

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF HALF MOON BAY  
JANUARY 18, 2023 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES** - Regular Meeting Minutes, November 2, 2022

**D. INFORMATION ITEMS**

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

**E. REQUEST FOR DECISION**

**1) Council & Legislation**

- a) Office Location Resolution
- b) Emerging Trends

**2) Public Works**

- a) Waste Management Bylaw

**3) Planning & Development**

- a) Land Use Bylaw Quotes

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

**1) Council Reports**

- a) Mayor Johnston
- b) Deputy Mayor Remington

- c) Councillor Pashak
  - Sylvan Lake Regional Wastewater Commission – written report
  - Sylvan Lake Regional Wastewater Commission South Shore Line Project – written report
  - Association of Summer Villages of Alberta – written report
    - i. Local Government Fiscal Framework (LGFF)
  - Alberta Municipalities – written report
    - i. Alberta Provincial Police Services
    - ii. Presidents' Summit

## **2) Committee Reports**

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

## **3) Correspondence**

- a) Sylvan Lake EMS proposed schedule change
- b) Red Deer River Watershed Alliance
- c) Urgent Care

## **4) Information Items**

- a) Association of Summer Villages of Alberta

## **5) Upcoming Meetings**

- a) Council Meeting – February 28, 2023

## **G. ADJOURNMENT**

Summer Village of Half Moon Bay  
Regular Meeting Minutes  
November 2, 2022

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held November 2, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.*

<b>PRESENT</b>	Mayor:	Jon Johnston
	Deputy Mayor:	Andrea Remington (via Zoom)
	Councillor:	Mike Pashak (via Zoom)
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba
	Public Works Manager:	Owen Olynyk
	Finance Manager:	Tina Leer
	Recording Secretary:	Carolyn Widmer (via Zoom)

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

**AGENDA APPROVAL**

**HMC-22-107**            MOVED by Councillor Pashak that the agenda be adopted as amended.  
CARRIED

**CONFIRMATION OF MINUTES**

**HMC-22-108**            MOVED by Councillor Pashak that the minutes of the Regular Meeting of Council held on September 27, 2022, be approved as amended:

ADD:

F.3. Storm Drainage – 13 Hummingbird Lane  
CARRIED

**INFORMATION ITEMS**

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

**HMC-22-109**            MOVED by Mayor Johnston that Council allow Administration to use \$3091 from the fleet replacement reserve for the purchase of a new truck.  
CARRIED

**HMC-22-110**            MOVED by Deputy Mayor Remington that the information items be accepted as presented.  
CARRIED

**TABLED ITEMS**

**PLANNING & DEVELOPMENT**

**Bylaw # 170-22**            Fees Bylaw  
**HMC-22-111**            MOVED by Councillor Pashak that Council approve Bylaw #170-22 as amended.  
CARRIED

Summer Village of Half Moon Bay  
Regular Meeting Minutes  
November 2, 2022

C-1

**HMC-22-112**            MOVED by Councillor Pashak that Council give 1st reading to Fees Bylaw #170-22.  
CARRIED

**HMC-22-113**            MOVED by Mayor Johnston that 2<sup>nd</sup> reading to Fees Bylaw #170-22.  
CARRIED

**HMC-22-114**            MOVED by Deputy Mayor Remington that Council give 3<sup>rd</sup> reading to Fees Bylaw #170-22.  
CARRIED

**HMC-22-115**            MOVED by Coucillor Pashak that by unanimous consent Council give 3<sup>rd</sup> and final reading to Fees Bylaw #170-22 at this meeting.  
CARRIED UNANIMOUSLY

**Bylaw #169-22**            Land Use Bylaw Amendment Bylaw  
**HMC-22-116**            MOVED by Mayor Johnston that Council give 2<sup>nd</sup> reading to the Land Use Bylaw Amendment Bylaw #169-22.  
CARRIED

**HMC-22-117**            MOVED by Deputy Mayor Remington that Council give 3<sup>rd</sup> and final reading to the Land Use Bylaw Amendment Bylaw #169-22.  
CARRIED

**REQUESTS FOR DECISION**

**HMC-22-118**            Finance  
MOVED by Councillor Pashak that council approve the 2023 budget as amended.  
CARRIED

Council Break at 11:40 a.m.  
Council Reconvened at 11:42 a.m.

**Bylaw # 172-22**            Electronic Meetings Bylaw  
**HMC-22-119**            MOVED by Councillor Pashak that Council give 1<sup>st</sup> reading to the Electronic Meetings Bylaw #172-22.  
CARRIED

**HMC-22-120**            MOVED by Mayor Johnston that Council give 2<sup>nd</sup> reading to the Electronic Meetings Bylaw #172-22.  
CARRIED

**HMC-22-121**            MOVED by Deputy Mayor Remington that by unanimous consent Council give 3<sup>rd</sup> reading to the Electronic Meetings Bylaw #172-22 at this meeting.  
CARRIED UNANIMOUSLY

**HMC-22-122**            MOVED by Councillor Pashak that Council give 3<sup>rd</sup> and final reading to the Electronic Meetings Bylaw #172-22.  
CARRIED



**ADDITION**

**HMC-22-123**      Storm Drainage – 13 Hummingbird Lane  
MOVED by Councillor Pashak that Council agrees to a \$7000 contribution from the general operating reserve towards an underground drain line installation on lot #13 to help with village stormwater movement from area C1 as identified in the Stantec Stormwater Assessment report.

CARRIED

**COUNCIL REPORTS**

- Mayor Johnston
- JSC
- Deputy Mayor Remington
- No Reports
- Councillor Pashak
- No Reports

**COMMITTEE REPORTS**

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

**HMC-22-124**      MOVED by Mayor Johnston that the Council and Committee reports be accepted as information.

CARRIED

**NEXT MEETING**

**HMC-22-125**      MOVED by Mayor Johnston that the next meeting of Council be held January 18, 2022, at 9:00 a.m.

CARRIED

**ADJOURNMENT**

**HMC-22-126**      MOVED by Mayor Johnston that being the agenda matters have been concluded, the meeting adjourned at 11:24 a.m.

CARRIED

\_\_\_\_\_  
JON JOHNSTON, MAYOR

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

## Summer Village of Half Moon Bay

### Administration and Finance

**Council Date: January 18, 2023**

### Information Item

### Agenda Item: *Accounts Payable Update*

#### Background:

Total payables processed and presented to Council \$ 79,020.25

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

- |   |             |
|---|-------------|
| 1. Sylvan West Tree Farm Ltd                  | \$ 7,287.00 |
| a. Planted 37 Trees in East EOS               |             |
| 2. Al's Bobcat & Trucking                     | \$ 3,508.58 |
| a. Sanding-Nov. 17, 21, 25 & 28 <sup>th</sup> |             |
| b. Sanding-Nov. 3, 6, 8 & 10 <sup>th</sup>    |             |
| 3. Border Paving Ltd.                         | \$ 5,512.50 |
| a. Asphalt Repairs                            |             |
| 4. Urban Dirtworks Inc.                       | \$ 6,276.27 |
| a. Lakeview Road Rip Rap                      |             |
| 5. Sylvan Lake Regional Water/Wastewater      | \$ 3,645.81 |
| a. Governance & Admin Costs                   |             |
| 6. Summer Village of Norglenwold              | \$ 3,198.75 |
| a. Oct. 2022 Muni Specific Costs              |             |
| b. Oct. 2022 Shared Costs                     |             |
| 7. Summer Village of Norglenwold              | \$ 3,521.43 |
| a. Nov. 2022 Muni Specific Costs              |             |
| b. Nov. 2022 Shared Costs                     |             |
| 8. Summer Village of Norglenwold              | \$ 4,103.15 |
| a. Dec 2022 Muni Specific Costs(up to Dec 23) |             |
| b. Dec.2022 Shared Costs(Up to Dec 23)        |             |
| 9. Alberta School Foundation Fund             | \$31,610.67 |
| a. School Funding                             |             |

#### Council Expense Claims Report:

##### October 2022

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

**November 2022**

▪ Jon Johnston	\$ 1181.08
▪ Andrea Remington	\$ 0
▪ Mike Pashak	\$ 1533.09

**December 2022**

▪ Jon Johnston	\$0
▪ Andrea Remington	\$ 200.00
▪ Mike Paskak	\$ 152.46

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

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

Date Printed  
2023-01-10 1:29 PM

**Summer Village of Half Moon Bay**  
**List of Accounts for Approval (Detailed)**  
Batch: 2022-00083 to 2023-00005

Page 1

Bank Code - NewAcct - New Main Bank Code

**COMPUTER CHEQUE**

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
<b>91</b>	<b>2022-10-31</b>	<b>Al's Bobcat &amp; Trucking</b>			
18950		232-000-270 - Pathway Program	3 Yards of 1" Limestone Deliv	430.00	
		312-000-260 - GST Paid Refund	GST Tax Code	21.50	451.50
18960		232-000-270 - Pathway Program	Load Out & 1" Limestone & I	630.00	
		312-000-260 - GST Paid Refund	GST Tax Code	31.50	661.50
			Payment Total:		1,113.00
<b>92</b>	<b>2022-10-31</b>	<b>Empringham Disposal Corp</b>			
38818		243-000-200 - Contracted Servic	Weekly Collection	328.90	
		243-000-200 - Contracted Servic	69 Cart Lease to Own	103.50	
		312-000-260 - GST Paid Refund	GST Tax Code	21.63	454.03
<b>93</b>	<b>2022-10-31</b>	<b>Sylvan West Tree Farm Ltd</b>			
100		297-205-840 - Project RES - Ea	Planted 37 Trees in East EC	6,940.00	
		312-000-260 - GST Paid Refund	GST Tax Code	347.00	7,287.00
<b>94</b>	<b>2022-11-23</b>	<b>VOID - Need Receipts</b>			
<b>95</b>	<b>2022-11-30</b>	<b>Al's Bobcat &amp; Trucking</b>			
19064		232-000-255 - Plowing Program	Sanding-Nov 17, 21,25 & 28	1,177.00	
		312-000-260 - GST Paid Refund	GST Tax Code	58.85	1,235.85
19044		232-000-255 - Plowing Program	Sanding-Nov 3, 6,8 & 10th	2,164.50	
		312-000-260 - GST Paid Refund	GST Tax Code	108.23	2,272.73
			Payment Total:		3,508.58
<b>96</b>	<b>2022-11-30</b>	<b>Border Paving Ltd</b>			
73057		232-000-250 - Road Maintenanc	Asphalt Repairs	5,250.00	
		312-000-260 - GST Paid Refund	GST Tax Code	262.50	5,512.50
<b>97</b>	<b>2022-11-30</b>	<b>Urban Dirtworks Inc.</b>			
4401		297-203-840 - Project-Storm Wa	Lakeview Road Rip Rap in I	5,977.40	
		312-000-260 - GST Paid Refund	GST Tax Code	298.87	6,276.27
<b>98</b>	<b>2022-12-21</b>	<b>Johnston, Jon</b>			
DEC22EXP		232-000-250 - Road Maintenanc	Road Marker Reflector	10.44	10.44
<b>99</b>	<b>2022-12-21</b>	<b>Empringham Disposal Corp</b>			
40798		243-000-200 - Contracted Servic	Bi Weekly Collection-Noven	164.45	
		312-000-260 - GST Paid Refund	GST Tax Code	8.22	172.67
<b>100</b>	<b>2022-12-21</b>	<b>Red Deer Catholic Regional</b>			
2022-4		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	1,076.26	1,076.26
<b>101</b>	<b>2022-12-21</b>	<b>Sylvan Lake Regional</b>			
1718		242-000-250 - SLR WasteWater	Governance & Admin Cost :	3,645.81	3,645.81
<b>102</b>	<b>2023-01-09</b>	<b>Al's Bobcat &amp; Trucking</b>			
19136	<b>Accrual</b>	232-000-255 - Plowing Program	Sanding-Dec 2,7 & 13th	1,506.00	
		312-000-260 - GST Paid Refund	GST Tax Code	75.30	1,581.30
19154	<b>Accrual</b>	232-000-255 - Plowing Program	Sanding-Dec 19, 22 & 29th	1,310.00	
		312-000-260 - GST Paid Refund	GST Tax Code	65.50	1,375.50
			Payment Total:		2,956.80
<b>103</b>	<b>2023-01-09</b>	<b>SL Regional Water/Wastewater Commission</b>			
1737	<b>Accrual</b>	242-000-253 - Unconnected Mer	Share of Dec 2022 Debentu	423.60	423.60
<b>104</b>	<b>2023-01-10</b>	<b>Parkland Regional Library</b>			

Date Printed  
2023-01-10 1:29 PM

**Summer Village of Half Moon Bay**  
**List of Accounts for Approval (Detailed)**  
Batch: 2022-00083 to 2023-00005

Page 2

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
230241		274-000-850 - Parkland Regiona	1st Quarter Requisition	80.94	
		312-000-260 - GST Paid Refund	GST Tax Code	4.05	84.99
<b>105</b>	<b>2023-01-10</b>	<b>Wild Rose Assessment Service</b>			
8864		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:					33,256.95

**EFT**

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
<b>42</b>	<b>2022-10-31</b>	<b>Summer Village of Norglenwold</b>			
2022-00131		212-400-230 - Legal Fees	Brownlee Law-Legal Fees	22.80	
		212-400-230 - Legal Fees	Brownlee Law-Legal Fees-C	62.25	
		261-000-215 - SDAB Costs	ATB MC-2022 SDAB Trainir	250.00	
		223-000-201 - Emergency Mana	ATB MC-Subway-Lunch for	18.40	
		223-000-201 - Emergency Mana	ATB MC-Dollarama-Supplie	3.42	
		223-000-201 - Emergency Mana	ATB MC-Sobeys-Snacks for	8.82	
		212-300-265 - Equipment Mainte	ATB MC-Cody Thornhill-Cha	70.80	
		226-000-200 - Enforcement	ATB MC-Muni World-Bylaw	85.80	522.29
2022-00135		212-100-110 - Salaries	SALARIES	1,920.72	
		212-100-130 - Training	TRAINING	89.90	
		212-100-140 - Benefits	BENEFITS	78.77	
		212-100-210 - Travel & Subsis	Travel & Subsistence	137.85	
		212-100-211 - WCB	WCB	40.12	
		212-100-266 - PW Fleet	PW Fleet	12.41	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	0.00	
		212-200-500 - Printing Costs	Printing Costs	46.50	
		212-200-510 - Office Supplies	Office Supplies	88.68	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	25.66	
		212-300-540 - Utilities	Utilities	97.19	
		212-300-250 - Facility Improvem	Facility Improvements	27.55	
		212-300-255 - Facility Maintena	Facility Maintenance	72.80	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software/Mtn	17.16	
		212-300-242 - IT Equipment	IT Equipment	8.70	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	12.45	
		212-300-510 - Other Contingenc	Administrative Contingenc	0.00	
		212-300-530 - Building Insuranc	Building Insurance	0.00	2,676.46
Payment Total:					3,198.75
<b>43</b>	<b>2022-11-30</b>	<b>Summer Village of Norglenwold</b>			
2022-00143		226-000-200 - Enforcement	New Toyota Truck Purchase	3,091.00	3,091.00
<b>44</b>	<b>2022-11-30</b>	<b>Summer Village of Norglenwold</b>			
2022-00151		212-400-222 - Advertising	ATB MC-LGAA-Job AD Byle	42.00	
		212-400-222 - Advertising	ATB MC-LGAA-Job AD Byle	90.00	
		212-400-230 - Legal Fees	Brownlee Law-Legal Fees	22.50	154.50
2022-00147		212-100-110 - Salaries	SALARIES	2,097.03	
		212-100-130 - Training	TRAINING	6.32	
		212-100-140 - Benefits	BENEFITS	78.77	
		212-100-210 - Travel & Subsis	Travel & Subsistence	91.52	

Date Printed  
2023-01-10 1:29 PM

**Summer Village of Half Moon Bay**  
**List of Accounts for Approval (Detailed)**  
Batch: 2022-00083 to 2023-00005

Page 3

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-100-211 - WCB	WCB	40.12	
		212-100-266 - PW Fleet	PW Fleet	58.97	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	165.49	
		212-200-500 - Printing Costs	Printing Costs	24.17	
		212-200-510 - Office Supplies	Office Supplies	190.89	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	25.66	
		212-300-540 - Utilities	Utilities	111.05	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	120.21	
		212-300-263 - Condominium Co	Condominium Costs	290.00	
		212-300-240 - Computer Softwa	Computer Software/Mtn	54.28	
		212-300-242 - IT Equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	12.45	
		212-300-510 - Other Contingenc	Administrative Contingenc	0.00	
		212-300-530 - Building Insuranc	Building Insurance	0.00	3,366.93
			Payment Total:		3,521.43
<b>45</b>	<b>2022-12-13</b>	<b>Summer Village of Norglenwold</b>			
2022-00155		212-400-222 - Advertising	ATB MC-Indeed Job Ad	29.19	29.19
<b>46</b>	<b>2022-12-23</b>	<b>Summer Village of Norglenwold</b>			
202200163		212-100-110 - Salaries	SALARIES	3,097.37	
		212-100-130 - Training	TRAINING	12.42	
		212-100-140 - Benefits	BENEFITS	78.77	
		212-100-210 - Travel & Subsis	Travel & Subsistence	201.06	
		212-100-211 - WCB	WCB	40.12	
		212-100-266 - PW Fleet	PW Fleet	46.69	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	14.43	
		212-200-500 - Printing Costs	Printing Costs	12.45	
		212-200-510 - Office Supplies	Office Supplies	117.61	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	40.11	
		212-300-540 - Utilities	Utilities	43.21	
		212-300-250 - Facility Improvem	Facility Improvements	1.25	
		212-300-255 - Facility Maintena	Facility Maintenance	310.30	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software/Mtn	17.16	
		212-300-242 - IT Equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	12.45	
		212-300-510 - Other Contingenc	Administrative Contingenc	28.56	
		212-300-530 - Building Insuranc	Building Insurance	0.00	4,073.96
			Total EFT:		13,914.33

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
<b>3272</b>	<b>2022-10-31</b>	<b>Epcor</b>			
OCT242022-693		272-000-544 - Recreation Shelte	Utilities	33.99	
		312-000-260 - GST Paid Refund	GST Tax Code	4.20	38.19
<b>3301</b>	<b>2022-11-30</b>	<b>Epcor</b>			
NOV222022-693		272-000-544 - Recreation Shelte	Utilities	25.87	

Date Printed  
2023-01-10 1:29 PM

**Summer Village of Half Moon Bay**  
**List of Accounts for Approval (Detailed)**  
 Batch: 2022-00083 to 2023-00005

Page 4

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	3.79	29.66
<b>3307</b>	<b>2022-12-31</b>	<b>Alberta School Foundation Fund</b>			
13609		201-101-130 - ASFF-Non-Resid	School Funding	150.19	
		201-100-130 - ASFF-Residential	School Funding	31,460.48	31,610.67
<b>3316</b>	<b>2022-12-31</b>	<b>Receiver General/OTH</b>			
CP11-22		312-000-262 - CRA Remunerati	CPP-November Remunerat	145.56	145.56
<b>3339</b>	<b>2023-01-09</b>	<b>Epcor</b>			
DEC212022-693	<b>Accrual</b>	272-000-544 - Recreation Shelte	Utilities	21.32	
		312-000-260 - GST Paid Refund	GST Tax Code	3.57	24.89
			Total Other:		31,848.97
			Total NewAcct:		79,020.25



D-1

# Council Expense Claim Form

NAME: Jon JohnstonPOSITION: MayorMONTH ENDING: May-2022

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

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

RECEIVED

NOV 23 2022

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/29/22	Joint Services Committee	4	Mayor	\$ 120.00
5/12/22	Joint Services Committee	3	Mayor	\$ 120.00
5/17/22	Regular Council	2	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

If event is other please type it in.

COPY

~~\$240.00~~ 360.00

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/29/22	Joint Services Committee	0.00	\$0.59	\$ 0.00
5/12/22	Joint Services Committee		\$0.59	\$ 0.00
5/17/22	Regular Council		\$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

\$ 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~~ 360.00





Canadian Tire #655  
200-62 Thevenaz Industrial Unit  
Sylvan Lake, AB, T4S-0B6  
403-887-0581  
GST# 865451728  
REG #:60 06/01/2022 10:02:02 TRANS #:2  
OPERATOR #: 500 Float: 001

2X133-0853-4 @ \$ 35.990 ea.  
Spiraea Goldfla \$ 71.98  
3X059-4506-6 @ \$ 13.590 ea.  
MG ALL PURP 60. \$ 40.77  
(SAVED \$ 7.20 @ 2.40 ea.)  
18X033-3582-8 @ \$ 4.990 ea.  
IVIES/TRAILERS \$ 89.82  
2X033-3610-2 @ \$ 3.990 ea.  
4" POTATOVINE \$ 7.98

SUBTOTAL \$ 210.55  
5% GST \$ 10.53  
6% OLD GST \$ 0.00  
T O T A L \$ 221.08  
M/C TEND \$ 221.08

MASTERCARD PURCHASE  
MASTERCARD #: \*\*\*\*\*5658  
CHIP CARD  
2022/06/01 12:03:13  
REFERENCE: 66026430 0010010011 C  
AUTHORIZATION: 09426J  
A0000000041010  
MASTERCARD  
MASTERCARD  
0000008000E800

01 APPROVED -- THANK YOU 02?  
IMPORTANT

Retain this copy for your records

My CT 'Money' Account #:  
\*\*\*\*\*4945

e-CT 'Money' Collected Today \$ 0.84  
e-CT 'Money': \$ 0.84  
Bonus e-CT 'Money': \$ 0.00  
e-CT 'Money' Balance: \$ 2.81

You could have collected \$8.42 in  
CT Money with a Triangle Mastercard.  
Cardmembers get 4% in CT Money at  
Canadian Tire and 5 cents back per litre  
in CT Money on regular gas at  
participating Gas+ locations.  
\*Calculated pre-tax. Terms & Conditions  
apply. Visit Triangle.com for details.

SV HMB FLOWERS

TODAY YOU SAVED  
\$ 7.20  
AT CANADIAN TIRE.

CUSTOMER COPY

Visit [canadiantire.ca](http://canadiantire.ca) or download the  
Canadian Tire Mobile App today!

Tell us how we did for a chance to Win a  
monthly prize of a \$1000 Canadian Tire  
Gift Card! No purchase necessary.  
Must be 18+. Conditions apply









# Council Expense Claim Form

NAME: Jon Johnston

POSITION: Mayor

MONTH ENDING: October-2022

RECEIVED

NOV 23 2022

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

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

## Village Business

[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**







# Council Expense Claim Form

NAME: Mike Pashak

POSITION: Councillor

MONTH ENDING: November-2022

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

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

RECEIVED

NOV 03 2022

## Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
11/2/22	Regular Council	2.5	Councillor	\$ 100.00
10/25/22	Sylvan Lake Regional Wastewater Commission	4	Councillor	\$ 100.00
10/24/22	Sylvan Lake Regional Wastewatre Commission	2	Councillor	\$ 100.00
9/27/22	Regular Council	2.5	Councillor	\$ 100.00
9/26/22	Sylvan Lake Regional Wastewater Commission	4	Councillor	\$ 100.00
9/7/22	Sylvan Lake Regional Wastewater Commission	2	Councillor	\$ 100.00
8/26/22	Sylvan Lake Regional Wastewater Commission	2	Councillor	\$ 100.00
7/25/22	Sylvan Lake Regional Wastewater Commission	4	Councillor	\$ 100.00
10/20/22	Other (Conference, etc.)	3.5	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 900.00

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
11/2/22	Regular Council		\$0.61	\$ 0.00
10/25/22	Sylvan Lake Regional Wastewater Commission	86.00	\$0.61	\$ 52.46
10/24/22	Sylvan Lake Regional Wastewatre Commission	0.00	\$0.61	\$ 0.00
9/27/22	Regular Council		\$0.61	\$ 0.00
9/26/22	Sylvan Lake Regional Wastewater Commission	86.00	\$0.61	\$ 52.46
9/7/22	Sylvan Lake Regional Wastewater Commission	86.00	\$0.61	\$ 52.46
8/26/22	Sylvan Lake Regional Wastewater Commission	86.00	\$0.61	\$ 52.46
7/25/22	Sylvan Lake Regional Wastewater Commission	86.00	\$0.61	\$ 52.46
10/20/22	Other (Conference, etc.)	288.00	\$0.61	\$ 175.68
	Select Event		\$0.61	\$ 0.00
				\$ 437.98

COPY

## Other Expenses

DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
10/21/22	ASVA Conference hotel	186.16	8.95	\$ 195.11
				\$ 0.00
				\$ 0.00
				\$ 195.11

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

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

TOTAL PAYABLE: \$ 1,533.09

R  
RENAISSANCE®  
HOTELS

RENAISSANCE EDMONTON AIRPORT

GUEST FOLIO

714	PASHAK/MIKE	179.00	10/21/22	11:59	54280	39429
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
GQ	PASHAK/CHERYL		10/20/22	15:08		
TYPE	209 SANDPIPER CIRCLE		ARRIVE	TIME		
129	CALGARY AB T3K3T8					
ROOM		VSXXXXXXXXXXXX8434				
AUDIT	ADDRESS	PAYMENT				

RECEIVED

NOV 03 2022

MBV#:

RECEIVED

NOV 03 2022

MBV#:

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
10/20	ROOM	714, 1		
10/20	GST	714, 1	179.00	
10/20	TRSM LEV	714, 1	8.95	
10/21	CCARD-VS		7.16	
	PAYMENT RECEIVED BY: VISA	XXXXXXXXXXXX8434	195.11	
				.00

**See our "Privacy & Cookie Statement" on [Marriott.com](#)**

**As a Marriott Bonvoy member, you could have earned points towards your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.**

See <https://members.marriott.com> for more information

**R**  
**RENAISSANCE®**  
**HOTELS**

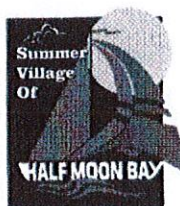
RENAISSANCE EDMONTON AIRPORT  
4236-36 STREET  
ED INTRN. APT, AB T9E 0V4  
780-488-7159 FAX: 780-488-6372

Was that the best night's sleep you have ever had? Have a repeat performance at your place by visiting [CollectRenaissance.com](http://CollectRenaissance.com).

This statement is your only receipt. You have agreed to pay cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X





# Council Expense Claim Form

NAME: Andrea Remington

POSITION: Deputy Mayor

MONTH ENDING: November-2022

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

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

## Village Business

RECEIVED

DEC 08 2022

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
			Title	\$ 0.00
			Title	\$ 0.00
9/27/22	Regular Council <input checked="" type="checkbox"/>	3	Deputy Mayor	\$100.00
2/11/22	Regular Council <input checked="" type="checkbox"/>	3	Deputy Mayor	\$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
				\$1200.00

If event is other please type it in.

COPY

## Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
	Select Event	0.00	\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
9/27/22	Regular Council <input checked="" type="checkbox"/>		\$0.59	\$ 0.00
2/11/22	Regular Council <input checked="" type="checkbox"/>		\$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
				\$ 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: \$ 200.00











## MONTH ENDING: December-2022

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

<b>DATE</b>	<b>EVENT</b>	<b>TIME SPENT</b>	<b>CLAIM</b>	<b>TOTAL</b>
12/5/22	Sylvan Lake Regional Wastewater Commission	4	Councillor	\$ 100.00
	Select Event <input type="button" value="v"/>		Title	\$ 0.00
	Select Event <input type="button" value="v"/>		Title	\$ 0.00
	Select Event <input type="button" value="v"/>		Title	\$ 0.00
	Select Event <input type="button" value="v"/>		Title	\$ 0.00
	Select Event <input type="button" value="v"/>		Title	\$ 0.00
	Select Event <input type="button" value="v"/>		Title	\$ 0.00
	Select Event <input type="button" value="v"/>		Title	\$ 0.00
	Select Event <input type="button" value="v"/>		Title	\$ 0.00
	Select Event		Title	\$ 0.00
<b>If event is other please type it in.</b>				<b>\$ 100.00</b>

## COPY

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/5/22	Sylvan Lake Regional Wastewater Commission	86.00	\$0.61	\$ 52.46
	Select Event 		\$0.61	\$ 0.00
	Select Event 		\$0.61	\$ 0.00
	Select Event 		\$0.61	\$ 0.00
	Select Event 		\$0.61	\$ 0.00
	Select Event 		\$0.61	\$ 0.00
	Select Event 		\$0.61	\$ 0.00
	Select Event 		\$0.61	\$ 0.00
	Select Event 		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
				\$ 52.46

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

**TOTAL PAYABLE: \$ 152.46**

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

**January 18, 2023**

### **Public Works**

#### **Information Item**

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

#### **Background:**

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

- Administration is seeking competitive quotes for road condition assessment from engineering firms.
- Garbage contracts are now signed for a 5-year term.

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

That Council accepts this report as information.

#### **Authorities:**

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

**Summer Village of Half Moon Bay****January 18, 2022****Planning and Development****Information Item****Agenda Item: *Development Update*****Background:**Development Permit Update:

Currently there are 92 development permits issued in the Summer Villages (27 in Birchcliff, 3 in Half Moon Bay, 18 in Jarvis Bay, 20 in Norglenwold, and 24 in Sunbreaker Cove).

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

49 Lakeview Road (outstanding conditions)	Demolition & Dwelling
32 Lakeview Road (final stages)	Dwelling Addition
43 Lakeview Road (will be complete in the spring)	Hot Tub

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

Land Use Bylaw #123/13.

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

**January 18, 2023**

### **Information**

#### **Agenda Item: *CAO Report***

#### **Background:**

- Administration has hired a new Bylaw Enforcement Officer, Zac Longstaff, who started working with us on January 5<sup>th</sup>. Zac has previous experience as a Bylaw Enforcement Officer for the Town of Innisfail, and we are happy to welcome him to the team.
- Administration has made the following suggestions for the 2023 capital plan. Should Council agree, pricing can be obtained for a more detailed capital plan in February.
  - Land Use Bylaw overhaul
  - Improvements to future lift station site
  - Half Moon Bay Drive resurfacing
  - Road analysis, subject to pricing

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

Council accept as information.

#### **Administrative Recommendations:**

Council to accept as information.

#### **Authorities:**

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

**Summer Village of Half Moon Bay**

**January 18, 2023**

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

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

**Options for Consideration:**

- 1) That Council accept as information.

**Administrative Recommendations:**

That Council accept as information.

**Authorities:**

*Municipal Government Act*, Section 276(1)

Each municipality must prepare annual financial statements of the municipality for the immediately proceeding year in accordance with

- a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook, and
- b) any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.



January 3, 2023

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

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

**Attention: Summer Village Council Members**

Dear Summer Village Council Members:

**Re: 2022 AUDIT PLAN**

**A. INTRODUCTION**

The objectives of this letter are as follows:

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

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

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



**B. SERVICES TO BE PROVIDED**

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

**a) Audit services**

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

**b) Non-audit services**

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

**C. AUDITOR INDEPENDENCE**

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

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

**D. AUDITOR RESPONSIBILITIES**

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

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

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



**E. MANAGEMENT RESPONSIBILITIES**

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

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

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

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

**Audit Strategy**

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

**Significant Risks**

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

*Revenue Recognition*

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

*Management Override of Controls*

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

### **Materiality**

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

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

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

### **Audit Team**

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

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

### **Timing of the Audit**

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

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

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

### **Management Representations**

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

## **G. AUDIT FEES**

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

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

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

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

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

#### *PS 3280 – Asset Retirement Obligations (new)*

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

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

#### *PS 3400 – Revenue (new)*

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

**I. REQUESTS OF COUNCIL**

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

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

**J. COMMUNICATION OF THE RESULTS**

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

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

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

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

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CPA, CA  
Partner

cc: Tanner Evans, Chief Administrative Officer

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

**January 18, 2023**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item:** *Office Location*

#### **Background:**

In September 2022, the Summer Village of Sunbreaker Cove had its Municipal Accountability Program (MAP) review.

Municipal Affairs identified that while we do have motions to purchase the building, there was no resolution in minutes stating the location of the municipal office. In order to be compliant, Administration is asking that Council make the motion today.

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

- 1) That Council accept as information.
- 2) That Council make a resolution stating the Municipal Office be located at 2 Erickson Drive, Sylvan Lake, AB T4S 1P5.

#### **Administrative Recommendations:**

That Council make a resolution stating the Municipal Office be located at 2 Erickson Drive, Sylvan Lake, AB T4S 1P5.

#### **Authorities:**

*Municipal Government Act*, Section 204

A council must name a place as its municipal office.

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

**January 18, 2022**

### **Council and Legislation**

### **Request for Decision**

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

#### **Background:**

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

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

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

- 1) Council has put \$709.80 in the 2023 budget for Council Education Opportunities.

#### **Administrative Recommendations:**

That Council discuss and provide direction to Administration.

#### **Authorities:**

*2023 Budget*



**BROWNLEE LLP**  
Barristers & Solicitors

# EMERGING TRENDS IN MUNICIPAL LAW

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

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

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

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

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

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

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

## Event Details

### Calgary

Date: Thursday, February 9, 2023

Time: 8:30 am – 3:30 pm

Location: Best Western Premier Calgary  
Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

### Edmonton

Date: Thursday, February 16, 2022

Time: 8:30 am – 3:30 pm

Location: Edmonton Expo Centre

Address: 7515 - 118 Ave. NW, Edmonton

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

## **Hotel Booking Information**

### **Calgary**

Location: Best Western Premier Calgary  
Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

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

**Group Name:** Brownlee LLP

**Block ID:** 173702

### **Edmonton**

Hotel: Sandman Signature Edmonton  
Downtown

Address: 10235 – 101 St. NW, Edmonton

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

**Block Code:** EMERGING2023

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



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

**January 18, 2023**

### **Public Works**

### **Request for Decision**

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

##### **Background:**

As of December 2022, the Summer Village has signed a new services agreement with a service provider for waste collection and subsequent disposal for a five (5) year term. Bylaw #91-99 is not compliant as it does not include the carts or collection process and, at 24 years old, is outdated and needing revision.

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

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

- 1) That Council accept as information.
- 2) That Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to the Waste Management Bylaw #173-23.

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

- 1) That Council give 1<sup>st</sup> reading to the Waste Management Bylaw #173-23.
- 2) That Council give 2<sup>nd</sup> reading to the Waste Management Bylaw #173-23.
- 3) That Council by unanimous consent give 3<sup>rd</sup> reading to the Waste Management Bylaw #173-23 at this meeting.
- 4) That Council give 3<sup>rd</sup> and final reading to the Waste Management Bylaw #173-23.

##### **Authorities:**

*Municipal Government Act*, Chapter M-26

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

**SUMMER VILLAGE OF HALF MOON BAY  
WASTE MANAGEMENT BYLAW  
BY-LAW 173-23**

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

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 establishment of public utilities, including a waste management system;

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

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

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

**SECTION 1.0 – DEFINITIONS**

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

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

## **Section 2.0 – General**

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

- b. establish the location, particular date, and frequency of the waste collection service;
- c. designating which materials shall be accepted;
- d. managing and overseeing the contract between the Summer Village and Service Provider; and
- e. taking any recourse allowed under the Municipal Government Act to secure payment of any waste collection service utility bill.

### **Section 3.0 – Collection Carts & Responsibilities**

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

### **Section 4.0 – Waste Collection & Disposal**

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

- 4.5 The Occupant shall remove their assigned collection cart from the collection location within a reasonable timeframe after the collection process is completed. No collection cart shall be left so as to encroach on any public roadway.
- 4.6 The collection cart will be collected on the roadway in front of the Occupant's premise in a way:
- a. that does not impede vehicle traffic;
  - b. a position that the front of the collection cart is facing out towards the street; and
  - c. where it has 1.0m clearance from any obstructions on all sides such that the Service Provider shall have direct access thereto and shall be able to conveniently collect the collection cart therefrom.

#### **Section 5.0 – Restrictions on Waste Management**

- 5.1 No person shall deposit any dead animal or parts, excrement, household waste, organic waste, liquid waste, or any other undesirable filth upon or onto any municipally owned land including but not limited to roadways, ditches, municipal reserves, and water courses.
- 5.2 No person shall ignite any nor deposit any burning material into a collection cart.
- 5.3 Any municipal solid waste not in the collection cart shall not be picked up by the Service Provider.
- 5.4 No person shall place, permit to be placed, or mix any hazardous waste into the collection cart.
- 5.5 The Service Provider, at their discretion, shall have the right to refuse the waste collection of a premise, only if the circumstance contravenes any part or all of this Bylaw.
- 5.6 Large residential items such as appliances, furniture, beds, wood, or any other material that cannot fit into the collection cart will not be collected and shall be the responsibility of the Occupant to be taken to a local landfill for proper disposal.
- 5.7 The Service Provider will not collect from a collection cart that has not been supplied by the Service Provider.

#### **Section 6.0 – Violations & Penalties**

- 6.1 Any Peace Officer, in that Officer's sole discretion, is hereby authorized and empowered to issue a violation ticket to any person whom the Peace Officer has reasonable and probable grounds to believe has contravened or failed to comply with any provision of this Bylaw. In this Bylaw, Peace Officer shall have the same definition as contained in the Provincial Offences Procedure Act and all amendments thereto.
- 6.2 Any person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine, as outlined in Schedule "A" of this Bylaw.

- 6.3

Service of such violation ticket shall be sufficient if it is personally served or mailed to the register owner of the premise.
- 6.4

Notwithstanding the foregoing, the minimum fine payable in respect of a contravention of this Bylaw for any offence is \$125.00.
- 6.5

A contravention of this Bylaw constitutes a separate offence in respect of each day on which it continues. A person guilty of such offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.
- 6.6

Notwithstanding the foregoing, the minimum fine and specified penalty payable in respect of a second or subsequent contravention of the same section of this Bylaw committed within six (6) months shall be double the minimum fine and specified penalty of the previous offence, up to a maximum of \$1,000.00.
- 6.7

Upon production of a violation ticket issued, pursuant to this Bylaw, within fourteen (14) consecutive days from the date of issue, together with the payment, to the Summer Village of the penalties as provided in Schedule A of this Bylaw, the person to whom the violation ticket was issued shall not be liable for prosecution for the contravention in respect of which the violation was issued.

**AND THAT** this Bylaw shall repeal Bylaw No. 91-99 and shall take full force and come into effect from and after the date of 3<sup>rd</sup> Reading thereof.

INTRODUCED AND GIVEN FIRST READING this 18<sup>th</sup> day of January 2023.

GIVEN second reading this 18<sup>th</sup> day of January 2023.

UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING this 18<sup>th</sup> day of January 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
All	Non-compliance with bylaw in general	\$125 per occurrence
5.1	Depositing prohibited material onto any municipally owned land including but not limited to roadways, ditches, municipal reserves, and water courses	Up to \$1,000 per occurrence
3 & 4	Improper storage of collection cart, except on collection day	\$125 per occurrence
5.2	Igniting or depositing a burning waste or recyclable material into the collection cart	Up to \$1,000 per occurrence
5.3	Depositing hazardous waste into the collection cart	Up to \$1,000 per occurrence

**Summer Village of Half Moon Bay**

**January 18, 2023**

**Planning and Development**

**Request for Decision**

**Agenda Item: *LUB Re-Write***

**Background:**

Administration has received 3 quotes for a Land Use Bylaw re-write for Half Moon Bay. Quotes are as follows:

- Bluerock Planning/ProACTIVE Planning:  
\$34,500.00
- Municipal Planning Services:  
\$31,311.00
- Palliser Regional Municipal Services  
\$25,000.00

**Options for Consideration:**

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

**Administrative Recommendations:**

Council to discuss and direct administration.

**Authorities:**

N/A



Proposal  
**Half Moon Bay Land Use Bylaw Update**

Prepared for:



**Kara Kashuba**  
Development Officer

Prepared by:



**Jonathan Schmidt,**  
MEDes, RPP, MCIP  
President & Principal Planner



**Russ Leedham,**  
RPP, MCIP, GISP  
President & Planner

November 10, 2022

**Attention: Kara Kashuba, Development Officer**

Sylvan Lake Summer Villages

**RE: Proposal for Services – Land Use Bylaw Update for Half Moon Bay**

As per recent conversations with the Summer Villages on Sylvan Lake, it is understood that the Administration is seeking update to the Summer Village of Half Moon Bay Land Use Bylaws. **Bluerock Planning Inc.** (Bluerock) has partnered with **ProACTIVE Planning Inc.** (ProACTIVE) to create a team with excellent experience working for small municipalities on Land Use Bylaws to deliver on the request.

**Bluerock Planning Inc.** is a boutique planning firm based in Okotoks, AB that specializes in town and rural planning for clients just like the Summer Villages on Sylvan Lake. Bluerock provides outstanding service and value to small municipalities that are tired of the high fees and poor service of other consultants that don't understand their needs. Jonathan Schmidt, RPP, MCIP, an award-winning professional planner and project manager leads Bluerock's project teams and brings over 11 years of diverse planning experience from across western Canada.

**ProACTIVE Planning Inc.** is a unique planning consultant based in Calgary, AB that specializes in delivering specialized solutions to clients requiring planning, engagement, and GIS expertise. ProACTIVE applies a technical and policy-based approach while focusing on the integrity that engagement and collaboration bring to a project. Effective and efficient workflows allow for ProACTIVE to deliver high value at lower costs.

Our team offers the following outstanding attributes:

- a) Trusted, and experienced project team.
- b) Award-winning municipal planning expertise with proficiency in land use bylaws and innovative zoning regulations.
- c) Effective, purposeful, and aesthetic GIS Mapping capabilities.
- d) Collaborative client and community planning approach focused on capacity building.

For any questions or clarifications regarding this proposal please contact the primary contact person for this project:



**Jonathan Schmidt** MEDES, RPP, MCIP  
President & Planner – Bluerock Planning Inc.  
587-998-4540 | [jonathan@bluerockplanning.ca](mailto:jonathan@bluerockplanning.ca)

**Russ Leedham** RPP, MCIP, GISP  
President & Planner – ProACTIVE Planning Inc.  
403-615-5339 | [russ@proactive-planning.ca](mailto:russ@proactive-planning.ca)

## Table of Contents

1	EXECUTIVE SUMMARY .....	0
2	APPROACH & METHODOLOGY .....	1
2.1	Project Understanding.....	1
2.2	Project Scope of Work.....	1
2.3	Public Engagement.....	2
	Communications and Engagement Plan .....	2
	Proposed Engagement Activities & Tactics.....	2
2.4	Land Use Bylaw Map Update .....	3
2.5	Land Use Web Mapping Service.....	4
2.6	Potential Project Innovations .....	4
3	PROPOSED BUDGET & PHASES .....	5
3.1	Scope of Services & Fees.....	5
4	PROJECT TEAM & EXPERIENCE.....	6
4.1	Corporate Profiles .....	6
4.2	Project Team LUB Experience .....	6
4.3	Project Team .....	7
5	CONCLUSION.....	9
5.1	Invoicing .....	9
5.2	Authorization .....	9

### APPENDIX A: RESUMES

### APPENDIX B: PROJECT SHEETS

# 1 EXECUTIVE SUMMARY

As per a request from Kara Kashhuba, of the Summer Villages on Sylvan Lake on November, Bluerock Planning and the project team is pleased to submit this proposal for a Land Use Bylaw Update for the Summer Village of Half Moon Bay. The project team is a talented, committed, experienced, and enthusiastic team with the resources available to complete the requested task. The project team specializes in working with small municipalities to align best practices in current planning with local needs.

## Examples of LUB graphics and projects done by the Project Team:

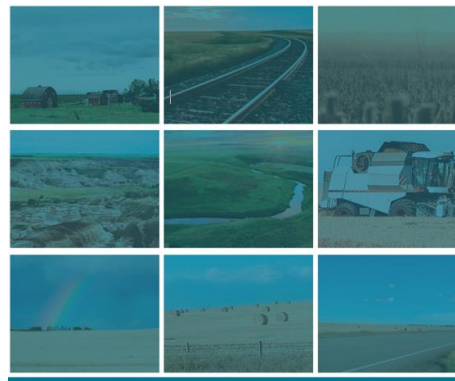
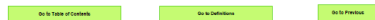


6.4 R-1 – RESIDENTIAL DISTRICT			
<b>6.4.1 Purpose:</b>			
The purpose of this District is to provide for residential neighbourhoods that support a variety of housing types for people of all ages.			
<b>6.4.2 Permitted Uses:</b>			
Within the R-1 – Single Detached Residential District the following are permitted uses:			
(a)	Accessory Building and Uses**	(f)	Signs - Type #12 associated with an approved use (e.g. home occupation, bed & breakfast)**
(b)	Dwelling, Single-Detached	(g)	Public Park
(c)	Dwelling, Two-Unit	(h)	Public Utility
(d)	Dwelling, Modular Home	(i)	Public and quasi-public buildings, facilities and installations
(e)	Home Occupation 1 – Minor**		
<b>6.4.3 Discretionary Uses:</b>			
Within the R-1 – Single Detached Residential District the following are discretionary uses:			
(a)	Accessory Building – Fabric Covered**	(h)	Dwelling, Townhouse
(b)	Bed and Breakfast**	(i)	Dwelling, Apartment
(c)	Day Home	(j)	Group Home
(d)	Day care / Out of School Care Centre	(k)	Home Occupation 2 – Major**
(e)	Dwelling – Moved on	(l)	Secondary Suite**
(f)	Dwelling – Ready to move	(m)	Signs - Type #1 associated with an approved use (e.g. group home, bed & breakfast)**
(g)	Dwelling – Manufactured**	(n)	Storage Structures (Accessory to a residential use)**

\*See Part 3 for General Regulations that may apply.  
 \*\*See Part 4 for Specific Use Regulations  
 \*\*\*See Part 5 for Sign Regulations

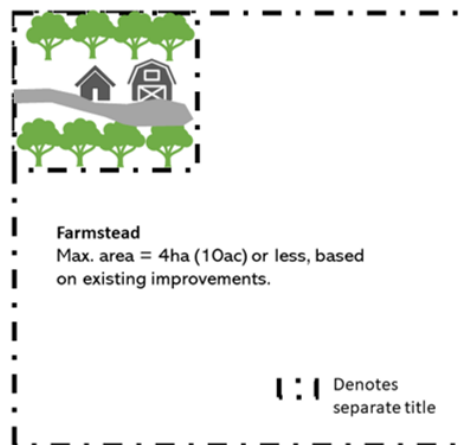
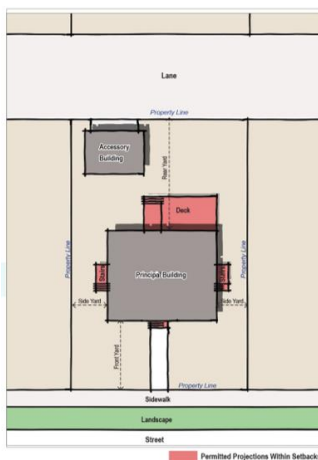
Town of Cochrane Land Use Bylaw

Page 48 of 102



## LAND USE ORDER

Schedule C to Ministerial Order No. 100/00/10  
 Amendment to Special Areas Land Use Order  
 SPECIAL AREAS – 2, 3 AND 4  
 LAND-USE ORDER  
 Ministerial Order No. 100/00/10  
 PREPARED BY:  
 Special Areas Board  
 Palliser Regional Municipal Services



## 2 APPROACH & METHODOLOGY

### 2.1 Project Understanding

A Land Use Bylaw update requires a delicate balance between innovation, expert technical, legislative, regulatory knowledge, and community engagement. Too often, land use bylaws inhibit economic growth and contradict the community vision put forth in the Municipal Development Plan (MDP). The Land Use Bylaw needs to strongly reflect the community's value and vision for the future. Unnecessary regulations can and should be stripped away and new development opportunities can be created through changes to the Land Use Bylaw.

The project team understands the Half Moon Bay LUB requires updating to align with the Village's current directions as well as to ensure it's updated with latest changes to the Municipal Government Act and Matters Related to Subdivision and Development Regulation.

The project team is pleased to provide a proposal for this work plus 2 additional optional services.

Core Project	Comprehensive LUB Review and Update
Additional Service 1	Land Use Bylaw Map Updates
Additional Service 2	Land Use Web Mapping Service

### 2.2 Project Scope of Work

This project will include the following:

- Creation of a Project Management Plan to outline all expectations for the project, including reporting, schedule, and deliverables.
- Discussion with staff on effectiveness/ flaws in current bylaw.
- Incorporation of the latest Municipal Government Act changes
- Comprehensive review of land use districts, including looking at potential consolidation or addition/subtraction of districts, review of measurable standards, and evaluation of permitted and discretionary uses.
- Review of specific use standards (existing and what's missing)
- Audit of development permits approved/refused/appealed in last few years

- The new Land Use Bylaw will use plain language where possible as a tool to more effectively communicate the rules and regulations found within a land use bylaw.
- Creation of Public Engagement Plan that reflects past efforts (e.g., previous citizen survey), the level of effort desired by the Summer Villages, and any COVID-19 restrictions or alternative methods
- Extensive 2D/3D graphics and visuals to supplement Land Use Bylaw text
- Creation of a 1-page “How to Read the Land Use Bylaw” guide
- Deliverables will include hard copy and interactive PDF\*
  - \*Bluerock has created an innovative way to make PDF Land Use Bylaws more interactive and user-friendly. Ask us for a demo.

## 2.3 Public Engagement

---

### Communications and Engagement Plan

A comprehensive Communications and Engagement (C&E) Plan will be completed and finalized in collaboration with staff. The heart of our public engagement approach is to be fully inclusive and to allow for multiple opportunities for the public and targeted stakeholders to participate. Particular emphasis will be placed on working with the key stakeholders: Village Council and administration, and the general public. In our experience, involving the community as early as possible in the process enables us to build trust and ensure they will be well-informed prior to requesting their participation and feedback. Additionally, LUB engagement work requires a unique ability to discuss the specifics with certain stakeholders such as developers (or those interested in building) and engage the public on general matters.

### Proposed Engagement Activities & Tactics

While the final decision on engagement activities will occur when the C&E Plan is finalized, we’ve provided a proposed engagement approach:

**Phase 1:** focuses on education and information to citizens about the project. This should be both online and with printed media. For example: Facebook posts, website posts, and the posting of printed media in prominent locations in the community as well as a possible mailing to each SV address. Citizens will be offered the opportunity to sign-up for an email subscriber list to get project updates.

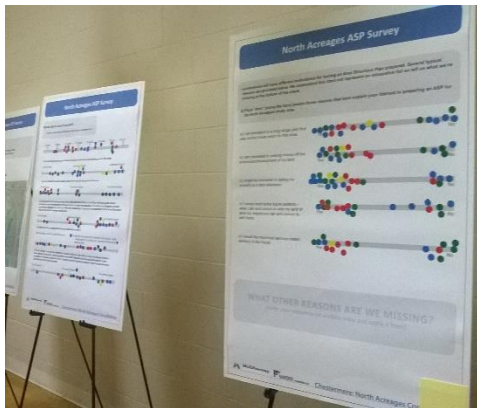
**Phase 2:** focuses on gathering initial feedback from citizens on key topics. This should be in the form of short surveys that can be either mailed, provided online or some combination of the two. Questions focus on broader directions – e.g. what types of housing are suitable in the SV? (single-detached only, mix of single-detached and semi-detached, up to 3 unit). Surveys will be collected and then a What We Heard report provided that summarizes the results.

Additional creative options at this stage can include neighbourhood signs and posters with a QR code for the survey or the creation of a kiosk or drop box in the Village.

**Proposed Tactics & Activities:** 1 FAQ page, 1 page of web information, Social media advertising/posts, 1 Citizen Survey (online & paper copies), posters & advertising, What We Heard Report

**Phase 3:** focuses on in-person engagement where citizens are provided *Draft LUB Directions* (or the Draft LUB if preferred) and are asked their preferred choices. This works well in a few different forms, including dotmocracy or Feedback Frames (see examples below).

**Proposed Tactics & Activities:** 1 interactive in-person public workshop, 1 online survey, What We Heard Report, Posters & Advertising, Social media posts



**Dotmocracy** – not anonymous voting (citizens see the diversity of opinions in their Village, but can result in group voting)



**Feedback Frames** anonymous voting (citizens can't see other opinions, but get to see the results later)

**Phase 4:** is the formal adoption process through Council. While engagement is quite formalized during this process through advertising for a public hearing, opportunities exist to make it more personal. These include reaching out to those who have been involved in the LUB update process to-date to inform them of the public hearing and their opportunity to comment.

## 2.4 Land Use Bylaw Map Update

The project team is offering an additional service is to provide updates to the LUB map to a more aesthetic and up to date reflection of the zoning in the Summer Village. This process will require the most up to date cadastral GIS data from each Summer Village.



## 2.5 Land Use Web Mapping Service

Further, the project team can offer an additional service to provide the Summer Village a central online land use web mapping resource to be utilized internal and external to the organization. For example, a singular web map created to provide land use data and any other map layers desired for viewing on the web map (transportation, utility, amenities, etc.).

A web map can provide the simple functionality of presenting users with mapping about a specific feature (i.e., land use districts). This feature is called a tooltip. The web map can provide as little or as much information on each tooltip that the Summer Village would like to provide about each feature. **See Figure 1**. Utilizing ESRI's ArcGIS Online platform, the Summer Village will have access to the online community of aerial photography and base mapping that ProACTIVE Planning subscribes to. **See Figure 2**. A simple yet powerful online map increases the integrity and transparency of organizations data. Many urban and rural municipalities are providing a web map as a resource for internal personnel and external stakeholders. ProACTIVE will provide ongoing updates to GIS data and web mapping functionality.



Figure 1 - Tooltip example of land information

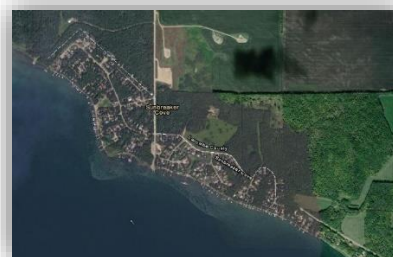


Figure 2 - ArcGIS Online aerial photo example

## 2.6 Potential Project Innovations

### Online Feedback Map

If there's a need to take engagement online, our team can use our trusted partner Community Remarks to provide an amazing platform for 'place-based' online engagement. Citizens can place pins on a map based on topics and add their comments. Comments can be filtered and analyzed by the team to improve the outcomes of the Land Use Bylaw update.

### Project Management

Online cloud-based project management software can help manage a project by letting the client know where things are at, check in, and view documents. Our team has used platforms such as Asana and Monday to track projects online for clients. If desired our team can recommend a cloud-based software that suits you and your needs as a municipality.



## 3 PROPOSED BUDGET & PHASES

### 3.1 Scope of Services & Fees

The following table is a summary of the project budget.

Options and Services	Fee
<b>LUB Comprehensive Review and Update</b>	\$32,000
Land Use Bylaw Map Update	\$2,500
<b>Total</b>	<b>\$34,500</b>
<b>Land Use Web Mapping Service - Setup Fee</b>	\$6,000 one time
Land Use Web Mapping Service – Annual Fee (includes 10 hrs of service) *	\$3,000 yearly
*Assistance beyond the first 10 hours – e.g., web mapping service updates (Land use changes)	n/a

Notes:

- Prices shown do not include GST.
- Invoicing will be monthly based on hourly effort and expenses. Team members will be billed at a rate of \$125/hr on invoices.
- Out of scope work will be discussed and either billed at the hourly rate of \$125/hr plus expenses or based on an out-of-scope agreement or additional contract agreement.

## 4 PROJECT TEAM & EXPERIENCE

### 4.1 Corporate Profiles

#### **Bluerock Planning Inc.**

Bluerock based in Okotoks is founded and led by President Jonathan Schmidt, BES, MEDes, RPP, MCIP. He has over 11 years of professional planning experience where he's carved out a niche working across Alberta and British Columbia in towns, villages, and rural municipalities. He has a wealth of experience working on statutory plans, Land Use Bylaws and assisting municipalities with day-to-day planning services.

Bluerock assembles project teams with the right professionals to match client needs, maximize impact, and create cost efficiencies. Bluerock specializes in providing municipal planning services that include development of long-range planning policies (IDP's, ICF's, MDP's and ASP's), land use bylaws, subdivision planning approvals and development permit approvals.

Bluerock was created in January 2020 as Jonathan saw a need to provide better planning services to rural and small-town municipalities. In our rapidly changing economy large firms are often too slow to react to changing client needs and tighter budgets. Bluerock is responding to this new world, with small exceptional teams that together bring a wealth of knowledge to rural and small communities.

#### **ProACTIVE Planning Inc.**

ProACTIVE Planning offers Integrity-based and multi-disciplinary solutions for municipalities, developers, stakeholders, and pipeline operators to meet their unique planning and development needs. ProACTIVE understands the connection between the physical, economic, and social intersections in our communities that shape the way they grow.

ProACTIVE is a unique team of experts in land use planning, engagement GIS, land development, utility ROW, and pipeline damage prevention. The team has extensive experience working with small municipalities and possesses the technical and policy knowledge of the planning process to complete a project effectively and efficiently from start to finish. ProACTIVE partners with leaders in the planning field to ensure every aspect of a project is addressed properly.

### 4.2 Project Team LUB Experience

Bluerock Planning Inc. is led by Jonathan Schmidt, RPP, MCIP, one of Alberta's most dynamic and passionate planners focused on rural and small municipalities. In the last 11 years Jonathan has worked throughout rural Alberta from the south in Crowsnest Pass, Pincher Creek, Coaldale, through to Rocky View County, Wheatland County and north to Cold Lake. Our project team also includes members of ProACTIVE Planning. Russ Leedham is a planner, and GIS specialist with nearly 15 years of experience; and Blaise Fontaine is an engagement specialist with extensive experience with diverse stakeholder groups.

Our team brings vital experience working on all aspects of Land Use Bylaws, subdivision, development permits, and zoning bylaws across Western Canada.

LUB Updates / Overhauls	Special Areas (in-process), Starland County (in-process), Coronation, Wheatland County, Vulcan County, Towns of High River (phase 1), Coaldale and Coalhurst, Villages of Carmangay, Champion, Veteran, Youngstown & Glenwood, Canal Flats Zoning Bylaw, Valemount Zoning Bylaw.
LUB Training	Okotoks Municipal Planning Commission, Community Planning Association of Alberta, Palliser Regional Municipal Services
LUB Amendments	Various for developers (Wagon Wheel Developments, TransCanada, EMCOR, Alberta Trailnet, etc.). Assistance with numerous amendments during day-to-day assistance for small municipalities (e.g., Fort Macleod, Drumheller, Wheatland County, Crowsnest Pass).
Subdivision & Development Applications	Development officer for Town of Coalhurst, Cardston County and Municipality of Crowsnest Pass. Subdivision planner for Fort Macleod, Vulcan County, and Wheatland County. Submission of numerous development permit and subdivision applications for private developers.
GIS Mapping and Design	Detailed and drafting for multiple area structure plans and subdivision plans, Cartographic mapping representation for policy documents, Canada wide land use encroachment for pipeline operators GIS web mapping.

## 4.3 Project Team

The project team is a well rounded multi-disciplinary group that was specifically put together to deliver on all elements of the Land Use Bylaw updates. The small group is dedicated to effective communication internally and externally with stakeholders and the Summer Villages.

**Jonathan Schmidt** *MEDes, RPP, MCIP*

**Project Role:** Project Manager, Land Use Bylaw Lead

Jonathan has an excellent blend of policy experience with extensive Land Use Bylaw knowledge and successfully completed projects. Jonathan has led award-winning transformative public planning projects across western Canada including Canal Flats OCP & Zoning Bylaw in 2019 and the Bragg Creek Revitalization Plan. Over the years he has played a lead role in over 12 Land Use Bylaw projects for small towns, villages and counties across Alberta. He has a strong legislative knowledge of Alberta's Municipal Government Act from his four years at the Oldman River Regional Services Commission (ORRSC) plus his many projects across Alberta.

He brings a sensitive community-based approach to planning projects, with a keen understanding of how to deliver a successful project. Jonathan's experience at ORRSC framed his passion for public planning and he has a passion to bring the best lessons from planning across the province to the Summer Villages on Sylvan Lake.

Jonathan brings formal training as a project manager from corporate training world-leader PSMJ Resources Inc. and strong organizational skills and experience to his role as project manager.

---

Russ Leedham, *MCIP, RPP, GISP*

**Project Role:** Planner and GIS Specialist

Russ is a Professional Planner and GIS Professional by trade. His evolving 15 years as a land surveyor to a GIS specialist to a land-use planner has allowed him to gain a comprehensive background in all components of land use planning and development through hundreds of unique projects. He takes an analytical and logical approach by applying his technical background to the big picture needs of land development and infrastructure planning to achieve optimal outcomes for his clients. Russ' multidisciplinary experience turns these complex land use planning and development decisions, processes, issues, and obligations into an opportunity for clients and stakeholders.

Russ will lead bylaw review, research, and policy creation on the Land Use Bylaw updates. He will also provide strategic direction and technical design of mapping updates and the web mapping service.

---

Blaise Fontaine, *BA (Hons), IAP2*

**Project Role:** Engagement Specialist

Blaise is a highly regarded Indigenous and municipal engagement professional and co-founded ProACTIVE Planning in 2019. Her career began in 2007 with Canada's first public engagement consultancy, and she has established her career in the field through experience with the BC Provincial Government, Indigenous communities, oil and gas companies, and community planning firms. As a leader and innovator in stakeholder engagement, she brings a collaborative and comprehensive toolkit to ProACTIVE. Blaise has contributed to the success of nearly 100 projects across Canada and has developed and maintained relationships with hundreds of stakeholder groups and Indigenous communities.

Blaise will direct any required citizen engagement involved in the Land Use Bylaw updates. Blaise brings people together through genuine communication and her diverse engagement toolkit.

## 5 CONCLUSION

Bluerock Planning and the project team are eager for the opportunity to provide this work to the Summer Villages on Sylvan Lake

### 5.1 Invoicing

---

Project time and material costs in accordance with the agreed upon budget will be invoiced monthly. Invoices are to be paid within 30 days.

### 5.2 Authorization

---

By signing below, the client hereby authorizes Bluerock Planning to proceed with the above-mentioned work program to provide professional planning services:

*Sincerely,*



Jonathan Schmidt, MCIP, RPP, President  
Bluerock Planning Inc.

November 10, 2022

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Authorization to Proceed,*

\_\_\_\_\_  
Client – Summer Villages on Sylvan Lake

\_\_\_\_\_  
Date

# Appendix A

## Team Resumes



## Jonathan Schmidt

BES, MEdes, RPP, MCIP  
Principal | Bluerock Planning

Jonathan is president of Bluerock Planning and is one of western Canada's leading planning consultants specializing in small towns/cities, rural municipalities, Indigenous communities and regional planning. He has led award-winning plans and worked with world renowned regional planner Peter Calthorpe.

Jonathan's 12+ years of professional planning experience has focused on raising the bar for municipal planning policy and regulation. He believes strongly in the integration of economic development and planning to achieve more resilient and thriving communities, especially in rural western Canada.

Jonathan is a trained project manager and brings a pragmatic energy to every project - with a focus on changing the normal planning process so that communities can achieve the exceptional. He works on the belief that *if you want to change the result you must change the process*. One of his unique skills is the ability to truly listen to the needs and desires of a community and address them through the plan-making process. *What's missing in your community? How can your community achieve the exceptional?*

### AWARDS

#### Union of BC Municipalities (UBCM)

2019 Community Excellence Awards - Honourable Mention  
Project: Village of Canal Flats Official Community Plan  
Role: Project Manager/Senior Planner (B&A Planning Group)

#### Alberta Professional Planners Institute (APPI)

2018 APPI Awards - Award of Merit  
Project: Parkland County Technical Growth Study  
Role: Senior Planner (B&A Planning Group)

#### Alberta Professional Planners Institute (APPI)

2016 APPI Awards - Award of Merit - Design Plan Category  
Project: Bragg Creek Revitalization Plan  
Role: Project Manager/Senior Planner (McElhanney Consulting)

#### Canadian Institute of Planners

Humphrey Carver Award Master Thesis

### EDUCATION

University of Calgary  
Master of Environmental Design (Planning), 2006 - 2009

University of Waterloo  
Bachelor of Environmental Studies, 2000 - 2005  
Honours Co-op, Minor in Peace & Conflict Studies

### MEMBERSHIPS

- Registered Professional Planner (RPP)
- Alberta Professional Planners Institute - Member
- Planning Institute of British Columbia - Member
- Member of Canadian Institute of Planners (MCIP)

### EMPLOYMENT HISTORY

#### Bluerock Planning Inc.

President / Principal Planner / Project Manager  
Jan 2020 - present

#### B&A Planning Group

Senior Planner / Project Manager  
May 2016 - Dec 2019

#### McElhanney Consulting Services Ltd.

Senior Planner / Project Manager  
January 2013 - April 2016

#### Oldman River Regional Services Commission

Community Planner  
March 2009 - December 2012

#### Ann & Sandy Cross Conservation Area

Landscape Planner  
2007 - 2009

### PUBLICATIONS

Schmidt, J. (2009). Facing the Past in Our Planning. APPI Planning Journal. Summer 2009, Issue 2.

Quinn, M.S., Selvig, C., Schmidt, J. (2008). Considering Connectivity: Maintaining Critical Landscape Connections for the Ann & Sandy Cross Conservation Area in a Regional Context.





**PLANNING, DESIGN, & ENGAGEMENT EXPERIENCE****\*\* Denotes Award-winning project****CMRB Regional Plan (2020-2021)****Client:** HDR - Calthorpe

- Policy writer and planner for the Calgary Metropolitan Region Board Growth Plan working with renowned author and planner Peter Calthorpe.

**Municipal Development Plan (2020)****Client:** Special Areas Board (via Palliser Municipal Services)

- Project manager/lead planner for creation of the first MDP for Special Areas Board.

**Municipal Development Plan & Growth Study\*\* (2017)****Client:** Parkland County

- Senior planner for the County's two major planning documents that brought forth innovative ways to plan for sustainable rural growth.

**Bragg Creek Revitalization Plan (2015-2016)\*\*****Client:** Rocky View County

- Project manager / senior planner

**Development & Planning Services****Client:** Municipality of Crowsnest Pass (2014-2015 & 2020)

- Day-to-day development officer & planning services

**Client:** Wheatland County (2014-2015)

- Day-to-day senior planner services

**Official Community Plan & Zoning Bylaw (2022-present)****Client:** City of Castlegar, BC

- Project manager / senior planner for City's comprehensive update to their OCP and Zoning Bylaw

**Official Community Plan & Related Projects (2021-2022)****Client:** City of Grand Forks, BC

- Project manager / senior planner for comprehensive update to the OCP and 3 other related projects

**Official Community Plan (2021-2022)****Client:** Village of Slocan, BC

- Senior planner for comprehensive update to the OCP

**Official Community Plan & Zoning Bylaw (2020-2021)****Client:** Village of Valemount, BC

- Project manager / senior planner

**Official Community Plan & Zoning Bylaw (2018-2019)\*\*****Client:** Village of Canal Flats, BC

- Project manager / senior planner

**INDIGENOUS PROJECTS**

- Paddle Prairie Metis Settlement Land Use Plan (underway)
- Frog Lake First Nations Land Use Plan Engagement
- Akisqnuq First Nation Land Use Plan & Engagement
- Aqam First Nation Land Use Plan & Engagement

**COMMUNITY, MASTER & AREA PLANS**

- Legacy Farm Area Structure Plan (Strathmore, AB)
- Shepard Industrial Area Structure Plan (Rocky View County)
- City of Fort Saskatchewan Municipal Development Plan
- Westview Area Structure Plan (Town of Nanton)
- Sheerness Area Structure Plan (Special Areas Board)
- Robinwood Area Structure Plan (County of Vermilion River)
- Oyen Railyard Area Structure Plan (Town of Oyen)
- Shepard Industrial Area Structure Plan (Rocky View County)
- East Highway 1 Area Structure Plan (Rocky View County)
- Village of Nakusp Official Community Plan
- North Industrial Area Structure Plan (Rocky View County)
- East Acreages Area Structure Plan (Chestermere)
- Dead Man's Flats Area Structure Plan (MD of Bighorn)
- Twp 250 Conceptual Scheme (Rocky View County)
- Kinosoo Beach Redevelopment Plan (Cold Lake)
- Kootenay River Resort Master Plan, Canal Flats, BC
- Mended Star Master Plan, Canal Flats, BC
- RCMP Police Dog Training Centre Master Plan, Innisfail, AB
- Carraig Ridge (Conservation Design) Subdivision, MD of Bighorn, AB

**EXPERT WITNESS TESTIMONY & REPORTS**

- Expert Witness Testimony - MGB Hearing - Canmore vs. MD of Bighorn (Dead Man's Flats ASP. MGA s.690 appeal)
- Highest and Best Use Expert Report on behalf of private landowner for Expropriation Case in Foothills County, AB







## Russ Leedham

### President & Director of Planning

RPP, MCIP, M.Plan, GISP

Land use planning and development decisions, processes, and issues are driven by geographic, social, regulatory, and economic complexities. Russ' multidisciplinary experience turns these complex obligations into an opportunity for clients and stakeholders.

Russ is a Professional Planner and Geographic Information Systems Professional by trade and co-founded ProACTIVE Planning in 2019. His evolving 15 years as a land surveyor to a GIS specialist to a land-use planner has allowed him to gain a comprehensive background in all components of land use planning and development through hundreds of unique projects. His industry experience ranges from community planning, geomatics engineering, environmental regulatory, transportation planning, regional planning, and pipeline regulatory. He takes an analytical and logical approach by applying his technical background to the big picture needs of land development and infrastructure planning to achieve optimal outcomes for his clients.

As Director of Planning, Russ manages ProACTIVE's land use planning and development portfolio, and all GIS mapping and programming.

## Professional History

Director of Planning  
ProACTIVE Planning Inc.  
January 2019 - Present

Community Planner & Sr. GIS Specialist  
B&A Planning Group  
April 2015 - November 2018

GIS Specialist  
AMEC Foster Wheeler  
September 2013 - August 2014

GIS Planning Technician  
Calgary Regional Partnership (CRP)  
September 2012 - September 2013

GIS Specialist & Design Technician  
Boulevard Transportation Group  
September 2010 - December 2011

Surveyor & Design Technician  
Stantec Consulting  
May 2006 - March 2010

## Education

University of Calgary  
Masters of Planning - Honors

Southern Alberta Institute of Technology  
Bachelor of Applied Geographic Information Systems

Lethbridge College  
Geomatics Engineering Technology

## Professional Affiliations

Member  
Canadian Institute of Planners  
Registered Professional Planner  
Alberta Professional Planning Institute  
GIS Professional  
GIS Certification Institute

## Key Experience

**Russ Leedham**  
President & Director of Planning

● ProACTIVE Planning    ● B&A Planning Group    ● AMEC    ● CRP    ● Boulevard    ● Stantec

### Corporate Development

- Led the development of the company goals, business plan, strategic vision, framework, vision, business development plan and corporate mandate - 2019-2021
- Supported the process and management of ProACTIVE's Industry-Wide Development Filtering and Land Use Monitoring program - 2021
- Developed proprietary software and processes to filter, manage, monitor, and map land use planning and development near pipeline systems - 2019-2021
- Created GIS workplan, planning integration workplan, and technical vision - 2019-2021
- Web design, corporate policy, marketing material, and administrative setup and management - 2019-2021
- Led internal GIS and Planning integration program development - 2016-2018
- Project lead for internal GIS platform development - 2008-2010
- Supported internal geomatics project team coordination with various internal departments - 2007-2010

### Community Planning

- Parkland County Municipal Development Plan
  - Parkland County AB - 2016
- Husky Energy real estate asset management
- Comprehensive highest and best land use studies, development permit applications
  - Multiple western Canada locations - 2015-2018
- Harbour Landing Concept Plan - Concept design and report development
  - Regina SK - 2017
- Riversong Neighbourhood Plan - Planner
  - Cochrane AB - 2021
- Robinson Gravel Pit Development - Planner, Technical Reclamation Plan
  - Cochrane AB - 2016-2018
- Intermunicipal Development Plans - Planning Assistant on multiple projects

### Special Programs and Major Projects

- Interprovincial planning research, assessments, technical review lead, and engagement support for encroachment reporting for pipeline clients. - 2019-2021
- Provided land use planning expertise, land use assessments and data analysis for pipeline class location (pipe safety suitability) prediction assessments - 2019-2021
- Project manager, lead planner, data management and manipulation, GIS mapping lead for multiple projects assisting pipeline operators - 2019-2021
- Lead Planner as land use planning and development agent for TC Energy - 2015-2018
- Coordinated program research and development for multi-municipality open GIS data coordination and program development - 2013
- Regional and municipal growth and development capacity study
  - Calgary Region - 2013
- Calgary Metropolitan Plan - strategic policy to mapping vision and development
  - Calgary Region - 2013
- Research, reporting, Design, Engagement, and Analysis for multiple projects in BC, AB, and SK - 2010-2011
  - Traffic Impact Assessments, Parking Studies, Transporation Master Plans, Traffic Management

### Education and Facilitation

- Project coordinator and content development lead on a project with the Canadian Energy Pipeline Association to provide pipeline education sessions for planning institutes, municipalities, and First Nations across Canada. - 2021
- Presented to influential organizations such as CEPA, the CER, CSA, CCGA, CGA, APPI, PIBC, SPPI, MPPI, OPPI - 2019-2021
- Banff Pipeline Workshop - guest panelist on the topic of land use planning and development near pipelines. - 2021
- Vice-chairman of Calgary Regional Partnership GIS Planning Committee - 2012-2013

## Key Experience Cont'd

Russ Leedham  
President & Director of Planning

● ProACTIVE Planning    ● B&A Planning Group    ● AMEC    ● CRP    ● Boulevard    ● Stantec

### Technical Design and GIS Projects

- Web portal development (HTML coding, database management, ArcGIS Online Web mapping integration) for custom pipeline operator software connecting land use planning and development with operator obligations. - 2019-2021
- Spatial analysis, data management, data manipulation, web mapping and cartographic mapping for encroachment studies - 2019-2021
- Cartographic mapping, land use and density analysis, data management, and web mapping for land use planning and development projects - 2015-2018
- Hydrological Engineering Reporting and Environmental Impact Assessments mapping and analysis - 2014
- GIS analysis, mapping, and database specialist for oil sands reclamation - 2014
- Mckenzie Ave / Finnerty Rd detailed traffic circle design
  - Victoria BC, 2011
- Technical design lead for civil engineering, transportation planning, and environmental infrastructure projects - 2006-2010
- Land use planning design and drafting for new area structure plans and subdivision plans. 2006-2010
  - Vanier Woods ASP, Red Deer AB
  - Chinook Crossing, Airdrie AB
  - Johnstone Crossing, Red Deer AB
  - Blackfalds Intermunicipal Development Plan, AB



## Blaise Fontaine

Vice President & Director of Engagement

B.A. Hons, IAP2

Engagement isn't an obligation, it's an opportunity to make a project successful by initiating powerful connections and nurturing meaningful relationships with stakeholders. Blaise brings people together through genuine communication and her diverse engagement toolkit.

Blaise is a highly-regarded Indigenous and municipal engagement professional and co-founded ProACTIVE Planning in 2019. Blaise's career began in 2007 with Canada's first public engagement consultancy, and she has established her career in the field through experience with the BC Provincial Government, Indigenous communities, oil and gas companies, and community planning firms. As a leader and innovator in stakeholder engagement, she brings a collaborative and comprehensive toolkit to ProACTIVE. Blaise has contributed to the success of nearly 100 projects across Canada, and has developed and maintained relationships with hundreds of stakeholder groups and Indigenous communities.

## Education

University of Victoria

Bachelor of Arts - Honours Humanities

Camosun College

Indigenous Studies

## Professional History

Director of Engagement

ProACTIVE Planning Inc.

January 2019 - Present

Senior Engagement Specialist

B&A Planning Group

July 2016 - August 2018

Stakeholder Affairs Advisor

Brion Energy

May 2015 - June 2016

Aboriginal Projects Coordinator

BC Provincial Government

October 2013 - April 2015

Team Lead

Public Outreach Consultancy

January 2007 - February 2011

## Professional Affiliations

Member

International Association for

Public Participation

Member

Circle for Aboriginal Relations

Member

Aboriginal Professional

Association of Canada

## Key Experience

**Blaise Fontaine**  
Vice President & Director of Engagement

- ProACTIVE Planning Inc.
- B&A Planning Group
- Brion Energy
- BC Provincial Government, Office of Indigenous Affairs

### Corporate Development and Strategic Plans

- Developed and maintained Corporate Engagement Strategy with Clients, Municipalities, Stakeholders and First Nations - 2021
- Initiated and directed the process and management of ProACTIVE's Industry-Wide Development Filtering and Land Use Monitoring program - 2021
- Led internal corporate policy development - 2020
- Co-created ProACTIVE Planning strategic vision, mandate, workflows, and business plan - 2019-2020
- Corporate Social Responsibility Strategy - 2019-2020
- Business Development and Social Media Strategy - 2019-2020
- B&A Planning Group Indigenous Business Development Plan - 2018
- Tribal Council Strategic Plan Creation  
- Stoney Nakoda Tsuut'ina AB - 2017-2018
- Corporate Social Responsibility Strategy - 2015
- Indigenous Communities Portfolio - 2015
- Trapper Engagement Standard - 2015
- Indigenous Community Development Strategy - 2015
- BC Government Aboriginal Service Plan 2013-2015

### Municipal Planning Engagement

- Legacy Farms ASP- Engagement Advisor
  - Strathmore AB - 2021
- Official Community Plan - Engagement Lead
  - Canal Flats BC - 2018
- Community Land Use Plan - Engagement Specialist
  - Akisqnuq First Nation BC - 2016-2017
- Greystone Neighbourhood Plan - Engagement Lead
  - Cochrane AB (Burnswest) - 2016-2018
- Arbour Lake Outline Plan - Engagement Lead  
Calgary AB (Hopewell) - 2016-2018
- West Okotoks ASP - Engagement Lead  
Okotoks AB - 2016-2018

### Special Programs and Major Projects

- Coordinated engagement with many municipalities, First Nations, and developers for Canada-wide encroachment reporting for pipeline clients. - 2019-2021
- Developed process, data needs, and engagement deliverables for pipeline class location (pipe safety suitability) prediction assessments. - 2019-2021
- Project management, data entry, and stakeholder response coordination - multiple projects - 2019-2021
- Pre-employment Welding Program  
- Mikisew Cree First Nation - 2015
- Indigenous Internship Program - 2015
- Indigenous Stakeholder Engagement Strategy - 2015
- Impact Benefit Agreement Compliance Tool - 2015
- Community Development Commitment Tracker - 2015
- Indigenous Scholarship Program - 2015
- Elders in Residence Program - 2013-2014
- Indigenous Language Revitalize Program - 2013-2014
- Pathways & Opportunities Project - 2013-2014
- WSANEC Affiliation Agreement - 2013-2014
- University of Victoria Indigenization Framework - 2013-2014
- Aboriginal Service Plan Stakeholder Engagement Framework - 2013-2014

### Education and Facilitation

- Project coordinator and engagement lead on a project with the Canadian Energy Pipeline Association to provide pipeline education sessions for planning institutes, municipalities, and First Nations across Canada. - 2021
- Presented to influential organizations such as CEPA, the CER, CSA, CCGA, CGA, APPI, PIBC, SPPI, MPPI, OPPI - 2019-2021
- Aboriginal Service Plan Advisory Committee Member - 2013-2014
- BC Government Lunch & Learn Weekly Professional Development Program - 2013-2014

## Appendix B

### Project Sheets



**BLUEROCK GIVING  
YOUR PROJECT THAT...**
**WOW FACTOR**
**3 YEARS 10+ ADOPTED  
PLANS**
**PROJECT ACCOMPLISHMENTS 2020 - 2022**

- Assistant planner and policy writer with HDR | Calthorpe team on Calgary Metropolitan Regional Plan (adopted)
- Project manager for the Village of Valemount Official Community Plan (OCP) and Zoning Bylaw, both adopted unanimously by Council
- Project manager for the City of Grand Forks Official Community Plan (adopted)
- Planner for Village of Slocan Official Community Plan (adopted)
- Lead planner for 3 Town of Drumheller Intermunicipal Development Plans (Kneehill, Special Areas, and Starland) (adopted)
- Lead planner for Oyen Industrial Area Structure Plan (ASP) (adopted)
- Lead planner for Special Areas Board Municipal Development Plan (MDP) (adopted)
- Senior reviewer on Village of Veteran and Village of Youngston Land Use Bylaws (adopted)
- Lead planner for Mended Star Master Plan and associated Development variance application, Village of Canal Flats (adopted)
- Senior planning advisor for Amazon Web Services data centre development site selection process (approved & under construction)
- Lead planner for Legacy Farm ASP (adopted)
- Lead planner for Westview ASP (adopted)
- Lead planner for Sheerness ASP (adopted)
- Lead planner for Town of Coronation Land Use Bylaw (adopted)
- Lead planner for Special Areas Board Land Use Order (in process)
- Lead policy writer for Shepard Industrial ASP (1st reading given)
- Lead policy writer for East Highway 1 ASP (1st reading given)



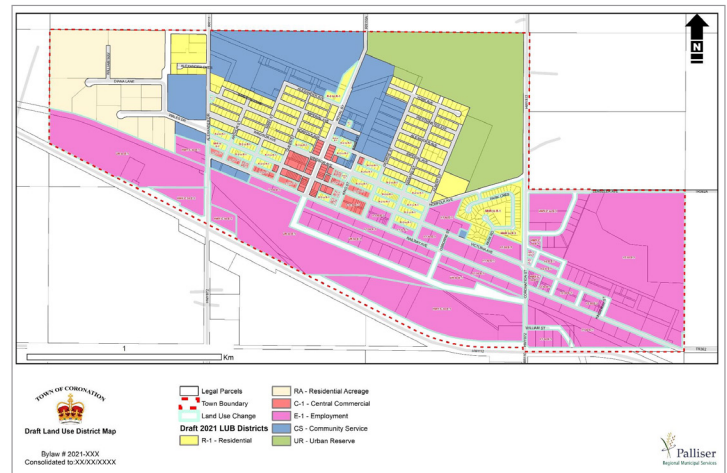
## Town of Coronation - Land Use Bylaw

Client Palliser Regional Municipal  
Services & Special Areas Board

Date 2021-2022

Location Town of Coronation, Alberta

Bluerock's Role: Project Management, Bylaw  
Writing, Graphics and Visuals



### RURAL PLANNING & DESIGN

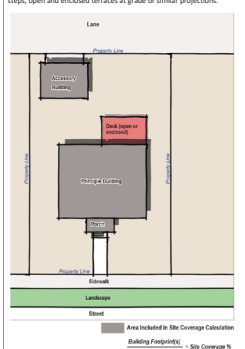
Bluerock Planning in partnership with Palliser Regional Municipal Services has been working with the Town of Coronation to create a new Land Use Bylaw that will be more permissive and stimulate much-needed economic development within the Town.

Key topics addressed include: urban agriculture and local food production and manufacturing, tiny homes, accessory buildings, consolidation of districts and creating a citizen-friendly land use bylaw.

The design of the new Land Use Bylaw is visually easy-to-read with strategic use of colours, tables and graphics. The digital PDF version is completely interactive with internal hyperlinks and indexes allowing the user to browse the document just like a website.

**SITE COVERAGE**

means the percentage of the Parcel Area covered by the area of all Buildings including Accessory Buildings, and excludes balconies, bay windows, canopies and sun shades, cornices, eaves and gutters, roof overhangs, fire escapes, sills, steps, open and enclosed terraces at grade or similar projections.



**SPECIAL CARE FACILITY**

means an institution or residential facility where care and attention is furnished, with or without charge on account of age, infirmity, physical or mental defect, or other disability which requires care and which is designated as a community care facility.

**SPECIAL NEEDS HOUSING**

means housing provided to persons who have special needs due to age, physical or mental infirmity, or other condition.

**SELF STORAGE FACILITY**

means a building or group of buildings consisting of individual, self-contained units leased to individuals, organizations or businesses for self-service storage of property and goods.

Town of Coronation Land Use Bylaw Page 102 of 111

### Part 4 Specific Use Regulations

#### 4 Specific Use Regulations

This Part of the Land Use Bylaw contains regulations for specific land uses. Regulations for the following list of land uses can be found in this section:

- 4.2 Accessory Buildings & Uses
- 4.3 Accessory Dwelling Units
- 4.4 Detached Accessory Dwelling Units
- 4.5 Attached Accessory Dwelling Units
- 4.6 Auto Body Shops
- 4.7 Automotive Service and Fuel Sales Establishments
- 4.8 Bed and Breakfast Establishments
- 4.9 Car Washing Establishments
- 4.10 Drive Through
- 4.11 Farm Animal Units
- 4.12 Fences, Hedges & Enclosures
- 4.13 Home Occupations
- 4.14 Hospital Helpaid Vicinity
- 4.15 Loading
- 4.16 Manufactured Homes
- 4.17 Modular Homes
- 4.18 Parking
- 4.19 Secondary Suites
- 4.20 Storage Structures
- 4.21 Tiny Homes - Small Lot
- 4.21.1 Where Dwelling, Tiny Home - Small Lot is listed as a permitted or discretionary use in a district the following regulations apply:
  - (a) Sites shall be designed to fit within the surrounding neighbourhood with a preference

Town of Coronation Land Use Bylaw Page 30 of 111

[Go to Table of Contents](#) [Go to Definitions](#) [Go to Previous](#)

### 6.6 MHP - MANUFACTURED HOME PARK DISTRICT

**6.6.1 Purpose:**

The purpose of this District is to regulate the placement and design of manufactured home parks.

**6.6.2 Permitted Uses:**

Within the MHP - Manufactured Home Park District the following are permitted uses:

(a) Accessory Building and Uses*	(f) Public Park
(b) Dwelling, Manufactured Home	(g) Manufactured Home Park
(c) Dwelling, Modular Home	(h) Public Utility
(d) Home Occupation 1 - Minor*	(i) Public and quasi-public buildings, facilities and installations
(e) Signs - Type #12 associated with an approved use (e.g. home occupation)**	

**6.6.3 Discretionary Uses:**

Within the MHP - Manufactured Home Park District the following are discretionary uses:

(a) Accessory Building - Fabric Covered*	(d) Home Occupation 2 - Major*
(b) Campground	(e) Manufactured Home Park Facilities
(c) Day Home	(f) Urban Farm

See Part 3 for General Regulations that may apply.  
\*See Part 4 for Specific Use Regulations  
\*\*See Part 5 for Sign Regulations

**6.6.4 Minimum Parcel Area**

The Minimum Parcel Area for the MHP - Manufactured Home Park District shall be as follows:

Use	Minimum Parcel Area
(a) Manufactured Home Park	0.2 hectares (0.5 acres)
(b) Manufactured Home Lot	360 m <sup>2</sup> (3,875 sq. ft.)
(c) Other permitted uses	At the discretion of the Development Authority

Town of Coronation Land Use Bylaw Page 64 of 111

[Go to Table of Contents](#) [Go to Definitions](#) [Go to Previous](#)

## CALGARY METROPOLITAN REGION GROWTH PLAN

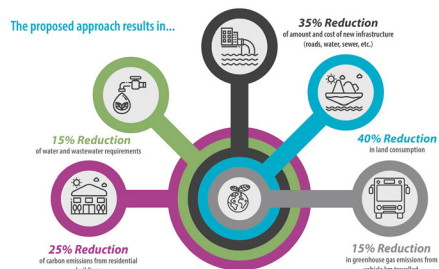
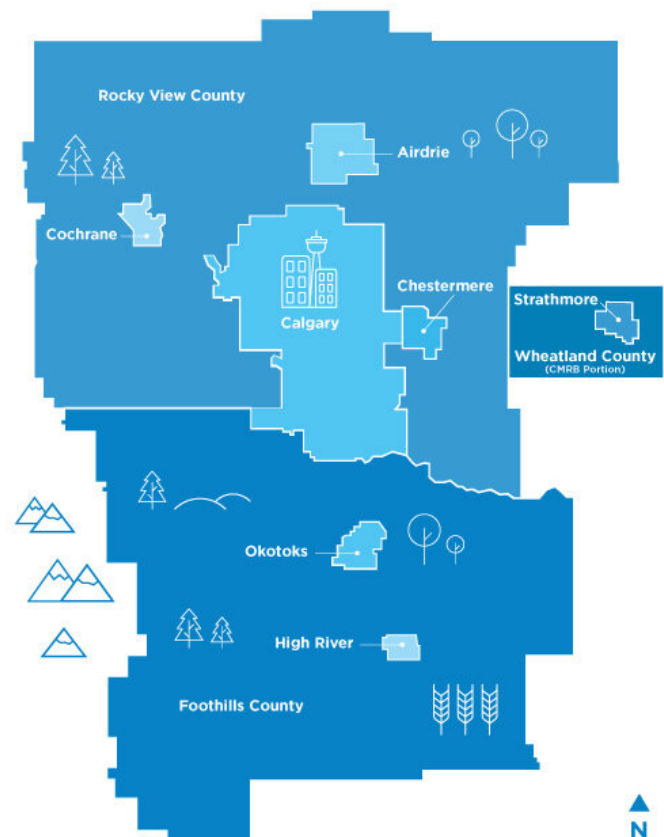
Client	HDR - Calthorpe / Calgary Metropolitan Region Board
Date	2020-2021
Location	Calgary Region, Alberta



### REGIONAL POLICY WRITING

Bluerock's Jonathan Schmidt brought policy writing expertise and local knowledge to the renowned consulting team from HDR-Calthorpe writing the Calgary Metropolitan Region Growth and Servicing Plans. Jonathan worked closely with world renowned urban and regional planner Peter Calthorpe, former Portland mayor Charles Hales and the rest of the HDR-Calthorpe team.

Jonathan's project role on the Regional Growth and Servicing Plans focused on writing policies for the Growth Plan and Servicing Plan, facilitation of meetings with member municipalities' staff and political representatives as well as providing professional expertise on Alberta's legislative planning framework. The Growth and Servicing Plans were adopted by the Board in June 2021.





## Legacy Farm ASP

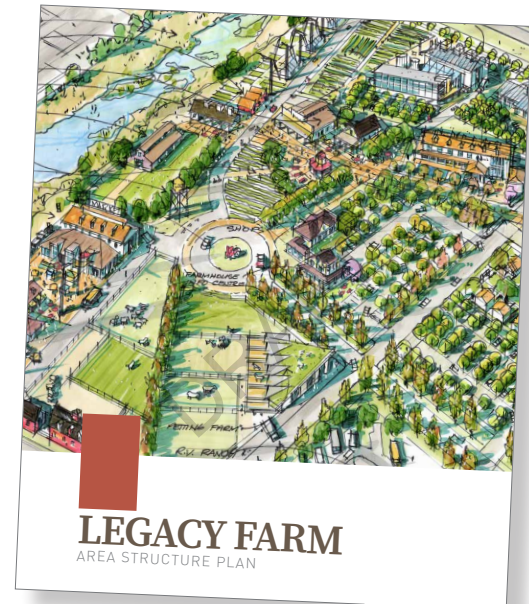
Client	Town of Strathmore with MVH Urban Planning & Design
Date	2021-2022
Location	Town of Strathmore, Alberta
Bluerock's Role	Policy planning; coordination of planning, mapping and engineering; lead policy writing; and graphic layout and design of ASP document.

### COMPLETE NEIGHBOURHOOD DESIGN

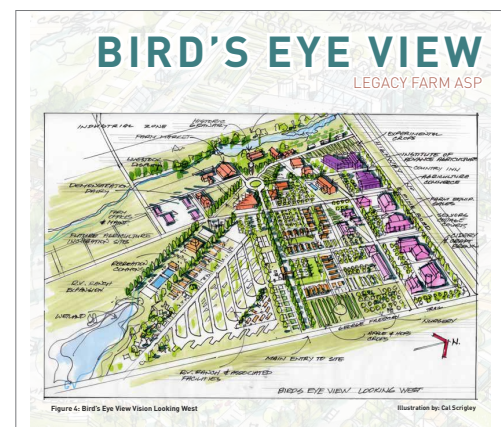
Bluerock assisted MVH Urban Planning & Design with creation of a dynamic and inspiring Area Structure Plan for a 48 hectare (118.5 acre) agricultural based tourism and business development in the Town of Strathmore, Alberta.

The Legacy Farm development builds on this historically significant site, which was home to the CPR's world renowned demonstration farm in the mid-century. The development vision builds off this historic legacy with a central agriculture-based tourism market area, and flanked on the east by an RV Resort that's bordered by a business/educational and industrial area. Retention of natural features was key to the site design and focused on maintaining and restoring the Legacy Creek on the west side of the site.

Bluerock's role was leading the creation of the ASP document, including policy writing, graphics layout, mapping, and communications with Town administration.



Illustrations were done by Cal Scrigley / MVH Urban Planning & Design



## Oyen Railyard ASP

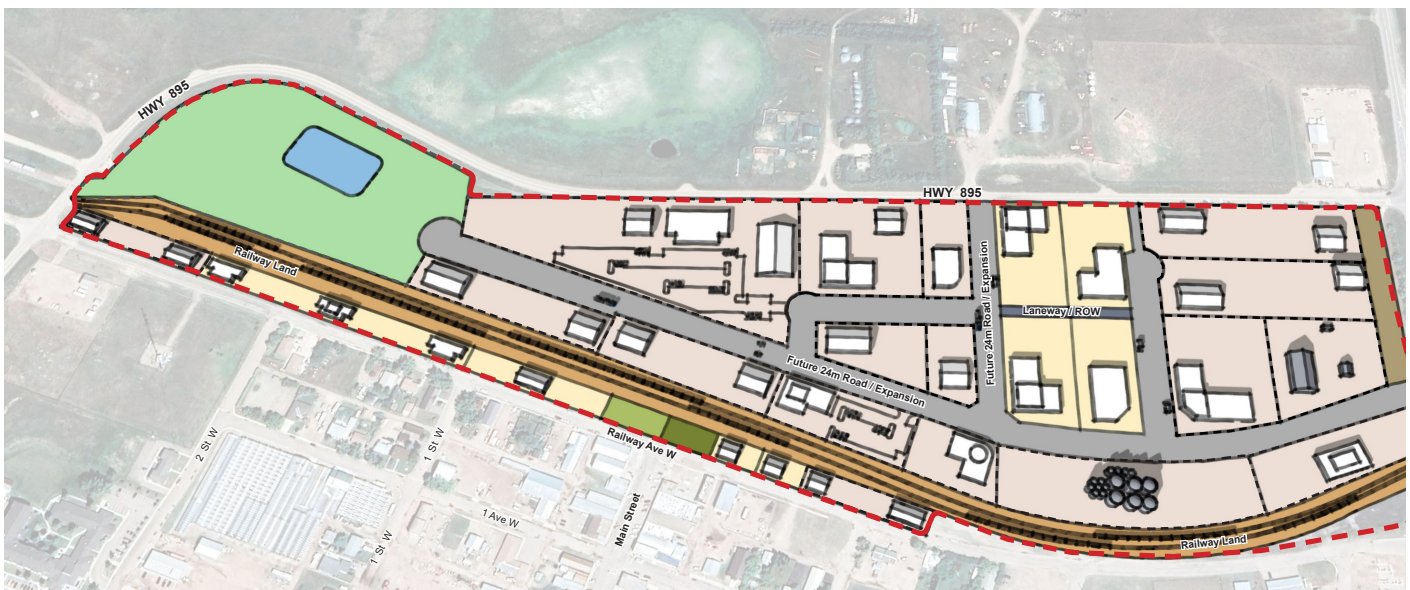
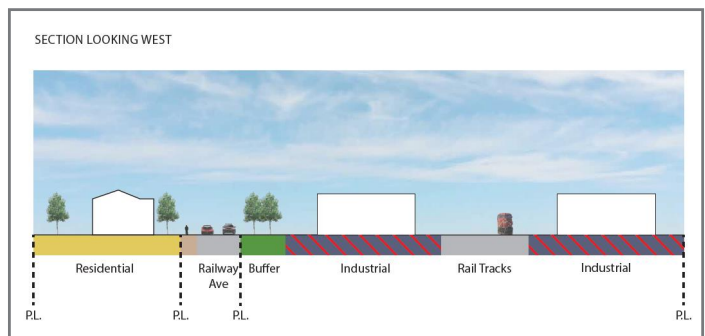
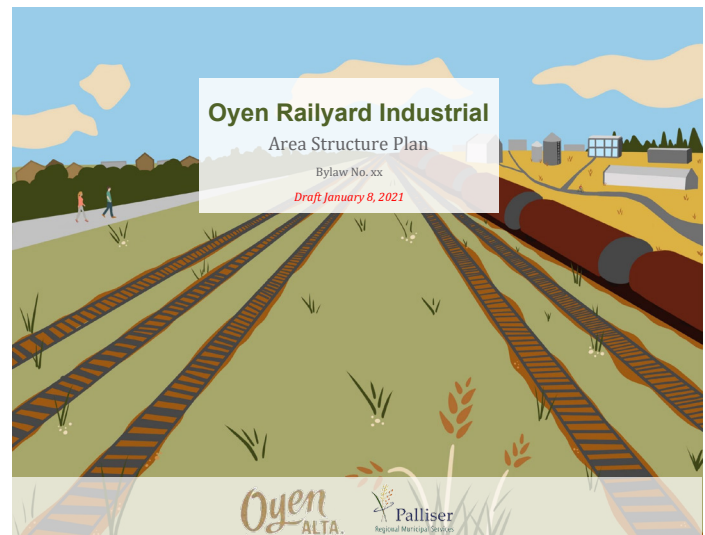
Client	Palliser Regional Municipal Services & Town of Oyen
Date	2020-2021
Location	Town of Oyen, Alberta
Bluerock's Role	Project lead; coordination of planning, mapping and engineering; lead policy writing; 3D drawings; and graphic layout and design of ASP document.

### SMALL TOWN INNOVATION & DESIGN

Bluerock is assisting Palliser Regional Municipal Services and the Town of Oyen on an innovative rural Area Structure Plan that integrates rail-side industrial development into the fabric of a small town.

The project team has created a strong development vision, high-quality maps and visuals as well as a playful theme for the ASP.

The project is a collaboration between various stakeholders including the Town of Oyen, Special Areas Board, Oyen Railyard Development Corporation and various other landowners. The goal is to bring economic development to the Town and region for many years to come.





## Special Areas Board - Land Use Order

Client Palliser Regional Municipal Services &  
Special Areas Board

Date 2021-2022

Location Special Areas Board, Alberta

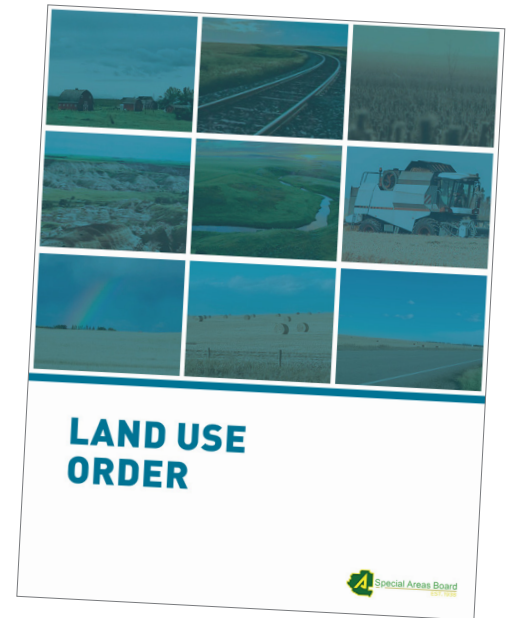
Bluerock's Role: Project Management, Bylaw Writing,  
Graphics and Visuals

### RURAL PLANNING & DESIGN

Bluerock Planning in partnership with Palliser Regional Municipal Services is working closely with Special Areas Board to overhaul their Land Use Order that covers all 5,000,000 acres of land.

The new Land Use Order address many important topics including: country residential subdivision and design, renewable energy, economic development, rural industrial and commercial uses, and moving towards a more form-based approach for regulation within hamlets.

The design of the new Land Use Order is visually easy-to-read and use with strategic use of colours, tables and graphics. The digital PDF version is completely interactive with internal hyperlinks and indexes allowing the user to browse the document just like a website.



#### 2.8 PROJECTIONS INTO SETBACKS

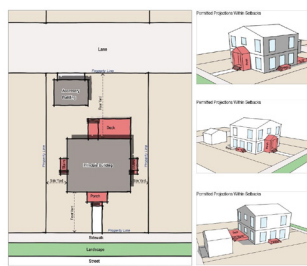


Figure 5: Permitted Projections

##### 2.8.1 Front Yards:

- (a) Eaves, balconies, porches, bay windows, shade projections, chimneys, un-enclosed decks, may project a maximum of 0.6 m (2 ft.) over or onto a required front yard.
- (b) Un-enclosed steps may project a maximum of 1.8 m (6 ft.) over or onto a required front yard.

##### 2.8.2 Side Yards:

- (a) Eaves, shade projections, chimneys, may project a distance not exceeding one half of the minimum side yard requirement for the lot.
- (b) Un-enclosed steps and landings shall be at grade to a side entrance and may project onto the entire required side yard. Un-enclosed steps and landings above grade shall be at the discretion of the Municipal Planning Commission.

Go to Table of Contents

Go to Definitions

Go to Provisions

#### H Hamlet District

##### 4.5 H – HAMLET DISTRICT

###### 4.5.1 Purpose:

The purpose and intent of Hamlet District is to accommodate a range of land uses to support community development in accordance with the Municipal Development Plan.

###### 4.5.2 Permitted Uses:

Within the H – Hamlet District, the following uses are **Permitted Uses**:

a) Accessory Building, Structure or Use	i) Government Institution
b) Beekeeping, Hobby	j) Home Occupation – Minor*
c) Day Home*	k) Home Occupation – Phone & Desk*
d) Dwelling, Detached	l) Indoor Recreation Facility
e) Dwelling, Duplex	m) Municipal Works
f) Dwelling, Prefabricated	n) Passive Outdoor Recreation Area
g) Educational Institution	o) Personal Service
h) Financial Institution	p) Playground
	q) Professional Office

\*Denotes uses that do not require a Development Permit in accordance with Section 1.10.

Special Areas Board – Land Use Order

Page 69 of 116

#### RC RURAL COMMERCIAL DISTRICT

##### 4.6 RC – RURAL COMMERCIAL DISTRICT

###### 4.6.1 Purpose:

The purpose of this District is to provide for commercial uses which have a rural character in order to serve a wide area of Special Areas Board.

###### 4.6.2 Permitted Uses

Within the RC – Rural Commercial District, the following uses are **Permitted Uses**:

a) Auction Facility	n) Indoor Recreation Facility
b) Accessory Building, Structure or Use	o) Library
c) Beekeeping, Commercial	p) Market Garden
d) Car Wash	q) Municipal Works
e) Day Care Centre	r) Museum
f) Day Home*	s) Passive Outdoor Recreation Area
g) Eating And Drinking Establishment	t) Personal Service
h) Farmers Market	u) Playground
i) Financial Institution	v) Professional Office
j) Government Institution	w) Retail & Services, General
k) Greenhouse Operation	x) Retail & Services, Heavy
l) Home Occupation – Minor*	y) Service Station
m) Home Occupation – Phone & Desk*	z) Solar Energy System – Microgeneration*

\*Denotes uses that do not require a Development Permit in accordance with Section 1.10.

Special Areas Board – Land Use Order

Page 75 of 116



## STUNNING IMAGES TO GIVE YOUR PROJECT THAT **WOW FACTOR**



### THE WOW FACTOR DETAILS

Bluerock Planning in collaboration with Schaming Productions is now offering clients affordable high-quality drone imagery and video for planning and development projects.

#### Base Services include:

- Reconnaissance to site and 30 min of on-site drone operation
- High-resolution photos
- 4K video
- Registered drone and operator for use outside of regulated air space
- All required approvals for drone operation will be obtained
- Deliverables include:
  - all raw images and videos,
  - 1 - 2 min edited video
  - 10 high-resolution edited images

#### Base Fee (Calgary Region): \$800/site

- Deliverable options depending on clients needs including:
  - video montage (3-5 min) with music
  - fully integrated 3D urban design illustration and modeling based on drone imagery
- We also offer fully integrated 3D urban design illustration and modeling based on drone imagery

Call or text 587.998.4540 for a free estimate on the above services

Watch a drone video montage demo here: <https://youtu.be/aLSsdufLBIO>

## **SUMMER VILLAGE OF HALF MOON BAY LAND USE BYLAW REVIEW AND UPDATE**

---

Cost Estimate | 10 January 2023



MUNICIPAL PLANNING SERVICES

## 1.0 INTRODUCTION

---

Municipal Planning Services (MPS) is very pleased to provide the Summer Village of Half Moon Bay (the Summer Village) with this work plan to undertake a review and update of the Village's Land Use Bylaw (LUB). This work plan was developed based on our discussions with Summer Village Administration as well as our professional experience reviewing and updating plans and bylaws for Summer Villages in Alberta.

## 2.0 PROJECT ASSUMPTIONS

---

In preparing this work plan, it is assumed that:

1. The Land Use Bylaw will be written to:
  - a. improve efficiency;
  - b. consolidate amendments; and
  - c. reduce red tape associated with subdivision and development processes where possible.
2. Engagement will be a key component to the success of this project. The project deliverable must reflect and support the unique history, economic drivers, culture, and opportunities of the Summer Village.
3. Administration, boards, commissions, service providers, and departments will make available to MPS all reports, plans, records, special data, mapping, etc., that they have in their possession that may be required in the performance of the services described in this proposal. The project team will utilize mapping data that has been provided to MPS by the Summer Village to develop the new Land Use District map.
4. The Summer Village will be responsible for public meeting costs such as notifications, advertising, mailings, venues, refreshments, etc.
5. Administration will assist MPS in the execution of the meeting and public engagement program by:
  - a. Calling and organizing all Council/Committee meetings;
  - b. Organizing the logistics of public meetings (booking venues, advertising to the public, etc.);
  - c. Mailing/distributing all notices and letters;
  - d. Distributing all documents, minutes, meeting materials and reports supplied by MPS to members of Council as required; and
  - e. Presenting the draft Land Use Bylaw to Council at 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Readings with support from the MPS project team.
6. A combination of online and in-person meetings will be used to make efficient use of Council, Administration, and community members' time and resources.

### 3.0 QUOTE DETAILS AND WORKPLAN

#### 3.1 WORKPLAN AND MAJOR PROJECT MILESTONES

The following is a list of major project milestones for the Land Use Bylaw (LUB) review and update project. These milestones will act as a progress indicator for the project and will help ensure that each phase of the project builds upon past successes, data gathering, and direction from Summer Village Council and Administration.

PHASE 1: INFORMATION GATHERING		
Milestone	Format	Description
Project Start-Up Meeting with Administration	Online Meeting	MPS and Administration will meet to review the proposed project work plan and make adjustments as directed, identify Summer Village information and documents needed by MPS to undertake the project, review project expectations and the proposed timeline, confirm the public engagement program.
Updated Project Work Plan	Document	With direction from Administration at the Project Start-Up Meeting, MPS will prepare an <u>Updated Project Work Plan</u> to guide the project.
MPS Undertakes Background Information Gathering and Review		
Recommended Changes Report	Document	<p>MPS will prepare and submit to the Summer Village a Recommended Changes Report that analyzes available data and provides recommended changes to the LUB focused on the following areas:</p> <ul style="list-style-type: none"> <li>• Changes to demographic and spatial information;</li> <li>• Consistency with provincial legislation and regulations;</li> <li>• Opportunities to improve/simplify/ consolidate current LUB regulations;</li> <li>• Consolidating amendments to the LUB;</li> <li>• Consistency with statutory plans;</li> <li>• Identifying and addressing emerging development/market pressures; and</li> <li>• Clarify environmental and site suitability considerations and requirements.</li> </ul>
Recommended Changes Report Meeting with Administration	Online Meeting	MPS will meet with Administration to review the findings of the Recommended Changes Report, and discuss options for further revisions. MPS will provide the updated report to Administration to share with Council.
Planning Workshop with Council and Administration	In-Person Meeting	<p>MPS will host an informal Planning Workshop with Council and Administration. The purpose of the workshop will be to:</p> <ul style="list-style-type: none"> <li>• Review the project's purpose and work plan;</li> <li>• Provide an overview of what an LUB is, and how it relates to land use planning and development in the Summer Village;</li> <li>• Provide an overview of the Recommended Changes Report;</li> <li>• Discuss strengths and weaknesses of the Summer Village's current LUB;</li> <li>• Seek guidance from Council on their preferred approach(s) to key land use and development activities in the Summer Village (e.g. housing demands, environmental protection, etc.)</li> </ul>



PHASE 2: DRAFT LUB DEVELOPMENT AND REVIEW		
Milestone	Format	Description
MPS Prepares Draft LUB		
Draft LUB Review Meetings with Council (x2)	Online Meetings	MPS will review the updated draft LUB with Council and Administration, and will seek guidance on opportunities to revise the draft LUB.
Project Notification to Agencies, Stakeholders, and Adjacent Municipalities	Document	With support from Council and Administration, MPS will compile a list of referral agencies, stakeholders, and adjacent municipalities to direct mail notify of the project and to inform them of opportunities to participate in public/stakeholder engagement for the project.
Public Open House to Review Draft LUB	In-Person Meeting, Online Recording	<p>MPS will host an in-person public open house to present the draft LUB to community members and identified stakeholders.</p> <p>A recording of the public meeting presentation will be made available for viewing via YouTube so that community members can watch on their own schedule if needed.</p> <p>MPS will prepare electronic notification materials (e.g. newsletter, website/social medial content, posters) for Administration to distribute/post.</p>
MPS Gathers and Reviews Public Feedback		
Phase 2 Project What We Heard Report	Document	Following the online public meeting, MPS will compile all feedback, questions, and comments received from Summer Village residents, community members, and referral agencies during Phase 2 and compile it in to a 'What We Heard' Report. MPS will share this report with Summer Village Administration and discuss with Administration any implications or recommendations for the LUB review/update.
What We Heard Report Review Meeting with Council and Administration	Online Meeting	MPS will present to Council and Administration the feedback received from the public meeting and will seek guidance on potential revisions to the draft LUB.
Final Draft LUB Review Meeting Review Meeting with Council and Administration	Online Meeting	After revising the draft LUB, MPS will present the finalized LUB to Council and Administration ahead of the adoption process. Any further guidance on changes or revisions will be made prior to finalization of the LUB for their consideration of 1 <sup>st</sup> Reading.

PHASE 3: ADOPTION PROCESS		
Milestone	Format	Description
1 <sup>st</sup> Reading of the LUB	Council Meeting, MPS Online Attendance	<p>MPS will provide Summer Village Administration with a 'clean' copy of the LUB (as well as bylaw plate) to be used for 1<sup>st</sup> Reading. MPS can attend this meeting via virtual methods, to make efficient use of project resources.</p> <p>MPS will notify all referral agencies and adjacent municipalities on the Summer Village's behalf.</p>
Planners' Report for the Public Hearing	Document	MPS will prepare a Planners' Report that identifies feedback from referral agencies ahead of the public hearing. Where proposed changes are identified, MPS will provide recommendations/responses and (if required) motions to amend the LUB.

<b>Public Hearing for the LUB</b>	Council Meeting, MPS Online Attendance	MPS will attend the public hearing (in-person, if requested). MPS will prepare a script for the public hearing to ensure it progresses according to legislative requirements and provides all in attendance with the opportunity to speak and be heard.  MPS will present the Planners' Report to Council, and will be available to answer questions posed by Council.
<b>MPS Gathers and Reviews Public Feedback</b>		
<b>Public Hearing Summary Report</b>	Document	MPS will provide a summary of public hearing submissions made to Council. If motions to amend the LUB are needed to address changes to the LUB as directed by Council, MPS can include wording for these motions in the report.
<b>2<sup>nd</sup>/3<sup>rd</sup> Readings of the LUB</b>	Council Meeting, MPS Online Attendance	MPS will be available to attend 2 <sup>nd</sup> and 3 <sup>rd</sup> readings of the LUB via virtual methods, and can provide reports or answer questions as requested.
<b>Final LUB Document</b>	Document	MPS will prepare the LUB as approved by Council. MPS will work with Administration to ensure that documents files (text and mapping files) are in a format suitable to the Summer Village.

### 3.2 PROJECT TIMELINE

The following proposed project timeline is based on the proposed work plan identified in **Section 2.1**. If selected for this project, MPS will work the Summer Village to finalize the project timeline.

Project milestones that involve meetings or public engagement are identified in bold text.

PHASE 1: INFORMATION GATHERING	
Milestone	Proposed Scheduling
Project Start-Up Meeting with Administration	To be confirmed with Summer Village Administration (Anticipated Duration: 4-6 months)
Updated Project Work Plan	
Background Information Gathering and Review	
Recommended Changes Report	
Recommended Changes Report Review Meeting with Administration	
Planning Workshop with Council and Administration	
Project Notification to Referral Agencies, Stakeholders	
PHASE 2: DRAFT LUB DEVELOPMENT AND REVIEW	
Preparation of Draft LUB	To be confirmed with Summer Village Administration (Anticipated Duration: 4-6 months)
Draft LUB Review Meeting with Council and Administration (x2)	
Public Open House to Review Draft LUB	
Phase 2 Project What We Heard Report	
What We Heard Report Review Meeting with Council and Administration	
Final Draft LUB Review Meeting Review Meeting with Council and Administration	
PHASE 3: ADOPTION PROCESS	
1 <sup>st</sup> Reading of the LUB	To be confirmed with Summer Village Administration (Anticipated Duration: 2 months)
Planners’ Report for the Public Hearing	
Public Hearing for the LUB and Public Hearing Summary Report	
2 <sup>nd</sup> and 3 <sup>rd</sup> Readings of the LUB	



## 4.0 PRICING

	Jane Dauphinee	Brad MacDonald	Kyle Miller	Rose Paonessa		
	Senior Planner	Senior Planner	Planner	Planner	Expenses	Totals
<b>Billing Rate</b>	\$140.00	\$130.00	\$110.00	\$100.00		
<b>PHASE 1</b>						
<b>Background Information Gathering and Review</b>						
Project Task Work (Hours)	2	8	0	8	\$0.00	\$2,120.00
<b>Project Start-Up Meeting with Administration</b>						
Project Task Work (Hours)	3	3	0	5	\$0.00	\$1,310.00
<b>Recommended Changes Report</b>						
Project Task Work (Hours)	2	8	2	2	\$0.00	\$1,740.00
<b>Recommended Changes Report Meeting with Administration</b>						
Project Task Work (Hours)	3	3	0	8	\$0.00	\$1,610.00
<b>Planning Workshop with Council and Administration</b>						
Project Task Work (Hours)	8	8	0	8	\$0.00	\$2,960.00
					<b>PHASE 1 TOTAL</b>	<b>\$9,740.00</b>
<b>PHASE 2</b>						
<b>Preparing Draft LUB</b>						
Project Task Work (Hours)	10	25	3	10	\$0.00	\$5,980.00
<b>LUB Review Meetings with Council and Administration (2 Total)</b>						
Project Task Work (Hours)	8	8	0	0	\$0.00	\$2,160.00
<b>Open House</b>						
Project Task Work (Hours)	12	4	0	16	\$800.00	\$4,600.00
<b>Phase 2 What We Heard Report</b>						
Project Task Work (Hours)	2	4	0	12	\$0.00	\$2,000.00
<b>What We Heard Report Review Meeting with Council and Administration</b>						
Project Task Work (Hours)	3	0	0	3	\$0.00	\$720.00
<b>Final LUB Review Meeting with Council Administration</b>						
Project Task Work (Hours)	4	6	0	0	\$0.00	\$1,340.00
					<b>PHASE 2 TOTAL</b>	<b>\$16,800.00</b>
<b>PHASE 3</b>						
<b>1st Reading of the LUB</b>						
Project Task Work (Hours)	2	0	0	0	\$0.00	\$280.00
<b>Planners' Report for Public Hearing</b>						
Project Task Work (Hours)	1	4	0	2	\$0.00	\$860.00
<b>Public Hearing and Public Hearing Summary Report</b>						
Project Task Work (Hours)	3	4	0	4	\$0.00	\$1,340.00
<b>2nd and 3rd Reading of the LUB</b>						
Project Task Work (Hours)	2	2	0	0	\$0.00	\$540.00
<b>Final Draft LUB</b>						
Project Task Work (Hours)	0	2	0	0	\$0.00	\$260.00
					<b>PHASE 3 TOTAL</b>	<b>\$3,280.00</b>
<b>Project Cost Estimate (Without GST)</b>						<b>\$29,820.00</b>
<b>Project Cost Estimate (With GST)</b>						<b>\$31,311.00</b>

This cost estimate also includes review meetings via phone/email with Summer Village Administration to review project findings, focused portions of the draft Land Use Bylaw, and to seek guidance on proposed/ updated policies and regulations. MPS staff will remain in regular phone/email contact with Summer Village Administration to ensure that Council is informed of the project's status, in addition to regular project status reports.

In order to maximize project resources, this cost estimate assumes that Summer Village Administration will assist MPS by calling all meetings of Council, organize the logistics of public meetings (e.g. venue booking, refreshments, etc.), providing copies of all amendments to the Land Use Bylaw, making available all relevant Summer Village mapping data, and circulate all public meeting advertisements and notifications (MPS will provide content for the advertisements).

The Summer Village will make available to MPS all Summer Village mapping data required for the project, as well as all plans, bylaws, policies, pictures, and reports necessary to undertake background research.

It is assumed that all meetings will be hosted at the Summer Village office or online via the Summer Village's video conferencing platform of choice. Meetings identified as online meetings can be held in-person; MPS will bill for any travel time and expenses outside the scope of the work plan. Should additional meetings (including public meetings) or project tasks be directed by the Summer Village, MPS reserves the right to bill for those meetings and tasks in addition to the project cost estimates.

Additional or out of scope work/meetings will not be undertaken by MPS without written consent from the Summer Village. If the Summer Village wishes to begin this project later than identified in the proposed project timeline, we would be happy to schedule our resources accordingly.

In our professional experience, LUB projects can deviate from the original project scope or project work plan if a larger than anticipated volume of feedback is provided throughout the engagement program. Our strategy manage feedback from community members is to ensure that our engagement questions are focused and clear. We achieve this through the use of well-crafted survey/open house questions, and by ensuring that all feedback is included in our 'What We Heard' reports (along with applicable recommendations from MPS) so that we can document how comments, questions, and ideas have been addressed in the LUB. We also strive to communicate to community members the purpose of the content in the LUBs that we write, so that questions about their purpose, origin, or use can be immediately addressed.

Should the volume of community feedback be significantly greater than the allocated reporting hours identified in the cost estimate, MPS will advise Administration as soon as possible to work together to identify additional resources that may be needed to compile, review and meaningfully respond to the feedback provided.

## Palliser Regional Municipal Services

### Our Vision

Vibrant communities benefitting from effective planning and development.

### Our Mission

Providing effective and affordable local government services through regional collaboration.

## Proposal for Planning Services

### Land Use Bylaw Rewrite

PREPARED FOR:

SUMMER VILLAGE OF HALF MOON BAY

PREPARED BY:

PALLISER REGIONAL MUNICIPAL SERVICES



## Palliser Regional Municipal Services

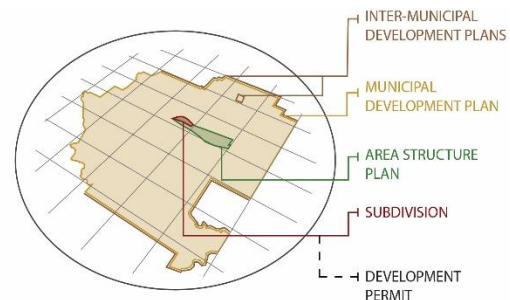
Municipally owned, Palliser Regional Municipal Services (PRMS) is a not-for-profit regional planning organization working on behalf of four rural and 21 urban municipalities in south-east Alberta. The organization is funded through a core service requisition agreement while also providing fee-based services to members and non-members as required. The organization also applies for and manages grant applications to fund projects for members. PRMS is managed by a governing board comprised of Council representatives from its municipal membership, which approves its strategic plan and funding framework.

## The Project- Overview

The scope of the work can be summarized as assistance to the Summer Village of Half Moon Bay (the Client) on the completion of a new Land Use Bylaw (LUB).

The following major tasks are anticipated:

1. Project initiation-meetings with administration and Council discussion/workshop (in-person)
2. Background research- reviewing history, mapping and policy and regulatory context
3. On-going administration meetings- 5-6 virtual meetings anticipated for general project discussion.
4. Hosting public open house for resident and stakeholder engagement prior to LUB draft
5. Drafting new LUB and associated mapping (working with administration)
6. Second workshop with Council to review draft LUB and receive feedback (virtual)
7. Conduct second public open house for resident and stakeholder feedback on completed draft
8. Revisions to draft LUB
9. Council approval process (Virtual)- PRMS to work with administration on providing staff reports for first, second and third reading, as well as a public hearing presentation and availability to assist in answering questions



## Anticipated Timeline

May 2023\*- February 2024

\*The schedule may be at times outside the control of PRMS and dependent upon various external factors including responsiveness from all parties where needed to prepare and review draft content, municipal desire to have open houses or additional public engagement, and Council and legislative processes.

## The Budget

Project Fees	
Fixed Fee Budget for Scope of Work in this Proposal	\$25,000.00

The anticipated budget is for the scope of work outlined in this proposal and is set to a fixed fee of \$25,000.00 for the completion of the LUB. Any additional work outside the scope of the proposal would be charged at the following consulting rates if not within an agreed upon fixed fee scope change:

Palliser Regional Municipal Services Consulting Rates	
Planning (Member Rate):	\$135.00 /hr
Technical- GIS/Mapping (Member Rate):	\$85.00 /hr

## The Team

PRMS has a number of planning staff that it can draw upon to provide the specific experience required for the completion of this project. PRMS planners have experience writing complex statutory plans and planning documents (including LUBs) for municipalities ranging from large rural counties to small villages.

Palliser Regional Municipal Services Team
Devin Diano – Project Manager <i>CEO/Director of Planning</i>
Tracy Woitenko, RPP, MCIP - Senior Planner
Jonathan Schmidt (contract planner) RPP, MCIP- Senior Planner
Cody Dale-McNair- GIS Coordinator

## The Authorization

By signing below the Summer Village of Half Moon Bay authorizes PRMS to undertake the work described in this proposal for professional planning services.

\_\_\_\_\_  
Palliser Regional Municipal Services  
Devin Diano, *CEO/ Director of Planning*

\_\_\_\_\_  
Summer Village of Half Moon Bay  
Tanner Evans, *CAO*

\_\_\_\_\_  
Palliser Regional Municipal Services  
Kyle Olson, *Chairman*

\_\_\_\_\_  
Summer Village of Half Moon Bay  
Jon Johnston, *Mayor*

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:



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

**January 18, 2023**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Jon Johnston

Andrea Remington

Mike Pashak

- Sylvan Lake Regional Wastewater Commission – written report
- Sylvan Lake Regional Wastewater Commission South Shore Line Project - written report
- Association of Summer Villages of Alberta - written report
- Alberta Municipalities - written report

#### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

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

#### **Correspondence:**

- Sylvan Lake EMS proposed schedule change
- Red Deer River Watershed Alliance
- Urgent Care Committee
- Association of Summer Villages of Alberta

#### **Information Items:**

- Association of Summer Villages of Alberta

#### **Upcoming Meetings:**

Next Council Meeting – February 28, 2023



COUNCIL REPORTS (Jan 18, 2023):

## **Councillor Mike Pashak - report**

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

- 2022 expenses remain in line with expectations. Wear and tear on equipment continues to put pressure on maintenance budgets especially at the Sylvan Lake Lift Station, however, the Commission is managing these items on a case-by- case basis and will defer work to 2023 if necessary.
- SLRWWC has moved all of its electricity purchases to fixed rate contracts. With current wholesale costs in the neighbourhood of \$0.30 per kWh this will generate significant savings.
- The Commission has now submitted all information to the Town of Eckville necessary for their consultant to develop a long-term business case for them. We expect to hear back on the outcome of that work and whether or not they will join the SLRWWC in early 2023.
- Administration has prepared the first draft of the 2023 operating budget and capital budget as well as the 3-year operating plan for 2024-2026. The 2023 operating budget includes the first full year of operations of the Stage 4 line (from the North Shore lift station to the Summer Village of Sunbreaker Cove). The draft budget will be finalized at the January meeting and the current forecast would see the Town rate increase 4.9% and lakeshore members would see a decrease of 4.64%. The Commission is still on track for harmonization of rates into a single rate in 2024.

### **SLRWWC South Shore Line Project (SSL)**

- The grant application for SSL Phase 5A was submitted last year and there are no updates.

### **Association of Summer Villages of Alberta (ASVA) meetings:**

#### **Executive Director**

The ASVA has terminated the services of Sherry Poole and is now searching for a replacement. During this transition the ASVA has hired Deb Hamilton as Interim Executive Director. Deb successfully filled this role from 2019 to 2021.

#### **LGFF**

I met with Minister Rebecca Schulz, Municipal Affairs to discuss ASVA's submission on LGFF allocations and Base funding. The Minister was joined by Ethan Bayne - ADM Municipal Assessment and Grants, and Shannon Wheeler – Deputy Minister's Chief of Staff. I felt the discussion was productive. The Minister and ADM had both reviewed our proposal and were able to discuss points within the proposal. I believe that they understand and recognize how

summer Villages have changed. The department has a difficult task in front of them as they have three proposals and no consensus from the municipal associations on how to proceed. There was no commitment on when a decision would be made but they thought it would be done in 2023.

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

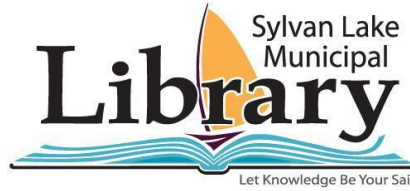
#### **Alberta Provincial Police Service (APPS)**

This is an issue that all of us need to continue to watch as it may impact our resident's costs and service levels. Premier Smith's mandate letters to Ministers include the following items that indicate the potential for an Alberta Police Service:

- Minister, Public Safety and Emergency Services:
  - o Work with the Minister of Justice, as the lead, and Municipal Affairs to launch an Alberta Police Service.
  - o Support the alignment of the Alberta Police Service with mental health and addiction crisis response resources, including safe transportation of patients and access to health services, in cooperation with the Minister of Mental Health and Addictions.
  - o As the lead, work with the Minister of Municipal Affairs to begin to establish a regional approach to policing in Alberta which includes work with municipalities and
  - o local law enforcement agencies to ensure a sharing of services, data and communications is in place to lead to improved outcomes for both released offenders and the public.
- Minister, Justice:
  - o As the lead, work with the Minister of Public Safety and Emergency Services to finalize a decision on establishing an Alberta Police Service.

#### **President's Summit**

The Alberta Municipalities President's Summit on the Future of Municipal Government (FOMG) and Spring Municipal Leaders' Caucus (MLC) will take place in Edmonton from March 29 to 31, 2023. ABmunis has heard from members that budgets are tight, so they are holding these two events in conjunction to help alleviate travel costs. While the events will be held back-to-back, options will be available for members to attend either, or both, events. Watch for additional information on agenda and venue, coming soon.



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

**WEDNESDAY – NOVEMBER 9, 2022 – 6:30PM**

### **1. Treasurer's Report**

The Treasurer's Report was approved as presented.

The annual budget presentation will be made by Andrea Newland, Library Director, to the Town of Sylvan Lake Council on November 14 at 6:00pm.

### **2. Director's Report**

The Director's Report was approved as presented.

The fall was busy with interviewing and new hires. Two positions were filled including a casual, on call Library Clerk along with a Communication and Development Coordinator (formerly the Marketing Consultant position).

### **3. Programming Report**

October was a full month for programming at the library. The first fall story time session wrapped up, a Bannock lunch was hosted, and some new programs were introduced including a Teddy Bear Drive-In Movie and Halloween Rock Painting. The 2022 Film Society season finished strong with a near full house for Hallelujah: Leonard Cohen, a Journey, a Song.

In recognition of the National Day for Truth and Reconciliation, Cindy Leclerc attended the library to run a Bannock Lunch while sharing her knowledge and culture. She made homemade Bannock and stew for participants and spoke from the heart about the importance of honouring the calls for Truth and Reconciliation. This was the first time since the health pandemic began that this day could be shared.

### **4. Board Elections**

Some Board elections were held including the positions of Chair, Briana and Secretary, Sean. The positions of Vice Chair and Treasurer were tabled until the next regular meeting.

### **5. Policy**

Work continues within sub-committees to update and review policies on an ongoing basis.

Meeting adjourned at 7:05pm.

**Next Regular Meeting – January 11, 2023, at 6:30pm.**

# *Parkland Update*

Thursday, November 3, 2022

---

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

---

## Golden Ticket Contest Winners

WE HAVE THE  
*Winner!*

2022 Membership Drive Winner  
BASHAW MUNICIPAL LIBRARY

2022 Golden Ticket Contest Prize Winners

\$100 Google Play Gift Card and Galaxy A7 Tablet

- Benjamin from Penhold

\$100 Google Play Gift Card and Bluetooth Headphones

- Gayle from Sundre

\$100 Google Play Gift Card

- Christina from Water Valley
- Joshua from Sundre
- Ty from Donalda
- Azra from Cremona
- Lennyn from Blackfalds

## A Note from Stronger Together

The Stronger Together Planning team would like to say a big Thank You for attending the 2022 joint virtual library conference. With over 1000 registrations, 4 keynote speakers, 20 breakout sessions, and 13 sponsors this year was an amazing success. If you missed any of the sessions or would like to watch them again, [replays can be found on our conference website](#).

Additionally, we would love to hear about your conference experience. [Please fill out this brief feedback survey](#) and help us make the future of shared learning incredible!

## Overdrive Magazines Marketing Materials

As discussed in the October PLC meeting, eMagazines will continue to be available in Overdrive. Conveniently, Overdrive has created a [package of marketing materials](#) for their magazines for library use.

## Red Hot Science

Red Deer Polytechnic's Red Hot Science youth outreach program is pleased to offer technology, coding and robotics workshops. These 1-1.5 hour workshops introduce youth to fun, hands-on tech with real-world applications in industries including agriculture. These programs are built for specific grades to ensure participants have the best experience possible: Grades K-4, Grades 2-4, and Grades 5-8.

Libraries are responsible for:

- Registration. Minimum 4 and a maximum of 8 children.
- Child supervision. Children ages 8 and under should have an adult with them.
- Providing Space: Each attendee should have a chair, table space, and a bit of floor space.

If you are interested in hosting a Red Hot Science Program, [register on our support site](#).

## LIBRARY NEWS

---

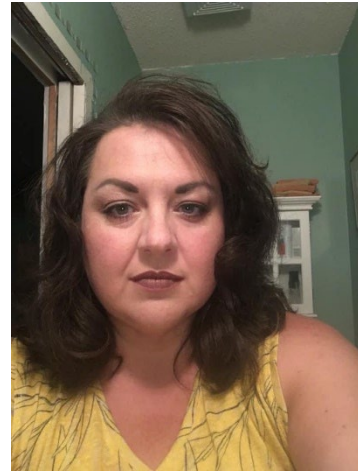
Find out about important deadlines and see what's happening at other Parkland Libraries!

## Member Library Staff Highlight

Terry is the manager at Alix Public Library, and just started 1 month ago! Terry has 4 backyard chickens and loves working with all people—especially kids!

Terry's book recommendation is anything by the author Sherrilyn Kenyon!

If you would like to be featured in a future Parkland Update please [submit a photo and answer a few short questions!](#)



## TRAINING & EVENTS

---

Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Ordering with ULS** - November 22 at 1:30pm

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

### Steps to Successful Community

#### Engagement Webinar

**November 9**

**12 pm**

Tune in to learn about guidelines for community engagement—or how we can connect people with the library, using examples of successful community engagement.



If you're interested but not able to attend the live webinar, go ahead and [register](#). There will be a recording sent to all registrants after the fact.

### **How to Train Your Community on Libby Webinar**

**November 17**

**9 am**

Learn how to train your users on Libby, the library reading app! You'll walk away with a step-by-step guide to hosting your own training session and marketing materials to support your efforts. [Register now](#) to attend this engaging, 60-minute webinar.

### **Recipe for Preventing Burnout Podcast Episode**

[Hamza Khan](#) was a keynote speaker at the 2022 Stronger Together conference and his engaging and informative talks are not to be missed. In this [episode](#) from the podcast, [Nonprofits are Messy](#), Mr. Khan offers his advice and expertise for keeping your passion for the work ignited when preventing burnout.

### **The Fundamentals of Email Marketing for Nonprofits Webinar**

**November 17**  
**12 pm**

Dive into the wonderful world of email marketing for nonprofits. [Register now](#) to learn how to craft engaging subject lines and copy to boost your email open and conversion rates so that you can raise more money.

### **LibraryCon Live**

**November 17**

[Join](#) Library Journal and School Library Journal on November 17 for our sixth annual LibraryCon Live! In addition to panels and keynotes, they're also offering fast-track learning sessions hosted by librarians and studio spotlights focusing on visual artists.

### **How Non-Profits Can Better Ally with Indigenous Organizations Podcast Episode**

The Truth and Reconciliation Commission of Canada was established more than 14 years ago. Learn how the nonprofit sector can take a more meaningful role in an area where its support could make a real difference. In a recent [episode](#) from the podcast CharityVillage Connects, you can hear from Indigenous leaders about how

the nonprofit sector can better support, and ally with, Indigenous-led organizations and communities.

**PARKLAND REGIONAL LIBRARY SYSTEM**

4565 46 Street  
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#).



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

---

This email was sent to [jamnrg@telus.net](mailto:jamnrg@telus.net)

*why did I get this?* [unsubscribe from this list](#) [update subscription preferences](#)

Parkland Regional Library System · 4565 46 Street · Lacombe, AB T4L0K2 · Canada





# *Parkland Update*

Thursday, November 17, 2022

---

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

---

## **Meet Jessica - Consultant Librarian at Parkland**

We are excited to announce that Parkland has hired Jessica Dinan as a Consultant Librarian to take over for Olya while she is on maternity leave.

Jessica has been working in libraries for the past 8 years and has worked in a variety of library settings, including public, school, academic, and special libraries. She loves traveling, hiking, adding to her ever-growing tea collection, and cuddling with her adorable cat, Kota, on cold winter days. Jessica loves to read general fiction, mysteries, sci-fi, graphic novels and comics, and listening to non-fiction. She's very excited to be joining the PRL Team!



## **Parkland 2023 Board Chair Election & Committee Appointments**

The Parkland Board has elected a new board chair, councillor Teresa Rilling from Sylvan Lake has been elected. Barb Gilliat, councillor at Alix also ran for the position of chair. The outgoing chair is Deb Smith who has served 11 years in that position.

The Parkland Board also made appointments to the Executive and Advocacy committees which are listed below.

## **The Parkland Executive Committee**

Teresa Rilling, Joy-Anne Murphy, Deb Coombes, Len Phillips, Jamie Coston, Norma Penney, Barb Gilliat, Deb Smith, Shannon Wilcox, and Janice Wing.

## **The Parkland Advocacy Committee:**

Debra Smith, Barb Gilliat, Gord Lawlor, Jul Bissell, Deb Coombs, Setphen Levy, Joyce McCoy, Shawn Peach, Norma Penney, and Teresa Cunningham.

## **Parkland 2023 Budget & Committees**

The 2023 PRLS budget has been passed by the municipalities.

## **2023 Parkland Van Run Schedule**

It is that time of year! Watch your van deliveries for next year's van delivery schedule. We will be sending them out next week.

## **Regional Library Systems CBC Article**

In conjunction with the other six library systems, Parkland is working on an advocacy strategy to encourage an increase in operating grants from the Provincial Government. Recently, the CBC interviewed two system directors and wrote [this article](#) on the subject.

## **LIBRARY NEWS**

---

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

## **Member Library Staff Highlight**

Jill is the manager at Water Valley Public Library. She has worked as the manager for ten months, and when she's not at the library she is busy being a farmer. Jill loves talking to all of the people that come into the library.

Check out Jill's book recommendation: [Other Birds By Sarah Addison Allen](#)

## Elnora Library Closure

Elnora Library has closed until further notice due to a building maintenance issue. The board is currently looking for a temporary location so they can resume services. An update will be provided when more information comes available.

## Documentary Heritage Communities Program

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

## ConnectedLibFEST Call for Proposals

The ConnectedLib team is planning the first ever [ConnectedLibFEST](#), focused on connected learning in small and rural libraries and communities. The virtual experience is scheduled for March 15 and 16 and will bring together library staff, researchers, and community members to learn from and with each other. If you would like to be involved in the FEST, the team has put out a call for facilitators and presenters to propose a session or get involved in other ways.

[Complete the interest form](#) to share your experience with connected learning and small and rural libraries, or to stay informed and receive additional information about the ConnectedLibFEST.

## TRAINING & EVENTS

---

Dates and registration information for upcoming library training and events.

### Upcoming Webinars

- **Ordering with ULS** - November 22 at 1:30pm



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

### **Library System Board Orientation** **November 21-23**

PLSB is pleased to offer our 2-hour training session designed specifically for library system board members. This session was offered earlier this year by the PLSB and they are pleased to present it again this fall.

Each session will offer the same content and will cover the following topics: public library structure and the role library systems play; responsibilities of library systems to member; responsibilities of library system board members; key relationships; and governance tools.

- [November 21, 2022](#), 7-9pm
- [November 22, 2022](#), 2-4pm
- [November 23, 2022](#), 10am-12pm

### **All the Free Resources You Can Find at Your Library** **Article**

Check out this recent [article by Wired](#) highlighting all of the amazing services libraries provide for free. Though this is an American Article, there is reference to rural libraries towards the end.

### **Advocacy in a Polarized World** **December 6**

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

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

### **Grantseeking for Libraries:** **Strategies and Tips** **Recorded Webinar**

If the process of evaluating opportunities and applying for a grant feels overwhelming, view [this recent webinar recording](#) to learn strategies for success that can benefit libraries of all sizes. This presentation covers aspects of grant development including mission alignment, how to build organizational support, and submitting a strong application. Funders

are often interested in a diverse set of applicants and communities to distribute their funding to, and this session will help you feel more confident and empowered to pursue these opportunities for your library.



# *Parkland Update*

Thursday, December 15, 2022

---

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

---

## Congratulations to Deb Smith



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

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

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

## **Novelist is Ending December 31**

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

## **LIBRARY NEWS**

---

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

### **Sundre Library News Article**

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

### **Young Canada Works**

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

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

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

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

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

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

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

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

## **TRAINING & EVENTS**

---

Dates and registration information for upcoming library training and events.

### **Upcoming Webinars**

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

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

**January 12  
12pm**

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

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

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





## PRLS Board Meeting Minutes November 17, 2022

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

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

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

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

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

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

**Guests:** Donna Engel

### Call to Order

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

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

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

CARRIED

PRLS 44/2022

### 1.1 Agenda

#### 1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED

PRLS 45/2022

**1.2. Approval of Minutes**

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

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

CARRIED  
PRLS 46/2022

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

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

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

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

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

CARRIED  
PRLS 47/2022

**3.1. Election of Board Chair**

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

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

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

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

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

**3.2. Election of Executive Committee**

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

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

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

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

CARRIED

PRLS 48/2022

### 3.3 Marketing and Advocacy Report

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

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

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

The group agreed to include the following:

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

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

Details supporting the advocacy plan are currently under development.

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

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

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

CARRIED  
PRLS 49/2022

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

The volunteers for the Advocacy Committee for 2023 are:

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

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

CARRIED  
PRLS 50/2022

### **3.5. Board Signing Authorities**

Sheppard reviewed. Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

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

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

CARRIED  
PRLS 51/2022

### 3.6. Dates for 2023 Meetings

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

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

Motion by Gord Lawlor to receive for information.

CARRIED  
PRLS 52/2022

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

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

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

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

The results of the survey were:

- Zoom – 14 votes
- In-person – 4 votes
- Some in-person and some Zoom – 13 votes

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

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

CARRIED  
PRLS 53/2022

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

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

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

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

CARRIED  
PRLS 54/2022

**3.9. Policy Revisions**

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

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

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

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

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

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

CARRIED  
PRLS 55/2022

**3.10. Budget Approval Update**

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

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

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



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

CARRIED  
PRLS 56/2022

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

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

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

Innisfail Public Library has a new Board Chair

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

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

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

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

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

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

CARRIED  
PRLS 57/2022

### 4. **Adjournment**

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

CARRIED  
PRLS 58/2022

Meeting adjourned at 11:46 a.m.

---

Chair

21 October 2022

**Re: Request to amend PRL Membership Agreement**

Dear Library Members,

The intent of this letter is to notify Parkland Regional Library (PRL) members that the Town of Olds has submitted a request to the board to amend the Membership Agreement, and further, to summarize our rationale in the hopes that your municipality will do the same.

Olds and several other members believe that PRL's reliance on Treasury Board population statistics is not in line with section 8.3 of the Agreement, which reads: *"The population of a municipality that is Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs."*

The amendment we are requesting would specify a requirement to use those population estimates Municipal Affairs relies on to calculate capital and operating grant funding for municipalities, which at the time of this writing, are the 2016 Federal Census figures. In other words, the numbers used to determine municipal revenues ought to be used to determine municipal expenditures.

To be clear, the Town of Olds is not disputing the dollar amount it provides to PRL, as we recognize the value of this organization; instead, Olds takes issue with the choice to use population statistics that are outside the scope of the Agreement. Should PRL adopt the Municipal Affairs' population figures and finds itself with a financial shortfall, the requisition can then be raised to achieve balance. Achieving balance using inaccurate statistics is, in our opinion, neither transparent nor in line with the spirit of the Agreement.

Members from PRL Area 9, (Town of Carstairs, Town of Didsbury, Town of Olds, County of Mountainview and Village of Cremona) are in agreeance and have passed respective motions asking for section 8.3 of the Agreement to be opened and amended as noted above.

If you agree with our position, we ask that your municipality consider a similar motion and forward that to PRL.

Thank you for your time and please reach out to Olds' PRL representative, Heather Ryan, ([hryan@olds.ca](mailto:hryan@olds.ca)) if you wish to discuss this further.

Kind Regards,



Mayor Judy Dahl

c: Town of Olds Council



## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 15, 2022

#### PRLS Budget 2023

The board passed a motion to approve Parkland's 2023 budget with a .20 cent increase in the requisition level based on the most current population figures.

Parkland has kept the municipal requisition/levy at \$8.55 per capita for three consecutive years. The Government of Alberta has not increased the grant rate or adjusted for population when issuing grants since 2017.

#### PRLS Governance Policy Revisions

The Parkland Audit and Banking policies have been amended. The Audit policy changed from requiring an RFP every three years for services, to an RFP review being required at the discretion of Staff, the Executive Committee or the Board.

The Banking policy was changed to requiring a review and request for proposal every five years, or at the discretion of staff, the Executive Committee or the Board.

#### Strategic Plan Update

At their August 18<sup>th</sup> meeting, the Executive Committee reviewed a document prepared by Shari Hansen, the Community Development Officer who facilitated several meetings of Parkland's stakeholders. Hansen has identified potential goals and strategies which will be further refined and presented as a draft strategic plan at the November board meeting. Parkland's new plan will run from 2023-2025.

#### Compensation Review

The Parkland Board received a report on staff compensation completed by consultant Margaret Law. Parkland staff are adequately paid and are "middle of the road" in their industry. Parkland does have a very long salary grid and staff have been instructed to reduce it from fifteen steps to seven.

#### Stronger Together

Held in conjunction with The Alberta Library, the Yellowhead, Parkland and Peace library systems, the Stronger Together joint virtual conference is scheduled for October 6 and 7, 2022. Staff are excited to announce one of the four Key Note speakers, [Hamza Khan](#). Khan's topic is: *The future of work: enhancing leadership, building resilience, unlocking productivity*. Stay up-to-date with all conference news by following us on [Facebook](#) and [Twitter](#), or [visit our conference website to learn more](#).

#### Advocacy Committee

The committee is excited about the possibility of creating a unified advocacy initiative for all seven of Alberta's library systems. With a provincial election coming next spring, it is an ideal time to get a commitment for additional public library funding.

Board members are encouraged to use the *Return on Municipal Levy* document found in the 2023 proposed budget when presenting Parkland's 2023 budget to council for approval. There are also *Return on Investment* documents on the PRLS website for each municipality. These documents show exactly how much value each individual municipality is getting from Parkland. They can be found here:

<https://www.prl.ab.ca/about-us/return-on-investment>

Staff also introduced *Your Guide to Building Rapport*, which is designed for municipal library boards. It will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

#### Marketing Report

In July, Parkland joined in Lacombe Days with a barbeque, face painter, magic show, building tours, and virtual reality programming. The event went very well and Parkland served over 860 smokies, and Mary C. Moore Public Library received over 100 new library card sign ups.

In early summer, Parkland staff started to look at Parkland's social media strategy. Working with the Advocacy Committee, Parkland staff decided to make some changes: posting less often, using more real photos, focusing on collections, and using set backgrounds for videos and photos. It was also decided to put most of staff energy into Instagram and video content as that is what's trending. The goal is to provide generic content that any of our libraries can share to their channels and have it relevant for their audiences, as well as provide an example and inspiration for libraries in their own social media channels. The transition was made on August 1<sup>st</sup>, and there have been encouraging results in preliminary analytics.

As part of an advocacy initiative to represent libraries as a place of connection, staff created a versatile marketing campaign. The *Connection Campaign* has been completed and distributed to libraries. Libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate. The campaign runs from August 15 – September 30, 2022.

In June, CBC Radio One started featuring rural libraries in their *Recommended Reads* series. Eight of our library managers were selected to be interviewed and the segments aired in June and July.

Parkland has completed our photography/videography project and received six edited videos and 240 professional photos. The project went very smoothly; both the photographer and libraries were very professional to work with and staff are happy with the results. PRLS staff plan to survey the libraries that participated and analyze the use of the photos to help determine if the project should continue next year.

### Committee News from Trustees

**Sedgewick & District Municipal Library** Local MLA Jackie Lovely stopped by the library and presented them with a book called *Lucy Tries Hockey* for their children's section.

**Delburne Municipal Library** has a new library manager. Also, there is a new major feature film out of Calgary that will be presented to the citizens of Delburne at the end of September.

**Sundre Municipal Library** manager Karen Tubb has retired and they have a new manager starting immediately.

**Cremona Municipal Library** has a very popular Lego after school program.

**Penhold & District Public Library** has hosted 30 summer programs outside the library and 370 children participated in their mobile summer reading program with a total 12,000 minutes read.

**Sylvan Lake Municipal Library** hosted an author book signing for Sylvan Lake board representative Teresa Rilling and her book called *Just Breathe: Hope Beyond Hurt*.

**Clive Public Library** has a new manager.

**Castor Municipal Library** had 35 registrants for their summer reading program. The library manager has started a journaling workshop, and has the Stettler family resource network coming for some P.D. activities in the coming months.

**Stettler Public Library** has developed a travelling trailer in cooperation with Stettler Wellness Network. The trailer can be booked for block parties and other events.

### Board Members Present

Debra Smith (Board Chair), Barb Gilliat, Gord Lawlor, Ray Reckseidler, **(Zoom)** Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Marie Flowers, Elaine Fossen, Dwayne Fulton, Bruce Gartside, Amber Hoogenberg (alternate for Gail Knudson), Dana Kreil, Guy Lapointe, Stephen Levy, Julie Maplethorpe, Philip Massier, Marc Mousseau, Joy-Anne Murphy, Shawn Peach, Norma Penney, Lori Reid, Teresa Rilling, Bill Rock, Les Stulberg, Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Bill Windsor, Janice Wing

### With Regrets

Edna Coulter, Amanda Derksen, Barbara Gibson, Ricci Matthews, Leonard Phillips, Heather Ryan

### Absent

Jul Bissell, Jeff Eckstrand, Pam Hansen, Daryl Loughheed, Jackie Northey, Bryce Olson, Diane Roth, Sandy Shipton, Shannon Wilcox, Sharon Williamson

### Next Meeting: November 17, 2022, (Zoom)

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

# *Parkland Update*

Thursday, December 1, 2022

---

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

---

## **2023 Annual Report Template Available**

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

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

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

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

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

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

## LIBRARY NEWS

---

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

### Sedgewick Library Grand Opening



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

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



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



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

## **DEI & Libraries Group**

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

## **Documentary Heritage Communities Program**

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

## **Young Canada Works**

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

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

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

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

- from Indigenous employers (eligible projects);

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

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

## TRAINING & EVENTS

---

Dates and registration information for upcoming library training and events.

### Upcoming Webinars

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

### Disinformation and the Literacy

#### Landscape

**December 14**

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

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

### December 8

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

## Advocacy in a Polarized World

### December 6

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

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

## Build Connections with Community Engagement

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





## PRLS BOARD TALK

### Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 17, 2022

#### Organizational Meeting

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

#### Executive Committee

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

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

**Joy-Anne Murphy** – City of Camrose

**Deb Coombs** – Town of Bowden

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

**Jamie Coston** – Town of Rimbey

**Norma Penney** – Village of Clive

**Barb Gilliat** – Village of Alix

**Debra Smith** – Village of Loughheed

**Shannon Wilcox** – Town of Carstairs

**Janice Wing** – Town of Innisfail

#### Budget 2023

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

#### Advocacy Committee

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

**Jul Bissell** – Village of Elnora

**Deb Coombs** – Town of Bowden

**Teresa Cunningham** – Town of Penhold

**Barb Gilliat** – Village of Alix

**Gord Lawlor** – Town of Stettler

**Stephen Levy** – Village of Sedgewick

**Joyce McCoy** – Town of Didsbury

**Shawn Peach** – Town of Castor

**Norma Penney** – Village of Clive

**Debra Smith** – Village of Loughheed

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

#### Board Meeting Dates for 2023

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

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

#### Strategic Plan Update

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

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

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

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

#### Systems Advocacy Committee

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

The seven systems are asking the provincial government for:

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

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

## Marketing and Advocacy Report

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

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

## Committee News from Trustees

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

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

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

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

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

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

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

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

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

## Board Members Present

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

## With Regrets

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

## Absent

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

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

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



**Re: Proposed Schedule for Sylvan Lake EMS**

Dear Minister Copping,

In February of 2022, Alberta Health Services brought forth a proposed schedule under the Hours of Work initiative decreasing ambulance coverage in the Town of Sylvan Lake. The Hours of Work Initiative was primarily aimed at transitioning communities away from 24 hour core-flex units which Sylvan Lake transitioned away from in 2019 to the current model of 12-hour assembled units. This proposed schedule goes against all goals for the Hours of Work initiative which had the goals of easing fatigue on staff, improving coverage in rural areas, and increasing budgetary spending. The following letter outlines the undersigned Staff of Associated Ambulance- Sylvan Lake concerns, opposition, and recommendations to the proposed changes.

**Reduction in Full-time EMS staff and community ambulance coverage hours:**

The proposed schedule for Sylvan Lake pales in comparison in weekly coverage hours to towns and cities of comparable population such as Wetaskiwin, and Lacombe where they are running 420, and 462 hours/ week respectively. Sylvan Lake would see a reduction of community coverage hours from 336/ week to 294/ week often resulting in only 1 ambulance scheduled during overnight hours and lacking 24/7 Advanced Life Support coverage the current model provides. In addition Sylvan Lake EMS would see a reduction of full time staff from 16 to 14.

Sylvan Lake is a resort destination seeing an influx of over 1 million visitors/ year and does not have a community hospital seeing a greater reliance on its Emergency Medical Services and increased call volumes. Due to the lack of a community hospital in Sylvan Lake patients are transported by EMS out of community, often resulting in extensive offload delays at Red Deer Regional Hospital. With only 1 ambulance available during overnight hours, Sylvan Lake will not have community coverage during these times and will rely on extended responses of ambulances from neighboring communities, and see an increased reliance on the Sylvan Lake Volunteer Fire Department to provide Medical First Response to life threatening emergencies. This also does not align well with high acuity Delta and Echo dispatch determinants with a multi-ambulance response plan.

**Increase in staff fatigue, turnover, and burnout**

One of the goals of the Hours of Work project was to improve staff retention and working schedules through more desirable shifts. The proposed model schedules practitioners to work shifts of entirely night shifts and weekends, with no rotation of schedule or variety of days worked. This goes against all standard scheduling practices and recommendations, disrupts circadian rhythms, and provides little work life balance. These types of scheduling practices will result in staff burn out, turnover, disability claims, increase in pecuniary costs and is contradictory to Alberta Health Service's core value of promoting work/life/family balance among staff and contract services.

**Recommendations**

Overall, as a staff we believe the proposed model poses a risk to the EMS system, the public, and would be detrimental to patient centered care. We are asking Alberta Health Services and the Health Minister to retract the proposed staffing cuts and proposed schedule, and to consider adding a 12-hour peak car to the current model of 2 assembled units which

would align with the goals of the Hours of Work project. The recent addition of a peak car in the City of Lacombe is proving to be successful. We are disappointed that position cuts are being proposed during the ongoing Covid-19 pandemic, while we are seeing record call volumes in Alberta and to an EMS service which is already far exceeding provincial ambulance utilization targets. We would welcome timely conversations to find a resolution that provides additional ambulance coverage for the Town of Sylvan Lake and surrounding area.

Respectfully yours,

**Bridget Catton**

Advanced Care Paramedic/ Operations Supervisor

**Joey Manson**

Primary Care Paramedic/ Operations Supervisor

**Ivy McKinley-Campos**

Primary Care Paramedic

**Brittney Wolff**

Primary Care Paramedic

**Bianca McKinley**

Primary Care Paramedic

**Nadine Flear**

Advanced Care Paramedic

**Justin Graham**

Primary Care Paramedic

**Tabatha Paul**

Primary Care Paramedic

**Tyler Boruck**

Primary Care Paramedic

**Yvonne Walter**

Primary Care Paramedic

**Cody Homeniuk**

Primary Care Paramedic

**Heidi Pike-Sturge**

Advanced Care Paramedic

**Mitch Clews**

Primary Care Paramedic

**Zack Kenyon**

Primary Care Paramedic

**Mac Grant**

Primary Care Paramedic

November 16, 2022

Address: #2 Erickson Drive Sylvan Lake, Alberta T4S 1P5

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

Dear Summer Village Council,

Hi, I am Francine Forrest, and I am the new Executive Director of the Red Deer River Watershed Alliance (RDRWA). Thank-you for your ongoing support of the RDRWA, the designated Watershed Planning and Advisory Council for the Red Deer River watershed. This letter provides an update on the RDRWA's recent activities and our municipal funding process for our 2023-2024 fiscal year.

**Who We Are**

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

- report on the state of the watershed,
- further develop and implement the Integrated Watershed Management Plan (IWMP)
- inform, educate and engage on water literacy and watershed stewardship, and
- serve as a convenor and collaborator on watershed issues.

**An Ongoing Relationship**

The Summer Village of Half Moon Bay plays a key role in the RDRWA both as a partner and funder. **We rely on funding from municipalities (50 cent per capita funding)**, and together, municipalities contribute approximately 20% of the RDRWA's annual funding.

Our records show that the Summer Village of Half Moon Bay has been a longstanding supporter of the RDRWA and we hope to see that relationship continue in 2023-2024. Consistent core funding from our partners is integral to the operations of WPACs and helps to directly support our ability to lead projects with adequate staff and resources.

**Benefits to Your Municipality**

The RDRWA recognizes the role of municipalities as major water and land-use decision-makers and community leaders. Over the past 17 years, our organization has developed many resources to

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


### Update on Activities

Highlights from our [2021-2022 Annual Report](#) and upcoming activities include:

- ***In person Fall Forum:*** Members and the public enjoyed reconnecting on presentations on municipal topics including: flood mapping, satellite cyanobacteria monitoring, CABIN cumulative effects biomonitoring, and riparian restoration and mapping.
- ***Mapping of hydrologically significant areas Tool to inform decision making:*** The RDRWA developed an [online map portal](#) that maps "hydrologically significant areas" across the watershed, in partnership with the Nature Conservancy of Canada. This information can be used to inform decisions and help prioritize areas for monitoring and restoration efforts.
- ***Mapping and Assessing Riparian Areas in 10 of 15 Subwatersheds for source water protection and flood and drought resilience benefits:***
- The RDRWA partnered with Fiera Biological Consulting to map riparian condition along 1,782 km of shoreline in the Medicine-Blindman Rivers watershed, and 5,285 km in the Buffalo, Kneehills, Threehills, and Little Red Deer River sub-watersheds throughout 2022. The [technical reports](#) provide information to support targeted restoration and conservation programs.
- The RDRWA will be initiating a new riparian mapping project in the Rosebud, Raven and Michichi sub-watersheds throughout 2023-2025. The RDRWA will work with key partners to develop materials and workshops in support of this project.
- ***Upcoming Watershed Assessment and Planning:*** With support, the RDRWA plans to evaluate the current [IWMP](#) and provide an update on the current state of the watershed ([last report completed in 2009](#)) and work towards further developing the IWMP.

Thank-you again for being a key partner in watershed management. If you would like the RDRWA to send you an invoice, please contact Kelly Dodds at [info@rdrwa.ca](mailto:info@rdrwa.ca) or by phone at 403-340-7379. Please keep us informed of a primary contact to ensure your municipality receives regular updates. Your support matters, and we hope the Summer Village of Half Moon Bay will continue to help fund the RDRWA and work together on watershed initiatives to help address our current and future water challenges.

Sincerely,

  
Francine Forrest

#### Stay Connected and Regionally Informed

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

Executive Director, RDRWA

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

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

**Sylvan Lake Lion's Golf Tournament**

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

**Tim Hortons Smile Cookie Campaign**

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

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

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

**Advanced Ambulatory Care Service (AACS)**

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



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

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

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

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



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

Summer Villages have changed.

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

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

Forty five percent of the Summer Villages are now similar in size to a regular Village. This change has driven the need for year-round infrastructure. Like all other municipalities, Summer Villages now require all-weather roads, water and waste water systems, municipal buildings, trail systems, and recreational facilities.

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

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

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

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

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



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

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

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

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

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

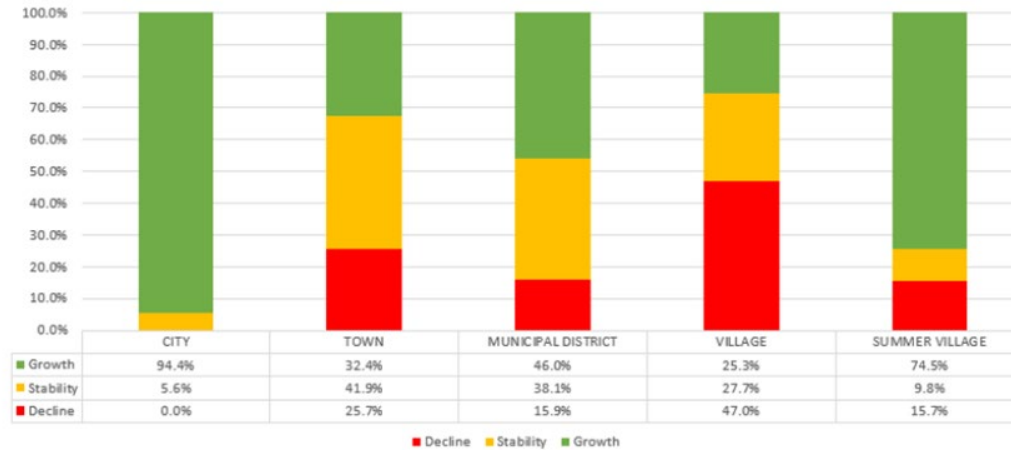
Note 2 – The Base Amount for Summer Villages in the above table is 75 percent of the standard amount and represents the average amount per Summer Village. More specifically, all Summer Villages get a base amount of \$72K and then an additional \$150 per Private Dwelling.



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

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

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



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

