## REGULAR MEETING AGENDA SUMMER VILLAGE OF HALF MOON BAY DECEMBER 12, 2023 @ 9:00 A.M.

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- B. AGENDA additions/deletions
  - adoption
- C. ADOPTION OF MINUTES Regular Meeting Minutes, November 8, 2023
- D. INFORMATION ITEMS
  - 1) Accounts Payable Report
  - 2) Public Works Report
  - 3) Development Update
  - 4) Resident Letter

#### E. TABLED ITEMS

- 1) Finance
  - a) 2024 Budget
- 2) Council & Legislation
  - a) Temporary Storage of Boat Hoists and Piers Policy Review
  - b) Withdrawal from the Sylvan Lake Regional Wastewater Commission
  - c) Elimination of Septic Fields

#### F. REQUEST FOR DECISION

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

#### 2) Council & Legislation

a) Fire Pits on Sylvan Lake

#### 3) Planning & Development

a) Safety Codes Contract Renewal

#### G. COUNCIL, COMMITTEES, AND CORRESPONDENCE

#### 1) Council Reports

- a) Mayor Johnston
- b) Deputy Mayor Remington
- c) Councillor Pashak
  - Sylvan Lake Regional Wastewater Commission (SLRWWC)
  - Sylvan Lake Regional Wastewater Commission South (SLRWWC) Shore Line Project
  - Association of Summer Villages of Alberta (ASVA)
  - Alberta Municipalities (AB Munis)
  - Government of Alberta (GOA)

#### 2) Committee Reports

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

#### 3) Correspondence

- a) Association of Summer Villages of Alberta Annual Report
- b) Red Deer River Watershed Alliance

#### 4) Upcoming Meetings

a) Council Meeting – January 30, 2024

#### H. ADJOURNMENT

## Summer Village of Half Moon Bay Regular Meeting Minutes November 8, 2023

Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held November 8, 2023, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

PRESENT Mayor: Jon Johnston via Zoom

Deputy Mayor: Andrea Remington via Zoom

Councillor: Mike Pashak CAO: Tanner Evans Public Works Manager: Justin Caslor Recording Secretary: Teri Musseau

**CALL TO ORDER** The Meeting was called to order at 9:02 a.m. by Mayor Johnston.

#### **AGENDA APPROVAL**

**HMC-23-101** MOVED by Councillor Pashak that the agenda be adopted as amended:

Move E.3 & E.2 to before E.1

**CARRIED** 

#### **CONFIRMATION OF MINUTES**

**HMC-23-102** MOVED by Mayor Johnston that the minutes of the Regular Meeting of

Council held on September 19, 2023, be approved as presented.

**CARRIED** 

## **INFORMATION ITEMS**

- 1) Accounts Payable
- 2) Quarterly Financial Report
- 3) Public Works Report
- 4) Development Update
- 5) CAO Report
- 6) Half Moon Bay Wastewater System Forecast Costs

**HMC-23-103** MOVED by Councillor Pashak that the information items be accepted as presented.

CARRIED

#### REQUESTS FOR DECISION

#### **FINANCE**

Parkland Regional Library Board Budget

HMC-23-104 MOVED by Councillor Pashak that Council approve the Parkland Regional

Library Board 2024 Budget with a .43 increase from 2023.

CARRIED

2024 Budget

HMC-23-105 MOVED by Councillor Pashak that Council direct Administration to amend

the budget as discussed and bring back to the next meeting.

**CARRIED** 

## Summer Village of Half Moon Bay Regular Meeting Minutes November 8, 2023

#### **PUBLIC WORKS**

**MSI** Application Amendment

HMC-23-106 MOVED by Councillor Pashak that Council amend the MSI application by

\$1,763.89 to reflect actual costs for the Administration building

improvements project.

**CARRIED** 

#### **COUNCIL & LEGISLATION**

Fortis Franchise Fee

**HMC-23-107** MOVED by Mayor Johnston that Council leave the Fortis Franchise Fee

Rate Rider as current.

**CARRIED** 

Resident Reimbursement

**HMC-23-108** MOVED by Councillor Pashak that Council agrees to pay a \$4,000

contribution to the owner of 49 Lakeview Road for building a drainage swale through that property to manage the Summer Village stormwater movement in area B1 as identified in the Stantec Stormwater Assessment with the funds to be paid once the owner provides Administration with a letter that identifies what work was completed and the estimated costs for that work, and further, the owner to provide receipts for the completed work if possible.

**CARRIED** 

Council break at 10:48 a.m.

Council reconvened at 10:55 a.m.

Approval and Location of Temporary Seasonal Docks & Hoists Placed

<u>in Sylvan Lake</u>

HMC-23-109 MOVED by Mayor Johnston that Administration post a reminder on the

website for the in-water policy and include it in the email blasts for the next

several weeks.

**CARRIED** 

**HMC-23-110** MOVED by Councillor Pashak that Council table the following items until the

next meeting:

E.1.D. Temporary Storage of Boat Hoists and Piers Policy Review

E.1.E. HMB Withdrawal from the Sylvan Lake Regional Wastewater

Commission

E.1.F. Elimination of Septic Fields in Half Moon Bay

CARRIED

### **COUNCIL REPORTS**

**Mayor Johnston** 

• Joint Services Committee

**Deputy Mayor Remington** 

## Summer Village of Half Moon Bay Regular Meeting Minutes November 8, 2023

• Sylvan Lake Intermunicipal Development Plan Committee

Councillor Pashak – written reports

- Sylvan Lake Regional Water & Wastewater Commission (SLRWWC)
- SLRWWC South Shore Line Project (SSL)
- Association of Summer Villages of Alberta (ASVA)
- Alberta Municipalities (AB Munis)
- Government of Alberta (GOA)
- Utilities Consumer Advocate (UCA)
- Cross border interview with Chris Brown

#### **COMMITTEE REPORTS**

Julie Maplethorpe, Summer Village of Jarvis Bay

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

#### **CORRESPONDENCE**

- Association of Summer Villages of Alberta
- Deputy Minister, MA

**HMC-23-111** MOVED by Councillor Pashak that the Council, Committee, and Correspondence items be accepted as information.

**CARRIED** 

#### **NEXT MEETING**

**HMC-23-112** MOVED by Mayor Johnston that the next meeting of Council be held

December 12, 2023, at 9:00 a.m.

**CARRIED** 

#### **ADJOURNMENT**

**HMC-23-113** MOVED by Mayor Johnston that being the agenda matters have been

concluded, the meeting adjourned at 12:13 p.m.

**CARRIED** 

 IONI IOLINICTONI MAYOD
JON JOHNSTON, MAYOR
TANNER EVANS, CAO

#### **Administration and Finance**

**December 12, 2023** 

#### Information Item

Agenda Item: Accounts Payable Update

## **Background:**

Total payables processed and presented to Council \$ 154,746.36 The following list identifies any payments over \$3,000 and monthly costs:

1. Lakeview Contracting Inc. \$150,280.41

a. Pickle Ball Court Project

2. Summer Village of Norglenwold \$ 3,349.02

a. Oct 2023 Muni Specific Costs

b. Oct 2023 Shared Costs

## **Council Expense Claims Report:**

## **Oct Expense**

Jon Johnston \$0Andrea Remington \$0

Mike Paskak \$1,594.68

### **Administrative Recommendations:**

Council to accept as information.

#### **Authorities:**

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

Date Printed 2023-12-04 1:19 PM

Payment #

## Summer Village of Half Moon Bay List of Accounts for Approval

Batch: 2023-00071 to 2023-00075 Page 1

#### Bank Code - NewAcct - New Main Bank Code

Date

Vendor Name

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COM	יאו	ᅜ	СΠ	JE

			Vendor Name	<i></i>
nt Payment Amo	Detail Amount	GL Transaction Description	GL Account	Invoice #
			0-31 Empringham Disposal Co	
	361.80		243-000-200 - Contracted Servic	54304
	50.00		243-000-200 - Contracted Servic	
9 432	20.59	GST Tax Code	312-000-260 - GST Paid Refund	
			0-31 Lakeview Contracting Inc	
	143,124.20	-	297-212-840 - Project MSI-Pickle	1901
150,280	7,156.21	GST Tax Code	312-000-260 - GST Paid Refund	
			1-30 MacPhail, John	165 202
0 200	200.00	Development Permit Refunc	161-000-520 - Development Per	PERMIT
			1-30 Al's Bobcat & Trucking	166 202
0	315.00	Oct 24, 2023 Sanding	232-000-255 - Plowing Program	19702
5 330	15.75	GST Tax Code	312-000-260 - GST Paid Refund	
e: 151,243	mputer Cheque:	Total Cor		
		EFT		
		<del>-</del>	Vendor Name	Payment # Dat
nt Payment Amo	Detail Amount	<b>GL Transaction Description</b>	GL Account	Invoice #
		nwold	0-31 Summer Village of Norgle	58 202
0	59.00	Esri Canada-Arc Gis Sept to	261-000-110 - Development Ser	2023-00149
6	70.46	Speedpro-bylaw Truck Deca	226-000-200 - Enforcement	
57	96.57	UFA-Sept Bylaw Truck Fuel	226-000-200 - Enforcement	
3	16.93	ATB MC-SL Registries-New	226-000-200 - Enforcement	
1	1.91	ATB MC-Intercon Messagin	226-000-200 - Enforcement	
3	21.73	UFA-Oct Bylaw Truck Fuel	226-000-200 - Enforcement	
5 350	84.35	Mr Mikes-Lunch with Contra	212-400-220 - Election Expense	
	2,326.70	SALARIES	212-100-110 - Salaries	2023-00153
0	4.09	TRAINING	212-100-130 - Training	
	112.15	BENEFITS	212-100-140 - Benefits	
9	F0 00	Travel & Subsistence	212-100-210 - Travel & Subsiste	
9 5	58.22	Traver & Oubsisteries		
9 5 2	58.22 45.79	WCB	212-100-211 - WCB	
9 5 22 9			212-100-211 - WCB 212-100-266 - PW Fleet	
9 5 22 9 11	45.79	WCB PW Fleet		
9 5 2 9 11 66	45.79 17.21	WCB PW Fleet	212-100-266 - PW Fleet	
9 5 2 9 1 1 16 12	45.79 17.21 2.36	WCB PW Fleet Postage/FreightCourier	212-100-266 - PW Fleet 212-200-215 - Postage/Freight/C	
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Page 2

Date Printed 2023-12-04 1:19 PM

# Summer Village of Half Moon Bay List of Accounts for Approval Batch: 2023-00071 to 2023-00075

OTHER

Payment #	Date Vendor Name			
Invoice #	GL Account	<b>GL Transaction Description</b>	<b>Detail Amount</b>	Payment Amount
3635	2023-10-31 Epcor			
OCT242023-693	272-000-544 - Recreation Shelte	Utilities	75.42	
	312-000-260 - GST Paid Refund	GST Tax Code	3.77	79.19
3636	2023-10-31 Epcor			
OCT242023-533	272-000-544 - Recreation Shelte	Utilities	71.05	
	312-000-260 - GST Paid Refund	GST Tax Code	3.55	74.60
			Total Other:	153.79
			Total NewAcct:	154,746.36

Mayor	Δdministrator	
,		
Certified Correct This December 4, 2	2023	



## **Council Expense Claim Form**

NAME: Mike Pashak	
POSITION: Councillor	
MONTH ENDING: Octo	ober-2023

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

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

## **Village Business**

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Π		. /	- 34	/1	V.5	
-	_					

GEVENTED

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/19/23	Regular Council	2.5	Councillor	\$100.00
9/28/23	ABmunis Conference	0	Title	\$0.00
10/19/23	ASVA Conference	0	Title	\$0.00
10/26/23	LUB Review	2	Councillor	\$100.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
	Select Event		Title	\$0.00
If event is o	ther please type it in.		DY	\$200.00

#### **Travel**

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/19/23	Regular Council	0.00	\$0.68	\$0.00
9/28/23	ABmunis Conference	342.00	\$0.68	\$ 232.56
10/19/23	ASVA Conference	360.00	\$0.68	\$244.80
10/26/23	LUB Review	0.00	\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
	Select Event		\$0.68	\$0.00
				\$477.36

## **Other Expenses**

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
9/28/23	ABmunis Conference - hotel 2 nights	620.16	29.96	\$650.12
10/19/23	ASVA Conference - hotel 2 nights	254.94	12.26	\$267.20
				\$0.00
		I		\$917.32

MAYOR:	1 594 68
C.A.O:	TOTAL PAYABLE: \$ 1,594.68



#### Royal Hotel West Edmonton, Trademark Collection by Wyndham 10010 178 Street NW Edmonton, AB T5S 1T3 Tel: (780) 484-6000 Fax: (780) 489-2900 104464557RT0002

Mike Pashak

CA

INFORMATION INVOICE Membership No :

**Group Code** 

: 101823ASV

Company Name:

Room No.

Arrival

: 10/18/23 Departure : 10/20/23

Page No.

: 1 of 1 : 226

: 33544542

: 124

Cashier No. Folio No.

: 17779

Invoice #

Conf. No.

**TA Record** 

Locator:

### Thank You For Staying With Us

OCT 2 9 7023

Date	Text			Charges	Credits
	,			CAD	CAD
10/18/23 10/18/23 10/18/23 10/18/23 10/19/23 10/19/23 10/19/23 10/19/23	Room Charge ETF GST on Room & ETF AB Tourism Levy Room Charge ETF GST on Room & ETF AB Tourism Levy			119.00 3.57 6.13 4.90 119.00 3.57 6.13 4.90	267,20
Tota	al / Balance	267.20	267.20 / 0.00		

Merchant ID

**Transaction ID Approval Code** 

2489426

**Approval Amount** 

267.20

Credit Card #

**Credit Card Expiry Capture Method** 

XX/XX

XXXXXXXXXXX5449

Manual

**Transaction Amount** 267.20

Please contact the Hotel Manager about any issues with your stay. Wyndham Hotels and Resorts or affiliates may contact you about goods and services unless you call 888-946-4283 or write Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wyndham Hotels and Resorts website about our policy.

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The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7

Canada

Tel: 780-426-3636 Fax: 780-428-1454

WESTIN

HOTELS & RESORTS

Mike Pashak

PLEASE COMPLETE CALGARY, AB, T3K 3T8

Canada

AL4065 - AUMA Staff Block

Page Number

1

Invoice Nbr

: 1000310703

**Guest Number** Folio ID

1515927

26-SEP-23

12:57

Arrive Date Depart Date

29-SEP-23

12:22

No. Of Guest Room Number 843

Marriott Bonvoy Number:

7288

Tax Invoice

OCT 2.9 2023

Tax ID: 777689332RT0001

The Westin Edm YEGWI SEP-29-2023 12:58 BSMOL657

Date	Reference	Description	Charges (CAD)	Credits (CAD)
27-SEP-23	RT843	Room Chrg - Grp - Association	254.00	
27-SEP-23	RT843	GST	13.08	
27-SEP-23	RT843	DMF	7.62	
27-SEP-23	RT843	Tour Levy	10.46	
27-SEP-23	RT843	Parking Self	38.00	
27-SEP-23	RT843	GST	1.90	
28-SEP-23	RT843	Room Chrg - Grp - Association	254.00	
28-SEP-23	RT843	GST	13.08	
28-SEP-23	RT843	DMF	7.62	
28-SEP-23	RT843	Tour Levy	10.46	
28-SEP-23	RT843	Parking Self	38.00	
28-SEP-23	RT843	GST	1.90	
29-SEP-23	VI	Visa-5449		-650.12

Approve EMV Receipt for VI - 5449: PIN Verified

TC:2CD743366A534C59 IAD:06051203642000 TVR:8080008000

AID:A000000031010 Application Label:VISA CREDIT

\*\* Total 650.12 -650.12 0.00 \*\*\* Balance

Continued on the next page

The Westin Edmonton 10135 100 St Edmonton, AB T5J 0N7

Canada

Tel: 780-426-3636 Fax: 780-428-1454

WESTIN® OCT 2 9 2023

HOTELS & RESORTS

Mike Pashak

PLEASE COMPLETE CALGARY, AB, T3K 3T8

Canada

AL4065 - AUMA Staff Block

Page Number **Guest Number**  2 1515927 Invoice Nbr

: 1000310703

Folio ID Arrive Date

Depart Date

Α

26-SEP-23 29-SEP-23 12:57

12:22

No. Of Guest Room Number

843

Marriott Bonvoy Number:

7288

1

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#### **EXPENSE SUMMARY REPORT**

Currency: CAD

Date	Room	GST	Tour Levy	Food\Bev	Phone	Other	Total	Payment
09-27-2023	254.00	13.08	10.46	0.00	0.00	47.52	325.06	0.00
09-28-2023	254.00	13.08	10.46	0.00	0.00	47.52	325.06	0.00
09-29-2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-650.12
	periors accompanies to the Mandales of	******						
Total	508.00	26.16	20.92	0.00	0.00	95.04	650.12	-650.12

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#### **Public Works**

#### Information Item

Agenda Item: Half Moon Bay Public Works Update

### **Background:**

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

#### **Capital Projects:**

- Road Pavement Analysis: Expect final report in Dec 2023
- GIS Implementation: project complete
- Administration Building Improvements: project complete.

#### Operating Activities & follow up items:

- Snow plowing and ice control has been completed on Wednesday November 22, 2023. No public concerns or complaints.
- Culvert cleaning has been completed adjacent to property #12, #23 and #25, and #53.
- Dead fall & clean-up was completed around November 27, adjacent to Pickleball court area and along RR 21 on east side of fence line.

#### **Administrative Recommendations:**

That Council accepts this report as information.

#### **Authorities:**

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

**December 12, 2023** 

**Planning and Development** 

Information Item

Agenda Item: Development Update

## **Background:**

#### Development Permit Update:

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

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

6 Hummingbird Lane Guest House

22 Hummingbird Lane Dwelling

10 Hummingbird Lane Dwelling (NEW)

#### Administrative Recommendations:

Council to accept as information.

#### **Authorities:**

Land Use Bylaw #123/13.

**December 12, 2023** 

**Planning & Development** 

Information Item

Agenda Item: Resident Letter

## **Background:**

Council has received the attached letter from a resident providing his feedback on mandated holding tanks for Half Moon Bay that was a topic on the November 2023 Council agenda.

## **Options for Consideration:**

1. Council discuss and accept as information.

#### Administrative Recommendations:

1. Council discuss and accept as information.

#### **Authorities:**

**Communication Policy** 

II (6) Any communication in writing addressed to all members of Council will be added to a Council agenda so that Council can formally deal with the matter. Formal written responses will be sent to all parties listed on Council agenda.

**To:** jjohnston@sylvansummervillaqes.ca, "Andrea Remington" <aremington@sylvansummervillages.ca>, "Mike Pashak" <mike.pashak@shaw.ca>

**Sent:** Wednesday, December 6, 2023 12:16:59 PM **Subject:** Mandated Holding tanks for Half Moon Bay

RE: December 2023 Agenda Item discussion on mandating holding tanks.:

- 1. I believe it is imperative to provide data on the health of Sylvan Lake water quality overall from when records were established many years ago to the 2023 season. This should be readily available and would be informative to this and future discussion.
- 2. I also believe that Half Moon Bay should begin testing the Sylvan Lake water quality across the Half Moon Bay lakefront starting with 2024 and for the next two years to give us a base of water quality to compare to the rest of Sylvan Lake and to any previous testing in the Half Moon Bay area.

We should have five or six measurement points along our waterfront in order to determine if we have a water quality problem.

May I suggest that two of the measurement points be at each of the marinas where there might be marine oil and gasoline spillages that may affect our water quality and the health of swimmers in each of those areas. Other measurement points should include each of our streets in Half Moon Bay.

- 3. Half Moon Bay already has a requirement for holding tanks for any new builds. As almost all of the remaining cottages with septic tanks and fields are very old, it is likely that they will be sold with new builds in the next 5 to ten years thus solving part of the issue being presently discussed.
- 4. In my case we have set aside funds to hook up to the new sewer from the Sylvan Lake Wastewater project that may now have funding. Any holding tank mandated at our cottage would have to be relocated when a new owner rebuilds probably at considerable additional expense.
- 5. I do not see that we have enough data for an informative discussion on septic fields, septic tanks, holding tanks and mandating restrictions. If there is such information, it should be shared with the ratepayers.

Gregory L. Osmond

**Finance** 

**Request for Decision** 

Agenda Item: Budget 2024-2027

## Background:

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

## **Options for Consideration:**

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

### **Administrative Recommendations:**

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

#### **Authorities:**

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

Account #	Department / Description		2022 YTD	:	2023 Budget		2023 YTD		2024 Budget		2025 Budget		2026 Budget		2027 Budget
	Administration														
101-000-110	Taxation	\$	145,320.00	\$	147,606.34	\$	147,604.00	\$	147,604.21	\$	147,149.10	\$	152,491.28	\$	-
101-000-510	Penalties	\$	1,073.00	\$	2,184.00	\$	2,393.00	\$	2,249.52	\$	2,317.01	\$	2,386.52	\$	2,458.11
101-103-130	DI Designated Industrial			\$	3.30	\$	- :	\$	5.14	\$	5.14	\$	5.14	\$	5.14
112-000-550	Returns on Investments	\$	8,705.00	\$	4,200.00	\$	25,662.00	\$	20,517.00	\$	20,927.34	\$	21,345.89	\$	21,772.80
112-000-410	Sales of Services and Suppiles	\$	250.00	\$	64.93	\$	150.00	\$	66.23	\$	67.55	\$	68.90	\$	70.28
112-000-570	Other Revenue	\$	1,040.00	\$	546.00	\$	576.00	\$	535.60	\$	562.38	\$	551.67	\$	579.25
	Grant Revenue			\$	-		:	\$	-	\$	-	\$	-	\$	-
112-000-760	Transfer from reserve			\$	-		;	\$	-	\$	-	\$	-	\$	-
112-000-740	MSI Operational	\$	4,919.00	\$	9,838.00	\$	9,838.00	\$	10,034.76	\$	10,235.46	\$	10,440.16	\$	10,648.97
<b>Total Administration</b>		\$	161,307.00	\$	164,442.57	\$	186,223.00	\$	181,012.46	\$	181,263.97	\$	187,289.56	\$	35,534.56
	Protective Services														
	Collected Fines			\$	-		;	\$	-	\$	-	\$	-	\$	-
<b>Total Protective Serv</b>	ices			\$	-		:	\$	•	\$	•	\$	•	\$	•
	Public Works														
Total Public Works				•				•		•		•		•	
Total Public Works				\$	-			\$	-	\$	-	\$	-	\$	-
	Planning and Development														
161-000-410	Compliance Certificates	\$	300.00	\$	105.00		:	\$	100.00	\$	102.00	\$	104.04	\$	106.12
161-000-520	Development Permits / Appeal F	\$	200.00		267.75	\$	700.00	\$	300.00		306.00		312.12		318.36
161-000-510	Inspection Fees	\$		\$	540.75		67.00		100.00		556.97		103.00		573.68
161-000-590	Encroachment Fees	\$		\$	420.00		250.00		250.00		250.00			\$	250.00
		•		\$	-	•		\$	-	\$	-	\$		\$	-
Total Planning and D	evelopment	\$	932.00	\$	1,333.50	\$	1,017.00	\$	750.00	\$	1,214.97		769.16	•	1,248.16
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Account #	Department / Description Council	2	2022 YE	20	23 Budget	202	23 Forecast	20	024 Budget	20	25 Budget	20	26 Budget	20	27 Budget
211	Remuneration														
211-101-510	Mayor	\$	1,585.00	\$	2,500.00	\$	1,800.00	\$	2,500.00	\$	2,575.00	\$	2,652.25	\$	2,705.30
211-102-150	Deputy Mayor	\$	700.00	\$	2,000.00	\$	1,400.00	\$	2,000.00	\$	2,060.00	\$	2,121.80	\$	2,185.45
211-103-150	Councillor	\$	1,900.00	\$	2,000.00	\$	1,300.00	\$	2,000.00	\$	2,060.00	\$	2,121.80	\$	2,185.45
<b>Total Remuneratio</b>	n	\$	4,185.00	\$	6,500.00	\$	4,500.00	\$	6,500.00	\$	6,695.00	\$	6,895.85	\$	7,076.20
	Travel and Subsistence														
211-101-210	Mayor	\$	221.00	\$	1,837.50	\$	150.00	\$	1,000.00	\$	1,030.00	\$	1,060.90	\$	1,092.73
211-102-210	Deputy Mayor			\$	1,050.00			\$	1,000.00	\$	1,030.00	\$	1,060.90	\$	1,092.73
211-103-210	Councillor	\$	756.00	\$	1,050.00	\$	330.00	\$	1,000.00	\$	1,030.00	\$	1,060.90	\$	1,092.73
Total Travel and S	ubsistence	\$	977.00	\$	3,937.50	\$	480.00	\$	3,000.00	\$	3,090.00	\$	3,182.70	\$	3,278.18
	Registration & Conventions														
211-201-212	ASVA Conference			\$	630.00	\$	300.00	\$	600.00		618.00	\$	636.54	\$	655.64
211-202-212	ABmunis Conference			\$	630.00			\$		\$	875.50	\$	901.77	\$	928.82
211-203-212	Council Education Opportunities			\$	709.80			\$	700.00	\$	721.00	\$	742.63	\$	764.91
Total Registration		\$	-	\$	1,969.80	\$	300.00	\$	2,150.00	\$	2,214.50	\$	2,280.94	\$	2,349.36
	Memberships														
211-301-220	ABmunis Membership	\$	887.00	\$	900.00	\$	911.00	\$	915.00	\$	901.00	\$	901.00	\$	901.00
211-302-220	ASVA Membership	\$	975.00	\$	975.00	\$	975.00	\$	975.00	\$	901.00	\$	901.00	\$	901.00
211-303-220	FCM Membership	\$	104.00	\$	105.00	\$	104.00	\$	115.00	\$	101.00	\$	101.00	\$	101.00
211-304-220	Mayors & Reeves Membership			\$	100.00	\$	100.00	\$	100.00	\$	101.00	\$	101.00	\$	101.00
<b>Total Memberships</b>	s	\$	1,966.00	\$	2,080.00	\$	2,090.00	\$	2,105.00	\$	2,004.00	\$	2,004.00	\$	2,004.00
<b>Total Council</b>		\$	7,128.00	\$	14,487.30	\$	7,370.00	\$	13,755.00	\$	14,003.50	\$	14,363.49	\$	14,707.75

Account #	Department / Description Administration	2022 YE	20	)23 Budget	20	23 Forecast	20	024 Budget	2	025 Budget	20	026 Budget	20	27 Budget
212-1	Personnel													
212-100-110	Salaries	\$ 26,555.00	\$	29,113.00	\$	32,115.00	\$	35,710.00	\$	36,781.30	\$	37,884.74	\$	39,021.28
212-100-130	Training	\$ 523.00	\$	545.00	\$	1,036.00	\$	575.00	\$	592.25	\$	610.02	\$	628.32
212-100-210	Travel & Subsistence	\$ 577.00	\$	654.00	\$	491.00	\$	690.00	\$	710.70	\$	732.02	\$	753.98
212-100-211	WCB	\$ 409.00	\$	417.00	\$	273.00	\$	316.00	\$	325.48	\$	335.24	\$	345.30
212-100-266	PW Fleet	\$ 373.00	\$	218.00	\$	273.00	\$	287.00	\$	295.61	\$	304.48	\$	313.61
212-100-140	Benefits	\$ 925.00	\$	1,009.00	\$	1,036.00	\$	1,092.00	\$	1,124.76	\$	1,158.50	\$	1,193.26
	Building Insurance	\$ 144.00	\$	164.00	\$	136.00	\$	144.00	\$	148.32	\$	152.77	\$	157.35
<b>Total Personnel</b>		\$ 29,506.00	\$	32,120.00	\$	35,360.00	\$	38,814.00	\$	39,978.42	\$	41,177.77	\$	42,413.11
212-2	Consumables													
212-200-215	Postage / Freight / Courier	\$ 412.00	\$	329.00	\$	382.00	\$	374.00	\$	385.22	\$	396.78	\$	408.68
212-200-500	Printing costs	\$ 447.00	\$	299.00	\$	436.00	\$	460.00	\$	473.80	\$	488.01	\$	502.65
212-200-510	Office Supplies	\$ 828.00	\$	545.00	\$	382.00	\$	575.00	\$	592.25	\$	610.02	\$	628.32
<b>Total Consumable</b>		\$ 1,687.00	\$	1,173.00	\$	1,200.00	\$	1,409.00	\$	1,451.27	\$	1,494.81	\$	1,539.65
212-3	Facilities & Equipment													
212-300-217	Phone / Fax/ Internet	\$ 327.00	\$	273.00	\$	314.00	\$	331.00	\$	340.93	\$	351.16	\$	361.69
212-300-540	Utilities	\$ 1,111.00	\$	491.00	\$	872.00	\$	920.00	\$	947.60	\$	976.03	\$	1,005.31
212-300-250	Facility Improvements	\$ 203.00	\$	545.00	\$	436.00	\$	575.00	\$	592.25	\$	610.02	\$	628.32
212-300-255	Facility Maintenance	\$ 1,332.00	\$	1,159.00	\$	1,009.00	\$	1,092.00	\$	1,124.76	\$	1,158.50	\$	1,193.26
212-300-263	Condominium Costs - Previous	\$ 568.00	\$	-			\$	-	\$	-	\$	-	\$	-
212-300-240	Computer Software / Mtnce Agreem	\$ 992.00	\$	818.00	\$	1,363.00	\$	1,995.00	\$	2,054.85	\$	2,116.50	\$	2,179.99
212-300-242	IT Equipment	\$ 153.00	\$	136.00	\$	294.00	\$	172.00	\$	177.16	\$	182.47	\$	187.95
212-300-265	Equipment Maintenance	\$ 29.00	\$	82.00	\$	98.00	\$	115.00	\$	118.45	\$	122.00	\$	125.66
212-300-270	Equipment Rental	\$ 152.00	\$	218.00	\$	142.00	\$	230.00	\$	236.90	\$	244.01	\$	251.33
212-300-510	Other Contingency	\$ 58.00	\$	27.00	\$	109.00	\$	115.00	\$	118.45	\$	122.00	\$	125.66
<b>Total Facilities &amp; E</b>	Equipment	\$ 4,925.00	\$	3,749.00	\$	4,637.00	\$	5,545.00	\$	5,711.35	\$	5,882.69	\$	6,059.17
<b>Total Shared Budg</b>	et SubTotal	\$ 36,118.00	\$	37,042.00	\$	41,197.00	\$	45,768.00	\$	47,141.04	\$	48,555.27	\$	50,011.93

Account #	Department / Description	2022 YE	20	23 Budget	202	23 Forecast	20	24 Budget	20	25 Budget	20	26 Budget	20	27 Budget
212-4	Municipal Specific													
212-400-220	Other meetings and elections		\$	300.00	\$	100.00	\$	300.00	\$	309.00	\$	318.27	\$	327.82
212-400-222	Advertising	\$ 1,458.00	\$	515.00			\$	500.00	\$	515.00	\$	530.45	\$	546.36
212-400-231	Audit Fees	\$ 6,788.00	\$	6,386.00	\$	6,386.00	\$	6,577.58	\$	6,774.91	\$	6,978.15	\$	7,187.50
212-400-232	Assessment Fees	\$ 3,000.00	\$	3,296.00	\$	3,296.00	\$	3,394.88	\$	3,496.73	\$	3,601.63	\$	3,709.68
212-400-275	Municipal Insurance	\$ 2,763.00	\$	2,936.42	\$	3,584.00	\$	3,691.52	\$	3,802.27	\$	3,916.33	\$	4,033.82
212-400-910	Tax Changes		\$	286.23			\$	200.00	\$	206.00	\$	212.18	\$	218.55
	Fleet Replacement Reserve	\$ 1,000.00	\$	3,000.00	\$	3,000.00	\$	1,000.00	\$	1,000.00	\$	1,000.00	\$	1,000.00
Total Specific		\$ 14,009.00	\$	16,719.66	\$	16,366.00	\$	15,663.98	\$	16,103.90	\$	16,557.02	\$	17,023.73
<b>Total Administrati</b>	on	\$ 50,127.00	\$	53,761.66	\$	57,563.00	\$	61,431.98	\$	63,244.94	\$	65,112.29	\$	67,035.66

Account #	Department / Description Protective Services		2022 YE	20	23 Budget	202	23 Forecast	20	)24 Budget	20	025 Budget	20	026 Budget	20	27 Budget
223-000-200	Fire	\$	5,659.00	\$	6,416.00	\$	6,416.00	\$	6,417.00	\$	6,417.00	\$	6,417.00	\$	6,417.00
226-000-200	Enforcement	\$	608.00	\$	-	\$	3,600.00	\$	3,845.00	\$	3,921.90	\$	4,000.34	\$	4,080.34
223-000-201	Emergency Management	\$	2,531.00	\$	2,500.00	\$	2,750.00	\$	2,750.00	\$	2,750.00	\$	2,750.00	\$	2,750.00
225-000-200	Policing costs	\$	22.00	\$	6,338.00	\$	6,338.00	\$	6,339.00	\$	6,339.00	\$	6,339.00	\$	6,339.00
<b>Total Protective Se</b>	ervices	\$	8,820.00	\$	15,254.00	\$	19,104.00	\$	19,351.00	\$	19,427.90	\$	19,506.34	\$	19,586.34
	Public Works Maintenance Programs														
232-000-200	Green Space Program  Planting Program	\$	1,925.00	\$	2,500.00	\$	2,000.00	\$ \$	2,500.00 2,500.00	\$	2,575.00	\$	2,652.25	\$	2,731.82
232-000-255	Plowing Program	\$	10,063.00	\$	10,651.37	\$	10,651.00	\$	10,970.91	\$	11,300.04	\$	11,639.04	\$	11,988.21
232-000-250	Road Maintenance Program	\$	9,097.00	\$	8,400.00	\$	4,800.00	\$	8,400.00	\$	8,652.00	\$	8,911.56	\$	9,178.91
232-000-260	Tree Removal	\$	1,750.00	\$	3,000.00	\$	4,500.00	\$	4,500.00	\$	4,635.00	\$	4,774.05	\$	4,917.27
232-000-530	Ditch and Culvert Program	\$	1,300.00	\$	2,574.94	\$	800.00	\$	1,500.00	\$	1,545.00	\$	1,591.35	\$	1,639.09
232-000-265	Sign Program			\$	210.00	\$	252.00	\$	259.56	\$	267.35	\$	275.37	\$	283.63
232-000-270	Pathway Maintenance Reserve			\$	4,000.00	\$	3,875.00	\$	4,000.00	\$	4,120.00	\$	4,243.60	\$	4,370.91
	Road Reserve	\$	5,500.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00
<b>Total Maintenance</b>		\$	29,635.00	\$	34,336.30	\$	29,878.00	\$	37,630.47	\$	36,094.38	\$	37,087.21	\$	38,109.83
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		Ψ	20,000.00	•	0-1,000.00	•		•	,		00,000	•	01,0011=1	Ψ	,
	Waste Water / Water	•	·	•	•	•	,	•	·		,	•	01,001121		,
242-000-720	Waste Water / Water Reserve Fund	\$	15,000.00	\$	21,000.00	\$	21,000.00	\$	21,000.00	\$	10,000.00	\$	- -	\$	, -
	Waste Water / Water Reserve Fund SLRWWC Gov & Admin	•	·	•	•	•	,	•	21,000.00		,	•	9,205.00		, - 9,481.15
242-000-720	Waste Water / Water Reserve Fund SLRWWC Gov & Admin Payout of Stage 1 Debt	\$	15,000.00 6,882.00	\$	21,000.00	\$	21,000.00 6,605.00	\$	21,000.00	\$	10,000.00	\$	- -	\$	, -
242-000-720 242-000-250	Waste Water / Water Reserve Fund SLRWWC Gov & Admin Payout of Stage 1 Debt Unconnected Member Debenture	\$	15,000.00	\$	21,000.00 6,605.00	\$	21,000.00	\$ \$	21,000.00 9,732.00	\$	10,000.00 8,914.00 955.00	\$	9,205.00	\$	- 9,481.15
242-000-720 242-000-250	Waste Water / Water Reserve Fund SLRWWC Gov & Admin Payout of Stage 1 Debt	\$	15,000.00 6,882.00	\$	21,000.00 6,605.00	\$	21,000.00 6,605.00	\$	21,000.00 9,732.00	\$ \$	10,000.00 8,914.00	\$	- -	\$	, -
242-000-720 242-000-250 242-000-253	Waste Water / Water Reserve Fund SLRWWC Gov & Admin Payout of Stage 1 Debt Unconnected Member Debenture Wastewater Services Rate Charge	\$	15,000.00 6,882.00	\$ \$	21,000.00 6,605.00	\$	21,000.00 6,605.00	\$ \$ \$ \$	21,000.00 9,732.00	\$ \$ \$	10,000.00 8,914.00 955.00	\$ \$	9,205.00	\$ \$	- 9,481.15
242-000-720 242-000-250 242-000-253	Waste Water / Water Reserve Fund SLRWWC Gov & Admin Payout of Stage 1 Debt Unconnected Member Debenture Wastewater Services Rate Charge	\$	15,000.00 6,882.00	\$ \$	21,000.00 6,605.00	\$	21,000.00 6,605.00	\$ \$ \$ \$	21,000.00 9,732.00	\$ \$ \$	10,000.00 8,914.00 955.00	\$ \$	9,205.00	\$ \$	- 9,481.15
242-000-720 242-000-250 242-000-253 242-000-251	Waste Water / Water Reserve Fund SLRWWC Gov & Admin Payout of Stage 1 Debt Unconnected Member Debenture Wastewater Services Rate Charge SLR Water Comm.	\$ \$ \$	15,000.00 6,882.00 847.00	\$ \$	21,000.00 6,605.00 955.00	\$ \$	21,000.00 6,605.00 955.00	\$ \$ \$ \$	21,000.00 9,732.00 955.00 - -	\$ \$ \$ \$	10,000.00 8,914.00 955.00 11,500.00	\$ \$	9,205.00 24,000.00	\$ \$	9,481.15 24,000.00
242-000-720 242-000-250 242-000-253 242-000-251 Total Wastewater	Waste Water / Water Reserve Fund SLRWWC Gov & Admin Payout of Stage 1 Debt Unconnected Member Debenture Wastewater Services Rate Charge SLR Water Comm.	\$ \$	15,000.00 6,882.00 847.00	\$ \$ \$ \$ \$ \$	21,000.00 6,605.00 955.00 - 28,560.00	\$ \$ \$	21,000.00 6,605.00 955.00 28,560.00	\$ \$ \$ \$ \$	21,000.00 9,732.00 955.00 - - 31,687.00	\$ \$ \$ \$ \$ \$	10,000.00 8,914.00 955.00 11,500.00	\$ \$ \$	9,205.00 24,000.00 - 33,205.00	\$ \$ \$ \$ \$	9,481.15 24,000.00 - 33,481.15
242-000-720 242-000-250 242-000-253 242-000-251 <b>Total Wastewater</b> 243-000-200	Waste Water / Water Reserve Fund SLRWWC Gov & Admin Payout of Stage 1 Debt Unconnected Member Debenture Wastewater Services Rate Charge SLR Water Comm.  Waste and Recycle Contracted Solid Waste Removal	\$ \$ \$	15,000.00 6,882.00 847.00 <b>22,729.00</b> 3,831.00	\$\$ \$\$ \$	21,000.00 6,605.00 955.00 - 28,560.00 6,163.50	\$ \$ \$	21,000.00 6,605.00 955.00 <b>28,560.00</b> 6,163.00	\$ \$ \$ \$ \$ \$ \$	21,000.00 9,732.00 955.00 - - 31,687.00 4,924.80	\$ \$ \$ \$ \$ \$ \$	10,000.00 8,914.00 955.00 11,500.00 - 31,369.00	\$ \$ \$ \$ \$	9,205.00 24,000.00 - 33,205.00 5,224.72	\$ \$ \$ \$ \$ \$	9,481.15 24,000.00 - 33,481.15 5,381.46
242-000-720 242-000-250 242-000-253 242-000-251 Total Wastewater	Waste Water / Water Reserve Fund SLRWWC Gov & Admin Payout of Stage 1 Debt Unconnected Member Debenture Wastewater Services Rate Charge SLR Water Comm.	\$ \$	15,000.00 6,882.00 847.00	\$ \$ \$ \$ \$ \$	21,000.00 6,605.00 955.00 - 28,560.00	\$ \$ \$	21,000.00 6,605.00 955.00 28,560.00	\$ \$ \$ \$ \$	21,000.00 9,732.00 955.00 - - 31,687.00	\$ \$ \$ \$ \$ \$ \$	10,000.00 8,914.00 955.00 11,500.00	\$ \$ \$	9,205.00 24,000.00 - 33,205.00	\$ \$ \$ \$ \$ \$	9,481.15 24,000.00 - 33,481.15
242-000-720 242-000-250 242-000-253 242-000-251 <b>Total Wastewater</b> 243-000-200	Waste Water / Water Reserve Fund SLRWWC Gov & Admin Payout of Stage 1 Debt Unconnected Member Debenture Wastewater Services Rate Charge SLR Water Comm.  Waste and Recycle Contracted Solid Waste Removal Land Fill Costs	\$ \$ \$	15,000.00 6,882.00 847.00 <b>22,729.00</b> 3,831.00	\$\$ \$\$ \$	21,000.00 6,605.00 955.00 - 28,560.00 6,163.50 6,163.50 12,327.00	\$ \$ \$	21,000.00 6,605.00 955.00 <b>28,560.00</b> 6,163.00	\$\$\$ \$\$\$ \$\$\$	21,000.00 9,732.00 955.00 - - 31,687.00 4,924.80	\$\$ \$\$\$ \$\$	10,000.00 8,914.00 955.00 11,500.00 - 31,369.00 5,072.54 6,538.86 11,611.40	\$\$ \$\$	9,205.00 24,000.00 - 33,205.00 5,224.72	\$\$ \$\$ \$\$ \$\$	9,481.15 24,000.00 - 33,481.15 5,381.46

Account #	Department / Description Planning and Development		2022 YE	20	)23 Budget	20	023 Forecast	2	024 Budget	2	025 Budget	2	026 Budget	2	027 Budget
261-000-200	Contracted Planning Services			\$	_			\$	-	\$	-	\$	_	\$	_
261-000-110	Development Services	\$	96.00	\$	250.00	\$	200.00	\$	250.00	\$	257.50	\$	265.23	\$	273.18
261-000-215	SDAB Costs	\$	250.00	\$	400.00	\$	150.00	\$	400.00	\$	400.00	\$	400.00	\$	400.00
261-000-220	MPC Costs			\$	600.00	\$	900.00	\$	600.00	\$	600.00	\$	600.00	\$	600.00
261-000-115	IDP/MDP			\$	500.00					\$	-	\$	-	\$	-
<b>Total Planning ar</b>	nd Development	\$	96.00	\$	1,750.00	\$	1,250.00	\$	1,250.00	\$	1,257.50	\$	1,265.23	\$	1,273.18
	Recreation and Planning	_		_		_		_		_		_		_	
274-000-850	Parkland Regional Library	\$	359.00	\$	376.95	\$		\$		\$		\$		\$	424.26
212-403-220	FCSS Municipal Contribution	\$	571.00	\$	599.76	\$		\$	617.75	\$		\$		\$	675.04
272-000-544	Recreation Utilities	\$	712.00	\$	1,800.00	\$	,	\$	1,854.00	\$	1,909.62	\$	1,966.91	\$	2,025.92
272-000-550	Canada Day Event	\$	2,321.00	\$	2,500.00	\$	_,	\$	2,500.00	\$	2,500.00	\$	2,500.00	\$	2,500.00
<b>Total Recreation</b>	and Planning	\$	3,963.00	\$	5,276.71	\$	4,200.00	\$	5,360.01	\$	5,445.81	\$	5,534.19	\$	5,625.21
	Environment														
273-100-150	Environmental Projects (SLMC & Er	าง)		\$	_			\$	_	\$	_	\$	_	\$	_
243-102-150	Red Deer River Watershed Society	,	22.00	\$	23.10	\$	23.00	\$	23.79	\$		\$		\$	26.00
<b>Total Environmer</b>	nt	\$	22.00	\$	23.10	\$	23.00	\$	23.79	\$	24.51	\$	25.24	\$	26.00
412-000-900	Accumulated Surplus			\$	0.00			\$	0.00	\$	0.00	\$	0.00	\$	0.00
412-000-901	Annual Surplus/Deficit			\$	0.00			\$	0.00	\$	0.00	\$	0.00	\$	0.00
<b>Total Operating E</b>	Budget	\$	132,705.00	\$	165,776.07	\$	160,274.00	\$	181,762.46	\$	182,478.94	\$	188,058.72	\$	192,163.66

November 8, 2023

**Council & Legislation** 

**Request for Decision** 

**Agenda Item:** Policy Review – Temporary Storage of Boat Hoists

and Piers

## **Background:**

With recent discussions on temporary seasonal dock and hoist locations during the open water season, it makes sense that the HMB policy related to the temporary storage of hoists and piers during the off season gets reviewed. The policy also identifies that it should be reviewed on an annual basis to monitor its effect.

With the recent introduction of the Alberta Government Disturbance Standard for Temporary Seasonal Docks and other Mooring Structures for Personal Recreational Purposes ("Disturbance Standard"). Should this Distribution Standard help inform HMB on potential changes to their temporary storage policy for hoists (mooring structures) and piers (docks)? The Disturbance Standard established a defined mooring area for semi-waterfront property owners based on a method that extended their property lot lines through the HMB municipal reserve to the shoreline. It also required that docks and hoists have a 3 meter setback from the projected property lot lines. As a result, semi-waterfront property owners place their docks and hoists in the lake directly in front of their properties.

It seems natural that during the off season that a semi-waterfront owner's dock and hoist are then temporarily stored on the municipal reserve directly in front of their properties. Generally, this has been the practice for many years. Off season storage in this manner has always provided sufficient storage space for Back Lot owners and shared community dock owners to temporarily store their docks and hoists on the EOS directly behind where they are placed in the lake during the open water season. When this practice is not respected it may lead to conflict between HMB residents. A conflict may have a cascading affect where many more residents could be impacted as the docks and hoists are stored without regard to their location during the open water season.

To help avoid conflict, should the temporary storage policy include a clause that identifies where certain types of HMB property owners can store their docks and hoists? Clause 5 states that storage is at the back of the reserve to ensure there

is a buffer strip. Should this clause be updated to include wording on specific storage locations that would include a 3 meter setback from property lot lines?

In reviewing the policy, Clause 7 should also be considered for an update. Should this clause include wording on who is responsible for the cost to remove a non-compliant dock or hoist? Should the clause also include something specific about the timing of notice given for removal and the consequences of the non-compliant dock or hoist owner for not taking action?

The current policy is attached and can also be found on the HMB website at:

temporary storage of boat hoists piers - hmb.pdf (sylvansummervillages.ca)

http://www.sylvansummervillages.ca/uploads/8/8/0/5/88056186/temporary\_storage\_of\_boat\_hoists\_\_\_piers\_-\_hmb.pdf

## **Options for Consideration:**

- 1. Council to discuss and provide direction
- 2. Accept as Information

#### **Administrative Recommendations:**

Option 1

#### **Authorities:**

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

#### SUMMER VILLAGE OF HALF MOON BAY

Temporary Storage of Boat Hoist and Piers.

Policy: 60.1

Passed October 26, 2001 Amended May 22, 2002 Resolution 114-01, 43-02

**Legislative Reference:** Municipal Government Act, 2000, Chapter M-26, as amended, S. 7; Summer Village of Half Moon Bay Land Use By-law 42-87

**Purpose**: the purpose of this policy is to provide a procedure for the safe use and maintenance of boat hoist and piers on Environmental reserve land.

#### **Policy Statement and Guidelines**

- 1. The waterfront in the Summer Village is accessible only by crossing lands which are zoned EOS under the Land Use Bylaw of the Summer Village and which may also be designated as Municipal Reserve ( the "reserve lands"). Over the course of many years, landowners have stored various objects across those lands, including boat hoists and piers etc. The summer Village recognizes the practicality of allowing these boat hoists/piers but at the same time wishes to ensure that landowners know that such objects are on public land and are done at the risk of the landowner. No liability in respect of such boat hoists / piers should accrue to the Summer Village and it is intended that these objects be permitted only on the basis that the right of the public to use environmental reserve is not adversely affected.
- 2. The reserve lands are under the direct control of Council.
- 3. Under the Land Use By-law land zoned "EOS" Environmental Open Space is intended for either the preservation of public land in its natural state or for any use that is similar in the opinion of the Council to the permitted or discretionary uses.
- Boat hoists / piers which impede access to beach areas or which obstruct walkways are prohibited.
- 5. Boat hoists / piers must be completely removed from the lake bed which includes aquatic plants like cat tails and reed beds. Boat hoists / piers are permitted to be stored only at the back of the reserves to provide a buffer strip between the structures and the shoreline.
- Storage of Boat hoists / piers on the reserve is prohibited from July 1<sup>st</sup> through to August 31<sup>st</sup>.
- 7. Boat hoists / piers which do not comply with this Policy will be removed from the Environmental Reserve areas.
- 8. The policy will be subject to an annual review to monitor its effect.

**November 8, 2023** 

**Council & Legislation** 

**Request for Decision** 

Agenda Item: HMB Withdrawal from Sylvan Lake Regional

Wastewater Commission (SLRWWC)

## **Background:**

This agenda item was tabled at the September 19, 2023, HMB Council meeting and was to be brought back to the next meeting. This item is before Council again as there is new information to consider when making a decision as to whether or not HMB should withdraw from the SLRWWC.

Withdrawal from the SLRWWC requires a five-year notice as per SLRWWC bylaw 18 (Bylaw 14 was rescinded on September 25, 2023, and replaced with Bylaw 18).

On August 23, 2023, HMB received a letter from the SLRWWC CAO that identified the HMB costs for withdrawal from the SLRWWC are:

- a) 5 years of Governance & Administration costs of approximately \$49K, and
- b) HMB's existing debt obligations of approximately \$30K, and that
- c) Withdrawal is also dependent on HMB receiving Alberta Government approval.

#### HMB Notes:

- HMB Wastewater Reserve funds have sufficient capacity to cover the withdrawal costs with no financial impact to residents.
- Since HMB does not receive any services from SLRWWC right now, it could be argued the 5-year notice is unreasonable.
- Also, since HMB does not receive any services the Governance & Administration costs could be thought of as "membership fees."

New Information since the September 19, 2023, HMB Council meeting:

 The SLRWWC approved Bylaw 18 on September 25, 2023. This approval meant the Governance and Administration costs that are recovered equally and directly from all members would stay the same at approximately \$10K per year. This amount may be reduced depending on bank interest rates and the SLRWWC ROI.

- While the SLRWWC membership fees will remain the same, a number of Members did recognize the cost impact to HMB and started to ask what the Commission can do to help HMB.
- Bylaw 18 will not get reviewed again until a new SLRWWC business plan is created.
- In 2024, the SLRWWC has a number of governance documents to complete, and the timing and sequence of that work is:
  - 1) 1st Quarter, complete a Strategic Plan that would include 5 year operating and capital project budgets. This work includes updating forecast members flows.
  - 2) 2<sup>nd</sup> Quarter, complete work on a Financial Reserve policy,
  - 3) 3<sup>rd</sup> Quarter, create a 2024 to 2029 Business Plan (first draft available late 2<sup>nd</sup> Quarter). During the work on the Business Plan, members will get a chance to review allocation of Governance and Administration costs (membership fees). Based on recent conversations, there is a chance that members will support HMB's original proposal to reduce the membership fees to a fairer and more equitable split among members.

## **Options for Consideration:**

- 1. Council to discuss and provide direction
- 2. Council to table the decision until more information is obtained on the 2024 SLRWWC Business Plan
- Council to provide a formal letter to SLRWWC that they intend to withdraw from the SLRWWC and that the 5-year termination notice should begin on January 1, 2024

#### **Administrative Recommendations:**

Option 1

#### **Authorities:**

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

**November 8, 2023** 

**Council & Legislation** 

**Request for Decision** 

Agenda Item: Elimination of Septic Fields in HMB

## **Background:**

As HMB contemplates its withdrawal from Sylvan Lake Regional Wastewater Commission (SLRWWC), it must consider what their commitment will be to Lake health and potable water quality. The Sylvan Lake IDP and the other municipalities in the watershed have all expressed a concern that surface and subsurface drainage of untreated or poorly treated wastewater from private facilities into the Lake and potable water aquifer was one of the factors that could impact Lake health and water quality. It was this concern that fueled the other Summer Villages efforts to connect to the SLRWWC system and eliminate septic fields around the lake. Lacombe County has also taken steps to eliminate the use of septic fields in their lakeside communities.

This agenda item is brought back to Council based on discussions at the last Council meeting. There was some agreement at the meeting that eliminating septic fields could be the right thing to do, to protect the water quality of the lake and aquifer. In protecting water quality, that would also protect HMB resident's recreational resource and investments. The driver to think differently is the result of the uncertainty as to when the Water For Life grant funding, that would enable the construction of a regional wastewater line to HMB, would be received. As stated in the September's agenda item, SLRWWC only received 50 percent of the necessary funds for that line and Alberta Government has not communicated as to why it was that way or if there would be any changes to that amount. As well, the Transportation Minister's recent mandate letter did not include wastewater systems as a priority. Without that grant funding, HMB will not receive wastewater collection and treatment services from SLRWWC.

If centralized wastewater services will not be provided by SLRWWC then it is up to HMB to take the necessary steps to protect lake health and our drinking water (potable water aquifer). To move towards a solution, Council needs to consider these two questions:

- 1. Should HMB proceed with eliminating the use of septic fields?
- 2. If eliminating septic fields, should HMB provide some financial support for those that must install new septic holding tanks?

#### Should HMB eliminate the use of septic fields?

The simple answer is yes, to manage environmental concerns and demonstrate to our watershed partners our commitment to protecting the watershed. There a number of factors that support that answer:

- Septic fields offer a low-cost disposal system but offer little in the way of treatment of contaminants.
- All septic fields regardless of their proximity to the lake contribute to contamination of the watershed which supports the potable water aquifer and the health of the lake.
- In 2005 a Water Quality Assessment completed by AXYS Environmental Consulting Ltd. reported: "The surficial geology surrounding the lake is dominated by a relatively consistent clay-rich till blanket. While the finetextured nature of this material allows it to absorb nutrients such as phosphorus, the material has relatively slow water percolation rates and therefore this material is not a particularly good receptor for effluent from septic fields. Unless a network of natural cracks or fissures are present in the material, septic effluent may resurface before adequate nutrient removal or assimilation has occurred, leading to the potential for localized nutrient loading of the lake."
- Septic fields have a limited life and many fields in HMB are approaching 60+ years of service.
- Construction of the early septic fields was not to the standard of today or done with today's knowledge and materials.
- The installation of new septic fields was eliminated in the late 1980's. On new construction or significant renovation of an existing home, the homeowner had to install a septic holding tank.
- The Alberta Government has the sole right to withdrawal approval of all private septic treatment systems (septic fields) once a regional collection system is operational. Eventually, septic fields will be eliminated.
- There are approximately 29 properties with known septic fields and potentially 8 more that are unknown at this time. Of the 29 known septic tanks, approximately 19 are lake front or adjacent to a Reserve property.
- It is unknown when HMB will receive wastewater service from SLRWWC.
- Eliminating septic fields is good interim solution while waiting for a regional system to be built and demonstrates to our watershed partners our commitment to the watershed.

## Should HMB provide financial support for owners that must install new septic holding tanks?

There is no simple answer for this question.

However, if HMB is forcing the change before some other municipal bylaw or government regulation mandates the change then HMB likely has some responsibility to support owners that have to make the change. The offset to that statement is that generally the septic fields are nearing the end of their life and the question would be how much responsibility does HMB have to provide financial support to eliminate aging septic fields.

In the annual strategy session and discussion on capital projects, Council identified the possibility of a Septic Field related capital project and its funding. It is a two part project, Inspection of all Septic Tanks and Replacement of Septic Tanks that do not pass inspection or do not meet a standard that allows them to continue in service. If and when completed, this project would eliminate the use of septic fields.

What we do know is the HMB Wastewater Reserve fund has sufficient funds to contemplate some financial support for owners that must install new septic holding tanks if their existing tank does pass an inspection or does not meet a, yet to be defined, standard. The Wastewater Reserve is funded through Property Taxes.

Property Taxes are based on the assessed value of a home; equalized assessments provided by an independent third party assessor. As a result, lake facing properties (33% of the HMB properties, 22 of 66) account for approximately 50% of HMB property tax revenue. One could conclude that on average, lake facing properties contributed twice as must as other properties into the HMB Wastewater Reserve fund, which currently totals \$503K.

Using average numbers, lake front properties each contributed approximately \$12K into the Wastewater Reserve fund and the other properties contributed approximately \$6K into the fund. If the majority of the properties that may require new septic holding tanks are lake facing then it might make sense that some of the HMB Wastewater Reserve goes towards supporting owners that would have to install a septic holding tank and eliminate the use of their septic field.

#### Summer Village of Sundance Beach Information

The SV Sundance Beach on Pigeon Lake has successfully completed all of the work necessary to eliminate septic fields in their Summer Village. Their work could help inform HMB of the necessary steps and work to complete a similar project in HMB. Included in this agenda item are three documents from the SV of Sundance Beach. The attached documents outline their work, documentation, and processes followed to eliminate septic fields.

- 1. SV Sundance Beach Wastewater Bylaw
- 2. SV Sundance Beach Septic Holding Tank Inspection Report
- 3. SV Sundance Beach Inspection Process and Septic Holding Tank Leak Detection

In 20161, the Summer Village of Sundance Beach passes a wastewater bylaw to accomplish three things:

- 1. To protect the health and safety of people and property by ensuring that existing and new Private Wastewater Disposal Systems met a new Standard or Practice that eliminated the use of septic fields.
- 2. To protect the waters and the watershed of Pigeon Lake, and
- 3. To allow for the possible transition to a municipal or regional Wastewater Collection System, if and when available, in an orderly and effective manner.

In support of the new bylaw, SV Sundance Beach recently completed a one-of-a-kind septic tank inspection project; quite possibly the first in Alberta. The project identified a number of septic fields still in use and leaking holding tanks. Subsequently, owners of the septic fields were to immediately replace the fields with new 2000 gallon holding tanks. The leaking tanks were found to have an inward leak and once fixed saved the owners the cost of extra pump outs each year.

The SV Sundance Beach was recently presented with the ASVA McIntosh Bulrush Award for their work on inspecting all septic holding tanks in the Summer Village as part of their larger work to eliminate septic fields in their Summer Village. This annual award is presented to an individual or organization that exemplifies lake stewardship activities that improve the environment of any Alberta Lake or lakeshore or increase awareness of lake wellness issues to Summer Village residents.

## **Options for Consideration:**

- 1. Council to discuss and provide direction
- 2. Council to Table the agenda item to be brought back for further discussion.
- 3. Council to direct HMB Administration to develop a project scope document and project plan to eliminate septic fields in HMB.

### **Administrative Recommendations:**

Option 1

#### **Authorities:**

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

### Attachment 1. SV Sundance Beach Wastewater Bylaw

## SUMMER VILLAGE OF SUNDANCE BEACH BYLAW #2016-02- WASTEWATER BYLAW

A BYLAW OF THE SUMMER VILLAGE OF SUNDANCE BEACH IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF THE REGULATION, MANAGEMENT AND MAINTENANCE OF PRIVATE WASTEWATER DISPOSAL SYSTEMS

**WHEREAS section 7(a) of** the *Municipal Government Act* provides that a council of a municipality may pass bylaws for the safety, health and welfare of people and the protection of people and property and section 542 authorizes municipal inspections and enforcement of Bylaws;

**AND WHEREAS section 26(1) of** the *Safety Codes Act* provides that municipalities may be designated as accredited municipalities, authorized to administer that Act with respect to processes or activities, and private wastewater disposal systems within municipal boundaries; and section 66(3)(b) provides that municipalities may adopt Bylaws respecting the carrying out of its powers and duties as an accredited municipality;

**AND WHEREAS** the *Summer Village* is designated as an accredited municipality and authorized to administer the *Safety Codes Act* with respect to, amongst other matters, private wastewater disposal systems within its municipal boundaries;

**AND WHEREAS** the *Summer Village* is authorized by the *Safety Codes Act* to adopt Bylaws respecting the carrying out of its powers and duties as an accredited municipality;

**AND WHEREAS** the Council of the *Summer Village* deems it advisable to adopt a Bylaw respecting *Private Wastewater Disposal Systems* within the municipality's boundaries;

**AND WHEREAS** the Council of the *Summer Village* has adopted the *Uniform Quality Management Plan*;

**NOW THEREFORE** the Council of the *Summer Village* pursuant to the authority conferred upon it by the Province of Alberta enacts as follows:

#### 1. Name of Bylaw

1.1 This Bylaw shall be known as the "Wastewater Bylaw".

#### 2. Definition

- 2.1 In this Bylaw:
  - (a) "Certified Maintenance Inspector" means a person who is the holder of a Private Sewage Certificate of Competency granted by

- Alberta Municipal Affairs and who has been approved by the Summer Village.
- (b) "Designated Officer" means a person who is appointed by the Summer Village or the Chief Administrative Officer of the Summer Village pursuant to the Municipal Government Act to carry out the powers, duties and functions of a Designated Officer under this Bylaw or any other bylaw of the Summer Village or any Enactment.
- (c) "Enactment" means (i) any laws, regulations, orders or declarations of the Province of Alberta or any federal laws applicable therein, and (ii) any other bylaws of the Summer Village, together with, in each case, any amendments thereto or substitutions therefor.
- (d) "Holding Tank" means a sewage tank buried underground that permits no Wastewater to escape until transferred for treatment offsite.
- (e) "Inspection Report" means an inspection report provided by a Safety Codes Officer in accordance with the Uniform Quality Management Plan adopted by the Summer Village or by a Certified Maintenance Inspector in accordance with this Bylaw.
- (f) "Municipal Government Act" means the Municipal Government Act, R.S.A., 2000.
  - c. M-26, as amended or repealed and replaced from time to time.
- (g) "Owner" means, with respect to a property located within the municipal boundaries of the Summer Village, (i) the registered owner of such property in the case of a property that is owned by a person or entity other than the Summer Village or the Sundance Beach Easement Holders Association, or, (ii) the holder(s) of the easement or the license of occupation applicable to such property in the case of a property that is owned by the Summer Village or Sundance Beach Easement Holders Association or that is a public utility lot or a road allowance.
- (h) "Person" includes an individual, corporation, partnership, association, or any other entity.
- (i) "Private Wastewater Disposal System" means (i) an on-site wastewater treatment system as defined in the Standard of Practice, (ii) Septic Tanks and the associated Treatment Fields, (iii) Holding Tanks, and (iv) Privies or Outhouses.
- (j) "Privy or Outhouse" means a small building having a toilet pedestal, or bench with a hole or holes, through which human excrement falls into an excavated pit or waterproof vault.
- (k) "Safety Codes Act" means the Safety Codes Act, R.S.A. 2000, c. S-1, as amended or repealed and replaced from time to time.

- (I) "Safety Codes Officer" means a person in the plumbing discipline holding Group B qualifications and "Safety Code Council" means the Council as defined in the Safety Codes Act.
- (m) "Summer Village" means the Summer Village of Sundance Beach.
- (n) "Standard of Practice" means the Alberta Private Sewage Systems Standard of Practice 2009 published by the Safety Codes Council, as amended or repealed and replaced from time to time.
- (o) "Treatment Field" means a system of Wastewater dispersal and treatment by dis- tributing Wastewater within trenches containing void spaces that are covered with soil and includes a "Treatment Field" as further defined in the Standard of Practice.
- (p) "Uniform Quality Management Plan" means the Joint Uniform Quality Management Plan prepared by the Safety Codes Council and adopted by the Summer Village, as amended or repealed and replaced from time to time.

- (q) "Wastewater" means the composite of liquid and water-carried wastes associated with the use of water for drinking, cooking, cleaning, washing, hygiene, sanitation, or other domestic purposes and includes "greywater" and "sewage" as defined in the Standard of Practice but does not include liquid waste from industrial pro- cesses.
- (r) "Wastewater Collection System" means a piping system for collecting Wastewater operated by the Summer Village or a contractor selected by the Summer Village, either alone or in co-operation with other municipalities.

#### 3. General

- 3.1 The purposes of this Bylaw are as follows:
  - (a) to protect the safety and health of people and property by ensuring that existing and new *Private Wastewater Disposal Systems* located within the *Summer Village* treat *Wastewater* in a manner consistent with the objectives of the *Standard of Practice*;
  - (b) to protect the waters and the watershed of Pigeon Lake; and
  - (c) to anticipate and allow for the possible transition to a municipal or regional *Wastewater Collection System* within the *Summer Village* and surrounding area, if and when available, in an orderly and effective manner.
- 3.2 This Bylaw is applicable to all properties located within the municipal boundaries of the *Summer Village*.
- 3.3 All properties which are located within the municipal boundaries of the *Summer Village* and which are used for any purpose (including camping, recreational activities or living accommodation) must contain all *Wastewater* in a water tight *Holding Tank*.
- 3.4 All Holding Tank installations shall conform to the Standard of Practice.
- 3.5 All *Wastewater* pipes applicable to the buildings and other structures located on the applicable property shall be connected to a *Holding Tank*. The minimum capacity for a *Holding Tank* shall be 6,800 litres (1,500 gallons) unless a waiver or variance regarding the minimum capacity has been approved in writing by the *Designated Officer*.
- 3.6 Nothing in this Bylaw relieves any *Person* from complying with any *Enactment* or any requirements of any permit, order or license applicable within the municipal boundaries of the *Summer Village*.
- 3.7 Where any conflict exists between this Bylaw and any *Enactment*, the *Enactment* shall prevail to the extent necessary to eliminate the conflict.

#### 4. Inspections

- 4.1 All existing *Private Wastewater Disposal Systems* shall be inspected by a *Certified Maintenance Inspector* no later than September 30, 2016 or such other date as may be designated in writing by the Council of the *Summer Village*. Inspection costs will be borne by the *Owner* and, if unpaid, will form part of the property taxes payable by the *Owner* in respect of the immediately following taxation year.
- 4.2 Following the initial inspection pursuant to Section 4.1 hereof, all Private Wastewater Disposal Systems shall be inspected by a Certified Maintenance Inspector at least every 5 years.
- 4.3 All new and replacement *Private Wastewater Disposal Systems* shall be inspected by *a Safety Codes Officer* in accordance with the *Safety Codes Act* and the *Uniform Quality Management Plan* within 90 days following installation or replacement
- 4.4 A Safety Codes Officer, upon having reasonable grounds for the belief that a violation of this Bylaw may exist, may order the inspection of any *Private Wastewater Disposal System* at any reasonable time upon providing the applicable *Owner* with reasonable notice of the intent to conduct such inspection.
- 4.5 Following an inspection pursuant to this Bylaw, the Safety Codes Officer or the Certified Maintenance Inspector shall issue an Inspection Report to the Owner and to the Summer Village. The Inspection Report issued shall be in a form (if any) approved by the Summer Village and shall otherwise comply with this Bylaw.
- 4.6 If the Inspection Report indicates any failure of the Private Wastewater Disposal System to comply with the Standard of Practice, then, subject to Section 4.7 hereof, the Owner must, within 90 days of the date of issue of the Inspection Report:
  - (a) remove the *Private Wastewater Disposal System* in a manner that will not cause any contamination or create any unsafe condition, and replace it with a *Private Wastewater Disposal System* that complies with the *Standard of Practice;*
  - (b) repair the *Private Wastewater Disposal System* so that it complies with the *Standard of Practice*; or
  - (c) in the case of a *Private Wastewater Disposal System* that uses a *Treatment Field* which does not comply with the *Standard of Practice*, replace the *Treatment Field* with a *Holding Tank* that complies with the *Standard of Practice* and, upon such replacement, the *Owner* shall have the *Private Wastewater Disposal System* re- inspected by a *Safety Codes Officer*, have it re-inspected by a *Certified Maintenance Inspector*.

- 4.7 If a Private Wastewater Disposal System does not comply with the Standard of Practice but a Safety Codes Officer determines that the deficiencies do not compromise the protection of the safety and health of people and property or the waters and the watershed of Pigeon Lake, then the Safety Codes Officer may approve a variance in accordance with the Safety Codes Act.
- 4.8 If the Standard of Practice does not apply to any given Private Wastewater Disposal System within the Summer Village as a result of any Enactment, or for any other reason, then such Private Wastewater Disposal System must still be inspected in accordance with this Bylaw; however, in such case, the applicable standard to which it will be held shall be a standard acceptable to an administrator of the Safety Codes Act instead of the applicable Standard of Practice.
- 4.9 In the event of a mandated removal, repair or replacement pursuant to Section 4.6 hereof, notwithstanding the time requirements set out therein, an *Owner* may, within 90 days of the issue of the *Inspection Report*, provide a written request to the *Designated Officer* for an extension of time to address any non-compliance issues or deficiencies as identified therein, and the *Designated Officer* may exercise such discretion as regards such extension of time for the removal, repair or replacement as may be appropriate in the circumstances, bearing in mind the purposes of this Bylaw and:
  - (a) the nature and extent of the non-compliance;
  - (b) health and safety concerns; and
  - (c) environmental concerns.

# 5. Treatment Fields, Privies or Outhouses, and Alternative Private Wastewater Disposal Systems

- 5.1 Treatment Fields shall not be permitted within the municipal boundaries of the Summer Village.
- 5.2 All existing *Privies or Outhouses* must be equipped with water-tight *Holding Tanks* and must be constructed to comply with the *Standard of Practice* and any bylaw of the *Summer Village* regarding required setback from property lines.
- 5.3 An alternative *Private Wastewater Disposal System*, such as a chemical toilet and an incinerating toilet, may be used in the *Summer Village* provided that the contents thereof are disposed of in a manner acceptable to Alberta Environment and any applicable *Enactment*.

## 6. Development and Improvements

- 6.1 Holding Tank installations and modifications to existing Private Wastewater Disposal Systems shall not commence until all required permits, including a Development Permit, have been obtained by the Owner.
- 6.2 Holding Tanks and modifications to existing Private Wastewater Disposal Systems must be inspected by a Safety Codes Officer after they have been installed or modified but before they are covered with soil.

## 7. Severability

7.1 Each separate provision of this Bylaw shall be deemed independent of all other provisions, and if any provisions of this Bylaw are declared invalid all other provisions shall remain valid and enforceable.

#### 8. Enforcement

- 8.1 If a Certified Maintenance Inspector identifies any failure to comply with the Standard of Practice for Private Wastewater Disposal System or any unsafe conditions applicable to a Private Wastewater Disposal System, then the Certified Maintenance Inspector shall notify a Safety Codes Officer and the Summer Village immediately.
- 8.2 If a Safety Codes Officer or the Summer Village believes, on reasonable grounds, that a Person has committed an offence pursuant to this Bylaw or the Safety Codes Act or any Enactment, then the Safety Codes Officer or the Summer Village, as applicable, may commence proceedings against that Person.
- No Owner shall willfully discharge Wastewater on its property or on any other property located within the municipal boundaries of the Summer Village unless such discharge has been approved or permitted by a Designated Officer or the Chief Administrative Officer of the Summer Village on the basis that such discharge will not compromise the protection of the safety and health of people and property or the waters and the watershed of Pigeon Lake.
- 8.4 Any *Person* who contravenes this Bylaw is guilty of an offence and is liable to pay (a) a fine as determined in accordance with Schedule A attached hereto, and (b) all damages, costs and expenses resulting from such contravention including, without limitation, re- pair costs and remediation costs. Such fines, damages, costs and expenses, if unpaid, shall form part of the property taxes payable by the applicable *Owner* in respect of the immediately following taxation year.
- 8.5 If any *Owner* fails to comply with this Bylaw and such failure is not remedied within the applicable time period, then the *Summer Village* may, in its sole discretion, take all necessary actions to remedy such failure on behalf of such *Owner* and all costs and expenses incurred by the *Summer Village* in respect thereof shall be payable by such *Owner* to the *Summer Village* immediately upon demand. Such

- costs and expenses, if unpaid, shall form part of the property taxes payable by such *Owner* in respect of the immediately following taxation year.
- 8.6 Nothing in this Bylaw diminishes or in any way affects the provisions of the *Municipal Government Act* relating to offences and penalties or the rights of the *Summer Village* pursuant to the *Municipal Government Act* or at common law to seek an entry order, order for compliance, injunction or any other order to obtain compliance with this Bylaw. Nothing in this Bylaw diminishes or in any way affects the provisions of the *Safety Codes Act* relating to offences or penalties and/or the obligations imposed by the *Safety Codes Act* relating to the reporting of accidents or unsafe conditions.
- 8.7 The levying and payment of any fine for any period pursuant to this Bylaw does not relieve any *Person* from paying any fees, charges, or costs for which that *Person* is liable under the provisions of this Bylaw or any *Enactment*.

This Bylaw shall replace Bylaw P17 and Bylaw P17 is hereby repealed.

#### **Effective Date**

This Bylaw comes into effect on the date of the third

reading.

READ a first time this \_17th\_ day of \_March\_,

2016.

READ a second time this \_17th\_ day of \_March\_, 2016.

READ a third time and final time passed this 17th day of \_March\_, 2016.

Peter Pellatt, Mayor Summer Village of Sundance Beach

Harold Wynne, Chief Administrative Officer Summer Village of Sundance Beach

#### SUMMER VILLAGE OF SUNDANCE BEACH

#### **BYLAW #2016-02-WASTEWATER BYLAW**

#### **SCHEDULE A - FINES**

- I. If a Safety Codes Officer or the Summer Village believes that a Person has committed an offence pursuant to this Bylaw or the Safety Codes Act or any Enactment, the Safety Codes Of fleer or the Summer Village may commence proceedings against that Person by:
  - (a) Issuing an order pursuant to the Safety Codes Act;
  - (b) Issuing an order pursuant to the *Municipal Government Act*;
  - (c) Issuing a violation ticket pursuant to the Provincial Offences Procedures Act in respect of the offence and also for any recurring offences within 60 day intervals; or
  - (d) Laying an information in lieu of issuing a violation ticket pursuant to the Provincial Offences Procedures Act.
- 2. A *Person* who commits an offence pursuant to this Bylaw shall be subject to a fine of:

\$1,000 for the first offence \$2,000 for the second and any subsequent offence.

## **Attachment 2. SV Sundance Beach Holding Tank Inspection**

## project



RR #1 South, Site 1,
Box 28 Thorsby, Alberta,
TOC 2P0 Phone 780-389-4409

June 28, 2023

## **Wastewater: Holding Tank Inspection Project**

On March 17, 2016, the Summer Village of Sundance Beach (the "Summer Village") passed a wastewater bylaw for the purposes of:

- (a) to protect the safety and health of people and property by ensuring that existing and new *Private Wastewater Disposal Systems* located within the *Summer Village* treat *Wastewater* in a manner consistent with the objectives of the *Standard of Practice*;
- (b) to protect the waters and the watershed of Pigeon Lake; and
- (c) to anticipate and allow for the possible transition to a municipal or regional *Wastewater Collection System* within the *Summer Village* and surrounding area, if and when available, in an orderly and effective manner.

As part of the bylaw, it requires the inspection of all holding tanks located in the Summer Village. In 2017, a holding tank inspection project was undertaken. The inspection consisted of two parts. The first part involved a visual inspection and a grey water test. The purpose of the grey water test was to ensure that all wastewater coming from a cottage was flowing into the holding tank. The second part involved a water pressure test. The purpose of the water pressure test was to ensure that the holding tank was not leaking. In addition, the inspector would ensure that no working outhouses or fields were located on the property.

Most properties were compliant, or were able to repair their systems quite quickly. There were a few properties that took a while for repairs to be completed, and we are pleased to advise that all properties are now compliant with our bylaw:

- all properties within the Summer Village of Sundance Beach have holding tanks,
- no holding tanks leak,

- all wastewater and greywater from all properties is piped into the associated holding tank,
- there are no outhouses or other non-compliant methods for dealing with wastewater or greywater within the Summer Village.

The average cost per property where a visual inspection and holding tank pressure test took place was \$711.

Costs included: A project manager was hired and his cost was shared amongst the properties, as well as an inspector to test the tanks. Residents were provided with a report of the inspection, and details as to whether they were compliant or not compliant. Those that were not compliant were given a timeline to repair their systems and pay for another inspection and were required to provide the Summer Village office with a copy of their certificate.

To ensure the Summer Village continues to protect the lake and environment from sewage, another inspection will be required in 2032. Prior to the inspection, we will prepare information to help make the process as easy and as cost-effective as possible to complete.

#### Consideration for future endeavours:

- would recommend having a process established with the inspector, including anticipated costs, but leave the responsibility for scheduling and paying for an inspection up to each individual resident (i.e. no project manager would be used);
- would be less lenient with those that did not comply, and would rely more on enforcement ability to use up less administrative time, and have residents comply sooner rather than having the project take a longer time.

## **Attachment 3. SV Sundance Beach Inspection Process**

## Inspection Process Septic Holding Tank Leak Detection

## **Step 1: Visual Inspection**

The contractor will visually inspect each residential wastewater disposal system which shall include, but not be limited to, the following:

- Open all ports/lids and complete a visual inspection of the holding tank.[5]
- Confirm there are no noticeable leaks in the riser or holding tank above the wastewater level.
- Confirm there are no wastewater pipes disconnected from the holding tank.
- Conduct a visual inspection of the property to confirm there are no septic fields, pump-outs, outhouses/privies, or leaking wastewater present.
- Record the following:
  - Holding tank characteristics, including: storage capacity in litres; depth in ground; tank type (concrete, fiberglass, steel, plastic); and presence of alarms or electrical controls.
  - Accessibility and location of the holding tank on the property.
  - Distance of the holding tank from any water well(s).
  - o Photo(s) of the wastewater disposal system/holding tank.

#### Step 2: Grey Water Disposal Inspection Test

To determine that all grey water from the house, garage, and/or any other building or structure is being discharged into the wastewater holding tank, the contractor will conduct audio test while water is being flushed through various grey water drains.

Ideally Step 2 will be done in conjunction with Step 1 while the resident is home.

## **Step 3: Holding Tank Water Pressure Test**

The contractor shall conduct a water pressure test of the wastewater holding tank, using the following procedure (Section 9 of the ASTM C1227 standard):

- Fill the holding tank with water and leave stand for 24 hours.
- After 24 hours, inspect the holding tank water level and top off the water until the tank is sepagain full.
- After 1 hour, inspect the holding tank again to determine if the water level has decreased significantly.
- Record the results of the water test, including:
  - The volume of water used to fill and top off the tank.
  - The number of centimeters the water level has decreased after the
     1 hour inspection.
- Upon completion of the wastewater holding tank test, an authorized wastewater carrier will pump out the holding tank and carry the wastewater to the Mulhurst Bay Lagoon for dumping.

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

**December 12, 2023** 

Finance

**Request for Decision** 

Agenda Item: Property Tax Penalty Relief Policy

## **Background:**

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

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

## **Options for Consideration:**

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

#### Administrative Recommendations:

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

#### **Authorities:**

Municipal Government Act

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

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

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



Policy Title	Date	Resolution No.
Property Tax Penalty Relief Policy	December 12, 2023	

#### **PURPOSE:**

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

#### **POLICY STATEMENT:**

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

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

#### **DEFINITIONS:**

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

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

"Municipality" means the Summer Village of Half Moon Bay

"LTO" means Alberta Land Titles Office

#### **RESPONSIBILITIES:**

The administrative Finance Department is responsible for:

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

## Council is responsible for:

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

#### **SERVICE STANDARDS/EXPECTATIONS:**

## General Tax Penalty Relief Principles

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

#### PROPERTY TAX PENALTY RELIEF POLICY

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

## Permissible Property Tax Penalty Relief Categories

7. Compassionate Grounds:

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

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

## Non-Permissible Tax Relief Categories

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

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

## 9. Payment Errors or Delays:

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

#### 10. Tax Relief of Other Charges:

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

#### PROPERTY TAX PENALTY RELIEF POLICY

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

#### PROCEDURE:

#### Review of Property Tax Penalty Cancellation Requests

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



## **Property Tax Penalty Relief Request Form**

#### Important Information:

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

Section A	Information about whom is making the pro	pperty tax penalty relief request
1. Is the requ		
2. Requestor	Name:	3. Requestor Phone:
4. Requestor	Address:	5. Requestor E-mail:
Section B	Property information (From your property tax	c notice)
6 Tay Dall N	use how/s).	
	umber(s):,	
7. Property A	Address(es):	
Section C	Type of property tax penalty relief being re	quested (Places shock ONE of the helpy haves)
Section C	Type of property tax penalty relief being re	quested (Pieuse Check One of the below boxes)
Tax	Penalty Cancellation Tax P	enalty Deferral
		chart, Schema
	Penalty Reduction	
Tax	Penalty Refund	
Section D	\$ Amount of property tax penalty relief be	eing requested (Enter dollar amount)
\$		
Section E	Reason(s) for property tax penalty relief r	equest (Please list the reasons, circumstances for your request)
(Please attac	h additional information to this form if you red	quire more space)

					F-1-A
Section E	Acknowledgeme	nt & Certification			
Py signing ho	low Lacknowledge	and cortify that:			
	low, I acknowledge		0.47/4) .1.:		
					ax penalty relief is valid only y to tax penalties levied in
resp	ect of the <i>current</i> Ta	exation Year.			
					I on the matter of property
		, and there is no further r	ecourse avai	able on this matter.	
Signature of F	Property Owner(s)				
				_	
Date:					
Section F	Form Submission	Information			
Section 1	1 OTHI Subimission	i información			
Please remit	this completed form	to:			
FINANCE DEF	PARTMENT				
	ge of Half Moon Ba	У			
#2 Erickson D					
Sylvan Lake, A					
Phone: 403-8	887-2822 e@sylvansummervi	lages ca			
Linaii. Iiilaiici	e @ syrvansummer vi	lages.ca			
You will be co	ontacted at a later o	late with details of Counc	cil's decision o	of your request.	
Date Receive	d·	Received By:		Property Tax Verification:	
Date Neceive	u.	neceived by.			
		Dept:	F	roperty Tax Roll	#
		Comments:			
Notification to	Taxation: Y N			ax Penalty Totals: Other:	\$
Owner contact				COTAL Contaton dia m	<del>-</del>

TOTAL Outstanding:

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

Finance

**Request for Decision** 

Agenda Item: Auditor Engagement

## Background:

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

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

## **Options for Consideration:**

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

#### Administrative Recommendations:

1) Sign engagement letters as presented.

#### **Authorities:**

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

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



November 24, 2023

Summer Village of Half Moon Bay Bay 8 14 Thevenaz Industrial Trial Sylvan Lake AB T4S 2J5

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

Re: 2023 Audit Engagement Letter

#### The Objective and Scope of the Audit

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

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

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

#### The Responsibilities of the Auditor

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

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

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

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

#### Form and Content of Audit Opinion

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

To the Mayor and Council of Summer Village of Half Moon Bay

#### Opinion

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

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

#### Basis for Opinion

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

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

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

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

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

process.

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

#### The Responsibilities of Management

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

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

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

#### **Communications**

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

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

#### **Use of Information**

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

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

#### **Use and Distribution of Our Report**

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

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

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

#### **Reproduction of Auditor's Report**

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

Summer Village of Half Moon Bay November 24, 2023 Page 5

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

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

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

#### **Preparation of Schedules**

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

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

#### Ownership

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

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

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

#### **File Inspections**

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

#### **Accounting Advice**

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

#### **Other Services**

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

#### **Dispute Resolution**

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

#### **Estimated Fees**

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

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

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

#### Costs of Responding to Government or Legal Processes

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

#### **Termination**

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

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

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

#### Not Liable For Any Failures or Delays Beyond Our Control

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

#### **Metrix privacy**

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

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

#### Metrix working papers

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

#### Conclusion

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

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

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

Yours truly,

METRIX GROUP LLP
Chartered Professional Accountants

Acknowledged and agreed to on be	half of Summer Village of Half Moon Bay by
Mr. Tanner Evans, Chief Administrative Officer	_
Date signed	_
Mayor Jonathan Johnston	_
 Date signed	_

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

**December 12, 2023** 

**Request for Decision** 

Agenda Item: Fire Pits on Sylvan Lake

## Background:

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

## **Options for Consideration:**

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

## **Administrative Recommendations:**

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

#### **Authorities:**

MGA Section 3 Municipal Purposes

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



Town of Sylvan Lake Municipal Government Building 5012 – 48 Avenue Sylvan Lake, AB, T4S 1G6 tsl@sylvanlake.ca T 403.887.2141 F 403.887.3660 sylvanlake.ca

Office of the Mayor

November 22, 2023

Summer Village of Half Moon Bay #2 Erickson Drive Sylvan Lake, Alberta T4S 1P5

Dear Mayor Johnston and Council,

Re: Fire Pits on Sylvan Lake

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

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

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

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

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

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

Thank you for your attention to this important issue.

Sincerely.

Megan Hanson, Mayor Town of Sylvan Lake

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

**December 12, 2023** 

**Planning & Development** 

**Request for Decision** 

Agenda Item: Superior Safety Codes Contract Renewal

## **Background:**

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

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

## **Options for Consideration:**

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

#### **Administrative Recommendations:**

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

## **Authorities:**

Safety Codes Act

# SAFETY CODES SERVICES AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS _	DAY OF	, 2023.
RETWEEN:		

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

-and-

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

#### **RECITALS**

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

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

Services included under this Fee Schedule are:

• Compliance

Appeal

Emergency

• Enforcement (no charge up to 8 hours; \$125.00/hour after 8 hours)

Investigation

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

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

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

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

#### 1 INTERPRETATIONS

#### 1.1 Definitions

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

#### 1.2 Rules of Interpretation

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

#### **2 APPOINTMENT**

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

#### **3 AGENCY SERVICES AND COMMITMENTS**

#### 3.1 Agency Duties

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

## 3.2 Agency Performance

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

#### 3.3 Agency Personnel

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

#### 3.4 Quality Management Plan Training

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

#### 3.5. Compliance Monitoring

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

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

#### 3.6 Consultative Services

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

#### 3.7 Situations of Imminent Serious Danger

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

#### 3.8 Orders

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

#### 3.9 Variances

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

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

#### 3.10 Records

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

#### 3.11 File Flow

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

#### 3.12 Ownership of Records

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

#### 3.13 Records Management

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

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

#### 3.14 Collection and Payment of Fees

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

#### 3.15 Workers' Compensation Coverage

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

#### 3.16 Regulatory Requirements

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

#### 3.17 Insurance

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

#### 3.18 Acknowledgements

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

#### 3.19 Relationship of Parties

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

#### 3.20 Notices

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

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

> > - and -

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

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

#### 3.21 Liaison

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

#### 3.22 Reports

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

#### 3.23 Indemnity and Hold Harmless

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

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

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

#### 3.24 Performance Review

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

#### 3.25 Termination or Suspension of Agreement

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

#### 4 TERMS

#### 4.1 Term

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

#### **5 EVENTS OF DEFAULT**

#### 5.1 Cause

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

#### 5.2 Survival of Terms

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

#### 5.3 Transition Services

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

#### **5.4 Amendment Provisions**

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

#### 5.5 General

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

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

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

Summer Village of Birchcliff	Summer Village of Half Moon Bay
Per	Per
Per	Per
Summer Village of Jarvis Bay	Summer Village of Norglenwold
Per	Per
Per	Per
Summer Village of Sunbreaker Cover	
Per	
Per	
	Superior Safety Codes Inc.
	Per
	Per

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

**December 12, 2023** 

**Council Reports** 

Information Item

#### **Council Reports:**

Jon Johnston Andrea Remington Mike Pashak

#### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

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

#### **Correspondence:**

- Association of Summer Villages of Alberta Annual Report
- Red Deer River Watershed Alliance

#### **Upcoming Meetings:**

Next Council Meeting - January 30, 2024

COUNCIL REPORTS (December 12, 2023):

**Councillor Mike Pashak - report** 

#### **Sylvan Lake Regional Wastewater Commission (SLRWWC)**

The annual organizational meeting was held. The members asked me to continue as Commission Chair, which I accepted.

The Commission is working on their 2024 operating budget and it will come to all member Councils for comments. Comments must be in by December 15th. The budget was well thought out and used appropriate inflation factors or past experience to forecast next year's revenues and expenses.

The Town of Sylvan Lake (TOSL) made a statement at the meeting that supported HMB's need for a reduction in Governance and Administration costs that are collected equally from all members. They identified a recovery process that was very similar in scale to what HMB proposed earlier this year. Norglenwold supported the Town's statement.

Eckville gave notice to SLRWWC that they want to enter into discussions on what it would take for them to join the SLRWWC.

#### SLRWWC South Shore Line Project (line from HMB to TOSL)

Lacombe County representatives and SLRWWC Administration attended the RMA convention in November and met with Minister Dreeshen; Transportation and Economic Corridors (also responsible for Water For Life grants, which fund Wastewater projects). The grant funding for the South Shore Line to HMB was a topic of discussion. Minister Dreeshen said his group is still looking to find a solution to the issue of SLRWWC only receiving 50% of the grant applied for.

Since that meeting, the AB Government has corrected their mistake with respect to the Water For Life grant that will fund the SLRWWC South Shore line from HMB to TOSL. The government has now provided the entire grant amount request of \$13M, which will cover 90% of the project costs. The SLRWWC will be discussing this news at the December 18 meeting and will be looking for Commission members to approve moving forward with accepting the grant funds.

#### <u>Association of Summer Villages of Alberta (ASVA):</u>

No update at this time.

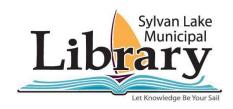
#### Alberta Municipalities (AB Munis and formerly AUMA)

No update at this time.

#### **Government of Alberta (GOA)**

LGFF (MSI Replacement)

In my November 22 conversation with Minister McIver, he confirmed he is still committed to finalizing the allocation formula by year end. I believe the solution has been finalized and it is just waiting for Cabinet approval before being released.



#### THE TOWN OF SYLVAN LAKE LIBRARY BOARD — REGULAR MEETING HIGHLIGHTS

#### WEDNESDAY – NOVEMBER 8, 2023 – 6:30PM

#### 1. Organizational Meeting and Elections

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

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

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

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

#### 2. Treasurer's Report

The Treasurer's report was approved as presented.

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

#### 3. Director's Report

The Director's Report was approved as presented.

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

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

#### 4. Programming Report

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

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

#### 5. Policy

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

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

Meeting adjourned at 7:57pm.

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

## Parkland Update

Thursday, November 2, 2023

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

Stay up to date by visiting our <u>support site.</u>

#### 2024 Parkland Van Run Schedule

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

release.

#### Media Best Practices

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

#### Parkland's 65th Anniversary Design Contest

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

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

#### LIBRARY NEWS

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

#### Recipe for a Successful Winter Reading Challenge

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

#### TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

#### **Upcoming Webinars**

If you would like more information about these training opportunities, please contact <a href="mailto:libraryservices@prl.ab.ca">libraryservices@prl.ab.ca</a>. To watch past training sessions, visit <a href="mailto:Niche Academy">Niche Academy</a>.

#### Library Programs for Homeschoolers Webinar November 8 12pm

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

# Crash Course in Crime, Mysteries, and Thrillers Webinar November 14

#### 12pm

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

#### Library Marketing 101 Webinar November 15 12pm

<u>This webinar</u> introduces learners to library marketing terminology and concepts. Learn about the library marketing "umbrella" and the differences between the terms outreach, marketing, promotions, communications, publicity, and public relations.

## How to Train Your Community on Libby Webinar

## November 16 12pm

Training your users on how to use Libby is an easy and effective way to increase awareness and usage of your digital collection. <u>Join OverDrive experts</u> to get the tools and guidance to confidently lead your own Getting Started with Libby session.

# Living our Values Out Loud: Programs that Walk the Talk Webinar November 28

12pm

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



# Parkland Update

Thursday, November 16, 2023

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

Stay up to date by visiting our support site.





#### **October Marketing Activities Results**

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

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

#### Website Homepage Feature Change Request

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

#### LIBRARY NEWS

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

#### A New Nonprofit Navigator

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

#### The 2024 Guide to Facebook for Libraries

Check out the <u>newest blog post from Super Library Marketing</u> for updated best practices for Facebook so that your library can get the most out of time spent using the platform!

#### The Get Ready, Stay Ready: Community Action Toolkit

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

#### TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

#### **Upcoming Webinars**

Library Managers Coffee Break - November 22 at 10am

If you would like more information about these training opportunities, please contact <a href="mailto:libraryservices@prl.ab.ca">libraryservices@prl.ab.ca</a>. To watch past training sessions, visit <a href="mailto:Niche Academy">Niche Academy</a>.

**12pm** 

# The Healthy Board: Collaborative Communication for Nonprofit Boards and Teams Webinar November 23

#### 9am

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

#### Living our Values Out Loud: Programs that Walk the Talk Webinar November 28

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

development, and even crisis management.

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

November 28 12pm

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

#### Required Policies under the Libraries Regulation for Municipal and Intermunicipal Library Boards Webinar November 28 7pm

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

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

- Tuesday, November 28, 7:00pm
- Thursday, November 30, 1:30pm

## Parkland Update

Thursday, November 30, 2023

**Get the latest Parkland updates, library news, training, events, and more!**Stay up to date by visiting our <u>support site.</u>

#### Welcome New Subscribers!

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

#### Parkland has a New Board Chair



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

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

#### **Learn More About Parkland's Rotating Collections**

Did you know that Parkland maintains and stores rotating collections of <u>Audiobooks</u> and <u>Large Print Books</u>? These items can be expensive and space-consuming for libraries. Sign up by filling out the <u>rotating collections request form</u>.

#### **Communications and Professional Development Survey**

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

#### LIBRARY NEWS

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

#### 2024 TD Summer Reading Program Sign Up

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

#### **Tracking Banned Books in Canada**

Check out the <u>latest blog post</u> from <u>Booknet Canada</u> that does a deep dive into the sales and circulation of banned books.

#### **Orca Book Publishers Additional Materials**

Orca Book Publishers is pleased to offer permission to share these gorgeous, informative, free, <u>downloadable resources</u> with your patrons! They include posters, discussion guides, coloring pages, and more!

#### The Get Ready, Stay Ready: Community Action Toolkit

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

#### **TRAINING & EVENTS**

Dates and registration information for upcoming library training and events.

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### Climate Justice: Sustainable Libraries Initiative Resources

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

## Plan and Assess Library Programs Like a Pro

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



#### PRLS BOARD TALK

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

#### Organizational Meeting

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

#### **Executive Committee**

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

**Deb Coombes** – Town of Bowden **Jamie Coston** – Town of Rimbey **Sarah Fahey** Village of Clive

**Barb Gilliat** – Village of Alix (Committee Chair)

Dana Kreil – Lacombe County

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

**Debra Smith** – Village of Lougheed

Carlene Wetthuhn – Camrose County

**Shannon Wilcox** – Town of Carstairs

Janice Wing - Town of Innisfail

#### Parkland 2024 Budget

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

#### **Advocacy Committee**

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

Jul Bissell – Village of Elnora

Teresa Cunningham – Town of Penhold

Todd Dalke - Town of Sundre

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

#### Board Meeting Dates for 2024

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

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- May 16 2023 Financial Statements presented
- **September 12** Budget presentation for 2025
- November 14 Organizational Meeting

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

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

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

- YRL will book a table for the RMA and Alberta Municipalities trade shows. Parkland will be looking for board members to volunteer.
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#### **Board Members Present**

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

Regrets Alison Barker-Jevne

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

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

### PRLS Board Meeting Minutes

November 16, 2023

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

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

Present via Zoom: Jul Bissell, Doug Booker, Deb Coombes, Jaime Coston, Edna Coulter, Teresa

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

Windsor, Janice Wing

With Regrets: Alison Barker-Jevne

**Absent:** Jeff Eckstrand, Doug Francoeur, Michael Hildebrandt, Cody Hillmer, Darryl Motley, Bill

Rock, Sandy Shipton, Patricia Young

**Visitors:** Jocelyn Baxter, Diane Elliott

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

Spark, Donna Williams

#### **Call to Order**

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

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

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

CARRIED PRLS 55/2023

#### 1.1 Agenda

#### 1.1.2 Adoption of the Agenda

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

Motion by Len Phillips to accept the agenda as presented.

CARRIED PRLS 56/2023

#### 1.2. Approval of Minutes

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

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

CARRIED PRLS 57/2023

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

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

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

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

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

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

CARRIED PRLS 58/2023

#### 3.1. Election of Board Chair

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

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

Motion by Ray Reckseidler to cease nominations.

CARRIED PRLS 59/2023

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

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

#### 3.2 Election of Executive Committee

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

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

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

Board Chair - Barb Gilliat

Seat 2 - Carlene Wetthuhn

Seat 3 - Deb Coombes

Seat 4 - Len Phillips

Seat 5 – Jamie Coston

Seat 6 - Sarah Fahey

Seat 7 - Dana Kreil

Seat 8 – Debra Smith

Seat 9 – Shannon Wilcox

Seat 10 - Janice Wing

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

CARRIED PRLS 60/2023

#### 3.3. Marketing and Advocacy Report

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

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

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

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

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

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

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

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

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

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

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

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

#### 3.4. Election of Advocacy Committee

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

Jul Bissell - Village of Elnora

Teresa Cunningham – Town of Penhold

Todd Dalke - Town of Sundre

Elaine Fossen - Village of Forestburg

Gord Lawlor - Town of Stetter

Stephen Levy – Village of Sedgewick

Jordon Northcott – Clearwater County

Ray Reckseidler – Village of Delburne

Deb Smith - Village of Lougheed

Harvey Walsh - Town of Olds

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

CARRIED PRLS 61/2023

#### 3.5. Board Signing Authorities

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

Gilliat and Twyla Hale volunteered.

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

CARRIED PRLS 62/2023

#### 3.6. Compensation Policy Working Group Report

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

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

CARRIED PRLS 63/2023

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

CARRIED PRLS 64/2023

Twyla Hale left the meeting at 11:37 a.m. Comfort break from 11:37 to 11:45 a.m.

#### 3.7. Population Figures used by Parkland to Invoice Municipalities

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

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

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

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

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

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

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

#### 3.8. Dates for 2024 Meetings

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

February 22, 2024 10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)

May 16, 2024 10:00 a.m. – 12:00 p.m. (2023 Financial Statements presented)

September 12, 2024 10:00 a.m. – 12:00 p.m. (Budget presentation) November 14, 2024 10:00 a.m. – 12:00 p.m. (Organizational meeting)

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

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

Motion by Deb Smith to receive for information.

CARRIED PRLS 65/ 2023

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

#### 3.9. Board Meetings – Virtual or in-Person?

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

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

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

#### CARRIED

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

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

#### CARRIED

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

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

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

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

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

WITHDRAWN

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

CARRIED PRLS 66/2023

#### 3.10. Budget Approval Update

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

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

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

CARRIED PRLS 67/2023

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

- 3.11.1. Director's Report
- 3.11.2. I.T. Report
- 3.11.3. Library Services Report
- 3.11.4. Finance & Operations Report

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

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

CARRIED PRLS 68/2023

#### 3.12. Parkland Community Update

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

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

Janice Wing left at 12:15 p.m.
Jul Bissell left the meeting at 12:16 p.m.

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

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

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

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

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

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

4.	Adjournment	
	Motion by Gord Lawlor to adjourn the meeting at 12:23 p.m.	
	CARRIED	
	DDI C 60/202	2

\_\_\_\_\_Chair



#### PRLS BOARD TALK

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

#### Organizational Meeting

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

#### **Executive Committee**

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

**Deb Coombes** – Town of Bowden **Jamie Coston** – Town of Rimbey

Sarah Fahey Village of Clive

**Barb Gilliat** – Village of Alix (Committee Chair)

Dana Kreil – Lacombe County

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

**Debra Smith** – Village of Lougheed

Carlene Wetthuhn – Camrose County

**Shannon Wilcox** – Town of Carstairs

Janice Wing - Town of Innisfail

#### Parkland 2024 Budget

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

#### **Advocacy Committee**

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

Jul Bissell - Village of Elnora

Teresa Cunningham – Town of Penhold

Todd Dalke - Town of Sundre

Elaine Fossen – Village of Forestburg
Barb Gilliat – Village of Alix (ex-officio)
Gord Lawlor -Town of Stettler
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Regrets Alison Barker-Jevne

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

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

#### Happy Holidays from the Association of Summer Villages of Alberta



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

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

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

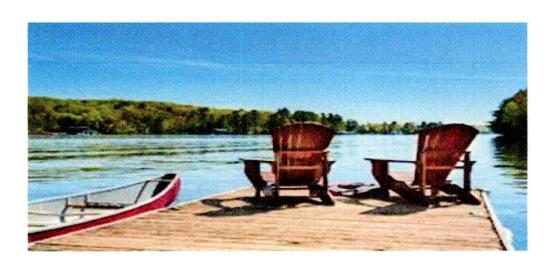
ASVA Executive and Board of Directors

#### **Kathy Krawchuk**

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

### **ASSOCIATION OF SUMMER VILLAGES OF ALBERTA**

## 2022-2023 Annual Report



October 19 & 20, 2023 Annual Conference & AGM





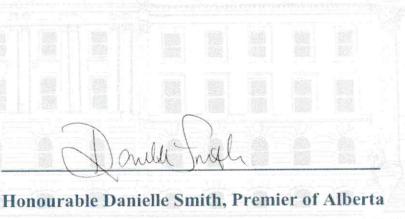
# MESSAGE FROM THE PREMIER OF ALBERTA

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

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

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

Best wishes for an excellent conference and annual general meeting.







#### MESSAGE FROM THE PRESIDENT

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

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

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

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

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

Markate

Mike Pashak

### MESSAGE FROM THE EXECUTIVE DIRECTOR

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

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



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

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

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

KATHY KRAWCHUK

Karty Krawchul

**EXECUTIVE DIRECTOR, ASVA** 

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

Christine Holmes, Director January 2023

Roger Montpelier, Director February 2023



Dennis Evans, Director July 2022

Fred Black, Director September 2022

Dr. Peter Pellatt – Past President Retired – November 2022





EXECUTIVE DIRECTORS 2022-2023

Deb Hamilton
Interim Executive Director – February 2023



## **2023 BOARD OF DIRECTORS**

**EXECUTIVE** 

**SUMMER VILLAGE** 

LAKE LOCATION

President - Mike Pashak

Half Moon Bay

Sylvan Lake



Vice President - Brian Waterhouse

Sundance Beach

Pigeon Lake



Treasurer - Rob Dickie

Betula Beach

Wabamun Lake



Executive Director - Kathy Krawchuk

#### **DIRECTORS**



Kim Bancroft

Island Lake

**Baptiste Lake** 



**Gary Burns** 

Horseshoe Bay

Vincent Lake



**Kathy Dion** 

Val Quentin

Lac Ste. Anne



Ren Giesbrecht

West Cove

Lac Ste. Anne



Julie Maplethorpe

Jarvis Bay

Sylvan Lake



Ian Rawlinson

**Crystal Springs** 

Pigeon Lake



**Curtis Schoepp** 

Whispering Hills

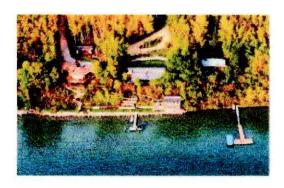
West Baptiste Lake



Marlene Walsh

Val Quentin

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#### ASVA - supporting the needs of Summer Villages:

Argentia Beach Betula Beach Birch Cove Birchcliff **Bondiss** Bonnyville Beach **Burnstick Lake** Castle Island **Crystal Springs** Ghost Lake Golden Days Grandview Gull Lake Half Moon Bay Horseshoe Bay Island Lake Island Lake South Itaska Beach Jarvis Bay Kapasiwin Lakeview Larkspur Ma-Me-O Beach Mewatha Beach Nakamun Park

Norgienwold

Norris Beach Parkland Beach Pelican Narrows Point Alison Poplar Bay Rochon Sands Ross Haven Sandy Beach Seba Beach Silver Beach Silver Sands South Baptiste South View Sunbreaker Cove Sundance Beach Sunrise Beach Sunset Beach Sunset Point Val Quentin Waiparous West Baptiste West Cove Whispering Hills White Sands

Yellowstone

#### ASVA - Who We Are

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

#### VISION

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

#### MISSION "ACE"

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

#### GOALS "ACE" - Advocacy, Communication, and Education

#### A - Advocacy

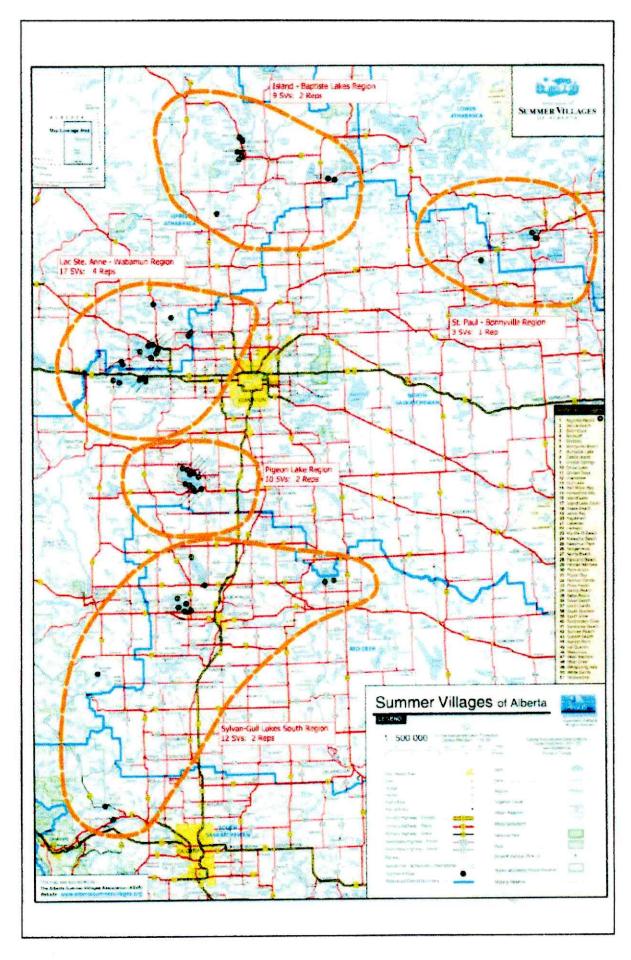
- Advocacy / Liaison with Provincial Government will meet with government to advocate for solutions that support summer villages and promotes the collective position of summer villages to decision makers, members and stakeholders.
- Participation on Provincial Issues and Initiatives ASVA
  partners with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

#### C - Communication

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

#### E - Education

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



#### ASVA - 2022/2023 Accomplishments, Successes, and Challenges

#### Vision

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

#### <u>Mission</u>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



PO Box 329 Thorhild, AB TOA 3J0 Phone: 780-398-2050 Cell: 780-349-1213

Email: cewashkocma@gmail.com

#### COMPILATION ENGAGEMENT REPORT

To Management of Association of Summer Villages of Alberta

On the basis of information provided by management, I have compiled the statement of financial position of the Association of Summer Villages of Alberta as at December 31, 2022, the statement of operations and changes in cash flow for the year then ended, and Notes1 & 2, which describes the basis of accounting applied in the preparation of the compiled financial information.

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

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

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

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

July 3, 2023

Colleen Ewashko, Chartered Professional Accountant Thorhild, AB

Statement of Financial Position As at December 31, 2022

ASSETS			
AGETO	20	022	2021
CURRENT ASSETS			
Cash	\$ 90	,347 \$	54,297
Accounts Receivable	12	2,990	-
Grants Receivable	3	,925	-
Term Deposits			52,000
3	107	,262	106,297
Computer Equipment		794	794
TOTAL ASSETS	\$ 108	3,056 \$	107,091
LIABILITIES	)		
CURRENT LIABILITIES	23	2,244	-
Accounts Payable	22	.,2.4-4	76
Visa Payable Deferred Revenues		_	11,775
Deletted Nevertues	22	2,244	11,851
LONG TERM LIABILITIES			- 162
TOTAL LIABILITIES	22	2,244	11,851
NET ASSET	s		
Unrestricted Net Assets			
Balance, beginning of year	94	1,446	89,499
Surplus (deficit)	(9	,429)	4,947
Balance, end of year	85	5,018	94,446
Net investment in capital assets		794	794
TOTAL NET ASSETS	85	5,812	95,240
TOTAL LIABILITIES & NET ASSETS	\$ 108	3,056 \$	107,091

Approved By

Date

6,2033

Name & Position

Signature

Colleen Ewashko Chartered Professional Accountant

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#### Statement of Operations

For the Year Ending December 31, 2022

	2022	2021
REVENUE		
ASVA Conference	\$ 38,387 \$	6,693
Dues	43,140	42,165
Grants	15,700	•
Interest Income	182	534
Workshops	2,000	140
Total Operating Revenues	99,410	49,393
OPERATING EXPENSES		
Administration	33,437	30,875
ASVA Conference	40,664	1,870
Bank Charges & Interest	259	132
Board Remuneration	6,569	5,668
Gifts	762	-
Courses, Workshops, etc	5,972	12
Insurance	2,091	1,949
Meeting Expenses	1,403	1. <del>2</del>
Memberships	<u>#</u>	525
Office & Telecommunication	1,598	2,400
Professional Fees	1,155	656
Project Costs	14,825	-
Website	105	372
Total Operating Expenses	108,838	44,446
Total Surplus (Deficit) for the period	\$ (9,429) \$	4,947

Approved By

Date

8, 2023

Name & Position

Signature

Colleen Ewashko Chartered Professional Accountant

Statement of Changes in Cash Flows For the Year Ending December 31, 2022

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

Approved By		Date August 8, 2023	_
Mike Pashak	President	medile	
Name & Position		Signature	

Colleen Ewashko Chartered Professional Accountant

Notes to the Compiled Financial Information Year ended December 31, 2022

#### Note 1- Basis of Accounting

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

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

#### Note 2- Deferred Revenues

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



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# LIFE TIME MEMBERS

**Chuck Dechene** 

Leslie Ellis

**Dennis Evans** 

Sue Evens

**Betty Forfylow** 

**Archie Grover** 

**Gordon Harris** 

Art Lamoureux

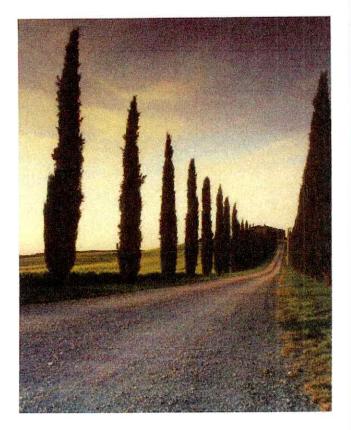
Marj Norris

**Sharon Plett** 

**Barry Virtue** 

**Peter Pellatt** 

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

**ASVA Executive and Board of Directors** 

# **2023 TITLE SPONSOR**



## **2023 PLATINUM SPONSOR**



# **2023 GOLD SPONSORS**











# **2023 GOLD SPONSORS**







# **2023 SILVER SPONSORS**





**Darcy Powlik** 

**REMAX Associate** 

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Charette Pell Poscente









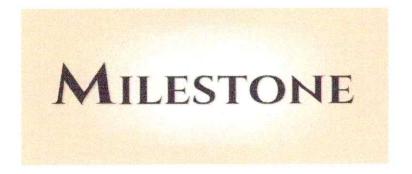
DECENTRALIZED WASTEWATER TREATMENT



# **2023 BRONZE SPONSORS**





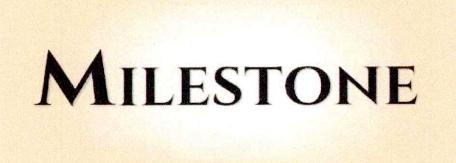




# **2023 COFFEE BREAK SPONSORS**



# **TABLE FLORAL CENTERPIECES SPONSORED BY:**



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## **ASSOCIATION OF SUMMER VILLAGES OF ALBERTA**



Association of

SUMMER VILLAGES
OF ALBERTA

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

Page 55 of 57



November 8, 2023

Summer Village of Half Moon Bay #2 Erickson Drive Sylvan Lake, AB T4S 1P5

# Re: Summer Village of Half Moon Bay's Municipal Support for the Red Deer River Watershed Alliance

Dear Summer Village of Half Moon Bay,

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

#### Who We Are

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

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

#### **An Ongoing Relationship**

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

The RDRWA recognizes the role of municipalities as major water and land-use decision-makers and community leaders. Over the past 19 years, our organization has developed many resources to

Red Deer River Watershed Alliance 4918 59th Street Red Deer, Alberta T4N 2N1 T. 403.340.7379 F. 403.356.9189 E. info@rdrwa.ca www.rdrwa.ca



maintain and protect watershed health. The RDRWA's work benefits the Summer Village of Half Moon Bay by providing watershed assessment, programming and regional planning materials to assist with local decisions and planning with community health and prosperity benefits including source protection, flood and drought resiliency, recreational and ecosystem health.

#### **Update on Activities**

Highlights from our <u>2022-2023 Annual Report</u> and upcoming activities include:

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

Mapping and assessing riparian areas for source water protection and flood and drought resilience benefits: Over the last few years, the RDRWA has been working on several projects to map riparian condition along the Medicine, Blindman, Buffalo, Kneehills, Threehills, and Little Red Deer River, and more recently in the Rosebud, Raven and Michichi subwatersheds. The resulting technical reports, municipal summaries and data, can be used to evaluate and support targeted restoration and conservation initiatives. The RDRWA will continue to work with partners, including the Summer Village of Half Moon Bay to develop materials and workshops in support of these projects and their associated benefits.

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

Sincerely.

Francine Forest

Francine Forrest Executive Director, RDRWA

#### Stay Connected and Regionally Informed

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