

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF HALF MOON BAY  
APRIL 12, 2021 @ 1:00 P.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES -**     Regular Meeting, March 8, 2021

**D. INFORMATION ITEMS**

- 1) Accounts Payable Report
- 2) Development Update
- 3) Development Design Plan

**E. REQUESTS FOR DECISION**

**1) Finance & Administration**

- a) 2021 Mill Rate Bylaw
- b) Financial Reserves Policy

**2) Council & Legislation**

- a) Commissionaires Request
- b) Volunteer Projects

**3) Public Works**

- a) Greenspace Policy
- b) RFP East Beach Access
- c) Municipal Wastewater Educational Information
- d) Dead Tree Removal
- e) South Shoreline Study

**4) Planning & Development**

- a) Community Standards Bylaw

## **F. COUNCIL, COMMITTEES AND CORRESPONDENCE**

### **1) Council Reports**

- a) Mayor Pashak
- b) Deputy Mayor Skakun
- c) Councillor Hiscock

### **2) Committee Reports**

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

### **3) Upcoming Meetings**

- a) Council Meeting – May 31, 2021

## **G. ADJOURNMENT**

## IN ATTENDANCE

Page 1 of 4

INFORMATION ITEMS:

- 1) Accounts Payable Report
- 2) Quarterly Financial Report

**HMC-21-022**                      MOVED by Councillor Hiscock that Council take the 2020 Alberta School Foundation Fund shortfall of \$5,378.19 from accumulated surplus.  
  
CARRIED

- 3) Development Update

**HMC-21-023**                      MOVED by Councillor Hiscock that the information items be received as information.  
  
CARRIED

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

**HMC-21-024**                      Capital Budget  
MOVED by Mayor Pashak that Council approve the 2021 Capital Budget as amended.  
  
CARRIED

**HMC-21-025**                      Penalty Removal Request  
MOVED by Mayor Pashak that Council grant the request to have the tax penalty removed  
  
CARRIED

COUNCIL & LEGISLATION

**Bylaw #160-21**                      Designated Officer Bylaw  
**HMC-21-026**                      MOVED by Deputy Mayor Skakun that Council give 1<sup>st</sup> reading to the Designated Officer Bylaw #160-21.  
  
CARRIED

**HMC-21-027**                      MOVED by Councillor Hiscock that Council give 2<sup>nd</sup> reading to the Designated Officer Bylaw #160-21.  
  
CARRIED

**HMC-21-028**                      MOVED by Mayor Pashak that Council give 3<sup>rd</sup> reading to the Designated Officer Bylaw #160-21 at this meeting.  
  
CARRIED

**HMC-21-029**                      MOVED by Deputy Mayor Skakun that Council give 3<sup>rd</sup> and final reading to the Designated Officer Bylaw #160-21  
  
CARRIED

Tina Leer left the meeting at 2:20 p.m.

- HMC-21-030

Wastewater Consultant

MOVED by Deputy Mayor Skakun that Council support the proposal received from Racin Management Consulting as presented for a term of one year with review after 1<sup>st</sup> year.

CARRIED
- HMC-21-031

Volunteer Process

MOVED by Mayor Pashak that Council adopt the Volunteer Process as amended and Council determine volunteer projects at their April meeting for posting on the website.

CARRIED
- HMC-21-032

Minister’s Awards for Municipal Excellence

MOVED by Councillor Hiscock that Council write a letter of support for Lacombe County’s nomination of the Sylvan Lake Intermunicipal Development Plan.

CARRIED
- HMC-21-033

Spring Newsletter / Coffee with Council

MOVED by Mayor Pashak that Council host a town hall with their residents on Thursday, April 15<sup>th</sup> from 7:00 p.m. to 8:30 p.m. via zoom.

CARRIED
- PUBLIC WORKS
- HMC-21-034

Mowing Contract

MOVED by Mayor Pashak that Council accept the quote from Rugged West Maintenance and sign a 3-year agreement.

CARRIED
- HMC-21-035

Pathway Maintenance Policy

MOVED by Mayor Pashak that Council accept the policy as information.

CARRIED
- PLANNING & DEVELOPMENT
- HMC-21-036

Community Standards Bylaw

MOVED by Mayor Pashak that Council accept as information and bring back to the next Council meeting or meeting of the whole.

CARRIED
- HMC-21-037

IDP Development & Design Plan

MOVED by Mayor Pashak that Administration do a gap analysis between the intermunicipal development plan and the land use bylaw.

CARRIED

Kara Kashuba left the meeting at 3:36 p.m.

COUNCIL REPORTS

Ted Hiscock

- Family and Community Support Services

Pam Skakun

- Sylvan Lake Regional Wastewater Commission upcoming meeting

Chris Loov left the meeting at 3:39 p.m.

Mike Pashak

- Sylvan Lake Management Committee
- Association of Summer Villages of Alberta
- Government of Alberta Budget

Committee Reports

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Joint Services Committee

- January 2021 Minutes

Correspondence

- Advanced Ambulatory Care

MC-21-038

MOVED by Councillor Hiscock that the Half Moon Bay Council reports be accepted as information.

CARRIED

NEXT MEETING

HMC-21-039

MOVED by Mayor Pashak that the next meeting of Council be held April 12, 2021 at 1:00 p.m.

CARRIED

ADJOURNMENT

HMC-21-040

MOVED by Mayor Pashak that being the agenda matters have been concluded, the meeting adjourned at 3:41 p.m.

\_\_\_\_\_  
MIKE PASHAK, MAYOR

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

**Summer Village of Half Moon Bay****April 12, 2021****Administration and Finance****Information Item****Agenda Item:** *Accounts Payable Update***Background:**

Total payables processed and presented to Council \$ 31,985.17

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

- |   |    |           |
|---|----|-----------|
| 1. Alberta School Foundation Fund         | \$ | 26,442.02 |
| a. School Funding-1 <sup>st</sup> Quarter |    |           |

**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.

Report Date  
2021-04-03 1:21 PM

Summer Village of Half Moon Bay  
**List of Accounts for Approval**  
As of 2021-04-03  
Batch: 2021-00023 to 2021-00033

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: MAIN - General Bank</b>					
Computer Cheques:					
<b>489</b>	<b>2021-03-16</b>	<b>Red Deer County</b>			
		2021DUSTSUPPR	2021 Dust Suppression Applicat	875.00	875.00
<b>490</b>	<b>2021-03-31</b>	<b>Johnathan &amp; Stephanie Johnston</b>			
		3028	Completions Deposit Refund	1,000.00	1,000.00
EFT:					
<b>133</b>	<b>2021-03-03</b>	<b>Summer Village of Norglenwold</b>			
		2021-00042	Election Costs	96.38	96.38
<b>134</b>	<b>2021-03-09</b>	<b>Summer Village of Norglenwold</b>			
		2021-00048	Feb 2021 Monthly Shared Cost	2,674.29	2,674.29
<b>135</b>	<b>2021-04-01</b>	<b>Al's Bobcat &amp; Trucking</b>			
		17828	Sanding Feb 27th	199.50	199.50
<b>136</b>	<b>2021-04-01</b>	<b>Empringham Disposal Corp</b>			
		21776	Feb Bi Weekly Collection	281.35	281.35
<b>137</b>	<b>2021-04-01</b>	<b>Summer Village of Norglenwold</b>			
		2021-00057	Newsletter and Election Costs	179.23	179.23
Other:					
<b>2663-Man</b>	<b>2021-02-28</b>	<b>Epcor</b>			
		FEB222021-6937	Utilities	83.20	83.20
<b>2667-Man</b>	<b>2021-02-28</b>	<b>Epcor</b>			
		JAN2221-6937	Utilities	79.05	79.05
<b>2692-Man</b>	<b>2021-03-31</b>	<b>Alberta School Foundation Fund</b>			
		11150	School Funding-1st Quarter	26,442.02	26,442.02
<b>2698-Man</b>	<b>2021-03-31</b>	<b>Epcor</b>			
		MAR222021-6937	Utilities	75.15	75.15
Total for MAIN:					31,985.17

Certified Correct This April 3, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator



## **Summer Village of Half Moon Bay**

**April 12, 2021**

### **Planning and Development**

#### **Information Item**

#### **Agenda Item: *Development Update***

##### **Background:**

##### Development Permit Update:

Currently there are 64 development permits issued in the Summer Villages (26 in Birchcliff, 1 in Half Moon Bay, 8 in Jarvis Bay, 18 in Norglenwold, and 11 in Sunbreaker Cove).

##### **The following is the list in Half Moon Bay:**

49 Lakeview Road                      Garage with Guest House

##### **Closed development permits since last meeting:**

20 Hummingbird Lane                      Garage with Guest House

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

Council to accept as information.

##### **Authorities:**

Land Use Bylaw #123/13.

**Summer Village of Half Moon Bay****April 12, 2021****Planning and Development****Information Item****Agenda Item:** *Development Design Plan***Background:**

Provided for Council is a gap analysis of the Intermunicipal Development Plan and the Land Use Bylaw as a starting point to create a Development Design Plan as required by the recently adopted Intermunicipal Development Plan. While the Summer Village already requires the majority of what must be included in a Development Design Plan, we are continuing to work with contractors, other municipalities, Alberta Environment and Parks, and other government and non-government agencies to understand what the best practices are for development in the riparian area in order to create a comprehensive Development Design Plan.

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #123/13.

Intermunicipal Development Plan - February 11, 2021.

## **Intermunicipal Development Plan:**

### **Environmental Reserve and Development Setbacks from Sylvan Lake**

As a condition of subdivision approval, each Partner Municipality shall require a 30 metre Environmental Reserve dedication from the Top of Bank of Sylvan Lake, in accordance with the provisions of the Municipal Government Act. Wherever possible, Environmental Reserve should be linked with Municipal Reserve to create continuous greenways with enhanced public access.

As a requirement of a development permit submission for a vacant parcel or on redevelopment lands, where the development is within 30 metres of the Top of Bank or High Water Mark of Sylvan Lake, a Development Design Plan shall be submitted as part of the permit application and enforced as a condition of approval. Determining which feature (Top of Bank or the High Water Mark of Sylvan Lake) is appropriate will be at the discretion of the Approving Authority. Approval of the Development Design Plan shall be to the Approving Authority's satisfaction that the design will satisfy the goal of mitigating negative impacts on watershed health.

### **General Setback Policy**

Each municipality shall develop specific Development Design Plan criteria and expectations including minimum requirements to demonstrate how the design will mitigate negative watershed impacts through:

- a. A planting plan including native vegetation;
- b. Sediment control plan;
- c. Drainage plan;
- d. Parcel coverage; and
- e. Any other criteria at the discretion of the Approving Authority.

Each municipality shall update their respective land use bylaw and municipal development standards to reflect this policy, and any other considerations necessary for implementation (i.e., development deposit charges, enforcement).

## **A) A Planting Plan Including native vegetation:**

### **Current Regulations in the Land Use Bylaw:**

Landscaping, Environmental Conservation and Development

The following standard of landscaping shall be required for all areas of a parcel not covered by buildings, driveways, storage and display areas:

- (a) The conservation of existing trees and shrubs to the maximum extent possible;
- (b) The retention, in their natural state, of (i) Swamps, gullies and natural drainage courses; (ii) Unstable land; (iii) Land subject to flooding and/or located within a 1:100 year floodway or flood fringe area as determined by an engineer or flood study; (iv) Escarpment or slope areas with a gradient of fifteen (15) percent or greater; and (v) Land located below the top of the bank of any water body or water course;
- (c) The appropriate screening of outside storage areas, parking facilities and loading areas from adjacent buildings and roads;
- (d) The planting of additional trees and shrubs to replace those removed upon development of the parcel, at the discretion of the Development Authority;
- (e) A sufficient depth of topsoil to facilitate growth in the soft-landscaped areas, with areas not planted to trees and shrubs being seeded to grass, sodded or left with its natural grass cover; and
- (f) Completion of the landscaping within two (2) years of the date of issue of the Development Permit.

**B) Sediment Control Plan:**

Currently do not have regulations on this in the Land Use Bylaw.

**C) Drainage Plan:****Current Regulations in the Land Use Bylaw:**

Mechanized Excavation, Stripping and Grading of Parcels

(a) A temporary fence shall be erected around all excavations which in the opinion of the Development Authority may be hazardous to the public.

(b) Where finished ground elevations are established, all grading shall comply therewith.

(c) All parcels shall be graded to ensure that storm water is directed to a drainage ditch without crossing adjacent land, except as permitted by the Development Authority.

(d) All topsoil shall be retained on the parcel, except where it must be removed for building purposes.

(e) Finished ground elevations and grade elevations must be provided to the Development Authority for any dwelling unit containing a walkout basement.

(f) Retaining walls greater than 1 m (3.28 ft) in height above any adjoining grade requires a Development Permit.

## D) Parcel Coverage:

### Current Regulations in the Land Use Bylaw:

#### Site Development:

(1) Unless otherwise provided in a development agreement registered by the municipality by caveat on the title to any parcel the following provisions shall apply:

(a) Minimum Front Yard and Rear Yard: (i) 10 m (32.80 ft.) to the habitable dwelling unit from the front parcel boundary or the top of the escarpment or high water mark, as determined by the Development Authority, whichever is closest to the dwelling; and (ii) 6.0 m (19.69 ft) to a garage attached to, and structurally part of, the main building.

(b) Minimum Side Yard: (i) 3 m (9.84 ft.) where abutting a reserve parcel or road; (ii) 3 m (9.84 ft.) on Lots 2-8, Block 5, Plan 4171 NY; (iii) 1.5 m (4.92 ft.) or 3 m (9.84 ft.), as required by Section 2(4) of Part Three: Supplementary Regulations; or (iv) As required by the Alberta Building Code, whichever is greater.

**(c) Maximum Parcel Coverage: Forty-five (45) percent. Amended by Bylaw #137/18.**

(d) Landscaping: A minimum of thirty-five (35) percent of the parcel shall be a landscaped area. Amended by Bylaw #137/18.

(e) Maximum Building Height: 10 m (32.80 ft.) measured from grade. (f) Minimum Floor Area: 100 m<sup>2</sup> (1,076.39 ft<sup>2</sup>) (g) Parking Requirements (i) Detached dwellings shall have at least two (2) parking stalls per 46 Summer Village of Half Moon Bay Land Use Bylaw No. 123/13 Dwelling; (ii) For all other uses, parking stalls may be required at the Development Authority's sole discretion; and (iii) All parking stalls shall have a dimension of not less than 2.75 m (9.02 ft.) by 5.5 m (18.04 ft.).

## **Summer Village of Half Moon Bay**

### **Finance**

### **Request for Decision**

#### **Agenda Item: *Mill Rate Bylaw #161-21***

#### **Background:**

Administration would like to provide the 2021 Mill Rate Bylaw #161-21 for approval.

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

- 1) Council review Bylaw #161-21

#### **Administrative Recommendations:**

- 1) That Council give 1<sup>st</sup> reading to By-Law #161-21
- 2) That Council give 2<sup>nd</sup> reading to By-Law #161-21
- 3) Upon unanimous consent by Council to give 3rd reading at this meeting
- 4) That Council give 3<sup>rd</sup> reading to By-Law #161-21

#### **Authorities:**

Section 353(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that each Council must pass a property tax bylaw annually.

Section 353(2) The property tax bylaw authorizes the Council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of

- (a) the expenditures and transfers set out in the budget of the municipality, and
- (b) the requisitions



Summer Village of Half Moon Bay  
2021 Mill Rate Bylaw  
No. #161-21

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE SUMMER VILLAGE OF HALF MOON BAY FOR THE 2021 TAXATION YEAR.

**WHEREAS**, the Summer Village of Half Moon Bay has prepared and adopted detailed estimates of municipal revenue, expenses and expenditures as required, at the council meeting held on April 12, 2021.

**WHEREAS**, the estimated municipal revenues and transfer from all sources other than taxation is estimated at \$95,023.65 and the balance of \$145,409.02 is to be raised by general municipal taxation; and

**WHEREAS**, the estimated municipal expenses (excluding non-cash items) set out in the annual budget for the Summer Village of Half Moon Bay for 2021 total \$240,432.67; and

**THEREFORE**, the total amount to be raised by general municipal taxation is \$145,409.02 and

**WHEREAS**, the requisitions are estimated to be:

<b>Alberta School Foundation Fund</b>	
- Residential & Farm Land	\$ 106,585.02
- Non-residential	\$ 141.83
<b>Designated Industrial Property</b>	<u>\$ 2.95</u>
<b>Total Requisitions Collected</b>	<b>\$ 106,729.80</b>

**WHEREAS**, the council is authorized to sub-classify assessed property, and to establish different rates of taxation in respect to each sub-class of property, subject to the *Municipal Government Act*, Chapter M-26, Revised Statutes of Alberta, 2000; and

**WHEREAS**, the assessed value of all property in the Summer Village of Half Moon Bay as shown on the assessment roll is:

Residential	\$ 40,656,930
Non-Residential & Designated Industrial Property	\$ 38,510
<b>Taxable Assessment</b>	<b>\$ 40,695,440</b>
Exempt	\$ 3,528,780
<b>Total 2021 Assessment</b>	<b>\$ 44,224,220</b>

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Summer Village of Half Moon Bay, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of Half Moon Bay:

	Tax Levy	Assessment	Tax Rate
<b>General Municipal</b>			
Residential	\$145,271.28	\$ 40,656,930	3.5731
Non-Residential	\$137.74	\$ 38,510	3.5731
Totals:	\$145,409.02	\$ 40,695,440	
<b>Alberta School Foundation Fund</b>			
Residential & Farm Land	\$ 106,585.02	\$ 40,656,930	2.6216
Non-Residential	\$ 141.83	\$ 38,510	3.6829
Totals:	\$ 106,726.85	\$ 40,659,440	
Designated Industrial Property	\$ 2.95	\$ 38,510	0.0766

2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time on this 12<sup>th</sup> day of April 2021.

READ a second time on this 12<sup>th</sup> day of April 2021.

Given UNANIMOUS consent to go to third reading on this 12<sup>th</sup> day of April 2021.

READ a third and final time on this 12<sup>th</sup> day of April 2021.

\_\_\_\_\_  
Mike Pashak, Mayor

\_\_\_\_\_  
Tanner Evans, C.A.O.

## Summer Village of Half Moon Bay

April 12, 2021

### Finance & Administration

#### Request for Decision

#### Agenda Item: *Financial Reserves Policy*

##### **Background:**

Reserves are a key component of financial management and are established to:

- Provide funds for future needs
- Provide stabilization for fluctuations in operating and capital activities – i.e. allow financial flexibility for potentially changing or uncertain circumstances

The policy should create consistent standards and guidelines for the management of reserves and execution of reserve transactions, and ensures that all reserve transactions are approved by Council and carried out in accordance with this approval.

The primary financial sustainability principles that are relevant to reserves and reserve management and some of the questions to be considered are:

- Are there suitable reserve types and balances to respond to unforeseen circumstances?
- What balance of reserves is uncommitted?
- Are there sufficient reserves to deal with future needs?
- What are current reserve balances compared to optimal or minimum required balances?
- Are optimal reserve balances maintainable in the future, where applicable?
- Are there appropriate types of reserves for future needs that help reduce reliance on uncertain sources of funding in the future?

A reserve policy outlines the types and purpose of reserves in place, for example:

- Stabilization and Contingency Reserves aid in stabilizing and smoothing the temporary impact of unforeseen events, or fluctuations planned in activity.
- Project Reserves provide funding for non-cyclical needs including onetime operating items and tangible capital asset projects.
- Infrastructure Lifecycle, Maintenance and Replacement Reserves provide funding for infrastructure lifecycle, maintenance and replacement projects.
- Special Purpose Reserves provide funding for unique purposes that have a one-to-one relationship with the reserve description.

- Utilities Reserves are separate reserves that are maintained to provide funding for: utility rate stabilization and contingency, utilities projects, utilities infrastructure lifecycle, maintenance and replacement, as well as utility levy debt repayment.

Target Level formulas for applicable reserves should also be outlined in the policy.

**POLICY TITLE:** FINANCIAL RESERVES

**DATE:** MARCH 23, 2021 DRAFT

**RESOLUTION NO.** XXX-21-XXX

**POLICY STATEMENT:**

The Summer Village of Half Moon Bay (HMB) recognizes the need to establish reserve funds to ensure the long-term financial stability and viability of the municipality. A combination of operating and capital reserves position HMB to respond to varying economic conditions that may affect HMB's financial position.

Reserve funds allow HMB Council and Administration to govern in a manner that maintains the financial integrity of the municipality while continuing to provide services for the benefit of residents. Reserve funds also reduce the municipalities dependence on grants from other levels of government or external sources.

Reserve funds will be maintained to assure the municipality's ability to replace and rehabilitate major capital assets as required, supply funds for new capital assets identified as strategic priorities, and provide a buffer for unanticipated expenditures beyond the municipality's control.

**PURPOSE:**

The purpose of this policy is to maintain consistent standards and guidelines for the management of reserves and execution of reserve transactions, and to ensure that all reserve transactions are approved by Council and carried out in accordance with Council's approval.

**DEFINITIONS:**

"Amortization" means a non-cash expense to operations representing a portion of the useful life of a recorded tangible capital asset (TCA ).

"Capital Reserves" means the portion of unrestricted net assets that Council has designated (or 'Restricted') to acquire or construct new Capital assets and replace and rehabilitate major Capital infrastructure as required.

“Operating Reserves” means the portion of unrestricted net assets that Council has designated (or ‘Restricted’) for use in:

- a. Emergencies to sustain financial operations for a reasonable period in the event of significant and unanticipated, unbudgeted increases and/or losses in operating revenues;
- b. Funding budgeted contingencies for non-emergent but unpredictable revenues, volatile expenditures and unanticipated opportunities or challenges; and/or
- c. Funding for the mitigation of tax rate increases.

“Restricted” means a reserve (Operating or Capital) of money that can only be used for specific purposes.

## **RESPONSIBILITIES:**

The Chief Administrative Officer is responsible for the overall enforcement of this policy.

## **STANDARDS:**

1. All reserve transfers must be approved by Council. Approvals may be in the form of:
  - a. The annual Operating or Capital budget approval;
  - b. A carryover project that was contained in an approved Operating or Capital budget;
  - c. A Council resolution.
2. Draws from Reserves must not exceed the fund balance.
3. Reserve Funds will be reviewed on an annual basis.
4. All Operating and Capital Reserve funds must be fully described and include a purpose, source of funding, minimum level, and target level.
5. Under direction of Council, the Chief Administrative Officer or their designate will ensure funds are invested according to the guidelines set out in HMB’s Investment Policy and in accordance with provincial legislation.
6. Interest will be paid to all reserve funds based on the average balance, calculated as the opening plus closing balances divided by two, at the annual average rate of return on long and short-term investments.

**Schedule A - Financial Reserves Policy**

<b>Fund</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Minimum Level (\$)</b>	<b>Target Level (\$)</b>
General Municipal Operating	To provide funds for unanticipated operating expenses, emergencies or revenue shortfall in the course of providing municipal services.	Transfers from annual operating surpluses (excluding utilities) and one-time unbudgeted sources of revenue.	50% of annual Operating expenditures including ASFF. (if Utilities Stabilization Fund created Utility expenses could be excluded)	100% of annual Operating Expenditures including ASFF. (if Utilities Stabilization Fund created Utility expenses could be excluded)
Mill Rate Stabilization	To mitigate or moderate tax rate increases in cases of an emergent, non-recurring nature.	Transfers from annual operating surpluses (excluding utilities)	5% of annual budgeted municipal property taxes.	15% of annual budgeted municipal property taxes.
Wastewater	To fund capital projects related to Wastewater.	Transfers from annual operating budget and one time transfers to boost reserve levels.	0	What is the appropriate percentage of total project costs?
Roads	To fund capital projects related to Roads.	Transfers from annual operating budget and one time transfers to boost reserve levels.	20% of total forecast replacement costs	50% of total forecast replacement costs
Fleet Replacement	To fund replacement of Fleet vehicles and equipment	Transfers from annual operating budget.	0	15,000
JSC – Information Technology	To fund capital projects or	Transfers from annual	0	5,000

	equipment replacements	operating surpluses (excluding utilities)		
Environmental	To fund operating and capital projects	Transfers from annual operating surpluses (excluding utilities)	0	1,000

**Schedule B - Future Options to Consider**

<b>Fund</b>	<b>Purpose</b>	<b>Funding Source(s)</b>	<b>Minimum Level (\$)</b>	<b>Target Level (\$)</b>
Wastewater Operating Expense	To provide funds for unanticipated operating expenses, emergencies or revenue shortfall in the course of providing the municipal service.	Transfers from annual utilities operating surpluses	10% of annual Operating expenditures related to wastewater.	25% of annual Operating expenditures related to wastewater.
Utilities Stabilization Fund	To mitigate utility rates and provide funding for unanticipated operating expenditures related to providing water, wastewater, and solid waste services.	Transfers from annual utilities operating surpluses	10% of annual Operating expenditures related to water, wastewater, and solid waste operations.	25% of annual Operating expenditures related to water, wastewater, and solid waste operations.
Utilities Capital Reserve	To fund capital projects related to water, wastewater, stormwater and solid waste infrastructure	Transfers from annual utilities operating or Amortization of current assets, or one time transfers to boost reserve levels.	TBD	What percentage of replacement cost should the target be set at? Will grants or debt cover some of the future cost.
Municipal Reserve / EOS / Recreation	To fund public parks, public recreation assets To fund asset rehabilitation and replacement	Transfers from annual operating budget or amortization of current assets, or one time	TBD	TBD



		transfers to boost reserve levels.		
General Capital Reserve  (or a similar General Maintenance Program)	To fund new Capital projects or for Capital expenditures in the case of an emergency	Unspent annual contributions to Capital from operations, and one time transfers to boost reserve levels.	TBD	TBD

### **Options for Consideration:**

- 1) Accept as information.
- 2) Adopt the Financial Reserve Policy
- 3) Amend the Financial Reserve Policy

### **Administrative Recommendations:**

- 1) Council adopts the Financial Reserve Policy

### **Authorities:**

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

## **Summer Village of Half Moon Bay**

**April 12, 2021**

### **Council and Legislation**

### **Request for Decision**

**Agenda Item:** *Commissionaires for Sunbreaker Cove Boat Launch*

#### **Background:**

Administration has received a joint request from Lacombe County and the Summer Village of Sunbreaker Cove asking the municipalities around Sylvan Lake to consider funding the costs of Commissionaires for traffic and pedestrian control at the Sunbreaker Cove boat launch.

2 Commissionaires would be utilized 8 hours per day on Saturdays and Sundays every weekend between May and September long weekends with an extra day on long weekends. Costs shared equally between the 8 municipalities around the lake would be approximately \$2,300 per municipality.

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

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

#### **Administrative Recommendations:**

Thank Council discuss and provide direction to Administration.

#### **Authorities:**

n/a



E-2-A

March 8, 2021

Mayor Michael Pashak  
Summer Village of Half Moon Bay  
Bay 8 14 Thevenaz Industrial Trail  
Sylvan Lake AB T4S 2J5

Dear Mayor Pashak:

During a recent meeting between the Mayor and CAO of the Summer Village of Sunbreaker Cove and the Lacombe County Reeve and County Manager a number of problems experienced at the Sunbreaker Cove boat launch during the 2020 boating season were discussed. These problems include traffic congestion, parking, garbage, impacts on local residents, pedestrian safety, lack of enforcement, etc.

It has been determined that even though Lacombe County and the Summer Village of Sunbreaker Cove Community Peace Officers conduct random patrols of the area additional support is required. As this is the only public boat launch on Sylvan Lake capacity issues are being experienced, particularly due to COVID-19.

At this time the Summer Village of Sunbreaker Cove and Lacombe County respectfully request the municipalities surrounding Sylvan Lake give consideration to funding the costs of using Commissionaires for traffic and pedestrian control at Sunbreaker Cove boat launch.

Total project costs of \$18,286.40 are based on the maximum utilization of the Commissionaires on Saturday and Sunday of every weekend between the May and September long weekends and one extra day on long weekends. This would provide two Commissionaires working 8 hours each per day. The regular hourly rate is \$24.95 and the statutory holiday rate is \$49.50. Additionally there is a flat mileage rate of \$40 per day (two Commissionaires travel together).

It is proposed that the cost be shared equally between the eight municipalities around the Lake (approximately \$2,300 per municipality). Lacombe County will pay the Commissionaire's invoice and then invoice the municipalities at the end of the season based on actual costs.

We thank you for your consideration of this request and look forward to your response. If further clarification is required please contact Tim Timmons, County Manager, 403-782-6601 or [ttimons@lacombecounty.com](mailto:ttimons@lacombecounty.com).

Yours truly,

A handwritten signature in blue ink, appearing to read "Beets".

TERESA BEETS  
MAYOR  
Summer Village of Sunbreaker Cove

A handwritten signature in blue ink, appearing to read "Law".

PAULA LAW  
REEVE  
Lacombe County

[www.lacombecounty.com](http://www.lacombecounty.com)  
[www.sylvansummervillages.ca](http://www.sylvansummervillages.ca)

## **Summer Village of Half Moon Bay**

**April 12, 2021**

### **Council & Legislation**

### **Request for Decision**

### **Agenda Item: *HMB 2021 Volunteer Projects***

#### **Background:**

The Summer Village of Half Moon Bay (HMB) will strive, when appropriate, to utilize volunteers to complete tasks or work in the community. One of HMB's strengths is the willingness of residents to volunteer their time to the benefit of the community.

The Volunteer Supervisor plays an integral role in the volunteer process. This role manages and supports volunteers by ensuring required forms are completed and filed, volunteers are suitable for the work, and that volunteers are properly trained for the work they will be completing.

The HMB Volunteer Policy was approved at the March 8, 2021 HMB Council meeting. Council and Administration were asked to identify potential volunteer projects for 2021. The discussion should also address:

- How volunteers can sign up for the projects and who they should contact.
- The process for residents to identify potential volunteer projects and how those projects get approved by Council and Administration before work can start.
- The role the Volunteer Supervisor could play in the process and who can be appointed.

Potential projects for 2021:

1. East and West Beach Maintenance - mechanical tilling and raking.
2. West Beach Earthen Ramp Landscaping – planting bushes and trees.
3. Dead Tree Removal – North side of HMB Drive.
4. Down Dead Wood Removal and Clean Up – East Reserve, West Reserve, and along East Boundary Fence adjacent to RR21.
5. West Beach Shelter – install main electrical feed underground from Warbler Close to Shelter.

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

- 1) Accept as information.
- 2) Council approves the list of volunteer projects and posts the list on the website including information on how to participate in the projects and who to contact.

**Administrative Recommendations:**

- 1) Council to discuss and provide direction

**Authorities:**

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

## **Summer Village of Half Moon Bay**

**April 12, 2021**

### **Public Works**

### **Request for Decision**

**Agenda Item:** *Greenspace Maintenance Policy*

#### **Background:**

Administration has drafted a policy for Greenspace Maintenance in Half Moon Bay. Administration requests that Council review the policy for discussion at the upcoming Council meeting.

#### **Options for Consideration**

1. Council move to adopt the Greenspace Maintenance Policy as presented.
2. Council move to make amendments to the proposed Greenspace Maintenance Policy.
3. Council moves to accept as information.

#### **Administrative Recommendations:**

Council discuss the draft policy and provide feedback to Administration on desired amendments.

#### **Authorities:**

MGA 201 (c) "A council is responsible for

a) developing and evaluating the policies and programs of the municipality;"



Policy Title <b>GREENSPACE MAINTENANCE POLICY</b>	Date: <b>April 12, 2021</b>	Resolution No.
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### **Purpose and Scope:**

The purpose of this policy is to ensure that the Summer Village of Half Moon Bay is pleasing to the eye of all residents and visitors through the maintenance of the parks and green spaces within the boundaries of the Village. This policy shall set out procedures and priorities for green space maintenance for the Summer Village of Half Moon Bay.

### **Definitions:**

Green spaces shall include parks, roadsides and any other municipally owned areas requiring maintenance as determined by Council and Administration.

### **Specific Procedures:**

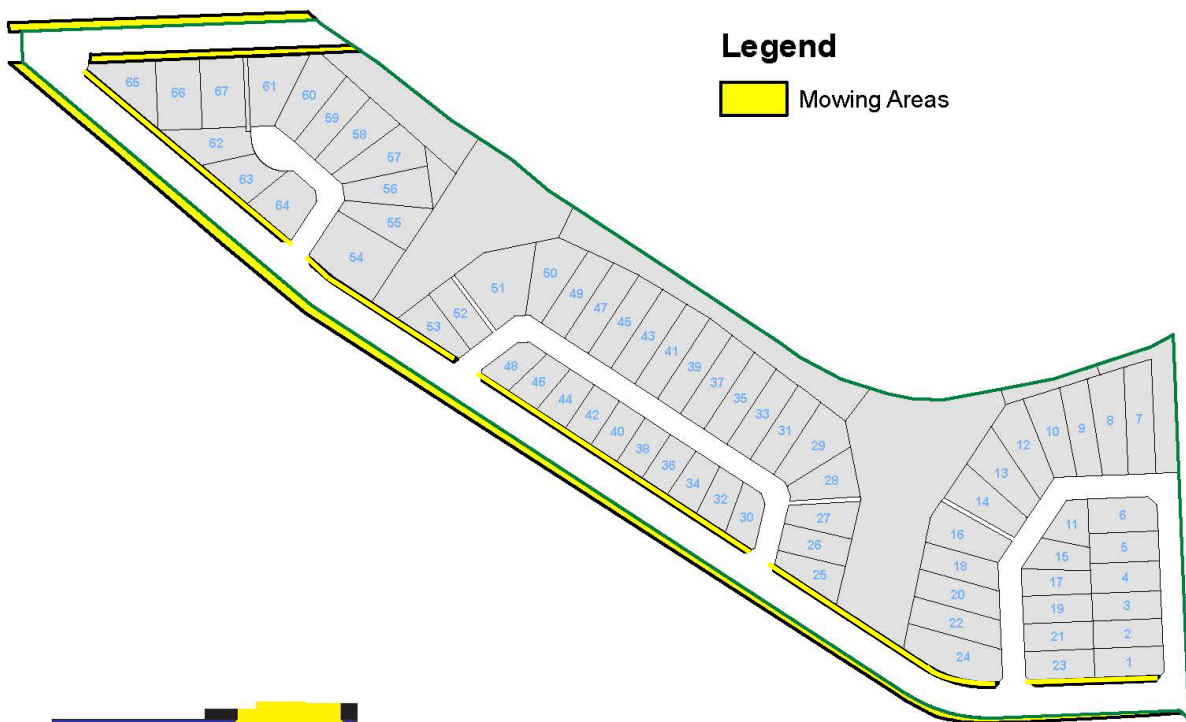
**Contracted Mowing and Trimming** - On approval of Council, a contractor shall be employed with a written contract to perform the task of mowing and trimming along Half Moon Bay Drive and Aspen Lane every fourteen (14) days for a period commencing May 15 through to September 15 specific areas to mowed are shown on Schedule "A".

The Contractor shall be responsible to dispose, at his own expense, any refuse generated by the required maintenance work not including grass clippings.

The Contractor shall take care not to direct grass clippings towards the roadway at any time and to avoid discharging clippings towards vehicles or onto the roadway.

**Trimming branches and shrubs** - The summer village Public Works department shall ensure through the use of summer staff and hired contractors that all vegetation is cut back one (1) meter from the edge of all municipal roads. The public works department will also ensure that all road signage is visible and trim back any vegetation that may be preventing drivers from seeing signage clearly. Additional trimming may also be done as required at the discretion of Administration and Council.

## Schedule 'A'





Mayor

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Administrator

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## **Summer Village of Half Moon Bay**

**April 12, 2021**

### **Public Works**

### **Request for Decision**

**Agenda Item:** *RFP East Reserve Beach Access*

#### **Background:**

Administration has drafted a RFP for the east reserve beach access in Half Moon Bay. Administration requests that Council review the document for discussion at the upcoming Council meeting.

#### **Options for Consideration**

1. Council move to accept the policy as is to be circulated to contractors and posted on the Half Moon Bay Website.
2. Council move to make amendments to the proposed RFP.
3. Council moves to accept as information.

#### **Administrative Recommendations:**

Council move to accept the policy as is to be circulated to contractors and posted on the Half Moon Bay Website.

.

#### **Authorities:**

MGA 201 (c) "A council is responsible for

a) developing and evaluating the policies and programs of the municipality;"



## **Request for Proposal**

East reserve beach access

### **Project Summary:**

The Summer Village of Half Moon Bay is looking for a contractor who has experience with construction and landscaping projects. Interested parties will be required to provide a conceptual design and cost estimate to remove the existing set of stairs and railing in the east reserve and construct either a land bridge with culvert, a new set of stairs or a bridge structure/ramp where the existing stairs and boardwalk currently exist.

### **Owner Description:**

HMB is an incorporated municipality located on the south side of Sylvan Lake approximately 10 kilometers west of the Town of Sylvan Lake (N.E. Section 11-39-2-5). The summer village is located within Lacombe County just off Range Road 21.

### **Project Goals:**

The proposed work in the east reserve will enhance the aesthetics of the area and provide a safe and effective route for residents to access the beach area.

Half Moon Bay will endeavor to maintain its secluded natural setting by retaining the 'country lane' atmosphere. Our wish is to protect and respect the topography, wildlife, vegetation, shoreline and lake water quality.

### **Project Details:**

The Summer Village of Half Moon Bay is looking for proposals from interested contractors to remove the existing stairs in the east reserve and construct a new structure to replace it. The location of the east reserve stairway is shown circled in red on the map below.



The current set of stairs and wood crossing are shown in the photos below. Any proposals must include the removal and disposal of the existing structures.



(Photos to be updated once snow has melted)



Proposals with cost estimates may be provided for any or all of the following options:

1. A new set of stairs with railing. A design that fits with the natural setting of the area. Treated lumber or metal with a non-shiny appearance are preferable materials. Half Moon Bay currently has the stairway shown in the photos below constructed in the west reserve. A design similar to this may be considered.



(Photos to be updated once snow has melted)

2. An earthen ramp with a culvert. This ramp would need to be at least 2.5 meters wide and be surfaced appropriately as to avoid erosion issues and properly handle water from spring runoff and rainfall. This ramp should be designed to maintain a minimal slope and should utilize the entire area currently occupied by the stairway and boardwalk.
3. A bridge structure that spans from the existing top of stairs to the end of the existing boardwalk. The photo below shows a concept of what could be proposed. However, proposals should consider the use of natural tones and colours. Proposed bridges should be surfaced to allow for traction when the bridge surface becomes wet.



- All proposals for the above options should consider durability, long life, and maintenance free characteristic as important factors.
- Designs should allow for the easy passage of two-way foot traffic.
- Designs that help maintain Half Moon Bay's 'country lane' atmosphere and blend into the natural setting are preferable.
- All conceptual designs must meet current building codes and regulations.

## **Delivery Requirements:**

1. All conceptual designs with quotes must be submitted by May 12, 2021 4:30pm.
2. Documents shall be submitted by dropping off a physical copy of the document at the Summer Village Administration Office or electronically by emailing them to [publicworks@sylvansummervillages.ca](mailto:publicworks@sylvansummervillages.ca) or [cloov@sylvansummervillages.ca](mailto:cloov@sylvansummervillages.ca).

## **Selection Criteria:**

Submissions will be selected based on the proposal, price and the experience of the applicant on similar projects. Proposals will be brought to the Half Moon Bay Council for consideration.

Applicants may be asked to provide references for similar projects they have performed.

## **Summer Village of Half Moon Bay**

**April 12, 2021**

### **Public Works**

### **Request for Decision**

#### **Agenda Item: *HMB Wastewater Educational Information***

#### **Background:**

As mandated by the Government of Alberta, the Sylvan Lake Regional Wastewater Commission (SLRWWC) since 2010 continues to move forward with the planning and staged development of a wastewater system that provides for the transmission, treatment and disposal of wastewater generated from present and future development within the Sylvan Lake watershed. Lake water quality remains a major concern for users and residents. The surface and subsurface drainage of untreated or poorly treated wastewater from private facilities into the Lake is identified as one of the factors impacting lake water quality. There is a significant environmental motivation in developing systems which seek to divert this drainage to disposal in proper treatment facilities.

In 2020, HMB completed the final engineering and design work for their internal collection system. During that phase of the wastewater project, information was collected from residents on the buried infrastructure on their properties such as septic tanks and fields, sewage holding tanks, and water wells. During this process residents demonstrated their support for the project. As this project continues to move forward, Council is certain that residents will have many questions on the project, their responsibilities, and how to prepare.

At HMB's request, on March 29, the Summer Village of Sunbreaker Cove (SBC) approved HMB's use of their wastewater project educational information. SBC created this information with the assistance of a specialized communications firm. SBC found this assistance to be very helpful and recommends that HMB consider this option when creating educational information for residents.

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

- 1) Accept as information.
- 2) Council approves the hiring of a Communications company to create educational information on the HMB wastewater project to be included on the HMB website.

**Administrative Recommendations:**

- 1) Council to discuss and provide direction

**Authorities:**

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



## **Summer Village of Half Moon Bay**

**April 12, 2021**

### **Public Works**

### **Request for Decision**

#### **Agenda Item: *Dead and Decadent Tree Removal on Municipal Land***

#### **Background:**

Recently HMB applied for and was unsuccessful for a FRIAA Vegetation Management grant. This grant was to remediate the Environmental Open Space (EOS) recreational areas and road right of ways in HMB through selective small patch tree harvesting. Based on the work related to the 2019 Forest Management Plan there are approximately 250 trees consider dead, decadent or dangerous that need to be removed. For efficiency, cost effectiveness and to minimize the impact on HMB residents, this work considered the removal of all trees that are or could become dead, decadent or dangerous over the next five years. This work does not qualify as a capital project to be completed with MSI grant funding. The FRIAA grant was the last option for grant funding and as such this work now must be completed as an HMB Operating Expense.

In HMB, most of the aspen and balsam poplar are mature and overmature. If fire or harvesting disturbances do not occur to encourage the regeneration, within the next 10 to 30 years the forest will eventually break up and die due to age related mortality or insect and fungi diseases. In future harvested areas, aspen and white spruce regeneration must be established and if not, a shrub dominated plant community will likely occupy the area for several decades before trees re-establish themselves.

Management practices like thinning, clearcutting or selective harvesting are used to manipulate forest succession to benefit the owner. The overall goal of selective harvesting is to improve the forest not degrade it. The objective of selective harvesting is to remove individual trees or small groups of trees according to predetermined criteria such as dead or decadent. Tree removal is also done to create small openings for regeneration, improve tree growth, conversion of even-ages forest into un-even aged forest, help release growth of understory coniferous, and pest management.

Based on forest inventory, there are approximately 250 aspen/balsam poplar trees that are consider dead, decadent or dangerous that need to be removed. These trees pose physical risk to people and properties and will increase fuel load for potential forest fires.

For efficiency and cost effectiveness, the initial harvesting should consider removal of all trees that could become dead, decadent or dangerous in the next five years. This project should also include the removal all resulting deadfall, branches, trees and logs laying on the forest floor to reduce forest fire fuel. Completion of this project will reduce the risks and improve the safety for residents using these recreational areas.

Council Resolution June 15, 2020 – RFD Tree Harvesting

**HMC-20-076** MOVED by Councillor Pashak that Council proceed with selective small patch harvesting with initial harvesting to include the removal of all trees that could become dead, decadent, or dangerous in the next five years. CARRIED

Based on the above motion an RFP was issued in June 2020; twenty companies were contacted, four companies completed the on-site tour making them eligible to participate in the RFP, and zero companies submitted a bid.

There are three local companies that have since the 2020 RFP process expressed an interest in completing this work. Klassen Blade and Rapid-fire were recommended by industry experts during the FRIAA grant process as qualified contractors for this type of work. They did not participate in the original 2020 RFP but have since completed an on-site visit of the work and work area. Triangle Construction, on an HMB Council approved sole source contract, successfully completed tree removal on the Warbler Close Pathway and Emergency Access projects. Cost and finished product were good and this company would be suitable to hire again. Information on Triangle Construction has not been included in this briefing note since HMB already has a successful experience with that company.

Information and introduction to the other two companies has been included.

#### Klassen Blade Contracting LTD. – Lacombe/Gull Lake

**Klassen Blade Contracting Ltd.** specializes in brush mulching and land clearing projects. The mulching machines we use are specifically designed to turn trees and brush into mulch in minutes. We offer a **NO BURN** land clearing service, the most inexpensive, efficient and environmentally safe method.

This company does a lot of work for the Alberta Forestry group out of Rocky Mountain House and comes highly recommended. Industry experts feel that this style of tree and brush removal results in the lowest cost per hectare for tree removal.

## BENEFITS:

- One Time Process - These machines complete the job from start to finish of project.
- No Burning - No need for weather predictions, no fire watch and no harmful CO<sub>2</sub> sent into the environment.
- No Fire Permits - Time consuming, no wind predictions.
- No Brush Piles - That are unsightly and limit room for growth.
- No Liability of Burning - Eliminates the need of fire control and the risk of being liable for wild fires.
- Minimal Ground Disturbance - Limiting soil disturbance that can lower re-growth ability.
- Soil Structures - Does not damage feeder roots of neighbouring (keeper) trees.
- Hauling Costs - Eliminates the cost of hauling and disposal of debris.
- Erosion - Eliminates erosion and run off problems associated with conventional land clearing methods.
- Increased Value - Selective clearing increases value of lot or acreage.

Before and After pictures





Mulcher working



Mulcher work in progress





Finished Product



A sequence of three; how big is that tree, mulcher has pushed it over, nothing but mulch left.





#### Rapidfire & Rescue Inc – Kuusamo Hwy 11

This company primarily uses the cut, pile, and burn process. They have successfully worked in forested areas similar to HMB with residences in close proximity. They come highly recommended by industry experts and have a letter of recommendation from the Municipal District of Wood Buffalo. Their work tends to be completed during winter months with snow cover because of the burning component. They burn the downed wood in small and frequent piles that are extinguished every day to abate any concerns for the community and the possibility of an escape fire.

Their process starts with a danger tree assessment looking for hazard trees and mitigating those concerns before moving a crew into an area safely. Once that is complete, they fall the rest of those trees that need to come down. The bulk of the fallen, limbed and bucked material is piled using either a hand crew or a machine and



disposed of via the burning process or in some cases mulched. This mixture of material typically burns hot and fast and with very little smoke because of the large dead and dry component. They use an excavator to clean up and extinguish burn piles and preventing ground fires within roots systems

At the end of the job they like to use a small mulcher to tidy up. They mulch any remaining material with a last pass for quality control and to evenly spread chips into burn scars and over the whole area, which also serves to control regrowth of thick grass in the future. There is a fine balance here with the amount of chips. The end result is a comprehensive treatment within a three or four pass approach that is complete, safe, efficient, environmentally sensitive, FireSmart, and aesthetically pleasing.

#### Completed Project



#### Small and Frequent Burn Piles





More Burning piles



Finished product



Mulcher at work





Burning debris



Finished product



### Discussion and Considerations:

There are three unique work areas:

1. EOS Reserves (east & west) – all work methods as described in the Company backgrounds are suitable in these areas;
2. East boundary of HMB along RR21 – hand cutting and debris removal are likely the only methods for this area. However, the cut, pile and burn or mulch could be used if a work area was designated and debris hauled to that area;
3. North side of HMB Drive - hand cutting and debris disposal are likely the only method for this area.

Finished Appearance – what would HMB residents want to see; what issues does an open forest with a large percentage of under-story removed present, how long does it take for the under-story to re-generate, does HMB re-plant to introduce diversity.

Cost – overall cost is a concern, does HMB use General Operating Reserves to complete immediately, should this be a multi-year project that stays within the normal operating budget; how does a multi-year project impact overall costs with multiple smaller work activities which lack economy of scale.

Sole Source vs RFP – There are 3 qualified contractors that have visited the site. RFP process may introduce some unknown contractors that need to be vetted. Sole source contractor may be the right choice depending on the what HMB values for cost and timing of work.

Amount of Mulch – too much mulch can hinder and slow re-growth. Mulch does break down over time and this could give coniferous tree an opportunity to establish themselves before bush chokes them out.

Timing of Work – are there any timing constraints for mulching such a presence of residents, burning requires some snow cover and does that reduce the contractor's effectiveness in removing forest floor fuel.

Down Dead Wood Access – best access to the wood on the forest floor is early spring before the bush has leafed out and late fall once all leaves are down. Mulching is not impacted by having the leaves. Deep snow cover will reduce access. Volunteers tend to be available only during the summer season.

Burning and Residents – burning will happen during winter months when most residents are not at cabins. However, there are full-time residents that may be impacted by constant burning. The wood is dead so the fires will be hotter and produce less smoke.

Work along RR21 and HMB Drive – does this material get hauled away. Can the debris be hauled to Primrose Lane for mulching or burning. Can volunteers and summer students assist with this work.

Volunteers – what can they safely work along RR21 or HMB Drive, does it reduce costs,

Support of Summer Students – can they support volunteers in the work they do by hauling away debris.

Each of the options for consideration could include a volunteer component. To reduce costs Volunteers and Summer Students could be used to remove trees and dispose of the wood along the north side of HMB Drive and to cut and pile forest floor dead wood

in the EOS areas in preparation for the contractor to dispose of through burning or mulching.

**Options for Consideration:**

- 1) RFP process for entire work.
- 2) RFP process for EOS areas, a combination of volunteers and sole source contract work along RR21 and HMB Drive.
- 3) Sole Source contract for entire work.
- 4) A combination of Sole Source and Volunteers to complete the work based on the three unique work areas.
- 5) Accept as Information

**Administrative Recommendations:**

- 1) Council to discuss and provide direction

**Authorities:**

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

## **Summer Village of Half Moon Bay**

**April 12, 2021**

### **Public Works**

### **Request for Decision**

#### **Agenda Item: *SLRWWC - South Shore Line Study***

##### **Background:**

The scope of work contemplated in this study includes a feasibility study and opinion of probable costs for the SLRWWC South Shore Line; the regional wastewater system along the south shore of Sylvan Lake. The analysis will include consideration for the increased wastewater flows through the Town of Sylvan Lake and also for the Town of Eckville's connection to the system.

At the onset of the analysis the preferred route through the Town of Sylvan Lake will be identified and this hydraulic analysis will then focus on that one route. Both available capacity in the existing mains and recommended main upsizing will be noted and costed. As a second option, a SLRWWC dedicated force main route through the Town will be considered by desktop review only. These two alignments will be considered in the analysis. It is assumed that the Town of Sylvan Lake will agree to routing the force main under the roads/streets with trenchless installation through a joint use agreement with the Commission. A third route that completely bypasses the Town was suggested and it might be considered by the Commission.

The study will also provide an analysis of the Eckville wastewater flows and the impacts this will have on the regional wastewater system. There is a possibility that the line from Eckville to the South Shore could be owned by either the Commission or County. However, this analysis will focus on the technical concepts and costing and will not include system ownership considerations.

To better understand the engineering analysis and potential impacts for HMB during this study, it would be beneficial for HMB to engage the Wastewater Consultant, Michael Wuetherick of Racin Management Consulting Inc. that was pre-approved for this type of work at the March 8<sup>th</sup> Council meeting, to provide technical advice. The cost for this work would be included in an HMB wastewater capital project.

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

- 1) Accept as information.

2) Council approves the use of a consultant to support HMB during the SLRWWC – SSL study.

**Administrative Recommendations:**

1) Council to discuss and provide direction

**Authorities:**

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

## **Summer Village of Half Moon Bay**

**April 12, 2021**

### **Council & Legislation**

#### **Request for Decision**

#### **Agenda Item:** *Community Standards Bylaw*

#### **Background:**

Provided for council review is the next version of the draft of the Community Standards Bylaw that entails many rules to be covered in the Summer Village. The intent behind this format is to make it easier for residents to find and understand all applicable and relevant regulations in one bylaw.

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

1. Accept as information.
2. Council to review, provide comment/amendments and proceed with public consultation.

#### **Administrative Recommendations:**

Council to review, provide comment/amendments and proceed with public consultation.

#### **Authorities:**

Section 7 of the MGA – A Council may pass bylaws for municipal purposes respecting the following matters:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people, activities and things in, on or near a public place or place that is open to the public;
- (c) nuisances, including unsightly property.



## BYLAW NO.

(Note to Draft – does this become an omnibus style bylaw covering many issues in an easy to find document? There are municipal examples where each issue is covered through a single bylaw. HMB could take that approach and update all bylaws or they can consider an omnibus bylaw to be more practical due to its one-stop nature)

## OF THE SUMMER VILLAGE OF HALF MOON BAY

BEING A BYLAW OF THE SUMMER VILLAGE OF HALF MOON BAY IN THE PROVINCE OF ALBERTA TO PROHIBIT CERTAIN ACTIVITIES IN ORDER TO PREVENT AND COMPEL THE ABATEMENT OF NOISE, NUISANCE, UNSIGHTLY PREMISES AND PUBLIC DISTURBANCES

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26 as amended of the Province of Alberta provides that a Municipal Council may by bylaw provide for a system of licensing, permits and approvals and regulating business within the Municipality;

WHEREAS Council of the Summer Village of Half Moon Bay deems it expedient and in the public's interest to pass a bylaw to regulate and control noise, nuisance, unsightly premises and public disturbances;

NOW THEREFORE the Municipal Council of the Summer Village of Half Moon Bay duly assembled enacts as follows:

## 1. TITLE

"Community Standards Bylaw"

## 2. DEFINITIONS

In this Bylaw, including this section, unless the context otherwise requires:

"Act" means the Municipal Government Act, R.S.A. 2000, c. M-26 as amended, and any amendment or substitutions there of.

"Bullying" means verbal or physical abuse, threats, taunts, teasing, name calling and put downs, written or electronically transmitted, or repeated abusive communication, direct or through any medium whatsoever.

"Chief Administrative Officer" means the Chief Administrative Officer of the Summer Village of Half Moon Bay appointed by Council.

"Council" means the Municipal Council of the Summer Village of Half Moon Bay.

"Graffiti" means the defacement or disfigurement of any property or object, through the performance of any of the following acts:

- (i) the application of any substance, including paint, ink, stain or whitewash to any surface; or
- (ii) the affixing of any substance, including paper, fabric or plastic, by any form of adhesion that does not remove cleanly when pulled away from the applied surface; or
- (iii) the marking, scratching, etching or other alteration or disfigurement of any surface.

"Minor" means an individual under 18 years of age. [mp1]

"Municipal Ticket" means a ticket in a form as approved by the Chief Administrative Officer, issued by the Summer Village allowing for the voluntary payment of a fine established under this Bylaw.

"Premises" means the external surfaces of all buildings and the whole or part of any parcel of real property, including the land immediately adjacent to any building or buildings.

“Public Place” means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access.

“Summer Village” means the Summer Village of Half Moon Bay.

“Youth” means an individual 12 to 17 years of age; [mp2]

### 3. NOISE

3.1 No person shall cause or permit any noise that annoys or disturbs the peace of any other person.

3.2 No person shall permit property that they own or control to be used so that noise from the property annoys or disturbs the peace of any other person.

3.3 In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:

3.3.1 type, volume and duration of the sound;

3.3.2 time of day and day of the week;

3.3.3 nature and use of the surrounding area.

3.4 Permissible Hours. Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day.

### 4. INDUSTRIAL/CONSTRUCTION NOISE

4.1 Nothing in this bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:

4.1.1 is a permitted use; or

4.1.2 is an approved discretionary use; or

4.1.3 is a non-conforming, but not illegal, use as defined in the Municipal Government Act.

4.2 In the operation or carrying on of an industrial activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.

4.3 With the exception of the activities referred to in section 4.1 herein, no person shall use, operate or allow to be used or operated any tools, machinery or equipment so as to create a noise, or disturbance which may be heard in a residential building between the hours of ~~10:00~~ 8:00 p.m. and 8:00 a.m. any day.

### ~~5. EXCEPTIONS~~

~~5.1~~ 4.4 These provisions do not apply to work carried on by The Summer Village, or by a contractor carrying out the instructions of The Summer Village, providing it is work of an emergent nature of circumstance.

### 6. NUISANCE AND UNSIGHTLY PREMISES

6.1 “Nuisance” for the purpose of this bylaw includes any use of or activity upon any property which is offensive to any person, or has or may have a

Summer Village of Half Moon Bay

Community Standards Bylaw

Page 2 of 9



detrimental impact upon any person or other property in the neighbourhood, and without limiting the generality of the foregoing, includes the following:

- 6.1.1 the failure to cut grass, weeds, shrubs, trees or other landscaping features incidental to a landscaped area;
- 6.1.2 the failure to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds;
- 6.1.3 the growth of trees or shrubs in such a manner that they interfere with utilities or endanger visibility to street signage, or roadway clearance;
- 6.1.4 the accumulation of any material that creates unpleasant odors, any material that attracts pests or any animal remains, parts of animal remains or animal feces;
- 6.1.5 the storage or accumulation of or failure to dispose of discarded dilapidated furniture or household appliances, loose garbage, rubbish, packaging material, scrap metals, scrap lumber, tires, parts of disassembled machinery, equipment or appliances and motor vehicle parts;
- 6.1.6 the causing of opaque or dense smoke and permitting such smoke to be emitted into the atmosphere for a period in excess of six (6) minutes in any one hour, or at a point other than the opening to the atmosphere of the flue, stack or chimney, unless specifically authorized by Council;
- 6.1.7 the generation of excessive dust and permitting such dust to escape from the property;
- 6.1.8 the failure to maintain an accessory building, structure or fence such that it deteriorates, becomes unsightly or becomes a safety hazard.
- 6.1.9 the failure to fence or secure an excavation, drain, ditch or other depression so that it does not become a danger to public safety;
- 6.1.10 the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any light standard, bench, garbage receptacle, fence or wall on any property, where the same are accumulated and become in a dilapidated and unsightly condition;
- 6.1.11 the burning of anything other than dry untreated clean wood in a residential wood fireplace.

6.2 No person being the owner, agent of the owner, lessee or occupier of any property within the Summer Village shall permit such property, or the activities upon such property to be or remain a nuisance or safety hazard.

## 7. GRAFFITI

- 7.1 No person shall place graffiti or cause it to be placed on any property.
- 7.2 Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from public view.

- 7.3 A property owner who breaches the provisions of Section 8.2 where, following the issuance of and failure to comply with an Order under section 545 of the Municipal Government Act, shall be liable to payment of a penalty as prescribed in Schedule A.
- 7.4 In prosecuting for an offence under this Section, the consent of the property owner of any premises to place graffiti shall not be a defense under this bylaw.

8. CONSTRUCTION WASTE (Note to Draft – these clauses could follow Construction Noise)

- 8.1 ~~Each~~ construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.
- 8.2 No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.

9 LITTERING

- 9.1 No person shall place, deposit or throw or cause to be placed, deposited or thrown upon any Summer Village property, including any street, lane, ditches, park, other public place or water course:
  - 9.1.1 a cardboard or wooden box, carton, container, or receptacle of any kind;
  - 9.1.2 a paper, wrapper, envelope, or covering of any kind, whether paper or not, from food or confectionery;
  - 9.1.3 paper of any kind, whether or not containing written or printed matter thereon;
  - 9.1.4 any human, animal or vegetable matter or waste;
  - 9.1.5 any glass, crockery, nails, tacks, barbed-wire or other breakable or sharp objects;
  - 9.1.6 scrap metal, scrap lumber, tires, dismantled wrecked or dilapidated motor vehicles or parts there from;
  - 9.1.7 any motor vehicle or any part of any motor vehicle which may, in whole or in part, obstruct any highway, street, lane, alley, bi-way or other public place;
  - 9.1.8 dirt, filth, yard refuse or rubbish of any kind whether similar or dissimilar to the foregoing.
- 9.2 A person who has placed, deposited or thrown or caused to be placed or thrown anything or any matter mentioned in subsection 11.1 upon any road, ditch, municipal reserve or other public place or water course shall forthwith remove it.

(new clause) CAUSE A DISTURBANCE

No Person located in a Public

Place shall disturb the peace and enjoyment of other members of the public by:

- a. screaming, shouting, or using loud, abusive or grossly insulting language;
- b. being intoxicated by alcohol or other substances; or

c. openly exposing or exhibiting an indecent act.

#### (new) PARKING WITHIN THE SUMMER VILLAGE

The Traffic Bylaw covers a wide range of rules related to roads in the summer village including speed limits and parking. That bylaws states that no person shall park or drive any vehicle on/in ditches, public parks or green spaces at any time and that Recreational vehicles or trailers shall not be parked on any road in the Summer Village of Half Moon Bay. (note to draft – consider if this background should be included in the bylaw for ease of use by residents)

(new clause in addition to the Traffic Bylaw) No Person shall Park a Vehicle on private Property with any part of the Vehicle extending over a sidewalk or Roadway.

(new clause)

#### RECREATIONAL FIRES

The Burning and Fire Pit Bylaw covers a wide range of rules that regulate and enforce burning within the Summer Village of Half Moon Bay. However, this bylaw does not address any type of fire within the municipal reserve areas (forested areas) or the environmental reserve areas (lakeshore areas).

(New clause) Open air recreational fires are only allowed in the designated beach areas adjacent to the lake and in close proximity to the two community beach shelters. These fires shall be contained within a suitable fire pit as provided by or approved by the Summer Village of Half Moon Bay.

(new clause) No fires are permitted within the Environmental Open Spaces and public forested areas unless approved by the Summer Village of Half Moon Bay.

#### COMMUNITY BEACH SHELTERS

(new clause) There are two community beach shelters located in the EOS areas adjacent to the lake. These shelters are for the exclusive use of residents and guests. These shelters may on occasion be used for special events as approved by the Summer Village of Half Moon Bay.

(new clause) The storage of personal goods and equipment in the shelters or storage sheds is at the risk of the owner.

#### OFF-HIGHWAY VEHICLE

(note to draft – many municipalities have specific OHV bylaws. HMB could consider creating a specific bylaw or just include what HMB wants as acceptable behaviour. If Council desires to include some items here as a temporary measure, the following are new clauses to consider)

Nothing in this bylaw should be perceived as providing an exemption to provincial legislation including, but not limited to, the Traffic Safety Act, the Use of Highways and Rules of the Road Regulations,

Off-highway vehicle use is only permitted along designated primary pathways with in the municipal reserves. The intent is to allow owners of these vehicles to transport people and equipment from their place of residence to their boats and docks or to the beach areas near the community beach shelters.

Off-highway vehicles must stay on designated pathways.

Off-Highway vehicles are not permitted to travel or operate along the shoreline adjacent to the lake; this area is reserved for pedestrian traffic only. The exemption to this rule is for approved shoreline and beach maintenance activities.

The maximum speed at which an off-highway vehicle shall be permitted to travel on a primary pathway within a municipal reserve is 15 km/hr.

The hours of operating an off-highway vehicle shall be restricted to the period of time between 8:00am and 10:00pm. Headlights are required for operating after sunset.

Operators of all vehicles and off-highway vehicles shall be responsible for all damage incurred by operation of their vehicles in any reserve or municipally owned public area.

The Summer Village of Half Moon Bay assumes no liability for any equipment, or its use by the Owner or the Public.

## SIGNS

The Summer Village of Half Moon Bay desires to regulate the location, type, duration, appearance and size of signage placed on municipal lands.

When assessing a request to place signage on Municipal Lands, the Municipality must ensure that the signage does not adversely affect the Municipality's ability to maintain safety and services for public use.

“sign” means any word, letter, model, placard, board, notice, device or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purposes of advertisement, announcement or direction and its supporting structure;

All applications to place signage on Municipal Lands submitted to the municipality shall include: (a) A completed Application Form for Signage on Municipal Lands (as updated from time to time by Administration); (b) A description of the organization, business and/or event affiliated with the sign placement along with contact information; (c) An image, drawing or design of the proposed sign; ( d) A map showing the proposed location of the sign including setbacks from driveways, edge of roadways and all adjacent property lines; ( e) A timeline for placement and removal of the sign.

Applications will be administered and decided by the Development Officer

If the Applicant(s) fails to remove a sign as instructed or fails to apply for authorization under this policy, the municipality may take action to remove the sign. Impound fees will be charged to recover the sign and the cost to remove sign will be borne by the applicant.

## 10. AUTHORITY TO REMOVE

10.1 The Chief Administrative Officer may authorize the removal and put in storage or destroy anything placed upon Summer Village property in contravention of this bylaw.

## 11. ORDER

11.1 A designated officer may, by written order, require a person responsible for the contravention to remedy the contravention.

11.2 The Order shall:

11.2.1 state a time within the owner must comply with- the- order;

11.2.2 state that if the owner does not comply with the order within a specified time, the Summer Village will take the action or measure at the expense of the owner.

11.3 The Summer Village may, in respect of an order, register a caveat under the Land Titles Act against the certificate of title for the land that is the subject of the order.

## 12. RIGHT TO REMEDY

12.1 The Summer Village may take whatever actions or measures are necessary to deal with any contraventions ~~the unsightly property~~ if:

12.1.1 the Summer Village has issued a written Order under Section 13 of this bylaw

12.1.2 the Order contains a statement referred to in **Section 12[mp3].2** of this bylaw

12.1.3 the person to whom the Order is directed has not complied with the Order within the time specified in the Order, and

12.1.4 the appeal periods respecting the Order have passed or, if an appeal has been made, the appeal has been decided and it allows the Summer Village to take the action or measures.

## 13. PENALTIES

13.1 Any person who breaches any section of this Bylaw is guilty of an offence and liable to:

13.1.1 payment of the penalty specified in Schedule "A" hereto; or

13.2.2 for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more that \$10,000.00;

and in default of payment of any penalty, the municipality may add to the tax roll of a parcel of land, any and all owed amounts due to the default of payment, collection fees associated with a default of payment or any unrecovered expenses incurred by the municipality to remedy an order. ~~to imprisonment for up to six (6) months.~~

## 14. SEVERABILITY

14.1 If any part of this Bylaw is found to be invalid, then that part shall be severed and the remaining Bylaw will continue to be in force.

THAT this Bylaw shall take effect on the date of the third and final reading and upon signing by the Mayor and Chief Administrative Officer.

READ a first time in Council assembled this 9th day of December, 2021

READ a second time in Council assembled this 17th day of February, 2021

READ a third time in Council assembled and passed this 19th day of May, 2021

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Offence	Schedule "A" Schedule of Fines	Section	Fine
Make noise		3.1	
	a) first offence		\$50.00
	b) second offence within 1 year		\$500.00
	c) third and subsequent offences within 1 year		\$750.00
Permit Noise		3.2	
	a) first offence		\$250.00
	a) second offence within 1 year		\$500.00
	b) third and subsequent offences within 1 year		\$750.00
Industrial or construction noises		4.1 or 4.2	
	a) first offence		\$250.00
	b) second offence within 1 year		\$500.00
	c) third and subsequent offences within 1 year		\$750.00
Permitting a nuisance on Private Property		7.1	
	a) first offence		\$200.00
	b) second offence within 1 year		\$400.00
	c) third and subsequent offences within 1 year		\$600.00
Placing Graffiti on property		8.1	
	a) first offence		\$2,500.00
	b) a second offence within 1 year		\$5,000.00
	c) third and subsequent offences within 1 year		\$7,500.00
Failure to remove Graffiti		8.2	
	a) first offence		\$250.00
	b) second offence within 1 year		\$500.00
	c) third and subsequent offences within 1 year		\$1,000.00
Failure to comply with Graffiti order		8.3	\$250.00 for each day that the breach continues
Failing to contain construction waste		9.1 or 9.2	
	a) first offence		\$250.00
	b) second offence within 1 year		\$500.00
	c) third and subsequent offences		\$1000.00
Nuisance upon Summer Village property		10.5	\$500.00
Depositing litter on Summer Village property		10.1	
	a) first offence		\$500.00
	b) second offence within 1 year		\$750.00
Failing to remove litter		112	
	a) first offence		\$500.00
	b) second offence within 1 year		\$750.00
	c) third and subsequent offences within 1 year		\$1,000.00

## **Summer Village of Half Moon Bay**

**April 12, 2021**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Michael Pashak  
Pam Skakun  
Ted Hiscock

#### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Ann Zacharias, Summer Village of Birchcliff

- Parkland Regional Library Board

#### **Correspondence:**

#### **Information Items:**

#### **Upcoming Meetings:**

Next Council Meeting – May 31, 2021





## **THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS**

**WEDNESDAY – MARCH 10, 2021 – 6:30PM VIA ZOOM**

### **1. Communications**

A letter was received on February 25<sup>th</sup> from the Minister of Municipal Affairs, Honourable Ric McIver with regards to Provincial funding. In recognition of the critical role that libraries play in Alberta it was announced that public library operating grants would remain stable; the amount received in 2020-2021 will be the same amount received in 2021-2022.

### **2. Treasurer's Report**

The Treasurer's Report was approved as presented.

An overview was given by Julie Maplethorpe explaining the funding requisition that Parkland Regional Library (PRL) sends out annually. Each municipality was requisitioned \$8.55 per capita payable to PRL; as Summer Villages are independent municipalities' they each paid the requisition as received.

### **3. Director's Report**

The Director's Report was approved as presented.

The announcement came on March 1<sup>st</sup> that all public libraries in Alberta were permitted to re-open with restrictions. This news was not relayed to the Sylvan Lake Municipal Library prior to the announcement and therefore the decision was made to re-open on March 8<sup>th</sup>. The capacity in the building will be limited to 28 people, not including staff. Curbside pick-up has been successful and will continue for patrons. The most up to date information is always available on the website at: <https://sylvanlibrary.prl.ab.ca/>

Creative online programs continue such as Trivia Nights, Art Attack and Builder's Guild. The TD Summer Reading Club at the library will look a little different this year with a pilot project named the "Story Walk". This will be a fun, socially distanced activity that places a children's book, page by page, on laminated poster boards along a path or in a park. This activity will run from June 13<sup>th</sup> to Labour Day.

### **4. New Items**

PRL has posted a virtual tour of the new building at: <https://www.prl.ab.ca/about-us/building-tour>

Meeting adjourned at 7:22pm.

**Next Regular Meeting – April 14, 2021 at 6:30pm**



## PRLS Board Meeting Minutes February 25, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:11 a.m. on Thursday February 25, 2021 in the Small Board Room, Lacombe.

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

**Present via Zoom:** Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Agnes Hoveland, Deborah Juch, Cora Knutson, Daryl Lougheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Marc Mousseau (Alternate for Blair Morton) Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Bill Rock, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mike Yargeau, Ann Zacharias

**With Regrets:** Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, Bonita Wood

**Absent:** Jackie Almborg, Bill Chandler, Clark German, Trudy Kilner, Lonnie Kozlinski, Stephen Levy, Rick Pankiw, Heidi Pierce, Mary Ann Wold

**Staff:** Ron Sheppard, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

### Call to Order

Meeting called to order at 10:11 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 Janine Stannard to excuse Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, and Bonita Wood from attendance at the board meeting on February 25, 2021 and remain members of the Parkland Board in good standing.

CARRIED  
PRLS 1/2021

### 1.1 Agenda

#### 1.1.2 Adoption of the Agenda

Motion by Heather Ryan to accept the agenda as presented.

CARRIED  
PRLS 2/2021

**1.2. Approval of Minutes**

Smith asked if there were any amendments to the November 12, 2020 minutes. There were two errors in the minutes; Glen Carrit attended the meeting and was marked absent. Also, the Vice-chair of the Advocacy Committee for 2021 is Norma Penney, not Barb Gilliat as mentioned.

Motion by Barb Gilliat to approve the minutes of the November 12, 2020 meeting as amended.

CARRIED

PRLS 3/2021

**1.3. Business arising from the minutes of November 12, 2020 meeting**

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

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

Smith asked if there was any business arising from the consent agenda.

Motion by Bruce Gartside to approve the consent agenda as presented.

CARRIED

PRLS 4/2021

Cora Knutson entered the meeting at 10:19 a.m.

**3.1. Vacant Position on Parkland's Executive Committee**

Parkland's Executive Committee has the ten-member maximum allowed by the Libraries Regulation.

Unfortunately, Jason Alderson has resigned and is leaving the province. This created a vacancy on the Executive Committee that needed to be filled.

According to board policy, when a vacancy exists for a representative for a geographical area on the Executive Committee, the municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat shall remain vacant until the next organizational meeting of the Parkland Board.

Nominations were called and Len Philips volunteered to be the representative replacing Alderson on the Executive Committee.

Motion by Daryl Loughheed to appoint Len Philips to Parkland's Executive Committee representing electoral constituency #4.

CARRIED

PRLS 5/2021

**3.2. 2020 in Review – Approval of the 2020 Annual Report**

Each year Parkland is required to submit an annual report to the Public Library Services Branch (PLSB) at Municipal Affairs. Sheppard spoke to the challenges of 2020.

Given those challenges, with service interruptions and library closures caused by the pandemic, an extensive statistical comparison between 2019 and 2020 would be of limited value. However, some highlights from 2020 were:

- Cardholders system wide are at 31, 771.
- The total collection in the system catalogue is 680,384.
- While total system circulation was down from 2019's 1,312,278, it was still surprisingly high in 2020 at 912,147. This includes 129,254 eBook and eAudiobook circulations.
- IT visits, virtual and in person, remained consistent; 2,464 in 2019 and 2,499 in 2020.
- Library consulting visits went up massively. In 2019, consultants made 143 virtual and in-person visits to libraries, while in 2020, there were 472! Of these visits, the vast majority were virtual.
- Adapting to the virtual world and the need to support libraries through the pandemic, Parkland consulting staff hosted over 30 virtual meetings with 296 attendees.
- Virtual visits to Parkland's website and catalogue were also up slightly to 214,874 from 198,893 in 2019.
- Database use increased significantly from 58,486 in 2019 to 79,529 in 2020.

Despite being a difficult year, Parkland and public libraries rose to the many challenges they faced. Unlike many other organizations and services that shut down entirely, public libraries adapted and strove to continue answering their communities' need with their vital services.

Motion by Barb Gilliat to approve the Parkland Regional Library System's *2021 Public Library Survey and 2020 Annual Report* as presented.

CARRIED  
PRLS 6/2021

### 3.3. **Advocacy Committee Report**

Gord Lawlor gave the Advocacy Committee report.

The committee has determined the following priorities for 2021:

1. Continue to educate Parkland's board members and develop advocates on our board.
2. Help library boards to advocate for themselves at their local level.
3. Increase System awareness to member library boards.

Activities in support of these priorities will include distribution of municipal ROIs and a System return on investment, including an advocacy learning component in Parkland board meetings, delivering virtual orientations to board members (new or not), creating a welcome package for newly elected councilors, and sharing regional library advocacy tools to member boards (e.g. key messages, communication samples and templates, etc.).

Committee member Bill Rock then talked about Parkland's new building, introducing the 2-minute video of the old and new headquarters. Sheppard outlined and explained the iGUIDE virtual tour of the new building and explained how to use it and where it is located on Parkland's website.

Motion by Cindy Trautman to accept the Advocacy Committee Report for information.

CARRIED  
PRLS 7/2021

### 3.4. Strategic Plan Review

Parkland's current strategic plan (plan of service) runs through the years 2019 – 2021. Were Parkland to have a new strategic plan produced for 2022 – 2024, 2021 would be the needs assessment and plan development year. However, staff did not recommend attempting to produce a new strategic plan for 2022 or undertake a needs assessment in 2021.

At present, it is difficult to engage with our municipal councils, library boards, and member library staff while Alberta is under the restrictions imposed to combat COVID-19. Organizing an effective needs assessment would be very difficult under the current circumstances.

Given the highly irregular nature of library service at present, it is also unlikely that a needs assessment undertaken this year would yield accurate information for the upcoming years. What libraries need now is very different from what they will likely need after the pandemic.

Staff recommended that the board review the current plan of service and extend it for one more year. The current plan could then be filed with the Public Library Services Branch with the intention of engaging in a needs assessment in 2022 for a new strategic plan covering the years 2023 – 2025.

At their January 28<sup>th</sup> meeting, the Executive Committee made the following motion after discussing this matter:

*Motion by Janine Stannard to recommend to the board that Parkland renew the Strategic Plan for one more year.*

CARRIED

As part of reviewing Parkland's current strategic plan, staff asked the board to consider whether the current four goals are still relevant and should still be considered priority for the system. This is especially the case since Parkland's 2022 budget should reflect the strategic plan in numeric form.

After some discussion, it was decided that the board still supports the four goals in the Parkland Strategic Plan.

Motion by Janine Stannard to extend Parkland's current strategic plan for one more year through 2022.

CARRIED  
PRLS 8/2021

Motion by Jas Payne to support the four goals in the strategic plan as presented.

CARRIED  
PRLS 9/2021

### 3.5. eBook Purchase

Sheppard explained that historically Parkland has maintained separate online platforms for eAudiobooks and eBooks in an effort to streamline the eLibrary experience for patrons. Specifically, RBDigital was owned by Recorded Books, an audiobook publisher who had exclusive rights to many recordings/eAudiobooks.

Recently, RBDigital was purchased by Overdrive, another eContent provider. A couple of years ago, the Public Library Services Branch (PLSB) began supporting digital content

through access to eMagazines and some eAudiobook content on the RBDigital platform. That content has now moved to Overdrive and is only accessible on their platform. This means Parkland must now operate using both the Overdrive and Bibliotheca Cloud Library platforms for eBooks and eAudiobooks if Parkland is to provide the full array of content we did previously.

Since Parkland is now an Overdrive subscriber, staff requested the Executive Committee authorize \$25,000 from the Unrestricted Reserve to create an initial collection of eBooks. At their January 28<sup>th</sup> meeting, the Executive Committee approved the motion to move up to \$25,000 from the Unrestricted Reserve to purchase eContent from Overdrive. This new base collection will let member libraries focus on purchasing new eBooks for 2021 with this year's allotment. During the pandemic, the use of Parkland's eContent has gone up significantly, due to library closures.

Motion by Lori Reid to accept for information

CARRIED  
PRLS 10/2021

Ann Zacharias left the meeting at 11:32

### **3.6. Advocacy Cooperation with Yellowhead Regional Library**

Over the past few months, Parkland's Director and Yellowhead Regional Library's (YRL) Director, Karla Palichuk, have been working closely on a number of advocacy related projects. Due to the cooperative nature of Sheppard and Palichuk's advocacy work, Palichuk and YRL Board Chair Hank Smit were invited to Parkland's Advocacy Committee meetings as guests. Having staff and board members from YRL attend Parkland's Advocacy Committee meetings ongoingly was discussed at the January 28<sup>th</sup> Executive Committee meeting. The Committee made a motion endorsing YRL's participation in Parkland's advocacy efforts.

YRL plans to send up to five members of their board and staff to PRLS' meetings. Not only is the additional input useful but it will disperse the work required related to Parkland's advocacy efforts. YRL will benefit too. However the Parkland board is responsible for appointing members to the Advocacy Committee.

After some discussion, it was agreed that YRL staff would continue to work with Parkland in its advocacy efforts.

Motion by Janine Stannard to allow representatives from Yellowhead Regional library to attend Parkland Advocacy Committee meetings.

CARRIED  
PRLS 11/2021

### 3.7. Parkland Community Update

The cover page of the meeting package included three questions for the board to consider. Responses to the questions were encouraged during the Parkland Community update. The responses were as follows:

*1. What was the most important thing Parkland did in 2020?*

**Heather Ryan:** Moved into a new building after 60 years

**Lori Reid:** Maintaining van runs for interlibrary loan material

**Bruce Gartside:** Parkland continued to prove their value

**Shannon Wilcox:** Provided tech support to the libraries

**Daryl Lougheed:** Explored and supported alternative service delivery models

**Norma Penney:** Parkland continued to stay relevant throughout this pandemic

**Les Stulberg:** Parkland continued to operate and did not shut down in the Pandemic.

**Pat Toone:** Provided weekly updates and virtual coffee breaks for the library staff and volunteers

**Janine Stannard:** Held a virtual conference in participation with three other partners

**Janine Stannard:** Weekly Parkland Updates were very valuable!

*2. What was the most important thing your library did in 2020?*

**Jas Payne:** Sylvan Lake stayed central to the community.

**Barb Gilliat:** Libraries learned to adapt!

**Janine Stannard:** Libraries supported and shared the new innovative ways member libraries continued to operate.

**Norma Penney:** Provided safe contactless services to the public throughout the pandemic.

**Janine Stannard:** We hired a new manager!

**Heather Ryan:** Staying open and finding new ways to deliver services

**Jas Payne:** Sylvan Lake reaffirmed their importance by being available when many other services could not.

**Les Stulberg:** Stettler Library offered Curbside service, outreach service to senior lodges and colonies, curbside printing services and partnered to other local organizations like FCSS to offer Activity Kits for seniors.

**Pat Toone:** Sundre offered Zoom book clubs. They stayed open the whole time, and will probably continue the book clubs after the pandemic.

*3. What is the most important thing that libraries (system or municipal) should do in 2021?*

**Janine Stannard:** Continue to grow, adapt, and advocate!

**Bill Rock:** Stay open

**Jas Payne:** Speak up and advocate for libraries' importance.

**Shannon Wilcox:** remain flexible

**Heather Ryan:** Be responsive to ever changing needs

**Norma Penney:** Continue offering the same level of service our libraries expect.

**Deborah Juch:** Find a way to adapt programming to the outdoors

**Bill Windsor:** Provide digital support to the community.

**Heather Ryan:** We expect to continue online programs for those who like them even when in-person meeting is allowed once again

**Bill Windsor:** Didsbury council is considering doubling the footprint of their library

**3.8.1. Director's Report****3.8.2. Library Services Report****3.8.3. Finance and Operations Report**

Smith asked if there were any questions regarding the Director's, Library Services, or the Finance and Operations reports. Colleen Schalm announced the date for the 2021 joint virtual conference with The Alberta Library, Peace Library System and Yellowhead Regional Library; September 22-24, 2021.

Motion by Janine Stannard to receive the Director's, Library Services, and Finance and Operations reports for information.

CARRIED  
PRLS 12/2021

**4. Adjournment**

Motion by Barb Gilliat to adjourn the meeting at 11:59 a.m.

CARRIED  
PRL 13/2021

Meeting adjourned at 11:59 a.m.

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Chair



## Alberta Treasury Board & Finance Census Subdivision (Municipal) Population Estimates - 2016 to 2020

Census Division		Census Subdivision	Area Name	Type	2016	2017	2018	2019	2020
1	4808	4808034	Alix	VL	751	758	766	773	779
2	4807	4807032	Alliance <sup>15</sup>	VL	155	158	157	156	155
3	4807	4807008	Amisk	VL	209	207	206	204	202
4	4810	4810002	Bashaw	T	844	842	842	840	838
5	4810	4810009	Bawlf	VL	436	438	407	414	413
6	4808	4808026	Bentley	T	1,108	1,103	1,101	1,042	1,112
7	4807	4807021	Big Valley	VL	350	340	360	371	368
8	4808	4808023	Birchcliff	SV	119	120	121	122	123
9	4810	4810012	Bittern Lake	VL	226	225	225	224	223
10	4808	4808029	Blackfalds	T	9,928	10,586	11,145	11,493	11,974
11	4808	4808006	Bowden	T	1,273	1,219	1,227	1,210	1,214
12	4810	4810011	Camrose	CY	19,223	19,225	19,238	19,306	19,333
13	4810	4810001	Camrose County <sup>45</sup>	MD	8,660	8,604	8,574	8,618	8,821
14	4809	4809010	Caroline	VL	523	521	519	514	513
15	4806	4806029	Carstairs	T	4,208	4,282	4,564	4,690	4,735
16	4807	4807014	Castor	T	944	935	930	922	915
17	4809	4809002	Clearwater County	MD	12,217	12,176	12,126	12,004	11,975
18	4808	4808032	Clive	VL	735	746	799	748	779
19	4807	4807012	Coronation	T	950	985	973	968	1,007
20	4806	4806031	Cremona	VL	456	462	469	479	489
21	4807	4807004	Czar	VL	207	205	204	202	201
22	4807	4807039	Daysland	T	835	844	835	838	833
23	4808	4808004	Delburne	VL	914	893	869	826	833
24	4806	4806032	Didsbury	T	5,390	5,344	5,361	5,301	5,337
25	4807	4807029	Donalda	VL	222	220	219	217	215
26	4808	4808024	Eckville	T	1,154	1,164	1,176	1,187	1,197
27	4810	4810006	Edberg	VL	154	154	154	154	154
28	4808	4808002	Elnora	VL	301	320	334	356	392
29	4807	4807031	Flagstaff County <sup>145</sup>	MD	3,810	3,852	3,810	3,779	3,736
30	4807	4807036	Forestburg <sup>45</sup>	VL	892	883	878	871	870

31	4808	4808028	Gull Lake	SV	179	181	183	185	187
32	4808	4808025	Half Moon Bay	SV	42	42	42	42	42
33	4807	4807048	Hardisty	T	564	559	556	551	547
34	4810	4810014	Hay Lakes	VL	509	517	532	557	557
35	4807	4807038	Heisler	VL	163	161	160	159	158
36	4807	4807006	Hughenden	VL	249	247	246	244	242
37	4808	4808008	Innisfail	T	8,013	7,938	7,799	7,920	7,957
38	4808	4808005	Jarvis Bay	SV	217	219	221	223	225
39	4807	4807042	Killam	T	1,011	1,001	996	988	981
40	4808	4808031	Lacombe	CY	13,365	13,540	13,800	13,910	14,109
41	4808	4808022	Lacombe County	MD	10,485	10,327	10,405	10,515	10,190
42	4807	4807046	Lougheed	VL	260	259	258	256	254
43	4806	4806028	Mountain View County	MD	13,380	13,404	13,139	13,353	13,345
44	4808	4808013	Norglenwold	SV	281	305	310	305	303
45	4806	4806034	Olds	T	9,422	9,410	9,480	9,624	9,753
46	4807	4807011	Paintearth County No. 18	MD	2,158	2,093	2,092	2,031	2,006
47	4808	4808042	Parkland Beach	SV	155	156	158	159	160
48	4808	4808009	Penhold	T	3,404	3,768	3,877	3,961	4,037
50	4808	4808038	Ponoka County	MD	10,052	10,247	10,230	10,096	10,132
51	4807	4807002	Provost	T	2,046	2,026	2,015	1,999	1,984
52	4807	4807001	Provost No. 52	MD	2,250	2,242	2,136	2,149	2,184
53	4808	4808001	Red Deer County	MD	20,019	19,107	19,124	19,169	18,863
54	4808	4808044	Rimbey	T	2,622	2,646	2,673	2,698	2,720
55	4807	4807028	Rochon Sands	SV	87	86	86	85	84
56	4810	4810003	Rosalind	VL	191	191	191	191	191
57	4809	4809015	Rocky Mountain House	T	6,792	6,736	6,691	6,718	6,699
58	4807	4807044	Sedgewick	T	831	789	803	808	780
59	4808	4808027	Sunbreaker Cove	SV	82	83	84	85	86
59	4808	4808039	Ponoka	T	7,403	7,372	7,467	7,437	7,525
60	4807	4807026	Stettler	T	6,102	6,019	5,911	5,950	5,851
61	4807	4807019	Stettler County No. 6 <sup>25</sup>	MD	5,430	5,404	5,613	5,594	5,545
62	4806	4806036	Sundre	T	2,797	2,833	2,878	2,938	2,998
63	4808	4808012	Sylvan Lake	T	15,289	15,698	16,086	16,315	16,351
64	4807	4807027	White Sands	SV	121	120	119	118	117

Census Division	Census Subdivision	Area Name	Type	2016	2017	2018	2019	2020
Total				223,165	223,537	224,950	226,162	226,899
	4810	4810004	Ferintosh <sup>4 5</sup>	207	207	207	207	--
Total				223,372	223,744	225,157	226,369	226,899

Sources:

Population Estimates: Statistics Canada, Center for Demography

Boundary Adjustments: Treasury Board and Finance, Office of Statistics and Information

Notes:

Population estimates in this table were produced by Statistics Canada using the municipal CSD (census subdivision) geographic boundaries as of January 1, 2016 (2016 Standard Geographic Classification). TBF has adjusted the population estimates for those CSDs where a geographic boundary change occurred post 2016. All CSD boundaries are as of January 1 of the year stated.

Postcensal estimates are based on the latest census counts adjusted for census net undercoverage (including adjustment for incompletely enumerated Indian reserves) and on the estimated population growth that occurred since that census, as calculated using fiscal data.

There were two types of boundary adjustments: *dissolutions/amalgamations*, where one municipality ceases to exist as a municipality and is amalgamated into the surrounding CSD, and *annexations* or *boundary corrections*, where part of a CSD is allocated elsewhere.

<sup>1</sup> Boundary adjustment as of January 1, 2017

<sup>2</sup> Boundary adjustment as of January 1, 2018

<sup>3</sup> Boundary adjustment as of January 1, 2019

<sup>4</sup> Boundary adjustment as of January 1, 2020

<sup>5</sup> Due to boundary change in year stated, annual growth against previous year in this region should be used with caution

Caution: Population estimates for CSDs sometimes consist of small numbers. Estimates with such a high degree of detail may show a level of uncertainty that is more important. Thus, estimates for smaller numbers should be interpreted with caution.

All estimates subject to revision.

Prepared by: Alberta Treasury Board and Finance, January 2021

For more information contact Jennifer Hansen at [jennifer.hansen@gov.ab.ca](mailto:jennifer.hansen@gov.ab.ca)

Last Updated: January 26, 2021

**Parkland Regional Library System**  
**BILLING INFORMATION FOR 2021**

	Alberta Municipal Affairs	Alberta Treasury Board Estimated Pop.	Difference
1 ALIX	734	779	45
2 ALLIANCE	154	155	1
3 AMISK	204	202	(2)
4 BASHAW	830	838	8
5 BAWLF	422	413	(9)
6 BENTLEY	1,078	1,112	34
7 BIG VALLEY	349	368	19
8 BIRCHCLIFF SV	117	123	6
9 BITTERN LAKE	220	223	3
10 BLACKFALDS	10,125	11,974	1,849
11 BOWDEN	1,240	1,214	(26)
12 CAMROSE	18,742	19,333	591
13 CAMROSE COUNTY	8,660	8,821	161
14 CAROLINE	512	513	1
15 CARSTAIRS	4,077	4,735	658
16 CASTOR	929	915	(14)
17 CLEARWATER M D	11,947	11,975	28
18 CLIVE	715	779	64
19 CORONATION	940	1,007	67
20 CREMONA	444	489	45
21 CZAR	202	201	(1)
22 DAYSLAND	824	833	9
23 DELBURNE	892	833	(59)
24 DIDSBURY	5,268	5,337	69
25 DONALDA	219	215	(4)
26 ECKVILLE	1,163	1,197	34
27 EDBERG	151	154	3
28 ELNORA	298	392	94
29 FLAGSTAFF COUNTY	3,738	3,736	(2)
30 FORESTBURG	875	870	(5)
31 GULL LAKE	176	187	11
32 HALF MOON BAY SV	42	42	0
33 HARDISTY	554	547	(7)
34 HAY LAKES	495	557	62
35 HEISLER	160	158	(2)
36 HUGHENDEN	243	242	(1)
37 INNISFAIL	7,847	7,957	110
38 JARVIS BAY SV	213	225	12
39 KILLAM	989	981	(8)
40 LACOMBE	13,985	14,109	124
41 LACOMBE County	10,343	10,190	(153)
42 LOUGHEED	256	254	(2)
43 MOUNTAIN VIEW COUNTY	13,074	13,345	271
44 NORGLNWOLD SV	273	303	30
45 OLDS	9,184	9,753	569
46 PAINT EARTH COUNTY	2,102	2,006	(96)
47 PARKLAND BEACH SV	153	160	7
48 PENHOLD	3,563	4,037	474
49 PONOKA	7,229	7,525	296
50 PONOKA County	9,806	10,132	326
51 PROVOST	1,998	1,984	(14)
52 PROVOST MD	2,205	2,184	(21)
53 RED DEER COUNTY	19,541	18,863	(678)
54 RIMBEY	2,567	2,720	153
55 ROCHON SANDS SV	86	84	(2)
56 ROSALIND	188	191	3
57 ROCKY	6,635	6,699	64
58 SEDGEWICK	811	780	(31)
59 SUNBREAKER COVE SV	81	86	5
60 STETTLER	5,952	5,851	(101)
61 STETTLER COUNTY	5,566	5,545	(21)
62 SUNDRE	2,729	2,998	269
63 SYLVAN LAKE	14,816	16,351	1,535
64 WHITE SANDS	120	117	(3)
Totals	220,051	226,899	6,848

**Parkland Regional Library System**  
**BILLING INFORMATION FOR 2021**

Current Population Counts from Alberta Municipal Affairs

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25	DONALDA	219
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53	RED DEER COUNTY	19,541
54	RIMBEY	2,567
55	ROCHON SANDS SV	86
56	ROSALIND	188
57	ROCKY	6,635
58	SEDGEWICK	811
59	SUNBREAKER COVE SV	81
60	STETTLER	5,952
61	STETTLER COUNTY	5,566
62	SUNDRE	2,729
63	SYLVAN	14,816
64	WHITE SANDS	120
Totals		220,051

March 31, 2021

Good day,

Parkland Regional Library system has learned recently that the Government of Alberta (GOA) has discontinued updating the Municipal Affairs population lists. According to the GOA's official website, *"The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future."* This change will impact the requisition amounts paid by member municipalities.

According to clause 8.3 of Parkland's Master Agreement, when invoicing members for the requisition, *"The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."* Since Municipal Affairs is now using the population figures supplied by Treasury Board and Finance, that means Parkland will be invoicing municipalities using these same figures. This also means that some municipalities may experience a notable change in their invoiced amounts. This is because according to the GOA's website, the *"population figures between the municipal population lists and the provincial population estimates and projections will differ due to different methodologies used to account for population."* To review these statements made by the GOA or examine the *Municipal (Census Subdivision) Population Estimates* Parkland will be using in the future, please refer to the following hyperlink: <https://www.alberta.ca/municipal-population-lists.aspx>

Due to the disparity in populations between the old official population list and the new numbers supplied by the Treasury Board, Parkland's Executive Committee has decided to refrain from invoicing municipalities based on the Treasury Board figures until 2022. However, Parkland will be obliged to use the new population figures in 2022, in part to be fair to those municipalities which have seen population decline.



4565 – 46 Street  
Lacombe, AB T4L 0K2  
**Ph. 403-782-3850**

Accompanying this email are a number of attachments. They include a condensed spreadsheet of the *"Municipal (Census Subdivision) Population Estimates : 2016 - 2020 "* showing only those municipalities that are Parkland members; a small spreadsheet showing Parkland's billing information for 2021 based on the old figures from Municipal Affairs; and a third spreadsheet showing the Treasury Board statistics, the Municipal Affairs numbers, and the difference between the two.

If you have any questions or concerns about this matter please contact Parkland at [operations@prl.ab.ca](mailto:operations@prl.ab.ca)

Sincerely,

A handwritten signature in blue ink, appearing to read "Ron Sheppard".

Ron Sheppard, Director  
Parkland Regional Library System

RS/kh



## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting

FEBRUARY 25, 2021

#### Parkland Annual Report

Despite the many challenges of 2020, with service interruptions and library closures caused by the pandemic, some service highlights are worth mentioning:

- Cardholders system wide are at 31,771
- The total collection in the system catalogue is 680,384
- While total system circulation was down from 2019's 1,312,278, it was still surprisingly high in 2020 at 912,147. This includes 129,254 eBook and eAudiobook circulations
- IT visits, virtual and in person, remained consistent; 2,464 in 2019 and 2,499 in 2020.
- Library consulting visits went up massively. In 2019, consultants made 143 virtual and in-person visits to libraries, while in 2020, there were 472! The vast were virtual
- Parkland consulting staff hosted over 30 virtual meetings with 296 attendees
- Virtual visits to Parkland's website and catalogue were also up slightly to 214,874 from 198,893 in 2019
- Database use increased significantly from 58,486 in 2019 to 79,529 in 2020

Despite being a difficult year, Parkland and public libraries rose to the many challenges they faced. Unlike many other organizations and services that shut down entirely, public libraries adapted and strove to continue answering their communities' need with vital services.

The annual report to members will be forthcoming.

#### Executive Committee Seat

Jason Alderson, the representative from zone #4, has resigned and is leaving the province. This has created a vacancy on Parkland's Executive Committee that needed to be filled. Len Phillips, representing the Town of Rocky Mtn. House, volunteered to sit on the Executive Committee at the February Board Meeting. Welcome Len!

#### PRLS Strategic Plan

Parkland's current strategic plan (plan of service) runs through the years 2019 – 2021. Were Parkland to have a new strategic plan produced for 2022 – 2024, 2021 would be the needs assessment and plan development year.

Given the highly irregular nature of library service at present, it is unlikely that a needs assessment undertaken in 2021 would yield accurate information for the upcoming years. What libraries need now is very different from what they will likely need after the pandemic. The board discussed the four goals in the current strategic plan and agreed that they are still relevant. It was also decided to extend Parkland's current strategic plan for one more year, through 2022.

#### Advocacy Committee Report

The Advocacy Committee has met twice since the last board meeting in November. The focus of these meetings has been to establish priorities for 2021. These include:

1. Continue to educate Parkland's board members and develop advocates on our board.
2. Help library boards to advocate for themselves at their local level.
3. Increase System awareness to member library boards.

In December, the committee began working collaboratively with Yellowhead Regional Library (YRL) on advocacy related tools. This collaboration has been very successful, so much so that YRL will be cooperating in its advocacy efforts with Parkland for the foreseeable future.

Advocacy members also introduced a virtual tour of the new Parkland building which is available to view on our website [here](#).



## Stronger Together 2021

Parkland will be collaborating once again with the Alberta Library, (TAL) the Peace Library System, (PLS) and Yellowhead Regional Library, (YRL) to offer a free virtual conference. *Stronger Together* will be held from September 22-24, 2021. More information will be forthcoming.

## Community News from Trustees

The cover page of the board meeting package included three questions for the board to consider. Responses to the questions were encouraged during the Parkland Community update.

### 1. What was the most important thing Parkland did in 2020?

- Moved into a new building after 60 years
- Maintaining van runs for interlibrary loan material
- Parkland continued to prove their value
- Provided tech support to the libraries
- Explored and supported alternative service delivery models
- Parkland continued to stay relevant throughout this pandemic
- Parkland continued to operate and did not shut down in the Pandemic.
- Provided weekly updates and coffee breaks for the libraries
- Held a conference in participation with three other partners
- Parkland Updates were very valuable!

### 2. What was the most important thing your library did in 2020?

- Sylvan Lake stayed central to the community.
- Libraries learned to adapt!
- Libraries supported and shared the new innovative ways member libraries continued to operate.
- Provided safe contactless services to the public throughout the pandemic.
- We hired a new manager!
- Staying open and finding new ways to deliver services
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curbside printing services and partnered to other local organizations like FCSS to offer Activity Kits for seniors.

- Sundre offered Zoom book clubs. They stayed open the whole time, and will probably continue.

### 3. What is the most important thing that libraries (system or municipal) should do in 2021?

- Continue to grow adapt and advocate!
- Stay open
- Speak up and advocate for libraries' importance.
- Remain flexible
- Being responsive to ever changing needs
- Continue offering the same level of service our libraries expect.
- Find a way to adapt programming to the outdoors
- Provide digital support to the community.
- We expect to continue online programs for those who like them even when in-person meeting is once again allowed
- Didsbury council is considering doubling the footprint of their library

## Board Members Present

Debra Smith (Board Chair), Gord Lawlor

## Board Members Present via Zoom

Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Agnes Hoveland, Deborah Juch, Cora Knutson, Daryl Lougheed, Josephine McKenzie, Philip Massier, Ricci Matthews, Marc Mousseau (Alternate for Blair Morton) Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Lori Reid, Bill Rock, Heather Ryan, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Bill Windsor, Mike Yargeau, Ann Zacharias

## With Regrets

Amanda Derksen, Jeanette Herle, Dana Kreil, Leah Nelson, Sharon Williamson, Bonita Wood

## Absent

Jackie Almborg, Bill Chandler, Clark German, Trudy Kilner, Lonnie Kozlinski, Stephen Levy, Rick Pankiw, Heidi Pierce, Mary Ann Wold

**Next Meeting: May 20, 2021, 10:00 AM (Zoom)**



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