

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF HALF MOON BAY
JUNE 28, 2022 @ 9:00 A.M.
ORGANIZATIONAL MEETING PRIOR TO COUNCIL**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, May 17, 2022

D. INFORMATION ITEMS

- 1) Action Items List
- 2) Accounts Payable Report
- 3) Public Works
- 4) Development Update

E. REQUESTS FOR DECISION

1) Council & Legislation

- a) Bylaw Enforcement Officer Bylaw
- b) Cheque Signing Policy

2) Planning & Development

- a) Tourist Home LUB Amendment
- b) Land Use Bylaw Quotes
- c) Fees Bylaw Amendment

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Mayor Johnston
- b) Deputy Mayor Remington
- c) Councillor Pashak

2) Committee Reports

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

3) Upcoming Meetings

- a) Council Meeting – July 4, 2022

G. ADJOURNMENT

Summer Village of Half Moon Bay
Regular Meeting Minutes
May 17, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held May 17, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

PRESENT

Mayor:	Jon Johnston via Zoom
Deputy Mayor:	Andrea Remington via Zoom
Councillor:	Mike Pashak via Zoom
CAO:	Tanner Evans
Development Officer:	Kara Kashuba
Recording Secretary:	Teri Musseau

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

AGENDA APPROVAL

HMC-22-037 MOVED by Councillor Pashak that the agenda be adopted as presented.

CARRIED

CONFIRMATION OF MINUTES

HMC-22-038 MOVED by Councillor Pashak that the minutes of the Regular Meeting of Council held on April 19, 2022, be approved as presented.

CARRIED

INFORMATION ITEMS

- 1) Action Items List
- 2) Accounts Payable
- 3) Quarterly Financial Report
- 4) Development Update

HMC-22-039 MOVED by Mayor Johnston that the information items be accepted as presented.

CARRIED

Summer Village of Half Moon Bay
Regular Meeting Minutes
May 17, 2022

C-1

REQUEST FOR DECISION

COUNCIL & LEGISLATION

- Bylaw #166-22** Bylaw Enforcement Officer Bylaw
HMC-22-040 MOVED by Deputy Mayor Remington that Council give 1st reading to the Bylaw Enforcement Officer Bylaw #166-22.
CARRIED
- Bylaw #167-22** Subdivision Authority
HMC-22-041 MOVED by Councillor Pashak that Council give 1st reading to the Subdivision Authority #167-22.
CARRIED
- HMC-22-042** MOVED by Mayor Johnston that Council give 2nd reading to the Subdivision Authority #167-22.
CARRIED
- HMC-22-043** MOVED by Deputy Mayor Remington that by unanimous consent Council give 3rd reading to the Subdivision Authority #167-22 at this meeting.
CARRIED UNANIMOUSLY
- HMC-22-044** MOVED by Councillor Pashak that Council give 3rd and final reading to the Subdivision Authority #167-22.
CARRIED
- Bylaw #168-22** Subdivision and Development Appeal Board Bylaw
HMC-22-045 MOVED by Councillor Pashak that Council give 1st reading to the Subdivision and Development Appeal Board Bylaw #168-22.
CARRIED
- HMC-22-046** MOVED by Mayor Johnston that Council give 2nd reading to the Subdivision and Development Appeal Board Bylaw #168-22.
CARRIED
- HMC-22-047** MOVED by Deputy Mayor Remington that by unanimous consent Council give 3rd reading to the Subdivision and Development Appeal Board Bylaw #168-22 at this meeting.
CARRIED UNANIMOUSLY

Summer Village of Half Moon Bay
Regular Meeting Minutes
May 17, 2022

C-1

HMC-22-048 MOVED by Councillor Pashak that Council give 3rd and final reading to the Subdivision and Development Appeal Board Bylaw #168-22.

CARRIED

HMC-22-049 Stormwater Drainage Solution
MOVED by Councillor Pashak that Council provide the owner of 49 Lakeview Road the cost of materials to build a drainage swale to a maximum of \$4,000.00 based on receipts provided, and further, Council to do work under Lakeview Road and extend the culvert.

CARRIED

HMC-22-050 MOVED by Mayor Johnston that Council recess the meeting for the Land Use Bylaw Amendment Bylaw #165-22 public hearing at 10:04 a.m.

CARRIED

PUBLIC HEARING

Mayor Johnston declared the Public Hearing for Bylaw #165-22, Land Use Bylaw Amendment Bylaw, open at 10:05 a.m.

Mayor Johnston provided the procedure for the public hearing.

Kara Kashuba, Development Officer, provided the background on the requested bylaw amendments.

Part One: General 1.7 Establishment of Fees

Current Regulation:

Development Permit application fees and fees for other matters arising through this Land Use Bylaw will be established by resolution of Council. Council may at any time by resolution increase, decrease or establish new fees for matters covered in this Bylaw.

Summer Village of Half Moon Bay
Regular Meeting Minutes
May 17, 2022

C-1

Proposed Regulation:

Revise to: Development Permit application fees and fees for other matters arising through this Land Use Bylaw will be established by Council in the Summer Village of Half Moon Bay Fees Bylaw. Council may amend the bylaw to increase, decrease or establish new fees by an amendment bylaw.

Reasoning:

The way this section is currently worded is incorrect as a bylaw cannot be changed by resolution of Council, it must go through the normal amendment process as any bylaw would. A bylaw amendment needs a first reading, a public hearing and then must receive second and third reading to pass. This is in contravention of section 8(c) of the Municipal Government Act, which requires fees to be set by bylaw.

Mayor Johnston asked if any written comments were received. None were received.

Mayor Johnston asked if anyone would like to speak. No public were present to speak.

Mayor Johnston declared the Public Hearing for Bylaw #165-22 closed at 10:09 a.m. and noted no further comments or submissions would be received.

HMC-22-051

MOVED by Mayor Johnston that Council reconvene the Council meeting at 10:09 a.m.

CARRIED

PLANNING & DEVELOPMENT

HMC-22-052

Tourist Homes

MOVED by Mayor Johnston that Council direct Administration to draft a Land Use Bylaw Amendment Bylaw for Tourist Homes.

CARRIED

Summer Village of Half Moon Bay
Regular Meeting Minutes
May 17, 2022

C-1

**Bylaw #165-22
HMC-22-053**

Land Use Bylaw Amendment Bylaw
MOVED by Mayor Johnston that Council give 2nd reading to the
Land Use Bylaw Amendment Bylaw #165-22.
CARRIED

HMC-22-054

MOVED by Councillor Pashak that Council give 3rd and final
reading to the Land Use Bylaw Amendment Bylaw #165-22.
CARRIED

COUNCIL REPORTS

Mayor Johnston

- Joint Services Committee

Deputy Mayor Remington

- No reports

Councillor Pashak

- Written reports
 - Sylvan Lake Regional Wastewater Commission (SLRWWC)
 - SLRWWC South Shore Line Project
 - Association of Summer Villages of Alberta (ASVA)
 - Alberta Municipalities
- Verbal reports
 - Association of Summer Villages of Alberta Town Hall

HMC-22-055

MOVED by Mayor Johnston that the Council and Committee
reports be accepted as information.
CARRIED

NEXT MEETING

HMC-22-056

MOVED by Mayor Johnston that the next meeting of Council be
held June 28, 2022, at 9:00 a.m.
CARRIED

Summer Village of Half Moon Bay
Regular Meeting Minutes
May 17, 2022

C-1

ADJOURNMENT

HMC-22-057

MOVED by Mayor Johnston that being the agenda matters have been concluded, the meeting adjourned at 11:10 a.m.
CARRIED

JON JOHNSTON, MAYOR

TANNER EVANS, CAO

HALF MOON BAY COUNCIL MEETING TASKS

TASK	ASSIGNED	COMMENTS
FURTHER CLEAN UP NEEDED AFTER TREE REMOVAL IN RESERVE	Robert	
DEAD TREES PREVIOUSLY DISCUSSED ON PRIMROSE & WEST SIDE FOR SPRING REMOVAL	Robert	
WALK THROUGH RESERVES TO DETERMINE IF MARKED THREES NEED TO COME OUT THIS YEAR -	Robert	
PRIMROSE ENTRANCE, LEFT HAND SIDE, CORNER PROPERTY, TREE NEEDS TO BE REMOVED	Robert	
TREES ON RR21, 10-12 NEED REMOVING	Robert	
PATHWAY POLICY/SURVEY RESULTS	TANNER	
CREATE POLICY FOR PUBLIC WORKS ITEMS TO SET SERVICE LEVELS AND STANDARDS FOR MAIN	Robert	
LOOK INTO INTEREST ON INVESTMENTS THROUGH ALBERTA MUNICIPALITIES	TANNER/TINA	
DON'T CUT DOWN STUMPS FURTHER		
CHECK ON DEAD TREES BY FRANKLIN'S PROPERTY FOR REMOVAL		
DEAD TREES AT CLARK'S PROPERTY FOR REMOVAL		
REMOVE ESTIMATED PROJECT COSTS FROM DEVELOPMENT PERMIT SUMMARY		
EDIT SBC WW DOCUMENTS TO MAKE APPLICABLE TO HMB FOR RESIDENTS		
HAVE CONTRACTOR CUT DOWN 12-13 TREES	Robert	Scheduled
DRAFT TOURIST HOMES BYLAW ON WEBSITE, EMAIL BLAST AND POSTED ON BILLBOARD	CAROLYN	

COMPLETED

CHECK ON EXPIRING MSI FUNDS	TANNER	
EMAIL ANDREA 10-CAPITAL PLAN	TANNER	
SCHEDULE SPECIAL MEETING TO APPROVE CAPITAL BUDGET AFTER MSI FUNDING INFO AND DRA	TANNER	
ASK HOT TUB OWNER TO HAVE DRAINAGE HOSE PUT AWAY FROM WELL CASING	KARA	
AMEND COUNCIL REMUNERATION POLICY TO REMOVE 1(B)	TERI	
SEND OUT COUNCIL DATES UNTIL END OF YEAR	TERI	
ADD COMPLETION DATE AND COMMENTS SECTION TO COUNCIL TASKS	TERI	
MOVE \$74,281 TO UNRESTRICTED SURPLUS FROM GENERAL CONTINGENCY	TINA	Complete
BRING APRIL COUNCIL EXPENSES SHEETS TO MAY MEETING		
PROVIDE SNOW CONTRACTOR FEEDBACK ON EQUIPMENT AND RIDGES LEFT ON PEOPLES DRIVE\	Robert	
PRICING FOR DRAINAGE DITCH FOR NEXT MEETING	Robert	
SNAPPED WHITE MARKER POSTS ON HMB DRIVE BY SNOW PLOUGH	Robert	
PLAYGROUND SIGN SNAPPED OFF BY SNOW PLOUGH	Robert	
TALK TO AL'S BOBCAT ABOUT REPLACEMENT COST OF DAMAGED PROPERTY	Robert	
TALK TO OWNER ABOUT CULVERT/SWALE FROM STANTEC RECOMMENDATION B1		
FINANCIAL RESERVE POLICY ON WEBSITE	CAROLYN	
ALL POLICIES AND BYLAWS ON WEBSITE	CAROLYN	

Summer Village of Half Moon Bay**Administration and Finance****Council Date: June 28, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 39,322.36

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

- | | |
|--|--------------|
| 1. Summer Village of Norglenwold | \$ 7,494.54 |
| a. April 2022 Muni Specific Costs | |
| b. April 2022 Shared Costs | |
| 2. Summer Village of Norglenwold-Accrual | \$ 10,943.23 |
| a. May 2022 Muni Specific Costs | |
| b. May 2022 Shared Costs | |
| 3. Alberta School Foundation Fund | \$ 25,783.15 |
| a. 2 nd Quarter School Fund | |

Council Expense Claims Report:**May 2022**

- | | |
|--------------------|-----------|
| ▪ Jon Johnston | \$ 0 |
| ▪ Andrea Remington | \$ 0 |
| ▪ Mike Pashak | \$ 100.00 |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Summer Village of Half Moon Bay List of Accounts for Approval

Date Printed
2022-06-20 10:52 AM

Batch: 2022-00037 to 2022-00045

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
62	2022-05-31	Empringham Disposal Corp			
32551		312-000-260 - GST Paid Refund	GST Tax Code	13.40	
32551		243-000-200 - Contracted Servic	Bi Weekly Collection	267.95	281.35
63	2022-06-20	Black Press Group Ltd			
34264932		312-000-260 - GST Paid Refund	GST Tax Code	32.40	
34264932		212-400-222 - Advertising	Public Notice-LUB	648.16	680.56
64	2022-06-20	Empringham Disposal Corp			
33711		312-000-260 - GST Paid Refund	GST Tax Code	21.63	
33711		243-000-200 - Contracted Servic	Weekly Collection	328.90	
33711		243-000-200 - Contracted Servic	69 Cart Lease to Own	103.50	454.03
65	2022-06-20	Red Deer Catholic Regional			
2022-2		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	898.56	898.56
66	2022-06-20	Rugged West Maintenance Inc.			
1243		312-000-260 - GST Paid Refund	GST Tax Code	10.00	
1243		232-000-200 - Green Space Pro	Mowing & Trimming- May 21	200.00	210.00
Total Computer Cheque:					2,524.50

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
35	2022-04-30	Summer Village of Norglenwold			
2022-00058		212-400-231 - Audit Fees	Metrix Group-2nd Audit Billi	4,587.85	
2022-00058		212-400-230 - Legal Fees	Brownlee-Legal Services	73.50	4,661.35
2022-00062		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	0.00	
2022-00062		212-200-510 - Office Supplies	Office Supplies	43.61	
2022-00062		212-100-211 - WCB	WCB	87.56	
2022-00062		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
2022-00062		212-100-140 - Benefits	BENEFITS	250.90	
2022-00062		212-100-130 - Training	TRAINING	91.37	
2022-00062		212-100-266 - PW Fleet	PW Fleet	18.47	
2022-00062		212-200-500 - Printing Costs	Printing Costs	38.80	
2022-00062		212-100-110 - Salaries	SALARIES	2,090.42	
2022-00062		212-200-215 - Postage/Freight/C	Postage/FreightCourier	0.00	
2022-00062		212-300-510 - Other Contingenc	Administrative Contingenc	9.91	
2022-00062		212-300-540 - Utilities	Utilities	103.48	
2022-00062		212-300-250 - Facility Improvem	Facility Improvements	43.70	
2022-00062		212-300-530 - Building Insuran	Building Insurance	0.00	
2022-00062		212-300-263 - Condominium Co	Condominium Costs	0.00	
2022-00062		212-300-240 - Computer Softwa	Computer Software/Mtn	16.86	
2022-00062		212-300-255 - Facility Maintena	Facility Maintenance	22.70	
2022-00062		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
2022-00062		212-300-270 - Equipment Renta	Equipment Rental	12.45	
2022-00062		212-300-242 - IT Equipment	IT Equipment	2.96	2,833.19
Payment Total:					7,494.54
36	2022-05-31	Summer Village of Norglenwold			
2022-00072		212-400-231 - Audit Fees	Metrix Group-Audit Bldg Prc	500.00	500.00
2022-00076		212-300-240 - Computer Softwa	Computer Software/Mtn	68.01	
2022-00076		212-300-530 - Building Insuran	Building Insurance	0.00	

Date Printed
2022-06-20 10:52 AM

Summer Village of Half Moon Bay List of Accounts for Approval

Batch: 2022-00037 to 2022-00045

Page 2

EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
2022-00076		212-300-510 - Other Contingenc	Administrative Contingenc	6.91	
2022-00076		212-300-270 - Equipment Renta	Equipment Rental	12.45	
2022-00076		212-300-265 - Equipment Mainte	Equipment Maintenace	0.00	
2022-00076		212-300-242 - IT Equipment	IT Equipment	-17.40	
2022-00076		212-300-263 - Condominium Co	Condominium Costs	0.00	
2022-00076		212-200-215 - Postage/Freight/C	Postage/FreightCourier	242.63	
2022-00076		212-300-250 - Facility Improvem	Facility Improvements	0.00	
2022-00076		212-300-540 - Utilities	Utilities	40.88	
2022-00076		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	56.37	
2022-00076		212-200-510 - Office Supplies	Office Supplies	38.76	
2022-00076		212-200-500 - Printing Costs	Printing Costs	55.42	
2022-00076		212-100-266 - PW Fleet	PW Fleet	17.06	
2022-00076		212-100-211 - WCB	WCB	40.12	
2022-00076		212-100-210 - Travel & Subsiste	Travel & Subsistence	8.00	
2022-00076		212-100-140 - Benefits	BENEFITS	81.28	
2022-00076		212-100-130 - Training	TRAINING	40.60	
2022-00076		212-300-255 - Facility Maintenar	Facility Maintenance	97.21	
2022-00076		212-100-110 - Salaries	SALARIES	2,160.39	2,948.69
Payment Total:					3,448.69
Total EFT:					10,943.23

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3127	2022-05-31	Epcor			
MAY242022-693		312-000-260 - GST Paid Refund	GST Tax Code	3.40	
MAY242022-693		272-000-544 - Recreation Shelte	Utilities	68.08	71.48
3140	2022-06-20	Alberta School Foundation Fund			
12907		201-100-130 - ASFF-Residential	2nd Quarter School Funding	25,783.15	25,783.15
Total Other:					25,854.63
Total NewAcct:					39,322.36

Certified Correct This June 20, 2022

Mayor

Administrator

NAME: Mike Pashak
POSITION: Councillor
MONTH ENDING: May-2022

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

[illegible][illegible]

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

TOTAL PAYABLE: \$ 100.00

Summer Village of Half Moon Bay**June 28, 2022****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

The following will provide an update on current Public Works projects and programs:

- Tree removal in the West Reserve have been scheduled for the week of July 11, 2022. These trees have been marked with blue paint and trees marked at the base will have dead limbs removed to mitigate potential safety hazards.
- Several more trees and stumps along Primrose Land had been marked for removal. These trees have been marked with green paint and trees marked at the base will have dead limbs removed to mitigate potential safety hazards. Work to be scheduled.
- Drainage work on Half Moon Drive and Lakeview Road has been completed. A new culvert has been installed and the ditch graded on Half Moon Drive. Two new culverts have been installed and the ditches graded on Lakeview Road. Quotation for the Half Moon Drive work was \$16,763.54 and for the Lakeview Road was \$12,425.00.

Options for Consideration:

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

June 28, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 100 development permits issued in the Summer Villages (34 in Birchcliff, 3 in Half Moon Bay, 16 in Jarvis Bay, 21 in Norglenwold, and 26 in Sunbreaker Cove).

The following is the list in Half Moon Bay:

49 Lakeview Road	Demolition & Dwelling
32 Lakeview Road	Dwelling Addition
43 Lakeview Road	Hot Tub

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #123/13.

Summer Village of Half Moon Bay

June 28, 2022

Council and Legislation

Request for Decision

Agenda Item: *Bylaw Enforcement Officer Bylaw*

Background:

During the Municipal Accountability Program Review (MAP) done April 2021, Municipal Affairs identified legislative gaps that needed to be addressed.

The Bylaw Enforcement Officer Bylaw is a required bylaw under section 556 of the *Municipal Government Act*. While Municipal Affairs is aware Half Moon Bay does not employ a Bylaw Enforcement Officer, this bylaw is a requirement and must be in place for every municipality. The CAO is the Bylaw Enforcement Officer in place of these duties being delegated to someone else.

1st reading was given at the May Council meeting then tabled for further review.

Options for Consideration:

- 1) Council give 2nd, and 3rd readings to the Bylaw Enforcement Officer Bylaw #166-22.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 2nd reading to By-Law #166-22
- 2) That Council give 3rd reading to By-Law #166-22

Authorities:

April 2021 MAP Review
MGA Section 556

**SUMMER VILLAGE OF HALF MOON BAY
BYLAW ENFORCEMENT OFFICER BYLAW
BYLAW #166-22**

PURSUANT to the provisions of the Municipal Government Act, Statues of Alberta, Chapter M-26.1, Section 556 and amendments thereto:

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

1. This bylaw may be cited the “**Bylaw Enforcement Officer Bylaw.**”
2. In this bylaw:
 - (a) “*Administrator*” means the person appointed by Council to perform the duties of Administrator for the Municipality;
 - (b) “*By-Law*” means by-laws of the Municipality;
 - (c) “*By-Law Enforcement Officer*” means an employee of the Summer Village, or a person or company contracted by the Summer Village to execute the duties of enforcing Summer Village Bylaws and who has been appointed pursuant to this bylaw;
 - (d) “*CAO*” means the Chief Administrative Officer of the Summer Village and the person who is appointed s such by the Summer Village Council, or anyone who is the action Chief Administrative Officer;
 - (e) “*Committee*” means the By-Law Enforcement Committee established under this By-Law;
 - (f) “*Council*” means the municipal council of the Summer Village of Half Moon Bay;
 - (g) “*Municipality*” means the Summer Village of Half Moon Bay.
 - (h) “*Offence Ticket*” means any ticket or tag which is authorized under the *Municipal Government Act*, the *Provincial Offences Procedures Act*, and any other enactment, and which is issued or any bylaw offence;
 - (i) “*Notice*” means any notice authorized to be given under any municipal bylaws or enactment.
3. The powers and duties of a By-Law Enforcement Officer are as follows:
 - (a) To enforce the By-Laws which Council has authorized the By-Law Enforcement Officer to enforce within the boundaries of the Municipality;
 - (b) To conduct the directions of Council and the Administrator;
 - (c) To assist in the prosecution of breaches of Municipal By-Laws including the gathering of evidence, the attendance of witnesses and any appearances in court that may be required;
 - (d) To respond to any investigate complaints;
 - (e) To issue notices, tickets, or tags;

- (f) To perform all other duties as may from time to time be assigned by the Administrator; or if the CAO is the bylaw enforcement officer, then such duties as assigned by Council;
 - (g) To take the official oath prescribed by the Oaths of Office Act upon being appointed as a By-Law Enforcement Officer and to carry upon his person at all such times as he is acting as By-law Enforcement Officer, evidence in writing of his appointment as a By-Law Enforcement Officer of the Municipality.
- 4. Council hereby establishes Council as the By-Law Enforcement Committee.
- 5. The duties and responsibilities of the By-Law Enforcement Committee are as follows:
 - (a) To hear appeals from any decision of the Administrator made regarding the disciplining of By-Law Enforcement Officers pursuant to the By-Law;
 - (b) To conduct such investigation of the enforcement of By-Laws of the Municipality as may be required from time to time;
 - (c) To perform any further duties and responsibilities as may be required.
- 6. Where it is alleged that a By-Law Enforcement Officer, in performing his duties as a Peace Officer has committed a disciplinary default as defined by this By-law, the Administrator shall hold a hearing to determine if the By-Law Enforcement Officer has committed a disciplinary default in performing his duties as a Peace Officer.
- 7. Where the Administrator intends to conduct a hearing to determine whether a By-Law Enforcement Officer has committed a disciplinary breach, the following procedure shall be followed:
 - (a) Adequate notice (a minimum of 2 days) in writing shall be given to the By-Law Enforcement Officer who is alleged to have committed disciplinary breach and to such other parties that the Administrator considers to be affected by the alleged disciplinary breach.
 - (b) At the hearing, the Administrator shall give the By-Law Enforcement Officer a reasonable opportunity of furnishing relevant evidence.
 - (c) The Administrator shall inform the By-Law Enforcement Officer of the facts in his possession, or the allegation made to him in sufficient detail to:
 - i. Permit him to understand the facts or allegations; and
 - ii. Afford him a reasonable opportunity to furnish relevant evidence to contradict or explain the facts or allegations.
 - (d) The Administrator shall give the By-Law Enforcement Officer or his representative an adequate opportunity of making representations by way of argument to the Administrator.
- 8. At the conclusion of a hearing to determine whether there has been a

disciplinary breach, the Administrator may, by a decision in writing with reasons, do the following:

- (a) Reprimand in writing to the By-Law Enforcement Officer;
 - (b) Suspend the By-Law Enforcement Officer from acting as a By-Law Enforcement Officer for the Municipality, but such period of suspension shall not exceed 6 months;
 - (c) Recommend to Council that the appointment of the By-Law Enforcement Officer be terminated.
9. An appeal from the decision of the Administrator may be commenced by the By-Law Enforcement Officer who is the subject of the disciplinary hearing by filing a written notice of the appeal with the Chairman of the Committee within 30 days of the receipt by the By-Law Enforcement Officer of the written decision of the Administrator.
10. The Committee shall hold a hearing into the appeal within 40 days of the receipt of the appeal by the Chairman of the Committee.
11. The Committee shall give reasonable notice of the hearing to the appellant, the Administrator, and to such other parties as the Committee consider to be affected by the hearing.
12. In conducting a hearing, the Committee shall follow, with necessary modification being made, the procedure as set out in Clause 7 of this By-Law.
13. In determining an appeal, the Committee may confirm, revoke, or vary the decision or any conditions attached to a decision by the Administrator and may,
- (a) Reprimand in writing the By-Law Enforcement Officer;
 - (b) Suspend the By-Law Enforcement Officer from acting as By-Law Enforcement Officer for the Municipality but such suspension shall not exceed 6 months;
 - (c) Terminate the appointment of the person as a By-Law Enforcement Officer for the Municipality.
14. The Committee's decision shall be in writing with reasons and shall be made within 15 days of the conclusion of the hearing.
15. For purposes of this By-Law, the following shall be disciplinary defaults:
- (a) *Discreditable conduct*, where the By-Law Enforcement Officer
 - i. Acts in a disorderly or inappropriate manner, or in a manner prejudicial to discipline or likely to bring discredit upon the reputation of By-Law Enforcement Officers,
 - ii. Uses oppressive or tyrannical conduct towards an inferior in rank,
 - iii. Uses profane, abusive, or insulting language to any member of a police force, special constable, or By-Law Enforcement Officer,
 - iv. Willfully or negligently makes any false complaint or statement against a peace officer,
 - v. Is guilt of an indictable offense under a federal stature or an offense punishable upon summary conviction under the

- Criminal Code of Canada.
 - vi. Withholds or suppresses a complaint or report against a peace officer, or
 - vii. Abets, connives or is knowingly an accessory to a general default described in the By-Law.
- (b) *Insubordination*, where the By-Law Enforcement Officer by way of action, and without lawful excuse, disobeys, omits or neglects to conduct any lawful order.
- (c) *Neglect of duty*, where the By-Law Enforcement Officer,
- i. Without lawful excuse neglects or omits promptly and diligently to perform a duty as a By-Law Enforcement Officer.
 - ii. Fails to work in accordance with orders, or leave an area, detail, or other place of duty without due permission or sufficient cause,
 - iii. Fails, when knowing where an offender is to be found, to report him, or,
 - iv. Fails to report a matter that it is his duty to report.
- (d) *Deceit*, where the By-Law Enforcement Officer,
- i. Knowingly makes or signs a false statement in an official document or book,
 - ii. Willfully or negligently makes a false, misleading, or inaccurate statement pertaining to official duties, or
 - iii. Without lawful excuse destroys, mutilates, or conceals an official document or record or alters or erases any entries therein.
- (e) *Breach of confidence*, where the By-Law Enforcement Officer,
- i. Divulges any matter which it is his duty to keep secret,
 - ii. Gives notice, directly or indirectly, to any person against whom any warrant or summons has been or is about to be issued, except in the lawful execution of such warrant or service of such summons, or
 - iii. Without proper authorization from a superior or in contravention of any rules of the Administrator communicates to the news media or to any unauthorized person any law enforcement matter which could be injurious to any person or investigation,
 - iv. Without proper authorization from the Administrator shows to any person not a peace officer or any unauthorized member the By-Law Enforcement Officer group any book or written or printed paper, document or report relating to any law enforcement matter that is the property of or in the custody of the Municipality, or
 - v. Makes any anonymous communication to the Administrator.
- (f) *Miscellaneous*, where the By-Law Enforcement Officer,
- i. Fails to account for or to make a prompt, true return of money or property received in an official capacity,
 - ii. Directly or indirectly solicits or receives a gratuity, present, pass, subscription, or testimonial without the consent of the Administrator,
 - iii. Places himself under a pecuniary or other obligation to a person in respect of whose conduct or business operation or employment the member may have to report or give

- evidence, or

iv. Improperly uses his position as a By-Law Enforcement Officer for private advantage.
- (g) *Unlawful or unnecessary exercise of authority*, where the By-Law Enforcement Officer is unnecessarily discourteous or uncivil to a member of the public.
- (h) *Consuming intoxicating liquor or drugs in a manner prejudicial to duty*, where the By-Law Enforcement Officer,

i. While on duty is unfit for duty through consuming intoxicating liquor or drugs,

ii. Reports for duty and is unfit for duty through consuming intoxicating liquor or drugs,

iii. Except with the consent of a superior or in the discharge of duty, consumes or receives from any other person intoxicating liquor or drugs while on duty, or

iv. Demands, persuades, or attempts to persuade another person to give or purchase or obtain for a By-Law Enforcement Officer while on duty, any intoxicating liquor, or drugs.
16. That this Bylaw shall take effect on the date of the third and final reading.

INTRODUCED AND GIVEN FIRST READING this 17th day of May 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

GIVEN SECOND READING this 28th day of June 2022.

GIVEN THIRD AND FINAL READING this 28th day of June 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

Summer Village of Half Moon Bay

June 28, 2022

Council & Legislation

Request for Decision

Agenda Item: *Cheque Signing Policy*

Background:

Administration has amended the Cheque Signing Policy and is bringing it forward requesting Council approve a revision to the financial limit to allow Administration to release EFTs in excess of \$10,000.00 for shared costs, therefore the Mayor will no longer be required to come into the office to sign off on these expenses prior to payment being released. There will be no changes to the \$10,000.00 financial limit for cheque signing.

Options for Consideration:

1. Council adopt the amended Cheque Signing Policy as presented.
2. Council adopt the amended Cheque Signing Policy as amended.
3. Council accept as information.

Administrative Recommendations:

1. Council adopt the amended Cheque Signing Policy as presented.

Authorities:

n/a



Policy Title Cheque Signing Policy	Date: June 28, 2022	Resolution No. HMC-22-
--	-------------------------------	----------------------------------

Policy Statement:

To establish a policy that allows for cheque signing authority by two members of Administration for the Summer Village of Half Moon Bay.

Purpose and Scope:

To allow for cheques to be signed by two members of Administration for expedited payment and/or certain events where members of Council are not available to sign.

1. Signing Authorities:

- 1.1 Members of Council of the Summer Village of Half Moon Bay
- 1.2 Chief Administrative Officer
- 1.3 Executive Assistant

2. Basis of Signing Policy:

- 2.1 The basis of the Cheque Signing Policy is to establish a process in which Administration can sign cheques and release EFTs (electronic funds transfers) without being accompanied by a Council member signature.

3. Financial Limit:

- 3.1 The financial limit in which Administration only signatures are permitted is \$10,000 or less. There is no limit for the release of the monthly shared costs by EFT.

4. Signing Conditions:

- 4.1 Cheques that have Administration only signatures will be allowed under the following conditions:
 - 4.1.1 When a member of Council is not available to sign.
 - 4.1.2 When a cheque has been approved in a Council meeting but was missed during the signing session.

POLICY: CHEQUE SIGNING POLICY

- 4.1.3 In the event of a manual cheque being necessary, all authorized back-up paperwork (email, fax, etc.) from a member of Council, must accompany an Administration only signed cheque.

Summer Village of Half Moon Bay**June 28, 2022****Planning and Development****Request for Decision****Agenda Item: *LUB Amendments Bylaw #169-22*****Background:**

At the last Council meeting, Council directed administration to prepare an amendment to the Land Use Bylaw to include tourist home regulations. The following is a summary of the proposed amendments for Land Use Bylaw 123/13.

1. Part One: 1.3 Definitions, add the following definition: “tourist home” – means a discretionary use wherein a dwelling unit is offered for rent to guests for no less than thirty (30) days.
2. Part Three: 4(8), add the following:
Tourist Homes
 - (a) A development permit is required to operate a tourist home. Tourist Homes will be issued for twelve (12) months. Registered owners cannot operate more than one (1) tourist home in the Residential District (R).
 - (b) Tourist homes shall be contained within the principal building and therefore garage suits shall not be used.
 - (c) Notwithstanding part three, section 2(3), no recreation vehicle shall be used as accommodation for tourist home guests.
 - (d) The maximum number of people staying overnight in a tourist home shall be two (2) times the number of bedrooms plus two (2). Floor plan is to be submitted at the time of application.
 - (e) The operator of a tourist home shall provide the Summer Village Office with the name and phone number(s) of at least one person (adult) that is authorized to act on the owner/operator’s absence. The owner/operator is responsible for informing the Summer Village Office of any changes in this information.

- (f) The minimum length of stay shall be no less than 30 days in peak season between May (15) until September (15).
 - (g) The tourist home shall always abide by the community bylaws and policies. A summary of key bylaws will be provided by administration.
 - (h) In residential districts tourist homes shall not display any sign advertising the tourist home.
 - (i) Adequate parking must be in place on the property, of a minimum of one stall per bedroom.
 - (j) Approval of a development permit does not exempt the owner/operator of a tourist home from complying with any federal, provincial, or other municipal legislation.
3. Part Four: (R) District, add the following to Discretionary Use:
Tourist Home

Attached is Bylaw #169-22 for Councils review.

Options for Consideration:

1. Give first reading to Bylaw #169-22 and schedule public hearing at next meeting, or
2. Amend Bylaw #169-22, then give first reading and schedule public hearing.

Administrative Recommendations:

Council to give first reading to Bylaw #169-22 with the public hearing scheduled at the next Council meeting.

Authorities:

Land Use Bylaw #123/13 – Council on its own initiative may give first reading to a bylaw to amend this Land Use Bylaw.

Section 230(1) of the MGA – Council must hold a public hearing before second reading of a bylaw.

**SUMMER VILLAGE OF HALF MOON BAY
LAND USE BYLAW
AMENDMENT BYLAW #169-22**

Being a Bylaw of the Summer Village of Half Moon Bay, in the Province of Alberta, to authorize amendments to the Summer Village of Half Moon Bay Land Use Bylaw 123-13.

WHEREAS Section 692 of the Municipal Government Act, RSA 2000, authorizes a Council to amend a land use bylaw;

WHEREAS the Council deems it desirable to amend Land Use Bylaw 123-13;

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

An amendment to the Land Use Bylaw 123/13:

1. Part One: 1.3 – Add “tourist home” definition: means a discretionary use wherein a dwelling unit is offered for rent to guests for no less than thirty (30) days.
2. Part Three: 4(8), add the following:

Tourist Homes

- (a) A development permit is required to operate a tourist home. Tourist Homes will be issued for twelve (12) months. Registered owners cannot operate more than one (1) tourist home in the Residential District (R).
- (b) Tourist homes shall be contained within the principal building and therefore garage suites shall not be used.
- (c) Notwithstanding part three, section 2(3), no recreation vehicle shall be used as accommodation for tourist home guests.
- (d) The maximum number of people staying overnight in a tourist home shall be two (2) times the number of bedrooms plus two (2). Floor plan is to be submitted at the time of application.
- (e) The operator of a tourist home shall provide the Summer Village Office with the name and phone number(s) of at least one person (adult) that is authorized to act on the owner/operator’s absence. The owner/operator is responsible for informing the Summer Village Office of any changes in this information.
- (f) The minimum length of stay shall be no less than 30 days in the peak season between May (15) until September (15).
- (g) The tourist home shall always abide by the community bylaws and policies. A summary of key bylaws will be provided by administration.
- (h) In residential districts tourist homes shall not display any sign advertising the tourist home.

- (i) Adequate parking must be in place on the property, of a minimum of one stall per bedroom.
 - (j) Approval of a development permit does not exempt the owner/operator of a tourist home from complying with any federal, provincial, or other municipal legislation.
3. Part Four: (R) District, add the following to Discretionary Uses:
Tourist Home

INTRODUCED AND GIVEN FIRST READING this 28th day of June 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

PUBLIC HEARING HELD this day of July 2022.

GIVEN SECOND READING this day of July 2022.

GIVEN THIRD AND FINAL READING this day of July 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

Summer Village of Half Moon Bay

June 28, 2022

Planning and Development

Request for Decision

Agenda Item: *LUB Review*

Background:

Administration has received 2 quotes for a Land Use Bylaw review for Half Moon Bay. Quotes are as follows:

- Bluerock Planning/ProACTIVE Planning:
\$4,000.00 (Legislative Changes)
\$12,000.00 (Comprehensive Review and Changes)
- Municipal Planning Services:
\$8,043.00

Options for Consideration:

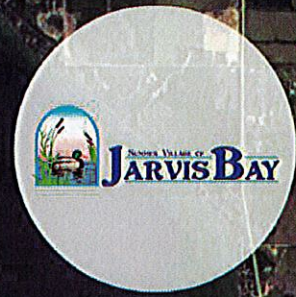
1. Council to accept a quoted price from one of the listed providers.
2. Council direct administration to provide additional information or quotes.
3. Council accept as information.

Administrative Recommendations:

Council to discuss and direct administration.

Authorities:

N/A



Service Proposal Land Use Bylaw Updates

Prepared for:



Kara Kashuba
Development Officer

Prepared by:



TOWN + RURAL PLANNING

Jonathan Schmidt,
MEdes, RPP, MCIP
President & Principal Planner



Russ Leedham,
RPP, MCIP, GISP
President & Planner

November 19, 2021

Attention: Kara Kashuba, Development Officer
Sylvan Lake Summer Villages

RE: Proposal for Services – Land Use Bylaw Updates

As per recent conversations with the Summer Villages on Sylvan Lake, it is understood that the Administration is seeking updates to 4 of 5 Summer Village 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. This proposal contains various proposed levels of updates to the Land Use Bylaws in order to provide the Summer Villages with the best options to ensure that the Bylaws are effective and relevant.

Bluerock Planning Inc. is a rare boutique 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

Russ Leedham RPP, MCIP, GISP
President & Planner – ProACTIVE Planning Inc.
403-615-5339 | russ@proactive-planning.ca

Table of Contents

1	EXECUTIVE SUMMARY	0
2	APPROACH & METHODOLOGY	1
2.1	Project Understanding.....	1
2.2	Legislative Changes Option.....	1
2.3	Comprehensive Review and Changes Option	2
2.4	Land Use Bylaw Map Updates	2
2.5	Land Use Web Mapping Service.....	2
3	PROPOSED BUDGET & PHASES	4
3.1	Scope of Services & Fees.....	4
3.2	Project Phases.....	5
3.3	Project Innovations.....	6
4	PROJECT TEAM & EXPERIENCE.....	7
4.1	Corporate Profiles	7
4.2	Team Project Experience	7
4.3	Project Team	8
5	CONCLUSION.....	10
5.1	Invoicing	10
5.2	Authorization	10

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 15, 2021, Bluerock Planning and the project team is pleased to submit this proposal for a Land Use Bylaw Update to 4 of 5 Summer Villages. The project team is a talented, committed, experienced, and enthusiastic team with the resources available to complete the requested task.

This proposal identifies 2 options for Land Use Bylaw updates for the Summer Villages on Sylvan Lake.

Option 1	Legislative Changes	\$4,000 PER LUB
Option 2	Comprehensive Review and Changes	\$12,000 PER LUB

These options provide flexibility for the municipalities and their budgets, respecting that a slimmer process may be all that's necessary for some while others may appreciate a more comprehensive LUB review. The project team specializes in working with small municipalities to align best practices in current planning with local needs.

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 Summer Villages on Sylvan Lake requested a review for 4 of 5 Land Use Bylaws to ensure they are up to date with the Alberta Municipal Government Act legislation.

The project team is pleased to provide 2 options to update the requested bylaws plus 2 additional services to enhance all 5 bylaws.

Option 1	Legislative Changes
Option 2	Comprehensive Review and Changes
Additional Service 1	Land Use Bylaw Map Updates
Additional Service 2	Land Use Web Mapping Service

2.2 Legislative Changes Option

This option will include the following approach:

- 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 new Municipal Government Act updates into the existing Land Use Bylaw.
- Basic review of the current land use districts, including looking at mixed-use districts and reviewing the permitted and discretionary uses.
- 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 Comprehensive Review and Changes Option

This option will include the following approach:

- 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 new Municipal Government Act updates into the existing Land Use Bylaw.
- 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)
- Creation of a 1-page "How to Read the Land Use Bylaw" guide
- 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.
- Extensive 2D/3D graphics and visuals to supplement Land Use Bylaw text
- 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
- Deliverable 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.

2.4 Land Use Bylaw Map Updates

The project team is offering an additional service is to provide updates to all 5 Land Use Zoning static maps to a more aesthetic and up to date reflection of the zoning in each 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 Villages on Sylvan Lake 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 all 5 Summer Villages 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 Villages would like to provide about each feature. **See Figure 1.** Utilizing ESRI's ArcGIS Online platform, the Summer

Villages 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.

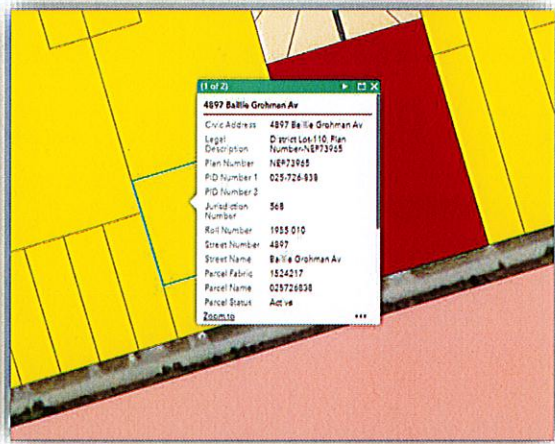


Figure 1 - Tooltip example



Figure 2 - ArcGIS Online aerial photo example

3 PROPOSED BUDGET & PHASES

3.1 Scope of Services & Fees

The following table is a summary of the project budget.

Options and Services	Quantity	Estimated Cost	Total
Legislative Review Option (All tasks outlined in Section 3.2)	4	\$4,000	\$16,000
Comprehensive Review and Changes Option (All tasks outlined in Section 3.3)	4	\$12,000	\$48,000
Land Use Bylaw Maps Update (Section 3.4)	5	\$1,500	\$7,500
Land Use Web Mapping Service (Section 3.5) - Setup Fee	Setup fee (for all 5 villages)	\$6,000 one time	\$6,000 one time
Land Use Web Mapping Service (Section 3.5) – Annual Fee (includes 10 hrs of service) *	Annual Fee (for all 5 villages)	\$3,000 yearly	\$3,000 yearly
*Assistance beyond the first 10 hours – e.g., web mapping service updates (Land use changes)	n/a	\$120/hour	n/a

Notes:

- Prices shown do not include GST.
- Expenses will be billed at cost plus 2% for handling. Expenses will include any travel costs (i.e., mileage, accommodations, meals) and printing and engagement supplies will be billed at cost.

3.2 Project Phases

Project Initiation

Open communication from the start to the end of the project is vital for success. Beginning with a Project Management Plan, the project team will work closely with Administration to ensure the project begins and proceeds with the desired goals and outcomes.

The project team proposes to create a clearly defined Communications and Engagement Plan to identify key stakeholders with staff. Our team's unique approach will be to focus not only on the quantity of engagement, but on quality and effectiveness of citizens understanding the project and providing meaningful feedback.

Technical Review

For the *Legislative Changes* option, the team will review the existing bylaws, policies and plans and adapt the Municipal Government Act legislative changes necessary to update the bylaws to an acceptable standard.

For the *Comprehensive Changes and Review* option, there are current best practices in Land Use / Zoning Bylaws ranging from innovative graphics and visuals to form-based approaches and hybrid bylaws that merge form-based regulations with more traditional separation of land uses. Our team is experienced in all these new best practices, and we will ensure a thorough review of the best practices being undertaken across Alberta and Canada.

Bylaw Creation and Approval

For both options, our project team will already have started drafting ideas, tables of contents, rules, regulations, and mapping and graphics if requested. The bylaw will be reviewed by staff and this collective approach will assist in refining the bylaws.

Community Engagement

The community engagement phase brings the project to the citizens of the Summer Villages. There are many potential engagement methods that could be employed during this phase. The project team can provide in-person engagement or highly effective virtual engagement tactics to accommodate COVID-19 limitations.

- Community design workshops
- Phone / video interviews with stakeholders such as developer or landowner groups
- Pop up venues at high traffic community locations
- Digital content creation
- Online open house

Approval Process

It's important to not rush the end of a Land Use Bylaw project. Staff, council, and citizens must be empowered to carry the document forward and utilize it properly. The project team is proposing the following tasks to ensure that there is buy-in from all parties:

- Presentation at the public hearing to share the Land Use Bylaw process
- Training session with staff and/or council on the new Land Use Bylaw changes
- Additional assistance as needed on an hourly basis to ensure staff understand the newly approved Land Use Bylaw

3.3 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.

Covid-19 Project Adaptations

Given the global COVID-19 pandemic, our project team has a few COVID-friendly engagement options that can be implemented to adapt appropriately.

- Online webinars, polling, and surveys
- Land Use Bylaw project website
- Phone calls to stakeholders

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 Team Project 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), Coronation (in-process), 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.

Date

Authorization to Proceed,

Client – Summer Villages on Sylvan Lake

Date

Appendix A

Team Resumes



Jonathan Schmidt

MEDes, BES, RPP, MCIP

Owner | Principal Planner | Project Manager

jonathan@bluerockplanning.ca

www.bluerockplanning.ca | 587.998.4540

Studio: 244 Woodhaven Drive, Okotoks, AB

On my desk is a sticky note that says *People support what they create*. After 11+ years of professional planning I believe this more than ever. I've worked across western Canada as a community planner in some of the smallest municipalities (by population) and a few of the largest (by land area). I've led, and been part of, award winning plans and teams and the common element to all those great projects was a plan that the people created....not the consultants. My mentor once said *If you want a different result then you must change the process*. I take that lesson to heart in all of my projects. I want to change the process of community planning, so that experts and communities work together more closely, learn more deeply from each other, and ultimately work together over the long-term to transform communities.

What's missing in your community? What wisdom and passion do your citizens have to transform your community that you need to tap into?

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.

Owner / 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.

MUNICIPAL PLANNING & ENGAGEMENT PROJECTS

**** Denotes Award-winning project**

Official Community Plan (2021-present)

Client: City of Grand Forks, BC

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

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.

Official Community Plan & Zoning Bylaw (2020-2021)

Client: Village of Valemount, BC

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

Municipal Development Plan (2020)

Client: Special Areas Board (via Palliser Municipal Services)

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

Intermunicipal Development Plans (2018-19, 2020)

Client: Palliser Municipal Services & Wheatland County

- Senior planner for 3 IDPs (Town of Drumheller & Special Areas, Starland and Kneehill).
- Project manager / senior planner for 8 Wheatland County IDPs (5 rural and 3 urban).

Official Community Plan & Zoning Bylaw (2018-2019)**

Client: Village of Canal Flats, BC

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

Bragg Creek Revitalization Plan (2015-2016)**

Client: Rocky View County

- Project manager for Hamlet Revitalization Plan including extensive public engagement, land use designs, public realm/streetscape improvements and economics plan.

East Acreages Area Structure Plan (2013-2015)

Client: City of Chestermere

- Lead McElhanney planner for redevelopment plan for 342 acre country residential area.

Dead Man's Flats Area Structure Plan (2014-2015)

Client: M.D. of Bighorn

- Project manager/lead planner for the creation of ASP for 72 acre area in Hamlet of Dead Man's Flats, including public engagement, planning and design

Development & Planning Services \ Training Leadership

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

Client: Town of Okotoks

- Led Municipal Planning Commission Training session

COMMUNITY PLANS & AREA PLANS

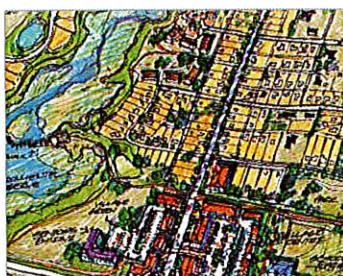
- Special Areas Board Municipal Development Plan
- City of Fort Saskatchewan Municipal Development Plan
- Oyen Railway Area Structure Plan
- Shepard Industrial Area Structure Plan
- East Highway 1 Area Structure Plan (Rocky View County)
- Village of Nakusp Official Community Plan
- North Industrial Area Structure Plan (Rocky View County)
- Twp 250 Conceptual Scheme (Rocky View County)

ENGAGEMENT & INDIGENOUS PROJECTS

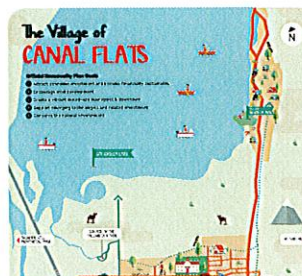
- Meadowlark Trail Rezoning & Engagement (2019), Rocky View County AB
- MDP Engagement (2019), Wheatland County, AB
- Westridge Road Redevelopment Engagement, Strathmore, AB
- Kinosoo Beach Redevelopment Plan, Cold Lake, AB
- Frog Lake First Nations Land Use Plan Engagement
- Akisnuk First Nation Land Use Plan & Engagement
- Aqam First Nation Land Use Plan & Engagement

EXPERT WITNESS TESTIMONY & REPORTS

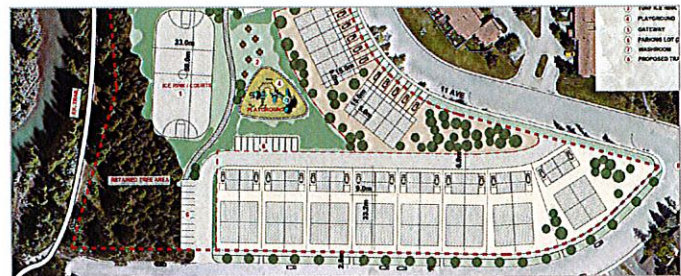
- Expert Witness Testimony - MGB Hearing - Canmore vs. MD of Bighorn (Dead Man's Flats ASP. MGA s.690 appeal)
- Highest and Best Use Expert Report on behalf of private landowner for Expropriation Case in Foothills County, AB



EAST ACREAGES AREA STRUCTURE PLAN, CHESTERMERE



CANAL FLATS "OCP-IN-PAGE"



OLD DAYCARE LANDS DESIGN FOR AFFORDABLE HOUSING, CANMORE



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
 - Akisnuk 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 Indigenous 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

ACCOMPLISHMENTS TO-DATE 2020-2021

BLUEROCK GIVING YOUR PROJECT THAT... **WOW FACTOR**

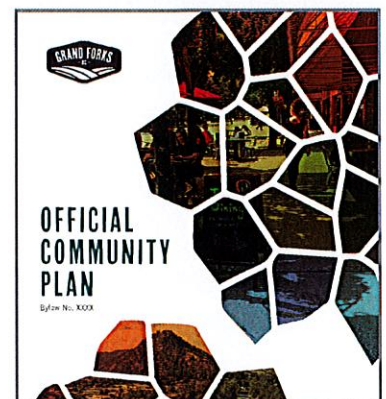
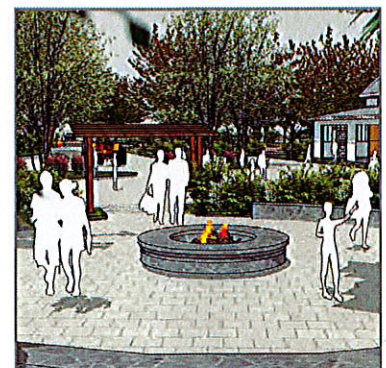
2 YEARS **8 ADOPTED PLANS**

PROJECT ACCOMPLISHMENTS 2020 - 2021

- Assistant planner and policy writer with HDR | Calthorpe team on Calgary Metropolitan Regional Plan (passed by CMRB)
- Project manager for the Village of Valemount Official Community Plan (OCP) and Zoning Bylaw, both adopted unanimously by Council
- 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
- Lead planner for Mended Star Master Plan and associated Development variance application, Village of Canal Flats (passed by Council)
- Senior planning advisor for major data centre development site selection process
- Lead policy writer for Shepard Industrial ASP (presented to Council)
- Lead policy writer for East Highway 1 ASP (presented to Council)

IN-PROCESS PROJECTS 2021 - BEYOND

- Lead planner for Legacy Farm ASP (draft submitted to staff - in process)
- Lead planner for Robinwood ASP (draft submitted to staff - in process)
- Lead planner for Westview ASP (draft submitted to staff - in process)
- Lead planner for Sheerness ASP (in process)
- Lead planner for Town of Coronation Land Use Bylaw (draft submitted to staff - in process)
- Lead planner for Special Areas Board Land Use Order (in process)
- Project manager for the City of Grand Forks Official Community Plan (OCP) (draft submitted to staff - in process)



VILLAGE PLANNING & DESIGN

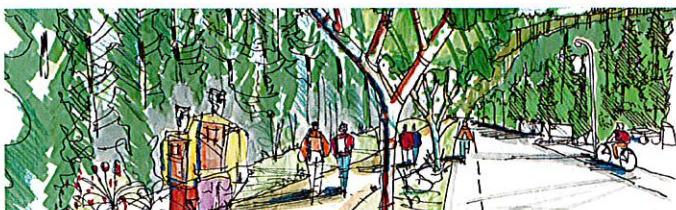
Village of Valemount: Official Community Plan & Zoning Bylaw


Client	Village of Valemount
Date	2020-2021
Location	Village of Valemount, BC
Bluerock's Role:	Jonathan Schmidt was the project manager, co-author of the OCP, and lead author of the Zoning Bylaw


SMALL VILLAGE INNOVATION & COMMUNITY ENGAGEMENT AND DESIGN

The Village of Valemount is a resort municipality located among three beautiful mountain ranges. The Village and its surroundings have immense potential for growth and development, yet the population is declining.

Bluerock Planning joined a strong team led by MVH Urban Planning & Design to undertake Valemount's transformative new OCP and Zoning Bylaw. The team approach began with a **listen-first attitude to understand the people and their vision**. What we heard were concerns about growing fast, short-term rentals taking over and at the same time concerns about losing families, population and services. Our team brought forward a sensitive approach to growth in the OCP and Zoning Bylaw - one that focuses on both existing and future residents. Big moves included a "Mountains-to-Marsh" trail network, better alignment of servicing/infrastructure and future growth areas, flexible downtown mixed-use zoning, greater allowance for accessory dwelling units and clearer short-term vacation rental policy and regulations. Engagement was extensive and COVID-friendly through outdoor community walks, school and youth sessions, a robust "Community Circles" engagement booklet to 80% of the households, outdoor workshops, virtual open houses, and even recorded videos for the local television station.




OFFICIAL COMMUNITY PLAN & ZONING BYLAW


COMMUNITY CIRCLES KIT

Bored at home during COVID-19? Get a free gift card for completing this OCP kit. Learn more inside >>

INSTRUCTIONS

STEP 1

READ
The background materials on the Official Community Plan and what makes a complete village (pages 2-5).

STEP 2

PLAY
Gather your family or friends (COVID cohort) and play the games inside, including the Debate Board, draw your Village, digital challenge to win \$100 and 5 min survey. Write down your answers.

STEP 3

SUBMIT
When you're done submit your completed kit to the Village by dropping it off at the Village office, filling out the digital version or scanning and emailing your hard copy to OCP@valemount.ca. Provide your contact info to receive your free gift card.



VILLAGE PLANNING & DESIGN

Village of Canal Flats: Official Community Plan & Zoning Bylaw

Client Village of Canal Flats

Date 2020-2021

Location Village of Canal Flats, BC

Bluerock's Role: Jonathan Schmidt was the project manager, co-author of the OCP and lead author of the Zoning Bylaw.

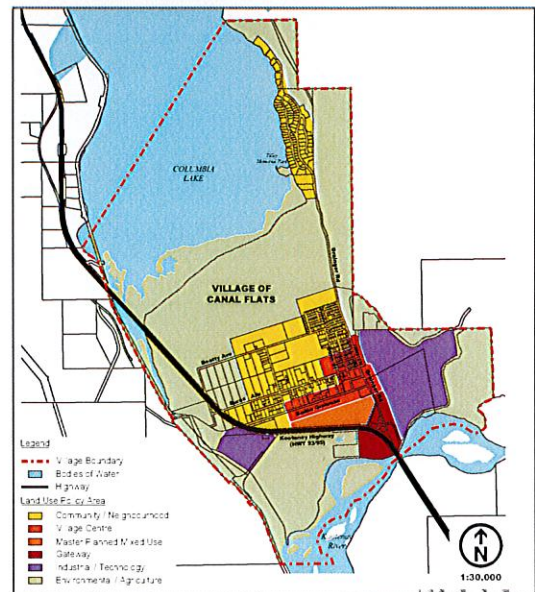
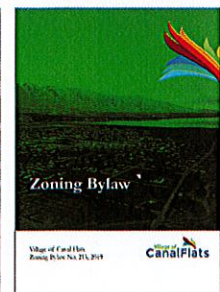
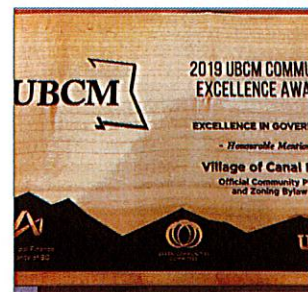
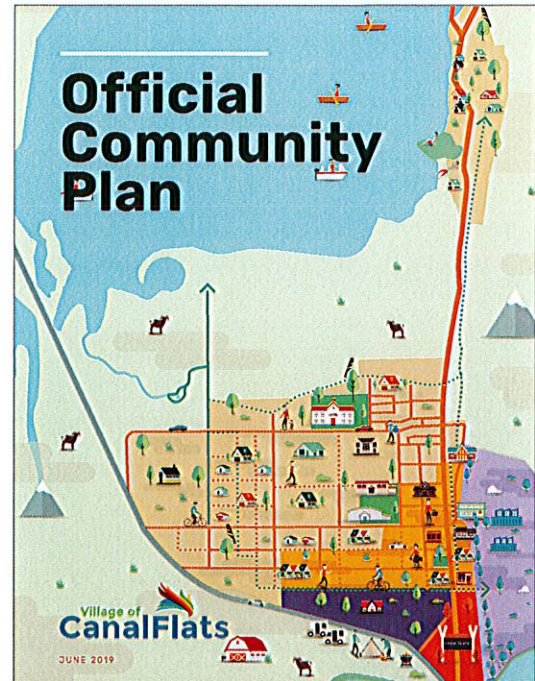
SMALL VILLAGE INNOVATION & COMMUNITY ENGAGEMENT AND DESIGN

Bluerock's Jonathan Schmidt, while at B&A Planning Group, bridged together a strong planning team with the Village's Economic Development Officer Chris Fields to create a truly transformative OCP and Zoning Bylaw that focused squarely on achieving the Village's existing economic development and population growth goals. The Zoning Bylaw followed suit by combining zones, relaxing parking standards, creating mixed-use zones, new opportunities for tiny homes/alternative housing forms, removing barriers to home-businesses and allowing new development opportunities. What were the results? In year one there was new economic investment and a 30% increase in tax assessment across the Village.

A struggling small Village lost its major employer, a 100 year old lumber mill, and was spiralling into a dismal and uncertain future. As a project team our challenge was - how do we integrate planning and economic development in an inspirational and accelerated way to move the Village in a new direction?

Significant achievements included:

- Creating an OCP-in-a-page, a very easy-to-read graphical summary of the OCP in a small fold-out brochure
- OCP graphical theme that was fun, exciting and yet practical
- Hosting a Mix & Mingle Event with the building community, staff and citizens to ensure all citizens who wish to develop their land have the tools and professionals necessary to make it happen. This implementation piece is often forgotten.



RURAL PLANNING & DESIGN

Special Areas Board - Municipal Development Plan

Client: Palliser Regional Municipal Services & Special Areas Board

Date: 2020-2021

Location: Special Areas Board, Alberta

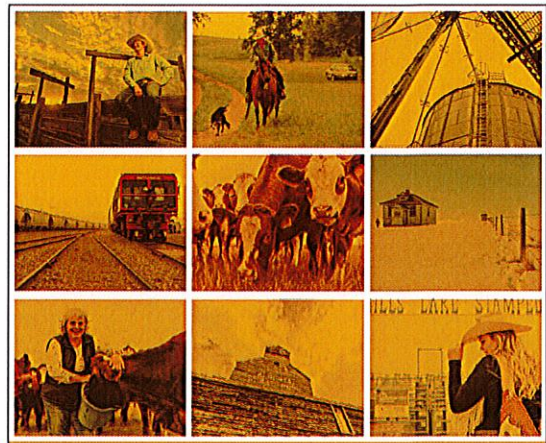
Bluerock's Role: Project Management, Policy Writing, Graphics and Visuals

RURAL PLANNING & DESIGN

Bluerock Planning in partnership with Palliser Regional Municipal Services was faced with the challenge of creating the first Municipal Development Plan for Special Areas Board (SAB) that covers over 5,000,000 acres of land.

The MDP process included workshops with SAB staff and administration leading to draft directions for the MDP as well as the establishment of the MDP vision and goals.

The MDP focuses on economic development, including the creation of a Rural Development Plan that identifies priority growth areas. The MDP is led by a vision for a "Thriving economy and rural community life" and supported by five key goals and policies that promote development in the proper places in the right ways.



MUNICIPAL DEVELOPMENT PLAN

1 VISION

Special Areas has a thriving economy and rural community life.



RURAL DEVELOPMENT PLAN



2 MDP GOALS

Special Areas has identified the following key municipal goals that will guide decision making and strategic direction.



10 RECREATION & TOURISM DEVELOPMENT

The diverse landscapes of a thriving Special Areas present opportunities for outdoor recreation in all seasons. Hunting and fishing are popular and Special Areas is one of the most scenic of Alberta's regions. Major scenic viewing for its beautiful hunting seasons. From the prairies and river valleys, to the badlands and cowboys, beautiful views and open spaces are easily found. Big game including bison, prairie dogs, and coyotes are abundant. Big game viewing is a popular activity. Special Areas is a great place to visit. Special Areas is a great place to visit. Special Areas is a great place to visit.

- 10.0.1 Special Areas Board will develop the employment of a variety of recreational assets through tourism and recreation development sensitive to environmental context.
- 10.0.2 Special Areas Board will coordinate recreation and tourism development planning with an active and ongoing consultation with the community and stakeholders, protection of environmental areas, preservation of landscapes and minimization of impacts from traffic, noise and other nuisances.
- 10.0.3 Special Areas Board will actively promote the recreation and tourism opportunities to support the local economy and to residents.



AREA STRUCTURE PLAN

Oyen Railyard ASP

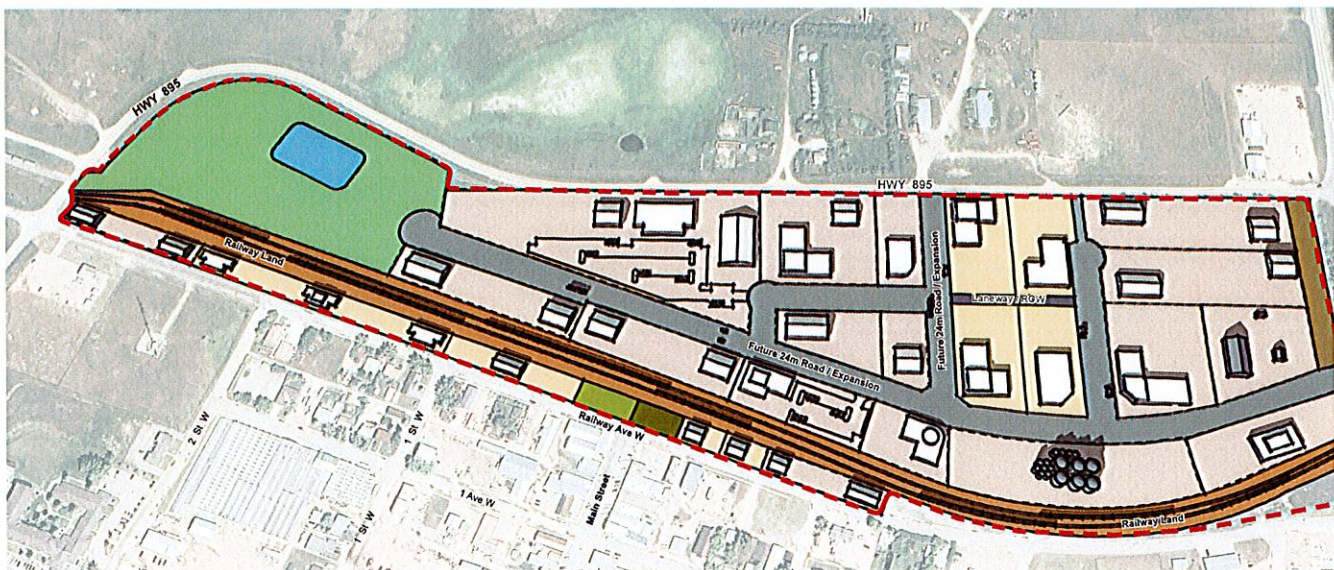
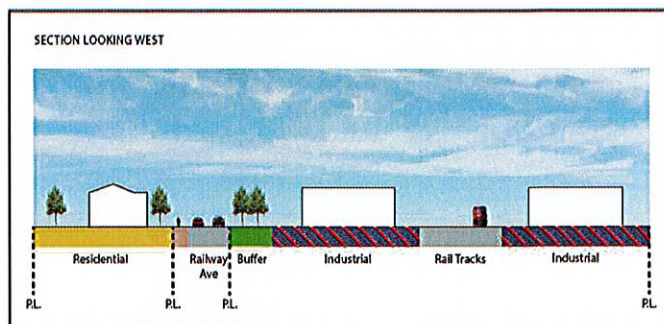
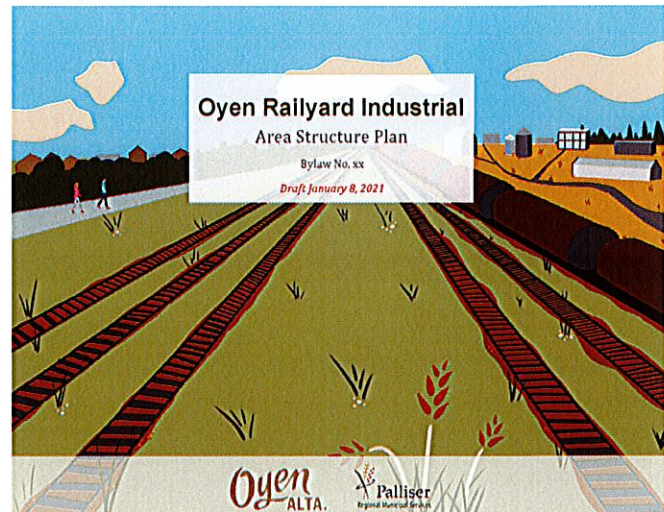
Client	Palliser Regional Municipal Services & Town of Oyen
Date	2020-2021
Location	Town of Oyen, Alberta
Bluerock's Role	Project lead; coordination of planning, mapping and engineering; lead policy writing; 3D drawings; and graphic layout and design of ASP document.

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.



REGIONAL GROWTH PLAN

CALGARY METROPOLITAN REGION GROWTH PLAN

Client HDR - Calthorpe / Calgary
Metropolitan Region Board

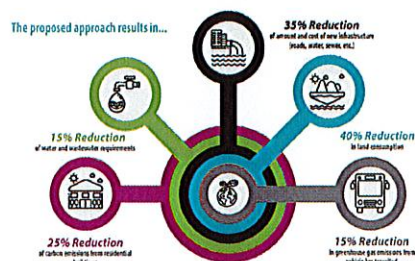
Date 2020-2021

Location Calgary Region, Alberta

INNOVATION & DESIGN

Jonathan was asked to add local knowledge and policy writing expertise to the renowned consulting team from HDR-Calthorpe writing the Calgary Metropolitan Region Growth Plan. It is a great privilege for Bluerock's Jonathan Schmidt to work alongside world renowned urban and regional planner Peter Calthorpe, former Portland mayor Charles Hales and the HDR-Calthorpe team.

Jonathan's role has been to write and edit regional growth plan policies, assist with facilitation of meetings with member municipalities and provide professional expertise on Alberta's legislative planning framework.



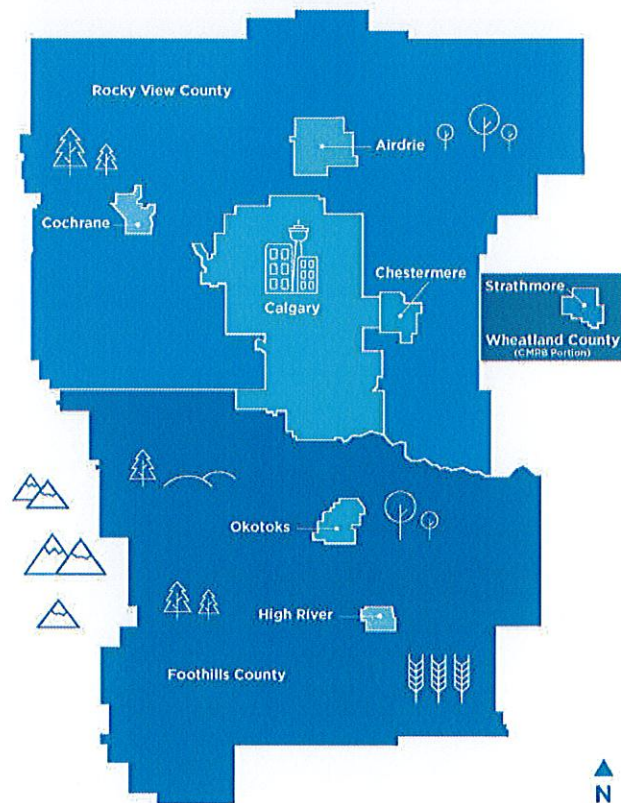
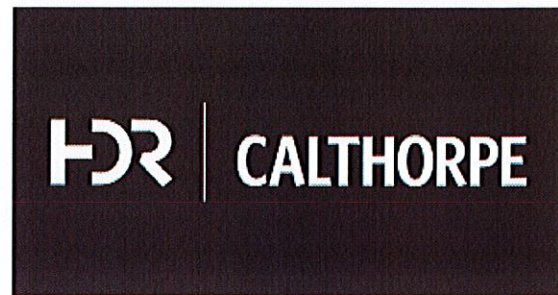
You told us you want less water use.
We found a 15% reduction in water
and wastewater requirements.

Find out how we'll get there
calgarymetroregion.ca



You told us you want less spending
on new infrastructure.
We found a 35% reduction in the amount
and cost of new infrastructure
(roads, water, sewer, etc.).

Find out how we'll get there
calgarymetroregion.ca



INTERMUNICIPAL DEVELOPMENT PLAN

Town of Drumheller - Kneehill County

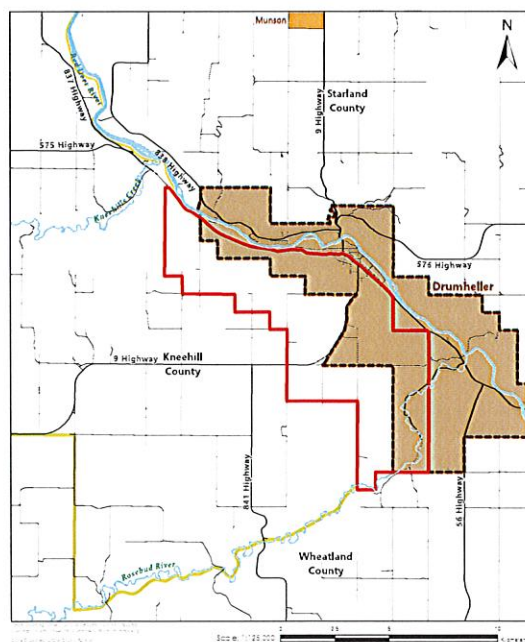
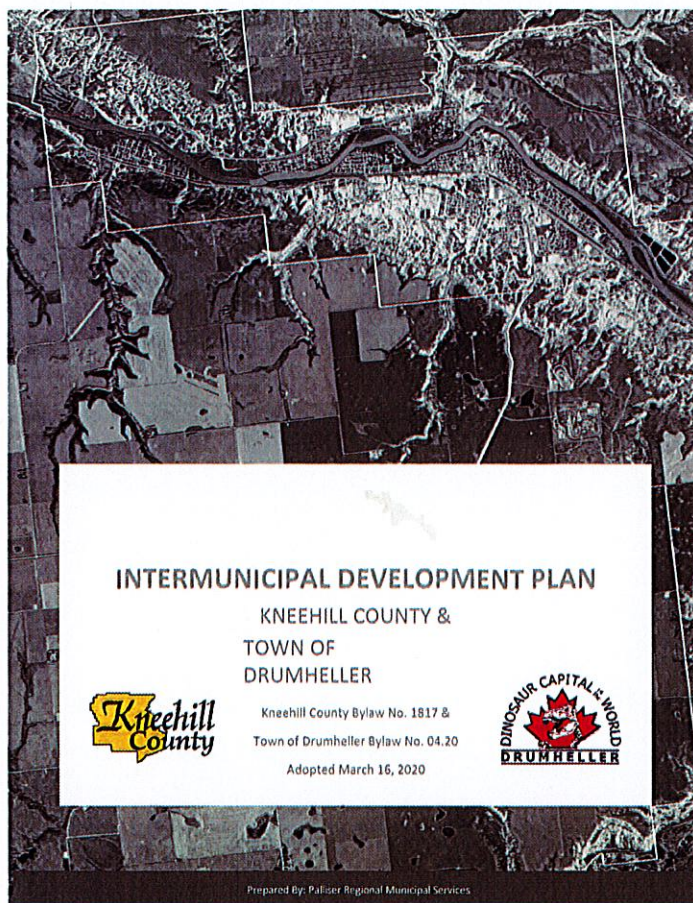
Client	Palliser Regional Municipal Services
Date	2020
Location	Town of Drumheller, Alberta
Bluerock's Role	Project management, lead author / policy writing and mapping / GIS

RURAL MUNICIPAL COLLABORATION

Bluerock led the creation of the Drumheller - Kneehill IDP including policy writing, map creation and coordination of the municipalities to ensure alignment with policies and general direction of the IDP

Project was on-time and on-budget, delivered in a very short time period to meet provincial and municipal deadlines.

Policy writing focused on plain language and easy to understand intermunicipal referral process to minimize any future conflict or confusion.



Map 1: IDP Plan Area
Kneehill County and Town of Drumheller
Intermunicipal Development Plan
February 2020



NATURAL ENVIRONMENT & THE RED DEER RIVER BASIN

Much of the eastern portion of the Plan Area boundary runs along the edge of the Red Deer River and includes important riparian areas within the Red Deer River Basin. The Plan Area's eastern border follows the smaller but also important environmental feature, the Rosebud River and its riparian areas. Riparian areas provide a wide range of ecological functions that are vital to a healthy functioning landscape and form part of an extensive drainage basin within every watershed. Both municipalities are committed to protecting and preserving the environmental aspects of this basin.

AGRICULTURAL LAND USES

The agricultural land in the Plan Area consists of a variety of soil classifications that are used for a range of agricultural activities including grazing and crop production (see Map 2: Soil Classifications).

AREA STRUCTURE PLAN

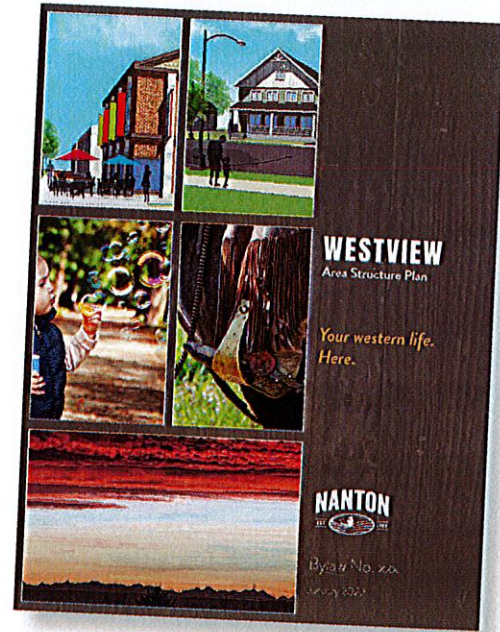
Westview Neighbourhood ASP

Client	Town of Nanton with McElhanney Ltd.
Date	2021
Location	Town of Nanton, 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.

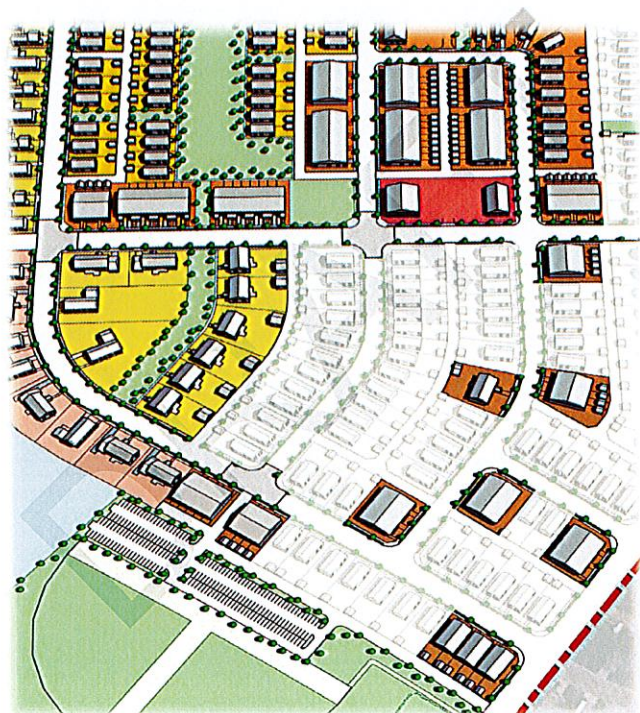
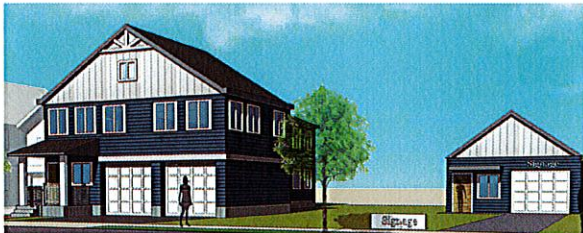
COMPLETE NEIGHBOURHOOD DESIGN

Bluerock with McElhanney engineering support is assisting the Town of Nanton to re-imagine the community of Westview as a complete neighbourhood with a greater variety of housing types, more parks, pathways and mixed-use commercial areas.

The Bluerock Planning team inherited the challenge of re-designing Phase 2 of Nanton's growing community of Westview with a goal for making it more attractive and complete as a neighbourhood. The result was innovative ideas such as a live-work area, garden homes block, mixed-use node and numerous pathways and parks to supplement Nanton's existing park system.



Rooted in traditional small-town values, the Westview community offers unique opportunities to enrich your life through a variety of housing types and entrepreneurial opportunities.



MASTER PLANNING & DESIGN

Mended Star Master Plan

Client Urth Homes Ltd.

Date 2020-2021

Location Village of Canal Flats, BC

Bluerock's Role: Bluerock was the project lead and coordinated the engineering and landscape architecture subconsultants.

SMALL VILLAGE INNOVATION & DESIGN

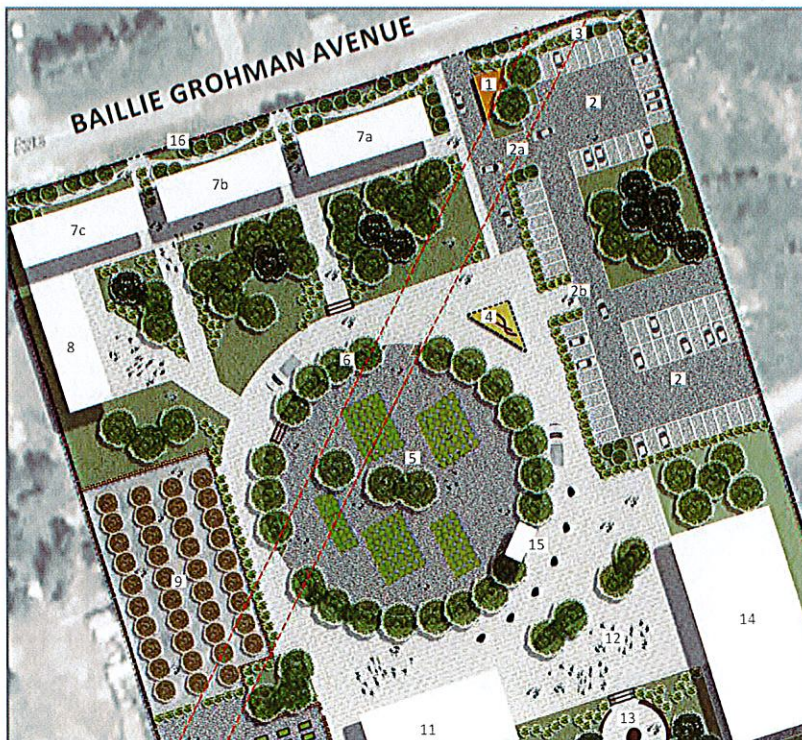
Bluerock Planning in collaboration with NAVAGRAH Landscape Architecture & Urban Design created an inspiring master plan for a 6 acre site in the growing Village of Canal Flats. The master plan is a vision for a community-centric development that is designed around celebrating agriculture and local food, which will create a unique attractive place for a mix of locals and tourists.

The site has a special mix of land uses, including a feed and seed shop, two-unit employee housing, market, central gathering area, community garden, orchard and harvest barn.



MENDED STAR FARMS MASTER PLAN

January 19, 2021



DRONE IMAGERY & VIDEO PRODUCTION

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/JDz4x3LALIE>

FOCUSED LAND USE BYLAW REVIEW

COST ESTIMATE FOR THE SUMMER VILLAGE OF HALF MOON BAY | 9 DECEMBER 2021

It is the intent of Municipal Planning Services to enter into a formal agreement with the Summer Village of Half Moon bay based on the services described within this cost estimate.



Jane Dauphinee RPP, MCIP
Principal + Senior Planner



THE PROJECT

Municipal Planning Services (2009) Ltd. (MPS) is pleased to prepare a cost estimate for the Summer Village of Half Moon Bay to undertake a focused review of the Summer Village's Land Use Bylaw and to prepare a recommended changes report for a future amendment to (or replacement of) the Land Use Bylaw.

The focused review is intended to identify opportunities for the Summer Village to revise the Land Use Bylaw to ensure that it is consistent with provincial legislation, adopted statutory plans, and current subdivision and development permit application processes.

This cost estimate is intended to provide Summer Village Council and Administration with the understanding of costs associated with undertaking this focused review and report.

The focused scope of this cost estimate to intended to identify for Council and Administration MPS' recommended changes to the Land Use Bylaw to ensure consistency with provincial legislation, statutory plan, and application/appeal processes, and to provide recommendations regarding other aspects of the Land Use Bylaw that Council may wish to include in the review.

MPS will review the report with Council and, based on Council's direction, prepare a new cost estimate and LUB review work plan to complete the scope of work identified by Council during the report review meeting. This will enable MPS to customize the LUB review project to address only those items requested specifically by Council thereby maximizing project efficiency and minimizing project costs.

FOCUSED REVIEW AND RECOMMENDED CHANGES REPORT

Our proposed work plan is based on the following three phase approach:

Phase 1 – Issue Identification

- **Start-Up Meeting** with Council, Administration, and MPS to discuss the project objectives and issues with the Land Use Bylaw (with respect to provincial legislation, processes, and statutory plans)
- Research and review of the relevant municipal plans, policies and bylaws, and other background information

Phase 2 – Recommended Changes Report

- Preparation of a draft Recommended Changes Report (identifying areas in the Land Use Bylaw that may require changes, removal, or replacement) by MPS
- Virtual **review meeting** for the draft Recommended Changes Report with Council and Administration, revision by MPS
- MPS to make revisions to the Recommended Changes Report (based on feedback from Council and Administration)
- Submission of the final Recommended Changes Report

Phase 3 – Cost Estimate to Prepare New Land Use Bylaw or Land Use Bylaw Amendment

- Based on feedback from Council, MPS will submit a new cost estimate to Summer Village Administration that identifies anticipated costs to undertake the preparation of a new Land Use Bylaw (or amendment to the current Land Use Bylaw) that incorporates revisions to land use and development regulations (as directed by Council), and a public engagement program, which is consistent with the Summer Villages Public Engagement Policy and the requirements for notification in the Municipal Government Act.

CLOSURE

This cost estimate has been developed in accordance with the above described work plan that seeks to maximize available project resources. MPS is confident that this project can be undertaken and completed within the stated cost estimate.

We anticipate from past project history that we can complete this project within three months of the project start date. We are prepared to begin work on this project as early as February 2022.

Thank you for the opportunity to prepare this cost estimate for the Summer Village of Half Moon Bay. Should you require addition information, wish to discuss elements of this cost estimate, or wish to receive a detailed proposal for the described services, please feel free to contact our office at any time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jane Dauphinee', with a large, stylized loop at the end.

JANE DAUPHINEE, RPP, MCIP

Principal + Senior Planner

Phone: 780-486-1991

Email: j.dauphinee@munplan.ab.ca

COST ESTIMATE

	JANE DAUPHINEE	BRAD MACDONALD	KYLE MILLER	TOTAL COST
	PLANNER	PLANNER	PLANNER	
BILLING RATE	\$140.00	\$130.00	\$110.00	
MEETINGS				
NUMBER OF MEETINGS	2	2	0	
DURATION (HOURS)	5	5	0	
MEETING COSTS	\$700.00	\$650.00	\$0.00	
		TOTAL MEETING COSTS		\$1,350.00
PLANNING				
WRITING/REPORTS (HOURS)	5	10	0	
MAPPING/GRAPHICS (HOURS)	0	4	0	
RESEARCH AND REVIEW (HOURS)	10	15	4	
PLANNING COSTS	\$2,100.00	\$3,770.00	\$440.00	
		TOTAL PLANNING COSTS		\$6,310.00
		Total Cost Estimate (WITHOUT GST):		\$7,660.00
		Total Cost Estimate (WITH GST):		\$8,043.00

This cost estimate also includes review meetings via phone/email with Summer Village Administration to review project findings, the draft MDP, and to seek guidance on policies and content. 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 order to maximize project resources, this cost estimate assumes that Administration will assist MPS by calling all meetings of Council and organize the logistics of meetings. If required, MPS can assist the Summer Village in acquiring property boundary information for project maps, which is outside of the scope of this cost estimate.

We have prepared this cost estimate under the assumption that all meetings will be held virtually to maximize project resources. If in-person meetings are possible in the future, MPS reserves the right to bill for travel-related expenses. MPS respectfully reserves the right to decline requested in-person meetings if our presence in the Summer Village of Half Moon Bay could present a health risk to Summer Village residents or our staff.

Should additional meetings or project tasks be requested by the Summer Village, MPS reserves the right to bill for those meetings or tasks, in addition to the project cost estimate. Additional meetings or project tasks will not be undertaken by MPS without written consent from the Summer Village.

Summer Village of Half Moon Bay

June 28, 2022

Planning and Development

Request for Decision

Agenda Item: *Fees Bylaw*

Background:

Administration has provided the amended Fees Bylaw to include the fee to apply for a Tourist Home application to go along with the recent Land Use Bylaw amendments which include regulations on the operation of a Tourist Home.

Added to the existing bylaw:

6. Tourist Home Development Permit **\$500.00**

Development applications for the operation of a Tourist Home, request to the Municipal Planning Commission for approval/denial.

Options for Consideration:

1. Council give 1st, 2nd, 3rd, readings to Fees Bylaw #170-22.
2. Council accept as information.

Administrative Recommendations:

1. That Council give 1st reading to Bylaw #170-22.
2. That Council give 2nd reading to Bylaw #170-22.
3. Upon unanimous consent by Council to give 3rd reading at this meeting.
4. That Council give 3rd reading to Bylaw #170-22.

Authorities:

MGA Section 556.

**SUMMER VILLAGE OF HALF MOON BAY
FEES BYLAW
BYLAW #170-22**

BEING A BYLAW OF THE SUMMER VILLAGE OF HALF MOON BAY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE FEES TO BE CHARGED TO PROVIDE INFORMATION REGARDING TAXES, ASSESSMENT, DEVELOPMENT AND GENERAL OFFICE SERVICES.

WHEREAS pursuant to the authority conferred upon it by the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, the Council of the Summer Village of Half Moon Bay, in the Province of Alberta has the power to impose certain charges for the issuance of information on taxes, assessment, development and general office services; and

WHEREAS it is deemed necessary and expedient by the Municipal Council of the Summer Village of Half Moon Bay to impose certain charges for the issuance of certain information and documents.

NOW THEREFORE, the council of the Summer Village of Half Moon Bay, duly assembled, enacts as follows:

- 1. This by-law may be referred to as the fees for office services.
- 2. In this by-law:
 - a. "Administrator" means the Chief Administrative Officer of the Summer Village.
 - b. "Council" means the Municipal Council of the Summer Village of Half Moon Bay.
 - c. "Fees" means the charges established in schedule A of this by-law.
- 3. That this bylaw shall come into full force and effect as, on and from the date of the final passing of same.

Bylaw #152-19 is hereby rescinded.

INTRODUCED AND GIVEN FIRST READING this 28th day of June 2022.

GIVEN SECOND READING this 28th day of June 2022.

GIVEN THIRD AND FINAL READING this 28th day of June 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

SUMMER VILLAGE OF HALF MOON BAY

BYLAW NO. 170-22

SCHEDULE “A”

1.

Tax Certificates

\$25.00

Upon request in writing, the Administrator and/or their designate shall issue a certificate showing whether or not all taxes in respect of any assessable parcel of land or other property have been paid and if not, the amount of current taxes and arrears payable against the parcel or other property.
2.

Tax Search

\$25.00

Upon request in writing for tax roll and/or assessment information, (including a legal description or civic address of the parcel by which it can be located) is obtained directly from the Summer Village’s computer system.
3.

Additional information

\$25.00

A customer requesting additional information and/or assessment information that is not readily available from the computer system.
4.

Development Permit

\$200.00

Dwellings over 1500 sq.ft. in floor area will be charged additional \$0.10/sq.ft.
5.

Discretionary Use/Variance Requests

\$100.00

Development applications for discretionary uses or variance requests submitted to the Municipal Planning Commission for approval/denial.
6.

Tourist Home Development Permit

\$500.00

Development applications for the operation of a Tourist Home, request to the Municipal Planning Commission for approval/denial.
7.

Amendments to Development Permit

\$200.00

Significant amendments to an existing development permit. Implementing the fee shall be at the discretion of the Chief Administrative Officer or delegate.
8.

SDAB Appeal

\$400.00

Appeals made to the Subdivision and Development Appeal Board.
9.

Compliance Certificate

\$100.00

Upon request in writing accompanied by a cheque in the amount of \$ 100.00, a compliance certificate shall be issued. RPR’s must be dated within 30 days and have 2 copies.
10.

Photocopy Charges

\$0.50

Upon request for photocopies of any documents retained at the Administration Office a fee of \$0.50 per copy shall be collected.
11.

Fax Charges

\$1.00

Upon a request to receive or send a fax a fee of \$ 1.00 per page for an incoming fax, and \$ 2.00 per page for a local and long distance outgoing fax, and \$ 10.00 for the first page and \$ 2.00 for every page thereafter for an overseas outgoing fax shall be collected.
12.

Special Information

\$50.00

Upon a request in writing for information other than tax roll and/or assessment that is not readily available a charge of \$50.00 per hour to compile the information shall be collected.

Summer Village of Half Moon Bay

June 28, 2022

Council Reports

Information Item

Council Reports:

Jon Johnston

Andrea Remington

Mike Pashak - written reports

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Correspondence:

Information Items:

Upcoming Meetings:

Next Council Meeting – September 26, 2022

COUNCIL REPORTS (May 17, 2022):

Councillor Mike Pashak - report

Sylvan Lake Regional Wastewater Commission (SLRWWC)

- The Commission has not met since the last HMB Council meeting.

SLRWWC South Shore Line Project (SSL)

- The SSL Water For Life application continues to move through Alberta Transportation. That department informed SLRWWC that no decisions have been made yet on 2022 grant funding. Although they did say that we are still on the “front burner” with them.
- Minister Rajan Sawhney, Alberta Transportation, stepped down from Cabinet to run for the UCP Leadership. An interim Minister has been appointed so hopefully there is not a delay in decisions on 2022 grant funding.
- Eckville continues to review their options for Wastewater treatment and have not made any decision yet on them joining the SLRWWC. The good news is that SLRWWC received confirmation that the line from the Town of Sylvan Lake to Red Deer has sufficient capacity to allow Eckville wastewater to be treated in Red Deer.

Association of Summer Villages of Alberta (ASVA) meetings:

- The ASVA hosted a Town Hall on May 12 to discuss the impacts of the Local Government Fiscal Framework (LGFF) on Summer Villages. The member attendees decided to write letters to Alberta Municipalities requesting that they support a 50% increase to Base Funding for Summer Villages; 35 of 51 members sent letters. The LGFF will set capital grant funding for municipalities for the next 10 to 20 years. Advocacy work continues on this issue as it is one of the top issues for summer villages at this time.
- Municipal Affairs has requested that Alberta Municipalities and Rural Municipalities of Alberta work together on recommendations for an LGFF allocation formula. The ASVA has provided feedback to ABmunis. Municipal Affairs will receive the recommendations by October with the goal of finalizing the allocation formula in January 2023.
- The ASVA Board held a strategic planning session on June 11. This work will set the priorities for the Association for the next three years. The results of this session will be shared with members at the ASVA Annual Conference on October 20th.

Alberta Municipalities (AB Munis and formerly AUMA)

- Power and Natural Gas Consumers’ Panel – I attended my first meeting on this advisory panel. The increased cost for electricity and natural gas is a big concern with consumers. Over the next two years Utility companies will set their ROI, rates and rate structures for

collecting costs from consumers. This Panel will assist the Utility Consumers Advocate in setting priorities and determining the work necessary to ensure consumers are protected.

- ABmunis Small Communities committee meeting included an interesting presentation on viability of Villages. 22 Villages have gone through a viability review in the last 10 years; 11 remain as Villages and 11 dissolved and are now run by the Municipal District or County. Viability reviews typically happen when there are governance issues, decision making by Council or advice by Administration, and that leads to issues with Asset Management (infrastructure deficit) and financial management. Government of Alberta makes these Villages complete a condition assessment of their infrastructure and create a 10 year capital plan; not having these items leads to problems for the municipality.
- ABmunis held two webinars in the last couple of weeks:
 1. Population Growth and Aging in Alberta Municipalities [AUMA.UP46-PopGrowth.Aging-McQuillan.Laszlo.June7_.pdf \(policyschool.ca\)](#) this research paper discusses the shift in population to larger urban centers and the decline in population in rural towns and villages. It also identifies the potential issues this presents when managing your community and providing the services required by residents.
 2. Organizing Canadian Local Government [AM.OrgCdnLocGovt.Spicer.pdf \(policyschool.ca\)](#) This paper examines the three main governance models, using examples from across Canada, to look at their pros and cons. The conclusion is that no one model is best and communities will have to decide on the governance model that best suits their needs.



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – JUNE 8, 2022 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

2. Director's Report

The Director's Report was approved as presented.

On May 11, 2022, the Library was closed to allow the staff to attend the Marigold Conference in Calgary.

The Sylvan Lake Municipal Library was chosen as part of a virtual tour of Alberta's public libraries. The Alberta Library Profile written by Jessie Bach is included at the end of these highlights.

Onsite delivery to the Sylvan Lake Lodge and Bethany resumed in April after a long break due to the health pandemic. Every second Tuesday, one of the programmers takes a supply of reading materials and movies for the residents to enjoy.

Friends of the Sylvan Lake Library (FOSLL) have a book sale planned on the weekend of August 19-21, 2022. This sale is by donation and will take place at the library.

Over the course of the winter some sections of the flooring began to lift which caused a safety hazard.

From June 12th to the 26th the library will be closed while the flooring is replaced. Curb side pick-up will be available for any items placed on hold and any events planned virtually, outside, or offsite will go forward.

Parkland Regional Library reached out to Andrea Newland (Library Director) to be interviewed by CBC Edmonton; they are doing a series on various libraries in the Parkland regional system. The link to listen to the interview is: <https://www.cbc.ca/listen/live-radio/1-17-edmonton-am/clip/15917918-recommended-reads-sylvan-lake-municipal-library>

3. New Items

The Sylvan Lake Library tote bags have arrived and can be purchased for \$5.00 each.

The Pub Quiz Trivia nights are still active with June taking place at Lodge 43 and the summer months moving to Second Wind Brewery.



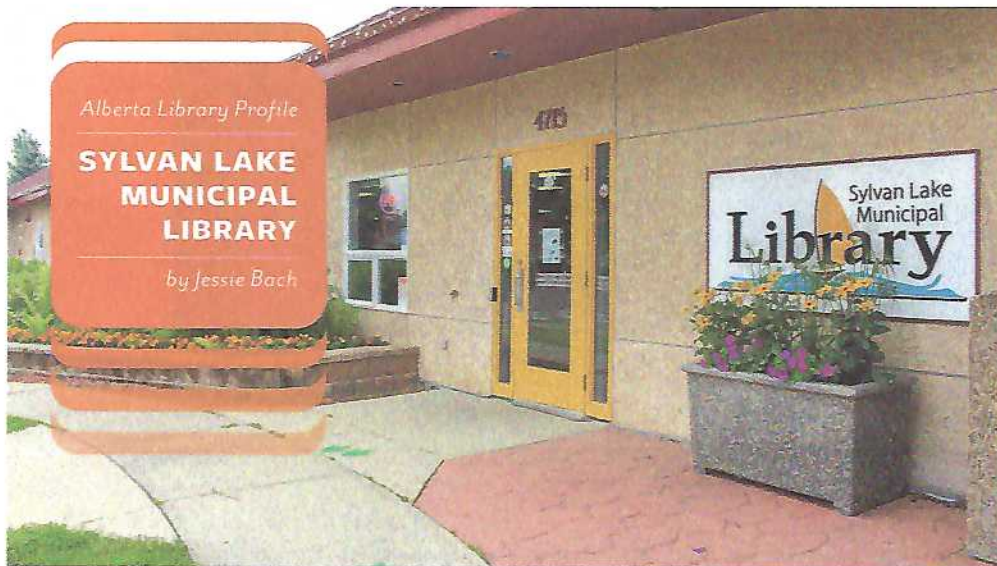
4. Policy

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

The audited financial statements will be reviewed at the next meeting in July via Zoom.

Meeting adjourned at 7:10pm.

Next Regular Meeting – July 7, 2022, at 6:30pm.



ALBERTA LIBRARY PROFILE: SYLVAN LAKE MUNICIPAL LIBRARY

by Jessie Bach

This month, our virtual tour of Alberta's public libraries takes us to the central Alberta [town of Sylvan Lake](#) and the [Sylvan Lake Municipal Library](#). In my conversation with Library Director Andrea Newland, she describes a busy community hub where noise, play, and a little bit of chaos are all part of the daily routine and supporting the needs of the community—by providing a Little Free Pantry, hosting job fairs, and sharing Story Time via Zoom—is a top priority.

*"If anyone is looking for a place to feel welcomed and included, you need to visit the Sylvan Lake Municipal Library." —**Andrea Newland, Library Director***

About the town:

The town of Sylvan Lake is home to approximately 15,000 people, and the population is a blend of summer visitors and permanent residents. On average, over 760,000 visit the lakeside community every summer. As Andrea Newland points out, "summers are busy! [Sylvan Lake has] lots of restaurants and even more patios."



Inside the Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

About the library:

The Sylvan Lake Municipal Library serves the people of Sylvan Lake, as well as many residents in Red Deer County and the five Summer Villages around the lake.

The library building is an accessible, bright, and inviting place. There is lots of natural light and comfortable space to hang out in. It is a community hub.

About the Library Director:

Andrea Newland has been working in libraries for over twenty years and has held the position of Director at the Sylvan Lake Library for about two and a half years. When she took on the gig in 2019, she told the [Sylvan Lake News](#) that she was "hoping to make new partnerships and relationships within the community," and "to continue to foster the positive, friendly and safe atmosphere the library has in the community." Two years later, she's doing just that!

JB: What's a typical day like at the Sylvan Lake Library?



Andrea Newland, Library Director at Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

AN: There is no such thing! The phone usually starts ringing before we're even open. Students come in to write exams, story time is held, babies cry, toddlers run, and parents chase after them. Our patrons tell us how glad they are to see us and wish us good health. After school, kids arrive and rush to the computers to play Roblox. We register people for programs, answer lots and lots of questions, sign up new members, laugh, and reassure parents that it's okay that their kids are noisy. To us, noise is life and community.

JB: What do you love most about your job?

AN: It doesn't matter how well I plan; every day is very unpredictable. As a person who gets bored easily, this is perfect! Plus, I feel at home every time I walk through the door. I also love the fact that I have so much freedom to be creative in my role. Of course, I do the required administrative duties such as budgeting, HR, etc., but I also have the luxury of getting to design new shelving and re-create our space as needed.

F-1,2,3

JB: What is the biggest challenge you face at your library?

AN: I was barely here six months when COVID hit. I have yet to experience a "normal year" at the Sylvan Lake library. My biggest challenge has been keeping staff in good spirits, motivated, and mentally healthy during the past two years. With so much uncertainty, remaining positive and being a strong leader has been extremely taxing. I would like to believe that this challenge is almost behind us and we can begin to move forward and execute our Plan of Service.

JB: When the COVID-19 pandemic hit, how did it change how your library delivers service?

AN: We changed every single way we deliver service. Every "comfort zone" was pushed to the limit and the staff rose above these challenges. Staff who were camera shy suddenly found themselves offering story times via Zoom or programs recorded for later viewing on Facebook. We spent a lot of time answering phone calls, mailing out library materials, and doing curbside pickup. We had people from across Canada and the United States attend our virtual programs—reaching people we would never have reached if the pandemic hadn't happened. We have now settled into a blend of virtual and in-person services, and I don't see that changing for the foreseeable future.

JB: Lots of libraries host Little Free Libraries, but I love that your library hosts a Little Free Pantry! How did you identify the need for this resource, and go about putting it into action?



The Little Free Pantry at Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

AN: The [Little Free Pantry](#) has been running in the library since September 2016. It was a passion project by our Assistant Director, Jeri Wolf, and staff who had noticed a rise in hungry children coming into the library and asking if we had any food. As Jeri commented early in the program's infancy, "any time that money becomes an issue and people begin losing jobs—we get busier because we are an inexpensive deal. You can use free internet here; you can get help with your resume—this was just one more way to give back to the community."

Since its inception, the Little Free Pantry has grown in space and scope—we added a refrigerator last year so that perishable and frozen items could be added to the pantry. We have been blessed by a very supportive community that rises to the challenge every time we ask for donations of food or funds.

F-1,2,3

JB: Your library offers some great programs in partnership with local organizations. How do you form partnerships like this? What can other local organizations gain from working with the library, and vice versa?

AN: Collaborations with other community groups and organizations are what allow us to be so diverse and flexible in our programs. This year several groups reached out to us, either to make use of our space or to invite us into theirs. We were contacted by Trish Proctor with [Powering Trades: a Manpower Program](#) about hosting a [Job Fair at the library](#). We jumped at the opportunity, as our community has been affected by job losses and economic downturn. The program went well, and they have asked to return in June for another event. Collaborations like these allow us to bring new opportunities and experiences to our community and broaden the reach of organizations that some people might never have heard of.

JB: What other exciting programs, opportunities or initiatives are on offer at the Sylvan Lake Library?

AN: We are excited to bring back our [Film Society](#) this month with our local Landmark Cinemas. We're showing [Wildhood](#) in March and [Learn to Swim](#) in April. Our community received the news of the program's return with much excitement!

We have a virtual session coming up with Telus Spark and the [Yamnuska Wolfdog Sanctuary](#) that we've arranged for a local elementary school. They will learn about the differences between wolfdogs and wolves, diet, senses, behaviours, and more.

Throughout April we are hosting a [Poetry Art Exhibit](#). Participants will work on their art in the library Friday afternoons in March and display their artwork throughout the library for the entirety of [Poetry Month](#).

With the return to in-person programs for all ages, we have lots of activities coming up in the next few months, from in-house art programs to [Red Hot Science](#), to [Paint Nights](#), and more!

JB: Anything else you'd like to add or share about the Sylvan Lake Library or your experience as the Director?

AN: It has been an overwhelmingly wonderful experience so far. Even during a pandemic, the dedication of the staff, the Board, and the community has been incredible. I have never worked among so many innovative and creative people in my life. If anyone is looking for a place to feel welcomed and included, you need to visit the Sylvan Lake Municipal Library.



Inside the Sylvan Lake Municipal Library. Photo courtesy of Andrea Newland.

JB: I'd like to extend a big thank you to Andrea for answering my questions about what's going on at the Sylvan Lake Municipal Library!



Beyond the Stacks is a column about libraries in Alberta and the useful and necessary services they provide.



Jessie Bach grew up on a family farm in Southern Alberta, and is a life-long library user and book lover. She has a degree in history from the University of Saskatchewan, and a Master of Library and Information Studies from Dalhousie University. Jessie has worked in archives, academic libraries, corporate records management, and now public libraries. Her current role is Bibliographic Services Manager at [Marigold Library System](#) where she manages the team that does acquisitions, cataloguing and processing of library material for Marigold's thirty-six member libraries. She currently lives in Calgary with her partner and, in true librarian fashion, four cats. Jessie likes to read (of course), knit, consume way too many true crime podcasts, and lift weights in the gym.

Feature image credit: Photo of Sylvan Lake Municipal Library provided courtesy of Andrea Newland, Library Director.