

**REGULAR MEETING AGENDA  
SUMMER VILLAGE OF HALF MOON BAY  
MARCH 2, 2022 @ 9:00 A.M.**

**A. CALL TO ORDER**

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

**C. ADOPTION OF MINUTES** -     Regular Meeting Minutes, January 26, 2022

**D. DELEGATION**

- 1)     Metrix Group

**E. INFORMATION ITEMS**

- 1)     Accounts Payable Report
- 2)     Year End Report
- 3)     Public Works Report
- 4)     Development Update
- 5)     Lacombe Regional Emergency Management Plan Field Exercise
- 6)     CAO Goals

**F. REQUESTS FOR DECISION**

**1) Finance & Administration**

- a) Capital Budget
- b) Municipal Sustainability Initiative Agreement Amendment

**2) Council & Legislation**

- a) Municipal Leaders' Caucus
- b) Council Remuneration Policy
- c) Letter of Support

**G. COUNCIL, COMMITTEES AND CORRESPONDENCE**

**1) Council Reports**

- a) Mayor Johnston

- b) Deputy Mayor Remington
- c) Councillor Pashak

## **2) Committee Reports**

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

## **3) Upcoming Meetings**

- a) Council Meeting – April 4, 2022

## **H. ADJOURNMENT**

Summer Village of Half Moon Bay  
Regular Meeting Minutes  
January 26, 2022

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held January 26, 2022, in the Summer Village Administration Office at Sylvan Lake, Alberta.*

<b>PRESENT</b>	Mayor:	Jon Johnston via Zoom
	Deputy Mayor:	Andrea Remington via Zoom
	Councillor:	Mike Pashak via Zoom
	CAO:	Tanner Evans
	Development Officer:	Kara Kashuba via Zoom
	Finance Officer:	Tina Leer via Zoom
	Recording Secretary:	Teri Musseau

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

**AGENDA APPROVAL**

**HMC-22-001**            MOVED by Mayor Johnston that the agenda be adopted as presented.  
CARRIED

**CONFIRMATION OF MINUTES**

**HMC-22-002**            MOVED by Councillor Pashak that the minutes of the Regular Meeting of Council held on December 9, 2021, be approved as presented.  
CARRIED

**INFORMATION ITEMS**

- 1)    Accounts Payable
- 2)    Development Update

**HMC-22-003**            MOVED by Mayor Johnston that the information items be received as presented.  
CARRIED

**REQUEST FOR DECISION**

**FINANCE**

**HMC-22-004**            Budget 2022-2025  
MOVED by Mayor Johnston that Council approve the 2022 budget as presented.  
CARRIED

**COUNCIL REPORTS**

- Mayor Johnston
- No reports
- Deputy Mayor Remington
- No reports
- Councillor Pashak (written reports)

Summer Village of Half Moon Bay  
Regular Meeting Minutes  
January 26, 2022

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- Sylvan Lake Regional Wastewater Commission (SLRWWC)
- SLRWWC Southshore Line Project
- Association of Summer Villages of Alberta (ASVA)
- Alberta Municipalities (AB Munis)
- Alberta Municipalities (AB Munis) Financial Health Working Group

**HMC-22-005**                      MOVED by Mayor Johnston that the Half Moon Bay Council reports be accepted as information.  

CARRIED

**HMC-22-006**                      MOVED by Councillor Pashak that Council move to a closed session to discuss third party business as per FOIP Section 16, at 10:18 a.m.  

CARRIED

**HMC-22-007**                      MOVED by Councillor Pashak that Council return to an open meeting at 10:45 a.m.  

CARRIED

**HMC-22-008**                      MOVED by Councillor Pashak that Council direct Administration to get additional quotes for a Land Use Bylaw review.  

CARRIED

**NEXT MEETING**

**HMC-22-009**                      MOVED by Mayor Johnston that the next meeting of Council be held March 2, 2022, at 9:00 a.m.  

CARRIED

**ADJOURNMENT**

**HMC-22-010**                      MOVED by Mayor Johnston that being the agenda matters have been concluded, the meeting adjourned at 10:49 a.m.  

CARRIED

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

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

**Summer Village of Half Moon Bay****Finance & Administration****Request for Decision****Agenda Item:** *Delegation – Metrix Group***Background:**

The 2021 audit has now been completed. Phil Dirks from the Metrix Group will be zooming in to present the 2021 audited financial statements and answer any questions you may have.

**Options for Consideration:**

Council accept the 2021 audited financial statements as presented and authorize the Mayor to sign the financial return.

**Administrative Recommendations:**

Council accept the 2021 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, 2021**

DRAFT

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## INDEPENDENT AUDITORS' REPORT

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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, 2021, 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, 2021, 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 2, 2022



### **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.

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Mr. Tanner Evans  
Chief Administrative Officer

## Statement of Financial Position

As At December 31, 2021

	2021	2020
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$ 930,821	\$ 958,792
Receivables (Note 2)	4,590	24,971
Deposit	-	100,000
	<u>935,411</u>	<u>1,083,763</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	26,512	25,312
Deposit liabilities	5,000	6,000
Deferred revenue (Note 3)	122,232	188,988
Due to other Sylvan Summer Villages (Note 4)	297,524	70,812
	<u>451,268</u>	<u>291,112</u>
<b>NET FINANCIAL ASSETS</b>	<u>484,143</u>	<u>792,651</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 5)	898,488	548,327
Prepaid expenses	103	88
	<u>898,591</u>	<u>548,415</u>
<b>ACCUMULATED SURPLUS (Note 6)</b>	<u>\$ 1,382,734</u>	<u>\$ 1,341,066</u>
Contingencies (Note 8)		

## Statement of Annual Surplus and Accumulated Surplus

For the Year Ended December 31, 2021

	2021 (Budget) (Note 13)	2021 (Actual)	2020 (Actual)
<b>REVENUE</b>			
Net municipal taxes (Schedule 2)	\$ 145,409	\$ 145,413	\$ 140,133
Government transfers for operating (Schedule 3)	5,703	11,243	31,171
Interest	12,000	3,294	6,698
Penalties and costs on taxes	2,000	2,132	3,606
Licenses and permits	552	1,758	742
Sales and user charges (Schedule 4)	260	700	150
Other	508	579	40
	<u>166,432</u>	<u>165,119</u>	<u>182,540</u>
<b>EXPENSES</b>			
Administration	48,562	67,313	57,228
Parks and recreation	6,828	33,812	43,219
Roads, streets, walks and lighting	32,598	32,033	30,912
Fire	9,008	26,852	5,656
Legislative	21,176	12,186	11,030
Waste management	11,742	8,902	8,813
Waste water treatment and disposal	18,563	8,274	22,916
Police	3,679	3,169	2,111
Environment	5,340	1,718	3,262
Culture: libraries, museums and halls	365	359	359
Family and community support services	571	238	571
	<u>158,432</u>	<u>194,856</u>	<u>186,077</u>
<b>ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE</b>	8,000	(29,737)	(3,537)
<b>OTHER REVENUE</b>			
Government transfers for capital (Schedule 3)	104,000	71,405	276,232
<b>ANNUAL SURPLUS</b>	112,000	41,668	272,695
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	1,341,066	1,341,066	1,068,371
<b>ACCUMULATED SURPLUS, END OF YEAR</b> (Note 6)	<u>\$ 1,453,066</u>	<u>\$ 1,382,734</u>	<u>\$ 1,341,066</u>

**SUMMER VILLAGE OF HALF MOON BAY**  
**Statement of Changes in Net Financial Assets**  
**For the Year Ended December 31, 2021**

**D-1**

	2021 (Budget) (Note 13)	2021 (Actual)	2020 (Actual)
<b>ANNUAL SURPLUS</b>	\$ 112,000	\$ 41,668	\$ 272,695
Acquisition of tangible capital assets	(106,000)	(403,118)	(176,232)
Amortization of tangible capital assets	-	52,957	39,590
	6,000	(308,493)	136,053
Use of prepaid expenses	-	(15)	2,538
<b>INCREASE IN NET FINANCIAL ASSETS</b>	6,000	(308,508)	138,591
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	792,651	792,651	654,060
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	\$ 798,651	\$ 484,143	\$ 792,651

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

## Statement of Cash Flows

For The Year Ended December 31, 2021

	2021	2020
<b>OPERATING ACTIVITIES</b>		
Annual surplus	\$ 41,668	\$ 272,695
Non-cash items not included in annual surplus:		
Amortization	52,957	39,590
	<u>94,625</u>	<u>312,285</u>
Changes in non-cash working capital balances related to operations:		
Receivables	20,381	(9,705)
Accounts payable and accrued liabilities	1,200	(35,569)
Deferred revenue	(66,756)	95,110
Deposit liabilities	(1,000)	-
Prepaid expenses	(15)	2,538
Security / tender deposits	100,000	(100,000)
	<u>53,810</u>	<u>(47,626)</u>
Cash flow from operating activities	<u>148,435</u>	<u>264,659</u>
<b>CAPITAL ACTIVITIES</b>		
Purchase of tangible capital assets	<u>(403,118)</u>	<u>(176,232)</u>
<b>FINANCING ACTIVITIES</b>		
Due to Sylvan Summer Villages	<u>226,712</u>	<u>-</u>
<b>INCREASE (DECREASE) IN CASH</b>	<u>(27,971)</u>	<u>88,427</u>
<b>CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR</b>	<u>958,792</u>	<u>870,365</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 930,821</u>	<u>\$ 958,792</u>

**SUMMER VILLAGE OF HALF MOON BAY**  
**Schedule of Equity in Tangible Capital Assets**  
**For the Year Ended December 31, 2021**

**D-1**  
**(Schedule 1)**

	2021	2020
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ 477,515</b>	<b>\$ 340,873</b>
Acquisition of tangible capital assets	403,118	176,232
Amortization of tangible capital assets	(52,957)	(39,590)
Advances from Sylvan Summer Villages	(226,712)	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 600,964</b>	<b>\$ 477,515</b>
Equity in tangible capital assets is comprised of the following:		
Tangible capital assets (net book value) (Note 5)	\$ 898,488	\$ 548,327
Due to Sylvan Summer Villages	(297,524)	(70,812)
	<b>\$ 600,964</b>	<b>\$ 477,515</b>

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**SUMMER VILLAGE OF HALF MOON BAY**  
**Schedule of Property Taxes**  
**For the Year Ended December 31, 2021**

**D-1**  
*(Schedule 2)*

	2021 (Budget) (Note 13)	2021 (Actual)	2020 (Actual)
<b>TAXATION</b>			
Real property taxes	\$ 252,139	\$ <b>252,140</b>	\$ 245,901
<b>REQUISITIONS</b>			
Alberta School Foundation Fund	106,730	<b>106,727</b>	105,768
<b>NET MUNICIPAL PROPERTY TAXES</b>	<b>\$ 145,409</b>	<b>\$ 145,413</b>	<b>\$ 140,133</b>

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**SUMMER VILLAGE OF HALF MOON BAY**  
**Schedule of Government Transfers**  
**For the Year Ended December 31, 2021**

**D-1**  
**(Schedule 3)**

	2021 (Budget) (Note 13)	2021 (Actual)	2020 (Actual)
<b>TRANSFERS FOR OPERATING</b>			
Provincial government conditional transfers	\$ 5,703	\$ 11,243	\$ 31,171
<b>TRANSFERS FOR CAPITAL</b>			
Provincial government conditional transfers	104,000	71,405	276,232
<b>TOTAL GOVERNMENT TRANSFERS</b>	<u>\$ 109,703</u>	<u>\$ 82,648</u>	<u>\$ 307,403</u>

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**SUMMER VILLAGE OF HALF MOON BAY**  
**Schedule of Segmented Information**  
**For the Year Ended December 31, 2021**

**D-1**  
**(Schedule 4)**

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
<b>REVENUE</b>							
Taxation	\$ 32,893	\$ 2,554	\$ 30,021	\$ 25,406	\$ 17,177	\$ 37,362	\$ 145,413
Government transfers	11,243	-	-	-	-	-	11,243
Interest	3,294	-	-	-	-	-	3,294
All other	5,169	-	-	-	-	-	5,169
	<u>52,599</u>	<u>2,554</u>	<u>30,021</u>	<u>25,406</u>	<u>17,177</u>	<u>37,362</u>	<u>165,119</u>
<b>EXPENSES</b>							
Contracted and general services	20,160	2,554	30,021	25,406	17,177	4,638	99,956
Salaries, wages and benefits	27,640	-	-	-	-	9,504	37,144
Materials, goods, and supplies	4,799	-	-	-	-	-	4,799
	<u>\$ 52,599</u>	<u>\$ 2,554</u>	<u>\$ 30,021</u>	<u>\$ 25,406</u>	<u>\$ 17,177</u>	<u>\$ 14,142</u>	<u>\$ 141,899</u>
<b>NET REVENUE, BEFORE AMORTIZATION</b>	-	-	-	-	-	23,220	23,220
Amortization	(14,713)	(31,617)	-	(6,627)	-	-	(52,957)
<b>NET REVENUE</b>	<u>\$ 14,713</u>	<u>\$ 31,617</u>	<u>\$ -</u>	<u>\$ 6,627</u>	<u>\$ -</u>	<u>\$ 23,220</u>	<u>\$ (29,737)</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, 2020**

(Schedule 4)

D-1

	General Administration	Recreation & Culture	Protective Services	Transportation Services	Environmental Services	All Other	Total
<b>REVENUE</b>							
Taxation	\$ 32,646	\$ 3,779	\$ 7,767	\$ 25,295	\$ 19,730	\$ 50,916	\$ 140,133
Government transfers	8,421	10,750	-	-	12,000	-	31,171
Interest	6,698	-	-	-	-	-	6,698
All other	4,538	-	-	-	-	-	4,538
	<u>52,303</u>	<u>14,529</u>	<u>7,767</u>	<u>25,295</u>	<u>31,730</u>	<u>50,916</u>	<u>182,540</u>
<b>EXPENSES</b>							
Contracted and general services	\$ 22,285	\$ 14,529	\$ 7,767	\$ 25,295	\$ 31,730	\$ 5,766	\$ 107,372
Salaries, wages and benefits	27,597	-	-	-	-	9,097	36,694
Materials, goods, and supplies	2,421	-	-	-	-	-	2,421
	<u>52,303</u>	<u>14,529</u>	<u>7,767</u>	<u>25,295</u>	<u>31,730</u>	<u>14,863</u>	<u>146,487</u>
<b>NET REVENUE, BEFORE AMORTIZATION</b>	-	-	-	-	-	36,053	36,053
Amortization	(4,925)	(29,049)	-	(5,616)	-	-	(39,590)
<b>NET REVENUE</b>	<u>\$ 4,925</u>	<u>\$ 29,049</u>	<u>\$ -</u>	<u>\$ 5,616</u>	<u>\$ -</u>	<u>\$ 36,053</u>	<u>\$ (3,537)</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.

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**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, 2021

**2. RECEIVABLES**

	<u>2021</u>	<u>2020</u>
Goods and Services Tax rebate	\$ 2,768	\$ 7,411
Taxes and grants in place of taxes	1,822	17,558
Trade and other	-	2
	<u>\$ 4,590</u>	<u>\$ 24,971</u>

**3. DEFERRED REVENUE**

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

	<u>2020</u>	<u>Receipts</u>	<u>Revenue</u>	<u>2021</u>
Municipal Sustainability Initiative	\$ 143,745	\$ 1,133	\$ (61,412)	\$ 83,466
Canada Community-Building Fund	38,380	386	-	38,766
Municipal Operating Support				
Transfer	6,324	-	(6,324)	-
Other	539	-	(539)	-
	<u>\$ 188,988</u>	<u>\$ 1,519</u>	<u>\$ (68,275)</u>	<u>\$ 122,232</u>

**4. DUE TO (FROM) OTHER SYLVAN SUMMER VILLAGES**

During 2013, the Summer Villages Jarvis Bay, Norglenwold, Halfmoon Bay, Sunbreaker Cove, and Birchcliff entered into a Co-ownership Agreement ("the Agreement") for the purchase of an Administration Building. Under the terms of this Agreement each of the five Summer Villages has a 20% interest in the Administration Building.

During 2021, the Summer Villages of Jarvis Bay, Norglenwold, Halfmoon Bay, Sunbreaker Cove, and Birchcliff entered into a Co-ownership Agreement ("the Agreement") for the purchase of a new Administration Building. Under the terms of this Agreement each of the five Summer Villages has a 20% interest in the new Administration Building.

In the event that any of the Summer Villages elect to sell either of the buildings, each of the Summer Village will proportionately receive a return of their initial contribution and all remaining proceeds will be divided equally.

	<u>2021</u>	<u>2020</u>
Due to other Sylvan Summer Villages		
Due to Jarvis Bay	\$ 157,522	\$ -
Due to Pov Treasurer	140,002	70,812
	<u>\$ 297,524</u>	<u>\$ 70,812</u>

## Notes to Financial Statements

Year Ended December 31, 2021

## 5. TANGIBLE CAPITAL ASSETS

	2021 Net Book Value	2020 Net Book Value
Engineered structures		
Roadways	\$ 166,748	\$ 147,825
Buildings	348,379	144,956
Land improvements	230,171	206,894
Land	107,001	1
Machinery and equipment	46,189	48,651
	<b>\$ 898,488</b>	<b>\$ 548,327</b>

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Engineered structures					
Roadways	\$ 265,697	\$ 25,550	\$ -	\$ -	\$ 291,247
	265,697	25,550	-	-	291,247
Buildings	187,537	219,713	-	-	407,250
Machinery and equipment	117,583	5,000	-	-	122,583
Land	1	107,000	-	-	107,001
Land improvements	301,030	45,855	-	-	346,885
	<b>\$ 871,848</b>	<b>\$ 403,118</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,274,966</b>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roadways	\$ 117,872	\$ 6,627	\$ -	\$ -	\$ 124,499
	117,872	6,627	-	-	124,499
Buildings	42,581	16,290	-	-	58,871
Machinery and equipment	68,932	7,462	-	-	76,394
Land improvements	94,136	22,578	-	-	116,714
	<b>\$ 323,521</b>	<b>\$ 52,957</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 376,478</b>

## Notes to Financial Statements

Year Ended December 31, 2021

**6. ACCUMULATED SURPLUS**

	2021	2020
Unrestricted surplus	\$ (74,281)	\$ 146,830
Restricted surplus		
Capital reserves (Note 7)	533,551	447,721
Operating reserves (Note 7)	322,500	269,000
Equity in tangible capital assets (Schedule 1)	600,964	477,515
	<b>\$ 1,382,734</b>	<b>\$ 1,341,066</b>

**7. RESTRICTED SURPLUS**

	2021	2020
<b>Operating Reserves</b>		
General	\$ 297,500	\$ 253,000
Tax rate stabilization	25,000	16,000
	<b>\$ 322,500</b>	<b>\$ 269,000</b>
<b>Capital Reserves</b>		
Water and sewer	\$ 466,846	\$ 389,016
Roads, streets, walks, lighting	60,488	50,488
Fleet replacement	5,229	2,229
Environmental	988	988
Information technology & facilities	-	5,000
	<b>\$ 533,551</b>	<b>\$ 447,721</b>

**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 five years from April 2020 to 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, 2021

**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:

	2021	2020
Total debt limit	\$ 247,679	\$ 273,810
Total debt	-	-
<b>Total debt limit remaining</b>	<b>\$ 247,679</b>	<b>\$ 273,810</b>
Service on debt limit	\$ 41,280	\$ 45,635
Service on debt	-	-
<b>Total service on debt limit remaining</b>	<b>\$ 41,280</b>	<b>\$ 45,635</b>

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, 2021

**13. BUDGET FIGURES**

The 2021 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on December 8, 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.

	2021 Budget	2021 Actual
Annual surplus	\$ 112,000	\$ 41,668
Purchase of tangible capital assets	(106,000)	(403,118)
Transfer (to) from reserves	(6,000)	(139,330)
	<u>\$ -</u>	<u>\$ (500,780)</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)	2021	2020
Mayor Johnston	\$ 1,440	\$ 44	\$ 1,484	\$ -
Councillors				
Pashak	3,700	45	3,745	2,910
Remington	1,400	39	1,439	-
Hiscock	1,000	-	1,000	2,820
Skakun	1,000	-	1,000	2,100
	<u>\$ 8,540</u>	<u>\$ 128</u>	<u>\$ 8,668</u>	<u>\$ 7,830</u>
Chief Administrative Officer:				
Evans	\$ 5,400	\$ 431	\$ 5,831	\$ 5,866
Designated officer				
Assessor	\$ 3,000	\$ -	\$ 3,000	\$ 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.

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**16. APPROVAL OF FINANCIAL STATEMENTS**

These financial statements were approved by Council and management.

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DRAFT

**Summer Village of Half Moon Bay****Administration and Finance****Council Date: March 2, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 9,564.67

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

- |  |             |
|--|-------------|
| 1. AMSC Insurance Services Ltd           | \$ 2,763.35 |
| a. Municipal Insurance Jan 1/22-Jan 1/23 |             |
| 2. Summer Village of Norglenwold-Accrual | \$ 2,770.81 |
| a. Jan 2022 Muni Specific Costs          |             |
| b. Jan 2022 Shared Costs                 |             |

**Council Expense Claims Report:****January 2022**

- |                |           |
|----------------|-----------|
| ▪ Jon Johnston | \$ 120.00 |
| ▪ Mike Pashak  | \$ 100.00 |

**Administrative Recommendations:**

Council to accept as information.

**Authorities:**

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

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**Summer Village of Half Moon Bay**  
**List of Accounts for Approval**  
Batch: 2022-00011 to 2022-00018

Page 1

Bank Code - NewAcct - New Main Bank Code

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
39	2022-01-31	Al's Bobcat & Trucking			
		18429	Snow Removal-Jan 18th	437.85	437.85
40	2022-01-31	Assoc of Summer Villages			
		2022 Dues	2022 ASVA Membership	975.00	975.00
41	2022-01-31	Parkland Regional Library			
		220245	First Requisition of 2022	94.27	94.27
42	2022-01-31	Wild Rose Assessment Service			
		8489	Assessment Fees-Jan 1 to Mar 31	735.00	735.00
43	2022-02-11	Empringham Disposal Corp			
		27633	Sept 2021 Missed-Auditor Has	454.03	
		27636	Oct 2021 Missed-Auditor Has	454.03	908.06
44	2022-02-17	Al's Bobcat & Trucking			
		18457	Sanding Feb 1 and 4th	519.75	519.75
45	2022-02-17	AMSC Insurance Services Ltd.			
		40080	Municipal Insurance Jan 1/22 - Jan	2,763.35	2,763.35
46	2022-02-17	Empringham Disposal Corp			
		29969	Jan 2022 Bi Weekly Collection	281.35	281.35
				Total Computer Cheque:	6,714.63

**EFT**

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
32	2022-01-31	Summer Village of Norglenwold			
		2022-00024	Jan 2022 Muni Specific Costs	10.00	
		2022-00028	Jan 2022 Monthly Shared Cost	2,760.81	2,770.81
				Total EFT:	2,770.81

**OTHER**

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
3004	2022-02-17	Epcor			
		JAN2122-6937	Utilities	79.23	79.23
				Total Other:	79.23

Total NewAcct: 9,564.67

Certified Correct This February 17, 2022

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**Summer Village of Half Moon Bay**  
**List of Accounts for Approval**  
Batch: 2022-00011 to 2022-00018

Page 2

Mayor

Administrator



NAME: Jon Johnston  
POSITION: Mayor  
MONTH ENDING: January-2022

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

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

**TOTAL PAYABLE: \$ 120.00**







## Summer Village of Half Moon Bay

### Finance

### Information Item

### Agenda Item: *Quarterly Financial Report*

#### Background:

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

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

#### Options for Consideration:

- The Operating Budget Report to December 31, 2021
- Project Budget Report to December 31, 2021  
All Capital Project revenues have been transferred from Deferred Revenue (MSI Funded) to offset project expenses.
- ASFF Report to December 31, 2021  
School collections were on target this year.

#### Balances at December 31, 2021

- ATB Bank Account \$918,308.58

#### Reserves and Deferred Accounts

- |                                       |            |
|---------------------------------------|------------|
| • Accumulated Surplus                 | 0.00       |
| • Completions Deposits                | 5,000.00   |
| • Deferred Revenue (Grants)           | 120,713.21 |
| • JSC IT Reserve                      | 0.00       |
| • Fleet Replacement Reserve           | 5,229.13   |
| • Reserves Roads                      | 60,487.87  |
| • Reserves Wastewater                 | 466,845.93 |
| • Reserves General Operating          | 297,500.00 |
| • Reserves Environmental              | 987.87     |
| • Mill Rate Stabilization Fund        | 25,000.00  |
|                                       |            |
| • Unpaid Taxes to date - 1 Property - | \$2,149.37 |

**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  
2022-02-17 11:01 AM

**Summer Village of Half Moon Bay  
Operating Budget**  
For the Period Ending December 31, 2021

Page 1

	Budget	2021 YTD	Variance
<b>Revenue</b>			
101-000-110 - Taxation.	145,409	145,409	
101-000-510 - Penalties	2,000	2,132	132
112-000-410 - Sale of Services & Su	60	300	240
112-000-550 - Return on Investments	12,000	4,813	(7,187)
112-000-570 - Other Revenue	508	4,752	4,244
112-000-740 - MSI Operational	5,703	4,919	(784)
161-000-410 - Compliance Certificat	52	100	48
161-000-510 - Inspection Fees	250	829	579
161-000-520 - Development Permits	250	829	579
161-000-590 - Encroachment Fees	200	400	200
<b>Total Revenue:</b>	<b>166,432</b>	<b>164,483</b>	<b>(1,949)</b>
<b>Expenditures</b>			
<b>Council and Legislation</b>			
211-101-210 - May Travel & Sub	3,454	422	3,032
211-101-510 - Mayor Remuneration	5,000	3,115	1,885
211-102-150 - D M Remuneration	2,000	2,000	
211-102-210 - D M Travel & Sub	2,032		2,032
211-103-150 - Council Remuneration	2,000	2,815	(815)
211-103-210 - Councillor Travel & S	2,134	1,023	1,110
211-201-212 - Convention ASVA	610		610
211-202-212 - Convention AUMA	1,219		1,219
211-203-212 - Council Education Opportunity	650	825	(175)
211-301-220 - Mem. AUMA	900	794	106
211-302-220 - Memb. ASVA	977	975	2
211-303-220 - Memb. Fed. Can. Mun.	100		100
211-304-220 - Memb. Mayors & Reeves	100		100
<b>Total Council and Legislation:</b>	<b>21,176</b>	<b>11,969</b>	<b>9,207</b>
<b>Shared Administration</b>			
212-100-110 - Salaries	24,882	26,647	(1,764)
212-100-130 - Training	656	817	(160)
212-100-140 - Benefits	930	718	213
212-100-210 - Travel & Subsistence	854		854
212-100-211 - WCB	595	276	320
212-100-266 - PW Fleet	446	288	158
212-200-215 - Postage/Freight/Couri	454	391	64
212-200-500 - Printing Costs	509	300	209
212-200-510 - Office Supplies	798	707	91
212-300-217 - Phone/Fax/Internet	520	1,034	(515)
212-300-240 - Computer Software/Mtn	382	647	(266)
212-300-242 - IT Equipment	262	611	(349)
212-300-250 - Facility Improvements	262	140	122
212-300-255 - Facility Maintenance	920	394	526
212-300-263 - Condominium Costs	267	238	30
212-300-265 - Equipment Maintenance	112		112
212-300-270 - Equipment Rental	210	161	49
212-300-510 - Other Contingency	87	125	(38)
212-300-530 - Building Insurance	130	129	1
212-300-540 - Utilities	757	873	(116)
<b>Total Shared Administration:</b>	<b>34,033</b>	<b>34,496</b>	<b>(463)</b>

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**Summer Village of Half Moon Bay  
Operating Budget**  
For the Period Ending December 31, 2021

Page 2

	Budget	2021 YTD	Variance
<b>Municipal Specific Administration</b>			
212-400-220 - Election Expenses/Mee	1,016	3,966	(2,950)
212-400-222 - Advertising	500		500
212-400-231 - Audit Fees	4,636	6,294	(1,658)
212-400-232 - Assessment Fees	3,000	3,000	
212-400-233 - Accounting Software License	1,868		1,868
212-400-275 - Municipal Insurance	2,479	2,574	(95)
212-400-910 - Tax Changes	267		267
212-400-930 - Fleet Replacement Reserve	1,000	1,000	
212-402-220 - Donations to organiza	762		762
<b>Total Municipal Specific Administration:</b>	<b>15,528</b>	<b>16,834</b>	<b>(1,306)</b>
<b>Protective Services</b>			
223-000-200 - Contracted Fire Service	6,508	5,852	657
223-000-201 - Emergency Management	2,500	2,500	
225-000-200 - Policing Costs	3,169		3,169
226-000-200 - Enforcement	510		510
<b>Total Protective Services:</b>	<b>12,687</b>	<b>8,352</b>	<b>4,335</b>
<b>Public Works</b>			
232-000-200 - Green Space Program	9,000	3,608	5,392
232-000-250 - Road Maintenance Prog	5,486	10,114	(4,628)
232-000-255 - Plowing Program	9,754	6,839	2,915
232-000-260 - Tree Removal	5,000	2,625	2,375
232-000-265 - Sign Program	1,000	200	800
232-000-270 - Pathway Program	3,500		3,500
232-000-530 - Ditch & Culvert Progr	2,358	2,020	338
242-000-250 - SLR WasteWater Commis	8,463	7,851	612
242-000-251 - SLR Water Commission	1,000		1,000
242-000-253 - Unconnected Member Debenture	1,100	424	676
242-000-720 - Wastewater Reserve Co	15,000	15,000	
243-000-200 - Contracted Services Solid Waste	5,871	3,337	2,533
243-000-255 - Landfill Costs	5,871	4,700	1,170
<b>Total Public Works:</b>	<b>73,403</b>	<b>56,718</b>	<b>16,685</b>
<b>Planning and Development</b>			
261-000-110 - Development Services	500	452	48
261-000-115 - IDP/MDP	3,500	26	3,474
261-000-200 - Contracted Planning S	240		240
261-000-215 - SDAB Costs	400	800	(400)
261-000-220 - MPC Costs	700	440	260
<b>Total Planning and Development:</b>	<b>5,340</b>	<b>1,718</b>	<b>3,622</b>
<b>Recreation</b>			
272-000-544 - Recreation Shelter El	807	968	(162)
212-403-220 - FCSS Town of Sylvan	571	238	333
274-000-850 - Parkland Regional Lib	365	359	6
272-000-550 - Canada Day Event	2,500	1,205	1,295
<b>Total Recreation:</b>	<b>4,243</b>	<b>2,770</b>	<b>1,473</b>

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**Summer Village of Half Moon Bay**  
**Operating Budget**  
For the Period Ending December 31, 2021

Page 3

	Budget	2021 YTD	Variance
<b>Environment</b>			
243-102-150 - Red Deer River Waters	22	22	
<b>Total Environment:</b>	22	22	0
<b>Total Expenditures:</b>	166,432	132,879	33,553
<b>Surplus / Deficit</b>	0	31,604	31,604

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**Summer Village of Half Moon Bay**  
**Project Budget Report**  
For the Period Ending December 31, 2021

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
197-196-840 - Project MSI - Emergency Access Shoreline	30,000.00	15,749.50	(14,250.50)
197-200-840 - Project MSI - WW Phase 3-Transfer Site	13,000.00	8,127.92	(4,872.08)
197-201-840 - Project MSI - WW Phase 2 Detailed Design	3,000.00	1,672.50	(1,327.50)
197-202-840 - Project MSI - Warbler Close Trail Ext	20,000.00	21,680.25	1,680.25
197-203-840 - Project MSI - Stormwater Drainage System	8,000.00		(8,000.00)
197-204-840 - Project MSI/MSP - East Reserve Trail Sys	30,000.00	24,175.00	(5,825.00)
197-205-840 - Project RES - East Reserve Tree Plant	10,000.00		(10,000.00)
<b>Total Revenue:</b>	<b>114,000.00</b>	<b>71,405.17</b>	<b>(42,594.83)</b>
<b>Expenditures</b>			
297-196-840 - Project-Emergency Access Shoreline	30,000.00	15,749.50	14,250.50
297-200-840 - Project-WW Phase 3-Transfer Station Acqu	13,000.00	8,127.92	4,872.08
297-201-840 - Project-WW Phase 2-Detailed Design Low	3,000.00	1,672.50	1,327.50
297-202-840 - Project-Warbler Close Trail System Ext	20,000.00	21,680.25	(1,680.25)
297-203-840 - Project-Storm Water Drain Assess & Eng	8,000.00		8,000.00
297-204-840 - Project-East Reserve Trail System	30,000.00	24,175.00	5,825.00
297-205-840 - Project RES - East Reserve Tree Plant	10,000.00		10,000.00
<b>Total Expenditures:</b>	<b>114,000.00</b>	<b>71,405.17</b>	<b>42,594.83</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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**Summer Village of Half Moon Bay**  
**ASFF Budget Report**  
For the Period Ending December 31, 2021

Page 1

	Budget	Year to Date	Budget Remain
<b>Revenue</b>			
101-000-130 - ASFF Residential	106,585.02	106,586.22	1.20
101-000-190 - ASFF Non-Residential	141.83	141.83	
101-103-130 - DI Designated Industrial	2.95	2.95	
<b>Total Revenue:</b>	<b>106,729.80</b>	<b>106,731.00</b>	<b>1.20</b>
<b>Expenditures</b>			
201-100-130 - ASFF-Residential	106,585.02	106,585.03	(0.01)
201-101-130 - ASFF-Non-Residential	141.83	141.83	
201-300-130 - DI Designated Industrial	2.95		2.95
<b>Total Expenditures:</b>	<b>106,729.80</b>	<b>106,726.86</b>	<b>2.94</b>
<b>Surplus / Deficit</b>	<b>0.00</b>	<b>4.14</b>	<b>4.14</b>



**Summer Village of Half Moon Bay****March 2, 2022****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

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

- Several dead and dangerous trees have been removed from municipal property.
- Administration is acquiring pricing to regrade the ditch and install a culvert on the west end of the village as proposed in the drainage report provided by Stantec Engineering.
- Administration will be applying to Red Deer County for calcium chloride application on RR21 near the village entrance to help with dust suppression.

**Options for Consideration:**

Accept as information

**Authorities:**

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



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

**March 2, 2022**

### **Planning and Development**

#### **Information Item**

#### **Agenda Item: *Development Update***

#### **Background:**

##### Development Permit Update:

Currently there are 95 development permits issued in the Summer Villages (33 in Birchcliff, 3 in Half Moon Bay, 12 in Jarvis Bay, 24 in Norglenwold, and 23 in Sunbreaker Cove).

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

49 Lakeview Road	Demolition & Dwelling
57 Warbler Close	Hot Tub
32 Lakeview Road	Dwelling Addition

#### **Permit Summary:**

##### Year to date 2022:

January - 1 development permit. Estimated project cost \$30,000.00.

February - 0 development permit. Estimated project cost N/A.

##### 2021:

January – 0 development permit. Estimated project cost N/A.

February – 0 development permits. Estimated project cost N/A.

#### **Administrative Recommendations:**

Council to accept as information.

#### **Authorities:**

Land Use Bylaw #123/13.

**Summer Village of Half Moon Bay****Administration****Information Item****Agenda Item: *LREMP Field Exercise*****Background:**

According to legislation, every municipality in Alberta must undergo a tabletop emergency exercise every year, and a larger field exercise every 4 years. This year, the LREMP (Lacome Regional Emergency Management Partnership) is planning a fairly large field exercise for municipalities involved, including Jarvis Bay and Norglenwold who will become LREMP members this year. This will take place on October 27 and will involve as many staff and Council that are available. We will be physically setting up a mock emergency service centre and moving people between communities.

This is a major undertaking by the LREMP and they are asking everyone to attend if possible. We will likely have an in-house exercise prior to the event to ensure everyone is comfortable with their roles. There will also be a cost of \$1,500 to be split between our 5 municipalities.

**Options for Consideration:**

Council to accept as information

**Administrative Recommendations:**

Council to accept as information

**Authorities:**

**Summer Village of Half Moon Bay****Administration****Information Item****Agenda Item: *CAO 2022 Goals*****Background:**

Each year, as part of the CAO's Annual Review, the CAO sets goals that he would like to accomplish in the upcoming year, that will lead to Council achieving its goals.

Attached is a list of the CAO's goals for 2022.

**Options for Consideration:**

- 1) Council discuss and provide direction to CAO.
- 2) Council accept as information.

**Administrative Recommendations:**

That Council accept as information.

## Performance Appraisal Form

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

### **Part 1 - MGA Primary Responsibilities:**

#### **Section 207**

*The chief administration office*

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

#### **Section 208**

*The chief administrative officer must ensure that:*

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

#### **Primary Responsibility Assessment**

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

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

**Strengths:**

**Opportunities:**

**Part 2 – Goal Setting:**

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

Your Individual Goals for this Calendar Year	How will the work be accomplished?	How will this work be measured?	What was actually achieved?
1. South Shore Wastewater Line	Continue work on the HMB side of preparing for the wastewater line.	Depending on the speed of the SLRWWC, this may include getting community engagement and information relayed to residents, bylaws prepared, a potential mass grinder pump purchase	
2. Bylaw review / amendments	Work with both council and residents to ensure bylaw revisions (such as LUB regulations and other policies) are complete or amended to the satisfaction of council	Any needed or requested amendments to bylaws and policies are complete	
3. Service Level Agreement	Work with JSC and HRSC on service level agreement for all 5 municipalities	Service level agreement completed and adopted by JSC / all 5 councils.	
4. Implementation of new bylaws and harmonization of bylaws/policies where possible	Administrative team to work on new bylaws and policies (gated community, reserves, off highway vehicles, etc.) and look to harmonize other bylaws across the 5 villages	Bylaws/policies passed or rejected by Council	
5.			

**Goals Assessment**

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

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

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

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

**Part 4 – Overall Performance Rating:**

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

**Part 5 – Development Planning:**

Development Objectives	How will this objective be accomplished?	How will you know when you've successfully achieved this objective?	What was actually achieved?
1. Complete last NACLAAC course by year end	Online courses through University of Alberta	Courses complete	
2			

**Part 6 – Signatures:**


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 CAO

---

 Mayor

---

 Council Member

---

 Date

---

 Date

---

 Date

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

### **Finance**

### **Request for Decision**

#### **Agenda Item:** *Capital Budget*

#### **Background:**

Attached is the proposed capital project budget for 2022.

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

- 1) That Council review and discuss the Capital Budget information provided and to provide any necessary input and projects into the 2022 Capital Budget.

#### **Administrative Recommendations:**

- 1) That Council approve a 2022Capital 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 2022	Budget	Tentative 2022	Tentative 2023	Tentative 2024
Expenses Anticipated	Project - Grants -Wastewater Phase 5	\$	190,000.00		Waste Water Phase 5-\$190,000	Wastewater Phase 4-\$957,000 RR21 Replanting-\$20,000

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

### **Finance**

### **Request for Decision**

#### **Agenda Item:** *Amending Memorandum of Agreement*

#### **Background:**

The Government of Alberta recognizes the importance of rebuilding Alberta's economy through investment in local infrastructure. Therefore, the government has extended the Municipal Sustainability Initiative (MSI) program for two years, until March 31, 2024, when it will be replaced with the Local Government Fiscal Framework (LGFF).

To extend the MSI and continue to provide the funding, the current long-term MSI agreements must be amended. While the MSI allocation formula has been removed from the agreements, it will remain in the MSI program guidelines, and the process used to determine the 2022 and 2023 MSI allocations will remain the same.

The amending 2022 MSI Memorandum of Agreement is attached. Please note the 2022 MSI funding allocation cannot be released until the amending agreement is signed and returned.

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

- 1) That Council sign the MSI Amending MOA.
- 2) Table for further information.

#### **Administrative Recommendations:**

- 1) That Council sign the MSI Amending MOA.

#### **Authorities:**

Municipal Affairs - The Municipal Sustainability Initiative (MSI) helps support local infrastructure priorities and build strong, safe and resilient communities.

**Municipal Sustainability Initiative**

**AMENDING MEMORANDUM OF AGREEMENT**

**BETWEEN: HER MAJESTY THE QUEEN**, in right of the Province of Alberta, as represented by the Minister of Municipal Affairs

(hereinafter called "the Minister")

and

the **Summer Village of Half Moon Bay**, in the Province of Alberta

(hereinafter called "the Municipality")

(hereinafter called "the Parties")

**WHEREAS** the Parties entered into a Municipal Sustainability Initiative Memorandum of Agreement (hereinafter called the "Original Agreement") dated October 29, 2007;

**AND WHEREAS** the Parties have, by written agreement, amended the Original Agreement on June 01, 2009, June 16, 2014, July 24, 2017, March 15, 2019, October 21, 2020, and July 07, 2021;

**AND WHEREAS** the Parties wish to further amend the Original Agreement;

**THEREFORE** the Parties agree as follows:

1. The Original Agreement, as previously amended, is amended by:
  - a. Deleting "a fourteen-year funding commitment" in the preamble and replacing it with "a sixteen-year funding commitment".
  - b. Deleting "fourteen-year term" in section 4 and replacing it with "sixteen-year term", and by deleting "in accordance with section 5" in section 4 and replacing it with "in accordance with the Program Guidelines".
  - c. Deleting the words "for Component A and 2014-2015 levels for Component B" in section 4.(i).
  - d. Deleting section 5.
  - e. Deleting "2021-22" in section 15 and replacing it with "2023-2024", and by deleting "March 31, 2027" in section 15 and replacing it with "March 31, 2029".
  - f. Deleting "March 31, 2022" in section 15.1 and replacing it with "March 31, 2024".

2. Except as amended herein, all other provisions of the Original Agreement as amended remain in full force and effect.
3. This Amending Memorandum of Agreement shall be effective as at April 1, 2022 following signing by the Parties' authorized representatives.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

**HER MAJESTY THE QUEEN**  
in Right of the Province of  
Alberta as Represented by  
the Minister of Municipal Affairs

Per: Ric M 4/27  
**MINISTER, MUNICIPAL AFFAIRS**

**JAN 29 2022**  
Date: \_\_\_\_\_

**Summer Village of Half Moon Bay**

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_  
**CHIEF ELECTED OFFICIAL**

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

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_  
**DULY AUTHORIZED SIGNING OFFICER**

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

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

**March 2, 2022**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item: *Municipal Leaders Caucus***

#### **Background:**

Administration has received information about the upcoming 2022 Alberta Municipalities Spring Municipal Leaders' Caucus being held at the Edmonton Convention Centre March 9 & 10, 2022. The caucus is open to all mayors, council members and CAOs.

The cost to attend in person is \$165 plus accommodations or \$125 to attend virtually.

Council has \$676 in their 2022 budget for Council Education Opportunities should anyone wish to attend.

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

- 1) Council discuss and provide direction to Administration.
- 2) Council accept as information.

#### **Administrative Recommendations:**

Council to discuss and provide direction to Administration.

#### **Authorities:**

2022 Budget

Draft Agenda for Spring 2022 Municipal Leaders' Caucus  
 March 9 and 10, 2022  
 Edmonton Conference Centre  
 \*Subject to Change\*

Wednesday, March 9	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	President's Opening Remarks
9:15 a.m.	Minister of Municipal Affairs' Remarks
9:30 a.m.	Ministers' Dialogue Session I
10:10 a.m.	Break
10:30 a.m.	Ministers' Dialogue Session II
11:10 a.m.	Premier's Remarks
11:30 p.m.	Lunch
12:30 p.m.	Education/Engagement Session I – Alberta Provincial Police Service
2:30 p.m.	Break
2:45 p.m.	Requests for Decision
3:15 p.m.	Education/Engagement Session II - EMS
4:15 p.m.	Closing Remarks
4:30 to 6:30 p.m.	Networking session

Thursday, March 10	
7:00 a.m.	Registration and Breakfast
8:00 a.m.	Education/Engagement Session III – Municipal Financial Health and LGFF
9:15 a.m.	Alberta Municipalities President's Report
9:30 a.m.	Executive Committee Dialogue Session
10:00 a.m.	Break
10:15 a.m.	Education/Engagement Session IV – Future of Municipal Governance
11:30 a.m.	Opposition Leader's Remarks
11:45 a.m.	Closing Remarks
12:00 p.m.	Lunch



# 2022 ALBERTA MUNICIPALITIES SPRING MUNICIPAL LEADERS' CAUCUS

MARCH 9 & 10, 2022  
EDMONTON CONVENTION CENTRE

Join us for Alberta Municipalities spring Municipal Leaders' Caucus being held March 9 & 10 at the Edmonton Convention Centre.

The spring Caucus will open with a breakfast buffet on Wednesday, March 9 and will include a day-and-a-half of sessions on the proposed Alberta Provincial Police Service, EMS, municipal financial health, and more. Alberta Municipalities is also working with our provincial partners to schedule two Minister dialogue sessions, as well as addresses from Premier Jason Kenney and Opposition Leader Rachel Notley. Day one will conclude with a networking session for attendees and business and industry stakeholders.

Registration for RMA Members will open on February, 16.

## 2022 SPRING MLC AGENDA

### IN-PERSON

Alberta Municipalities Regular Members: \$165

RMA Members (Alberta Municipalities Associate Members): \$165

RMA Members (Alberta Municipalities Non-members): \$215

### VIRTUAL



Virtual: \$125

**\*In-person attendees**

Please note, all public health orders in place at the time of the event will be followed. This could include but it not limited to showing proof of vaccination or privately paid for negative test result within 72-hours, and masking while not actively eating or drinking.

**\*Virtual Attendees**

Virtual attendees will have access to watch all agenda items live. Eligible virtual attendees will have the ability to vote on Requests for Decisions. There will be no ability for virtual attendees to ask questions during any sessions.

**Refund Policy**

All cancellations must submitted via email to [registration@abmunis.ca](mailto:registration@abmunis.ca) prior to 11:59 pm MST on March 1, 2022 to be eligible for a full refund, minus a \$10 administrative fee.

Any cancellations made after March 1, 2022 will not be eligible for a refund.

**PLEASE NOTE, YOU MUST BE AN ELECTED OFFICIAL OR SENIOR ADMINISTRATOR FROM AN ALBERTA MUNICIPALITIES REGULAR MEMBER OR RMA MEMBER TO ATTEND THE EVENT. IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL [REGISTRATION@ABMUNIS.CA](mailto:REGISTRATION@ABMUNIS.CA). ALBERTA MUNICIPALITIES RESERVES THE RIGHT TO REVIEW, CANCEL, AND REFUND REGISTRATIONS IF NECESSARY.**



**Summer Village of Half Moon Bay**

**March 2, 2022**

**Council and Legislation**

**Request for Decision**

**Agenda Item:** *Council Remuneration Policy*

**Background:**

At the January Council meeting, Council requested having their remuneration policy brought forward for review. Administration has also provided the Committee Members Remuneration Policy to ensure it aligns with the Council Remuneration Policy.

**Options for Consideration:**

- 1) Administration amend the Council Remuneration Policy as discussed.
- 2) Council accept as information.

**Administrative Recommendations:**

Administration amend the Council Remuneration Policy as discussed.

**Authorities:**



Policy Title	Date:	Resolution No.
<b>COUNCIL AND BOARD REIMBURSEMENT</b>	<b>NOVEMBER 23, 2016</b>	<b>617/16</b>

**SECTION:** Administration 10.1

**POLICY STATEMENT:**

To provide a fair and equitable means of reimbursing Council and Members at Large for their time, travel and subsistence while attending meetings, conferences, training seminars and other out of area municipal business events. If the event is being attended primarily as Mayor or Council member, then members will be eligible for expense reimbursement.

**DEFINITIONS:**

“Meeting” within the context of this Policy the term meeting shall include: Council meetings, Special Council meetings, Committee meetings as well as – when requested by the Municipal Administrator, meetings between Councilors and Village Staff.

**PROCEDURE:**

Regular Meetings of Council

Regular meetings of Council will be held the last Friday of each month at 9 a.m. at the Administrative Office.

Council Rates:

1. Council remuneration will be, for time spent while traveling to or from a meeting(s) and while in attendance at a meeting on the basis of the following rates and time sections:
  - a. \$100.00 - First Four Hours (Mayor \$120.00)
  - b. Public Appointees to the SDAB - \$85.00/appeal hearing

For clarity, any meeting or number of meetings that include more than one portion of the above times sections (i.e. Meetings in excess of four hours), a councilor is entitled to combined remuneration for each time section involved. The maximum paid in any single day will therefore be \$200.00 or \$220.00 for Mayor. Councilors are expected to exercise discretion when applying for remuneration for meetings that include one-time section and extend into another time section in a minor fashion.

2. Other expenses associated with a Councilor's attendance at meetings will be paid in accordance with Travel and Subsistence for Staff and Council Policy.
3. Members of Council shall be reimbursed mileage at the rate per km posted by Canadian Revenue Agency on December 31 of each year when attending Council meetings or other authorized functions.
4. Councilors are authorized to attend special meetings associated with a Council appointed committee without Council approval. However, to the greatest extent possible, Councilors should receive prior approval of Council for attendance at any other special meeting a councilor may wish to attend (e.g. community group meeting). However, Council recognizes that situations may preclude a councilor from advising Council of a meeting prior to his or her attendance. In such cases the Council is to seek Council's approval for his/her attendance prior to the councilor submitting his/her remuneration sheet.
5. If a partner accompanies a councilor to a convention, the Municipality will cover the spousal registration fee, banquet tickets, and approved travel expenses.

#### Mayor Rates

1. In addition to the above policies, it is recognized that the Mayor will receive additional requests with respect to meetings with federal, provincial, municipal and/or community organizations, representatives or officials. The Mayor is authorized to attend such meetings at his/her discretion without Council authorization and to receive remuneration in accordance with this policy for that attendance. To the greatest extent possible, the Mayor should endeavor to inform Council of these meetings prior to his/her attendance.

Board and Committee Rates

1. Municipal Planning Commission Environmental Subdivision and Development Appeal Board will be paid at the councilor remuneration rates established in this policy.

Agendas

1. Regular meeting agendas shall be available for distribution 5 days prior to the meeting date.

General

1. Per Diem sheets are to be filled out monthly by each councilor and delivered to the office on or before the 30<sup>th</sup> of each month. This provides other members to the opportunity to ask questions about meeting and expenses at the Council meeting. Per Diem sheets received after this date will not be processed for payment until the following month. Administration will include copies of the completed per diem sheets in the following Council Agenda.
2. This policy replaces Council's policy "Council Procedure Policy 10.1"



Policy Title	Date	Resolution No.
<b>Committee Member Remuneration Policy</b>	<b>March 15, 2019</b>	<b>1046/19</b>

#### **POLICY STATEMENT:**

To provide a fair and equitable means of reimbursing Members-at-Large for their time, travel and subsistence while attending meetings, conferences, training seminars and other out of area municipal business events.

#### **DEFINITIONS:**

“Meeting” within the context of this Policy the term meeting shall include: Committee meetings, Municipal Planning Commission Meetings, Subdivision and Development Appeal Board Hearings.

#### **PROCEDURE:**

##### Meetings of Committee or Board

Committee/Board meetings shall be scheduled as required based on the availability of the members and the time frame the meeting must occur by.

##### Members-at-Large Rates:

1. Members-at-Large remuneration will be, for time spent while traveling to or from a meeting(s) and while in attendance at a meeting on the basis of the following rates and time sections:
  - a. \$100.00 - First Four Hours
  - b. \$ 25.00 - Every hour there after
  - c. \$200.00 - Maximum payable for any meeting.

For clarity, any meeting or number of meetings that include more than one portion of the above times sections (i.e. Meetings in excess of four hours), a member-at-large is entitled to combined remuneration for each time section involved. The maximum paid in any single day will therefore be \$200.00.

## COMMITTEE MEMBER REMUNERATION POLICY

2. Other expenses associated with a Member-at-Large's attendance at meetings will be paid in accordance with Travel and Subsistence for Staff and Council Policy.
3. Members-at-large shall be reimbursed mileage at the rate per km posted by Canadian Revenue Agency on December 31 of each year when attending Council meetings or other authorized functions.

General

1. New committee members will be responsible for completing the Committee Member Information Form containing their name, civic address, phone number, date of birth and social insurance number upon appointment.
2. New committee members must provide a void cheque or direct deposit information to Administration to be paid electronically. Cheques will not be issued for remunerations.
3. All payments will be processed the 15<sup>th</sup> and 30<sup>th</sup> of each month.

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

**March 2, 2022**

### **Council and Legislation**

### **Request for Decision**

#### **Agenda Item: *RR21 Drainage Letter of Support***

#### **Background:**

Council received a request from Evan Bedford, Engineering Coordinator for Red Deer County, asking Council to write a letter of support to Alberta Environment and Parks, supporting their endeavor to improve drainage concerns at RR21.

This work would involve the narrowing of the roadway to allow for the widening of the ditches, and the regrading of the ditches to promote better flow and drainage on both sides.

The advantage to Half Moon Bay from the proposed work is it would discourage vehicles from attempting to turn around at the late and deter parking in this area. It would also have a significant positive impact on current drainage issues in the area.

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

- 1) Council write a letter of support for Red Deer County's proposed RR21 work.
- 2) Council accept as information.

#### **Administrative Recommendations:**

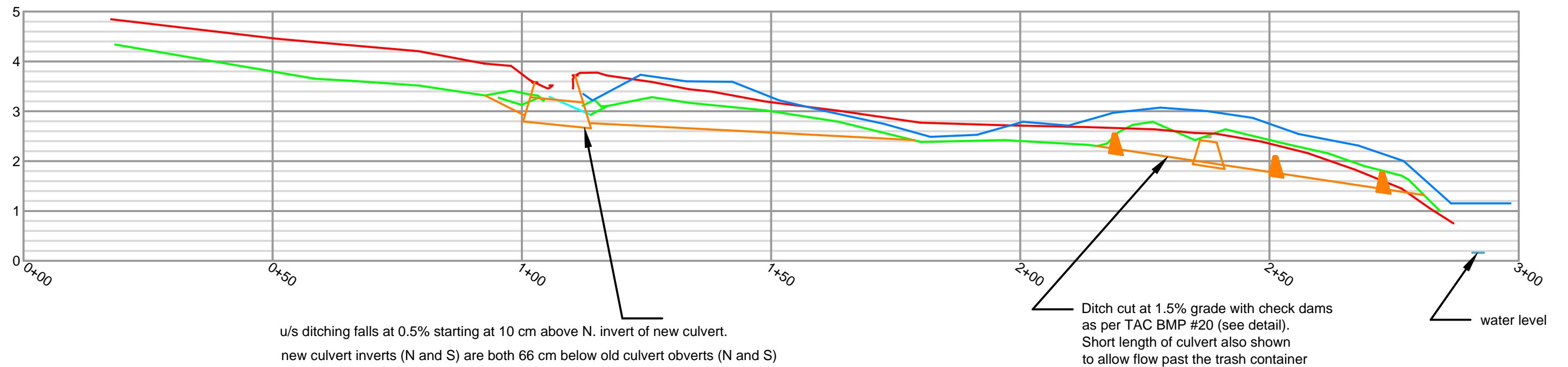
Council write a letter of support for Red Deer County's proposed RR21 work.

#### **Authorities:**





## East Ditch



existing ditch bottom in green  
road shoulder in red  
fence line in blue  
proposed ditch cuts in orange



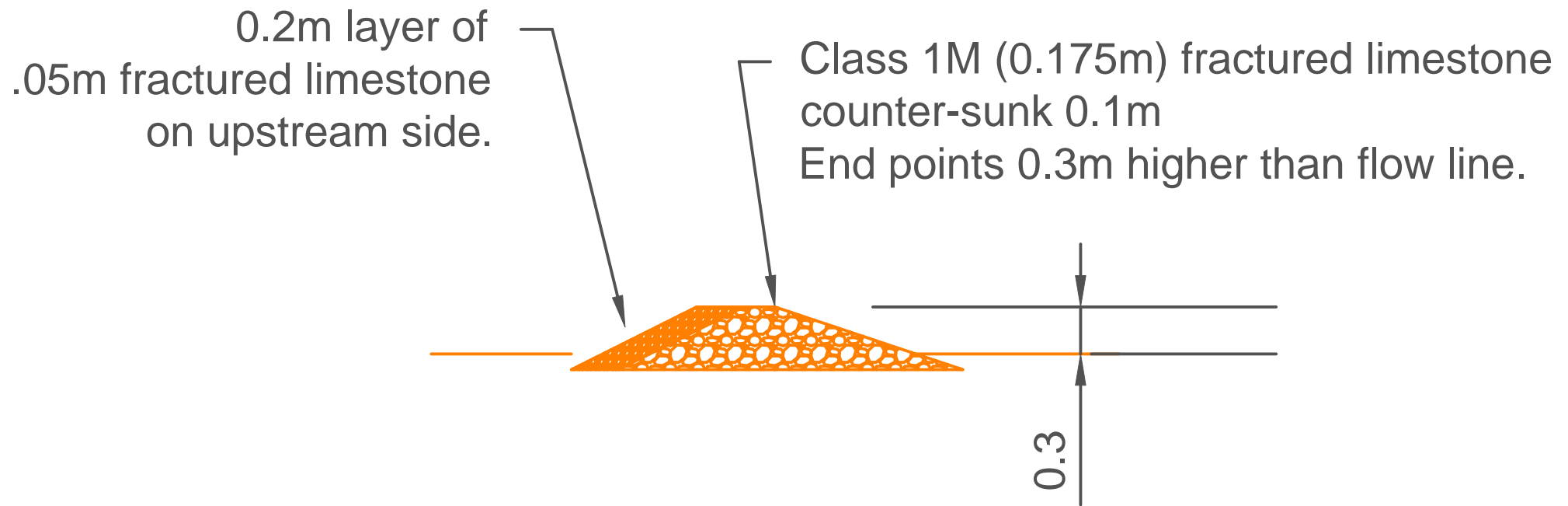
approx. elev. of subd. E. invert

existing ditch bottom in green  
road shoulder in red  
fence line in blue  
proposed ditch cuts in orange

Ditch cut at 1.5% grade with check dams  
as per TAC BMP #20 (see detail)

water level

Page 3 of 4



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

**March 2, 2022**

### **Council Reports**

#### **Information Item**

#### **Council Reports:**

Michael Pashak  
Jon Johnston  
Andrea Remington

#### **Committee Reports:**

Julie Maplethorpe, Summer Village of Jarvis Bay

- Town of Sylvan Lake Library Board

#### **Correspondence:**

#### **Information Items:**

#### **Upcoming Meetings:**

Next Council Meeting – April 4, 2022





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

**WEDNESDAY – JANUARY 12, 2022 – 6:30PM**

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

The Treasurer's Report was approved as presented.

The Library Director presented the annual budget for \$430,000 to the Town of Sylvan Lake Council in the fall. In keeping with the amount received from the previous year, Council approved \$427,220 to be paid in quarterly installments to the library.

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

The Director's Report was approved as presented.

A new addition in the library includes a custom-made display shelf built by Homesteaders Woodshop. This shelf was a self-described passion project by Andrea, the Library Director who designed the piece. If you are in the library, check out this bright and welcome attraction that was significantly funded by the Friends of the Sylvan Lake Library (FOSLL).

Due to ongoing Provincial restrictions, the hours of operation are as follows:

Sunday Closed / Monday 1:00pm-8:00pm / Thursday 10:00am-8:00pm

Tuesday / Wednesday / Friday / Saturday 10:00am-5:00pm

### **3. New Items**

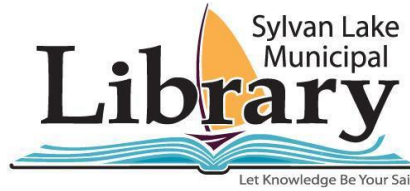
As the Sylvan Lake Municipal Library continues to innovate as a community hub for all demographics there have been some new additions to the collection. Several board games are now available to check-out in addition to five sets of snowshoes (2 adult and 3 youth). The library partnered with Alberta Parks Snowshoe Outreach Program to provide snowshoes for the patrons to check-out until March 31, 2022.

### **4. Policy**

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

Meeting adjourned at 7:01pm.

**Next Regular Meeting – February 9, 2022, at 6:30pm**



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

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

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

The Treasurer's Report was approved as presented.

Over the course of the last year, due to COVID-19, the general cost of operations was lower. Many programs were cancelled, donations to the library helped to offset costs, and monetary assistance was received from the Town for safety supplies. The money that has been left over in the budget will be moved to a GIC for future use.

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

The Director's Report was approved as presented.

Many of the in-person programs resumed in the month of February. The book clubs have continued to meet at Lakeshore Café, which has been a great success for the Mystery Book Club and Bring Your Own Book Club. The partnership with Lakeshore Café has allowed the space to provide much needed in-person adult programming.

Due to ongoing Provincial restrictions, the hours of operation are as follows:

Sunday Closed / Monday 1:00pm-8:00pm / Thursday 10:00am-8:00pm

Tuesday / Wednesday / Friday / Saturday 10:00am-5:00pm

### **3. New Items**

As the Sylvan Lake Municipal Library continues to innovate as a community hub for all demographics there have been some new additions to the collection. Several board games are now available to check-out in addition to five sets of snowshoes (2 adult and 3 youth). The library partnered with Alberta Parks Snowshoe Outreach Program to provide snowshoes for the patrons to check-out until March 31, 2022.

### **4. Policy**

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

Meeting adjourned at 7:38pm.

**Next Regular Meeting – March 9, 2022, at 6:30pm**