

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF HALF MOON BAY
FEBRUARY 13, 2024 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, December 12, 2023
 - Municipal Planning Commission, December 19, 2023

D. DELEGATION

- 1) Stantec – Leanne Whiteley-Lagace

E. INFORMATION ITEMS

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

F. TABLED ITEMS

1) Public Works

- a) Traffic Bylaw

G. REQUEST FOR DECISION

1) Finance

- a) Capital Budget

2) Council & Legislation

- a) Fire Pits on Sylvan Lake Committee Member Appointment
- b) Fire Services Agreement
- c) Ambulatory Care Health Foundation
- d) Sylvan Lake Intermunicipal Development Plan Committee

H. 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 (SLRWWC) South Shore Line
 - 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) Minister of Environment & Protected Areas
- b) Alberta Lake Management Society (ALMS)
- c) Association of Summer Villages of Alberta LGFF Briefing

4) Upcoming Meetings

- a) Council Meeting – March 12, 2024

I. ADJOURNMENT

Summer Village of Half Moon Bay
Regular Meeting Minutes
December 12, 2023

C-1

Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held December 12, 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 via Zoom
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Public Works Manager:	Justin Caslor
	Finance Manager:	Tina Leer
	Recording Secretary:	Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:04 a.m. by Mayor Johnston.

AGENDA APPROVAL

HMC-23-115 MOVED by Mayor Johnston that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

HMC-23-116 MOVED by Councillor Pashak that the minutes of the Regular Meeting of Council held on November 8, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

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

HMC-23-117 MOVED by Mayor Johnston that the information items be accepted as presented.
CARRIED

TABLED ITEMS

FINANCE

HMC-23-118 2024 Budget
MOVED by Councillor Pashak that Council adopt the 2024 budget as presented.
CARRIED

COUNCIL & LEGISLATION

HMC-23-119 Temporary Storage of Boat Hoists and Piers Policy Review
MOVED by Mayor Johnston that Council accept the Temporary Storage of Boat Hoists and Piers Policy review item as information.
CARRIED

HMC-23-120 Withdrawal from the Sylvan Lake Regional Wastewater Commission
MOVED by Councillor Pashak that Council table the withdrawal from the Sylvan Lake Regional Wastewater Commission discussion until after the Sylvan Lake Regional Wastewater Commission 2029 Business Plan has been drafted.

CARRIED

HMC-23-121 Elimination of Septic Fields in Half Moon Bay
MOVED by Councillor Pashak that Council table the discussion on the elimination of septic fields in Half Moon Bay until May 2024 while waiting for direction from the Sylvan Lake Regional Wastewater Commission on the timing of the South Shore Line (Phase 5a) project.

CARRIED

REQUESTS FOR DECISION

FINANCE

HMC-23-122 Property Tax Penalty Relief Policy
MOVED by Deputy Mayor Remington that Council adopts the Property Tax Penalty Relief Policy as amended.

CARRIED

HMC-23-123 Auditor Engagement Letter
MOVED by Mayor Johnston that Council sign the Auditor Engagement Letter as presented from the Metrix Group for the 2023 Audit.

CARRIED

COUNCIL & LEGISLATION

HMC-23-124 Fire Pits on Sylvan Lake
MOVED by Mayor Johnston that Administration send response saying Council supports Mayor Megson, from the Town of Sylvan Lake, in her endeavors to advocate for fire pit use on Sylvan Lake instead of having fires directly on the ice in concept but have concerns of issues it might create.

CARRIED

PLANNING & DEVELOPMENT

HMC-23-125 Superior Safety Codes Contract Renewal
MOVED by Mayor Johnston that Council renew their agreement with Superior Safety Codes for another 3-year term.

CARRIED

COUNCIL REPORTS

- Mayor Johnston
- Red Deer County Communications
- Deputy Mayor Remington
- No reports
- 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)

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

HMC-23-126 MOVED by Mayor Johnston that the Council, Committee, and Correspondence items be accepted as information.
CARRIED

NEXT MEETING

HMC-23-127 MOVED by Mayor Johnston that the next meeting of Council be held February 13, 2024, at 9:00 a.m.
CARRIED

ADJOURNMENT

HMC-23-128 MOVED by Mayor Johnston that being the agenda matters have been concluded, the meeting adjourned at 11:06 a.m.
CARRIED

JON JOHNSTON, MAYOR

TANNER EVANS, CAO

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held December 19, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Jon Johnston
Councillor: Mike Pashak
Member at Large: Greg Heffel
CAO: Tanner Evans
Development Officer: Kara Kashuba
Recording Secretary: Teri Musseau
Applicant(s): Kelly Hallgren
Riley Hilman
Gord Skakun
Kim Skakun
Craig Callaghan

CALL TO ORDER: Chair Johnston called the meeting to order at 9:04 a.m.

AGENDA:

MPC-23-008 Moved by Mike Pashak to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION

10 Hummingbird Lane

Application for a detached garage with a guest house at 10 Hummingbird Lane (Lot 9, Block 2, Plan 3741MC)

Meeting closed at 9:21 a.m. for discussion and decision by the Commission members.

Kara Hubbard and applicants leave the meeting at 9:21 a.m.

DECISION

10 Hummingbird Lane

MPC-23-009 Moved by Mike Pashak that the Municipal Planning Commission approve the application for a detached garage with guest house subject to the following conditions being met to the satisfaction of the Development Officer:

- Landscaping to be completed according to the landscaping plan. A minimum 35% of the parcel shall be a landscaped area. Landscaped area means an area of land made attractive and desirable by the use of any or all of the following: grass, trees, shrubs, ornamental plantings, fences, walls and associated earthworks.

Initials

- All applicable Building, Electrical, and Plumbing & Gas permits shall be obtained with Superior Safety Codes.
- The height of the garage with guest house shall not exceed 7.62m (25ft.) in building height measured from grade.
- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.
- Completions deposit of \$5,000.00.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- “Guest House” means an accessory building containing sleeping facilities for temporary usage only and may have a bathroom but shall not have a kitchen or other cooking facilities.
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not to be rented out to a separate party other than those renting the detached dwelling.
- A lot grade certificate is required to be submitted to the Development Authority at completion to ensure proper drainage on the property exists.
- A final as build real property report from an Alberta Land Surveyor at completion of landscaping to ensure parcel coverage is within the maximum and to verify heights are within the maximum.
- The proposed paving stones are required to be included in the parcel coverage total if they are a non-permeable material, otherwise are considered landscaping.

CARRIED

Reverted to open meeting at 9:37 a.m.

Chair Johnson recused himself from the meeting declaring a pecuniary interest as an adjacent landowner as per MGA Section 172(1) at 9:38 a.m.

Mike Pashak assumed the role of Chair at 9:40 a.m.

DEVELOPMENT APPLICATION

22 Hummingbird Lane

Application for a detached garage with a guest house at 22 Hummingbird Lane (Lot 2, Block 2, Plan 3741MC)

Meeting closed at 9:51 a.m. for discussion and decision by the Commission members.

Kara Hubbard and applicants leave the meeting at 9:51 a.m.

Initials

DECISION

22 Hummingbird Lane

MPC-23-010 Moved by Mike Pashak that the Municipal Planning Commission approve the application for a detached garage with guest house subject to the following conditions being met to the satisfaction of the Development Officer:

- Landscaping to be completed according to the landscaping plan. A minimum of 35% of the parcel shall be a landscaped area.
- All applicable Building, Electrical, and Plumbing & Gas permits shall be obtained with Superior Safety Codes.
- The height of the garage with guest house shall not exceed 7.62m (25ft.) in building height measured from grade.
- An accessory building erected or placed on a parcel shall not be used as a dwelling unit.
- Completions deposit of \$5,000.00.
- The exterior of an accessory building must be finished to match or compliment the exterior finish of the main building.
- “Guest House” means an accessory building containing sleeping facilities for temporary usage only and may have a bathroom but shall not have a kitchen or other cooking facilities.
- In situations where a detached dwelling is being rented out and there is a guest house on the parcel, the guest house shall not to be rented out to a separate party other than those renting the detached dwelling.
- A lot grade certificate is required to be submitted to the Development Authority at completion to ensure proper drainage on the property exists.
- A final as build real property report from an Alberta Land Surveyor at completion of landscaping to ensure parcel coverage is within the maximum and to verify heights are within the maximum.

CARRIED

ADJOURNMENT:

MPC-23-011 Moved by Mike Pashak that the Municipal Planning Commission meeting be adjourned at 9:59 a.m.

CARRIED

JON JOHNSTON, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Half Moon Bay

February 13, 2024

Council & Legislation

Delegation

Agenda Item: *Delegation – Leanne Whiteley-Lagace - Stantec*

Background:

Leanne Whiteley-Lagace from Stantec is joining Council to provide an overview of the road analysis report for the Summer Village.

Options for Consideration:

1. Council accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

MGA Section 3 Municipal Purposes

(c) to develop and maintain safe and viable communities.

Summer Village of Half Moon Bay

Administration and Finance

February 13, 2024

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 65,895.71

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

- | | |
|---|--------------|
| 1. Sylvan Regional Water/Wastewater | \$ 5,131.24 |
| a. Accrued – 2023 Debenture Stage 3 & 4 | |
| b. Accrued – 2023 Governance & Administration | |
| 2. Triangle Construction | \$ 6,562.50 |
| a. Accrued – Tree Removal | |
| 3. MacPhail, John | \$ 4,000.00 |
| a. Drainage Swale Reimbursement | |
| 4. AMSC Insurance Services Ltd. | \$ 3,944.00 |
| a. Municipal Insurance | |
| 5. Summer Village of Norglenwold | \$ 3,471.23 |
| a. Nov 2023 Muni Specific Costs | |
| b. Nov 2023 Shared Costs | |
| 6. Summer Village of Norglenwold | \$ 4,239.59 |
| a. Dec 19, 2023 Muni Specific Costs | |
| b. Dec 19, 2023 Shared Costs | |
| 7. Summer Village of Norglenwold | \$ 1,890.24 |
| a. Accrued - Dec 31, 2023 Muni Specific Costs | |
| b. Accrued – Dec 31, 2023 Shared Costs | |
| 8. Alberta School Foundation Fund | \$ 20,716.69 |
| a. 1 st Quarter | |

Council Expense Claims Report:

November Expense

- | | |
|--------------------|-----|
| ▪ Jon Johnston | \$0 |
| ▪ Andrea Remington | \$0 |
| ▪ Mike Paskak | \$0 |

December Expense

▪ Jon Johnston	\$720.00
▪ Andrea Remington	\$500.00
▪ Mike Paskak	\$300.00

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2024-02-06 9:12 AM

Summer Village of Half Moon Bay
List of Accounts for Approval
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Bank Code - NewAcct - New Main Bank Code

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
167	2023-12-18	Al's Bobcat & Trucking			
19775		232-000-255 - Plowing Program	Nov 11, 23 & 27 Sanding	735.00	
		312-000-260 - GST Paid Refund	GST Tax Code	36.75	771.75
168	2023-12-18	Empringham Disposal Corp			
56655		243-000-200 - Contracted Serv	Nov 67 Bi Weekly Collector	180.90	
		312-000-260 - GST Paid Refund	GST Tax Code	9.05	189.95
169	2023-12-18	Federation of Canadian			
INV38703-Q4G€		312-000-320 - Prepaid Expense:	2024-2025 Membership Re	104.21	
		312-000-260 - GST Paid Refund	GST Tax Code	5.21	109.42
170	2023-12-18	Pidherney's Inc			
144494		232-000-530 - Ditch & Culvert Pi	2023 Culvert Cleaning Prog	2,244.48	
		312-000-260 - GST Paid Refund	GST Tax Code	112.22	2,356.70
171	2023-12-18	Red Deer Catholic Regional			
2023-4		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	1,721.89	1,721.89
172	2024-01-11	Al's Bobcat & Trucking			
19846	Accrual	232-000-255 - Plowing Program	Accrued Dec 1 to 15 Sandir	1,380.00	
		312-000-260 - GST Paid Refund	GST Tax Code	69.00	1,449.00
19850	Accrual	232-000-255 - Plowing Program	Accrued Dec 18-27 Sanding	525.00	
		312-000-260 - GST Paid Refund	GST Tax Code	26.25	551.25
			Payment Total:		2,000.25
173	2024-01-11	Empringham Disposal Corp			
57203	Accrual	243-000-200 - Contracted Serv	Accrued Dec- 65 Bi Weekly	180.90	
		312-000-260 - GST Paid Refund	GST Tax Code	9.05	189.95
174	2024-01-11	Sylvan Regional Water/Wastewater			
1928	Accrual	242-000-253 - Unconnected Mer	Accrued 2023 Debenture St	496.29	496.29
1927	Accrual	242-000-250 - SLR WasteWater	Accrued 2023 Governance	4,634.95	4,634.95
			Payment Total:		5,131.24
175	2024-01-11	Triangle Construction			
1812	Accrual	232-000-260 - Tree Removal	Accrued NovTree Removal	6,250.00	
		312-000-260 - GST Paid Refund	GST Tax Code	312.50	6,562.50
176	2024-01-19	Stantec Consulting Ltd			
1856434-HMB	Accrual	297-209-840 - Project CCBF/RE	Accrued-Project: GIS Imple	397.45	
		312-000-260 - GST Paid Refund	GST Tax Code	19.88	417.33
177	2024-01-24	Metrix Group			
EPD4547	Accrual	212-400-231 - Audit Fees	Accrued 1st Audit Billing	1,800.00	
		312-000-260 - GST Paid Refund	GST Tax Code	90.00	1,890.00
178	2024-01-25	MacPhail, John			
HMC-23-109		232-000-530 - Ditch & Culvert Pi	Drainage Swale Reimburse	4,000.00	4,000.00
179	2024-01-31	Al's Bobcat & Trucking			
19892		232-000-255 - Plowing Program	Jan 2 to 12 Sanding	1,460.00	
		312-000-260 - GST Paid Refund	GST Tax Code	73.00	1,533.00
19939		232-000-255 - Plowing Program	Jan 17 to 22 Sanding	1,380.00	
		312-000-260 - GST Paid Refund	GST Tax Code	69.00	1,449.00
			Payment Total:		2,982.00
180	2024-01-31	AMSC Insurance Services Ltd.			

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Summer Village of Half Moon Bay
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COMPUTER CHEQUE

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
44692		212-400-275 - Municipal Insuran	Municipal Insurance	3,944.00	3,944.00
181	2024-01-31	Assoc of Summer Villages			
SI-124		211-302-220 - Memb. ASVA	2024 Membership	975.00	975.00
182	2024-01-31	Association of Alberta Municipalities			
RG202401-041		211-301-220 - Mem. ABmunis	2024 Membership	941.95	
		312-000-260 - GST Paid Refund	GST Tax Code	47.10	989.05
183	2024-01-31	Parkland Regional Library			
240237		274-000-850 - Parkland Regiona	1st Quarter Requisition	80.33	
		312-000-260 - GST Paid Refund	GST Tax Code	4.02	84.35
184	2024-01-31	Wild Rose Assessment Service			
9254		212-400-232 - Assessment Fees	Assessment Fees-Jan 1 to I	700.00	
		312-000-260 - GST Paid Refund	GST Tax Code	35.00	735.00
Total Computer Cheque:					35,050.38

EFT

Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
59	2023-11-30	SV NGW			
2023-00160		226-000-200 - Enforcement	Bylaw Truck Wash	0.63	
		226-000-200 - Enforcement	Oct Intercon Messaging	1.91	
		226-000-200 - Enforcement	ATB MC-Phone Charger for	1.80	
		226-000-200 - Enforcement	Nov Fuel for Bylaw Truck	33.97	
		297-208-840 - Project CCBF-Ro	Project-2023 Pavement Ass	555.22	
		212-400-910 - Tax Changes	ATB MC-Reg, Mail for Over	10.82	604.35
2023-00164		212-100-110 - Salaries	SALARIES	2,376.61	
		212-100-130 - Training	TRAINING	86.69	
		212-100-140 - Benefits	BENEFITS	119.66	
		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	45.80	
		212-100-266 - PW Fleet	PW Fleet	0.00	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	0.00	
		212-200-500 - Printing Costs	Printing Costs	-15.11	
		212-200-510 - Office Supplies	Office Supplies	124.23	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	37.56	
		212-300-540 - Utilities	Utilities	57.21	
		212-300-250 - Facility Improvem	Facility Improvements	2.09	
		212-300-255 - Facility Maintena	Facility Maintenance	13.80	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software/Mtn	19.20	
		212-300-242 - IT Equipment	IT Equipment	19.08	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	-23.41	
		212-300-510 - Other Contingenc	Administrative Contingenc	3.47	
		212-300-530 - Building Insuranc	Building Insurance	0.00	2,866.88
Payment Total:					3,471.23
60	2023-12-19	SV NGW			
2023-00171		226-000-200 - Enforcement	Nov Intercon Messaging	1.91	
		226-000-200 - Enforcement	911 Supply-Notebook	1.04	2.95
2023-00176		212-100-110 - Salaries	SALARIES	3,497.56	

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EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-130 - Training	TRAINING	29.01	
		212-100-140 - Benefits	BENEFITS	119.66	
		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	91.59	
		212-100-266 - PW Fleet	PW Fleet	0.00	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	128.96	
		212-200-500 - Printing Costs	Printing Costs	0.00	
		212-200-510 - Office Supplies	Office Supplies	45.50	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	0.00	
		212-300-540 - Utilities	Utilities	77.12	
		212-300-250 - Facility Improvem	Facility Improvements	98.07	
		212-300-255 - Facility Maintena	Facility Maintenance	57.47	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software/Mtn	29.13	
		212-300-242 - IT Equipment	IT Equipment	8.12	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	0.00	
		212-300-510 - Other Contingenc	Administrative Contingenc	54.45	
		212-300-530 - Building Insuranc	Building Insurance	0.00	4,236.64
			Payment Total:		4,239.59
61	2024-01-12	SV NGW			
2023-00181	Accrual	226-000-200 - Enforcement	Accrued-UFA-Bylaw Dec Fu	14.42	
		226-000-200 - Enforcement	Accrued-2023 CPO Monitor	265.79	
		226-000-200 - Enforcement	Accrued-Adj to CPO Inv#33	-102.23	177.98
2023-00185	Accrual	297-208-840 - Project CCBF-Ro	Accrued Stantec-2023 Roac	1,495.48	1,495.48
2023-00189	Accrual	212-100-110 - Salaries	SALARIES	0.07	
		212-100-130 - Training	TRAINING	19.81	
		212-100-140 - Benefits	BENEFITS	0.00	
		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	0.00	
		212-100-266 - PW Fleet	PW Fleet	0.00	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	9.93	
		212-200-500 - Printing Costs	Printing Costs	0.00	
		212-200-510 - Office Supplies	Office Supplies	0.00	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	4.44	
		212-300-540 - Utilities	Utilities	4.41	
		212-300-250 - Facility Improvem	Facility Improvements	17.78	
		212-300-255 - Facility Maintena	Facility Maintenance	36.12	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software/Mtn	1.19	
		212-300-242 - IT Equipment	IT Equipment	100.59	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	0.00	
		212-300-510 - Other Contingenc	Administrative Contingenc	22.44	
		212-300-530 - Building Insuranc	Building Insurance	0.00	216.78
			Payment Total:		1,890.24
			Total EFT:		9,601.06

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3673	2023-12-14	Alberta School Foundation Fund			

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OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
15009		201-100-130 - ASFF-Residential	School Funding	20,716.69	20,716.69
3674	2023-12-14	Epcor			
NOV232023-533		272-000-544 - Recreation Shelte	Utilities	72.67	
		312-000-260 - GST Paid Refund	GST Tax Code	3.63	76.30
3675	2023-12-14	Epcor			
NOV222023-693		272-000-544 - Recreation Shelte	Utilities	72.67	
		312-000-260 - GST Paid Refund	GST Tax Code	3.63	76.30
3708	2024-01-11	Epcor			
DEC212023-533	Accrual	272-000-544 - Recreation Shelte	Accrued Dec Utilities	67.99	
		312-000-260 - GST Paid Refund	GST Tax Code	3.40	71.39
3709	2024-01-11	Epcor			
DEC212023-693	Accrual	272-000-544 - Recreation Shelte	Accrued Dec Utilities	67.99	
		312-000-260 - GST Paid Refund	GST Tax Code	3.40	71.39
3710	2024-01-11	Receiver General/OTH			
CP12-23	Accrual	312-000-262 - CRA Remunerati	Accrued Dec Remuneration	76.78	76.78
3726	2024-01-31	Epcor			
JAN222024-693		272-000-544 - Recreation Shelte	Utilities	76.46	
		312-000-260 - GST Paid Refund	GST Tax Code	3.82	80.28
3727	2024-01-31	Epcor			
JAN222024-533		272-000-544 - Recreation Shelte	Utilities	71.56	
		312-000-260 - GST Paid Refund	GST Tax Code	3.58	75.14
Total Other:					21,244.27
Total NewAcct:					65,895.71

Certified Correct This January 31, 2024

Mayor

Administrator

Council Expense Claim Form

NAME: Jon Johnston

POSITION: Mayor

MONTH ENDING: September-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

[illegible]

If event is other please type it in.

Travel

[illegible]

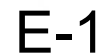
Other Expenses

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

MAYOR: _____

C.A.O:

TOTAL PAYABLE: \$ 120.00





E-1

Council Expense Claim Form

NAME: Jon JohnstonPOSITION: MayorMONTH ENDING: December-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

DEC 20 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/12/23	Regular Council	3	Mayor	\$ 120.00
12/19/23	Municipal Planning Commission	1	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 240.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/12/23	Regular Council	0.00	\$0.59	\$ 0.00
12/19/23	Municipal Planning Commission		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 240.00



E-1

Council Expense Claim Form

NAME: Andrea RemingtonPOSITION: Deputy MayorMONTH ENDING: December-2023

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

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

Village Business

RECEIVED

DEC 13 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/12/23	Regular Council	2.1	Deputy Mayor	\$ 100.00
			Title	\$ 0.00
			Title	\$ 0.00
			Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 100.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/12/23	Regular Council	0.00	\$0.68	\$ 0.00
			\$0.68	\$ 0.00
			\$0.68	\$ 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
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 100.00



E-1

Council Expense Claim Form

NAME: Mike PashakPOSITION: CouncillorMONTH ENDING: December-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

DEC 1 8 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
11/8/23	Regular Council	3	Councillor	\$ 100.00
12/12/23	Regular Council	2	Councillor	\$ 100.00
12/19/23	Municipal Planning Commission	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 300.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/8/23	Regular Council		\$0.68	\$ 0.00
12/12/23	Regular Council		\$0.68	\$ 0.00
12/19/23	Municipal Planning Commission		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 300.00

Summer Village of Half Moon Bay

Finance

Information Item

Agenda Item: *4th Quarter Financial Report*

Background:

Administration would like to provide the following 4th Quarter Financial information to Council.

Options for Consideration:

Detailed 4th Quarter Financial Report

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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



2023

Fourth Quarter Financial Report

Prepared by

Tina Leer, Finance Manager

Presented to Council January 13, 2024



2023 Operating Budget to December 31, 2023

As of December 31st, the operational budget shows targeted revenue as 100% collected with a much larger return on Investments than anticipated.

Municipal operating costs ended at 95.4% utilized with \$7,565 remaining unspent.

Please be aware that these reports have been prepared prior to the yearend audit, amortizations and yearend adjusting entries that will be done by the Auditors.

Revenue:

The Return on Investments has currently been collecting 5.3% on the bank balance of \$1,107,550.62 as of December 31, 2023. This has created a significant increase in year to date revenue. The year-to-date return on investments sits at \$49,792.

Development Permits collected earned \$1,100 in 2023.

Expenditures

Council and Legislation:

55% of the Council and Legislation budget was used as of December 31, 2023. No Mayor or Deputy Mayor travel and subsistence was used.

Administration:

Administrative Shared costs are over budget by 10.7% for 4th Quarter reporting. These overages have been reviewed and clarified to the Joint Services Committee.

Municipal Specific Administrative expenses were 99% utilized with only Advertising unused for 2023.

Protective Services:

Protective Services is 69% utilized with the remaining RCMP Policing costs of \$5,714 to be invoiced in April of 2024 due to the difference in financial yearends.

Public Works:

Public Works is slightly over budget by 1.7% due to overages in the Tree Removal and the SLR Wastewater Commission accounts.

Planning and Development:

Planning and Development used 60% percent of it's budget. The IDP was not used and other expenses are mainly for Municipal Planning Commission expenses.

Recreation:

Parks and Recreation used 87.6% of the allocated budget as of December 31st.

Environment:

Environmental budget was 100% utilized.

In Conclusion:

Overall, the Summer Village of Half Moon Bay operated at 95.4% utilization of their 2023 budgeted operational expenses.

2023 Capital Budget to December 31, 2023

Revenue:

The MSI funded Administrative Building Improvements is fully completed with a final cost of \$5,746.64.

The MSI funded Pickleball Court has used \$144,479.04 of \$260,625 grant. This project is ongoing into 2024 with \$116,145.96 being carried forward.

The land use bylaw rewrite has spent \$1,115 with \$30,196 being carried forward to 2024 for completion.

A CCBF grant was applied for the Road Analysis in the amount of \$2,330 in a shared application with the other 4 Municipalities. This grant was approved and \$2,540.83 was spent. Project is complete.

GIS Implementation is complete and came in under budget with \$397.45 being spent.

Expenditures:

Overall, \$154,278.96 has been spent in the 2023 Capital Budget as of December 31, 2023.

Alberta School Foundation Budget to December 31, 2023

Per the *Education Act*, Section 167(1), the Lieutenant Governor is required to establish the education property tax mill rates, in any given year, by way of Order in Council. The 2023 rates were not yet passed, therefore, the December 2023 invoice continues to collect the requisition based on one-quarter the amount from 2022, as per the *Education Act*, Section 162(4). (email attached).

Based on the 4th Quarter Reporting, we have slightly over collected by \$157.09.
1,107,550.62

ATB Bank Balance to December 31, 2023 - \$1,107,550.62

Surplus and Reserve Balances to December 31, 2023

• Accumulated Surplus	0.00	
• Completions Deposits	23,000.00	
• Deferred Revenue (Grants)	---,---,---	To be confirmed by Audit
• JSC IT Reserve	0.00	
• Reserves Fleet Replacement	3,710.34	
• Reserves Sewer	502,845.93	
• Reserves General Operating	241,824.80	
• Mill Rate Stabilization	25,000.00	
• Reserves Environmental	987.87	
• Reserves Roads	68,590.42	
• Reserve Infrastructure	0.00	

Property Taxes

The Summer Village of Half Moon Bay is a 100% taxation collection success for 2023!

Report Date
1/26/2024 3:26 PM

Summer Village of Half Moon Bay
Operating Budget
For the Period Ending December 31, 2023

Page 1

	Budget	YTD	Variance	%
Revenue				
101-000-110 - Taxation.	147,606	147,604	(2)	
101-000-510 - Penalties	2,184	2,393	209	9.58
112-000-410 - Sale of Services & Su	65	225	160	246.53
112-000-550 - Return on Investments	4,200	49,792	45,592	1085.52
112-000-570 - Other Revenue	546	577	31	5.63
112-000-740 - MSI Operational	9,838	9,838		
161-000-410 - Compliance Certificat	108		(108)	100.00-
161-000-510 - Inspection Fees	541	653	112	20.80
161-000-520 - Development Permits	268	1,100	832	310.83
161-000-590 - Encroachment Fees	420	250	(170)	40.48-
Total Revenue:	165,776	212,432	46,656	28.14
Expenditures				
Council and Legislation				
211-101-210 - May Travel & Sub	1,838		1,838	100.00
211-101-510 - Mayor Remuneration	2,500	1,560	940	37.60
211-102-150 - D M Remuneration	2,000	1,200	800	40.00
211-102-210 - D M Travel & Sub	1,050		1,050	100.00
211-103-150 - Council Remuneration	2,000	1,200	800	40.00
211-103-210 - Councillor Travel & S	1,050	1,667	(617)	58.78-
211-201-212 - Convention ASVA	630	299	331	52.54
211-202-212 - Convention ABmunis	630		630	100.00
211-203-212 - Council Education Opportunity	710		710	100.00
211-301-220 - Mem. ABmunis	900	911	(11)	1.22-
211-302-220 - Memb. ASVA	975	975		
211-303-220 - Memb. Fed. Can. Mun.	105	104	1	1.21
211-304-220 - Memb. Mayors & Reeves	100		100	100.00
Total Council and Legislation:	14,488	7,916	6,572	45.36
Shared Administration				
212-100-110 - Salaries	29,113	31,917	(2,804)	9.63-
212-100-130 - Training	545	1,013	(468)	85.85-
212-100-140 - Benefits	1,009	1,126	(117)	11.57-
212-100-210 - Travel & Subsistence	654	304	350	53.47
212-100-211 - WCB	417	398	19	4.67
212-100-266 - PW Fleet	218	236	(18)	8.44-
212-200-215 - Postage/Freight/Couri	329	439	(110)	33.57-
212-200-500 - Printing Costs	299	389	(90)	30.19-
212-200-510 - Office Supplies	545	423	122	22.32
212-300-217 - Phone/Fax/Internet	273	311	(38)	13.92-
212-300-240 - Computer Software/Mtn	818	1,225	(407)	49.72-
212-300-242 - IT Equipment	136	432	(296)	217.55-
212-300-250 - Facility Improvements	545	449	96	17.67
212-300-255 - Facility Maintenance	1,159	981	178	15.36
212-300-263 - Condominium Costs				
212-300-265 - Equipment Maintenance	82	97	(15)	18.18-
212-300-270 - Equipment Rental	218	128	90	41.50
212-300-510 - Other Contingency	27	156	(129)	478.22-
212-300-530 - Building Insurance	164	101	63	38.46
212-300-540 - Utilities	491	875	(384)	78.26-
Total Shared Administration:	37,042	41,000	(3,958)	10.69-

Report Date
1/26/2024 3:26 PM

**Summer Village of Half Moon Bay
Operating Budget**
For the Period Ending December 31, 2023

Page 2

	Budget	YTD	Variance	%
Municipal Specific Administration				
212-400-220 - Election Expenses/Mee	300	184	116	38.76
212-400-222 - Advertising	515		515	100.00
212-400-231 - Audit Fees	6,386	6,499	(113)	1.77-
212-400-232 - Assessment Fees	3,296	3,200	96	2.91
212-400-275 - Municipal Insurance	2,936	3,584	(648)	22.05-
212-400-910 - Tax Changes	286	11	275	96.22
212-400-930 - Fleet Replacement Reserve	3,000	3,000		
212-402-220 - Donations to organiza		100	(100)	
Total Municipal Specific Administration:	16,719	16,578	141	0.84
Protective Services				
223-000-200 - Contracted Fire Service	6,416	5,714	702	10.94
223-000-201 - Emergency Management	2,500	2,750	(250)	10.00-
225-000-200 - Policing Costs	6,338	924	5,414	85.42
226-000-200 - Enforcement		1,160	(1,160)	
Total Protective Services:	15,254	10,548	4,706	30.85
Public Works				
232-000-200 - Green Space Program	2,500	2,036	464	18.56
232-000-250 - Road Maintenance Prog	8,400	8,034	366	4.35
232-000-255 - Plowing Program	10,651	7,333	3,318	31.15
232-000-260 - Tree Removal	3,000	10,525	(7,525)	250.83-
232-000-265 - Sign Program	210	252	(42)	19.87-
232-000-266 - Reserve- Road	3,000	3,000		
232-000-270 - Pathway Program	4,000	3,875	125	3.13
232-000-530 - Ditch & Culvert Progr	2,575	2,619	(45)	1.73-
242-000-250 - SLR WasteWater Commis	6,605	8,877	(2,272)	34.39-
242-000-253 - Unconnected Member Debenture	955	993	(38)	3.94-
242-000-720 - Wastewater Reserve Co	21,000	21,000		
243-000-200 - Contracted Services Solid Waste	6,164	3,556	2,607	42.30
243-000-255 - Landfill Costs	6,163	4,370	1,793	29.09
Total Public Works:	75,223	76,470	(1,247)	1.66-
Planning and Development				
261-000-110 - Development Services	250	246	5	1.80
261-000-115 - IDP/MDP	500		500	100.00
261-000-200 - Contracted Planning S				
261-000-215 - SDAB Costs	400	150	250	62.50
261-000-220 - MPC Costs	600	660	(60)	10.00-
Total Planning and Development:	1,750	1,056	694	39.66
Recreation				
272-000-544 - Recreation Shelter EI	1,800	1,687	113	6.30
212-403-220 - FCSS Town of Sylvan	600	600		0.04-
274-000-850 - Parkland Regional Lib	377	324	53	14.11
272-000-550 - Canada Day Event	2,500	2,010	490	19.61
Total Recreation:	5,277	4,621	656	12.43

Environment

Report Date
1/26/2024 3:26 PM

Summer Village of Half Moon Bay
Operating Budget
For the Period Ending December 31, 2023

	Budget	YTD	Variance	%
243-102-150 - Red Deer River Waters	23	23		0.43
Total Environment:	23	23	0	0.00
Total Expenditures:	165,776	158,212	7,564	4.56
Surplus / Deficit	0	54,220	54,220	0.00

Report Date
1/25/2024 2:24 PM

Summer Village of Half Moon Bay
Project Budget Report
For the Period Ending December 31, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-208-840 - Project CCBF-Road Analysis	2,330.00	2,540.83	210.83
197-209-840 - Project CCBF/RES-GIS Implementation	500.00	397.45	(102.55)
197-210-840 - Project MSI-Admin Building Improvements	5,746.64	5,746.64	
197-211-840 - Project RES - Land Use Bylaw Rewrite	31,311.00	1,115.00	(30,196.00)
197-212-840 - Project MSI-Pickleball Court	260,625.00	144,479.04	(116,145.96)
Total Revenue:	300,512.64	154,278.96	(146,233.68)
Expenditures			
297-208-840 - Project CCBF-Road Analysis	2,330.00	2,540.83	(210.83)
297-209-840 - Project CCBF/RES-GIS Implementation	500.00	397.45	102.55
297-210-840 - Project-MSI Admin Bldg Improvements	5,746.64	5,746.64	
297-211-840 - Project RES - Land Use Bylaw Rewrite	31,311.00	1,115.00	30,196.00
297-212-840 - Project MSI-Pickleball Court	260,625.00	144,479.04	116,145.96
Total Expenditures:	300,512.64	154,278.96	146,233.68
Surplus / Deficit	0.00	0.00	0.00

Report Date
1/25/2024 2:24 PM

Summer Village of Half Moon Bay
ASFF Budget Report
For the Period Ending December 31, 2023

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF Residential	107,000.99	106,999.08	(1.91)
101-000-190 - ASFF Non-Residential	146.64	146.65	0.01
101-103-130 - DI Designated Industrial	3.20	3.12	(0.08)
Total Revenue:	107,150.83	107,148.85	(1.98)
Expenditures			
201-100-130 - ASFF-Residential	107,000.99	106,841.00	159.99
201-101-130 - ASFF-Non-Residential	146.64	146.64	
201-300-130 - DI Designated Industrial	3.20		3.20
Total Expenditures:	107,150.83	106,987.64	163.19
Surplus / Deficit	0.00	161.21	161.21

Tina Leer

From: ASFF Information Management System (AIMS) <aims.sys.prod@gov.ab.ca>
<aims.sys.prod@gov.ab.ca>
Sent: Thursday, December 7, 2023 9:13 AM
Subject: AIMS: New ASFF Invoice is available

Follow Up Flag: Follow up
Flag Status: Flagged

ATTENTION:

Per the *Education Act*, Section 167(1), the Lieutenant Governor is required to establish the education property tax mill rates, in any given year, by way of Order in Council. The 2023 rates have not yet been passed, therefore, this invoice continues to collect the requisition based on one-quarter the amount from 2022, as per the *Education Act*, Section 162(4).

The Order in Council will be passed prior to December 1, 2023. This will approve the rates that have been communicated in the Statement of Intent and are also reflected by Municipal Affairs in MERO. December invoices will be in the amount indicated in the 2023 Statement of Intent, less the total amounts paid through the first three invoice periods (March, June, and September) of 2023.

Your understanding and cooperation on this matter is appreciated.

AIMS: New ASFF Invoice is available

The new ASFF Invoice is available for viewing, downloading, and printing. Please login to AIMS for your invoice.
[Organization Dashboard](#)

Thank you.

Summer Village of Half Moon Bay

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:

Capital Projects:

- Road Pavement Analysis: Stantec to present report information.
- 2024-2033 10 Year Road Capital Plan: see attached Capital Plan. 3 Options presented for Council consideration.
 1. Maintain current PQI of 55 = Total ten-year costs \$228,314
 2. Achieve PQI of 50 = Total ten-year costs \$148,737
 3. Achieve PQI of 60 = Total ten-year costs \$273,436

2024 Costs Summary	Level of Service
\$17,543	Maintain PQI 55
\$0	Achieve PQI 50
\$79,135	Achieve PQI 60

2024-2033 Capital Plan Considerations:

- **Option 1 (maintain PQI = 55)** - Spend an average of \$22,831.40 over ten years to maintain current PQI of 55 (Fair condition). This option recommends 4/8 (50%) of projects to complete mill & overlay rehab.
- **Option 2 (achieve PQI = 50)** - Spend an average of \$14,873.70 over ten years to achieve PQI of 50 (Fair). This option recommends 2/3 (67%) of projects complete mill & overlay rehab. No Capital work until 2027.
- **Option 3 (achieve PQI =60)** - Spend an average of \$27,343.6 over ten years to achieve PQI of 60 (Good). Recommended 5 /14 (36%) of projects complete mill & overlay rehab. Capital Work in 2024.

Operating Activities & Follow-up Items:

- Snow Plowing & Ice Control - Sanding began in second week of Jan 2024 after third snow event of the year. No public complaints or concerns were received.

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”.

Half Moon Bay - 10 Year Road Capital Plan Costs to Maintain Current PQI = 55												
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Lakeview Rd. - 0.131 km road ID # 190535	\$17,543										47	mill & overlay
Warbler Close - 0.226 km road ID # 190533		\$61,592									50	mill & overlay
Lakeview Rd. - 0.131 km road ID # 190535				\$100							47	crack filling
Lakeview Rd. - 0.381 km road ID # 190537				\$53,086							51	mill & overlay
Half Moon Bay Dr - 0.462 km road ID # 190545							\$95,427				53	mill & overlay
Lakeview Rd. - 0.131 km road ID # 190535							\$77				47	crack filling
Lakeview Rd. - 0.381 km road ID # 190537							\$224				51	crack filling
Warbler Close - 0.226 km road ID # 190533							\$265				50	crack filling
TOTAL COSTS	\$17,543	\$61,592	\$0	\$53,186	\$0	\$0	\$95,993	\$0	\$0	\$0		
TOTAL TEN YEAR COSTS (2024-2033)	\$228,314											

Half Moon Bay - 10 Year Road Capital Plan Costs to Maintain Current PQI = 50												
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Lakeview Rd. - 0.381 km road ID # 190537				\$53,086							51	mill & overlay
Half Moon Bay Dr - 0.462 km road ID # 190545							\$95,427				53	mill & overlay
Lakeview Rd. - 0.381 km road ID # 190537							\$224				51	crack filling
TOTAL COSTS	\$0	\$0	\$0	\$53,086	\$0	\$0	\$95,651	\$0	\$0	\$0		
TOTAL TEN YEAR COSTS (2024-2033)	\$148,737											

Half Moon Bay - 10 Year Road Capital Plan Achieve PQI = 60												
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Lakeview Rd. - 0.131 km road ID # 190535	\$17,543										47	mill & overlay
Warbler Close - 0.226 km road ID # 190533	\$61,592										50	mill & overlay
Lakeview Rd. - 0.131 km road ID # 190535		\$72									47	crack filling
Lakeview Rd. - 0.381 km road ID # 190537		\$53,086									51	mill & overlay
Warbler Close - 0.226 km road ID # 190533		\$250									50	crack filling
Hummingbird Lane - 0.305 km road ID # 190539				\$44,173							57	mill & overlay
Lakeview Rd. - 0.131 km road ID # 190535				\$74							47	crack filling
Lakeview Rd. - 0.381 km road ID # 190537				\$215							51	crack filling
Warbler Close - 0.226 km road ID # 190533				\$254							50	crack filling
Half Moon Bay Dr - 0.462 km road ID # 190545							\$95,427				53	mill & overlay
Hummingbird Lane - 0.305 km road ID # 190539							\$180				57	crack filling

Half Moon Bay - 10 Year Road Capital Plan Achieve PQI = 60												
Project Title / ROAD ID	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	EXISTING PQI	RECOMMENDED TREATMENT
Lakeview Rd. - 0.131 km road ID # 190535							\$80				47	crack filling
Lakeview Rd. - 0.381 km road ID # 190537							\$225				51	crack filling
Warbler Close - 0.226 km road ID # 190533							\$265				50	crack filling
TOTAL COSTS	\$96,177	\$53,408	\$0	\$44,716	\$0	\$0	\$96,177	\$0	\$0	\$0		
TOTAL TEN YEAR COSTS (2024-2033)	\$273,436											

HALF MOON BAY ROAD CONDITION OVERVIEW



PQI Score	Condition Category
PQI > 80	Very Good
60 < PQI ≤ 80	Good
40 < PQI ≤ 60	Fair
20 < PQI ≤ 40	Poor
PQI ≤ 20	Very Poor

Summer Village of Half Moon Bay

February 13, 2024

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 79 development permits issued in the Summer Villages (20 in Birchcliff, 5 in Half Moon Bay, 19 in Jarvis Bay, 16 in Norglenwold, and 19 in Sunbreaker Cove).

The following is the list in Half Moon Bay:

- | | |
|------------------------|--------------------------------------|
| 1. 6 Hummingbird Lane | Guest House |
| 2. 22 Hummingbird Lane | Dwelling |
| 3. 10 Hummingbird Lane | Dwelling |
| 4. 22 Hummingbird Lane | Garage with Guest House (NEW) |
| 5. 10 Hummingbird Lane | Garage with Guest House (NEW) |

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #123/13.

Summer Village of Half Moon Bay

February 13, 2024

Information

Agenda Item: *CAO Report*

Background:

- The Lacombe Regional Emergency Management Partnership has suggested a 2024 tabletop exercise of a large-scale wildfire that would cause the evacuation of all of the summer villages. Administration will be participating in the required tabletop exercise sometime in 2024.
- Administration is meeting with Alberta Emergency Management on February 20 to complete our annual Community Emergency Management Program (CEMP) review.
- The SV preliminary audit took place January 17 – 18. The full audit will be taking place on February 8-9.
- CAO will be attending the Emerging Trends in Municipal Law conference hosted by Brownlee Law in Calgary on February 7-8.
- Administration met with CAREERS, a not-for-profit foundation to discuss and apply for potential additional funding for summer students.
- Administration is pursuing a potential strategy to obtain grant funding for the Land Use Bylaw rewrite.
- Administration is pursuing an in-person meeting with Gerry Heckel from Alberta Environment and Parks regarding the Boat and Mooring Disturbance Standards and potential upcoming changes to that document that will likely be coming prior to the next boating season.
- Attached are the CAO goals for 2024.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Authorities:

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

Performance Appraisal Form

Name: Tanner Evans	Summer Village: Half Moon Bay	Position Title: CAO
Date of Review:		Present Job Since: November 2019
Check One: This is a <input type="checkbox"/> Self Review <input type="checkbox"/> Council Review <input type="checkbox"/> Combined Review		

Part 1 - MGA Primary Responsibilities:

Section 207

The chief administration office

- A. Is the administrative head of the municipality;*
- B. Ensures that the policies and programs of the municipality are implemented*
- C. Advises and informs the council on the operation and affairs of the municipality*
- D. Performs the duties and functions and exercises the powers assigned to the chief administrative officer by this and other enactments or assigned by council.*

Section 208

The chief administrative officer must ensure that:

- A. Minutes of each council meeting*
 - i. Are recorded in English language without note or comment*
 - ii. Include the names of the councilors present at the council meeting*
 - iii. Are given to council for adoption at a subsequent council meeting, and*
 - iv. Are recorded in the manner and to the extent required under section 230(6) when a public hearing is held*
- B. All bylaws, minutes of council meetings and other records and documents of the municipality are kept safe*
- C. The minister is sent a list of all the councilors and any other information the ministers requires within 5 days after the term of the councilors begins*
- D. The council is advised in written of its legislative responsibilities under this act*
- E. Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.*

Primary Responsibility Assessment

Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to Summer Villages.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Strengths:

Opportunities:

Part 2 – Goal Setting:

Describe specific goals within your scope of responsibilities that will lead to Council achieving its goals. Your goals must drive results and should be directly aligned with those of Council.

Your Individual Goals for this Calendar Year	How will the work be accomplished?	How will this work be measured?	What was actually achieved?
1. Maintain a mill rate with little or no increase	Proper budgeting with transparency between Council and Administration	Was the mill rate equal to or below the cost of living?	
2. HMB Capital Plan	Items in capital plan are executed and constructed	Capital plan items are either completed by year end or significant progress has been made	
3. Land Use Bylaw Rewrite	Work with Council and MPS to do community engagement and write new Land Use Bylaw	LUB complete and adopted by Council	
4. Public Works / Sewer compliance with AEP requirements	Move ahead with internal sewer system and ensure that AEP requirements are met	Compliance with AEP requirements in place by the time sewer system is operational	
5.			

Goals Assessment

Referring back to your assessments in the results section of the goals above, please rate your overall contribution to the Summer Village.

<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance that consistently does not meet job standards. Immediate and ongoing improvement required.	Performance that marginally meets but tends to be below acceptable job standards. These individuals contribute at a level requiring more supervision and direction than should be required. Employees at this level require improvement.	Performance that consistently meets and sometimes exceeds job standards. These are individuals who make valued contributions to the success of the Summer Village.	Performance that consistently exceeds job standards by a significant degree. These individuals contribute above what is normally expected by overcoming exceptional challenges and/or applying unique solutions.

Part 3 – Key Leadership Competencies: To complete this section, please refer to the CAO Leadership Competency Model.

Thought Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency (Please provide Specific Examples)
Analyze Issues and Solve Problems	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Identify Improvements	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Results Leadership	Assessment (UC / BC / SC / OC / NR)				Demonstration of Competency
Establish Plans	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Execute Efficiently	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Show Initiative	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
People Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Solicit Support	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Communicate Effectively	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Relate Well to Others	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Select and Develop	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Personal Leadership	Assessment (UC / BC / SC / OC)				Demonstration of Competency
Demonstrates Credibility	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Readily Adapt	<input type="checkbox"/> UC	<input type="checkbox"/> BC	<input type="checkbox"/> SC	<input type="checkbox"/> OC	
Leadership Competencies Assessment Referring back to your assessments in the results section of the goals, please rate your overall contribution to the Summer Village.					
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)		<input type="checkbox"/> Solid Contributor (SC)		<input type="checkbox"/> Outstanding Contributor (OC)
Does not demonstrate core competency behaviors at an acceptable level. Competency behavior demonstration is consistently below the basic level.	May demonstrate some competency behaviors at a solid level; however demonstration is inconsistent and/or majority of competencies are rated at the Basic level.		Consistently demonstrates competency behaviours required for the job. May demonstrate some competency behaviours at the Outstanding level; majority of competencies are rated at the Solid level.		Consistently demonstrates competency behaviors at an outstanding level. Demonstrates a unique set of behaviors that lead to superior results. Majority of competencies are rated at the Outstanding level.

Part 4 – Overall Performance Rating:

Overall Performance Assessment			
Council to select a rating that best describes your overall contribution by reviewing your demonstration and achievement of: <ul style="list-style-type: none"> The selected Key Leadership Competencies Performance Objectives / Goals 			
<input type="checkbox"/> Unsatisfactory Contribution (UC)	<input type="checkbox"/> Basic Contributor (BC)	<input type="checkbox"/> Solid Contributor (SC)	<input type="checkbox"/> Outstanding Contributor (OC)
Performance falls short of expectations in quality and/or quantity; requires excessive supervision and/or demonstrate behaviors fall short of expectations.	Has the necessary ability to handle the current job, meets some expectations but may require assistance to perform assignments. Demonstration of competency behaviors needs to be more consistent.	Is a competent performer and valued team player. Meets the objectives and expectations of the position and effectively demonstrates the competency behaviors required to drive performance.	Is willing to go the extra mile, exceeds in key objectives, exhibits strong competency behaviors; is a self starter that continually seeks ways to improve. Is mission oriented vs. job/task oriented.

Part 5 – Development Planning:

Development Objectives	How will this objective be accomplished?	How will you know when you've successfully achieved this objective?	What was actually achieved?
1. NACLAA (National Certificate of Local Authority Administration) level 2 complete	Online courses through University of Alberta	Courses complete	
2. CLGM (Certified Local Government Manager) designation through SLGM (Society of Local Government Managers) after completion of NACLAA level 2.	Application to SLGM after courses are complete	CLGM designation obtained	

Part 6 – Signatures:

 CAO

 Mayor

 Council Member

 Date

 Date

 Date

Summer Village of Half Moon Bay

April 25, 2023

Council and Legislation

Request for Decision

Agenda Item: *Traffic Bylaw*

Background:

With the addition of our Bylaw Enforcement Officer, Administration had been reviewing bylaws to ensure they are enforceable and cohesive between the five Summer Villages. Administration revamped the Traffic Bylaw to be more streamlined with updated definitions and pertinent language.

The Traffic Bylaw was first presented to Council at the regular Council meeting back in April of 2023 but tabled for circulation and comments from residents. Due to a change in staff this bylaw has not been brought back for adoption.

To date, Administration has not received any comments from residents regarding the bylaw.

Councillor Pashak added some language to the Parking and OHV sections and to the penalties section for discussion. The Norglenwold and Sunbreaker Cove OHV sections are italicized in red font and suggested amendments for HMB are italicized in blue font.

Options for Consideration:

- 1) That Council table for further consideration.
- 2) That Council give 1st, 2nd and 3rd reading to the Traffic Bylaw #176-23.

Administrative Recommendations:

- 1) That Council give 1st reading to the Traffic Bylaw #176-23.
- 2) That Council give 2nd reading to the Traffic Bylaw #176-23.
- 3) That Council by unanimous consent give 3rd reading to the Traffic Bylaw #176-23 at this meeting.
- 4) That Council give 3rd and final reading to the Traffic Bylaw #176-23.

Authorities:

Municipal Government Act, Section 7

A Municipal Council may pass Bylaws for municipal purposes regarding transport and transportation systems of all roads within the municipality.

SUMMER VILLAGE OF HALF MOON BAY TRAFFIC BYLAW BY-LAW #176-23

A Bylaw of the Summer Village of Half Moon Bay in the Province of Alberta for the regulation and control of motor vehicle and pedestrian traffic within the boundaries of the Summer Village.

WHEREAS by authority of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, the Council of the Summer Village of Half Moon Bay may pass a bylaw for the health, safety, and welfare of people and protection of property in, on, or near public lands;

AND WHEREAS the Council of the Summer Village of Half Moon Bay deems it necessary and in the public interest to pass a bylaw to regulate and enforce all manner of traffic within the Summer Village, including penalties;

NOW THEREFORE the Council of the Summer Village of Half Moon Bay, in the Province of Alberta, duly assembled, hereby enacts as follows:

This Bylaw may be referred to as the *Traffic Bylaw*.

SECTION 1.0 – DEFINITIONS

- 1.1 **“Act”** means the Traffic Safety Act, R.S.A. 2000, Chapter T-6 as amended or repealed and replaced from time to time;
- 1.2 **“Bicycle”** means a mechanical device propelled by muscular power on which a person may ride;
- 1.3 **“Bus”** means a motor vehicle that is designed for carrying eleven (11) or more persons, including the driver;
- 1.4 **“CAO”** means the Chief Administrative Officer, or his/her designate, that is appointed by Council;
- 1.5 **“Crosswalk”** means any part of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by any other marking on the road surface;
- 1.6 **“Council”** means the elected municipal Council of the Summer Village of Half Moon Bay;
- 1.7 **“Ditch”** means any area that is designed or artificially shaped for water drainage;
- 1.8 **“Emergency Vehicle”** means a motor vehicle used:
 - a) used for police/peace officer duty;
 - b) by a fire department;
 - c) as an ambulance; and
 - d) for purposes relating to maintenance of a public utility;

- 1.9 **“Gross Weight”** means:
- a) in respect of a single axle of a vehicle, the total weight that a single axle transmits to a roadway;
 - b) in respect of an axle group of a vehicle, the sum of the weights transmitted to a roadway by all of the axles within the axle group;
 - c) in respect of a tire of a vehicle, the total weight that the tire transmits to a roadway; and
 - d) in respect of a vehicle, the total weight of a vehicle or combination of vehicles calculated as the sum of the weights transmitted to a roadway through each of the axles;
- 1.10 **“Heavy Vehicle”** means any vehicle with the exception of recreational vehicles, with or without a load, exceeding any of the following criteria:
- a) two (2) axles;
 - b) six (6) meters in length;
 - c) a gross weight of 4500 kilograms;
- 1.11 **“Motor Vehicle”** means any vehicle propelled by any power other than muscular power;
- 1.12 **“Municipal Land”** means any property owned by the Summer Village including but not limited to:
- a) ditches;
 - b) parks;
 - c) green spaces; and
 - d) municipal reserve property;
- 1.13 **“Obstruction”** means an obstacle or event which interferes with, or prevents the vision, passage, or use of any public property by vehicles or pedestrians;
- 1.14 **“Off-Highway Vehicle”** means any motor vehicle that is designed for cross-country travel on natural terrain including but is not limited to land, water, snow, ice, marsh, or swamp land;
- 1.15 **“Operator”** means a person who drives or operates a vehicle as the owner thereof or as an agent, employee, or servant of the owner;
- 1.16 **“Peace Officer”** means a person who is:
- a) a Royal Canadian Mounted Police Officer;
 - b) a Community Peace Officer;
 - c) a Bylaw Enforcement Officer; and
 - d) any other person appointed by Council to enforce the provisions of this Bylaw;
- 1.17 **“Pedestrian”** means a person on foot, in a wheelchair or using rollerblades, skateboards, or non-motorized scooters;
- 1.18 **“Person”** means any individual, business, partnership, firm, corporation, occupant of a residence, or owner of a vehicle;
- 1.19 **“Provincial Offences Procedure Act”** means the Provincial Offences Procedure Act, c P-34, R.S.A. 2000, as amended or repealed and replaced from time to time;

- 1.20 **“Recreational Vehicle”** means any vehicle designed for travel with temporary living accommodation for holidays or camping purposes;
- 1.21 **“Road Ban”** means the gross axle weight allowance permissible on public roadways within the boundaries of the Summer Village;
- 1.22 **“Roadway”** means any thoroughfare, street, road, trail, avenue, driveway, lane or any other place or part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage of vehicles;
- 1.23 **“Special Event”** means any public or private event, gathering, celebration, festival, competition, contest or similar type of activity that takes place in whole or in part on a public roadway which may involve pedestrians, bicycles, or vehicles where traffic flow could be obstructed;
- 1.24 **“Speed Limit”** means the maximum allowable speed a motor vehicle is able to travel within the boundaries of the Summer Village indicated by a traffic control device or as specified in Section 2.3 of this Bylaw;
- 1.25 **“Summer Village”** means the municipal corporation of the Summer Village of Half Moon Bay, the territory contained within the corporate limits, its administration, and staff;
- 1.26 **“Traffic Control Device”** means any sign, signal, marking, or device placed, marked or erected under the authority of the Summer Village and this Bylaw for the purpose of regulating, warning, or guiding traffic;
- 1.27 **“Trailer”** means a vehicle without motive power that is designed to transport property and is meant to be towed by another vehicle;
- 1.28 **“Vehicle”** means a mechanical device in, on or by which a person or property may be transported either under its own propulsion or drawn on a roadway and can include a combination of thereof;
- 1.29 **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act;

Section 2.0 – General

- 2.1 Any schedules attached to this Bylaw, will form a part of this Bylaw.
- 2.2 Nothing in this Bylaw will operate to relieve any person from complying with any Provincial or Federal regulations, or other Summer Village Bylaws.
- 2.3 The maximum allowable speed limit in the Summer Village of Half Moon Bay shall be 30km/h unless otherwise specified by a traffic control device.
- 2.4 Nothing in this Bylaw prohibits any emergency vehicle as well as vehicles engaged in roadway maintenance and inspection, or Summer Village staff from being parked on the roadways in the performance of their duties.

Section 3.0 – Traffic Control Devices

- 3.1 All “no parking” zones shall be indicated by traffic control devices installed by the Summer Village.
- 3.2 The Summer Village shall have appropriate traffic control devices installed and maintained to regulate traffic and speed limits.
- 3.3 The location, style, and placement of all traffic control devices shall be determined in accordance with standards derived from the Transportation Association of Canada.
- 3.4 No person shall contravene any traffic control device within the Summer Village under authority of this Bylaw.
- 3.5 No person shall be permitted to remove or tamper with any traffic control device that is installed or placed within the boundaries of the Summer Village.

Section 4.0 – Summer Village Parking

- 4.1 No operator of:
 - a) a heavy vehicle;
 - b) any type of construction machinery or heavy equipment;
 - c) a bus;
 - d) a recreational vehicle; or
 - e) a trailer;shall park or be permitted to be parked on any public roadway or municipal land within the boundaries of the Summer Village.
- 4.2 No person shall park a vehicle in a “no parking” zone unless authorized by the Summer Village for a special event.
- 4.3 *No Parking* on a public roadway, *ditch, right of way, or boulevard* shall be permitted *unless* when standing in obedience to a peace officer.
- 4.4 A vehicle left parked in the same location on a public roadway or municipal land in excess of 72 hours shall be deemed to have been abandoned for the purposes of this Bylaw. A peace officer may cause the vehicle to be removed and impounded at the operator’s expense. In lieu of, or addition to, the removal and impounding of the abandoned vehicle, a peace officer may elect to issue a violation ticket to the operator of the vehicle.

Section 5.0 – Off-Highway Vehicles

- 5.1 A peace officer, Summer Village staff, or agent of the Summer Village may operate an off-highway vehicle on public roadways or municipal lands where such operation is required in performance of their duties.
- 5.2 *No person shall operate an off-highway vehicle between the hours of 22:00 of any day until 07:00 the next day succeeding.*
- 5.3 *A person may operate an off-highway vehicle on a public roadway within the Summer Village for the purpose of access and egress to Community Beach Shelters and their residence as long as the person obeys all provisions in this Bylaw.*

- 5.4 *When a person operates an Off-Highway Vehicle within the Summer Village municipal reserves they shall only be permitted to travel along designated primary pathways.*
- 5.5 *The use of any motorized vehicle or Off-Highway Vehicle on the Summer Village of Half Moon Bay municipal reserve shoreline adjacent to the lake is STRICTLY PROHIBITED between April 1st and October 31st in any year;*
Exceptions;
- *The use of an Off-Highway Vehicle is permitted to bring a boat lift or dock to the water's edge but is STRICTLY PROHIBITED from entering the lake; and*
 - *HMB approved shoreline and beach maintenance activities.*
- 5.6 *No person shall operate an off-highway vehicle in any area marked by a offhighway vehicle prohibited sign.*
- 5.7 *Off-highway vehicles are permitted to operate on all public roadways with a maximum speed limit of 20kmh.*
- 5.8 *No person shall operate or ride as a passenger of an off-highway vehicle without wearing head protection in the form of a helmet.*
- 5.9 *All off-highway vehicles operated on public property must:*
- a) have a certificate of registration issued under the Traffic Safety Act;*
 - b) display a license plate issued under the Traffic Safety Act; and*
 - c) be insured as defined under the Traffic Safety Act*

Other language to consider adding to this section of the Bylaw:

- *No person shall operate an Off-Highway Vehicle equipped with an exhaust muffler that produces excessive noise/flame/sparks;*
- *Operators of all vehicles and off-highway vehicles shall be responsible for all damage incurred by the operation of their vehicles in any municipal reserve or municipally owned public area including pathways, trails, ditches, and boulevards.*
- *The Summer Village of Half Moon Bay assumes no liability for any equipment, or its use by the Owner or the Public.*
- *Council may, by resolution, grant permission for the operation of Off-Highway Vehicles in any designated area within the Summer Village of Half Moon Bay for a designated time or event at their discretion.*
- *During times of high to extreme fire hazard or weather conditions as defined by Alberta Environmental Protection Land and Forest Services, all use of Off-Highway Vehicles may be banned within the corporate limits of the Summer Village of Half Moon Bay.*

Section 6.0 – Restrictions

- 6.1 No vehicle shall be permitted to operate engine retarder brakes within the boundaries of the Summer Village.
- 6.2 No operator shall exceed the vehicle weight restrictions, commonly referred to as the “Road Ban”, established by the Summer Village on all public roadways within the Summer Village of Half Moon Bay as outlined in

Schedule "B" of this Bylaw.

- 6.3 No person shall place, pile, or store any snow, ice, gravel, dirt, or other obstruction on any public roadway or municipal land.
- 6.4 Any person placing or causing to be placed any snow, ice, gravel, dirt, or other obstruction on all public roadways and municipal lands shall remove or cause the removal thereof in any event no later than 24 hours after notification to do so by a peace officer or the CAO or his/her designate. After 24 hours, a peace officer may issue a violation ticket or elect to have the Summer Village remove the obstruction and perform all necessary repairs. The Summer Village's expenses required to remediate the issue may be charged to the property tax of the land subject to the order under Section 553 of the Municipal Government Act.
- 6.5 No person shall operate a vehicle having spikes, metal tracks, chains, lugs, corks, grousers, skids, or bands that connects to their vehicle that will make contact on any public roadway. This prohibition does not apply to studded winter tires.
- 6.6 No person shall leave a vehicle unattended on a public roadway while it is supported by a jack or similar device.

Section 7.0 – Violations & Penalties

- 7.1 Any Peace Officer, in that Officer's sole discretion, is hereby authorized and empowered to issue a violation ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, Peace Officer shall have the same definition as contained in the Provincial Offences Procedure Act and all amendments thereto.
- 7.2 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine, as outlined in Schedule "A" of this Bylaw.
- 7.3 Service of such violation ticket shall be sufficient if it is:
 - a) personally served;
 - b) mailed to the address of the registered owner of the vehicle;
 - c) attached to the vehicle in respect of which an offence is alleged to have been committed; or
 - d) mailed to the address of the registered owner of the property in respect of which an offence is alleged to have been committed.
- 7.4 Upon production of a violation ticket issued, pursuant to this Bylaw, within fourteen (14) consecutive days from the date of issue, together with the payment, to the Summer Village of the penalties as provided in Schedule A of this Bylaw, the person to whom the violation ticket was issued shall not be

liable for prosecution for the contravention in respect of which the violation was issued.

AND THAT this Bylaw shall repeal Bylaw No. 114-11 and shall take full force and come into effect from and after the date of 3rd Reading thereof.

INTRODUCED AND GIVEN FIRST READING this 25th day of April 2023.

GIVEN second reading this 25th day of April 2023.

UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING this 25th day of April 2023.

Jon Johnston, Mayor

Tanner Evans, CAO

SCHEDULE “A”

PENALTIES

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

The Penalties shall apply to:

Section	Offense	Penalty
2.3	Driving beyond posted speed limit	Traffic Safety Act
3.5	Illegal removal or tampering of traffic control devices	\$200 per occurrence
4.1	Illegal parking	\$100 per occurrence
4.4	Abandoned vehicle on public roadway or municipal land	\$350 per occurrence
6.1	Use of engine retarder brakes	\$250 per occurrence
6.2	Violation of vehicle weight restrictions	Traffic Safety Act & Commercial Vehicle Dimension and Weight Regulation Act
6.3	Depositing obstructions on public roadways and municipal lands	\$200 per occurrence
6.5	Use of prohibited tire/wheel accessories	\$150 per occurrence
6.6	Leaving a vehicle unattended on a jack or similar device	\$150 per occurrence

Additions required to Schedule A - Penalties

- *Operating off-highway vehicle during prohibited time or season \$200 per occurrence*
- *Operating off-highway vehicle without head protection or required documents Traffic Safety Act*
- *Operating off-highway vehicle in a prohibited area \$200 per occurrence*

SCHEDULE “B”

ROAD VEHICLE WEIGHT RESTRICTION

Time of Year	Road Ban
March 15 – April 30	No Heavy Vehicles
May 1 – March 14	75% G.V.W.

Summer Village of Half Moon Bay

Finance

Request for Decision

Agenda Item: *Capital Budget*

Background:

Administration is providing the attached proposed 2024 capital projects budget with items for Council's discussion and consideration.

Options for Consideration:

That Council review and discuss the proposed Capital Budget and provide any necessary input on projects for the 2024 Capital Budget.

Administrative Recommendations:

- 1) That Council discuss and adopt the 2024 Capital Budget as presented or with amendments.

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.

Capital Projects		Total 2024 Budget	
Expenses Anticipated	MSI - Pickleball Court (2023)	\$	116,145.96
	RSV-Land Use Bylaw Rewrite (2023)	\$	30,196.00
	Roads		
	HMB wastewater Force Main Project		
Total Expenses		\$	146,341.96
Funding Anticipated	MSI - Pickleball Court (2023)	\$	116,145.96
	RSV-Land Use Bylaw Rewrite (2023)	\$	30,196.00
	Roads Reserve		
	Sewer Reserve	\$	500,000.00
	Grants		
Total Grants		\$	146,341.96
Amount Required from Taxation		\$	-

Summer Village of Half Moon Bay

February 13, 2024

Request for Decision

Agenda Item: *Fire Pits on Sylvan Lake Member Appointment*

Background:

At the December 2023 Council meeting, Council passed a motion to support Mayor Hanson from the Town of Sylvan Lake in her efforts to adopt a strategy similar to the Take it Off Program to promote responsible practices regarding fires on the ice through the use of fire pits rather than having fires directly on the ice.

Mayor Hanson is now in the process of organizing a meeting to discuss this topic and is requesting a member from each Summer Village be in attendance. Deputy Mayor Remington has suggested this topic be added today for Council to appoint a member.

Options for Consideration:

- 1) Council appoint a Councillor to attend these discussions and possible Committee.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council appoint a Councillor to attend these discussions and possible Committee.

Authorities:

MGA Section 3 Municipal Purposes

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

Summer Village of Half Moon Bay

February 13, 2024

Council & Legislation

Request for Decision

Agenda Item: *Fire Services Agreement Renewal*

Background:

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

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

MGA Section 3 Municipal Purposes

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

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

BETWEEN:

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

OF THE FIRST PART

-And -

SUMMER VILLAGE OF HALF MOON BAY
(Hereinafter called "the Summer Village")

OF THE SECOND PART

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

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

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

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

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

DEFINITIONS:

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

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

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

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

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

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

- a. Town of Sylvan Lake
5012-48 Avenue
Sylvan Lake, AB
T4S 1G6
 - b. Summer Village of Half Moon Bay
#2 Erickson Drive
Sylvan Lake, AB
T4S 1P5
11. The Summer Village agrees to pay the Town of Sylvan Lake for emergency response services (Schedule A), an amount in accordance with Alberta Infrastructure's fee schedule that is in effect at the time service is provided by the Department to the Summer Village. Such fee will be subject to change from time to time to coincide with the applicable Alberta Infrastructure fee schedule. The charge for attending an incident in the Summer Village by the Department will commence from the time the Department fire fighting vehicles are dispatched from the Fire Station until said fire fighting vehicles are back in service at the Fire Station.
12. All costs incurred if mutual aid from an outside resource is required will be paid by the Summer Village.
13. The Summer Village shall pay the Town of Sylvan Lake within Thirty (30) days of receiving an invoice for emergency services.
14. The Summer Village agrees to pay the Town of Sylvan Lake an annual rate to maintain Fire Department service to the Summer Village which will be calculated on the cost per parcel based on the total number of vacant & / or occupied parcels. The cost per parcel will be \$75.00 per parcel (Schedule A).
15. The Summer Village agrees to pay the Town of Sylvan Lake the annual dispatching fees as per the Towns contract with Red Deer Emergency Services (Schedule A).
16. The Summer Village will provide the total # of parcels for the purpose of this agreement. The annual fee is due 30 days after the Summer Village property taxes are due, payable to the Town of Sylvan Lake.
17. This agreement may be terminated;
 - a. At any time by mutual agreement of both the parties;
 - b. By either party for any reason by providing six (6) months written notice to the other party.
18. If any controversy, claim, dispute or question arises out of, or is related to, the interpretation, performance, non-performance or breach of this Agreement or any provision thereof which the parties are unable to settle by mutual agreement within a reasonable period of time, the parties shall adhere to the following dispute resolution mechanism:

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

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

Summer Village of Half Moon Bay

Town of Sylvan Lake

Per: _____

Per: _____

Per: _____

Per: _____

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

- \$75.00 per parcel (based on the total number of parcels)
- 74 parcels x \$75 /parcel= \$5,550

Dispatch Fees (with Red Deer Emergency Services)

2024 - \$2.68 per capita
 2025 - \$2.68 per capita
 2026 - \$2.68 per capita
 2027 - \$2.68 per capita

Call Out / Response Rates:

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

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

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

Summer Village of Half Moon Bay

February 13, 2024

Request for Decision

Agenda Item: *Ambulatory Care Health Foundation*

Background:

Administration has received a request from Susan Samson, Chair of the Sylvan Lake and Area Urgent Care Committee, looking for the Summer Villages to support the forming of the Sylvan Lake and Area Health Foundation.

The purpose of the foundation would replace functions performed by the Stettler Health Foundation on behalf of the Urgent Care Committee and allow the foundation to solicit and receive gifts for the benefit of the Sylvan Lake Advanced Ambulatory Care Service.

Please see attached letter from Chair Samson along with the 2023 Year in Review for the Sylvan Lake and Area Urgent Care Committee.

Options for Consideration:

- 1) Council support the forming of the Sylvan Lake and Area Health Foundation.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council support the forming of the Sylvan Lake and Area Health Foundation.

Authorities:

MGA Section 3 Municipal Purposes

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

Good Morning Mayors of the Sylvan Lake Summer Villages,

We would like to provide you with a brief update on the Sylvan Lake Advanced Ambulatory Care Service (AACS) and outline our plan to form a Health Foundation.

The AACS has been operational since 2018 and sees between 13,000 - 18,000 patients annually for the treatment of non-life threatening injuries. AACS is open 7 days a week, from 7:30am-10:00pm and is staffed by nurses and a medical doctor. Patients at the AACS come from the surrounding rural area but also visitors to our area and residents from Red Deer. Our most pressing concern is the shortage of doctors to cover the shifts at AACS and we have formed a separate committee, Sylvan Lake Health Professional Healthcare Attraction and Retention Committee (SLhPARC) to address this problem. In 2023, working closely with Alberta Health Services (AHS) this committee (SLhPARC) has attracted 5 international doctors and their families to relocate to Sylvan Lake and join family medicine clinics including working at AACS.

The Sylvan Lake and Area Urgent Care Committee (UCC) has been functioning since 2010. Our current main role is fundraising to support the needs of the AACS. These needs include purchasing medical equipment, additional training for doctors working at AACS and funding the SLhPARC committee. The UCC is a well recognized and respected fundraiser and we have been able to cover the above mentioned needs while still maintaining a healthy bank balance.

The immediate goal of the UCC is to form Sylvan Lake and Area Health Foundation. The overarching purpose of the health foundation is to be able to solicit and receive gifts, financial or otherwise for the benefit of the AACS. The Health Foundation would have its own board of directors including one seat for AHS. All donations would be eligible for a charitable receipt. These functions are currently performed on our behalf by the Stettler Health Foundation and we have outgrown their accounting service.

We are in the process of working with AHS to attract a board of qualified directors and to develop bylaws. We would like to include in the foundation bylaws identification of the communities and areas that have supported AACS over this past 13 year journey. Being identified as a health foundation would allow us to recognize the large area that AACS serves and provide rural residents the opportunity to donate to their local healthcare facilities that do not currently have their own health foundation. When a donation is made, the Foundation and Alberta Health Services will work closely together to direct those funds toward healthcare needs in the facility the donor wishes to support. The Foundation will manage tax receipting for any donations that are received.

The question we are asking is whether there is interest for the Sylvan Lake Summer Villages to be identified in the Sylvan Lake and Area Health Foundation? I can answer

further questions by email or if you would prefer me to answer any questions in person, I am available to do that as well. We look forward to your response.

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

2023 Year in Review Sylvan Lake and Area Urgent Care Committee

Since opening in June 2018, the Sylvan Lake Advanced Ambulatory Care Service (AACS) has been providing diagnosis and treatment for non-life-threatening injuries and illnesses for residents and visitors of Sylvan Lake. AACS continues to see high volumes of patients with 18,386 patients using this service in 2023. The Urgent Care Committee is a group of 11 volunteers who raise money to support the operations of the AACS. The following is an overview of the activities of the committee in 2023.

Medical Equipment Purchases

In 2023, an Oxygen Concentrator valued at \$2,467.00 and a Broselow Cart valued at \$3,500.00 were purchased and are in place at the AACS. Equipment or services are purchased as required to support the AACS and its staff in delivering healthcare.

Fundraising

Tim Hortons Smile Cookie

A major fundraising effort is the Tim Horton's Smile Cookie Campaign that took place in May 2023. During this week-long campaign, cookies were sold to Tim Horton's patrons and local business. The success of this campaign is credited to over 100 volunteers from the community, local businesses, fire, RCMP, Town Bylaw, local youth, service clubs and elected officials who spent a total of 48 hours in the drive-thru promoting the sale of cookies. The cookie sale raised \$18,146.66 for the future purchase of medical equipment for AACS.

Smile Cookie will continue in May 2024 and we are currently seeking volunteers for both cookie sales on site at Tim Hortons, cookie decorators during the campaign. Or if you have a flair for details, we would love to have you join us for the organization of the volunteers and hands on management during the week of cookie sales. Email Susan Samson susamson56@gmail.com

Golf Tournament

The Sylvan Lake and District Lion's Club Golf Tournament held in July 2023 was another resounding success. Started in 2015, the tournament continues to attract golfers to Meadowlands Golf Course to enjoy the game, camaraderie, food and support local community causes. In 2023 the tournament donated to the Urgent Care Committee and to the newly formed Lions Seniors Independent Affordable Housing Project. In 2024 the tournament will be held on July 5th. For further information contact: Klaas Van Veller kandmvanveller@yahoo.com

AHS 50/50

AHS employees have a 50/50 payroll raffle where employees choose a facility they would like the 50/50 proceeds to be directed to. In 2023 \$21,688.01 was directed to be sent to the Urgent Care Committee for the future purchase of equipment at the AACS. Another great reason to thank a healthcare employee!

Donations

Urgent Care regularly receives donations directed to the operations and equipment purchases to enhance and support AACS. Each donation received receives a CRA tax receipt that can be used as a deduction on your income tax. Donations can be made out to and mailed to:
Urgent Care Committee, Box 8985, Sylvan Lake, AB, T4S 1S6

Nurse practitioners added to Sylvan Lake ambulatory care service

Two nurse practitioners have been added to the care team at the Sylvan Lake Advanced Ambulatory Care Service, as part of ongoing efforts to support the health and wellness of community residents.

The nurse practitioners are working alongside nursing staff to provide care and support to residents in much the same way as physicians now do. Nurse practitioners are registered nurses with advanced

knowledge and skills who can provide health promotion and primary care through the diagnosis and treatment of acute illnesses and chronic conditions.

In a community-based setting, such as this advanced ambulatory care service, they will perform comprehensive assessment and diagnosis (including the ordering and interpretation of tests), prescribe medications, and provide specialist referrals for patients of all ages.

Sylvan Lake and Area Health Foundation

The UCC is taking steps to form a Health Foundation. The overarching purpose of the health foundation is to be able to solicit and receive gifts, financial or otherwise for the benefit of the AACS. The Health Foundation would have its own board of directors including one seat for AHS. All donations would be eligible for a charitable receipt. These functions are currently performed on our behalf by the Stettler Health Foundation and we have outgrown their accounting service.

If you are interested in applying to be a director on the Sylvan Lake and Area Health Foundation, please contact Susan Samson. Susamson56@gmail.com

Sylvan Lake Health Professional Attraction and Retention Committee or SLhPARC

SLhPARC was formed in 2023 and the committee's purpose is to recruit and retain healthcare professionals in our community. SLhPARC was funded by a generous anonymous donation and one-time matching funds from the Urgent Care Committee. New family doctors relocating to Sylvan Lake will help insure that AACS is open 7 days a week from 7:30am-10:00pm. To date, SLhPARC, working closely with AHS has attracted 5 International Medical Graduates to Sylvan Lake. Of the 5 doctors, 3 are currently practising in Sylvan Lake medical clinics and all the new doctors are contracted to work at AACS. This will help reduce the staffing pressures experienced at AACS.

On behalf of the volunteer Urgent Care Committee, we would like to thank Sylvan Lake and Area for your continued support. If you would like further information or would like to get involved, please reach out to us.

Susan Samson
Chair
Urgent Care Committee
Sylvan Lake and Area

Summer Village of Half Moon Bay

February 13, 2024

Request for Decision

Agenda Item: *IDPC Terms of Reference*

Background:

On October 23, 2023, the Sylvan Lake Intermunicipal Development Plan Committee (SLIDPC) met for the first time. At their meeting the SLIDPC discussed their terms of reference (attached), and it was supported by all 8 municipalities.

Administration is bringing the terms of reference forward today and asking for a resolution by Council to adopt the Sylvan Lake Intermunicipal Development Plan Committee Terms of Reference as presented.

Options for Consideration:

- 1) Council to review and adopt the SLIDPC Terms of Reference.
- 2) Council accept as information.

Administrative Recommendations:

- 1) Council to discuss and adopt the SLIDPC Terms of Reference.

Authorities:

MGA Section 3 Municipal Purposes

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

SYLVAN LAKE INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE**Terms of Reference – March 2023**

BACKGROUND

- 1) The Sylvan Lake IDP (SLIDP) is a collaborative effort of the eight municipalities surrounding Sylvan Lake. Sylvan Lake continues to attract considerable interest from people wishing to pursue a variety of residential and recreational developments. The SLIDP confirms the shared vision for the Plan Area to protect the environmental assets, ensure development supports the region and honors the diversity and uniqueness of the five summer villages, two counties, and one town.
- 2) The SLIDP has been developed based on the following shared values, which were used to create the SLIDP priorities and policies in the areas of land use, environment, recreation, infrastructure, and shared municipal services:
 - Collaboration and strengthening of relationships towards shared goals;
 - Maintaining a high quality of life for residents;
 - Protecting the environmental and watershed features, and recognizing interdependency in these efforts;
 - Respecting the autonomy of each municipality's decision making;
 - Sustainability – for some municipalities it is about sustainable growth, for others sustainability of the current form;
 - Efficiency through shared services;
 - Agricultural viability; and
 - Respective economic development for each partner.
- 3) These terms of reference describe the role of the Committee and its operation in detail.

PURPOSE

- 4) The purpose of the SLIDP is to collectively protect the environment and watersheds, enable appropriate development, and support the diversity of municipalities in the Plan Area. A number of objectives and policies were created in the SLIDP.
- 5) The purpose of the Intermunicipal Development Plan Committee (IDPC) is to meet annually or on an as needed basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise (Policy 10.2.7).
- 6) According to Policy 10.2.8 of the SLIDP, the mandate of the IDPC shall include the following:
 - Oversight for the implementation of the SLIDP's policies and required follow-up studies/plans/initiatives;
 - Monitoring the SLIDP's progress;
 - Reviewing any proposed amendments to the SLIDP;
 - Reviewing any proposed annexations;
 - Discussing any other joint SLIDP opportunities that may arise; and
 - Assisting with the resolution of disputes.
- 7) Table 4 of the SLIDP is the Implementation Matrix. This is an assessment of the priorities within the SLIDP for follow-up action. Each of these actions will require funding and resources that will need to be determined and confirmed through the municipal budget approval process. For collaborative projects to proceed, the IDPC will confirm which projects will be pursued in any given year. All prioritized projects (collaborative and individual municipal) will be subject to municipal budget approvals and development standards in the year of implementation.

COMMITTEE COMPOSITION AND QUORUM

- 8) The Sylvan Lake IDPC shall be comprised of one Elected Official and one non-voting administrative staff member from each of the Partner Municipalities (Policy 10.2.6).
- 9) Quorum shall be five (5) voting members of the Committee.
- 10) The Partner Municipalities may appoint alternate Elected Officials for the Committee. It is the responsibility of the Elected Official who is not able to attend a meeting and requesting the alternate to fill in for them to ensure the alternate is up to date prior to the meeting.
- 11) Representatives from each municipality will be selected by their Council at their organizational meeting.

CHAIR OF COMMITTEE

- 12) The Chair and Vice Chair will be determined by vote at the first meeting following the municipal elections.
- 13) The Committee Chair and Vice Chair positions shall be elected by the members of the Committee from amongst the Elected Officials, and unless otherwise determined by the Committee shall normally serve for a term of four years with the position rotating between the Partner Municipalities.
- 14) If the position of Chair is held by a representative from the Town or Counties, the Vice Chair must be held by a representative of a Summer Village; and vice versa.
- 15) Meetings can be called by the Chair or Vice Chair.

DECISION MAKING AUTHORITY

- 16) The Committee is a recommendation making committee that advises each Council.
- 17) The Committee members acknowledge and agree that any issue agreed to in Committee discussions is an agreement in principle that is subject to approval by all Partner Municipalities Councils.

COMMITTEE DECISION MAKING PROTOCOL

- 18) The Committee shall make decisions and recommendations on a majority consensus basis. Decisions and recommendations will be made by a vote of the represented municipalities. The Chair will endeavor to ensure that all interests and needs have been heard and understood prior to a vote.
- 19) Each municipality has an equal contribution to the decision-making system.
- 20) Collaborative discussions are the intent – focus is on the SLIDP as mutually beneficial overall and understanding that it is okay to recognize that key issues for some partners may not be important or applicable to other partners. The general question will be whether the partners can live with the decisions and support the implementation even if they aren't fully in support of some elements.
- 21) It is recognized that individual municipal representatives may have to confer with their respective Councils and Administration from time to time before a decision can be reached. Opportunities for such consultations will be provided when requested by a Committee member with the understanding that they will be prepared to return for a discussion within 30 days. In the event that part or all of a recommendation is not supported by all members of the Committee, the rationale for the minority view will be communicated along with the recommendation.
- 22) Dispute resolution will take place as outlined in the SLIDP (Policies 10.2.32 – 10.2.34, Table 3 and Figure 5).

REPORTING TO COUNCILS

- 23) Committee members may report back to their respective Councils during in-camera meetings on condition that the content matter of the updates is not disclosed to the public or others by Council, individual Council members, municipal staff or any other person receiving the update.
- 24) Recommendations to individual Councils will occur when the Committee members have consensus on the advice, they wish to provide on a given issue. This may include:
- a) Recommendations on options for proceeding;
 - b) Recommendations on further review and discussion of a topic;
 - c) Advising no agreed upon recommendations have been reached in the allotted timeframe where a timeframe has been specified; or
 - d) Advising on moving to the Dispute Resolution process to resolve an issue where the Committee could not reach consensus.
- 25) The Committee's recommendations may be delivered to Councils by:
- a) A joint Council meeting;
 - b) A joint presentation to individual Councils;
 - c) A joint written submission agreed to by the Committee for delivery to individual Councils; or
 - d) A combination of the above.

RESPECTFUL DISCUSSION AND BEHAVIOUR

- 26) To build trust and foster open, honest, and effective discussion, Committee members agree to engage in respectful behavior at all times. As needed, any Committee member may call for a "time out" to address any lapse in decorum.

FREEDOM TO SPEAK, CONFIDENTIALITY, AND WITHOUT PREJUDICE DISCUSSIONS

- 27) Discussions of the Committee are to be kept confidential except:
- a) Where sharing information is necessary to keep Councils and municipal staff informed;
 - b) Information that the Committee has agreed to release to the public and is in the public domain;
 - c) When required to be shared with an outside party or consultant working with the Committee.
- 28) Committee members agree that all discussions are made "without prejudice" and cannot be used as evidence or information in any other process or proceeding without the express written agreement of the Committee.

CAUCUSING

- 29) The partner municipality members of the Committee agree that caucusing may be used as needed during the course of any Committee meeting.
- 30) Caucuses will be time limited, and the outcome will be shared with the entire Committee once the Committee has reconvened.

COMMUNICATION WITH THE PUBLIC AND THE MEDIA

- 31) Officially the Chair of the SLIDP will be responsible for communications on the activities of this committee and will sign any correspondence on behalf of the Committee.
- 32) Any consultation, communication or sharing of information with the public will be done jointly.

- 33) The Partner Municipalities may prepare and distribute joint media releases as deemed necessary by the Committee.
- 34) Any member is able to communicate the decision from the Committee to media and other interested parties if they fairly represent the decision.

ADMINISTRATIVE SUPPORT AND RECORD KEEPING

- 35) The municipality of the Chair will provide administrative support for agenda preparation, distribution of materials, meeting arrangements and record keeping.
- 36) After every Committee meeting confidential meeting notes will be prepared and distributed and these notes will summarize the Committee's discussion.
- 37) The Chair will summarize the consensus achieved, outstanding points of discussion, or agreed upon follow up actions at each meeting.
- 38) The recording secretary will record the meeting notes and the Chair will distribute them within 10 working days of the meeting.
- 39) Meeting notes will be reviewed at the start of each Committee meeting.
- 40) The Chair will create the agenda for each Committee meeting and the agenda and supporting materials will be distributed at least seven days prior to the meeting.

RESOURCES

- 41) The Committee will be given the authority to call upon any municipal resources or subject matter experts to support any decision-making activity and this will be supported by the members subject to sufficient budgetary approval to do so.
- 42) The IDPC shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities. The TAT will meet as needed. In fulfilling their responsibility to advise the IDPC, members of the TAT will first seek to obtain consensus on all recommendations put forth. It is not expected that members of the TAT will resolve all differences of opinion before forwarding a recommendation to the IDPC. In the event that part or all of a recommendation is not supported by all members of the TAT the rationale for the minority view will be communicated along with the recommendation.

REVIEW

- 43) A review of the Terms of Reference will occur every 4 years post-election.

ACCEPTANCE AND AGREEMENT TO ABIDE BY TERMS OF REFERENCE

LACOMBE COUNTY

Per: _____

Reeve

Per: _____

County Manager

Date: _____

RED DEER COUNTY

Per: _____

Mayor

Per: _____

County Manager

Date: _____

SUMMER VILLAGE OF BIRCHCLIFF

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF HALF MOON BAY

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF JARVIS BAY

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF NORGLNWOLD

Per: _____
Mayor

Date: _____

SUMMER VILLAGE OF SUNBREAKER COVE

Per: _____
Mayor

Date: _____

Per: _____
Chief Administrative Officer

Date: _____

TOWN OF SYLVAN LAKE

Per: _____
Mayor

Per: _____
Chief Administrative Officer

Date: _____

Summer Village of Half Moon Bay

February 13, 2024

Council Reports

Information Item

Council Reports:

Jon Johnston

Andrea Remington

Mike Pashak

- Sylvan Lake Regional Wastewater Commission (SLRWWC)
- Sylvan Lake Regional Wastewater Commission (SLRWWC) South Shore Line
- Association of Summer Villages of Alberta (ASVA)
- Alberta Municipalities (AB Munis)
- Government of Alberta (GOA)

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

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

Joint Services Committee Minutes

- August 17, 2023
- October 13, 2023
- October 18, 2023

Correspondence:

- Minister of Environment & Protected Areas
- Alberta Lake Management Society
- Association of Summer Villages of Alberta LGFF Briefing

Upcoming Meetings:

Next Council Meeting – March 12, 2024

COUNCIL REPORTS (February 13, 2024):

Councillor Mike Pashak - report

Sylvan Lake Regional Wastewater Commission (SLRWWC)

Operations report - Volumes continue to lag behind budget forecast due to the dry year. Volumes are 5.9% below budget forecast and Expenses continue to fall in line with reduced volumes. Estimates for expenses have been adjusted to reflect the completion of all major maintenance items. With improved sale volumes and the update to projected expenses, the Commission has updated its forecasted surplus to \$67,634 from \$13,007 as reported in the 3rd quarter.

The Commission approved the 2024 Operating and Capital Budgets plus the 3-Year Operating Plan that covered the years 2025 to 2027. The harmonization of rates, as per the 2019 Business Plan, along with higher inflation and slightly lower volumes results in a proposed rate of \$2.065 per cubic meter. This proposed rate is a 4.56% rate increase above the Town of Sylvan Lake rate from 2023. Summer Village members saw an approximate 12% reduction in rates.

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

The SLRWWC members authorized Administration to execute the \$12.7 million funding agreement between the Province of Alberta and the Commission for the Stage 5A, Sylvan Lake to Half Moon Bay project. The next step for this project is to enter into the RFP process for Project Engineering and Design.

The current forecast for this line to be operational in late 2025. Once the design and engineering work is complete, forecast is Q3 of 2024, a more definite timeline will be provided.

Association of Summer Villages of Alberta (ASVA):

ASVA provided a formal response to the Government of Alberta's release on the new LGFF program. The response highlighted how disappointed the ASVA was in the new program and the lack of funding for Summer Villages. It also highlighted a couple of opportunities that the government should explore that would benefit Summer Villages; Municipal Census regulation that includes temporary residents and changes to the Education Property Tax requisition. The recent release of the LGFF Capital Program Guidelines included new rules and as a result the ASVA had two email interaction with Municipal Affairs. The interaction was to seek clarity on the following changes and determine the impact on Summer Villages. These changes could impact how HMB's wastewater system is funded. Items included:

- Maximum Project Commitment Limit – years and percent of future allocations
- Borrowing costs are no longer a LGFF eligible expense
- Investment in Infrastructure Ratio metric within the Project Eligibility Restrictions

The formal response was shared with all Summer Villages. The ASVA also shared with all Summer Village CAOs a briefing note that highlights the issues Summer Villages should have with LGFF Base Funding.

Alberta Municipalities (AB Munis and formerly AUMA)

Attended the ABmunis Response to the Government of Alberta's LGFF Capital Allocation formula for Summer Villages. Very little new information was provided. This webinar missed an opportunity to discuss new program rules and the potential impact to Summer Villages.

ABmunis is asking Municipal Affairs for LGFF Capital funding program to start at \$1.75 billion, approximately \$1 billion increase. This amount was determined based on a combination of factors including the growth in Alberta's population and the total cost of depreciation of Alberta's existing local infrastructure. ABmunis is asking for its members to support this advocacy work by talking to local MLAs. However, without changes to the allocation formula this increase only has a minor benefit for Summer Villages. ASVA is in the process of determining how to best respond to this request.

Government of Alberta (GOA)

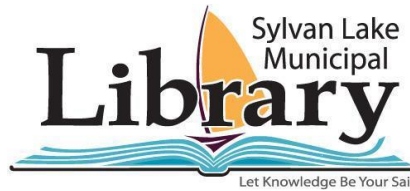
LGFF (MSI Replacement)

The Local Government Fiscal Framework (LGFF) was officially announced on Friday, December 15. True to form, the Alberta Government announces bad news on Fridays late in the day.

On average, Base funding provides 80% of the total LGFF funding for Summer Villages and why it is so important that Summer Villages are treated fairly. Under the new LGFF program, all municipalities were given \$150,000 Base funding except Summer Villages were only given \$60,000 Base funding. While all other municipalities received a 36 percent increase in Base funding, the Summer Villages saw a 5 percent decrease in their Base funding.

ASVA provided a formal response to Municipal Affairs on their LGFF announcement.

ABmunis stated they were happy with the announcement but wanted the starting point for the fund to increase to \$1.75 billion. ABmunis did not make any comments on the reduced amount of base funding for Summer Villages.



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JANUARY 10, 2024 – 6:30PM

1. Audit

The Board reviewed three proposals from companies who perform audits. At this time the library will strive to continue their relationship with BDO for the 2023 library audit.

2. Treasurer’s Report

The Treasurer’s report was approved as presented.

3. Director’s Report

The Director’s Report was approved as presented.

The Director is working with the staff to create an action plan for achieving the Plan of Service. Some examples from this action plan would include collaborating with community groups or organizations to offer workshops or programs, establishing space for independent computer use, and ensuring the lending materials remain current with ongoing purchases made for each collection.

4. Programming Report

Prior to the holidays several interesting programs and events were held at the library. Some of these included the Schizophrenia Society of Alberta offering a community education presentation covering the stigmas and misconceptions about Schizophrenia, two “Come Write In” events where the doors were opened to people who wanted a quiet place to work, a wonderful photographic tour of time spent in Svalbard by Myrna Pearman, a drop in “Letters to Santa” event where children could write letters and have them mailed to the North Pole, “Winter Wonderland” celebration of many cultures and the wrap up of the Junior Book Club complete with a pizza party sponsored by JD Law. Continuing this year will be free legal clinics put on by JD Law, to find out dates and times please check out the events page:

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

The Film society will have its first showing of the year on January 29 at Landmark Cinemas featuring “Who’s Yer Father?” starting Chris Locke, Susan Kent, and Jess Salgueiro. Films screen the last Monday of the month in January, February, March, April, September, and October with doors opening at 6:00pm and the film starting at 7:00pm. Tickets are \$10 + GST and season passes are \$50 + GST (you get one film free); they

are available at the library for presale or at the theatre on the night of the film. Please note only cash can be accepted at the door for ticket sales.

5. Policy

The Personnel Committee Policy was passed at this meeting.

The Personnel Policy was discussed at this meeting and will be brought back with the suggested amendments for decision at the February meeting.

Meeting adjourned at 8:41pm.

Next Regular Meeting – February 14, 2024, at 6:30pm.



Parkland Update

Thursday, December 14, 2023

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

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



The Last Parkland Update of 2023!

Wishing you all the best for the Holidays and New Year! The Parkland Update Team will be taking a break for the holidays. Update emails will resume on January 25, 2024.

Parkland Headquarters will be closed from December 25 - January 1. We will re-open on January 2nd.

New Kits Coming Soon!



Parkland Staff have been working hard to create new book club kits for member libraries to borrow for programming. They will be available before the New Year and can be booked on the [booking form on the support site](#).

Staff Training Academy

Did you know Parkland has a [staff training academy](#)? We have all sorts of topics and courses catered to help library staff and board members learn and improve skills.

LIBRARY NEWS

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

Home Bookshelves Article

The Globe and Mail readers love their books, and by extension, their bookshelves. They solicited information from their readers about organization, book hierarchy, and the joys of a home filled with books. [Read the full article here!](#)

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Libraries Foster Social Connection Webinar

January 4

1pm

Libraries can play a vital role in building social cohesion and promoting community resilience, especially in challenging times. The epidemic of loneliness and isolation brings even greater urgency to the need for us to connect. [This engaging session](#) will explore ways to intentionally design for social connection in library services and programs, from passive to hosted.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#)
[Subscribe to this update email](#)



Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

Parkland Update

Thursday, January 25, 2024

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

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

Welcome Back, Olya!

Olya has returned from her maternity leave and we are excited to welcome her back to Parkland! Library staff can view the Consulting Cohorts document in the Q drive to find out who their Consultant Librarian is.

New Book Clubs Kits Available



New book club kids are ready!

- *The First Rule of Punk* by Celia C. Pérez (8+ yrs)
- *Shine!* by J.J. & Chris Grabenstein (8+ yrs)

- *The Unicorn Rescue Society* by Adam Gidwitz (8+ yrs)
- *Grown* by Tiffany D. Jackson (Teen)
- *Tilly and the Crazy Eights* by Monique Gray Smith (Teen)

Reserve a kit for your book club program via the [booking form on the support site](#).

Parkland's Annual Report Workshop In Action



Parkland's 2023 Annual Report Workshop was held on January 22nd and it was a success. Attendees were able to work on the Annual Report for their library with PRLS staff handy to answer questions. Thank you to everyone who attended!

Professional Development Magazines Available to Borrow

Parkland receives several magazine subscriptions related to libraries. These magazines have been catalogued and are now available for library staff to borrow. Pick your next coffee break read from the list below!

[American](#)

[Libraries](#)

Booklist (also	available	through	Libby!)
Library			Journal
Public			Libraries
School	Library		Journal

LIBRARY NEWS

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

Southern Alberta Library Conference - Registration Open

The 15th annual [Southern Alberta Library Conference](#) will be held on Friday, April 26th in Lethbridge and is now open for [registration](#). The conference is themed "Navigating the Currents of Change," and explores how changes in today's fast-paced society affect libraries.

Public Library Grant for Skill Development in Rural Alberta

Public library boards serving populations of 20,000 or less could be eligible for one-time project funding to build capacity and skills for work, learning, digital literacy, and support for new Canadians. [Applications](#) are accepted until Friday, February 2nd, 2024.

2024 Alberta Book Publishing Awards

The [2024 Alberta Book Publishing Awards](#) are now open for submissions! The submission period will close on February 28, 2024. The winners of the 2024 Alberta Book Publishing Awards will be announced at an awards gala, scheduled for September 24, 2024 at the Varscona Theatre in Edmonton.

Libby Book Awards

OverDrive has announced the finalists for the 1st annual Libby Book Awards! [Vote for your favorite Book](#) of the Year in a variety of categories. Published in the past 12 months, finalists were nominated by OverDrive's Digital Content librarians—and will be voted on only by librarians and library staff.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Graphic Novels 101** February 5 at 10am - Virtual meeting
- **Friends of the Library Training** February 8 at 1pm - Virtual meeting

If you would like to RSVP or find out more information about these training opportunities, please contact libraryservices@prlab.ca. To watch past training sessions, visit [Niche Academy](#).

Building Authentic Relationships with Underserved Communities Webinar

January 30

12pm

[This webinar](#) will help you develop a plan for identifying, reaching, and building relationships with communities experiencing oppression.

Alberta Law Libraries Information Webinar

February 15

12pm

[Alberta Law Libraries](#) connects Albertans with reliable sources of legal information. [This webinar](#) introduces you to their system, highlights the most useful internal and open-access legal resources and websites, and explores ways of collaboration.

Trauma-Informed Librarianship: Centering Relationships and Care Course

April 11-25

Join Library Journal online and gain the knowledge and tools needed to create a

library environment that fosters healing, resilience, and empowerment. In [this course](#), you'll complete assignments over 3+ weeks in an interactive online classroom environment with personal coaching from an expert in the field. \$262 USD

H-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
August 17, 2023

IN ATTENDANCE Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER The Meeting was called to order at 9:04 a.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-23-26 MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

MINUTES MOVED by Jon Johnston to accept the April 27, 2023 JSC minutes as presented.

CARRIED

INFORMATION ITEMS

- 1) Q2 Financials
- 2) Structure of Joint Services
- 3) Review of JSC Agreement
- 4) Intermunicipal Planning Commission and ISDAB

REQUESTS FOR DECISION

- 1) Bylaw Enforcement Officer
- 2) Statutory Holidays
- 3) Procurement and Expenditures Policy

JSC-23-27 MOVED by Chair Dufresne that the JSC move to a closed session at 10:26 a.m.

CARRIED

JSC returned from a closed session at 1:08 p.m. The following motions were made by the chair:

JSC-23-28 The JSC agreement will be updated to include a section regarding the HR subcommittee.

CARRIED

H-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
August 17, 2023

JSC-23-29 Each individual council will discuss the IMPC and ISDAB and bring comments back to the JSC for discussion.

CARRIED

JSC-23-30 The JSC approves the purchase of an AFRRCS radio for the Bylaw Enforcement Officer. The scope of work discussion regarding the Community Peace Officer designation and potential structure will be discussed at the January JSC meeting.

CARRIED

JSC-23-31 The JSC approves the addition of Truth and Reconciliation Day as a Statutory Holiday in the Personnel Policy.

CARRIED

JSC-23-32 The Procurement and Expenditures Policy is to be amended as recommended by the JSC and brought forward to each individual council for adoption.

CARRIED

ROUND TABLE

Each member gave a round table update of the ongoing business in their respective municipalities.

ADJOURNMENT

JSC-23-33 Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 2:01 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

H-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
October 13, 2023

IN ATTENDANCE Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER The Meeting was called to order at 9:05 a.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-23-33 MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

REQUESTS FOR DECISION

- 1) 3rd Quarter Financial Review and 2024 Budget Discussion
- 2) CAO Review

JSC-23-34 MOVED by Chair Dufresne that the JSC break at 10:15 a.m.

CARRIED

JSC Resumed at 10:40 a.m.

JSC-23-35 MOVED by Chair Dufresne that the JSC go into a closed session at 11:05 a.m.

CARRIED

JSC returned from a closed session at 12:34 p.m. The following motions were made by the chair:

JSC-23-36 The 2024 budget discussion will be tabled until amendments can be made and brought forward to a JSC meeting to take place on October 18, 2023.

CARRIED

Joint Service Committee H-1,2,3,4
Regular Meeting Minutes
October 13, 2023

ADJOURNMENT

JSC-23-37

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:38 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

H-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
October 18, 2023

IN ATTENDANCE Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

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

AGENDA APPROVAL

JSC-23-38 MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

REQUESTS FOR DECISION

1) 2024 Budget Discussion

JSC-23-39 MOVED by Chair Dufresne that the JSC move to a closed session at 9:43 a.m.

CARRIED

JSC returned from a closed session at 11:03 a.m. The following motions were made by the chair:

JSC-23-40 The JSC to adopt the budget as presented. In future years the JSC requests a line item to split out the “payroll burden” of pension payments and benefits, and another line item to separate I.T. software from other I.T. costs. JSC also requests the year over year changes to the budget be shown as a percentage in a separate column.

CARRIED

JSC-23-41 At the January JSC, Administration to explain what makes up the \$35k I.T. budget and the travel and training line items.

CARRIED

Joint Service Committee **H-1,2,3,4**
Regular Meeting Minutes
October 18, 2023

ROUND TABLE

Each member gave a round table update of the ongoing business in their respective municipalities.

ADJOURNMENT

JSC-23-42

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:04 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas



Happy New Year from the team at ALMS!

We hope you had a relaxing Christmas season, had a chance to spend time with friends and family, and are heading into the new year feeling refreshed!

We've hit the ground running since being back at the office, with our winter programs finally taking off!



Our winter season is in full swing!

There has been so much interest in the Winter LakeKeepers Program since our lakes have *(finally)* frozen over late December.

If you would like to learn more about the program and find out how to volunteer, please check out our website below:



We're Hiring!

Applications are now open for our summer positions!

ALMS is looking for energetic, organized individuals to fill our seasonal LakeWatch and Recreational Water Technician vacancies.

Interested in finding out more and applying?
You can find the job postings to each position [HERE!](#)

Know someone that would be the perfect fit?
Please share all the details with them!

Applications will be accepted until **February 16, 2024 at midnight.**



LakeWatch Volunteer Callout

Calling all lake stewards!

Are you interested in volunteering with ALMS this coming summer with our LakeWatch Program? We're looking for volunteers to take us out on their watercraft to sample their lakes!

Please reach out to programs@alms.ca with your lake of interest, or reply to this email.



From: MIKE PASHAK <mike.pashak@shaw.ca>
Sent: Monday, January 15, 2024 11:16 AM
To: Mike Pashak <mike.pashak@shaw.ca>
Cc: Kathy Krawchuk ASVA, Executive Director <execdirector@asva.ca>
Subject: Follow Up: ASVA Briefing Note - LGFF Base Fund Issues

Good Morning CAOs,
Hope everyone is staying warm.

As promised in our original email on LGFF Base Funding, the ASVA has put together a briefing note on the issue. Please share with your Councils as it will provide speaking points and additional background on the issue. This could be beneficial if your Councils have an opportunity to interact with their local MLA, Alberta Cabinet Ministers, or other municipal elected officials.

We continue to work with Municipal Affairs to gain better understanding on the LGFF Program guidelines in the following areas:

- Clause 5a - time limits to use allocated funds
- Clause 8g - maximum project commitment limit
- Borrowing Costs
- Section 12 - project eligibility restrictions and, in particular, the two new measures introduced in that section.

Regards,
Mike Pashak
President, ASVA
(403) 620-1543

From: ASVA Exec Director <summervillages@gmail.com>
Sent: Wednesday, January 3, 2024 3:15 PM
To: Kathy Krawchuk (execdirector@asva.ca) <execdirector@asva.ca>
Cc: Mike Pashak <mike.pashak@shaw.ca>
Subject: ASVA response to Minister McIver Re: LGFF Capital Allocation Formula

Good afternoon,

Please see the email message below from ASVA's President, Mike Pashak, thank you.

Dear Members,

Happy New Year. Hope everyone enjoyed their Christmas season and the great winter weather we are having.

Attached you will find a letter to Minister McIver outlining the ASVA's concerns with the LGFF Capital Allocation formula and more specifically Base funding. Please share this information with all of your Council before January 12, which is 5 days before the ABmunis LGFF Town Hall. We will keep you up-to-date on any response we receive from the Minister's office. The ASVA is currently putting together speaking points and background information on the points made in the letter to the Minister for your use as needed. Our goal is to share that information with you in the next week or so.

The LGFF Capital Allocation program also introduced some new rules and changes from the old MSI program. In our initial review of the guidelines, we identified the following areas as possible concerns for Summer Villages:

- > **Clause 5a.** Funds are still able to be carried forward for five years. However, time extensions will no longer be permitted and any unspent amount will be reduced from future LGFF allocations
- > **Section 6.** Although not new this section may become more important as Summer Villages determine how Section 12 - Project Eligibility Restrictions may impact them.
- > **Section 7** discusses Asset Management planning and the need for a municipality to answer whether they have one or not.
- > **Clause 8g, Maximum Project Commitment Limit.** The ASVA is working with Municipal Affairs to understand how this and borrowing clauses might impact Summer Villages. We will provide updates as the information comes to us.
- > **Section 12, Project Eligibility Restrictions.** Two new measures are introduced that could impact the amount of LGFF received. This section also discusses core infrastructure, asset condition assessment, and asset management plan. It discusses the interplay between those items and eligibility restrictions.

There is still lots of work to do to fully understand the new LGFF program and the ASVA will continue to help Members through the process. If you have any specific areas that you would like ASVA to focus on, please send them to me and the Executive Director.

Regards,

Mike Pashak
President
Association of Summer Villages of Alberta
(403) 620-1543
mike.pashak@shaw.ca

Kathy Krawchuk
Executive Director
Association of Summer Villages of Alberta
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