

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF HALF MOON BAY
MARCH 8, 2021 @ 1:00 P.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting, January 25, 2021
 - Meeting of the Whole, February 12, 2021

D. DELEGATION

- 1) Metrix Group – Audited Financial Statements

E. INFORMATION ITEMS

- 1) Accounts Payable Report
- 2) Quarterly Financial Report
- 3) Development Update

F. REQUESTS FOR DECISION

1) Finance & Administration

- a) 2021 Capital Budget
- b) Penalty Removal Request

2) Council & Legislation

- a) Designated Officer Bylaw
- b) Wastewater Consulting
- c) Volunteer Policy and Process
- d) Minister's Awards for Municipal Excellence

3) Public Works

- a) Mowing Contract
- b) Pathway Policy

4) Planning & Development

- a) Community Standards Bylaw

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Committee Reports

- a) Julie Maplethorpe, Summer Village of Jarvis Bay
 - Town of Sylvan Lake Library Board
- b) Joint Services Committee
 - January 2021 Minutes

3) Correspondence

- a) Advanced Ambulatory Care

4) Upcoming Meetings

- a) Council Meeting – April 12, 2021

H. ADJOURNMENT

Summer Village of Half Moon Bay
Regular Meeting Minutes
January 25, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held January 25, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE

Mayor:	Mike Pashak via Zoom
Deputy Mayor:	Pam Skakun via Zoom
Councillor:	Ted Hiscock via Zoom
CAO:	Tanner Evans via Zoom
Public Works Coordinator:	Chris Loov via Zoom
Junior Development Officer:	Kara Kashuba via Zoom
Recording Secretary:	Teri Musseau

CALL TO ORDER The Meeting was called to order at 1:03 p.m. by Mayor Pashak.

AGENDA APPROVAL

HMC-21-001 MOVED by Deputy Mayor Skakun that the agenda be adopted as amended:

E.2.E. Fire Resource Improvement Association of Alberta (FRIAA)
CARRIED

CONFIRMATION OF MINUTES

HMC-21-002 MOVED by Councillor Hiscock that the minutes of the regular meeting of Council held on December 14, 2020, be approved as presented.
CARRIED

HMC-21-003 MOVED by Councillor Hiscock that the minutes of the meeting of the whole held on January 19, 2021, be approved as presented.
CARRIED

INFORMATION ITEMS:

- 1) Accounts Payable Report
- 2) Development Update
- 3) Capital Projects Review

HMC-21-004 MOVED by Deputy Mayor Skakun that the information items be received as information.

REQUEST FOR DECISION

FINANCE & ADMINISTRATION

HMC-21-005 Lacombe County Grant Funding
MOVED by Deputy Mayor Skakun that Council carry forward the funding for a community event in 2021.
CARRIED

HMC-21-006 Penalty Removal Request
MOVED by Mayor Pashak that Council approve the request to remove the tax penalties for the property located at 60 Warbler Close as the request does establish an extenuating circumstance.
CARRIED

Bill Bergman joined the meeting at 1:15 p.m.

Summer Village of Half Moon Bay
Regular Meeting Minutes
January 25, 2021

C-1

COUNCIL & LEGISLATION

- Bylaw #154-20
HMC-21-007

Sylvan Lake Intermunicipal Development Plan Bylaw
MOVED by Councillor Hiscock that Council give 3rd and final reading to the Sylvan Lake Intermunicipal Development Plan Bylaw #154-20.
CARRIED
- HMC-21-008

2021 Census
MOVED by Mayor Pashak That the Council of the Summer Village of Half Moon Bay supports the 2021Census and encourages all residents to complete their census questionnaire online at www.census.gc.ca.
CARRIED
- HMC-21-009

East Reserve Trail System Upgrade
MOVED by Councillor Hiscock that Administration to create, and present to Council at the next meeting, a project scope document and an RFQ document that is ready for issue.
CARRIED
- HMC-21-010

10-Year Capital Plan
MOVED by Mayor Pashak that Council approve the Capital Plan as presented.
CARRIED
- HMC-21-011

Forest Resource Improvement Association of Alberta (FRIAA)
MOVED by Mayor Pashak that Half Moon Bay Council authorize the CAO to participate in FRIAA's Request for Expression of Interest for the purpose of obtaining funding for the eligible activity of Vegetation/Fuel Management.
CARRIED

PUBLIC WORKS

- HMC-21-012

Mowing Contract
MOVED by Deputy Mayor Skakun that Council accept as information and Administration bring back to next meeting with a map attached for consideration.
CARRIED
- HMC-21-013

Storm Water Drainage System
MOVED by Mayor Pashak that Council get estimates for remediation work in areas A1, C1, C2 and C3 and bring back to Council for discussion.
CARRIED

PLANNING & DEVELOPMENT

- Bylaw #159-21
HMC-21-014

Land Use Bylaw Amendment – Tourist Homes
MOVED by Mayor Pashak that Council accept as information and Council have a discussion in the future to determine if they need a community standards bylaw.
CARRIED

Kara Kashuba left the meeting at 2:11 p.m.

COUNCIL REPORTS

- HMC-21-015

MOVED by Councillor Hiscock that the following Half Moon Bay Council reports be accepted as information:
Mike Pashak
 - No reports

Pam Skakun

 - Sylvan Lake Regional Wastewater Commission upcoming meeting

Ted Hiscock

 - No reports

Information Items

Parkland Regional Library Board

CARRIED

NEXT MEETING

- HMC-21-016

MOVED by Mayor Pashak that the next meeting of Council be held March 8, 2021 at 1:00 p.m.

CARRIED
- HMC-21-017

MOVED by Mayor Pashak that the next meeting of the whole will be held February12, 2021 at 10:00 a.m.

CARRIED

ADJOURNMENT

- HMC-21-018

MOVED by Mayor Pashak that being the agenda matters have been concluded, the meeting adjourned at 2:21 p.m.

MIKE PASHAK, MAYOR

TANNER EVANS, CAO

Summer Village of Half Moon Bay
Meeting of the Whole Minutes
February 12, 2021

C-2

Minutes of a Meeting of the Whole of the Summer Village of Half Moon Bay, Province of Alberta, held February 12, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE Mayor: Mike Pashak via Zoom
Deputy Mayor: Pam Skakun via Zoom
Councillor: Ted Hiscock via Zoom
CAO: Tanner Evans via Zoom

CALL TO ORDER The Meeting was called to order at 10:00 a.m. by Mayor Pashak.

AGENDA APPROVAL

HMW-21-011 MOVED by Councillor Hiscock that the agenda be adopted as presented.
CARRIED

REQUEST FOR DECISION

HMW-21-012 Storm Water System Upgrade & Life Extension
MOVED by Councillor Hiscock that Council accept as information.
CARRIED

HMW-21-013 Sylvan Lake Regional Wastewater Commission
MOVED by Deputy Mayor Skakun that Council accept as information.
CARRIED

HMW-21-014 Volunteer Process
MOVED by Mayor Pashak that the amended Volunteer Process Policy be brought to the next Council meeting for discussion and approval.
CARRIED

HMW-21-015 Pathway Maintenance Policy
MOVED by Councillor Hiscock that the Pathway Maintenance Policy be brought to the next Council meeting for discussion and direction.
CARRIED

HMW-21-016 Winter Newsletter or Townhall Zoom
MOVED by Deputy Mayor Skakun that Council accept as information.
CARRIED

ADJOURNMENT

HMW-21-017 MOVED by Mayor Pashak that being the agenda matters have been concluded, the meeting adjourned at 11:39 a.m.
CARRIED

MIKE PASHAK, MAYOR

TANNER EVANS, CAO

Summer Village of Half Moon Bay

Finance & Administration

Request for Decision

Agenda Item: *Delegation – Metrix Group*

Background:

The 2020 audit has now been completed. Phil Dirks from the Metrix Group will be zooming in to present the 2020 audited financial statements and answer any questions you may have.

****Please be advised that the Draft Financial Statements will be sent separately for your review once they have been completed.****

Options for Consideration:

Council accept the 2020 audited financial statements as presented and authorize the Mayor to sign the financial return.

Administrative Recommendations:

Council accept the 2020 audited financial statements as presented and authorize the Mayor to sign the financial return.

Authorities:

MGA Section 281(1)

The auditor for the municipality must report to the council on the annual financial statements and financial information return of the municipality.

SUMMER VILLAGE OF HALF MOON BAY
Financial Statements
For The Year Ended December 31, 2020

DRAFT

INDEPENDENT AUDITORS' REPORT

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

Opinion

We have audited the financial statements of Summer Village of Half Moon Bay (the Summer Village), which comprise the statement of financial position as at December 31, 2020, and the statements of annual surplus and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

(continues)

Independent Auditors' Report to the Mayor and Council of Summer Village of Half Moon Bay *(continued)*

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

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

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
March 8, 2021

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To His Worship the Mayor and Members of Council of the Summer Village of Half Moon Bay

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by the Summer Village Council to express an opinion on the Summer Village's financial statements.

Mr. Tanner Evans
Chief Administrative Officer

Statement of Financial Position

As At December 31, 2020

	2020	2019
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 958,792	\$ 870,365
Receivables (Note 2)	30,349	15,266
Deposit	100,000	-
	<u>1,089,141</u>	<u>885,631</u>
LIABILITIES		
Accounts payable and accrued liabilities	22,774	60,881
Deposit liabilities	6,000	6,000
Deferred revenue (Note 3)	188,988	93,878
Due to Summer Village of Norglenwold (Note 4)	70,812	70,812
	<u>288,574</u>	<u>231,571</u>
NET FINANCIAL ASSETS	<u>800,567</u>	<u>654,060</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 5)	548,327	411,685
Prepaid expenses	88	2,626
	<u>548,415</u>	<u>414,311</u>
ACCUMULATED SURPLUS (Note 6)	<u>\$ 1,348,982</u>	<u>\$ 1,068,371</u>
Contingencies (Note 8)		

Statement of Annual Surplus and Accumulated Surplus

For the Year Ended December 31, 2020

	2020 (Budget) (Note 13)	2020 (Actual)	2019 (Actual)
REVENUE			
Net municipal taxes (Schedule 2)	\$ 145,511	\$ 145,511	\$ 146,349
Government transfers for operating (Schedule 3)	38,533	31,171	7,424
Interest	11,800	6,698	15,659
Penalties and costs on taxes	2,000	3,606	3,379
Licenses and permits	1,050	742	1,687
Sales and user charges (Schedule 4)	259	150	565
Other	500	40	532
	<u>199,653</u>	<u>187,918</u>	<u>175,595</u>
EXPENSES			
Administration	49,814	57,799	60,142
Parks and recreation	20,775	43,219	27,061
Roads, streets, walks and lighting	31,125	30,911	31,391
Waste water treatment and disposal	33,075	22,490	12,335
Legislative	19,750	11,030	19,066
Waste management	11,557	8,813	10,373
Protective services	6,906	5,656	3,198
Environment	9,552	3,262	12,838
Culture: libraries, museums and halls	359	359	347
Bylaws enforcement	2,611	-	346
	<u>185,524</u>	<u>183,539</u>	<u>177,097</u>
ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE	14,129	4,379	(1,502)
OTHER REVENUE			
Government transfers for capital (Schedule 3)	377,000	276,232	148,081
ANNUAL SURPLUS	391,129	280,611	146,579
ACCUMULATED SURPLUS, BEGINNING OF YEAR	1,068,371	1,068,371	921,792
ACCUMULATED SURPLUS, END OF YEAR (Note 6)	<u>\$ 1,459,500</u>	<u>\$ 1,348,982</u>	<u>\$ 1,068,371</u>

SUMMER VILLAGE OF HALF MOON BAY
Statement of Changes in Net Financial Assets
For the Year Ended December 31, 2020

D-1

	2020 (Budget) (Note 13)	2020 (Actual)	2019 (Actual)
ANNUAL SURPLUS	\$ 391,129	\$ 280,611	\$ 146,579
Acquisition of tangible capital assets	(342,000)	(176,232)	(149,162)
Amortization of tangible capital assets	-	39,590	33,946
	49,129	143,969	31,363
Use of prepaid expenses	-	2,538	(2,626)
INCREASE IN NET FINANCIAL ASSETS	49,129	146,507	28,737
NET FINANCIAL ASSETS, BEGINNING OF YEAR	654,060	654,060	625,323
NET FINANCIAL ASSETS, END OF YEAR	\$ 703,189	\$ 800,567	\$ 654,060

The accompanying notes are an integral part of these financial statements.

Statement of Cash Flows

For The Year Ended December 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Annual surplus	\$ 280,611	\$ 146,579
Non-cash items not included in annual surplus:		
Amortization	39,590	33,946
	<u>320,201</u>	<u>180,525</u>
Changes in non-cash working capital balances related to operations:		
Receivables	(15,083)	(3,799)
Accounts payable and accrued liabilities	(38,107)	50,051
Deferred revenue	95,110	(106,590)
Deposit liabilities	-	5,500
Prepaid expenses	2,538	(2,627)
Security / tender deposits	(100,000)	-
	<u>(55,542)</u>	<u>(57,465)</u>
Cash flow from operating activities	<u>264,659</u>	<u>123,060</u>
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(176,232)	(149,162)
INCREASE (DECREASE) IN CASH	88,427	(26,102)
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>870,365</u>	<u>896,467</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 958,792</u>	<u>\$ 870,365</u>

SUMMER VILLAGE OF HALF MOON BAY
Schedule of Equity in Tangible Capital Assets
For the Year Ended December 31, 2020

D-1
(Schedule 1)

	2020	2019
BALANCE, BEGINNING OF YEAR	\$ 340,873	\$ 225,657
Acquisition of tangible capital assets	176,232	149,162
Amortization of tangible capital assets	<u>(39,590)</u>	<u>(33,946)</u>
BALANCE, END OF YEAR	<u>\$ 477,515</u>	<u>\$ 340,873</u>
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value) <i>(Note 5)</i>	\$ 548,327	\$ 411,685
Due to the Summer Village of Norglenwold <i>(Note 4)</i>	<u>(70,812)</u>	<u>(70,812)</u>
	<u>\$ 477,515</u>	<u>\$ 340,873</u>

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SUMMER VILLAGE OF HALF MOON BAY
Schedule of Property Taxes
For the Year Ended December 31, 2020

D-1
(Schedule 2)

	2020 (Budget) (Note 13)	2020 (Actual)	2019 (Actual)
TAXATION			
Real property taxes	\$ 145,511	\$ 251,279	\$ 247,553
REQUISITIONS			
Alberta School Foundation Fund	-	105,768	101,204
NET MUNICIPAL PROPERTY TAXES	<u>\$ 145,511</u>	<u>\$ 145,511</u>	<u>\$ 146,349</u>

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SUMMER VILLAGE OF HALF MOON BAY
Schedule of Government Transfers
For the Year Ended December 31, 2020

D-1
(Schedule 3)

	2020 (Budget) (Note 13)	2020 (Actual)	2019 (Actual)
TRANSFERS FOR OPERATING			
Provincial government conditional transfers	\$ 38,533	\$ 31,171	\$ 7,424
TRANSFERS FOR CAPITAL			
Provincial government conditional transfers	377,000	276,232	148,081
TOTAL GOVERNMENT TRANSFERS	<u>\$ 415,533</u>	<u>\$ 307,403</u>	<u>\$ 155,505</u>

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SUMMER VILLAGE OF HALF MOON BAY
Schedule of Segmented Information
For the Year Ended December 31, 2020

D-1
(Schedule 4)

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 33,217	\$ 3,779	\$ 5,656	\$ 25,295	\$ 19,303	\$ 58,261	\$ 145,511
Government transfers	8,421	10,750	-	-	12,000	-	31,171
Interest	6,698	-	-	-	-	-	6,698
All other	4,538	-	-	-	-	-	4,538
	<u>52,874</u>	<u>14,529</u>	<u>5,656</u>	<u>25,295</u>	<u>31,303</u>	<u>58,261</u>	<u>187,918</u>
EXPENSES							
Contracted and general services	22,856	14,529	5,656	25,295	31,303	5,195	104,834
Salaries, wages and benefits	27,597	-	-	-	-	9,097	36,694
Materials, goods, and supplies	2,421	-	-	-	-	-	2,421
	<u>\$ 52,874</u>	<u>\$ 14,529</u>	<u>\$ 5,656</u>	<u>\$ 25,295</u>	<u>\$ 31,303</u>	<u>\$ 14,292</u>	<u>\$ 143,949</u>
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	-	43,969	43,969
Amortization	(4,925)	(29,049)	-	(5,616)	-	-	(39,590)
NET REVENUE	<u>\$ 4,925</u>	<u>\$ 29,049</u>	<u>\$ -</u>	<u>\$ 5,616</u>	<u>\$ -</u>	<u>\$ 43,969</u>	<u>\$ 4,379</u>

The accompanying notes are an integral part of these financial statements.

SUMMER VILLAGE OF HALF MOON BAY
Schedule of Segmented Information
For the Year Ended December 31, 2019

(Schedule 4)

D-1

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
REVENUE							
Taxation	\$ 25,972	\$ 4,611	\$ 3,545	\$ 25,166	\$ 22,708	\$ 64,347	\$ 146,349
Interest	15,659	-	-	-	-	-	15,659
Government transfers	7,424	-	-	-	-	-	7,424
All other	6,163	-	-	-	-	-	6,163
	<u>55,218</u>	<u>4,611</u>	<u>3,545</u>	<u>25,166</u>	<u>22,708</u>	<u>64,347</u>	<u>175,595</u>
EXPENSES							
Contracted and general services	\$ 23,687	\$ 4,611	\$ 3,545	\$ 25,166	\$ 22,708	\$ 15,493	\$ 95,210
Salaries, wages and benefits	29,438	-	-	-	-	16,410	45,848
Materials, goods, and supplies	2,093	-	-	-	-	-	2,093
	<u>55,218</u>	<u>4,611</u>	<u>3,545</u>	<u>25,166</u>	<u>22,708</u>	<u>31,903</u>	<u>143,151</u>
NET REVENUE, BEFORE AMORTIZATION	-	-	-	-	-	32,444	32,444
Amortization	(4,924)	(22,797)	-	(6,225)	-	-	(33,946)
NET REVENUE	<u>\$ 4,924</u>	<u>\$ 22,797</u>	<u>\$ -</u>	<u>\$ 6,225</u>	<u>\$ -</u>	<u>\$ 32,444</u>	<u>\$ (1,502)</u>

The accompanying notes are an integral part of these financial statements.

1. ACCOUNTING POLICIES

The financial statements of the Summer Village of Half Moon Bay (the "Summer Village") are the representations of management, prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Summer Village are as follows:

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity (Summer Village). The entity is comprised of the municipal operations and all the organizations that are owned or controlled by the Summer Village and are, therefore, accountable to Summer Village for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education that are not part of the reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Summer Village has met any eligibility criteria, and reasonable estimates of the amounts can be made.

Expenditures are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

(c) Cash and cash equivalents

Cash and cash equivalents include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of 90 days or less at acquisition. Cash consists of an operating account at a financial institution.

(d) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

The Village has used estimates to determine the useful lives of tangible capital assets.

(continues)

1. ACCOUNTING POLICIES (continued)**(e) Tax Revenue**

Property tax revenue is based on market value assessments determined in accordance with the Municipal Government Act. Tax mill rates are established annually. Taxation revenues are recorded at the time tax billings are issued. Assessments are subject to appeal.

Construction and borrowing costs associated with local improvement projects are recovered through annual special assessments during the period of the related borrowing. These levies are collectable from property owners for work performed by the Town and are recognized as revenue in the year the tax is levied.

(f) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Engineered structures:	
Roadway systems	10 - 25 years
Land improvements	15 years
Buildings	25 years
Machinery & equipment	5 - 10 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

(g) Contaminated Sites

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Town is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

(h) Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(continues)

1. ACCOUNTING POLICIES (continued)*(i) Non-Financial Assets*

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

(j) New Accounting Standards not yet Adopted

Effective for fiscal years beginning on or after April 1, 2022, PS 3280 Asset Retirement Obligations provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2023, PS 3400 Revenue provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

Notes to Financial Statements

Year Ended December 31, 2020

2. RECEIVABLES

	2020	2019
Taxes and grants in place of taxes	\$ 17,558	\$ 9,228
Goods and Services Tax rebate	7,411	5,986
Trade and other	5,380	52
	\$ 30,349	\$ 15,266

3. DEFERRED REVENUE

Deferred revenue consists of government grant funding received which relate to expenditures that will be incurred in future periods.

	2019	Receipts	Revenue	2020
Municipal Sustainability Initiative	\$ 55,878	\$ 386,849	\$ (298,982)	\$ 143,745
Federal Gas Tax Fund	38,000	380	-	38,380
Municipal Operating Support				
Transfer	-	9,253	(2,929)	6,324
Other	-	539	-	539
	\$ 93,878	\$ 397,021	\$ (301,911)	\$ 188,988

4. DUE TO SUMMER VILLAGE OF NORGLNWOLD

The Summer Village and the Summer Villages of Norglenwold, Jarvis Bay, Sunbreaker Cove, and Birchcliff entered into a Co-ownership Agreement ("the Agreement") dated July 12, 2013. Under the terms of this Agreement each of the five Summer Villages has a 20% interest in the Administration Building. As required by the Agreement the Summer Villages of Halfmoon Bay, Jarvis Bay, Sunbreaker Cove, and Birchcliff each made initial contributions of \$25,000 with the Summer Village of Norglenwold contributing the balance. The Village's share of the building costs less its \$25,000 initial contribution represents the balance owing to the Summer Village of Norglenwold. If the five Summer Villages elect to sell the building, each of the Summer Villages will proportionately receive their initial contribution and the remaining proceeds will be divided equally. Under the terms of the Agreement the five Summer Villages share regular maintenance, utilities, and insurance equally.

Notes to Financial Statements

Year Ended December 31, 2020

5. TANGIBLE CAPITAL ASSETS

	2020 Net Book Value	2019 Net Book Value
Engineered structures		
Roadways	\$ 147,825	\$ 70,993
Land improvements	206,894	133,120
Buildings	144,956	152,458
Machinery and equipment	48,651	55,113
Land	1	1
	<u>\$ 548,327</u>	<u>\$ 411,685</u>

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Engineered structures					
Roadways	\$ 183,249	\$ 82,448	\$ -	\$ -	\$ 265,697
	183,249	82,448	-	-	265,697
Buildings	187,537	-	-	-	187,537
Machinery and equipment	117,583	-	-	-	117,583
Land	1	-	-	-	1
Land improvements	207,246	93,784	-	-	301,030
	<u>\$ 695,616</u>	<u>\$ 176,232</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 871,848</u>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	\$ 112,256	\$ 5,616	\$ -	\$ -	\$ 117,872
	112,256	5,616	-	-	117,872
Buildings	35,079	7,502	-	-	42,581
Machinery and equipment	62,470	6,462	-	-	68,932
Land improvements	74,126	20,010	-	-	94,136
	<u>\$ 283,931</u>	<u>\$ 39,590</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 323,521</u>

Notes to Financial Statements

Year Ended December 31, 2020

6. ACCUMULATED SURPLUS

	2020	2019
Unrestricted surplus	\$ 154,746	\$ 70,306
Restricted surplus		
Capital reserves (Note 7)	447,721	411,692
Operating reserves (Note 7)	269,000	245,500
Equity in tangible capital assets (Schedule 1)	477,515	340,873
	\$ 1,348,982	\$ 1,068,371

7. RESTRICTED SURPLUS

	2020	2019
Operating Reserves		
General	\$ 253,000	\$ 237,500
Tax rate stabilization	16,000	8,000
	\$ 269,000	\$ 245,500
Capital Reserves		
Water and sewer	\$ 389,016	\$ 360,216
Roads, streets, walks, lighting	50,488	45,488
Information technology & facilities	5,000	5,000
Fleet replacement	2,229	-
Environmental	988	988
	\$ 447,721	\$ 411,692

8. CONTINGENCIES

- a) The Summer Village is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Summer Village could become liable for its proportionate shares of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.
- b) The Summer Village is a member of the Sylvan Lake Regional Wastewater Commission and Sylvan Lake Regional Water Commission. Under the terms of these memberships, the Summer Village is liable for its proportionate share of any losses incurred by the Commissions. Any liability would be accounted for in the year the losses are determined.

9. CONTRACTUAL OBLIGATIONS

The Summer Village has entered into an agreement for assessment services for a five year term commencing April 2020 through March 2025. The cost of assessment services will be \$2,800 for each of the five years respectively.

Notes to Financial Statements

Year Ended December 31, 2020

10. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Summer Village be disclosed as follows:

	2020	2019
Total debt limit	\$ 281,877	\$ 263,393
Total debt	-	-
Total debt limit remaining	\$ 281,877	\$ 263,393
Service on debt limit	\$ 46,980	\$ 43,899
Service on debt	-	-
Total service on debt limit remaining	\$ 46,980	\$ 43,899

The debt limit is calculated at 1.5 times revenue of the Summer Village (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be a financial risk if further debt is acquired. The calculation taken alone does not represent the stability of the Summer Village. Rather, the financial statements must be interpreted as a whole.

11. FINANCIAL INSTRUMENTS

The Summer Village's financial instruments consist of cash, receivables, and accounts payable and accrued liabilities. It is management's opinion that the Summer Village is not exposed to significant interest, currency or credit risk arising from these financial instruments. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values.

The Summer Village is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of customers minimizes the Summer Village's credit risk.

12. SEGMENTED INFORMATION

The Summer Village provides a range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

Notes to Financial Statements

Year Ended December 31, 2020

13. BUDGET FIGURES

The 2020 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on January 13, 2020. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

Budget figures are presented for information purposes only and are unaudited.

	2020 Budget	2020 Actual	
Annual surplus	\$ 391,129	\$ 280,611	\$
Purchase of tangible capital assets	(342,000)	(176,232)	
Transfer (to) from reserves	(14,129)	(59,529)	
	<u>\$ 35,000</u>	<u>\$ 44,850</u>	<u>\$</u>

14. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for Summer Village officials, the Summer Village Chief Administrator Officer and designated officers are required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits (2)	2020	2019
Mayor Pashak	\$ 2,910	\$ -	\$ 2,910	\$ 3,710
Councillors				
Hiscock	2,820	-	2,820	5,540
Skakun	2,100	-	2,100	1,900
	<u>\$ 7,830</u>	<u>\$ -</u>	<u>\$ 7,830</u>	<u>\$ 11,150</u>
Chief Administrative Officer:				
Evans	\$ 5,422	\$ 444	\$ 5,866	\$ 796
Forsyth	-	-	-	11,236
Newman	-	-	-	3,125
	<u>\$ 5,422</u>	<u>\$ 444</u>	<u>\$ 5,866</u>	<u>\$ 15,157</u>
Designated officer				
Assessor	\$ 3,200	\$ -	\$ 3,200	\$ 3,200

(1) Salary includes regular base pay, bonuses, overtime lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition.

(3) Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

15. UNCERTAINTY DUE TO COVID

On March 11, 2020, the World Health Organization declared a global pandemic which has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures have caused significant disruptions to businesses, governments, and other organizations resulting in an economic slow-down and increased volatility. Governments have responded with significant monetary and fiscal interventions designed to stabilize economic conditions.

While COVID-19 has not significantly impacted the Village's operations or financial condition to date, the rapidly evolving event, including health and safety conditions, economic environment and resulting government measures, creates a high level of uncertainty and risk that may have a financial impact on the Village's activities, operations and financial condition in the future.

16. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council and management.

DRAFT

Summer Village of Half Moon Bay

Administration and Finance

Council Date: March 8, 2021

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 31,796.56

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

- | | |
|-------------------------------------|-------------|
| 1. SL Regional Wastewater Comm | \$ 4,253.15 |
| a. Governance & Admin 2020 | |
| 2. Triangle Construction | \$ 9,712.50 |
| a. Project-Emerg. Access to Pathway | |
| 3. Al's Bobcat & Trucking | \$ 3,255.00 |
| a. Sanding – Feb. 4 to 12th | |

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Report Date
2021-02-25 1:20 PM

Summer Village of Half Moon Bay
List of Accounts for Approval
As of 2021-02-25
Batch: 2021-00010 to 2021-00020

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: MAIN - General Bank					
Computer Cheques:					
478	2021-01-29	Assoc of Summer Villages JAN2021 RENEW	ASVA Membership 2021	975.00	975.00
479	2021-01-29	Parkland Regional Library 210125	First Quarter	94.27	94.27
480	2021-01-29	Wild Rose Assessment Service 8110	Assessment Fees-Jan 1-Mar 31	735.00	735.00
481	2021-01-31	Town of Sylvan Lake Ivc107892	Fire Dispatch Fees	109.20	109.20
482	2021-02-16	Canada Revenue Agency 2019 Pier	CPP	229.50	229.50
483	2021-02-25	AMSC Insurance Services Ltd. 38230	Municipal Insurance	2,573.93	2,573.93
484	2021-02-25	Lacombe County IVC00040071	2020 Portion of Sylvan IDP	2,411.16	2,411.16
485	2021-02-25	SL Regional Wastewater Comm 1418	Governance & Admin 2020	4,243.15	4,243.15
486	2021-02-25	SL Regional Water Commission 117	Annual Mem.Contributions 2020	346.75	346.75
487	2021-02-25	Town of Blackfalds IVC049917	2021 LREMP Mem. Contributions	2,500.00	2,500.00
488	2021-02-25	Triangle Construction 1377	Project-Emerg. Access Pathway	9,712.50	9,712.50
EFT:					
127	2021-01-29	Empringham Disposal Corp 19002	Oct 2020 Collection/Cart lease	454.03	454.03
128	2021-02-08	Al's Bobcat & Trucking 17739	Sanding Jan 4 & 11th	399.00	399.00
129	2021-02-08	Summer Village of Norglenwold 2021-00018	RARB Mem and Subdivision Appli	700.00	700.00
130	2021-02-17	Summer Village of Norglenwold 2021-00032	Jan 2021 Monthly Shared Cost	2,776.72	2,776.72
131	2021-02-24	Al's Bobcat & Trucking 17809 17772	Sanding-Feb 4 to 12th Sanding Jan 18 - 28th	1,680.00 1,575.00	3,255.00
132	2021-02-24	Empringham Disposal Corp 21149	January 31 Bi-Weekly Collectio	281.35	281.35
Total for MAIN:					31,796.56

Report Date
2021-02-25 1:20 PM

Summer Village of Half Moon Bay
List of Accounts for Approval
As of 2021-02-25
Batch: 2021-00010 to 2021-00020

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
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Certified Correct This February 25, 2021

Mayor

Administrator

Summer Village of Half Moon Bay

Finance

Information Item

Agenda Item: *Quarterly Financial Report*

Background:

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

Options for Consideration:

- The Operating Budget Report to December 31, 2020
 - MOST grant funding in the amount of \$1,158.42 was moved into Other Revenue to offset the following Pandemic expenditures:
 - Office supplies \$168.10
 - IT expenses \$417.50
 - Work from home CAO \$146.59
 - Cleaning costs \$95.25
 - Covid barriers \$33.56
 - Computer hardware/software \$297.40
 - (\$8,094.58 remains for 2021 in Deferred Revenue)
- Project Budget Report to December 31, 2020

All Capital Project revenues have been transferred from Deferred Revenue to offset project expenses.
- ASFF Report to December 31, 2020
 - Due to the late approval of the Provincial Order in Council, which sets the school mill rates for the year, the 2020 provincial education property tax requisitions were not released until June 15, 2020. Hence the March and June 2020 invoice amounts were based on the 2019 property tax requisitions. The invoices for September and December were adjusted to reflect Half Moon Bay's actual 2020 requisitions from March and June based on the new property tax requisitions. Due to the increase in 2020 school requisitions, we have a shortfall of \$5,378.19 that we were unable to collect in 2020.
- Council Remuneration Claims to December 31, 2020
 - Ted Hiscock - \$100.00
 - Pam Skakun - \$200.00
 - Mike Pashak - \$779.36

Balances at December 31, 2020

- ATB Bank Account \$960,908.07

Reserves and Deferred Accounts

- | | |
|--------------------------------|------------|
| • Accumulated Surplus | 26,006.00 |
| • Completions Deposits | 6,000.00 |
| • Deferred Revenue (Grants) | 189,383.38 |
| • JSC IT Reserve | 5,000.00 |
| • Fleet Replacement Reserve | 2,000.00 |
| • Reserves Roads | 50,487.87 |
| • Reserves Wastewater | 389,016.27 |
| • Reserves General Operating | 253,000.00 |
| • Reserves Environmental | 987.87 |
| • Mill Rate Stabilization Fund | 16,000.00 |
-
- Unpaid Taxes to date - 3 Properties - \$9,241.40
 - One is 1st year unpaid and 2 are outstanding interest

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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

Report Date
2021-01-26 2:59 PM

**Summer Village of Half Moon Bay
Operating Budget**
For the Period Ending December 31, 2020

Page 1

	Budget	2020 YTD	Variance
Revenue			
101-000-110 - Taxation.	145,508	145,508	
101-000-510 - Penalties	2,000	3,606	1,606
112-000-410 - Sale of Services & Su	60		(60)
112-000-550 - Return on Investments	11,800	8,074	(3,726)
112-000-570 - Other Revenue	500	1,200	700
112-000-740 - MSI Operational	5,533	5,492	(41)
112-000-760 - Reserves Transfer	1,100		(1,100)
161-000-410 - Compliance Certificat	50		(50)
161-000-510 - Inspection Fees	500	442	(58)
161-000-520 - Development Permits	500	300	(200)
161-000-590 - Encroachment Fees	200	150	(50)
Total Revenue:	167,751	164,772	(2,979)
Expenditures			
Council and Legislation			
211-101-210 - May Travel & Sub	2,100	717	1,383
211-101-510 - Mayor Remuneration	4,000	3,580	420
211-102-150 - D M Remuneration	2,000	2,100	(100)
211-102-210 - D M Travel & Sub	2,000	144	1,856
211-103-150 - Council Remuneration	2,000	2,150	(150)
211-103-210 - Councillor Travel & S	3,400	405	2,995
211-201-211 - Conference Travel			
211-201-212 - Convention ASVA	600		600
211-202-212 - Convention AUMA	1,200		1,200
211-203-212 - Council Education Opportunity	450		450
211-301-220 - Mem. AUMA	900	870	30
211-302-220 - Memb. ASVA	900	975	(75)
211-303-220 - Memb. Fed. Can. Mun.	100	88	12
211-304-220 - Memb. Mayors & Reeves	100		100
Total Council and Legislation:	19,750	11,029	8,721
Shared Administration			
212-100-110 - Salaries	26,992	26,199	793
212-100-130 - Training	636	675	(39)
212-100-140 - Benefits	1,220	829	391
212-100-210 - Travel & Subsistence	683	22	661
212-100-211 - WCB	307	569	(262)
212-100-266 - PW Fleet	430	338	91
212-200-215 - Postage/Freight/Couri	491	468	23
212-200-500 - Printing Costs	491	247	244
212-200-510 - Office Supplies	577	502	75
212-300-217 - Phone/Fax/Internet	501	370	132
212-300-240 - Computer Software/Mtn	368	445	(77)
212-300-242 - IT Equipment	196	525	(329)
212-300-250 - Facility Improvements	196	179	17
212-300-255 - Facility Maintenance	325	367	(42)
212-300-263 - Condominium Costs	258	213	45
212-300-265 - Equipment Maintenance	104		104
212-300-270 - Equipment Rental	202	189	14
212-300-510 - Admin Contingency	601	605	(4)
212-300-500 - Development Contingency	716	697	20

Report Date
2021-01-26 2:59 PM

**Summer Village of Half Moon Bay
Operating Budget**
For the Period Ending December 31, 2020

Page 2

	Budget	2020 YTD	Variance
212-300-515 - Fleet Replacement Reserve	229		229
212-300-540 - Utilities	258	393	(135)
Total Shared Administration:	35,781	33,832	1,949
Municipal Specific Administration			
212-400-220 - Election Expenses/Mee	1,000	293	707
212-400-222 - Advertising	600	278	322
212-400-231 - Audit Fees	4,117	6,045	(1,928)
212-400-232 - Assessment Fees	3,398	3,200	198
212-400-233 - Accounting Software License	1,839	1,982	(143)
212-400-275 - Municipal Insurance	2,440	2,213	227
212-400-910 - Tax Changes	263		263
212-402-220 - Donations to organiza	750	750	
Total Municipal Specific Administration:	14,407	14,761	(354)
Protective Services			
223-000-200 - Contracted Fire Service	6,406	5,656	750
223-000-201 - Emergency Management	500		500
225-000-200 - Policing Costs	2,111		2,111
226-000-200 - Enforcement	500		500
Total Protective Services:	9,517	5,656	3,861
Public Works			
232-000-200 - Green Space Program	8,035	6,999	1,036
232-000-250 - Road Maintenance Prog	5,400	6,146	(746)
232-000-255 - Plowing Program	9,600	11,410	(1,810)
232-000-260 - Tree Removal	3,677	3,100	577
232-000-265 - Sign Program	2,101	201	1,901
232-000-270 - Pathway Program	4,463	2,521	1,942
232-000-530 - Ditch & Culvert Progr	2,311	1,850	461
242-000-250 - SLR WasteWater Commis	9,975	4,163	5,812
242-000-251 - SLR Water Commission	2,000	1,166	834
242-000-252 - Debenture One			
242-000-253 - Unconnected Member Debenture	1,100	997	103
242-000-720 - Wastewater Reserve Co	15,000	15,000	
243-000-200 - Contracted Services Solid Waste	5,778	3,404	2,374
243-000-255 - Landfill Costs	5,778	4,976	803
Total Public Works:	75,218	61,933	13,285
Planning and Development			
261-000-110 - Development Services			
261-000-115 - IDP/MDP	7,000	155	6,845
261-000-200 - Contracted Planning S	236		236
261-000-215 - SDAB Costs	400		400
261-000-220 - MPC Costs	700		700
Total Planning and Development:	8,336	155	8,181
Recreation			
272-000-544 - Recreation Shelter El	791	879	(88)
212-403-220 - FCSS Town of Sylvan	571	571	
274-000-850 - Parkland Regional Lib	359	359	

Report Date
2021-01-26 2:59 PM

Summer Village of Half Moon Bay
Operating Budget
For the Period Ending December 31, 2020

Page 3

	Budget	2020 YTD	Variance
272-000-550 - Canada Day Event	2,500		2,500
Total Recreation:	4,221	1,809	2,412
Environment			
243-102-150 - Red Deer River Waters	21	21	
273-100-150 - SLMC	500		500
Total Environment:	521	21	500
Total Expenditures:	167,751	129,196	38,555
Surplus / Deficit	0	35,576	35,576

Canada Day was cancelled
due to Pandemic

SLMC was not used in 2020

Report Date
2021-01-26 3:17 PM

Summer Village of Half Moon Bay
Project Budget Report
For the Period Ending December 31, 2020

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-196-840 - Projects 2020-MSI/FGTF/Reserves	410,000.00	298,982.20	(111,017.80)
Total Revenue:	410,000.00	298,982.20	(111,017.80)
Expenditures			
297-194-840 - Project-WW Conceptual Design (2019)		3,899.85	(3,899.85)
297-196-840 - Project-Emergency Access Roadway	35,000.00	4,476.00	30,524.00
297-198-840 - Project-Parks and Rec Area Forest Mngmt	13,000.00	10,750.00	2,250.00
297-199-840 - Project-EOS Rec Area Rem 3D-WITHDRAWN	25,000.00		25,000.00
297-200-840 - Project-WW Phase 3-Transfer Station Acqu	115,000.00	101,712.03	13,287.97
297-201-840 - Project-WW Phase 2-Detailed Design Low	107,000.00	70,633.00	36,367.00
297-202-840 - Project-Warbler Close Trail System Ext	95,000.00	95,511.32	(511.32)
297-203-840 - Project-Storm Water Drain Assess & Eng	20,000.00	12,000.00	8,000.00
Total Expenditures:	410,000.00	298,982.20	111,017.80
Surplus / Deficit	0.00	0.00	0.00

Report Date
2021-01-26 3:23 PM

Summer Village of Half Moon Bay
ASFF Budget Report
For the Period Ending December 31, 2020

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF Residential	100,251.28	100,251.28	
101-000-190 - ASFF Non-Residential	140.10	138.60	(1.50)
101-103-130 - DI Designated Industrial	2.87	2.87	
Total Revenue:	100,394.25	100,392.75	(1.50)
Expenditures			
201-100-130 - ASFF-Residential	100,251.28	105,618.52	(5,367.24)
201-101-130 - ASFF-Non-Residential	140.10	149.55	(9.45)
201-300-130 - DI Designated Industrial	2.87	2.87	
Total Expenditures:	100,394.25	105,768.07	(5,373.82)
Surplus / Deficit	0.00	(5,375.32)	(5,375.32)



Council Expense Claim Form

NAME: Pamela Skakun

POSITION: Deputy Mayor

MONTH ENDING: December-2020

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/7/20	Sylvan Lake Regional Wastewater Commission	2.0	Deputy Mayor	\$ 100.00
12/14/20	Regular Council	3.0	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 200.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/7/20	Sylvan Lake Regional Wastewater Commission	0.00	\$0.59	\$ 0.00
12/14/20	Regular Council		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 200.00



Council Expense Claim Form

NAME: Mike PashakPOSITION: MayorMONTH ENDING: December-2020

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
12/2/20	Sylvan Lake Mgmt Committee	2.5	Mayor	\$ 120.00
12/3/20	Joint Services Committee	1.5	Mayor	\$ 120.00
12/11/20	Regional Intermunicipal Development Plan Steering Committee	3	Mayor	\$ 120.00
12/14/20	Regular Council	3	Mayor	\$ 120.00
12/18/20	Sign Cheques & Contracts	4	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 600.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
12/2/20	Sylvan Lake Mgmt Committee	0.00	\$0.59	\$ 0.00
12/3/20	Joint Services Committee	0.00	\$0.59	\$ 0.00
12/11/20	Regional Intermunicipal Development Plan Steering Committee	0.00	\$0.59	\$ 0.00
12/14/20	Regular Council	0.00	\$0.59	\$ 0.00
12/18/20	Sign Cheques & Contracts	304.00	\$0.59	\$ 179.36
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 179.36

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 779.36

Summer Village of Half Moon Bay

March 8, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 57 development permits issued in the Summer Villages (21 in Birchcliff, 2 in Half Moon Bay, 8 in Jarvis Bay, 16 in Norglenwold, and 10 in Sunbreaker Cove).

The following is the list in Half Moon Bay:

1. 20 Hummingbird Lane Garage with Guest House
(inspection complete, one condition outstanding)
2. 49 Lakeview Road Garage with Guest House

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #123/13.

Summer Village of Half Moon Bay

Finance

Request for Decision

Agenda Item: *Capital Budget*

Background:

Attached is the proposed capital project budget for 2021.

Options for Consideration:

1) That Council review and discuss the Capital Budget information provided and to provide any necessary input and projects into the 2021 Capital Budget.

Administrative Recommendations:

1) That Council approve a 2021 Capital Budget.

Authorities:

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

Capital Projects		Total 2021 Budget	Tentative 2021	Tentative 2022	Tentative 2023	Tentative 2024
Expenses Anticipated						
Emergency Access Shoreline	\$	30,000.00	East Reserve Trail System - \$TBD	Waste Water Phase 5 - \$190,000	Wastewater phase 4 - \$957,000	RR21 Replanting - \$20,000
Warbler Close Trail Extension	\$	20,000.00	Storm Water Drainage System ULE - \$TBD			
Waste Water Phase 3-Transfer Site	\$	13,000.00				
Stormwater Drainage System Assess	\$	8,000.00				
Wastewater phase 2	\$	3,000.00				
	\$	-				
	\$	-				
<i>Total Expenses</i>						
	\$	74,000.00				
Funding Anticipated	\$ -					
MSI - Emergency Access Shoreline						
MSI - Warbler Close Trail Extension	\$	30,000.00				
MSI - Waste Water Phase 3-Transfer Site	\$	20,000.00				
MSI - Stormwater Drainage System Assess	\$	13,000.00				
	\$	8,000.00				
<i>Total Grants</i>						
	\$	71,000.00				
Amount Required from Taxation						
	\$	3,000.00				

Summer Village of Half Moon Bay

Finance

Request for Decision

Agenda Item: *Tax Penalty Removal Request*

Background:

Administration received a request from a property owner on January 28, 2021 requesting Council to remove the applied tax penalty of \$1042.97. The base tax payment has been received.

Options for Consideration:

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

Administrative Recommendations:

As this letter does not establish a bona fide need but does have some extenuating circumstances, it is Administrations recommendation that Council deny this penalty removal request as tax notices were sent out on May 21, 2020, posted on the website and also in the office window. Per section 337 of the Municipal Government Act; A tax notice is deemed to have been received 7 days after it is sent.

A courtesy reminder letter dated December 1, 2020 advising of the impending 18% penalty was also sent prior to the penalty being applied.

Authorities:

The Municipal Government Act, section 347(1) permits Council to cancel, reduce, refund or defer tax penalties as follows:

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

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

Section 337 - Deemed receipt of tax notice - A tax notice is deemed to have been received 7 days after it is sent.

Tina Leer

From: [REDACTED]
Sent: January 28, 2021 12:51 PM
To: Tina Leer
Cc: [REDACTED]
Subject: Taxes - late penalty - Council consideration

Hi Tina,

I am writing with regards to our tax payment for [REDACTED] Lakeview Road in Halfmoon Bay

The cabin has been in my husband's family for over 30 years and we have personally owned it for the last 10 years.

For the first time in this long history we missed paying our taxes.

This was due to exceptional circumstances.

I am an ER physician on the frontlines of Covid in Calgary and my husband is a pilot with STARS Air Ambulance who has also been carrying extra workload due to the pandemic.

We are writing to respectfully and humbly ask that there be latitude with regards to the penalty placed on the base tax.

As of today, the base tax payment is in the mail after speaking to Carolyn in the office.

She recommended we email you and understand that matters such as this may go to Council for consideration.

We sincerely appreciate that opportunity for review of the penalty placed.

Again, this year has been one of exceptional circumstances and this one time miss will not happen again.

Sincerely,

[REDACTED]

Tina Leer

From: [REDACTED]
Sent: January 28, 2021 2:23 PM
To: Tina Leer
Cc: [REDACTED]
Subject: Re: Taxes - late penalty - Council consideration - additional information. Thank you.

Hi Tina,

Thank you so much for your quick reply. It is truly appreciated.

As two frontline workers in the midst of the pandemic I believe that we would qualify for extenuating circumstances.

As an ER doctor, I work at both the Foothills Medical Centre, 1 of 4 Level 1 trauma centres in Canada receiving patients from all over Southern Alberta as well as into BC. I also work at the Peter Lougheed Centre which is one of the busiest ERs in the province and one that has been hit hard by Covid 19.

My husband is a helicopter pilot with STARS Air Ambulance - one of the main transports for the critically ill that come to our busy ERs.

Covid 19 has presented unique challenges to what was already demanding professions. Since the start of the pandemic many of our days off are spent back at our workplaces undergoing additional/ongoing Covid training sessions, ongoing re fitting for PPE as our supply chains are constantly changing, and covering our own colleagues who fall ill from both Covid and non Covid 19 related illnesses. We are also especially busy during holiday seasons as in our professions our workplaces never close and holidays often see surges in medical need.

Both my husband and I leave our own family, including our two children, to protect others and we have done so for the last 20+ years. Since March 2020 our time has definitely not been our own, we have made personal sacrifices to serve the public which has had consequences one of but certainly not limited to being behind on our own administrative tasks. Despite all of this, we have remained honoured to be a part of what has been a moment of history - one that we have not seen since the great Spanish flu of the early 1900s.

So, for the reasons above we would humbly and respectfully ask to be considered in the extenuating circumstances category. We love Sylvan Lake, the people, and the respite it gives us when we are able to make it out there.

Please include this email in addition to the one I sent to be submitted to Council for consideration.

Thank you very much in advance.

Sincerely,

[REDACTED]

Summer Village of Half Moon Bay**March 8, 2021****Council and Legislation****Request for Decision****Agenda Item:** *Designated Officer Bylaw #160-21***Background:**

During the Jarvis Bay Municipal Accountability Review done in October 2020, it was recommended that the Designated Officer Bylaw be amended or repealed and replaced to establish the municipal assessor as a designed officer in the municipality in accordance with section 284.2(1) of the *Municipal Government Act*.

Administration has provided the attached bylaw for Council's review and consideration.

Options for Consideration:

1. That Council provide 1st, 2nd, and 3rd readings of the Designated Officer Bylaw #160-21 as presented.
2. That Council provide 1st, 2nd, and 3rd readings of the Designated Officer Bylaw #160-21 as amended.

Administrative Recommendations:

1. That Council give 1st reading to the Designated Officer Bylaw #160-21.
2. That Council give 2nd reading to the Designated Officer Bylaw #160-21.
3. That Council make a motion to give 3rd reading to the Designated Officer Bylaw #160-21 at this meeting.
4. That Council give 3rd and final reading to the Designated Officer Bylaw #160-21.

Authorities:

Municipal Accountability Review

SUMMER VILLAGE OF HALF MOON BAY DESIGNATED OFFICER BYLAW BY-LAW 160-21

BEING A BYLAW OF THE SUMMER VILLAGE OF HALF MOON BAY TO ESTABLISH THE POSITION OF DESIGNATED OFFICER.

WHEREAS, the *Municipal Government Act*, provides that a Council may by bylaw establish one or more positions to carry out the powers, duties, or functions of a designated officer;

AND WHEREAS, Council wishes to exercise its authority pursuant to the *Municipal Government Act* by establishing the position of Designated Officer;

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

1. TITLE

1.1 This bylaw may be cited as "The Designated Officer Bylaw".

2. DEFINITIONS

2.1 In this Bylaw, the following terms shall have the following meanings:

- (a) "Bylaw" means this Designated Officer Bylaw;
- (b) "CAO" means the Chief Administrative Officer of the Summer Village of Half Moon Bay within the meaning of the *Municipal Government Act*, or his/her designate;
- (c) "Council" means the municipal Council of the Summer Village of Half Moon Bay;
- (d) "Designated Officer" has the same meaning as defined in the *Municipal Government Act*;
- (e) "*Municipal Government Act*," means the *Municipal Government Act*, RSA 2000, c M-26 and the regulations thereunder;
- (f) "Summer Village" means the municipal corporation of the Summer Village of Half Moon Bay.

2.2 Any references in this Bylaw to any statutes, regulations, bylaws, or other enactments is to those statutes, regulations, bylaws, or other enactments as amended or replaced from time to time and any amendments thereto.

3. DELEGATION BY CAO

3.1 The CAO is authorized to delegate and to authorize further delegations of any powers, duties and functions assigned to the CAO by Council under the *Municipal Government Act*, and under this or any other bylaw to a Designated Officer or an employee or agent of, or contractor for, the Summer Village.

3.2 The CAO is authorized to appoint a deputy CAO or delegate the CAO's powers, duties, and functions to that deputy CAO and to authorize that deputy CAO to act as the CAO during absences of the CAO.

3.3 The following position is an authorized designated officer of the Summer Village:

- a) Assessor

3.4 The CAO is authorized to appoint an acting designated officer during an illness, scheduled absence, or other incapacity of a designated officer.

4. MUNICIPAL ASSESSOR

4.1 The Municipal Assessor is the designated officer for the purpose of carrying out the duties and responsibilities of an “assessor” under the Act, and any other relevant statute, regulation, or bylaw.

4.2 The Municipal Assessor is the designated officer for the purpose of the following sections of the Act:

Section 482(1) & (2)	Admissible evidence at hearings
Section 525	Certifying copies of assessment rolls and assessment notices

5. GENERAL

5.1 Each provision of this bylaw is independent of all other provisions. If any provision of the bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

5.2 This bylaw rescinds bylaw #100-02 in its entirety, including any amendments thereto, and shall come into full force when it received third and final reading and is duly signed.

READ a first time this 8th day of March 2021.

READ a second time this 8th day of March 2021.

READ a third and final time this 8th day of March 2021.

Mike Pashak, Mayor

Tanner Evans, C.A.O.

Summer Village of Half Moon Bay

March 8, 2021

Council and Legislation

Request for Decision

Agenda Item: *Wastewater Consultant*

Background:

Administration received a proposal from Michael Wuetherick of Racin Management Consulting Inc., to provide consulting services regarding wastewater operations for all 5 summer villages. The proposal provides options for engineering and operations support, assisting in the management of the existing and future wastewater lines, and technical advising for matter that come out of the Sylvan Lake Regional Wastewater Commission.

Michael Wuetherick has proven to be a very useful asset to Administration with matters pertaining to the Sylvan Lake Regional Wastewater Commission and the Sunbreaker Cove municipal wastewater line.

This item was discussed at the January 26, 2021, Joint Services Committee meeting and the members were in support of the proposal recommending Administration to bring the proposal to each Council for consideration.

Options for Consideration:

1. That Council support the proposal received from Racin Management Consulting as presented.
2. Council accepts as information.

Administrative Recommendations:

That Council support the proposal received from Racin Management Consulting as presented



Racin Management Consulting Inc.

Site 1 RR 1 Box 71 Bentley, Alberta T0C 0J0

Summer Villages of Sylvan Lake

8, 14 Thevenaz Industrial Trail
Sylvan Lake, Alberta T4S 2J5

January 22nd, 2021

Attention: **Roger Dufresne, Chair, Joint Services Committee**
 Tanner Evans, Chief Administrative Officer

Re: **Proposal for Provision of Consulting Services for Wastewater Operations**

Dear Roger and Tanner,

In response to your request for a proposal to provide consulting services in regards to the Wastewater operations for all five villages, please find attached my proposal outlining the services offered for consideration by the members of the Joint Services Committee.

The proposal includes options to provide services to the JSC as a whole in regards to the Sylvan Lake Regional Wastewater Commission ("SLRWWC"), and additional engineering and operations support as may be directed to assist the Summer Village Public Works department in managing the existing and future Village wastewater collection systems.

I would be pleased to discuss any component of the proposal at your convenience. If you have any questions, please give me a call at (403)863-4245, or via email at mwuetherick@gmail.com.

Sincerely,

Racin Management Consulting Inc.

A handwritten signature in blue ink, appearing to read 'M. Wuetherick', with a long horizontal stroke extending to the right.

Michael Wuetherick, P.Eng.
President & CEO

Racin Management Consulting Inc. – Consulting Services Proposal

1.0 Proposed Services

The proponent provides the following overview of the services available, to be agreed upon by the JSC and/or SV Administration, on an as needed basis.

1. Support of SLRWWC Directors with Governance and Operations

- a) Assessment of the annual Commission budget including forecasts of volume, operating costs, capital budget plans and adequacy of reserves.
- b) Verify rate model used by Commission and ensure compliance with the approved business plan.
- c) Review of annual operating costs of the Commission, and provide any insight into improving operating efficiency or elevating level of service.
- d) Review of compliance with SLRWWC bylaws and reporting requirements.
- e) Recommendations to directors regarding potential strategic direction of the Commission involving the Villages.
- f) Attend all SLRWWC board and technical committee meetings as directed.

2. Engineering and Operations Support of Village Collection Systems

- a) Provide operations and engineering support to public works staff in developing annual operating and capital budgets for each community.
- b) Assist Administration in preparing RFQ's as needed to supply operations and maintenance services within the Villages.
- c) Assist in developing standard operating procedures and ensure municipal compliance with Code of Practice requirements, including annual reporting as may be required.
- d) Develop Asset Management Plans with Administration to forecast long-term capital replacement reserve requirements.
- e) Assist Administration in obtaining other professional services that may be required (i.e. Contract Operators, engineering support, trades and other contractors as needed.)
- f) Provide technical consulting and project management oversight on repairs, extensions or construction of new projects. This includes assistance in preparing and reviewing Tenders generated by engineering contracts, and recommendations to council regarding tender awards.

I also have developed an extensive network of engineers, trades, contractors and certified operators that can be called upon as required in support of the individual needs of the Villages.

3. Cost of Services

Racin's current hourly rate is \$125 per hour plus GST, plus disbursements and compensation for mileage at the current rate as published by CRA (Currently \$0.59/km). For attendance at SLRWWC meetings, the proposed fee of \$50 per hour of meeting time plus mileage if required. Annual costs are forecast based on the time needed to prepare prior year's reviews provided to the JSC.

SLRWWC Related Services	Rate (\$/hr)	Estimated Hours	Annual Cost
Consulting & Advisory Services	\$125.00	15	\$1,875.00
SLRWWC Meetings	\$50.00	16	\$800.00
		Total Annual Estimate	\$2,675.00

For any additional services related to consulting services to individual municipalities, the proposed rate is \$125.00 per hour plus mileage rates. Prior to commencing any project related work, the Proponent and SV Administration will prepare a mutually agreeable scope of work, from which Racin will provide an estimated cost prior to commencement of the work.

Relative to Sunbreaker Cove, I presently volunteer my services due to pecuniary interest requirements due to my relation to Mayor Teresa Beets. If and when the pecuniary interest issue is resolved, rates as proposed above will apply.

Key Personnel:

Michael Wuetherick, P.Eng



Michael is a former senior executive with extensive management experience in the upstream oil and gas sector in both private and public companies serving as President, CEO and CFO. With over 25 years' experience in engineering, operations, senior executive management roles and as a corporate director. Examples of Michael's business experience and capabilities relevant to this proposal include the following:

- Broad experience in formulating and managing long term business plans, financial modelling, strategic planning and implementing risk management strategies.
- Proven leadership ability in managing large and complex organizations ensuring financial and operating proficiency of the organization, maintaining emergency preparedness policies and compliance with internal and government reporting standards.
- Experienced in developing and managing internal financial controls, including interaction with external auditors, regulatory bodies and maintaining timely communications with all stakeholders and partners.
- Highly developed negotiation skills to ensure timely and cost effective business relationships with service providers, joint venture partners and external agencies.
- Extensive operations experience including design, construction and operations of facilities including pipelines, pumping stations, compressors stations, SCADA control centers, electrical generation, oil batteries and gas processing plants.
- Over 20 years of direct project engineering and management experience responsible for timely and cost effective execution of major capital programs of over \$100 million per year. Including oversight and management of large multi-disciplinary teams and 3rd party engineering and financial consultants.
- Strong interpersonal skills including extensive public speaking experience, development and management of the organization's communication strategy, and being the key contact point for all stakeholders.
- Experienced corporate director with solid understanding of corporate governance practices.

Relevant Municipal Management Experience

Project Technical Advisor – Summer Village of Sunbreaker Cove Alberta (2014-Current)

Michael is currently the Project Technical Advisor (Volunteer position) with regards to the design, construction and operation of a municipal wastewater gathering system to be constructed within the Summer Village of Sunbreaker Cove, scheduled to be completed in 2021. The municipal system will be constructed in conjunction with the proposed Northern Lateral extension of the Sylvan Lake Regional Wastewater Commission (“SLRWWC”).

Working directly with the Summer Village Councilors, Michael has fulfilled the technical leadership role of the project including the following tasks:

- Development of a thorough communication strategy, including public presentations at community Annual General Meetings, and project open-houses with residents.
- Review of previous feasibility and engineering studies completed, and recommendation of a revised system design lowering installed capital cost requirements from \$6.4 mm to \$3.2 mm.
- Technical advisor overseeing detailed engineering design conducted by Stantec Engineering in 2016.
- Reviewed business plan prepared by Robert Jenkins & Associates required to support the Village’s application for debenture financing.

Member of the Sylvan Lake Regional Wastewater Technical Committee (2017 – Current)

Michael was appointed by Sunbreaker council in 2017 as the community’s representative on the SLRWWC Technical Committee. The Technical Committee is responsible for recommending to the board best practices in terms of system design, development and implementation of standard operating procedures, and accountability for ensuring the efficiency and reliability of the Commission’s facilities.

The Technical Committee oversaw the design of the recent \$42 mm regional project connection to the City of Red Deer including selection of routing, review of detailed engineering design and cost estimates, development of tenders for construction and recommendation of selected contractors. Michael currently serves on the Technical Committee managing construction of the North Shore Lateral extension and Blissful Beach lift station.

Consultant, Robert Jenkins & Associates (2017)

Michael assisted in preparing updates to two municipal Water and Wastewater business plan models and rate studies in conjunction with Bob Jenkins.

- Business plan update for the Westlock Regional Water Services Commission. Project included a review of historical operating and accounting performance and determining forecast utility rates due to proposed expansion of the Commission facilities.
- Utility rate study for the Town of Bonnyville Water and Wastewater systems. Project included a review of historical operation and accounting performance and forecasting future utility rates for both systems. Working in conjunction with Stantec Engineering, the rate study incorporated the forecast capital costs for replacement and capital requirements based on Stantec's Asset Management Program for the Town's water utilities.

Chief Administrative Officer, South Red Deer Regional Wastewater Commission (July 1, 2018)

Appointed CAO of the South Red Deer Regional Wastewater Commission ("SRDRWC") effective July 1, 2018. The SRDRWC is a large scale regional wastewater collection system providing wastewater transportation from the Towns of Olds, Bowden, Innisfail and Penhold and also from Red Deer County and Mountain View County, with an annual operating budget of over \$8 million per year.

The SRDRWC system includes over \$150 million of capital assets including transmission lines, six lift stations, and odor management facility and a SCADA operations system transporting over 3.3 million m³ per year of wastewater to the City of Red Deer treatment plant.

Chief Administrative Officer, Mountain View Regional Waste Management Commission (September 1, 2018)

Appointed CAO of the Mountain View Regional Waste Management Commission ("MVRWMC") effective September 1, 2018. The MVRWMC provides solid waste management services to the Towns of Cremona, Carstairs, Didsbury, Olds, Sundre and Mountain View County. The Commission's employees 11 staff and has an annual budget of \$3.2 mm per year.

The MVRWMC system includes a Class II Landfill in Didsbury, Alberta plus two waste transfer stations in Water Valley and Sundre, and a total of 8 recycling centers throughout Mountain View County.

Summer Village of Half Moon Bay

March 8, 2021

Request For Decision

Agenda Item: Volunteer Process

Background:

The Community & Volunteer Acknowledgement Form and all volunteer process documents were created with legal input to ensure that HMB eliminated all risk and liability associated with volunteers completing work on behalf of the community.

The documents were reviewed at the Committee of the Whole meeting on February 12, 2021 and a motion was passed to bring the Volunteer Process documents to Council for final review and acceptance as a new policy.

Once approved by Council, the following documents will form the new Volunteer Policy to be posted on the website.

- 1) Basic Volunteer Orientation Summary
 - Introduction to Volunteer Services
 - Important Guidelines when volunteering:
 - Occupational Health and Safety:
 - Common Hazards for Volunteers:
- 2) Volunteering Process (steps 1-7)
- 3) Summer Village of Half Moon Bay Code of Conduct
 - Municipality Assets
 - Disclosure of Information
 - Personal Conduct
- 4) Volunteer Waiver Statement
- 5) Community Volunteer & Acknowledgement Form (Policy document & checklist)

Options for Consideration:

- 1) Accept as information.
- 2) Adopt the Volunteering Process.
- 3) Amend the Volunteering Process

Administrative Recommendations:

- 1) Council adopts the Volunteering Process.

Authorities:

Section 535(1) (b) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that "volunteer worker" means a volunteer member of a fire or ambulance service or emergency measures organization established by a municipality, or any other volunteer performing duties under the direction of a municipality. Section 535(2) This section does not affect the legal liability of a municipality.



Community & Volunteer Acknowledgement Form	Date: March 8, 2021	Resolution No.
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Introduction to Volunteer Services:

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

The Volunteer Supervisor plays an integral role in the volunteer process. This role manages and supports volunteers by ensuring required forms are completed and filed, volunteers are suitable for the work, and that volunteers are properly trained for the work they will be completing. There will always be a volunteer supervisor that will support the volunteers during their work. The Volunteer Supervisor may be Summer Village Administration staff member or an HMB resident that has been properly trained and approved for such a position. Allowing an HMB resident to fulfill this role would minimize the workload on Summer Village Administration and provide the flexibility that residents would like to have when completing volunteer tasks and work.

Important Guidelines when volunteering:

- Depending on the type of work to be completed, volunteers may need to sign in and out for every shift.
- Inform the Volunteer Supervisor or Summer Village Administration if you are injured, witness an emergency, have a concern or are unclear of any procedures or policies.
- Volunteers are expected to keep track of, and submit, their own volunteer hours to the Volunteer Supervisor.
- Volunteers should inform their Volunteer Supervisor as soon as possible if they are unable to volunteer or complete assigned work.

Occupational Health and Safety:

The Summer Village of Half Moon Bay is committed to providing a safe, healthy and injury free environment, a place where everyone feels valued, appreciated and out of harm's way. All volunteers must follow health and safety procedures and protocols.

As a volunteer, you must:

- Identify and report any workplace hazards.
- Report any injuries or near misses to the Volunteer Supervisor for documentation.
- Refuse unsafe work; ask for help if unsure how to complete a task.
- Ensure you have received proper orientation and training for the work to be completed.
- Wear required PPE appropriately.
- Report emergencies to your Volunteer Supervisor immediately. In addition:
 1. Follow instructions of Volunteer Supervisor and assist if comfortable.
 2. Be familiar with any evacuation plan and muster points.
 3. Assist with documenting the incident.

Potential emergencies include fire, medical, severe weather, missing child, water submersion etc.

Common Hazards for Volunteers:

1. Trips, slips, and falls: Please watch where you are walking at all times.
2. Lifting heavy objects or straining muscles: Please work at your own pace.
3. Environmental hazards: Watch for severe weather conditions, come prepared to volunteer outside.

1) Volunteering Process

Step 1: Check to see what volunteer positions are available or have volunteers self-identify work that could be completed by volunteer(s). The Summer Village of Half Moon Bay will post available volunteer positions on their webpage located at: <http://www.sylvansummervillages.ca/half-moon-bay.html>

Step 2: Volunteer Acknowledgement Form

A Community & Volunteer Acknowledgement Form must be filled out and signed for each volunteer position(s) and unique work activity. A single signed form can cover a repetitive work activity over a 12-month period.

You can return your completed form along with a copy of your Driver's License to the Volunteer Supervisor, who will forward a copy to the Summer Village Administration Office

Or the Administration Office at Bay 8, 14 Thevenaz industrial Trail, Sylvan Lake, AB, T4S 2J5

Or you can scan and email your form to: information@sylvansummervillages.ca

Or fax it to (403) 887-2822

Step 3: interview

A volunteer interview will be conducted by the Volunteer Supervisor or Summer Village Administration staff in order to get to know more about the applicant and to assess suitability for the position they've applied for or the work to be completed.

Step 4: New Volunteer Training

The Summer Village of Half Moon Bay will provide any necessary training and orientation for the volunteer project/work activity. After volunteers attend this training and orientation, they will be eligible to complete the project or work activity.

Step 5: Background Check

Depending on the volunteer position, we may require volunteers to undergo a criminal background check.

Step 6: Confidentiality and Code of Conduct Sign-Off

The Summer Village of Half Moon Bay requires that all volunteers read and understand the 3 points to the Code of Conduct and sign-off on it. This is in place to further protect both the community and the volunteer. You will receive copies of these at your volunteer training.

Step 7: Placement

Once all the steps have been completed, volunteers will be placed in their volunteer position, which reports to the Volunteer Supervisor.

2) Summer Village of Half Moon Bay Code of Conduct:

The code of Conduct explains the expected rules of behaviours for staff and volunteers. It states values, provides guidance and recommends action so that all staff and volunteers know what is expected of them.

There are 3 points to the Code of Conduct that most affect volunteers in your position:

1. **Municipality Assets:** you may not borrow or utilize any municipality owned material for personal use.
2. **Disclosure of Information:** Please keep all confidential information about staff and residents private. You are not to share information with the public or media (includes social media). If you're not sure what is allowed, please ask your Volunteer Supervisor.
3. **Personal Conduct:** Please be respectful, polite, and mature with all residents, staff, and volunteers. The Summer Village of Half Moon Bay has a **Respectful Workplace Policy** which promotes a work environment free from discrimination and harassment and all volunteers are expected to comply with this policy.

3) Volunteer Waiver Statement – Please read carefully! This statement affects your legal rights! When you signed the Volunteer Acknowledgement Form, you checked off a box that says you read and agree with the following statements:

- I understand and accept the risks of my volunteer position: I understand that there is an inherent risk of injury to me, which may occur during the course of my volunteer activities with the Summer Village of Half Moon Bay as a result of my activities, the activities of other persons, or the conditions under which I will be volunteering.
- I understand that in volunteering with the Summer Village of Half Moon Bay, I am donating my time and services without expectation of monetary compensation and agree that I will not be considered an employee of the Summer Village of Half Moon Bay.
- I am also aware and understand that while volunteering for the Summer Village of Half Moon Bay, I will be covered by the Workers Compensation Board in the event of being injured during the course of volunteer activities and that I will be required to follow the Workers Compensation Board procedures to make a claim for benefits as defined by the Workers Compensation Act.
- I agree to assume the risk of injury or harm and release the Summer Village of Half Moon Bay, its officers, directors, employees, and other Summer Village volunteers from all liability for injury, illness, death, or property damage arising from my work as a Volunteer. I hereby release and forever discharge and agree to indemnify and hold harmless the Summer Village of Half Moon Bay from any and all claims, liabilities, losses, damages, costs, and expenses resulting from injury or death of any person or any property damage that may arise out of my work as Volunteer. I understand that this release discharges the above entities from any liability that may result during my volunteer work.



Community & Volunteer Acknowledgement Form	Date: March 8, 2021	Policy # HMC-21-
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Purpose:

The following is an acknowledgement by you, the Community Volunteer and the Summer Village of Half Moon Bay.

As a Community Volunteer (please Initial):

	Volunteer Acknowledgement	Initials
1	I will follow the roles and responsibilities as outlined for my position as described by the volunteer supervisor.	
2	I have read the Basic Volunteer Orientation Summary (attached to this form).	
3	I will disclose any information regarding criminal charges or criminal activity that may affect my criminal record to my volunteer supervisor.	
4	I will attend any/all mandatory training sessions.	
5	I will maintain a high commitment to my personal health and safety and that of fellow volunteers, staff and members of the community and I will immediately report any incidents, concerns and/or accidents to my volunteer supervisor.	
6	I will accurately record my volunteer hours and submit them to my volunteer supervisor.	
7	I have read and will behave in accordance with the Summer Village of Half Moon Bay Entire Code of Conduct (and excerpt of which is attached to this form).	
8	I have read, and I understand and accept, the Volunteer Waiver Statement (attached to this form) s.	
9	I will be respectful to staff, community members and fellow volunteers at all times.	
10	I will be reliable, prompt and notify my volunteer supervisor if I am unable to complete my scheduled shift.	
11	I will be receptive to constructive direction from my volunteer supervisor.	
12	I will not receive monetary compensation for my volunteer services or time.	
13	I will not be considered an employee of Summer Village of Half Moon Bay.	
14	I will submit a copy of my drivers license to the Summer Village of Half Moon Bay for insurance and WCB purposes.	

Summer Village of Half Moon Bay:

1. We will provide training as necessary and support to you as a Volunteer.
2. We will ensure adequate supervision is in place and provide constructive direction to you.
3. We will respect the skills, dignity, and individual needs of the Volunteer, and adjust to accommodate individual requirements whenever possible.
4. We will be receptive to feedback from you as a Volunteer regarding ways in which we might improve our service and mutually accomplish our respective tasks.
5. We will maintain our commitment to the health and safety of all volunteers, staff and community members and conduct ourselves accordingly.

This information is being collected under the Authority of Section 33c of the Freedom of Information and Protection of Privacy (FOIP) Act and may be used for the administration of Summer Village of Half Moon Bay Volunteer programs. Your personal information is protected by the privacy provisions of FOIP. If you have any questions about the collection, use and disclosure of your personal information, contact the Summer Village of Half Moon Bay's CAO.

Volunteer (Please Print)	Summer Village of Half Moon Bay Volunteer Supervisor. (Please Print)
Signature	Signature
Date	Date

Summer Village of Half Moon Bay

March 8, 2021

Council and Legislation

Request for Decision

Agenda Item: *Minister's Awards for Excellence*

Background:

Nominations are now being accepted for the 2021 Minister's Awards for Municipal Excellence which recognizes municipal government excellence and promotes the sharing of knowledge among municipalities.

For 2021, the program features new categories:

Partnership (open to all municipalities)

Award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination, and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.

Building Economic Strength (open to all municipalities)

Award will be given for an innovative initiative involving the municipality and business community that addresses a challenge affecting community economic strength.

Service Delivery Innovation (Open to all municipalities)

Award will be given for an innovative initiative that improves the delivery or reduces the cost of a program or service through a more efficient process or through the use of an alternate delivery approach.

Enhancing Community Safety (open to all municipalities)

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g. lighting, accessibility, traffic calming measures), and community services initiatives.

Smaller Municipalities (open to municipalities with populations less than 5,000)

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness, and/or innovation to better the community.

The deadline for submissions is March 31, 2021.

Options for Consideration:

- 1) Council accept as information.
- 2) Council nominates a municipality for the Minister's Awards for Municipal Excellence.

Administrative Recommendations:

That Council discusses and provides direction to Administration.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister**Deputy Government House Leader**MLA, Calgary-Hays*

AR104150

Dear Chief Elected Official:

I am pleased to invite your municipality to provide submissions for the 20th annual Minister's Awards for Municipal Excellence, which formally recognize excellence in local government practices and promotes knowledge-sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments across Alberta.

For the 2021 program, submissions will be accepted in the following categories:

Partnership (open to all municipalities)

Award will be given for a leading municipal practice involving regional co-operation. This could involve consultation, co-ordination, and co-operation with other municipalities, agencies, non-profit organizations, community groups, and other orders of government. Submissions may be joint or individual, and consideration will be given to partnerships with formal agreements that ensure continuing co-operation and shared benefits.

Building Economic Strength (open to all municipalities)

Award will be given for an innovative initiative involving the municipality and business community that addresses a challenge affecting community economic strength.

Service Delivery Innovation (open to all municipalities)

Award will be given for an innovative initiative that improves the delivery or reduces the cost of a program or service through a more efficient process or through an alternate delivery approach.

Enhancing Community Safety (open to all municipalities)

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g., lighting, accessibility, traffic calming measures), and community services initiatives.

Smaller Municipalities (open to municipalities with populations less than 5,000)

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness, and/or innovation to better the community.

.../2

-2-

Further details about eligibility and submission requirements are available on the Minister's Awards for Municipal Excellence website at www.alberta.ca/ministers-awards-for-municipal-excellence.aspx. The deadline for submission is March 31, 2021.

Should you have any questions regarding this program, please contact the Municipal Excellence Team, at 780-427-2225 or municipalexcellence@gov.ab.ca.

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric McIver". The signature is stylized with a large, sweeping "R" and a long, horizontal stroke at the end.

Ric McIver
Minister

Summer Village of Half Moon Bay**March 8, 2021****Public Works****Request for Decision****Agenda Item: *Mowing Contract*****Background:**

Public Works has received 3 quotes for the mowing contract in Half Moon Bay. Last year Half Moon Bay signed a one year agreement with Rugged West Maintenance to see how they performed before signing a longer term agreement. The quotes received are for a three-year contract and based on a cost per mowing including trimming. Quotes are as follows:

Rugged West Maintenance (current contractor)

2021-2023 \$200.00

Outback Lawn Maintenance

2021-2023 \$200.00

DS Yard Care

2021-2023 \$500.00

Attached is a template of the contract that will be filled in and signed based on the awarded contract.

Options for Consideration

1. Council move to accept the quoted price from one of the listed contractors and sign onto a three-year agreement.
2. Council move that Administration provide additional information or quotes.
3. Council accepts as information.

Administrative Recommendations:

Council move to accept the quoted price from Rugged West Maintenance and sign onto a three-year agreement.

Authorities:

MGA

201 c)

“A council is responsible for

- a) Developing and evaluating the policies and programs of the municipality;”

**SUMMER VILLAGE OF HALF MOON BAY
ROADSIDE MOWING AND MAINTENANCE AGREEMENT**

THIS agreement made this _____ day of _____, 2021.

BETWEEN:

The Summer Village of Half Moon Bay
Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake AB T4S 2J5
(hereinafter called the 'Village')

OF THE FIRST PART

- AND -

Contractor
Mailing Address
Mailing Address

(hereinafter called the 'Contractor')

OF THE SECOND PART

WHEREAS

- A. The Village wants to be assured that the Summer Village of Half Moon Bay is pleasing to the eye of all residents and visitors by arranging for maintenance of the parks and green area within the boundaries of the Village;
- B. The Contractor has the necessary resources and expertise to undertake the maintenance of the parks and green area within the municipal boundaries of the Village.

NOW THEREFORE, THIS AGREEMENT WITNESSETH that in consideration of the covenants contained herein the parties agree as follows:

1. SERVICE TO BE PERFORMED

Subject to the other terms and conditions of this agreement the Contractor shall undertake the roadside mowing in the areas shown in schedule 'A'. The contractor will also be responsible for the duties of trimming around posts, culverts and other required objects. The Contractor shall be responsible to dispose, at his own expense, any refuse generated by the required maintenance work.

Village of Half Moon Bay
Roadside Maintenance Agreement

2. SCHEDULING AND TIME

The contractor shall undertake to do the work on weekdays, being Mondays through Fridays. The work shall be undertaken in close consultation with the assigned Village representative. No work shall be undertaken on statutory holidays.

3. INSURANCE

3.1 The Contractor shall indemnify and save harmless the Summer Village from any claims which may arise from the maintenance work provided by the Contractor. For this purpose, the Contractor shall maintain insurance in the amount of at least One Million Dollars (\$1,000,000.00).

3.2 The Contractor shall, during the term of this agreement, maintain Workers Compensation coverage in order to protect his employees and the Village, as required by law.

4. NOTICES

4.1 All notices required or permitted hereunder shall be sufficiently given if in writing, hand delivered or mailed by registered, prepaid post as follows:

Contractor:

Contractor

Mailing Address

Mailing Address

The Summer Village of Half Moon Bay:

The Administration Office

Bay 8, 14 Thevenaz Industrial Trail

Sylvan Lake AB T4S 2J5

Mailed notices shall be deemed to be given four (4) working days after the date of the postmark.

5. TERM

This agreement shall run for a period commencing May 15, 2021 through to September 15, 2023 inclusive.

Village of Half Moon Bay
Roadside Maintenance Agreement

6. REMUNERATION

- 6.1 The remuneration for the service performed hereunder by the Contractor shall be, Dollars (\$0.00), excluding GST, per cut during the term of the contract.
- 6.2 The Village shall pay the Contractor monthly following receipt of an invoice from the Contractor for the serviced month.

7. SUCCESSOR AND ASSIGNS

This agreement shall tenure to the benefit or and be binding upon the parties hereto and shall not be assigned or transferred without the written consent of the Village.

8. TERMINATION

Notwithstanding Section 5, the Village shall have the right to terminate this agreement on two (2) weeks written notice to the Contractor.

IN WITNESS WHEREOF the parties have signed this agreement on the day and year first written above.

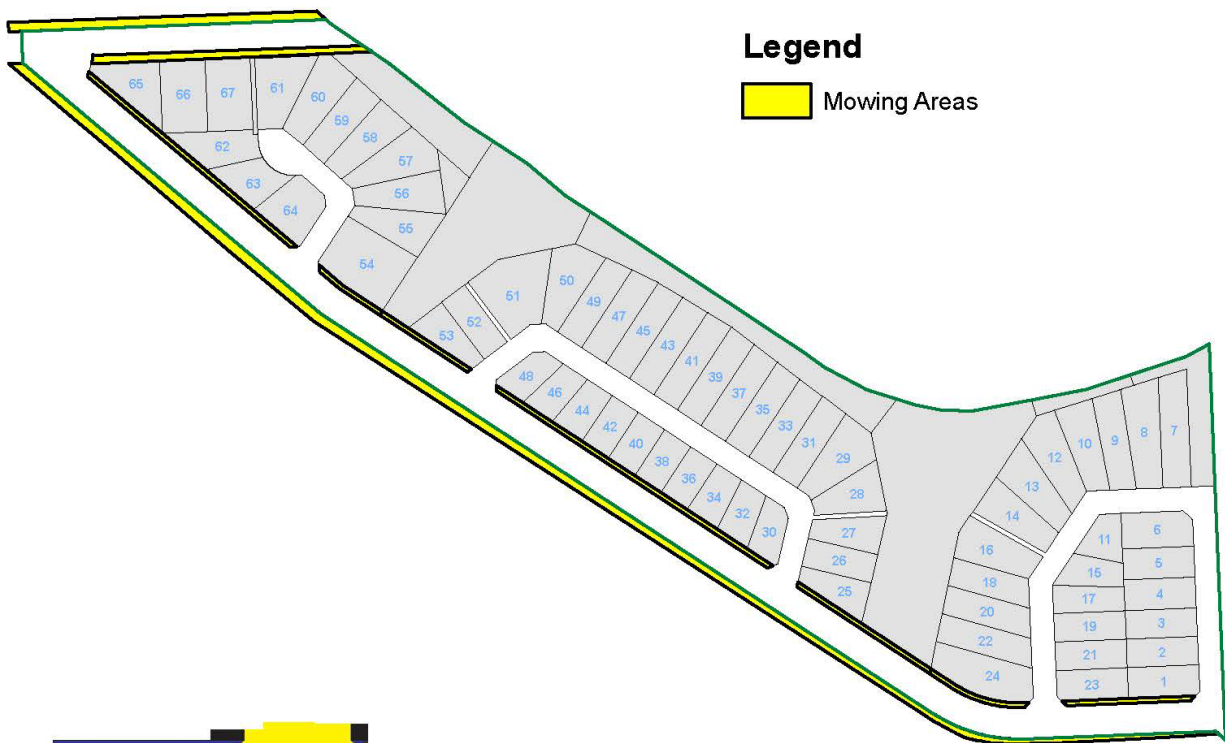
SUMMER VILLAGE OF HALF MOON BAY

ADMINISTRATOR

WITNESS

Contractor

Schedule 'A'



Summer Village of Half Moon Bay

March 8, 2021

Public Works

Request for Decision

Agenda Item: *Pathway Maintenance Policy*

Background:

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

Options for Consideration

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

Administrative Recommendations:

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

Authorities:

MGA 201 (c) "A council is responsible for

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

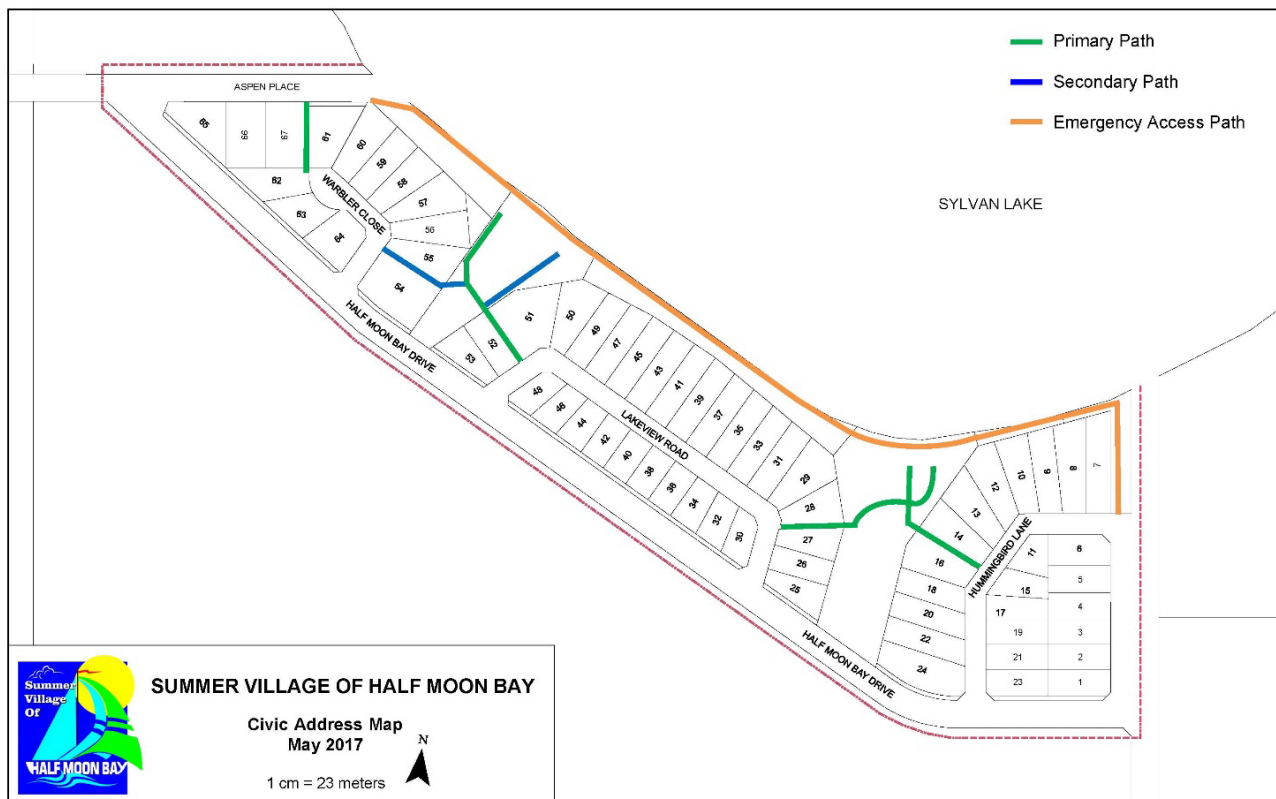


Policy Title	Date:	Resolution No.
Pathway Maintenance Policy	March 8, 2021	/21

Purpose and Scope:

The purpose of this policy is to provide guidance on the maintenance of pathways in the Summer Village of Half Moon Bay to ensure that paths are functional and pleasing to the eye.

Pathways within the Summer Village of Half Moon Bay identified in the map below will be the only ones maintained by the municipality. This path network is made up of approximately 410 linear meters of Primary paths and 220 linear meters of Secondary paths



Specific Procedures:**Definitions:**

Primary Paths (green) – 3.0 meters wide; may be used from time to time by motorized vehicles and additional width is necessary to safely accommodate two-way use or a combination of pedestrian and motorized vehicle use.

Secondary Paths (blue) – 1.5 meters wide; are typically walking trails and for pedestrian-only use.

Emergency Access Path (orange) – 3.5 meters wide; created to ensure the municipal reserve adjacent to the lakeshore was wide enough to allow access for emergency response vehicles. Typically used as a walking trail for pedestrian-only use.

Vegetation Management:

On an annual basis prior to July 1, all paths will be inspected for vegetation encroachment and a maintenance work plan will be created to address any found issues. Vegetation within the defined paths will be trimmed back or removed to maintain the proper width of path as defined above. In certain areas of the Emergency Access path, vegetation will be removed or trimmed back to the private property line to achieve the desired path width. Private property is to be respected and no work is to be completed on private property. Dead or Danger Trees that may provide a risk to the public using the Paths will be removed or pruned under the Tree Removal program.

Path Coverings and Surface Material:

Primary Paths – these paths will have ...(TBD through public consultation – options may include recycled asphalt or mulch)

Secondary Paths – Mulch will be applied roughly 80 mm thick across the width of the pathway. Mulch is defined as...(TBD). (The use and definition of mulch, TBD through public consultation)

Emergency Access Path – this path will not have a specified covering or surface material. Generally, this path will have a grass covering maintained by residents adjacent to the path or in other public use areas it will be a combination of sand and grass as maintained by the municipality or volunteers.

Path Covering Maintenance:

The Summer Village of Halfmoon Bay will ensure that paths are free of any tripping hazards or any type of material that might hinder the usage of pathways.

Municipal pathways will be resurfaced with mulch by a contractor approved by the Summer Village Administration. Paths east of Lakeview Road will be resurfaced on even numbered years and paths west of Lakeview roads will be resurfaced on odd numbered years.

Mayor

Administrator

Summer Village of Half Moon Bay

March 8, 2021

Council & Legislation

Request for Decision

Agenda Item: *Community Standards Bylaw*

Background:

Currently Half Moon Bay doesn't have a Community Standards Bylaw. The purpose of this bylaw is to prohibit certain activities in order to prevent and compel the abatement of noise, nuisance, unsightly premises and public disturbances. Administration has included a draft bylaw for Councils review and consideration.

Options for Consideration:

1. Accept as information.
2. Instruct administration to prepare Community Standards Bylaw with amendments.

Administrative Recommendations:

Council to instruct administration to prepare Community Standards Bylaw with amendments.

Authorities:

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

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

BYLAW NO.

OF THE SUMMER VILLAGE OF HALF MOON BAY

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

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

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

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

1. TITLE

“Community Standards Bylaw”

2. DEFINITIONS

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

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

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

“**Chief Administrative Officer**” means the Chief Administrative Officer of the Summer Village of Half Moon Bay appointed by Council.

“**Council**” means the Municipal Council of the Summer Village of Half Moon Bay.

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

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

“**Minor**” means an individual under 18 years of age.

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

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

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

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

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

3. NOISE

- 3.1 No person shall cause or permit any noise that annoys or disturbs the peace of any other person.
- 3.2 No person shall permit property that they own or control to be used so that noise from the property annoys or disturbs the peace of any other person.
- 3.3 In determining what constitutes noise likely to annoy or disturb the peace of other persons, consideration may be given, but is not limited to:
 - 3.3.1 type, volume and duration of the sound;
 - 3.3.2 time of day and day of the week;
 - 3.3.3 nature and use of the surrounding area.
- 3.4 Permissible Hours. Noise or disturbance that annoys or disturbs the peace of any other person is not allowed between 11:00 p.m. and 8:00 a.m. any day.

4. INDUSTRIAL/CONSTRUCTION NOISE

- 4.1 Nothing in this bylaw shall prevent the continual operation or carrying on of an industrial activity where the activity is one which:
 - 4.1.1 is a permitted use; or
 - 4.1.2 is an approved discretionary use; or
 - 4.1.3 is a non-conforming, but not illegal, use as defined in the *Municipal Government Act*.
- 4.2 In the operation or carrying on of an industrial activity, the person operating or carrying on that activity shall make no more noise than is necessary in the normal method of performing or carrying on that activity.
- 4.3 With the exception of the activities referred to in section 4.1 herein, no person shall use, operate or allow to be used or operated any tools, machinery or equipment so as to create a noise, or disturbance which may be heard in a residential building between the hours of 10:00 p.m. and 8:00 a.m. any day.

5. EXCEPTIONS

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

6. NUISANCE AND UNSIGHTLY PREMISES

- 6.1 “Nuisance” for the purpose of this bylaw includes any use of or activity upon any property which is offensive to any person, or has or may have a detrimental impact upon any person or other property in the neighbourhood, and without limiting the generality of the foregoing, includes the following:
 - 6.1.1 the failure to cut grass, weeds, shrubs, trees or other landscaping features incidental to a landscaped area;
 - 6.1.2 the failure to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds;

- 6.1.3 the growth of trees or shrubs in such a manner that they interfere with utilities or endanger visibility to street signage, or roadway clearance;
 - 6.1.4 the accumulation of any material that creates unpleasant odors, any material that attracts pests or any animal remains, parts of animal remains or animal feces;
 - 6.1.5 the storage or accumulation of or failure to dispose of discarded dilapidated furniture or household appliances, loose garbage, rubbish, packaging material, scrap metals, scrap lumber, tires, parts of disassembled machinery, equipment or appliances and motor vehicle parts;
 - 6.1.6 the causing of opaque or dense smoke and permitting such smoke to be emitted into the atmosphere for a period in excess of six (6) minutes in any one hour, or at a point other than the opening to the atmosphere of the flue, stack or chimney, unless specifically authorized by Council;
 - 6.1.7 the generation of excessive dust and permitting such dust to escape from the property;
 - 6.1.8 the failure to maintain an accessory building, structure or fence such that it deteriorates, becomes unsightly or becomes a safety hazard.
 - 6.1.9 the failure to fence or secure an excavation, drain, ditch or other depression so that it does not become a danger to public safety;
 - 6.1.10 the posting or exhibiting of posters, signs, billboards, placards, writings or pictures upon any light standard, bench, garbage receptacle, fence or wall on any property, where the same are accumulated and become in a dilapidated and unsightly condition;
 - 6.1.11 the burning of anything other than dry untreated clean wood in a residential wood fireplace.
- 6.2 No person being the owner, agent of the owner, lessee or occupier of any property within the Summer Village shall permit such property, or the activities upon such property to be or remain a nuisance or safety hazard.

7. GRAFFITI

- 7.1 No person shall place graffiti or cause it to be placed on any property.
- 7.2 Every property owner shall ensure that graffiti placed on their premises is removed, painted over, or otherwise permanently blocked from public view.
- 7.3 A property owner who breaches the provisions of Section 8.2 where, following the issuance of and failure to comply with an Order under section 545 of the Municipal Government Act, shall be liable to payment of a penalty as prescribed in Schedule A.
- 7.4 In prosecuting for an offence under this Section, the consent of the property owner of any premises to place graffiti shall not be a defense under this bylaw.

8. CONSTRUCTION WASTE

- 8.1 Each construction site shall have a waste container to ensure that waste construction materials are placed in the container to prevent the material from being blown away from the construction site.

- 8.2 No loose construction material is to be stored or accumulated on a construction site unless it is not capable of being blown around the construction area.

9 LITTERING

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

10. AUTHORITY TO REMOVE

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

11. ORDER

- 11.1 A designated officer may, by written order, require a person responsible for the contravention to remedy the contravention.
- 11.2 The Order shall:
- 11.2.1 state a time within the owner must comply with the order;
 - 11.2.2 state that if the owner does not comply with the order within a specified time, the Summer Village will take the action or measure at the expense of the owner.
- 11.3 The Summer Village may, in respect of an order, register a caveat under the Land Titles Act against the certificate of title for the land that is the subject of the order.

12. RIGHT TO REMEDY

- 12.1 The Summer Village may take whatever actions or measures are necessary to deal with the unsightly property if:
- 12.1.1 the Summer Village has issued a written Order under Section 13 of this bylaw
 - 12.1.2 the Order contains a statement referred to in Section 12.2 of this bylaw
 - 12.1.3 the person to whom the Order is directed has not complied with the Order within the time specified in the Order, and
 - 12.1.4 the appeal periods respecting the Order have passed or, if an appeal has been made, the appeal has been decided and it allows the Summer Village to take the action or measures.

13. PENALTIES

- 13.1 Any person who breaches any section of this Bylaw is guilty of an offence and liable to:
- 13.1.1 payment of the penalty specified in Schedule “A” hereto; or
 - 13.2.2 for any offence for which there is no penalty specified, to a penalty of not less than \$200.00 and not more that \$10,000.00;
- and in default of payment of any penalty, to imprisonment for up to six (6) months.

14. SEVERABILITY

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

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

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

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

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

Mayor

Chief Administrative Officer

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

Summer Village of Half Moon Bay

March 8, 2021

Council Reports

Information Item

Council Reports:

Michael Pashak
Pam Skakun
Ted Hiscock

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

Joint Services Committee

- January 2021 minutes

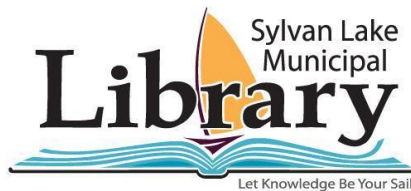
Correspondence:

- Advanced Ambulatory Care

Information Items:

Upcoming Meetings:

Next Council Meeting – April 12, 2021



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – FEBRUARY 10, 2021 – 6:30PM VIA ZOOM

1. Treasurer’s Report

The Treasurer’s Report was approved as presented.

2. Director’s Report

The Director’s Report was approved as presented.

Although the library is closed, curbside pick-up service is available for patrons Monday to Friday from 9:30am to 4:30pm. This service works in the following manner:

- Place holds using the online catalogue or by phoning the Library during posted hours.
- Wait for a call or email from the Library notifying you that your hold is ready.
- When you arrive at the Library phone (403) 887-2130 and a staff member will prepare the hold
- If you do not have a cell phone, arrange a time, and knock on the front door when you arrive.
- Remain in your vehicle or a minimum of two metres from the entrance while a staff member brings the hold and places it on the pick-up table.
- Once staff are back inside the Library, approach the table and collect your holds.
- Do not place any personal belongings or library returns on the table.
- The staff will be wearing masks and it is appreciated if patrons also wear one.
- Maintain a physical distance of at least two metres from anyone in the area.
- Continue to use the book drop on the east end of the building to return items.

The donations received from “100 Women Who Care” and the “Friends of the Sylvan Lake Library” (FOSLL) were used to purchase custom made study carrels and greatly enhance the non-fiction collection. The study carrels have recently been installed and are a welcome addition to the Library.

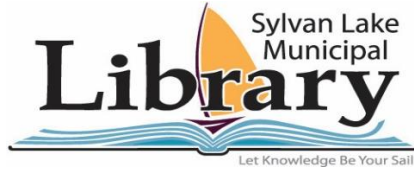
3. Information and Updates

At the April Board meeting information will be presented with regards to the annual audit.

Policy sub-committees have been organized to ensure policies are reviewed regularly and stay up to date.

Meeting adjourned at 7:21pm.

Next Regular Meeting – March 10, 2021 at 6:30pm



February 18, 2021

Julie Maplethorpe, Mayor
Bay 8, 14 Thevenaz Industrial Trail
Sylvan Lake, AB T4S 2J5

Dear: Ms. Maplethorpe

In 2020, our library, in partnership with the Parkland Regional Library System, undertook an advocacy campaign to receive feedback from our community. This campaign was called ***"Because of the library..."***. We asked our community to finish this sentence and tell us what the library means to them and the impact we have within our immediate community and our residents in neighbouring communities. I would like to share these comments with you.

From our website <https://sylvanlibrary.prl.ab.ca/about-us/advocacy>



How has the library impacted you? Do you have a happy story to share? We'd love to hear it! Fill out the form below to submit your story.

Our Responses!

Because of the library...

Great selection of books in all genres AND the staff are outstanding!

It's fun!!! And it's quiet.

I got to read and watch different things and learn new things.

:) So many, young and older, are introduced to some of the finest books/literature in the world!!! Read, read, read and "Learn to Love" reading!!!

I love all the great programs and snacks there.

Harry Potter Book Club (with a great drawing of the Hogwarts coat of arms!) -Lina

I love the library. I love the programs. I love the selection of books and movies. I love the staff. I love the games. I love the computers. (Lots of hearts drawn on this one!) -Brynlee Potvin

I get books during the summer! -Dayna

I have fun books to read and fun toys to play with! -Eleanor

I can have internet access. :)

I have a safe and welcoming place to interact with clients I work with. The staff are genuine, caring, and thoughtful. Sylvan Lake Library is the best library I have ever spent time in.

The list is endless of ALL the things I LOVE about the library!!

- All the wonderful staff
- The amazing groups for kids
- The great selection of books and movies
- Sylvan library is always clean :)
- Love all the snacks & toiletries :)

Love love love our Sylvan Lake Library!!

We seniors have a quiet place to go and just browse – or find extraordinary books to read here or check out. For many of us, it is a vital stopping point and terrific staff who are always gracious. I cannot envision Sylvan Lake without this library. I know it is also vital to mothers and children – of all ages. It would be a horrible detriment to the town to lose this vital and welcoming resource. -Cy Reining

Everyone is so kind, and well... books...

How much you care!

I can come here and know I am safe.

I can "on-line shop" without hurting my pocket book!

I can share the fun of literacy with my child

Harry Potter Book Club. Hufflepuff (with a great drawing of the Hogwarts coat of arms). -Isabelle

*Have a nice day. You are all *awesome*.*

I get to read lots of books and learn about lots of new things!

I get to read lots of cool books. I like to share with my brother. -Paisley McLachlan, age 4

I am able to read books to my kids. I'm able to get my schooling done. I am able to relax while reading. I am able to find books with the help of the staff. Thank you staff! I'm grateful to all of you!

What I love about the library? The first word that came to me was: Everything! :)

- Books
- Visits
- Computer
- Help with technology
- Clean bathrooms

- *Programs*
- *Staff – excellent!!*
- *Helping to get longer time on book you really enjoy (as much as possible)*
- *Everything!*

I have a safe and quiet place to do my homework.

I can read as many books as I want for free!

Anime club

I love books!

Everything, but of all the staff.

All the staff are very helpful and friendly. I like the programs that are put on. The older kids seem to have a safe place they can hang out. I just love library atmosphere, in general, and enjoy coming by myself and also the play area with my 2 small kids. Great job.

I am able to bring in my clients to access books and games. It is very friendly environment to be in. Thanks.

We love story time with Corrie! Love Cece and Winnie

You gave me an opportunity to volunteer and meet people within my community. This helped me build my work experience skills.

I can read!!!

I've found many great stories and learned new things from non-fiction! It also gives me a quiet place to read and Wi-Fi when I need to use my phone. We have super friendly, knowledgeable staff too! Thanks for the chats and assistance when I need it! -Sherry M.

I have a safe space to escape to. I have a place to exist without spending money.

I have a safe and quiet getaway. Thank you. :)

I can afford to read.

We hope you enjoyed these heart-warming comments as much as we did.

Sincerely,

Andrea Newland

Andrea Newland, MLIS
Library Director
Sylvan Lake Municipal Library

G-1,2,3,4
Joint Service Committee
Regular Meeting Minutes
January 26, 2021

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Norglenwold: Jeff Ludwig
Jarvis Bay: Annabelle Wiseman
Half Moon Bay: Mike Pashak
Sunbreaker Cove: Teresa Beets
CAO: Tanner Evans

CALL TO ORDER

The Meeting was called to order at 9:03 a.m. by Chair Roger Dufresne.

AGENDA APPROVAL

JSC-21-01

MOVED by Annabelle Wiseman that the agenda be adopted as amended:
Add HRSC Organizational Design Review to D) 3
Add Update from Joint Service Operator to D) 4
CARRIED

ADOPTION OF MINUTES

JSC-21-02

Moved by Jeff Ludwig to accept the minutes from the October 28, 2020 Regular JSC meeting, and the December 3 New Building Meeting as presented.

CARRIED

INFORMATION ITEMS

- 1) 4th Quarter Shared Costs Update
- 2) CAO Goals and Vacation Schedule

JSC-21-03

Moved by Teresa Beets to accept the information items as presented
CARRIED

REQUESTS FOR DECISION

- 1) On Call Service for Wastewater Issues
- 2) Racin Management Consulting Services
- 3) Branding
- 4) Co-Ownership Agreement and Amending Agreement
- 5) Appraisal

JSC-21-04

MOVED by Roger Dufresne that the JSC move to a closed session at 10:33 a.m.

CARRIED

G-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
January 26, 2021

JSC returned from a closed session at 12:27 p.m. The following motions were made by the Chair:

JSC-21-05 The JSC is in agreement that we should have more than one provider for emergency wastewater issues. Multiple companies will be available for 24/7 on call support and will report back to Administration with the information about the call out. The municipality or the homeowner will cover the costs depending on if the issue was the responsibility of the municipality or the private property.

JSC-21-06 Administration to bring the proposal forward to individual councils for approval with the support from the JSC as Racine has been reliable as summer village professional support on wastewater issues.

JSC-21-07 Administration to work with a graphic designer to adjust the proposed new branding and finalize. The JSC supports the idea of new branding for the Summer Village Administration.

JSC-21-08 Administration to make amendments to the Co-Ownership Agreement and Amending Agreements. The JSC has agreed to a list price and sale threshold and directs administration to list the current building for sale and for lease.

JSC-21-09 Administration to work with Teresa Beets on the JSC agreement to be brought back to the JSC at the next meeting in April.
CARRIED

ADJOURNMENT

JSC-21-10 Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:51 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO



February 2, 2021

To: Sylvan Lake and Area community partners

RE: Sylvan Lake Advanced Ambulatory Care Service (AACS) Program leadership transition

I wanted to take the opportunity to let you know we are presently transitioning leadership of the Sylvan Lake Advanced Ambulatory Care Service located at the Sylvan Lake Community Health Centre. The program will now report directly to the Red Deer Regional Hospital Centre (RDRHC) Director of Emergency Services, Carmen Petersen.

Please continue to contact Christine Farries for any program related inquiries, while we continue the transition of this program.

Contact Information

Christine Farries, Sylvan Lake AACS Manager

Phone: 403-358-0355

Email: Christine.Farries@AHS.ca

Carmen Petersen, Director, Emergency Services, Inpatient Medicine & Patient Access

Phone: 403-373-4471

Email: Carmen.Petersen@AHS.ca

Thank you for your patience,

A handwritten signature in black ink that reads "Valerie Thompson".

Valerie Thompson

Area Director, Lacombe & Red Deer Counties

Interim Director, Ponoka, Rimbey & Breton

Mobile: 780-603-1793

YEAR END FINANCIAL STATEMENT
December 30, 2020

Opening Balance: **\$14,192.89**

Receipts:

Interest	\$1,213.19
S.L. Tigers Hockey	267.72
Yuletide Festival	2,000.00
Tim Hortons Smile Cookie	11,171.85
Hospital 50/50	22,447.81
Donations/Cash boxes	<u>3,130.00</u>

Sub total Receipts **+40,230.57**

Expenses:

Stettler Health Administration	\$667.50
Medical Equipment Purchase 2019	15,747.75
Printing/Signs/Mailbox	<u>1,127.70</u>

Sub total Expenses **-17,542.95**

Closing Balance: **\$36,880.51***

*We have transferred **\$20,000.00** into a GIC.

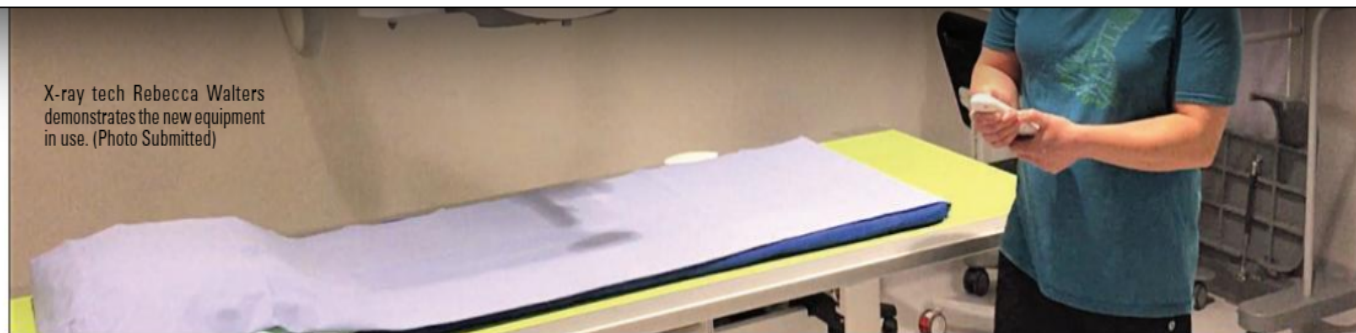
We also have another GIC valued at **\$115,391.07**

Please note that the X-Ray donation made by the Wuori's (\$850,000.00) is not reflected in this statement and a full accounting will be presented when the bill and payment has been finalized. The X-Ray donation is currently being held in a GIC until the bill arrives.



SYLVAN LAKE NEWS

-26° Q



New x-ray operational at AACCS

Installation of a new digital radiographic X-ray unit at the Sylvan Lake Advanced Ambulatory Care Service is now complete and local residents are now benefitting from the new technology.

The new unit reduces the need for patients to travel to larger centres, and improves the speed, accuracy and efficiency of diagnosis and treatment.

Funding for the equipment came from an \$850,000 donation from local residents Stephen and Jacqueline Wuori, who partnered with the Sylvan Lake and Area Urgent Care Committee to coordinate their gift.

"This generous donation from the Wuori family is a testament to the strength and compassion

of Albertans," said Devin Dreesen, MLA for Innisfail-Sylvan Lake. "I'm impressed when innovative thinkers work together to bring advanced health equipment to our communities, ultimately building a strong and healthy Alberta for years to come."

"It is truly exciting to see this new equipment go into service for the benefit of the Sylvan Lake community and surrounding area," says Stephen and Jacqueline Wuori in a statement. "Everything has gone smoothly and we appreciate the co-operative relationship we have had with the Urgent Care Committee and Alberta Health Services."

Unlike the facility's previous X-ray machine, the new unit has the ability to perform image stitching, which connects multiple X-ray images together to create one high-resolution image. This is especially beneficial to patients with scoliosis and those in need of orthopedic surgery on a knee or hip, as local and area patients no longer have to travel to Red Deer or Olds.

"This new technology will reduce the time it takes to gather images and send them to a physician for review. That means patients will receive results sooner than with the previous machine," says Valerie Thompson, Area Director, Lacombe,

Ponoka and Red Deer Counties.

"Alberta Health Services is extremely grateful for this generous donation. It isn't just an investment in healthcare, it's an investment in the entire community."

About 900 X-rays are performed monthly at the facility.

"The Sylvan Lake and Area Urgent Care Committee celebrates this generous financial donation from Stephen and Jacqueline Wuori for the major X-ray upgrade and interior renovation," says Susan Samson, Chair, Sylvan Lake and Area Urgent Care Committee. "Our community and surrounding areas will benefit greatly from the Wuoris' generosity."

In recognition of mandatory public health measures, a formal grand opening event will not be held.

The Sylvan Lake and Area Urgent Care Committee raises funds and accepts donations for the purchase of medical equipment for the Sylvan Lake Advanced Ambulatory Care Service. The service opened in 2018 and offers treatment for urgent, non-life-threatening injuries and illnesses.

- Submitted

SUMMER VILLAGE OF NORGLENWOLD PUBLIC NOTICE SUBDIVISION AND DEVELOPMENT APPEAL BOARD HEARING

This is to advise that an appeal has been received on January 14, 2021, from a neighbouring resident, appealing development permit #201652 issued November 30, 2020, for an accessory building with guest house at 313 Honeymoon Drive (Lot 4 Block 2 Plan 350HW) in the Summer Village of Norglenwold, due to the approved size variance.

The Development Appeal Board Hearing will be held as follows:

DATE: Monday, February 8th, 2021

TIME: 1:00 p.m.