Curtis Schoepp	Whispering Hills	West Baptiste Lake
	Marlene Walsh	Val Quentin	Lac Ste. Anne



ASVA - supporting the needs of Summer Villages:

Argentia Beach	Norris Beach
Betula Beach	Parkland Beach
Birch Cove	Pelican Narrows
Birchcliff	Point Alison
Bondiss	Poplar Bay
Bonnyville Beach	Rochon Sands
Burnstick Lake	Ross Haven
Castle Island	Sandy Beach
Crystal Springs	Seba Beach
Ghost Lake	Silver Beach
Golden Days	Silver Sands
Grandview	South Baptiste
Gull Lake	South View
Half Moon Bay	Sunbreaker Cove
Horseshoe Bay	Sundance Beach
Island Lake	Sunrise Beach
Island Lake South	Sunset Beach
Itaska Beach	Sunset Point
Jarvis Bay	Val Quentin
Kapasiwin	Waiparous
Lakeview	West Baptiste
Larkspur	West Cove
Ma-Me-O Beach	Whispering Hills
Mewatha Beach	White Sands
Nakamun Park	Yellowstone
Norglenwold	

ASVA - Who We Are

The Association of Summer Villages of Alberta was established in 1958 and later as a not-for-profit municipal organization in 1977. We have 100% membership of all 51 Summer Villages located in Alberta. We are here to serve and represent the interests of Summer Villages in Alberta.

VISION

Summer Villages are sustainable municipalities that are a well-respected, recognized level of government and advocate on behalf of our lake and river environments.

MISSION "ACE"

Inspire and support Summer Villages to achieve strong and effective local government through advocacy, communication, and education.

GOALS "ACE" – Advocacy, Communication, and Education

A - Advocacy

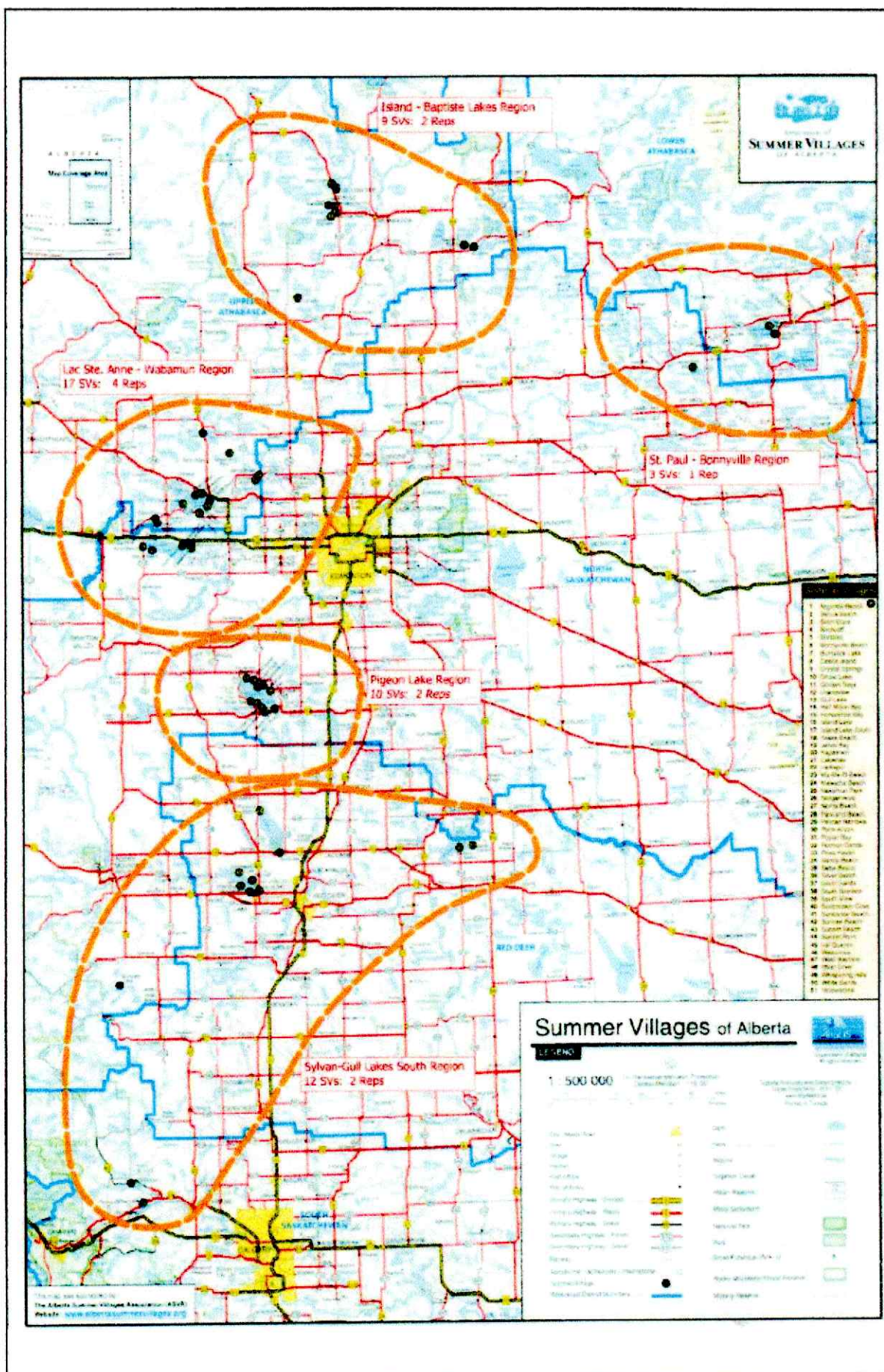
1. Advocacy / Liaison with Provincial Government – will meet with government to advocate for solutions that support summer villages and promotes the collective position of summer villages to decision makers, members and stakeholders.
2. Participation on Provincial Issues and Initiatives – ASVA partners with all levels of government, municipalities, industry, stakeholder groups, to resolve issues / challenges, and promote opportunities for cooperation.
3. ASVA will honour its duty to consult with indigenous peoples.
4. ASVA will advocate summer villages working together to build common solutions.
5. ASVA will effectively and transparently manage the ASVA as a high profile municipal association which is accepted and recognized by our sister associations, other municipalities, and the provincial government.

C - Communication

6. ASVA provides useful 2-way communication and reliable information tailored to the specific needs of summer villages and all levels of government.
7. ASVA utilizes a variety of communication techniques, including electronic and social media.

E – Education

8. Through ASVA's Annual Conference and workshops, we bring together skills and provide expertise to advise on governance and stewardship
9. ASVA provides access to a variety of resources and encourages networking opportunities.
10. ASVA supports solutions that help members collaborate and meet their sustainable, viability objectives.
11. ASVA facilitates educational opportunities to support members in governance and environmental stewardship responsibilities.



ASVA - 2022/2023 Accomplishments, Successes, and Challenges

Vision

Summer Villages are sustainable, year-round municipalities that are a well-respected, recognized level of government and advocate on behalf of our lake and river environments.

Mission

Inspire and support Summer Villages to achieve strong and effective local government through advocacy, communication, and education.

The ASVA continues to work with our sister organizations, Alberta Municipalities (ABmunis) and Rural Municipalities Association (RMA), on common issues. We continue to educate them on key priorities for Summer Villages and to garner their support on those priorities.

This past year ASVA was very pleased to welcome Kathy Krawchuk as our new Executive Director. Kathy brings a wealth of knowledge to the role having been in local municipal government her entire career and with 12 years as a CAO.

Our largest advocacy work was the Local Government Fiscal Framework (LGFF). The ASVA President met multiple times with ABmunis, RMA, and the Minister of Municipal Affairs and department staff to share our thoughts on the issue. Last October, the ASVA submitted a proposal to Municipal Affairs on how the funds in the new LGFF program should be allocated between municipalities. This proposal was shared with members at the 2022 ASVA annual conference. This summer Municipal Affairs shared their preliminary proposal for the allocation formula and asked for feedback. Although ASVA agrees with the majority of their proposed allocation factors, the base funding for Summer Villages is significantly below what ASVA and ABmunis had proposed. The ASVA has provided comments on their proposal. Minister Ric McIver has indicated that the LGFF allocation formula will be finalized before year end.

The ASVA Board of Directors updated its strategic plan in 2022. This new plan focuses on these four goals:

1. ASVA is recognized as the primary advocate for and on behalf of Summer Villages.
2. ASVA plays a key role ensuring SVs are informed on critical issues and that SVs have the knowledge and skills that enhance their capacity to deliver municipal services.
3. ASVA will deliver projects to enhance the autonomous nature of SVs and strengthen the SVs' capacity to deliver municipal services within their communities.
4. ASVA will model to ASVA members effective governance by actively improving its Board governance practices.

The updated strategic plan had ASVA focus on its internal governance, protocol, and practices. That work allowed the ASVA to tweak its Vision and Mission statements to better support our members. We also updated a number of policies to strengthen our financial management and to provide succession planning.

The ASVA conducted a Board Effectiveness Survey. ASVA wanted to ensure that the ASVA Board continues to function effectively and will review its performance by conducting a formal assessment each year. The survey identified a number of opportunities for improvement. The Board has completed improvements. This work dovetailed nicely with our strategic plan.

The ASVA developed an Executive Director Performance Review Policy. This will be an annual activity for the ASVA Board and HR committee. It is important that the ASVA Board be aligned and provide the right support for the Executive Director.

The 2023 Alberta Election saw the UCP return to government. With the election over there are a number of familiar faces returning to key positions within the government. The majority of Summer Villages (44 of 51) have the same MLA returning.

The ASVA President also serves on ABmunis Board of Directors representing Summer Villages. He attended the Summer Municipal Leaders Conference meetings in Delburne and Spruce Grove. The topics included potable water issues in the province, future of intermunicipal collaboration policy, and a debrief on the Alberta election. Each meeting had approximately 60 participants. Local MLAs attended to give greetings. One of things noticed was the Summer Village attendance at these events is minimal. The topics are usually relevant to Summer Villages and future work will be done to encourage more attendance at this type of event.

ASVA supported the SV Half Moon Bay to create a golf cart resolution that was accepted by ABmunis for inclusion in the upcoming convention. The resolution states, "IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act and regulations plus the Use Of Highway And Rules Of The Road Regulation that would allow Municipalities, if they so desire, to approve the use of golf carts on certain approved roads and public lands within their municipality." Thanks to Curtis Schoepp, SV Whispering Hills, for bringing this issue forward and leading the charge for change. British Columbia and Ontario currently have pilot projects underway and earlier this year Saskatchewan went directly to allowing golf carts with Municipal bylaws approving their use.

ASVA Forest Health and Management pilot project was successfully completed this past year. The main purpose of this project was to provide direct education and professional support to Summer Villages about the value of proper management of trees and forests in a rural community setting. The project provided 11 Summer Villages with the opportunity to receive

professional advice and assistance on tree and forestry management. Each Summer Village was provided a written report.

The Minister of Municipal Affairs released the new Municipal Census Regulation and Municipal Census Manual on April 11, 2023. The new Regulation and census manual will allow municipalities to conduct their own census starting in 2024. The Ministry will accept municipal census data going forward for the purposes of determining population and potentially for use in grant funding. The regulation includes the collection of Temporary Resident population. Further work by ASVA is required to understand how this classification will be used and if there a benefit for Summer Villages to conduct their own census.

Provincial Association of Resort Communities of Saskatchewan (PARCS), who knew there were other associations like us. The ASVA President had an opportunity this year to interact with the PARCS President. Their issues are similar to our issues. It was interesting to hear how similar our two organizations are including part-time Executive Directors. Saskatchewan has 40 resort villages that are typically located on the shoreline of a lake. Saskatchewan's largest and smallest resort villages are Candle Lake and Lumsden Beach with populations of 765 and 10 respectively. PARCS was founded in 1983, and like ASVA, it was a group that recognized the need for a collective voice for issues relating specifically to Resort Villages. The ASVA will continue to build the relationship with PARCS and looks forward to the benefits that will come from that relationship.

In the upcoming year, the ASVA will continue to work its key priorities such as LGFF, Municipal Census regulations, identification of future grant programs, Aquatic Invasive Species and lake health, the need for improved policing and bylaw enforcement, water and wastewater systems, and rural health issues. We will also follow the Government of Alberta's work related to reviewing the feasibility of amending the Education Property Tax to assist municipalities with retaining more funding for local priorities. We will continue to look for opportunities to participate on various committees that deal with provincial issues and initiatives.

**Colleen Ewashko, Chartered Professional Accountant**

PO Box 329
Thorhild, AB T0A 3J0

Phone: 780-398-2050
Cell: 780-349-1213
Email: cewashkocma@gmail.com

COMPILATION ENGAGEMENT REPORT

To Management of Association of Summer Villages of Alberta

On the basis of information provided by management, I have compiled the statement of financial position of the Association of Summer Villages of Alberta as at December 31, 2022, the statement of operations and changes in cash flow for the year then ended, and Notes 1 & 2, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.



July 3, 2023

Colleen Ewashko, Chartered Professional Accountant
Thorhild, AB

Association of Summer Villages of Alberta
Statement of Financial Position
As at December 31, 2022


ASSETS		2022	2021
CURRENT ASSETS			
Cash	\$	90,347	\$ 54,297
Accounts Receivable		12,990	-
Grants Receivable		3,925	-
Term Deposits		-	52,000
		107,262	106,297
Computer Equipment		794	794
TOTAL ASSETS	\$	108,056	\$ 107,091
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable		22,244	-
Visa Payable		-	76
Deferred Revenues		-	11,775
		22,244	11,851
LONG TERM LIABILITIES			
TOTAL LIABILITIES		22,244	11,851
NET ASSETS			
Unrestricted Net Assets			
Balance, beginning of year		94,446	89,499
Surplus (deficit)		(9,429)	4,947
Balance, end of year		85,018	94,446
Net investment in capital assets		794	794
TOTAL NET ASSETS		85,812	95,240
TOTAL LIABILITIES & NET ASSETS	\$	108,056	\$ 107,091

Approved By

Date

August 8, 2022

Mike Pashek, President
Name & Position


Signature

Colleen Ewashko
Chartered Professional Accountant

Association of Summer Villages of Alberta
Statement of Operations
For the Year Ending December 31, 2022

	2022	2021
REVENUE		
ASVA Conference	\$ 38,387	\$ 6,693
Dues	43,140	42,165
Grants	15,700	-
Interest Income	182	534
Workshops	2,000	-
Total Operating Revenues	99,410	49,393
OPERATING EXPENSES		
Administration	33,437	30,875
ASVA Conference	40,664	1,870
Bank Charges & Interest	259	132
Board Remuneration	6,569	5,668
Gifts	762	-
Courses, Workshops, etc	5,972	-
Insurance	2,091	1,949
Meeting Expenses	1,403	-
Memberships	-	525
Office & Telecommunication	1,598	2,400
Professional Fees	1,155	656
Project Costs	14,825	-
Website	105	372
Total Operating Expenses	108,838	44,446
Total Surplus (Deficit) for the period	\$ (9,429)	\$ 4,947

Approved By

Date August 8, 2023

Mike Pashak, President
 Name & Position


 Signature

Colleen Ewashko
 Chartered Professional Accountant

Association of Summer Villages of Alberta
Statement of Changes in Cash Flows
For the Year Ending December 31, 2022

	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from grants	\$ -	\$ 11,775
Cash received from dues	43,140	42,165
Cash received for Conferences & Courses	18,897	6,693
Cash received from interest	182	534
Cash paid for materials and services	(78,170)	(43,463)
Cash provided by (used in) operating activities	(15,950)	17,704
CASH PROVIDED BY (USED IN) INVESTMENT ACTIVITIES		
Purchase of capital assets		
CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		
Net Cash Provided by (Used In) Financing & Investment	-	-
NET INCREASE (DECREASE) IN CASH & INVESTMENTS	(15,950)	17,704
CASH AND INVESTMENTS, BEGINNING OF YEAR	106,297	88,593
CASH AND INVESTMENTS, END OF YEAR	\$ 90,347	\$ 106,297
Consisting of		
Operating Bank Account	\$ 90,347	\$ 54,297
Term Deposits	-	52,000
	\$ 90,347	\$ 106,297

Approved By

Date August 8, 2023

Mike Pashuk, President
 Name & Position

[Signature]
 Signature

Colleen Ewashko
 Chartered Professional Accountant

Association of Summer Villages of Alberta

Notes to the Compiled Financial Information

Year ended December 31, 2022

Note 1- Basis of Accounting

The basis of accounting to be applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the additions of:

- Investments are recorded at historical cost;
 - Accounts payable and accrued liabilities;
 - Accounts receivable;
 - Capital assets recorded at historical cost with no amortization;
 - Revenue is recognized using the deferral method and restricted contributions are recognized as revenue in the year in which the related expenses are incurred.
-

Note 2- Deferred Revenues

Deferred revenues consisted of funds received from the Alberta Real Estate Foundation for a project to provide advice and encourage proper forest management in Summer Villages.

2023

**SUMMER VILLAGE
MILESTONE
ANNIVERSARIES**

110 YEARS

SV Gull Lake

SV Lakeview

75 YEARS

SV Ma-Me-O-Beach

70 YEARS

SV Crystal Springs

SV Itaska Beach

SV Silver Beach

65 YEARS

SV Island Lake

60 YEARS

SV West Cove

45 YEARS

SV Half Moon Bay

SV Mewatha Beach

40 YEARS

SV Bondiss

SV Island Lake South

SV South Baptiste

SV West Baptiste

35 YEARS

SV Birch Cove

SV Norris Beach

SV Sunrise Beach

30 YEARS

SV Kapasiwin



**LIFE TIME
MEMBERS**

Chuck Dechene

Leslie Ellis

Dennis Evans

Sue Evens

Betty Forfylow

Archie Grover

Gordon Harris

Art Lamoureux

Marj Norris

Sharon Plett

Barry Virtue

Peter Pellatt

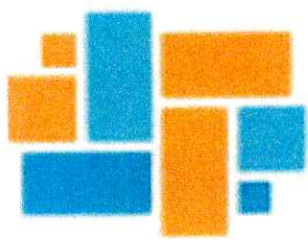


**ASVA THANKS ALL OF
OUR SPONSORS FOR
THEIR CONTINUED
SUPPORT**

On behalf of the ASVA, we sincerely thank each and everyone of our Sponsors in making our 65th Anniversary Conference a huge success. With your generous support, ASVA will continue supporting our 51 Summer Villages, in helping make a difference!

ASVA Executive and Board of Directors

2023 TITLE SPONSOR



**Alberta
Municipalities**
Strength
In Members

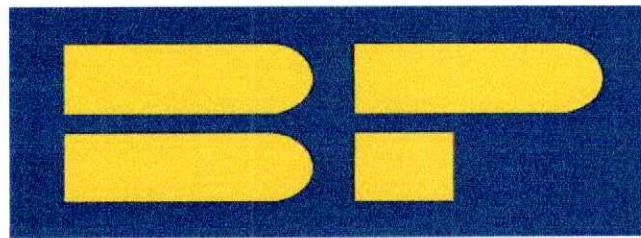
2023 PLATINUM SPONSOR



2023 GOLD SPONSORS



2023 GOLD SPONSORS



2023 SILVER SPONSORS



Darcy Powlik

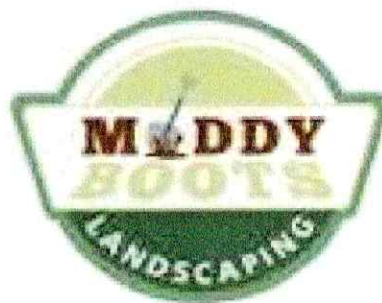
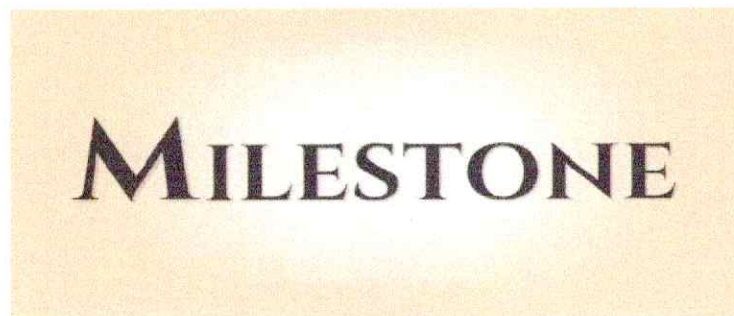
REMAX Associate



Charette
Pell
Poscente



2023 BRONZE SPONSORS



2023 COFFEE BREAK SPONSORS

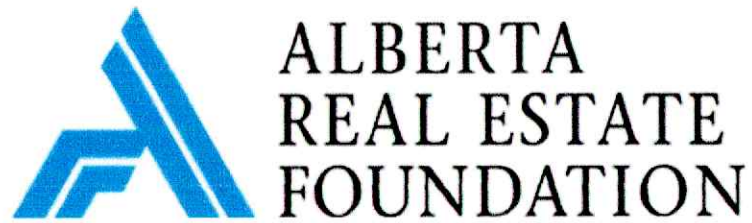


TABLE FLORAL CENTERPIECES SPONSORED BY:

The logo for Milestone, featuring the word 'MILESTONE' in a large, bold, black, serif, all-caps font. The text is centered within a rectangular area that has a light beige background with a subtle, circular, sunburst-like pattern behind the text.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



ASSOCIATION OF SUMMER VILLAGES OF ALBERTA



Association of
SUMMER VILLAGES
OF ALBERTA

2-51109 RR 271
Spruce Grove, AB
T7Y 1G7
www.asva.ca



November 8, 2023

Summer Village of Birchcliff
 #2 Erickson Drive
 Sylvan Lake, AB T4S 1P5

Re: Summer Village of Birchcliff's Municipal Support for the Red Deer River Watershed Alliance

Dear Summer Village of Birchcliff,

Thank-you for your ongoing support of the RDRWA, the designated Watershed Planning and Advisory Council for the Red Deer River Basin (RDRB). This letter provides an update on the RDRWA's recent activities and our municipal funding process for our 2024-2025 fiscal year.

Who We Are

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's Water for Life Strategy. We are a multi-sector, not-for-profit organization that facilitates watershed management. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. Our renewed WPAC mandate and roles agreement (Environment and Protected Areas and RDRWA 2022) specifies RDRWA will lead and ongoing collaborative process to:

- report on the State of the Watershed,
- further develop and implement the Integrated Watershed Management Plan,
- inform, educate, and engage on Water Literacy and Watershed Stewardship, and
- serve as a Convenor and Collaborator on watershed issues.

An Ongoing Relationship

The Summer Village of Birchcliff plays a key role in the RDRWA both as a partner and funder. **We rely on funding from municipalities (50 cent per capita funding)**, and together, municipalities contribute approximately 20% of the RDRWA's annual funding. Our records show that the Summer Village of Birchcliff has been a longstanding supporter of the RDRWA, and we hope to see that relationship continue in 2024-2025. Consistent core funding from our partners is integral to the operations of WPACs and helps to directly support our ability to lead projects with adequate staff and resources.

The RDRWA recognizes the role of municipalities as major water and land-use decision-makers and community leaders. Over the past 19 years, our organization has developed many resources to maintain and protect watershed health. The RDRWA's work benefits the Summer Village of Birchcliff by providing watershed assessment, programming and regional planning materials to assist with local



decisions and planning with community health and prosperity benefits including source protection, flood and drought resiliency, recreational and ecosystem health.

Update on Activities

Highlights from our [2022-2023 Annual Report](#) and upcoming activities include:

- **Fall Forum:** Members and the public enjoyed reconnecting at Sylvan Lake in a joint 2 -day [Fall Forum](#) and ALMS conference on Sept. 12 & 13.
- **WPAC Summit in the Red Deer River Basin:** On October 12 & 13 the RDRWA hosted other WPACs staff and directors along with watershed partners from across the province in Drumheller to shared and learn from each other.
- **State of the Watershed Assessment:** The RDRWA is working with partners to assess and update the [state of the watershed report](#) (2009) which will be helpful for regional decision making and to inform shared initiatives for Integrated Watershed Management Planning ([IWMP](#)).

Mapping and assessing riparian areas for source water protection and flood and drought resilience

benefits: Over the last few years, the RDRWA has been working on several projects to map riparian condition along the Medicine, Blindman, Buffalo, Kneehills, Threehills, and Little Red Deer River, and more recently in the Rosebud, Raven and Michichi subwatersheds. The resulting technical reports, municipal summaries and [data](#), can be used to evaluate and support targeted restoration and conservation initiatives. The RDRWA will continue to work with partners, including the Summer Village of Birchcliff to develop materials and workshops in support of these projects and their associated benefits.

Thank-you again for being a key partner in watershed management. We hope the Summer Village of Birchcliff will continue to help fund the work of the RDRWA while participating in key events and programs. If you would like the RDRWA to send you an invoice, please contact Kelly Dodds at info@rdrwa.ca or by phone at 403-340-7379.

Sincerely,

A handwritten signature in black ink that reads "Francine Forrest".

Francine Forrest
Executive Director, RDRWA

Stay Connected and Regionally Informed

- Sign up for our [monthly e-newsletter](#)
- Submit any water-related events to our [community calendar](#)
- Participate in our regular forums and workshops
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees
- Keep us informed of a primary contact for regular



ALBERTA
TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

October 26, 2023

AR 94391

Mr. Mike Pashak
Chair
Sylvan Lake Regional Wastewater Commission
RR3
Lacombe, AB T4L 2N3
mike.pashak@shaw.ca

Dear Mr. Pashak:

I am writing regarding the recently approved Regional Wastewater project from Half Moon Bay to the Town of Sylvan Lake, under the Water for Life program.

I understand that the costs submitted to the department in March 2022 were not updated in our system, and the approved project costs were not reflective of current projects costs.

The Government of Alberta is committed to providing financial support for municipal infrastructure through provincial grant funding programs, such as the Water for Life. I have considered your request, and I am pleased to inform you of my decision to approve the additional \$7,103,462 requested to complete the aforementioned project.

If you have further questions, please contact Ms. Denette Leask, Infrastructure Technologist. Ms. Leask can be reached toll-free by dialing 310-0000, then 403-340-5069, or at denette.leask@gov.ab.ca.

I appreciate your ongoing commitment to improving the infrastructure and environmental health around Sylvan Lake.

Sincerely,

Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Mike Damberger, Regional Director, Transportation and Economic Corridors
Denette Leask, Infrastructure Technologist, Transportation and Economic Corridors