

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF BIRCHCLIFF  
JANUARY 19, 2023 @ 9:00 A.M.**

**A. CALL TO ORDER**

**B. AGENDA**    - additions/deletions  
                     - adoption

**C. ADOPTION OF MINUTES**    - Regular Meeting Minutes, November 24, 2022  
   - Regular Meeting Minutes, December 14, 2022  
   - Municipal Planning Commission, November 24, 2023

**D. INFORMATION ITEMS**

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

**E. REQUESTS FOR DECISION**

1) **Council & Legislation**

- a) Emerging Trends
- b) Insurance Liability Issue

2) **Public Works**

- a) Waste Management Bylaw

**F. 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
  - Parkland Regional Library Board

## **3) Information**

- a) Association of Summer Villages of Alberta

## **4) Upcoming Meetings**

- a) Next Council Meeting – February 16, 2023

## **G. ADJOURNMENT**



Summer Village of Birchcliff  
Regular Meeting Minutes  
November 24, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held November 24, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

<b>IN ATTENDANCE</b>	Mayor:	Roger Dufresne
	Deputy Mayor:	Ann Zacharias
	Councillor:	Frank Tirpak
	CAO:	Tanner Evans
	Public Works Manager:	Owen Olynyk
	Finance Manager:	Tina Leer
	Development Officer:	Kara Kashuba
	Recording Secretary:	Teri Musseau

**CALL TO ORDER** The Meeting was called to order at 8:59 a.m. by Mayor Dufresne.

**AGENDA  
APPROVAL**

**BCC-22-131** MOVED by Councillor Tirpak that the agenda be adopted as amended:

E.5. CAO Report  
F.3.A. Closed Session – FOIP Section 25  
CARRIED

**CONFIRMATION OF MINUTES**

**BCC-22-132** MOVED by Deputy Mayor Zacharias that the minutes of the regular meeting of Council held on October 13, 2022, be approved as presented.  
CARRIED

**BCC-22-133** MOVED by Councillor Tirpak that the minutes of the subdivision meeting of Council held on November 1, 2022, be approved as presented.  
CARRIED

**INFORMATION ITEMS**

- 1) Accounts Payable
- 2) Public Works Report

Kate Latos joined the meeting at 9:12 a.m.

- 3) Development Update
- 4) Resident Letter

**BCC-22-134** MOVED by Mayor Dufresne that Council provide a written response to the resident based on the Open Space Master Plan, and further, there has been no public discussion about the subdivision of OS1.  
CARRIED

- 5) CAO Report



**BCC-22-135**            MOVED by Deputy Mayor Zacharias that Council approve the moving of \$10,668.15 from the wastewater reserve into the fleet replacement reserve, and authorize Administration to proceed with the purchase of a new truck.  
CARRIED

**BCC-22-136**            MOVED by Deputy Mayor Zacharias that Council accept the information items as presented.  
CARRIED

**DELEGATION**

Kate Latos joined Council to propose a community gate be installed at the 4-way stop on Birchcliff Road.

**BCC-22-137**            MOVED by Deputy Mayor Zacharias that Council accept the delegation as information.  
CARRIED

Kate Latos left the meeting at 10:03 a.m.

Council break at 10:03 a.m.

Council reconvened at 10:10 a.m.

**REQUEST FOR DECISION**

**FINANCE & ADMINISTRATION**

**BCC-22-138**            2023 Budget  
MOVED by Mayor Dufresne that Administration obtain quotes for snow clearing on the pathway.  
CARRIED

**BCC-22-139**            MOVED by Deputy Mayor Zacharias that Council approve the 2023 Budget as amended.  
CARRIED

Council break at 11:38 a.m.

Council reconvened at 11:46 a.m.

**COUNCIL & LEGISLATION**

**Bylaw #239-22**            Electronic Meetings Bylaw  
**BCC-22-140**            MOVED by Councillor Tirpak that Council give 1<sup>st</sup> reading to the Electronic Meetings Bylaw #239-22.  
CARRIED

**BCC-22-141**            MOVED by Deputy Mayor Zacharias that Council give 2<sup>nd</sup> reading to the Electronic Meetings Bylaw #239-22.  
CARRIED



- BCC-22-142**      MOVED by Mayor Dufresne that Council by unanimous consent give 3<sup>rd</sup> reading to the Electronic Meetings Bylaw #239-22 at this meeting.  
CARRIED
- BCC-22-143**      MOVED by Councillor Tirpak that Council give 3<sup>rd</sup> and final reading to the Electronic Meetings Bylaw #239-22.  
CARRIED
- BCC-22-144**      Municipal Accountability Program  
MOVED by Deputy Mayor Zacharias that Council resolve the municipal office be located at 2 Erickson Drive, Sylvan Lake, AB.  
CARRIED

**CLOSED SESSION**

- BCC-22-145**      MOVED by Mayor Dufresne that Council move to a closed session as per FOIP section 25 at 11:49 a.m.  
CARRIED
- BCC-22-146**      MOVED by Mayor Dufresne that Council return to an open meeting at 12:14 p.m.  
CARRIED

**COUNCIL REPORTS**

- Mayor Dufresne
- Joint Services Committee
- Deputy Mayor Zacharias
- Sylvan Lake Regional Water and Wastewater Commission
  - Lacombe Regional Emergency Management Plan Advisory Committee
- Councillor Tirpak
- No reports

**COMMITTEE REPORTS**

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

**CORRESPONDENCE**

- Sylvan Lake EMS proposed schedule change
- Red Deer River Watershed Alliance

- BCC-22-147**      MOVED by Mayor Dufresne that Council accept the Council and Committee reports and correspondence items as information.  
CARRIED



NEXT MEETING

**BCC-22-148**            MOVED by Mayor Dufresne that the next meeting of Council be held January 19, 2023, at 9:00 a.m.  
CARRIED

ADJOURNMENT

**BCC-22-149**            MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:47 p.m.

\_\_\_\_\_  
ROGER DUFRESNE, MAYOR

\_\_\_\_\_  
TANNER EVANS, CAO



Minutes of a Regular Council Meeting of the Summer Village of Birchcliff, Province of Alberta, held December 14, 2022, 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  
Recording Secretary: Teri Musseau

**CALL TO ORDER** The meeting was called to order at 9:05 a.m. by Mayor Dufresne.

**AGENDA APPROVAL**

**BCC-22-150** MOVED by Deputy Mayor Zacharias that the agenda be adopted as presented.  
CARRIED

**MINUTES**

**BCC-22-151** MOVED by Councillor Tirpak that Council defer the November minutes until the next meeting.  
CARRIED

**REQUEST FOR DECISION**

**FINANCE & ADMINISTRATION**

**BCC-22-152** 2023 Budget Amended  
MOVED by Deputy Mayor Zacharias that Council adopt the 2023 amended budget.  
CARRIED

**COUNCIL REPORTS**

- Mayor Dufresne
- Climate Plan
- Deputy Mayor Zacharias
- Sylvan Lake Regional Water and Wastewater Commission
- Councillor Tirpak
- No reports

**BCC-22-153** MOVED by Deputy Mayor Zacharias that Council accept the Council reports as information.  
CARRIED

**NEXT MEETING**

**BCC-22-154** MOVED by Mayor Dufresne that the next meeting of Council be held January 19, 2023, at 9:00 a.m.  
CARRIED



**ADJOURNMENT**

**BCC-22-155**      MOVED by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 10:48 a.m.

\_\_\_\_\_  
ROGER DUFRESNE, MAYOR

\_\_\_\_\_  
TANNER EVANS, CAO



Summer Village of Birchcliff  
November 24, 2022  
Municipal Planning Commission Minutes

C-3

*Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held November 24, 2022, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.*

**PRESENT:** Chair: Ann Zacharias  
Councillor: Frank Tirpak  
Member at Large: Jonathan Paulgaard via Zoom  
CAO: Tanner Evans  
Development Officer: Kara Hubbard  
Recording Secretary: Teri Musseau  
Applicant(s): Martin Touchette  
Mike Touchette

**CALL TO ORDER** Chair Zacharias called the meeting to order at 1:00 p.m.

**AGENDA:**

**MPC-22-013** Moved by Councillor Tirpak that the agenda be approved as presented.  
CARRIED

**DEVELOPMENT APPLICATIONS**

**1. 101 Birchcliff Road**

Application for escarpment stabilization including retaining walls and stairs in a concrete structure at 101 Birchcliff Road (Lot 3A, Block 2, Plan 8020413) in the Summer Village of Birchcliff.

Kara Hubbard, Martin Touchette, and Mike Touchette left the meeting at 1:26 p.m.

**MPC-22-014** Moved by Jonathan Paulgaard that the Municipal Planning Commission deny the application for retaining walls and stairs in a concrete structure at 101 Birchcliff Road for the following reasons:

- Municipal Development Plan 6.3.4  
While recognizing that remedial actions may be necessary from time to time, the Summer Village still strongly desires that banks abutting the shoreline remain as natural as possible to retain natural ecosystems.
- Land Use Bylaw 4(5)(a)&(b)  
The conservation of existing trees and/or shrubs to the maximum extent possible and the retention, in their natural state, of escarpment or slope areas with a gradient of 15 percent or greater and land located below the top of the bank of any water body.
- According to our bylaws, land located below the top of escarpment should be in a natural state, and there should be a setback from the high-water mark of 7.5m, so a variance is required and has been requested. While the Municipal Planning Commission understands the need for the retention of the bank and therefore a need for a

Initials



Summer Village of Birchcliff  
November 24, 2022  
Municipal Planning Commission Minutes

C-3

variance, the variance requested is unreasonable as the slope would not be retained while also keeping the escarpment heavily vegetated and as natural as possible.

CARRIED

ADJOURNMENT:

**MPC-22-015** Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 2:25 p.m.

CARRIED

\_\_\_\_\_  
ANN ZACHARIAS, CHAIR

\_\_\_\_\_  
TANNER EVANS, CAO

Initials



**Summer Village of Birchcliff****Administration and Finance****January 19, 2023****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 216,410.22

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

- |  |              |
|--|--------------|
| 1. Al's Bobcat & Trucking                                      | \$ 6,938.40  |
| a. Sanding/Snow Removal-Nov. 2 to 10th                         |              |
| b. Sanding/Snow Removal-Nov. 17 to 28th                        |              |
| 2. Sylvan Lake Regional Water/Wastewater                       | \$ 3,853.52  |
| a. Wastewater Services-October 2022                            |              |
| 3. Pidherney's   | \$ 12,064.92 |
| a. 2022 Sewer Force Main Flush                                 |              |
| 4. Al's Bobcat & Trucking                                      | \$ 6,390.30  |
| a. Sanding-Dec 1 to 13th                                       |              |
| b. Sanding-Dec 19 to 29th                                      |              |
| 5. Summer Village of Norglenwold                               | \$ 14,057.14 |
| a. Nov. 2022 Monthly Shared Costs                              |              |
| b. Nov. 2022 Muni Specific Costs                               |              |
| 6. Summer Village of Norglenwold                               | \$ 16,839.20 |
| a. Dec. 2022 Monthly Shared Costs(Up to Dec 23 <sup>rd</sup> ) |              |
| b. Dec. 2022 Muni Specific Costs(Up to Dec 23 <sup>rd</sup> )  |              |
| 7. Alberta School Foundation Fund                              | \$132,957.58 |
| a. School Funding  |              |

**Council Expense Claims Report:****November 2022**

- |                  |           |
|------------------|-----------|
| ▪ Roger Dufresne | \$ 140.37 |
| ▪ Ann Zacharais  | \$ 563.31 |
| ▪ Frank Tirpak   | \$ 407.08 |



**December 2022**

▪ Roger Dufresne	\$	140.37
▪ Ann Zacharais	\$	303.31
▪ Frank Tirpak	\$	130.00

**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  
2023-01-10 2:49 PM

**Summer Village of Birchcliff**  
**List of Accounts for Approval (Detailed)**  
Batch: 2022-00088 to 2023-00005

Page 1

Bank Code - MAIN - General Bank

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1124</b>	<b>2022-11-30</b>	<b>Al's Bobcat &amp; Trucking</b>			
19043		232-000-255 - Plowing Program	Sanding Nov 2, 3, 6, 8 & 10	4,248.00	
		312-000-260 - GST Paid Refund	GST Tax Code	212.40	4,460.40
19063		232-000-255 - Plowing Program	Sanding Nov 17, 21,23,24,2	2,360.00	
		312-000-260 - GST Paid Refund	GST Tax Code	118.00	2,478.00
			Payment Total:		6,938.40
<b>1125</b>	<b>2022-11-30</b>	<b>Sylvan Lake Regional</b>			
1710		242-000-260 - Useage Fees	Wastewater Services-Octob	3,853.52	3,853.52
<b>1126</b>	<b>2022-11-30</b>	<b>Tar-ific Construction Ltd</b>			
058880		232-000-200 - Green Space Pro	To Remove Fence	2,415.00	
		312-000-260 - GST Paid Refund	GST Tax Code	120.75	2,535.75
058874		232-000-270 - Pathway Program	To Reposition P-Bollard	400.00	
		312-000-260 - GST Paid Refund	GST Tax Code	20.00	420.00
			Payment Total:		2,955.75
<b>1127</b>	<b>2022-11-30</b>	<b>Xandal Backhoe Ltd.</b>			
#22-1128		242-000-255 - Maintenance Pro	Turn Valve Off-123 BC RD	75.00	
		312-000-260 - GST Paid Refund	GST Tax Code	3.75	78.75
<b>1128</b>	<b>2022-12-21</b>	<b>Ace Line Locating Ltd.</b>			
5564		242-000-255 - Maintenance Pro	Line Locating	360.00	
		312-000-260 - GST Paid Refund	GST Tax Code	18.00	378.00
<b>1129</b>	<b>2022-12-21</b>	<b>Brownlee LLP</b>			
540541		212-400-230 - Legal Fees	Stop Order- Legal Fees	1,040.80	
		312-000-260 - GST Paid Refund	GST Tax Code	52.05	1,092.85
<b>1130</b>	<b>2022-12-21</b>	<b>Empringham Disposal Corp</b>			
40797		243-000-200 - Contracted Servic	Bi-Weekly Collection-Novon	390.00	
		312-000-260 - GST Paid Refund	GST Tax Code	19.50	409.50
<b>1131</b>	<b>2022-12-21</b>	<b>Pidherney's</b>			
138551		242-000-255 - Maintenance Pro	2022 Sewer Force Main Flu	11,490.40	
		312-000-260 - GST Paid Refund	GST Tax Code	574.52	12,064.92
<b>1132</b>	<b>2022-12-21</b>	<b>Red Deer Catholic Regional</b>			
2022-4		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	688.68	688.68
<b>1133</b>	<b>2022-12-21</b>	<b>Sunnyside Christian</b>			
30098345		461-000-530 - OS8W	Dock Storage Ending May/£	1,000.00	1,000.00
<b>1134</b>	<b>2023-01-09</b>	<b>Al's Bobcat &amp; Trucking</b>			
19135	<b>Accrual</b>	232-000-255 - Plowing Program	Sanding Dec 1,5,7, & 13	3,009.00	
		312-000-260 - GST Paid Refund	GST Tax Code	150.45	3,159.45
19153	<b>Accrual</b>	232-000-255 - Plowing Program	Sanding-Dec 19,22 & 29	3,077.00	
		312-000-260 - GST Paid Refund	GST Tax Code	153.85	3,230.85
			Payment Total:		6,390.30
<b>1135</b>	<b>2023-01-09</b>	<b>Brownlee LLP</b>			
541514	<b>Accrual</b>	261-000-110 - Development Ser	Boathouse Escarpment Dev	415.00	
		312-000-260 - GST Paid Refund	GST Tax Code	20.75	435.75
<b>1136</b>	<b>2023-01-10</b>	<b>Parkland Regional Library</b>			
230237		275-000-850 - Parkland Region	First Requisition for 2023	334.69	
		312-000-260 - GST Paid Refund	GST Tax Code	16.73	351.42



Date Printed  
2023-01-10 2:49 PM

**Summer Village of Birchcliff**  
**List of Accounts for Approval (Detailed)**  
Batch: 2022-00088 to 2023-00005

Page 2

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>1137</b> 30098373	<b>2023-01-10</b>	<b>Sunnyside Christian</b> 461-000-530 - OS8W	Interest Charge	10.00	10.00
<b>1138</b> IN175077	<b>2023-01-10</b>	<b>Utility Safety Partner</b> 242-000-255 - Maintenance Pro 312-000-260 - GST Paid Refund	Annual Member Fee 2023 GST Tax Code	208.52 10.65	219.17
<b>1139</b> 8851	<b>2023-01-10</b>	<b>Wild Rose Assessment Service</b> 212-400-232 - Assessment Fees 312-000-260 - GST Paid Refund	Assessment Fees Jan 1-Ma GST Tax Code	1,925.00 96.25	2,021.25
Total Computer Cheque:					38,888.26

**EFT**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>248</b> 2022-00142	<b>2022-11-30</b>	<b>Summer Villages of Norglenwold</b> 226-000-200 - Enforcement	New Toyota Truck Purchase	13,642.00	13,642.00
<b>249</b> 2022-00150	<b>2022-11-30</b>	<b>Summer Villages of Norglenwold</b> 212-400-222 - Advertising 212-400-222 - Advertising 261-000-110 - Development Ser 212-400-230 - Legal Fees	ATB MC-LGAA-Ad Bylaw O ATB MC-Alberta Municipalit ATB MC-AB Land Titles Brownlee Law-Legal Fees	42.00 90.00 10.00 22.50	164.50
202200146		212-100-110 - Salaries 212-100-130 - Training 212-100-140 - Benefits 212-100-210 - Travel & Subsis 212-100-211 - WCB 212-100-266 - PW Fleet 212-200-215 - Postage/Freight/C 212-200-500 - Printing Costs 212-200-510 - Office Supplies 212-300-217 - Phone/Fax/Intern 212-300-540 - Utilities 212-300-250 - Facility Improvem 212-300-255 - Facility Maintena 212-300-263 - Condominium Co 212-300-240 - Computer Softwa 212-300-242 - IT Equipment 212-300-265 - Equipment Mainte 212-300-270 - Equipment Renta 212-300-510 - Other Contingenc 212-300-530 - Building Insuranc	Salaries Training Shared Benefits Travel & Subsistence WCB PW Fleet Postage/Freight Printing Costs Office Supplies Shared Phone/Fax Utilities Facility Improvements Facility Maint. Condominium Computer Software IT Equipment Equip Maintenance Equip Rental Contingency Building Insurance	8,652.77 26.09 325.01 377.61 165.53 243.31 682.85 99.72 787.67 105.90 458.20 0.00 496.00 1,196.60 223.99 0.00 0.00 51.39 0.00 0.00	13,892.64
Payment Total:					14,057.14
<b>250</b> 2022-00154	<b>2022-12-13</b>	<b>Summer Villages of Norglenwold</b> 212-400-222 - Advertising	ATB MC-Indeed Job Ad	29.19	29.19
<b>251</b> 2022-00162	<b>2022-12-23</b>	<b>Summer Villages of Norglenwold</b> 212-100-110 - Salaries 212-100-130 - Training 212-100-140 - Benefits 212-100-210 - Travel & Subsis 212-100-211 - WCB	Salaries Training Shared Benefits Travel & Subsistence WCB	12,780.38 51.26 325.01 829.60 165.52	



Date Printed  
2023-01-10 2:49 PM

**Summer Village of Birchcliff**  
**List of Accounts for Approval (Detailed)**  
Batch: 2022-00088 to 2023-00005

Page 3

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-266 - PW Fleet	PW Fleet	192.65	
		212-200-215 - Postage/Freight/C	Postage/Freight	59.55	
		212-200-500 - Printing Costs	Printing Costs	51.39	
		212-200-510 - Office Supplies	Office Supplies	485.30	
		212-300-217 - Phone/Fax/Intern	Shared Phone/Fax	165.49	
		212-300-540 - Utilities	Utilities	178.31	
		212-300-250 - Facility Improvem	Facilitiy Improvements	5.14	
		212-300-255 - Facility Maintena	Facility Maint.	1,280.36	
		212-300-263 - Condominium Co	Condominium	0.00	
		212-300-240 - Computer Softwa	Computer Software	70.80	
		212-300-242 - IT Equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equip Maintenance	0.00	
		212-300-270 - Equipment Renta	Equip Rental	51.39	
		212-300-510 - Other Contingenc	Contingency	117.86	
		212-300-530 - Building Insuranc	Building Insurance	0.00	16,810.01
			Total Other:		44,538.34

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
<b>3306</b>	<b>2022-12-31</b>	<b>Alberta School Foundation Fund</b>			
13349		201-101-130 - ASFF-Non-Reside	School Funding	7,082.13	
		201-100-130 - ASFF-Residential	School Funding	125,875.45	132,957.58
<b>3315</b>	<b>2022-12-31</b>	<b>Receiver General/ OTH</b>			
CP11-22		312-000-262 - CRA Remunerati	CPP for November Remun	26.04	26.04
			Total Other:		132,983.62
			Total MAIN:		216,410.22





# Council Expense Claim Form

NAME: Roger DufresnePOSITION: MayorMONTH ENDING: November-2022

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 30 2022

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
11/24/22	Regular Council	3.5	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 130.00

If event is other please type it in.

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/24/22	Regular Council	17.00	\$0.61	\$ 10.37
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 10.37

## Other Expenses

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

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 140.37





# Council Expense Claim Form

NAME: Ann ZachariasPOSITION: Deputy MayorMONTH ENDING: November-2022

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

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
11/2/22	Subdivision application	.5	Deputy Mayor	\$ 130.00
11/23/22	Lacombe Regional Emergency Advisory Committee	2	Deputy Mayor	\$ 130.00
11/24/22	Regular Council	3.75	Deputy Mayor	\$ 130.00
11/24/22	Municipal Planning Commission	1.5	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
				<b>\$ 520.00</b>

If event is other please type it in.

**COPY**

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/2/22	Subdivision application	0.00	\$0.61	\$ 0.00
11/23/22	Lacombe Regional Emergency Advisory Committee	56.00	\$0.61	\$ 34.16
11/24/22	Regular Council	15.00	\$0.61	\$ 9.15
11/24/22	Municipal Planning Commission	0.00	\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				<b>\$ 43.31</b>

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				<b>\$ 0.00</b>

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 563.31





# Council Expense Claim Form

NAME: Frank TirpakPOSITION: CouncillorMONTH ENDING: November-2022

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 24 2022

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
11/1/22	Subdivision Application	0.5 hours	Councillor	\$ 130.00
11/24/22	Regular Council	3.45 hours	Councillor	\$ 130.00
11/24/22	Municipal Planning Commission	1.5 hrs	Councillor	\$ 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
				\$ 390.00

If event is other please type it in.

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/1/22	Subdivision Application	14.00	\$0.61	\$ 8.54
11/24/22	Regular Council	7.00	\$0.61	\$ 4.27
11/24/22	Municipal Planning Commission	7.00	\$0.61	\$ 4.27
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 12.81

## Other Expenses

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

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 407.08



## Page 9 of 11





# Council Expense Claim Form

NAME: Ann Zacharias

POSITION: Deputy Mayor

MONTH ENDING: December-2022

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

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/5/22	Sylvan Lake Regional Wastewater Commission	2	Deputy Mayor	\$130.00
12/13/22	Regular Council	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
				<b>\$260.00</b>

If event is other please type it in.

**COPY**

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/5/22	Sylvan Lake Regional Wastewater Commission	56.00	\$0.61	\$34.16
12/13/22	Regular Council	15.00	\$0.61	\$9.15
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
	Select Event		\$0.61	\$0.00
				<b>\$43.31</b>

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$0.00
				\$0.00
				\$0.00
				<b>\$0.00</b>

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 303.31





# Council Expense Claim Form

NAME: Frank Tirpak

POSITION: Councillor

MONTH ENDING: December-2022

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

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/14/22	Regular Council	1:45 hours	Councillor	\$ 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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 130.00

If event is other please type it in.

**COPY**

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/14/22	Regular Council		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00

## Other Expenses

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

MAYOR: \_\_\_\_\_

C.A.O: \_\_\_\_\_

TOTAL PAYABLE: \$ 130.00



## **Summer Village of Birchcliff**

**January 19, 2023**

### **Public Works**

#### **Information Item**

#### **Agenda Item: *Public Works Report***

#### **Background:**

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

- Administration is seeking competitive quotes for road condition assessment from engineering firms.
- Garbage and recycling contracts are now signed. Administration will start sending notices to residents notifying them of the changes for waste collection.

#### **Options for Consideration:**

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

January 19, 2023

### Planning and Development

#### Information Item

#### Agenda Item: *Development Update*

#### Background:

##### Development Permit Update:

Currently there are 91 development permits issued in the Summer Villages (26 in Birchcliff, 3 in Half Moon Bay, 18 in Jarvis Bay, 20 in Norglenwold, and 24 in Sunbreaker Cove).

##### Current Developments:

1. 145 Birchcliff Road	Demo & Dwelling	Issued in 2018
<i>(Landscaping incomplete – in progress)</i>		
2. 337 Birchcliff Road	Dwell, Gar., & GuestHouse	Issued in 2019
<i>(Landscaping to be complete this fall)</i>		
3. 355 Birchcliff Road	Addition & Det. Garage	Issued in 2020
<i>(site inspection complete, outstanding DP conditions)</i>		
4. 137 Birchcliff Road	Driveway	Issued in 2020
5. 87 Birchcliff Road	Dwelling	Issued in 2020
6. 363 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
7. 71 Birchcliff Road	Escarpment Ret. Walls	Issued in 2021
<i>(site inspection complete, conditions outstanding)</i>		
8. 14 Sunnyside Cabin	Demo & Dwelling	Issued in 2021
9. 83 Birchcliff Road	Dwelling	Issued in 2021
10. 94 Birchcliff Lane	Dwelling	Issued in 2021
11. 59 Birchcliff Road	Driveway	Issued in 2021
12. 83 Birchcliff Road	Lakeside Stairs	Issued in 2021
13. 363 Birchcliff Road	Dwelling	Issued in 2021
14. 71 Birchcliff Road	Dwelling	Issued in 2021
15. 187 Birchcliff Road	Demolition & Dwelling	Issued in 2022
16. 163 Birchcliff Road	Dwelling Addition	Issued in 2022
17. 59 Birchcliff Road	Demolition	Issued in 2022
18. 37 Sunnyside Cabin	Demolition & Dwelling	Issued in 2022
19. 81 Sunnyside Cabin	Dwelling Reno's & Deck	Issued in 2022
20. 409 Birchcliff Road	Lakeside Stairs	Issued in 2022
21. Western RV#16	Deck	Issued in 2022
22. 529 Birch Close	Dwelling	Issued in 2022
23. 425 Birchcliff Road	Dwelling	Issued in 2022
24. 280 Birchcliff Road	Dwelling	Issued in 2022



25. 533 Birch Close	Dwelling Addition	Issued in 2022
26. 159 Birchcliff Road	Dwelling	Issued in 2022

Closed DP's since last meeting:

1. 137 Birchcliff Road	Home Occupation	Issued in 2021
------------------------	-----------------	----------------

Open Administrative Files:

1. 71 Birchcliff Road
2. 315 Birchcliff Road
3. 319 Birchcliff Road
4. 317 Birchcliff Road
5. 145 Birchcliff Road
6. 83 Birchcliff Road

**Permit Summary:**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

January 19, 2023

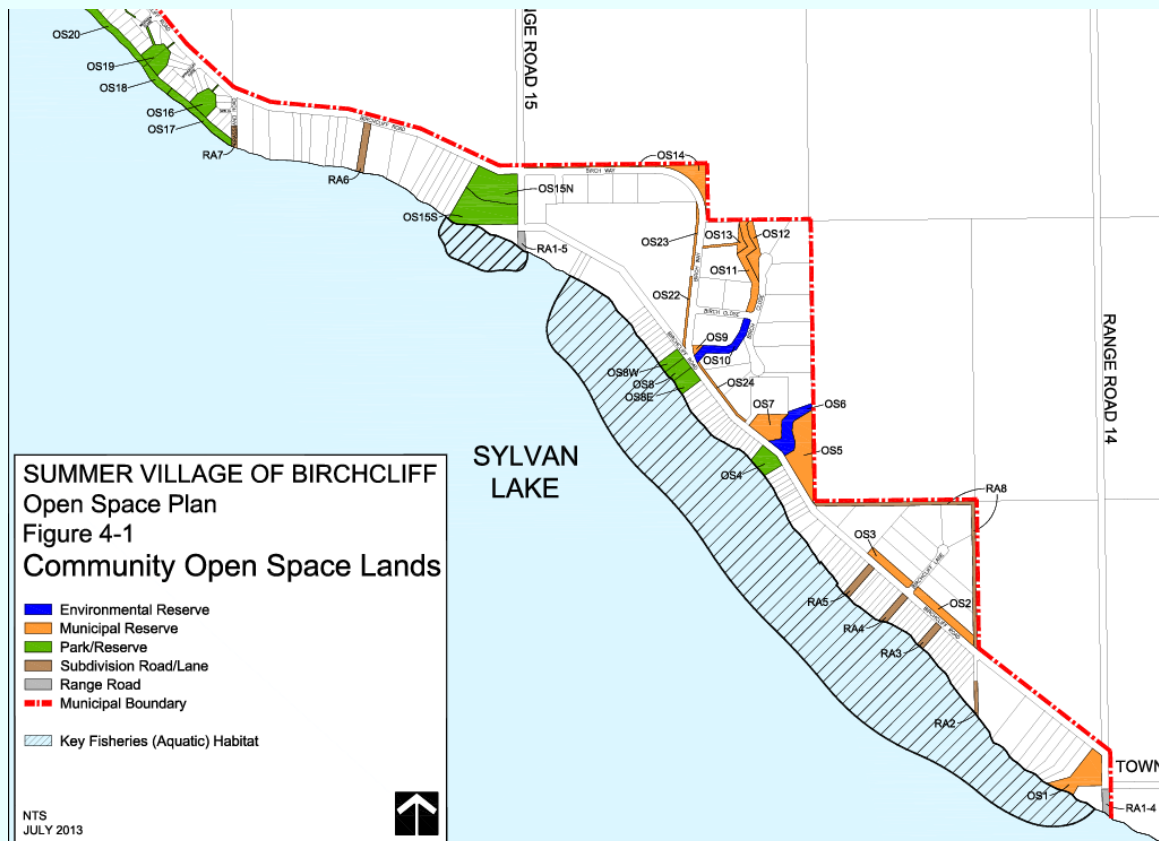
### Information

#### Agenda Item: *CAO Report*

#### Background:

- Administration has hired a new Bylaw Enforcement Officer, Zac Longstaff, who started working with us on January 5<sup>th</sup>. Zac has previous experience as a Bylaw Enforcement Officer for the Town of Innisfail, and we are happy to welcome him to the team.
- Administration has made the following suggestions for the 2023 capital plan. Our goal is to plan and price out potential projects for some of Birchcliff's open spaces. Should Council want to move forward on any specific projects in 2024, Administration will obtain pricing for inclusion in the 2024 capital plan in February. Some suggestions that came out of the Annual Information Meeting, and from administration:
  - Possible new pathway route in RA 18
  - Park space in OS5
  - Path, Bridge, and Lookout area in OS8
  - Pathway and seating area in OS11
  - Park, storage space for piers in OS15
  - Ongoing environmental / shoreline work
  - Road analysis, subject to pricing





### Options for Consideration:

Council accept as information.

### Administrative Recommendations:

Council to accept as information.

### Authorities:

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



**Summer Village of Birchcliff**

**January 19, 2023**

**Finance****Information Item****Agenda Item:** *Audit Plan***Background:**

Administration has received the attached Auditor's plan outlining the services and responsibilities of the auditors for the 2022 Audit.

**Options for Consideration:**

- 1) That Council accept as information.

**Administrative Recommendations:**

That Council accept as information.

**Authorities:**

*Municipal Government Act*, Section 276(1)

Each municipality must prepare annual financial statements of the municipality for the immediately proceeding 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, and
- b) any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.





January 3, 2023

Sylvan Summer Villages  
#2 Erickson Drive  
Sylvan Lake, AB T4S 1P5

Sent via e-mail: [tevans@sylvansummervillages.ca](mailto:tevans@sylvansummervillages.ca)

**Attention: Summer Village Council Members**

Dear Summer Village Council Members:

**Re: 2022 AUDIT PLAN**

**A. INTRODUCTION**

The objectives of this letter are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance (Council) is an integral part of every audit. After reviewing the audit plan, please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.



**B. SERVICES TO BE PROVIDED**

We have been engaged by Council to perform the following services:

**a) Audit services**

- Audit of the Summer Village financial statements.
- Audit of the Summer Village *Financial Information Return*.

**b) Non-audit services**

- We have not been engaged to provide any non-audit services.

**C. AUDITOR INDEPENDENCE**

At the core of the provision of external audit services is the concept of independence. Canadian Auditing Standards recommends that we communicate to Council, at least annually, all relationships between our firm and the Summer Village that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the Summer Village and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

**D. AUDITOR RESPONSIBILITIES**

It is important for Council to understand the responsibilities that rest with the Summer Village and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Summer Village financial statements will be performed in accordance with Canadian Auditing Standards. These standards require that we plan and perform the audit to obtain reasonable about whether the financial statements as a whole present fairly, in all material respects, the financial position, results of operations and cash flows of the Summer Village in accordance with Canadian public-sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

Canadian Auditing Standards do not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.



**E. MANAGEMENT RESPONSIBILITIES**

Management is responsible for the preparation 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.

**F. PLANNED SCOPE AND TIMING OF THE AUDIT**

In gathering our audit evidence, we will utilize an approach to the audit of the Summer Village that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the Summer Village business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff.

**Audit Strategy**

Based on our knowledge of the Summer Village operations, we anticipate utilizing an entirely *substantive* approach (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). In obtaining the required audit evidence to support our report, we do not plan to place reliance on any internal controls that may exist at the Summer Village. This approach will allow us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion.

**Significant Risks**

Significant risks are identified and assessed risks of material misstatement that, in the auditors' judgment, require special audit consideration. We have identified the following significant risks.

*Revenue Recognition*

Revenue recognition is presumed to be a significant risk in every financial statement audit. Our audit approach will include examining revenue recognition policies and reviewing grant agreements to ensure revenue is being recognized appropriately.

*Management Override of Controls*

Canadian Auditing Standards stipulates that management override of controls is considered a significant risk in every financial statement audit. To reduce this risk to an acceptable level, our audit approach will include substantive procedures including testing of manual journal entries, reviews of irregular transactions, and assessing key estimates for potential bias.



**Materiality**

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

Canadian Auditing Standards require the use of both quantitative and qualitative factors in determining materiality. In planning our audit, we have concluded that a materiality level of 2% of operating revenue is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

**Audit Team**

Our team includes skilled professionals who have experience working on local government audits. We will provide the following team:

Engagement Partner	Philip Dirks, CPA, CA
Manager	Stephen Webber, CPA
Junior	Andrej Aleksic (CPA student)

**Timing of the Audit**

We performed audit planning and interim audit work in December 2022.

The year-end audit fieldwork is scheduled to take place the week of February 6, 2023.

We anticipate presenting the audited financial statements to Councils at the March or April 2023 Council meetings.

**Management Representations**

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.



**G. AUDIT FEES**

We understand that the Summer Village demands value and we strive to provide the highest quality services while working with the Summer Village to control costs.

We previously (letter dated May 6, 2021) provided the five (5) Summer Villages with an estimate of our audit fees for the 2022 fiscal year in the amount of \$31,000. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Summer Villages financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

**H. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS**

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Summer Village accounting staff to review these to determine the potential impact to the Summer Village.

**Effective Fiscal Years Beginning on or After April 1, 2022**

*PS 3280 – Asset Retirement Obligations (new)*

- Establishes standard that addresses the accounting and reporting of legal obligations associated with the retirement of tangible capital assets.
- Includes obligations associated with solid waste landfill sites covered under *PS 3270 – Solid Waste Landfill Closure & Post-Closure Liability*.
- Earlier adoption is permitted.

**Effective Fiscal Years Beginning on or After April 1, 2023**

*PS 3400 – Revenue (new)*

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.



**I. REQUESTS OF COUNCIL**

During the course of your duties as the Council, you may become aware of additional areas of concern, from an audit perspective, that you would like us to address. We welcome discussion on any areas of audit concern that Council may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the Summer Village.

**J. COMMUNICATION OF THE RESULTS**

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Council under Canadian Auditing Standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Summer Village accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession as well as clarify our responsibilities and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to Council.

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CPA, CA  
Partner

cc: Tanner Evans, Chief Administrative Officer



**Summer Village of Birchcliff**

**January 19, 2022**

**Council and Legislation**

**Request for Decision**

**Agenda Item:** *Emerging Trends in Municipal Law*

**Background:**

Administration has received information on the upcoming Emerging Trends in Municipal Law seminar hosted annually by Brownlee LLP. This year's sessions are being held in Calgary on Thursday, February 9, 2023, and in Edmonton on Thursday, February 16, 2023. The topics for the seminar have not yet been released but will be the same at both venues.

The CAO usually attends this seminar but it is also a good learning opportunity for Elected Officials as it covers trends to help your community grow. The cost to attend in person is \$185 plus GST or \$100 plus GST to attend virtually.

**Options for Consideration:**

- 1) Council has put \$489.75 in the 2023 budget for Council Education Opportunities.

**Administrative Recommendations:**

That Council discuss and provide direction to Administration.

**Authorities:**

*2023 Budget*





**BROWNLEE LLP**  
Barristers & Solicitors

# EMERGING TRENDS IN MUNICIPAL LAW

**THE TRENDS YOU NEED TO KNOW  
FOR YOUR COMMUNITY TO GROW**

**CALGARY** | FEBRUARY 9, 2023  
ATTEND IN-PERSON

**EDMONTON** | FEBRUARY 16, 2023  
ATTEND IN-PERSON OR VIRTUALLY

[BrownleeLaw.com](http://BrownleeLaw.com)

You are invited to join us in person – or virtually – this February for our annual **Emerging Trends in Municipal Law** seminar. The 2023 edition of this annual event will feature timely and critical topics that are curated exclusively for our elected and administrative municipal clients.

For 2023, we are continuing to offer this session on two different days in Calgary and Edmonton. Additionally, Edmonton's in-person session will be live-streamed for those who prefer to attend virtually. Whichever date or option you select, the presented topics will be the same.

Further details regarding the topics will be announced in the near future.

## Event Details

### Calgary

Date: Thursday, February 9, 2023

Time: 8:30 am – 3:30 pm

Location: Best Western Premier Calgary  
Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

### Edmonton

Date: Thursday, February 16, 2022

Time: 8:30 am – 3:30 pm

Location: Edmonton Expo Centre

Address: 7515 - 118 Ave. NW, Edmonton



**REGISTER****Feb. 9, 2023****REGISTER****Feb. 16, 2023****In-Person Admission: \$185 + GST****Virtual Admission: \$100 + GST**

## **Hotel Booking Information**

### **Calgary**

Location: Best Western Premier Calgary  
Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

To book your room *before January 6, 2023*,  
call **1.800.661.1464**, [email the hotel](#), or  
[book a room online](#) and provide the  
following information:

**Group Name: Brownlee LLP**

**Block ID: 173702**

### **Edmonton**

Hotel: Sandman Signature Edmonton  
Downtown

Address: 10235 – 101 St. NW, Edmonton

To book a room *before January 30, 2023*,  
call **1-800-SANDMAN**, [email the hotel](#), or  
[book a room online](#) and provide the  
following information:

**Block Code: EMERGING2023**

If you have any questions, please contact me at [jrosso@brownleelaw.com](mailto:jrosso@brownleelaw.com).



## **Summer Village of Birchcliff**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item: *Alberta Municipalities Insurance Liability Issue***

#### **Background:**

Administration has received an invoice for repair of a hot tub cover from a resident at 87 Birchcliff Road.

This resident spoke to his insurer, who advised that this cost is below his deductible threshold and that there is no issue of subrogation, and they would not be responding to this. Subsequently, he has sent us the invoice to send to our insurers to look into, as he claims he has no fault in the incident.

After speaking to our insurers, their response was:

*"Please note the amount of loss (\$1,667.65) falls under your liability deductible (\$2,500.00) and as such your liability insurance will not respond.*

*You were correct in letting the resident know they should report this to their own insurance company, however since they have not done this, the village has two options, deny the claim made by the resident or pay for the damage. Should the Village decide to pay for the damage, please ensure a release is also signed by the resident."*

Administration has clarified with the insurer that direct payment to the resident does not mean an admission of liability. A standard release form is attached for further review of content.

#### **Options for Consideration:**

- 1) Pay for Damage
- 2) Deny the Claim

#### **Administrative Recommendations:**

Council to discuss and provide direction to Administration on how they would like to proceed.





E-1-B

Date: OCT 25 22Name: [REDACTED]Address: 87 GRAND AVE.

Qty	Item	Description	Unit Price	Line Total
①	ARTIC SPA	COVER, SUMMIT XL		1337.60
①		PICK UP & REPLACE COVER DAMAGED BY FALLEN TREE (15%)		\$ 200.64
①		DISPOSAL OF DAMAGED LID.		\$ 50.00
Subtotal				1588.24
GST #854683505 RT0001			Sales Tax	79.41
Invoice			Total	1667.65
31554	Signature			

Make all checks payable to The Water Shop

*Thank you for your business!*

The Water Shop

#6, 160 Hewlett Park Landing - Sylvan Lake, AB - T4S 2J3

403 887 8857



























**FINAL RELEASE**

This release is in respect of damages for

- ☐ PERSONAL INJURY
- ☐ PROPERTY DAMAGE
- ☐ STATUTORY CLAIM FOR DAMAGES

**IN CONSIDERATION** of the payment of the sum of

..... Dollars (\$.....)

and which is directed by the undersigned to be paid as follows:

..... (\$.....)

..... (\$.....)

..... (\$.....)

**GOODS AND SERVICES OR HARMONIZED SALES TAX:** The amount claimed should be net of recoverable GST/HST.

Is the Insured registered for GST? YES..... NO.....

If the answer is YES, please state: a) Registration Number..... b) Percent Recoverable.....

**THE UNDERSIGNED** hereby for themselves, their heirs, executors, administrators, successors and assigns

- i) release and forever discharge (name of insurer and insured) .....  
.....  
(herein referred to as the "Releasee") from any action, cause of action of any nature and kind whatsoever for injury or, as the case may be, damage as specified above sustained as at the date hereof or that may be sustained thereafter, as a result of .....  
.....  
on or about the ..... day of ....., 20.....
- ii) agree not to make any claim or take proceedings against any person or corporation who might claim contribution or indemnity under provisions of any statute or otherwise;
- iii) agree that the said payment does not constitute an admission of liability on the part of the Releasee; and
- iv) declare that the terms of this settlement are fully understood, that the amount stated herein is the sole consideration of this release and that such amount is accepted voluntarily as a full and final settlement of the claim for damages specified above.

**SIGNED AT** THIS..... day of ....., 20.....

**WARNING:** The purpose of obtaining your signature on this form is to prevent you from making a claim against anyone in the future for any damages or injuries you have already sustained or may suffer in the future as the result of the incident described above in this form.

**READ BEFORE SIGNING**

In the presence of:

..... **SEAL**  
Witness Releasor (Claimant)

..... **SEAL**  
Witness Releasor (Claimant)



## **Summer Village of Birchcliff**

**January 19, 2023**

### **Public Works**

### **Request for Decision**

#### **Agenda Item: *Waste Management Bylaw***

##### **Background:**

As of December 2022, the Summer Village has signed a new services agreement with a service provider for waste and recycling collection and subsequent disposal for a five (5) year term. Bylaw #182-14 is not compliant as it does not include the carts or collection process and needs revision.

Administration has amended the current bylaw to include the changes and is bringing a new updated bylaw forward for Council's review and consideration.

##### **Options for Consideration:**

- 1) That Council accept as information.
- 2) That Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to the Waste Management Bylaw #240-23.

##### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to the Waste Management Bylaw #240-23.
- 2) That Council give 2<sup>nd</sup> reading to the Waste Management Bylaw #240-23.
- 3) That Council by unanimous consent give 3<sup>rd</sup> reading to the Waste Management Bylaw #240-23 at this meeting.
- 4) That Council give 3<sup>rd</sup> and final reading to the Waste Management Bylaw #240-23.

##### **Authorities:**

*Municipal Government Act*, Chapter M-26

A Municipal Council may pass Bylaws establishing and maintaining a waste management system throughout the municipality.



**SUMMER VILLAGE OF BIRCHCLIFF  
WASTE MANAGEMENT BYLAW  
BY-LAW 240-23**

A By-law of the Summer Village of Birchcliff in the Province of Alberta to provide for the supply of waste management service in the Summer Village of Birchcliff.

WHEREAS by authority of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council of the Summer Village of Birchcliff may pass a bylaw for the establishment of public utilities, including a waste management system;

AND WHEREAS the Council of the Summer Village of Birchcliff deems it necessary and in the public interest to pass a bylaw for the establishment of waste collection services as a public utility, including fees and penalties;

NOW THEREFORE the Council of the Summer Village of Birchcliff, in the Province of Alberta, duly assembled, hereby enacts as follows

This by-law may be referred to as the *Waste Management By-law*.

**SECTION 1.0 – DEFINITIONS**

- 1.1 “**CAO**” means the Chief Administrative Officer, or his/her designate, that is appointed by Council;
- 1.2 “**Collection Cart**” means the wheeled receptacle cart system that has been allocated to accept municipal solid waste or recycling from an eligible premise;
- 1.3 “**Council**” means the elected municipal Council of Birchcliff;
- 1.4 “**Development Improvement**” means any designed buildings and other structures situated on any owned or leased property approved by the Summer Village;
- 1.5 “**Hazardous Waste**” means a material that presents an unusual disposal problem or requires special handling including but not limited to explosives, poisons, caustics, acids, drugs, radioactive materials, or materials that contain pathogenic agents that could be harmful to people, plants, animals, or the environment;
- 1.6 “**Municipal Solid Waste**” means any solid material that is discarded from a premise that is eligible for the Summer Village’s waste management services that is pursuant to this bylaw and that complies with the requirements set out in any applicable provincial and/or federal environment regulations or guidelines but excludes any hazardous waste or other materials that the CAO deems unacceptable;
- 1.7 “**Occupant**” means a person or group of persons in actual or constructive possession of any premises either as registered owner or in actual possession by agreement with the registered owner;
- 1.8 “**Organic Waste**” means any material that is discarded from sources including but not limited to food scraps, yard and garden waste, leaves and grass clippings, and tree byproducts;



- 1.9     **“Peace Officer”** means a person who is but is not limited to, a Royal Canadian Mounted Police Officer, Bylaw Enforcement Officer, or any other person appointed by Council to enforce the provisions of this Bylaw;
- 1.10    **“Premise”** means any parcel of land with development improvements within the municipal corporate limits of the Summer Village of Birchcliff for which there is an occupant as defined in this Bylaw;
- 1.11    **“Provincial Offences Procedure Act”** means the Provincial Offences Procedure Act, c P-34, R.S.A. 2000, as amended from time to time.
- 1.12    **“Recycling”** means any material that is accepted by the Service Provider for the purpose of reuse;
- 1.13    **“Service Provider”** means an agent or company authorized by the Summer Village to collect, remove, and dispose of municipal solid waste and/or recycling from an eligible premise;
- 1.14    **“Summer Village”** means the municipal corporation of the Summer Village of Birchcliff, the territory contained within the corporate limits, its administration, and staff;
- 1.15    **“Utility Bill”** means a bill which sets out the fees levied by the Summer Village on an annual, monthly, bi-monthly, or quarterly basis for utility services provided by the Summer Village;
- 1.16    **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act;
- 1.17    **“Waste Collection Service”** means the collection of municipal solid waste and recycling by an authorized agent or company as a public utility.

**Section 2.0 – General**

- 2.1     Any schedules attached to this Bylaw, will form a part of this Bylaw.
- 2.2     Nothing in this bylaw will operate to relieve any person from complying with any Provincial or Federal regulations, or other Summer Village Bylaws.
- 2.3     The Summer Village shall maintain a waste collection service for the collection, removal, and disposal of municipal solid waste and recyclables within its corporate limits at regularly scheduled intervals approved by the Summer Village.
- 2.4     Participation in the waste collection service is compulsory for all residential premises.
- 2.5     Days and times of waste collection service will be approved by the Summer Village and will be advertised on the Summer Village’s website and other methods.
- 2.6     The Summer Village shall administer and enforce the provisions of this Bylaw and for this purpose may:



- a. delegate any of the Summer Village’s powers, duties, or functions under this Bylaw to an employee and/or Service Provider on behalf of the Summer Village;
- b. establish the location, particular date, and frequency of the waste collection service;
- c. designating which materials shall be accepted;
- d. managing and overseeing the contract between the Summer Village and Service Provider; and
- e. taking any recourse allowed under the Municipal Government Act to secure payment of any waste collection service utility bill.

**Section 3.0 – Collection Carts & Responsibilities**

- 3.1 One (1) solid waste cart shall be provided to all residential premises and any other property that the CAO has approved to receive the waste collection service.
- 3.2 Each collection cart is supplied and assigned to each premise and not to the Occupant themselves.
- 3.3 The Service Provider shall supply and retain ownership of the collection carts at all times during the life of the services agreement that is established between the Summer Village and Service Provider.
- 3.4 Care, custody, and sanitary maintenance for the collection carts will rest with the Occupant of the premise.
- 3.5 The Service Provider will be responsible for the regular maintenance of the collection carts such as replacement of any wheels, as well as any damage which may be caused by the Service Provider carrying out the process of waste collection.
- 3.6 The Summer Village shall not be responsible for any damage or loss to the collection carts as a result of the use or storage or lack thereof.
- 3.7 The Service Provider must ensure that the equipment used for the waste collection service and the manner in which municipal solid waste and recycling are collected and disposed of complies with all applicable Provincial and Federal regulations.

**Section 4.0 – Waste Collection & Disposal**

- 4.1 All municipal solid waste recycling shall be deposited in the respective collection cart designated by the Summer Village but limited to the capacity of the collection cart with the lid closed.
- 4.2 All Occupants shall move and position the collection cart in front of their premise to indicate the collection cart is ready to be collected by the Service Provider before 7:00 a.m. of the scheduled day of collection.
- 4.3 All Occupants shall at all times ensure that any accepted municipal solid waste and recycling materials are kept within the collection cart provided for that purpose and not allow any waste to spill over or accumulate on any public land or other private property. Furthermore, all accepted material must be placed in the collection cart so as to prevent their escape into the environment during the collection process.



- 4.4

The Occupant shall be responsible for the cleanup of waste spilled as a result of waste being stored improperly or if the capacity of the collection cart was exceeded for the collection process.
- 4.5

The Occupant shall remove their assigned collection cart from the collection location within a reasonable timeframe after the collection process is completed. No collection cart shall be left so as to encroach on any public roadway.
- 4.6

The collection cart will be collected on the roadway in front of the Occupant’s premise in a way:

a.

that does not impede vehicle traffic;

b.

a position that the front of the collection cart is facing out towards the street; and

c.

where it has 1.0m clearance from any obstructions on all sides such that the Service Provider shall have direct access thereto and shall be able to conveniently collect the collection cart therefrom.

**Section 5.0 – Restrictions on Waste Management**

- 5.1

No person shall deposit any dead animal or parts, excrement, household waste, organic waste, liquid waste, or any other undesirable filth upon or onto any municipally owned land including but not limited to roadways, ditches, municipal reserves, and water courses.
- 5.2

No person shall ignite any nor deposit any burning material into a collection cart.
- 5.3

Any municipal solid waste or recycling not in the collection cart shall not be picked up by the Service Provider.
- 5.4

No person shall place, permit to be placed, or mix any hazardous waste into the collection cart.
- 5.5

The Service Provider, at their discretion, shall have the right to refuse the waste collection of a premise, only if the circumstance contravenes any part or all of this Bylaw.
- 5.6

Large residential items such as appliances, furniture, beds, wood, or any other material that cannot fit into the collection cart will not be collected and shall be the responsibility of the Occupant to be taken to a local landfill for proper disposal.
- 5.7

The Service Provider will not collect from a collection cart that has not been supplied by the Service Provider.

**Section 6.0 – Violations & Penalties**

- 6.1

Any Peace Officer, in that Officer’s sole discretion, is hereby authorized and empowered to issue a violation ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, Peace Officer shall have the same definition as contained in the Provincial Offences Procedure Act and all amendments thereto.



- 6.2 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine, as outlined in Schedule “A” of this Bylaw.
- 6.3 Service of such violation ticket shall be sufficient if it is personally served or mailed to the register owner of the premise.
- 6.4 Notwithstanding the foregoing, the minimum fine payable in respect of a contravention of this Bylaw for any offence is \$125.00.
- 6.5 A contravention of this Bylaw constitutes a separate offence in respect of each day on which it continues. A person guilty of such offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.
- 6.6 Notwithstanding the foregoing, the minimum fine and specified penalty payable in respect of a second or subsequent contravention of the same section of this Bylaw committed within six (6) months shall be double the minimum fine and specified penalty of the previous offence, up to a maximum of \$1,000.00.
- 6.7 Upon production of a violation ticket issued, pursuant to this Bylaw, within fourteen (14) consecutive days from the date of issue, together with the payment, to the Summer Village of the penalties as provided in Schedule A of this Bylaw, the person to whom the violation ticket was issued shall not be liable for prosecution for the contravention in respect of which the violation was issued.

**Section 7.0 – Public Utility Fees for Waste Collection Service**

- 7.1 All premises with the Summer Village corporate limits shall be assessed a public utility fee for waste collection services as established by Council in a fee schedule or like document every year.
- 7.2 Waste collection service fees shall be added to and form part of the Summer Village utility bill and shall be due and payable on or before the due date shown on the utility bill. The fees will be charged whether the services are being used or not.
- 7.3 Any account remaining unpaid after due date shall have by way of penalty, a sum equal to one percent (1%) of the outstanding balance added to the balance of the account.
- 7.4 Non-receipt of a utility bill will not exempt the Occupant from payment for the service received. Utility bills sent by hard copy, electronically, or any other method deemed necessary and appropriate is a legal method of billing.
- 7.5 If the Occupant is in default of payment of the said charges, the amount of such sums in default shall be charged against the property for which the service was provided. Such charges shall be subject to the same penalties and collected by the same manner as other utilities levied by the Summer Village and collected by the Summer Village by whatever means possible, including transferring charges to the Property Tax.



**AND THAT** this Bylaw shall repeal Bylaw No. 182-14 and shall take full force and come into effect from and after the date of 3<sup>rd</sup> Reading thereof.

INTRODUCED AND GIVEN FIRST READING this 19<sup>th</sup> day of January 2023.

GIVEN second reading this 19<sup>th</sup> day of January 2023.

UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING this 19<sup>th</sup> day of January 2023.

Roger Dufresne, Mayor

Tanner Evans, CAO



SCHEDULE “A”

PENALTIES

Penalties that will be accepted by the Summer Village in lieu of prosecution.

The Penalties shall apply to:

Section	Offense	Penalty
All	Non-compliance with bylaw in general	\$125 per occurrence
5.1	Depositing prohibited material onto any municipally owned land including but not limited to roadways, ditches, municipal reserves, and water courses	Up to \$1,000 per occurrence
3 & 4	Improper storage of collection cart, except on collection day	\$125 per occurrence
5.2	Igniting or depositing a burning waste or recyclable material into the collection cart	Up to \$1,000 per occurrence
5.3	Depositing hazardous waste into the collection cart	Up to \$1,000 per occurrence



## **Summer Village of Birchcliff**

**January 19, 2023**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Roger Dufresne  
Ann Zacharias  
Frank Tirpak

#### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

#### **Correspondence:**

- Urgent Care Committee

#### **Information:**

- Association of Summer Villages of Alberta

#### **Upcoming Meetings:**

Next Council Meeting: February 16, 2023





# *Parkland Update*

Thursday, December 15, 2022

---

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

---

## Congratulations to Deb Smith





The Queen Elizabeth II's Platinum Jubilee Medal commemorates the 70th anniversary of Her Majesty's accession to the throne as Queen. To celebrate this historic event, the Medal program recognizes outstanding service from Albertans who have dedicated themselves to family, community, and country. The Library Association of Alberta was invited to award Queen Elizabeth II's Platinum Jubilee Medal to deserving Albertans within the library community.

Deb Smith has been a passionate and vocal advocate for public library services for over 30 years. She was initially employed with a small rural library and realized the impact she could have on the political and advocacy side of the library once appointed to the Parkland Regional Library System board. Deb recently completed 11 years as the board chair, and even as she passes the torch, she continues to build relationships and partnerships to benefit libraries across Alberta.

We would like to extend sincere congratulations to Deb, it is very exciting to see her recognized for her commitment to improving library service in Alberta.

### **Novelist is Ending December 31**

A reminder that our last day with Novelist will be December 31st. It was decided at the June PLC Meeting that Parkland will no longer subscribe to Novelist.

## **LIBRARY NEWS**

---



---

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

### **Sundre Library News Article**

The Sundre Library was recently the subject of [an article by Mountain View Today](#). The article talks about how busy the library has been since re-opening after Covid restrictions, and congratulates the staff on receiving the 2022 Minister's Award for Municipal and Public Library Excellence for their mental health activity kits.

### **Young Canada Works**

The Canadian Council of Archives is pleased to announce that the 2023-2024 campaign for the [Young Canada Works](#) (YCW) program for heritage organizations has launched.



All archival institutions, as well as libraries operating in English, can now [apply online](#) for short-term jobs for students, and internships for graduates via the official YCW website. The application deadline for short-term student jobs and internships is January 20, 2023.

It is important to note that the government priorities for 2023-2024 include Indigenous organizations, youth, and cultural heritage.

\*If you have already submitted your application and would like to make changes based on these government priorities, please contact YCW so that they can unlock your application promptly.

## **Marigold Library System Conference: It Starts With Us**

It can be easy to become disenchanted with the number of challenges confronting our society today. From combatting rampant misinformation to offering a safe haven to the most vulnerable, this year's conference theme offers a reminder that change starts with us! Whether providing verifiable sources to fight fake news, winning a grant to increase library accessibility, or running a new program aimed at an underserved audience, libraries can be a force for change. Let's learn more together about how it starts with all of us.

The 2023 [Marigold Library System Conference](#) will be held in person on Wednesday, May 10, 2023.

The Planning Committee invites session proposals that may benefit, support, or inspire library staff and board members. The deadline for [proposals](#) is end-of-day Friday, January 20, 2023.

## **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](mailto:libraryservices@prl.ab.ca). To watch recordings of past training sessions, visit [Niche Academy](#).

### **Communicating with Elected Officials About Your Library**



**January 12  
12pm**

The climate for libraries can be stressful. With polarizing politics and budget concerns, libraries must increasingly work and interact with their elected officials and the public. How do you communicate effectively in stressful times? How can you get the attention of your elected officials? And how can libraries better communicate all the positives they give to their community? [Register for this webinar](#) to find out. Registration fee \$49 USD.

**Personality Differences in the  
Workplace****January 19  
9am**

Personality differences often lead to miscommunication and conflict, which affect both our personal efficiency and team health. Utilizing the ACHIEVE Work Styles Assessment, participants will learn to better understand personality styles that are different from their own. Greater awareness of personality differences leads to improved personal effectiveness and group productivity. In [this webinar](#), participants will learn strategies for communicating more effectively based on their own personality strengths and the personality-based preferences of others. Registration fee \$119 (early rate).





## PRLS Board Meeting Minutes November 17, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:19 a.m. on Thursday November 17, 2022 via Zoom in the Small Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Gord Lawlor, and Ray Reckseidler

**Present via Zoom:** Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young

**With Regrets:** Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

**Absent:** Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

**Staff:** Ron Sheppard, Tim Spark, Donna Williams, Kara Hamilton, Hailey Halberg, Olya Korolchuk, Jessica Dinan

**Guests:** Donna Engel

### Call to Order

Meeting called to order at 10:19 a.m. by Smith.

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

Motion by Janice Wing to excuse Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, and Diane Roth from attendance at the board meeting on November 17, 2022 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 44/2022

## 1.1 Agenda

### 1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED

PRLS 45/2022



**1.2. Approval of Minutes**

Smith asked if there were any amendments to the September 15, 2022 minutes. There were none.

Motion by Stephen Levy to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED  
PRLS 46/2022

**1.3. Business arising from the minutes of the September 15, 2022 meeting**

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

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

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Len Phillips to approve the consent agenda as presented.

CARRIED  
PRLS 47/2022

**3.1. Election of Board Chair**

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

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Barb Gilliat nominated Debra Smith. Norma Penney nominated Barb Gilliat. Darren Wilson nominated Teresa Rilling. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Shannon Wilcox to cease nominations. A Zoom poll was presented and the results were: Deb Smith 9/35, Barb Gilliat 9/35, Teresa Rilling 17/35.

Teresa Rilling became the Board Chair. Rilling accepted the position and Smith resumed the duty of Chair until the end of the meeting. Sheppard turned the meeting back to Deb Smith.

Donna Engel left the meeting at 10:45 a.m.

**3.2. Election of Executive Committee**

Smith 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.

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	Teresa Rilling – Town of Sylvan Lake
Seat 2	Joy-Anne Murphy – City of Camrose
Seat 3	Deb Coombs – Town of Bowden
Seat 4	Len Phillips – Town of Rocky Mtn. House
Seat 5	Jamie Coston – Town of Rimbey
Seat 6	Norma Penney – Village of Clive
Seat 7	Barb Gilliat – Village of Alix
Seat 8	Debra Smith – Village of Lougheed
Seat 9	Shannon Wilcox – Town of Carstairs
Seat 10	Janice Wing – Town of Innisfail

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2022

### 3.3 Marketing and Advocacy Report

Sheppard reviewed. Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13<sup>th</sup> and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.

Since 2017, provincial operating grants have been issued at \$4.70 per capita for systems and \$5.55 for municipal libraries using 2016 statistics. The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

The group agreed to include the following:

- A joint letter to be written from all seven system Board Chairs with our collective request.
- All seven system Directors and Board Chairs will visit all the MLAs in their respective areas. Where there is an overlap (one MLA has constituents in more than one system) visits by system representatives should be conducted jointly.
- Develop a step-by-step advocacy guide for member libraries in systems.
- Encourage municipalities to support provincial funding to support public libraries.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.



Details supporting the advocacy plan are currently under development.

Halberg continued. In September, Parkland delivered 3 advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were 7 prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

Motion by Teresa Cunningham to accept the Marketing and Advocacy Report for information.

CARRIED  
PRLS 49/2022

### **3.4. Election of Advocacy Committee**

The volunteers for the Advocacy Committee for 2023 are:

Jul Bissell – Village of Elnora  
 Deb Coombs – Town of Bowden  
 Teresa Cunningham – Town of Penhold  
 Barb Gilliat – Village of Alix  
 Gord Lawlor -Town of Stettler  
 Stephen Levy – Village of Sedgewick  
 Joyce McCoy – Town of Didsbury  
 Shawn Peach – Town of Castor  
 Norma Penney – Village of Clive  
 Debra Smith – Village of Lougheed

Motion by Ray Reckseidler to appoint Jul Bissell, Deb Coombes, Teresa Cunningham, Barb Gilliat, Gord Lawlor, Stephen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Debra Smith to the Advocacy Committee.

CARRIED  
PRLS 50/2022

### **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. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.



Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Motion by Cal David to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities.

CARRIED  
PRLS 51/2022

### 3.6. **Dates for 2023 Meetings**

The Board reviewed the dates for PRLS' 2023 Board meetings. The Executive Committee will select their meeting dates at their December meeting.

February 23, 2023	10:00 a.m.- 12:00 p.m. (Annual Report, Year in Review)
May 18, 2023	10:00 a.m.- 12:00 p.m. (2022 Financial Statements presented)
September 14, 2023	10:00 a.m.- 12:00 p.m. (Budget presentation for 2024)
November 16, 2023	10:00 a.m.- 12:00 p.m. (Organizational meeting)

Motion by Gord Lawlor to receive for information.

CARRIED  
PRLS 52/2022

### 3.7. **Board Meetings – Virtual or in-Person?**

Sheppard reported. Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023.

When board members have been surveyed before, most prefer virtual meetings by a narrow margin. Virtual board meetings certainly save on travel time and cost, but some board members miss the dynamic and personal contact from in-person meetings. As a rule, the virtual meetings have resulted in higher attendance.

Unfortunately, Parkland does not have the technology to host hybrid board meetings. Board meetings need to be either in-person or virtual.

The results of the survey were:

Zoom – 14 votes

In-person – 4 votes

Some in-person and some Zoom – 13 votes

After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

Motion by Stephen Levy to accept recommendations for the meeting Zoom/in-person schedule by the Executive Committee as presented.

CARRIED  
PRLS 53/2022



**3.8. Draft Strategic Plan 2023-2025**

Sheppard reviewed. Included in the package was a draft copy of Parkland's new strategic plan. Also included were two documents prepared by Shari Hansen who facilitated the focus group meetings held earlier this year. In addition to the focus groups, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones since many of Parkland's libraries needs have not changed.

At their October 13<sup>th</sup> meeting, the Executive Committee reviewed the new plan and recommended its adoption by the board.

Motion by Stephen Levy to adopt Parkland's 2023-2025 strategic plan as presented.

CARRIED  
PRLS 54/2022

**3.9. Policy Revisions**

Sheppard reviewed. Due to changes in some of Parkland's procedures, it was necessary to change some of our governance policies related to records retention.

In policy statement 4.4.20, references to having a safety deposit box have been removed since Parkland no longer has one.

Other changes are policy statement 4.7.2. – *Personal Information Banks* where responsibility for a variety of records have been transferred from the Finance and Operations Unit to "Parkland Administration".

The final change is the removal of section 4.7.2.6. – *Sign in Sheets*. Parkland no longer uses these for any reason.

The Executive Committee reviewed these changes at their October 13<sup>th</sup> meeting and recommended that the board approve the changes as presented.

Motion by Ray Reckseidler to approve policy statement 4.4.20, 4.7.2.1, 4.7.2.2, and 4.7.2.3 as amended and repeal policy statement 4.7.2.6.

CARRIED  
PRLS 55/2022

**3.10. Budget Approval Update**

Sheppard gave the budget update. The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining. 55 of 64 municipalities have responded.

**3.11.1. Director & Library Services Report****3.12.2. Finance & Operations Report**

Smith asked if there were any questions regarding the Director & Library Services Report, or the Finance and Operations Report. There were none.



Motion by Barb Gilliat to receive the Director & Library Services Report and Finance and Operations Report for information.

CARRIED  
PRLS 56/2022

### 3.12. **Parkland Community Update**

Sedgewick & District Municipal Library is excited to hold the grand opening of their new library building on November 24<sup>th</sup>.

Carstairs Public Library are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has stepped down as of November from our local board to enjoy family time and retirement.

Innisfail Public Library has a new Board Chair

Penhold & District Public Library's manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

Hardisty Public Library has been working on wheelchair access to their facility.

Stettler Public Library gave a shout out to Parkland staff who all go above and beyond.

Delburne Municipal Library held a joint meeting of their library board and friends group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10<sup>th</sup>.

Penhold & District Public Library is holding their community Christmas celebration on November 25<sup>th</sup>.

Motion by Stephen Levy to receive the Parkland Community Update for information.

CARRIED  
PRLS 57/2022

### 4. **Adjournment**

Motion by Dana Kreil to adjourn the meeting at 11:46 a.m.

CARRIED  
PRLS 58/2022

Meeting adjourned at 11:46 a.m.

---

Chair



# *Parkland Update*

Thursday, December 1, 2022

---

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

---

## **2023 Annual Report Template Available**

Parkland staff have adjusted the Annual Report Template for you to highlight your library's achievements. It is available here for library staff to access and edit to suit their library's needs.

## **Anime Streaming Opportunity for PRL Member Libraries**

Do you have a pack of anime-obsessed tweens and teens at your library? Are you trying to figure out how to engage with the tween/teen/new adult demographic in your community? The anime streaming platform, [Crunchyroll](#) offers a **FREE** Library Outreach program which enables libraries to stream their massive anime collection for public performances AKA public library programming.

To sign up for this service, create a free account on Crunchyroll (no need to enter any credit card details), then email Crunchyroll at [club@crunchyroll.com](mailto:club@crunchyroll.com) with the following information:

- The name of your library (please use your specific library and not PRL, as Crunchyroll limits accounts to one per organization)
- Library Manager's name
- Name of the club/program
- Size of the group attending
- How often the group will meet

Crunchyroll will provide you with more information and premium access once your request has been approved! If you'd like to check out their collection before signing up, you can do so [here](#).



## LIBRARY NEWS

---

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

### Sedgewick Library Grand Opening



Congratulations to our friends at the Sedgewick Public Library on their new space and a successful grand opening event!

### Registration for the 2023 Southern Library Conference is Open!



For the past few years, libraries have been incredibly nimble at adapting to ever-changing community needs. Constantly having to think on our feet made future planning difficult - to say the least! As we move forward, many of us are excited to get Back to Our Future! Join



Chinook Arch Regional Library System at the 14<sup>th</sup> annual Southern Alberta Library Conference on Friday March 3, 2023 at the Sandman Signature Lethbridge Lodge. [Early bird registration](#) rates are available until January 20th, 2023.

## **DEI & Libraries Group**

Parkland Libraries have been invited to join an informal working group on the topic of DEI and libraries. They have a virtual meeting monthly to talk about a topic, share ideas, and hopefully come away with actionable thoughts on DEI-related actions and practices. People are also welcome to just join the mailing list to get minutes or any discussions that happen. If you are interested in joining please email Jackson Longworth [jlongworth@chestermerepubliclibrary.com](mailto:jlongworth@chestermerepubliclibrary.com) the next meeting is December 15th from 2-3 PM MT.

## **Documentary Heritage Communities Program**

The [Documentary Heritage Communities Program](#) is open and accepting applications! Organizations have until January 12, 2023, at 11:59 pm (Pacific Time) to submit their application.

## **Young Canada Works**

The Canadian Council of Archives (CCA) is pleased to announce that the 2023-2024 campaign for the [Young Canada Works](#) (YCW) program for heritage organizations has launched. This program is funded by the Department of Canadian Heritage (PCH), supporting the Government of Canada's Youth Employment and Skills Strategy.

All archival institutions, as well as libraries operating in English, can now [apply online](#) for short-term jobs for students (YCW in Heritage Organizations), and internships for graduates (YCW at Building Careers in Heritage) via the official YCW website. The application deadline for short-term student jobs (HO) and internships (BCH) is January 20, 2023.

It is important to note the government priorities for 2023-2024.

Indigenous organizations, youth, and cultural heritage, including applications:

- from Indigenous employers (eligible projects);



- for a project aimed at Indigenous participants (Indigenous or a non-Indigenous employers);
- for a project focusing on Indigenous cultural heritage (Indigenous or a non-Indigenous employers); and
- underserved communities and populations (i.e. Indigenous communities, ethno-cultural communities, youth that are facing barriers to employment, etc.).

\*If you have already submitted your application and would like to make changes based on these government priorities, please contact us so that we can unlock your application promptly.

## 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](mailto:libraryservices@prl.ab.ca). To watch recordings of past training sessions, visit [Niche Academy](#).

### Disinformation and the Literacy

#### Landscape

**December 14**

[Register](#) for this Niche Academy webinar to learn about the collective battle against misinformation, disinformation, malinformation, and the related literacy concepts that can influence our interactions with information and help us intellectually thrive in a post-truth society.



## Spark! Little Things that Attract Library Users and Increase Circulation

### December 8

You're proud of your collection, programs, staff, and services, but the details of how your library looks and sounds might be what patrons remember. Can you look at your library workplace with fresh eyes and find ways to make it shine, even on a limited budget? Join presenter Pat Wagner from Library Works to learn how to create a memorable first impression, remove clutter, the importance of light and color, improve signage and so much more! Don't miss out and [register today](#).

## Advocacy in a Polarized World

### December 6

How can we effectively communicate with all decision-makers, and stakeholders about the important work happening at your library regardless of their political beliefs? In [this session](#) you will learn the principles of “The Three Languages” of politics, and how to apply them when communicating with people from across the political spectrum. The webinar will build upon these principles and learn how to effectively use data, stories, and research to craft compelling, resonant messages.

Registration	Fee:	\$79
--------------	------	------

## Build Connections with Community Engagement

Today's engaged library workers inspire their communities and each other in countless ways. Whether sharing successful ideas with colleagues, or creating community events, outreach activities, and partnerships, *you make a difference*. OCLC offers resources that can help. Build connections, grow relationships, and increase your impact today with [community engagement tips and tools](#) from OCLC!





## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 17, 2022

#### Organizational Meeting

Parkland's board has approximately eight new members. Board members in attendance elected the new Executive Committee and a brand-new Board Chair. Welcome Teresa Rilling!

#### Executive Committee

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

**Teresa Rilling** – Town of Sylvan Lake (Committee Chair)

**Joy-Anne Murphy** – City of Camrose

**Deb Coombs** – Town of Bowden

**Len Phillips** – Town of Rocky Mtn. House

**Jamie Coston** – Town of Rimbey

**Norma Penney** – Village of Clive

**Barb Gilliat** – Village of Alix

**Debra Smith** – Village of Loughheed

**Shannon Wilcox** – Town of Carstairs

**Janice Wing** – Town of Innisfail

#### Budget 2023

The Parkland budget has been approved by 76.56% of the municipalities representing 71.22% of the population, with five municipalities declining.

#### Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. The volunteers for the Advocacy Committee for 2023 are:

**Jul Bissell** – Village of Elnora

**Deb Coombs** – Town of Bowden

**Teresa Cunningham** – Town of Penhold

**Barb Gilliat** – Village of Alix

**Gord Lawlor** – Town of Stettler

**Stephen Levy** – Village of Sedgewick

**Joyce McCoy** – Town of Didsbury

**Shawn Peach** – Town of Castor

**Norma Penney** – Village of Clive

**Debra Smith** – Village of Loughheed

**Teresa Rilling** – Town of Sylvan Lake (ex-officio)

#### Board Meeting Dates for 2023

Parkland will be holding board meetings virtually in November and February, with the May and September meetings held in person at headquarters. Board meeting dates are subject to change, but are set as follows:

- **February 23** - Annual Report, Year in Review
- **May 18** - 2022 Financial Statements presented
- **September 14** - Budget presentation for 2024
- **November 16** - Organizational Meeting

#### Strategic Plan Update

In addition to three focus group sessions held by Shari Hansen, Parkland conducted a system services survey, examined plans of service for our libraries, and examined the strategic plans, where available, of our member municipalities. After all the analysis and investigation, the new strategic plan is strikingly similar to the last ones.

The new strategic plan has been approved by the board and is effective from 2023-2025.

#### Board Meetings, Virtual or in-Person?

Parkland staff sent out a survey to board members to measure their appetite for in-person board meetings in 2023. After some discussion, the Executive Committee recommended holding the November and February meetings virtually, and the May and September meetings in-person. This would avoid requiring board members to travel during poor weather.

#### Systems Advocacy Committee

Normally, Parkland's Advocacy Committee would have met once in October between the September and November board meetings. This meeting was cancelled to accommodate a meeting of the seven library systems to discuss a provincial advocacy strategy. The meeting occurred on October 13<sup>th</sup> and was co-chaired by PRLS Board Chair Deb Smith and YRL Board Chair Hank Smit.



The seven systems are asking the provincial government for:

- An immediate increase in the per capita rate for funding
- Updated population figures for issuing grants and increase the base (minimum) rate for libraries serving smaller populations
- A commitment to look at COLA for library grants annually. Recently, the Government of British Columbia agreed in principle to do so.

Subsequent to the systems meeting, a joint letter has been sent to Minister Rebecca Schulz with a specific funding request. Welcome letters for the new premier and Minister of Municipal Affairs have also been sent. For the welcome letters only Parkland and Yellowhead Regional Library agreed to a joint letter.

## Marketing and Advocacy Report

In September, Parkland delivered three advocacy workshops in Lougheed, Lacombe, and Olds. The workshops had 52 attendees total who learned about their role in advocacy and steps to create an advocacy plan for their library. The training was directed towards library and Parkland board members and library staff. Parkland has since solicited feedback from attendees and received positive reviews.

To celebrate Canadian Library Month, Parkland organized both a public and internal contest for the month of October for the second year. There were seven prizes for patrons including Google Play gift cards, Bluetooth Headphones, and a Galaxy A7 Tablet. Prizes were distributed to patrons at the libraries in Sundre, Cremona, Water Valley, Penhold, Blackfalds, and Donalda. The library that signed on the most new members per capita was Bashaw Municipal library, getting 77 new members (3.25% of their population)! They have chosen to hold a magic show paid for by Parkland at their library as their prize.

## Committee News from Trustees

**Sedgewick & District Municipal Library** is excited to hold the grand opening of their new library building on November 24<sup>th</sup>.

**Carstairs Public Library** are partnering with the local high school and area FRN to offer free weekly tutoring for students K to 12. Also, Bob Green, a longtime advocate and board member, and past counsellor, has

stepped down as of November from our local board to enjoy family time and retirement.

**Innisfail Public Library** has a new Board Chair

**Penhold & District Public Library's** manager won the QE2 Queen's Platinum Jubilee award. Their library also won the Minister's award. Also, one of their students won the golden ticket!

**Hardisty Public Library** has been working on wheelchair access to their facility.

**Stettler Public Library** gave a shout out to Parkland staff who all go above and beyond.

**Delburne Municipal Library** held a joint meeting of their library board and friends' group with Ron Sheppard, who talked about the roles and responsibilities of the two groups. The library is also sponsoring a gingerbread house contest on December 10<sup>th</sup>.

**Penhold & District Public Library** is holding their community Christmas celebration on November 25<sup>th</sup>.

## Board Members Present

Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, **(Zoom)** Alison Barker-Jevne, Jul Bissell, Deb Coombes, Jaime Coston, Edna Coulter, Teresa Cunningham, Cal David, Jeff Eckstrand, Dwayne Fulton, Barb Gilliat, Pam Hansen, Cody Hillmer, Connie Huelsman, Dana Kreil, Stephen Levy, Julie Maplethorpe, Ricci Matthews, Joyce McCoy, Shawn Peach, Norma Penney, Leonard Phillips, Lori Reid, Teresa Rilling, Sandy Shipton, Justin Stevens (alt. for Les Stulberg), Michelle Swanson, Delaney Thoreson, Patricia Toone, Carlene Wetthuhn, Shannon Wilcox, Darren Wilson, Janice Wing, Patricia Young, (Guest) Donna Engel

## With Regrets

Elaine Fossen, Barbara Gibson, Marc Mousseau, Joy-Anne Murphy, Bill Rock, Diane Roth and Jackie Northey

## Absent

Doug Booker, Amanda Derksen, Clark German, Michael Hildebrandt, Guy Lapointe, Darryl Motley, Doug Weir

## Next Meeting: February 23, 2023 (Zoom)

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



## **ASVA - LGFF Briefing Note (15dec22)**

Summer Villages have changed.

Summer Villages are no longer just seasonal recreational communities operating for only a portion of the year, as they were many decades ago. The growth in permanent year-round dwellings has been phenomenal.

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.

Forty five percent of the Summer Villages are now similar in size to a regular Village. This change has driven 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, and recreational facilities.

To ensure their long term viability and meet the needs and demands of their residents, Summer Villages are dependent on the base funding allocation under MSI and the future LGFF to provide that capital infrastructure.

The ASVA records show that the last increase in grant funding for Summer Villages came in 1957 when a Summer Village successfully advocated for an increase to the Municipal Assistance Grant. That success meant the Summer Village portion of that grant increased from 25% of what other municipalities got to 50% of what other municipalities got.

The ASVA LGFF proposal recognizes that Summer Villages have changed and, on average, the Summer Village Base Amount would increase from what it is today to 75 percent of what all other municipalities get.

The ASVA proposal for LGFF allocation factors provides support to municipalities that have more Tangible Capital Assets (TCA) to upgrade and maintain, less fiscal capacity to self fund capital additions, and those with a high reliance on base funding. It also uses Total Private Dwellings instead of Population to identify growth pressures and core infrastructure needs.

The amount of historical MSI funding related to Education Tax Requisition is removed and allocated between TCA and a municipality's fiscal capacity. This recommendation also increases the Base amount of funding to better support villages and summer villages; approximately 137 of 340 municipalities in Alberta.



This proposal also includes unique and innovative method to allocate a portion of base funding between Summer Villages to better support the larger Summer Villages; those that are similar in size to a Village.

Knowing that change is difficult and getting buy-in from all municipalities for a new LGFF allocation formula will be even more difficult, the ASVA has proposed staying with familiar allocation factors and percent splits with some updates to the allocation factors that may better represent the drivers of infrastructure needs. The percentages proposed for the various factors do result in replicating the historical split in funding between the urban and rural municipalities.

**Table 1 – ASVA Recommendations for weighting of LGFF allocations factors**

<b>ASVA Recommendation</b>		
<b>Allocation Factors</b>	<b>MSI Capital &amp; BMTG</b>	<b>LGFF</b>
Population	58%	-
Total Private Dwellings (note 1)	-	58%
Education Tax Requisition/Assessment	30%	-
Roads (KM of local roads)	12%	12%
Tangible Capital Assets (TCA)	-	15%
Own-Source Revenue to Assessment	-	15%
Base Amount - Standard	\$110K	\$125K
Base Amount - Summer Villages (note 2)	\$63K	\$94K

Note 1 – Total Private Dwellings is a Statistics Canada data point in their Census of Population.

Note 2 – The Base Amount for Summer Villages in the above table is 75 percent of the standard amount and represents the average amount per Summer Village. More specifically, all Summer Villages get a base amount of \$72K and then an additional \$150 per Private Dwelling.

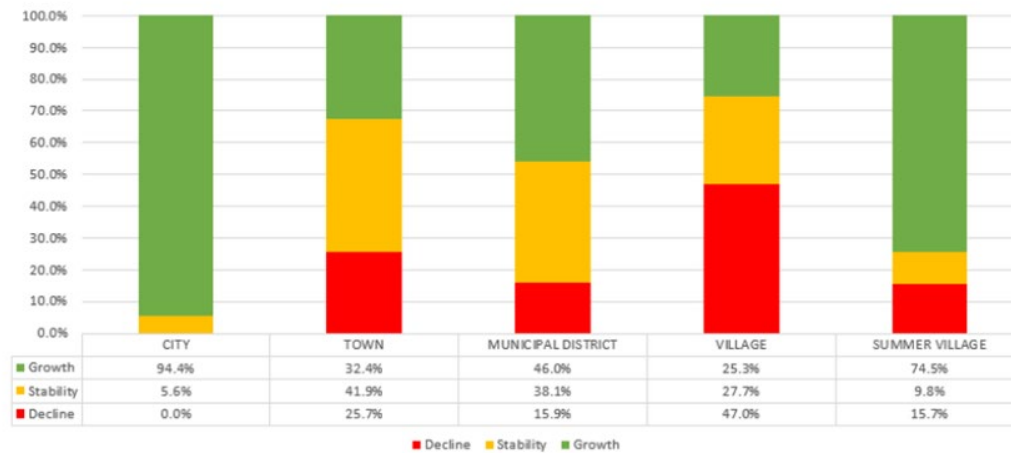




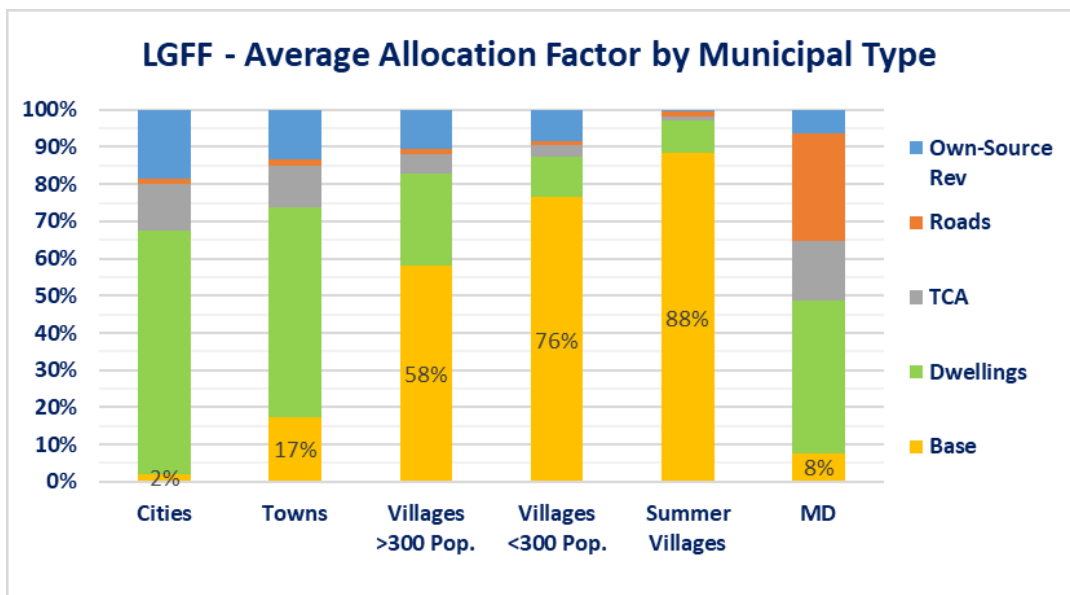
The following chart demonstrates how Summer Villages have changed and grown over the last decade. Summer Villages have experienced growth rates that are similar to Cities.

To review the full copy of the paper visit: <https://www.abmunis.ca/advocacy-resources/governance/future-municipal-government>

**Percent of Municipalities Whose Populations Declined, Stayed Stable or Grew 2011-2021**



Summer Villages (all 51) and small Villages (35 of 81) with less than 300 population are dependant on LGFF Base funding. Yet, Summer Villages only receive one half of the Base funding than what other municipalities receive.





**Sylvan Lake and Area Urgent Care Committee  
December 20, 2022 Update**

As we reflect back to the start of our UCC in 2022, we have to celebrate that we have come a long way with many successes.

**Sylvan Lake Lion's Golf Tournament**

The golf tournament was handed over to the Sylvan Lake and District Lions Club. Our last 5 tournaments had the Lions Club as the main tournament sponsor and also Lions Club members were our source of volunteers, so it was a natural fit for the club to take over. The tournament was held July 8<sup>th</sup>, 2022 at Meadowlands with 82 golfers. The tournament raised \$12,000 which was donated to UCC, Sylvan Spray Park and Camp He Ho Ha. On Oct 3, 2022 we were presented with a cheque for \$4,000 from the Lion's Club. The next Lion's Club tournament is scheduled for July 7<sup>th</sup>, 2023.

**Tim Hortons Smile Cookie Campaign**

This was our 11<sup>th</sup> year as the "Charity of Choice" for the Sylvan Lake Tim Hortons. We are honored to be in this partnership as the monies raised are spent on healthcare initiatives that benefit all residents including area partners. In 2022 we spent a total of 59 hours in the drive thru that was manned by 120 volunteers and the RCMP and local Fire Department. We raised \$21,521.93 which has been earmarked for efforts and action steps required to attract new doctors to Sylvan Lake. This also placed us as the 3<sup>rd</sup> highest Tim Hortons site for cookie sales in the province!

**Sylvan Lake Health Professional Attraction and Retention Committee (SLhPARC)**

This is a new committee formed with community members and town council to work together to help support the goal of recruiting and retaining health professionals to Sylvan Lake. The healthcare professional shortage, especially doctors, has caused unscheduled closures at the AACS. The SLhPARC consists of up to 9 members including Onzy Tawadrous as chair, Klaas VanVeller as Treasurer, Susan Samson, Mayor Megan Hanson and Councillor Teresa Rilling as committee members. Funding for the actions of this committee come from the Urgent Care Committee. The problems with the healthcare system are right across the country and there are no clear solutions. The committee has gathered the best people and resources available to guide the committee in its possible action steps.

**Advanced Ambulatory Care Service (AACS)**

The AACS is having many challenges with the most concerning being the Doctor shortage that causes the AACS to close its doors to patients. These closures can be either a half day closure or a full day closure. They are unscheduled, unexpected and continue to occur. From Jan-Nov 2021 (11 months) 13,023 patients used the AACS. This is down from Pre-COVID use. When the 2022 statistics become available, we will share them with you. There also has been no requests for medical equipment purchases for AACS. The last piece of equipment purchased was the medical stretcher for \$6034.00 received in 2021. With the AACS opening in 2018 and being fully stocked with new equipment, the need for replacement or additional medical equipment is not being requested at this time. All monies raised for medical equipment are held in trust.



**Additional Funding for Sylvan Lake Health Professional Attraction and Retention Committee**

Sylvan Lake and Area Urgent Care Committee is the recipient of \$100,000.00 donated anonymously. The conditions of the donation are that it will be used for the attraction and retention of health professionals and it be matched so that there is a total of \$200,000.00 to work with. The matching money is made up of the 2022 Smile Cookie Campaign and other unallocated funds banked by the Urgent Care Committee. The anonymous donor was a senior who moved to Sylvan to be with family and utilized the AACCS often over a period of 5 years and his family appreciated the services provided. The family has decided that health professional recruitment is critical to providing seniors with non-life-threatening services and to attract and retain newcomers to the town.

Thank you to all residents and our area partners for your support and work with the Sylvan Lake and Area Urgent Care Committee. We wish you joy and good health as we enter 2023.

Sincerely,  
Susan Samson  
Chair  
Urgent Care Committee  
Sylvan Lake and Area