

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

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, September 27, 2022

D. INFORMATION ITEMS

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

E. TABLED ITEMS

1) Planning & Development

- a) Fees Bylaw
- b) Land Use Bylaw Amendment Bylaw – Tourist Homes

F. REQUESTS FOR DECISION

1) Finance

- a) 2023 Budget

2) Council & Legislation

- a) Electronic Meetings Bylaw

G. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

- a) Mayor Johnston
- b) Deputy Mayor Remington
- c) Councillor Pashak
 - Sylvan Lake Regional Wastewater Commission – written report
 - Sylvan Lake Regional Wastewater Commission South Shore Line Project – written report
 - Association of Summer Villages of Alberta – written report
 - Alberta Municipalities – written report

2) Committee Reports

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

3) Upcoming Meetings

- a) Council Meeting – December 20, 2022

H. ADJOURNMENT

Summer Village of Half Moon Bay
Regular Meeting Minutes
September 27, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held September 27, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

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

CALL TO ORDER The Meeting was called to order at 9:03 a.m. by Mayor Johnston.

AGENDA APPROVAL

HMC-22-086 MOVED by Councillor Pashak that the agenda be adopted as amended:

ADD:

F.2.F. Stormwater
Closed Session to end of agenda

MOVE:

E.1.A. to after F.3.A.

REMOVE:

F.2.C. Tree Removal Request

CARRIED

CONFIRMATION OF MINUTES

HMC-22-087 MOVED by Councillor Pashak that the minutes of the Regular Meeting of Council held on June 28, 2022, be approved as presented.

CARRIED

HMC-22-088 MOVED by Councillor Pashak that the minutes of the Organizational Meeting of Council held on June 28, 2022, be approved as presented.

CARRIED

INFORMATION ITEMS

1) Accounts Payable
2) Financial Report

HMC-22-089 MOVED by Councillor Pashak that Administration amend the stormwater drainage system project to include asphalt repairs for this project.

CARRIED

3) Development Update
4) CAO Report

HMC-22-090 MOVED by Mayor Johnston that the information items be accepted as presented.

CARRIED

REQUEST FOR DECISION

FINANCE

HMC-22-091 Auditor Engagement
MOVED by Councillor Pashak that Council sign the 2022 Audit Engagement Letter.

CARRIED

HMC-22-092 Parkland Regional Library Board 2023 Budget
MOVED by Councillor Pashak that Council approve the Parkland Regional Library Board 2023 Budget as presented with a 0.20 increase over the previous year.

CARRIED

COUNCIL & LEGISLATION

HMC-22-093 Association of Summer Villages of Alberta
MOVED by Mayor Johnston that Council cover the expenses for Councillor Pashak to attend the Association of Summer Villages of Alberta Conference on October 20th & 21st, 2022, at the Renaissance Hotel and Conference Center in Edmonton.

CARRIED

HMC-22-094 Subdivision and Development Appeal Board Members-at-Large
MOVED by Mayor Johnston that Council remove Ted Hiscock as a member-at-large and appoint Pam Skakun and Bill Bergman to the Subdivision and Development Appeal Board as Members-at-Large, and Administration register them for the online training sessions.

CARRIED

Council break at 9:53 a.m.

Council reconvened at 9:59 a.m.

PUBLIC HEARING

Mayor Johnston declared the Public Hearing for Bylaw #169-22, Land Use Bylaw Amendment Bylaw, open at 10:00 a.m.

Mayor Johnston provided the procedure for the public hearing.

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

PROPOSED REGULATION:

Part One: 1.3 Definitions

Add Definition:

“tourist home” – means a discretionary use wherein a dwelling unit is offered for rent to guests for no less than thirty (30) days.

1. Part Three: 4(8)

Add Regulations:

Tourist Homes

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

2. Part Four: (R) District

Add the following under Discretionary Uses:

Tourist Home

Written submissions received were read into the record by the Development Officer from:

Keith Lamb, 21 Hummingbird Lane
- In support

Greg Osmond, 45 Lakeview Road
- Not in support

Tamara & Chad Lawrence, 63 Warbler Close
- Not in support

The floor was opened to comments from the public.

Kim Skakun, 18 Hummingbird Lane via Zoom
- Addressed parking concerns

Tamara Lawrence, 63 Warbler Close via Zoom
- Addressed parking concerns

Gord Skakun, 18 Hummingbird Lane
- Not in Support

Kim Skakun, 18 Hummingbird Lane via Zoom
- Prefers full time rentals

Mayor Johnston asked if anyone else would like to speak. Seeing there were no further comments, Mayor Johnston thanked everyone for coming and those who provided written and verbal comments.

Mayor Johnston declared the Public Hearing for Bylaw 235-22 closed at 10:22 a.m. and cautioned that no further comments or submissions would be received.

COUNCIL & LEGISLATION CONTINUED

Bylaw #171-22 HMC-22-095	<u>Procedural Bylaw</u> MOVED by Councillor Pashak that Council give 1 st reading to the Procedural Bylaw #171-22 as amended. CARRIED
HMC-22-096	MOVED by Mayor Johnston that Council give 2 nd reading to the Procedural Bylaw #171-22 as amended. CARRIED
HMC-22-097	MOVED by Deputy Mayor Remington that by unanimous consent Council give 3 rd reading to the Procedural Bylaw #171-22 at this meeting as amended. CARRIED UNANIMOUSLY
HMC-22-098	MOVED by Councillor Pashak that Council give 3 rd and final reading to the Procedural Bylaw #171-22 as amended. CARRIED

HMC-22-099 Strategic Planning
MOVED by Mayor Johnston that Council amend the 2022 projects to include drainage, lot clearing, and fencing for the wastewater lift station with Administration to request an amendment to the MSI funding, and further, Council table the 2023 projects until the next meeting.
CARRIED

HMC-22-099 Stormwater
MOVED by Mayor Johnston that Council accept the stormwater discussion as information.
CARRIED

PLANNING & DEVELOPMENT

Bylaw #169-22 Tourist Home LUB Amendment
HMC-22-100 MOVED by Mayor Pashak that Administration make amendments to the Land Use Bylaw Tourist Home Amendment Bylaw #169-22 as discussed and bring back to the next meeting.
CARRIED

Bylaw #170-22 Fees Bylaw
HMC-22-101 MOVED by Mayor Johnston that Council table the Fees Bylaw #170-22 until their next meeting.
CARRIED

COUNCIL REPORTS

- Mayor Johnston
- Joint Services Committee
- Deputy Mayor Remington
- No reports
- Councillor Pashak
- Alberta Municipalities’ Association
 - Association of Summer Villages of Alberta
 - Sylvan Lake Regional Water and Wastewater Commission
 - Utility Consumers Advocate

COMMITTEE REPORTS

- Julie Maplethorpe, Summer Village of Jarvis Bay
- Town of Sylvan Lake Library Board
 - Parkland Regional Library Board
- Joint Services Committee Meeting Minutes
- April 29, 2022
 - May 12, 2022

HMC-22-102 MOVED by Mayor Johnston that the Council and Committee reports be accepted as information.
CARRIED

NEXT MEETING

HMC-22-103 MOVED by Mayor Johnston that the next meeting of Council be held
November 2, 2022, at 9:00 a.m.
CARRIED

CLOSED SESSION

HMC-22-104 MOVED by Mayor Johnston that Council move to a closed session to
seek advice from officials as per FOIP Section 24, at 12:54 p.m.
CARRIED

MBC-22-105 MOVED by Councillor Pashak that Council return to an open meeting at
1:18 p.m.
CARRIED

ADJOURNMENT

HMC-22-106 MOVED by Mayor Johnston that being the agenda matters have been
concluded, the meeting adjourned at 1:19 p.m.
CARRIED

JON JOHNSTON, MAYOR

TANNER EVANS, CAO

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

Total payables processed and presented to Council \$ 7,597.92

The following list identifies the monthly costs:

1. Summer Village of Norglenwold \$ 2,953.96
 - a. Sept 2022 Muni Specific Costs
 - b. Sept 2022 Shared Costs

Council Expense Claims Report:**August 2022**

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

September 2022

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

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2022-10-19 10:45 AM

Summer Village of Half Moon Bay
List of Accounts for Approval (Detailed)
Batch: 2022-00075 to 2022-00080

Page 1

Bank Code - NewAcct - New Main Bank Code

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
83	2022-09-30	Superior Safety Codes Inc.			
2022 0729		226-000-200 - Enforcement	PSDS-Fee for Service	522.50	
		312-000-260 - GST Paid Refund	GST Tax Code	26.12	548.62
84	2022-10-19	Black Press Group Ltd			
34322006		212-400-222 - Advertising	Public Notice Sept 15 & 22r	648.16	
		312-000-260 - GST Paid Refund	GST Tax Code	32.40	680.56
85	2022-10-19	Empringham Disposal Corp			
38418		243-000-200 - Contracted Servic	Weekly Collection	328.90	
		243-000-200 - Contracted Servic	69 Cart Lease to Own	103.50	
		312-000-260 - GST Paid Refund	GST Tax Code	21.63	454.03
86	2022-10-19	Parkland Regional Library			
220248		274-000-850 - Parkland Regiona	4th Quarter Requisition	89.76	
		312-000-260 - GST Paid Refund	GST Tax Code	4.49	94.25
87	2022-10-19	Red Deer River Watershed Allia			
OCT2022		243-102-150 - Red Deer River V	2022 Contributions	22.00	22.00
88	2022-10-19	Rugged West Maintenance Inc.			
1302		232-000-200 - Green Space Pro	Mowing & Trimming- Sept 2	200.00	
		312-000-260 - GST Paid Refund	GST Tax Code	10.00	210.00
89	2022-10-19	Triangle Construction			
1622		232-000-260 - Tree Removal	Removal of Trees in West F	1,750.00	
		312-000-260 - GST Paid Refund	GST Tax Code	87.50	1,837.50
90	2022-10-19	Wild Rose Assessment Service			
8770		212-400-232 - Assessment Fees	Assessment Fees Oct 1-De	700.00	
		312-000-260 - GST Paid Refund	GST Tax Code	35.00	735.00
Total Computer Cheque:					4,581.96

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
41	2022-09-30	Summer Village of Norglenwold			
2022-00124		212-100-110 - Salaries	SALARIES	1,916.52	
		212-100-130 - Training	TRAINING	0.00	
		212-100-140 - Benefits	BENEFITS	65.30	
		212-100-210 - Travel & Subside	Travel & Subsistence	77.19	
		212-100-211 - WCB	WCB	40.12	
		212-100-266 - PW Fleet	PW Fleet	51.72	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	0.00	
		212-200-500 - Printing Costs	Printing Costs	67.60	
		212-200-510 - Office Supplies	Office Supplies	104.83	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	25.66	
		212-300-540 - Utilities	Utilities	85.44	
		212-300-250 - Facility Improvem	Facility Improvements	70.70	
		212-300-255 - Facility Maintena	Facility Maintenance	206.66	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software/Mtn	29.62	
		212-300-242 - IT Equipment	IT Equipment	8.70	

Date Printed
2022-10-19 10:45 AM

Summer Village of Half Moon Bay
List of Accounts for Approval (Detailed)
 Batch: 2022-00075 to 2022-00080

Page 2

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
2022-00120		212-300-265 - Equipment Mainte	Equipment Maintenace	31.90	
		212-300-270 - Equipment Renta	Equipment Rental	12.45	
		212-300-510 - Other Contingenc	Administrative Contingenc	0.00	
		212-300-530 - Building Insuranc	Building Insurance	0.00	2,794.41
		261-000-110 - Development Ser	ESRI ArcGIS Renewal	55.50	
		212-400-230 - Legal Fees	Brownlee-General Matters	104.05	159.55
				Payment Total:	2,953.96
				Total Other:	2,953.96

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3245	2022-09-30	Epcor			
SEPT222022-69		272-000-544 - Recreation Shelte	Utilities	56.67	
		312-000-260 - GST Paid Refund	GST Tax Code	5.33	62.00
				Total Other:	62.00
				Total NewAcct:	7,597.92

Summer Village of Half Moon Bay

November 2, 2022

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Asphalt Patching Update on Lakeview and Half Moon Bay Drive
- Contractor will be installing riprap around culvert and ditch bottom at farmer's access on west end of Half Moon Bay Drive.

Options for Consideration:

That Council accepts this report as information.

Authorities:

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

Summer Village of Half Moon Bay

November 2, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 94 development permits issued in the Summer Villages (29 in Birchcliff, 3 in Half Moon Bay, 15 in Jarvis Bay, 23 in Norglenwold, and 24 in Sunbreaker Cove).

The following is the list in Half Moon Bay:

49 Lakeview Road	Demolition & Dwelling
<i>(outstanding landscaping & final RPR)</i>	
32 Lakeview Road	Dwelling Addition
<i>(final stages – plan to be done in November)</i>	
43 Lakeview Road	Hot Tub
<i>(will be complete in the spring)</i>	

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #123/13.

Summer Village of Half Moon Bay

November 2, 2022

Information

Agenda Item: *CAO Report*

Background:

- CAO has spoken to Superior Safety Codes regarding the very short timeframe on their order to remedy. They confirmed that the timeframes on these orders are at their discretion. I expressed the desire for more reasonable timeframes in the future.
- CAO recently attended the APPR (Alberta Profession Planners Institute) conference which included sessions on planning law, Municipal Development Plan rewrites, and Land Use Bylaw rewrites, among other things. The Summer Village of Half Moon Bay also received an Award of Merit in the Comprehensive and Policy Plan category for the recently passed Sylvan Lake Intermunicipal Development Plan.
- Administration is requesting a motion that allows us to use the reserve funding from your Fleet Replacement Reserve. A new truck will be required for our office as we are hiring a Bylaw Enforcement Officer. According to the Joint Services shared costing model, HMB portion will be \$3,091. Currently there is \$6,229.13 in the HMB Fleet Replacement Reserve.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

That Council allow administration to use \$3,091 from the Fleet Replacement Reserve for the purchase of a new truck.

Authorities:

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

Summer Village of Half Moon Bay

November 2, 2022

Planning and Development

Request for Decision

Agenda Item: *Fees Bylaw*

Background:

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

Added to the existing bylaw:

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

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

13. Development Without Approval Penalty **\$1,500.00**

It is an offence to undertake development without a issued development permit in the Summer Village of Half Moon Bay and any person who is guilty of this offence shall pay the penalty amount with a voluntary payment amount of \$750.00.

Tabled from last Council meeting and amended #5 from \$100.00 to \$300.00 as Council requested.

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

MGA Section 556.

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

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

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

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

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

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

Bylaw #152-19 is hereby rescinded.

INTRODUCED AND GIVEN FIRST READING this 2nd day of November 2022.

GIVEN SECOND READING this 2nd day of November 2022.

GIVEN THIRD AND FINAL READING this 2nd day of November 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

SUMMER VILLAGE OF HALF MOON BAY
BYLAW NO. 170-22
SCHEDULE “A”

1.

Tax Certificates

\$25.00

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

Tax Search

\$25.00

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

Additional information

\$25.00

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

Development Permit

\$200.00

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

Discretionary Use/Variance Requests

\$300.00

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

Tourist Home Development Permit

\$500.00

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

Amendments to Development Permit

\$200.00

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

SDAB Appeal

\$400.00

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

Compliance Certificate

\$100.00

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

Photocopy Charges

\$0.50

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

Fax Charges

\$1.00

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

Special Information

\$50.00

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

13.

Development Without Approval Penalty

\$1,500.00

It is an offence to undertake development without a issued development permit in the Summer Village of Half Moon Bay and any person who is guilty of this offence shall pay the penalty amount with a voluntary payment amount of \$750.00.

Summer Village of Half Moon Bay

November 2, 2022

Planning and Development

Request for Decision

Agenda Item: *LUB Amendments*

Background:

A Public Hearing was held on September 27th, 2022 at 10:00 a.m. regarding the Land Use Bylaw Amendment Bylaw #169/22. Council discussed comments received from the public and made the motion to table the bylaw and administration to bring it back with minor amendments as discussed.

Options for Consideration:

1. Council to discuss amendments, then give second and third readings to Bylaw #169/22.
2. Council to discuss amendments, make further minor amendments to the Bylaw, then give second and third readings.
3. Council to discuss comments received from the public and make major amendments to the Bylaw, therefore rescinding first reading on Bylaw #169/22 and creating a new Bylaw to be presented at the next Council meeting for first reading (with public hearing to follow).

Administrative Recommendations:

Council to discuss amendments, then give second and third readings to Bylaw #169/22 as amended.

Authorities:

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

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

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

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

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

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

An amendment to the Land Use Bylaw 123/13:

1. Part One: 1.3 – Add “tourist home” definition: means a discretionary use wherein a dwelling unit is offered for rent to guests.
2. Part Three: 4(8), add the following:

Tourist Homes

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

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

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

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

PUBLIC HEARING HELD this 27th day of September 2022.

GIVEN SECOND READING this 2nd day of November 2022.

GIVEN THIRD AND FINAL READING this 2nd day of November 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

Summer Village Half Moon Bay

Finance

Request for Decision

Agenda Item: *Budget 2023 - 2026*

Background:

Administration would like to provide the following draft 2023 - 2026 Budget to Council.

Options for Consideration:

1) That Council review and discuss draft operating budget information provided and to provide the necessary input into the 2023 - 2026 Budget.

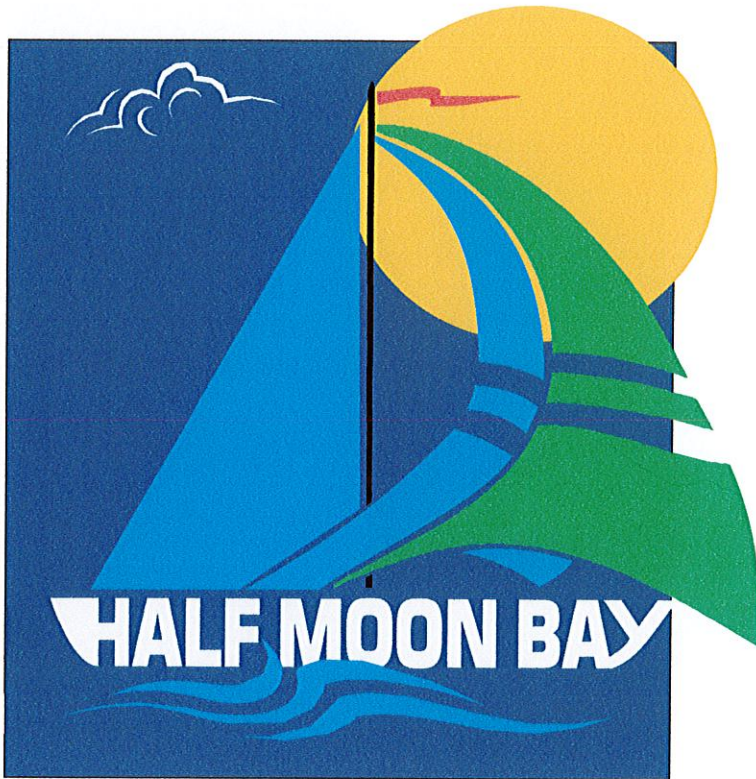
A live budget will be provided for any changes and recommendations.

Administrative Recommendations:

- 1) That Council review and approve the 2023 budget as provided.
- 2) That Council amend and approve the 2023 budget.
- 3) That Council table item for further discussion and consideration in their December 2022 Council meeting.

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.



Budget 2023- 2026

Initial Input: Finance Sept 28/22

CAO Input : Oct. 27/22

YTD Input : Finance Oct 25/22

Council Review

Council Approved

ASFF/DI Entered

Assessments Entered

Approved

Budget Summary**Revenue**

Taxation	\$	147,475.34
Administration	\$	15,917.23
Protective Services	\$	-
Public Works	\$	-
Planning and Development	\$	1,333.50
Taxation and Operating Revenue	\$	164,726.07
Alberta Requisitions	\$	116,117.27
Capital Revenue	\$	-
Total Revenue	\$	280,843.34

Expenses

Council & Legislative	\$	14,487.30
Administration	\$	51,761.66
Protective Services	\$	15,254.00
Public Works	\$	76,973.30
Planning & Development	\$	1,750.00
Recreation & Planning	\$	4,476.71
Environment	\$	23.10
Operating Expenses	\$	164,726.07
Alberta Requisitions	\$	116,117.27
Capital Projects	\$	-
Total Expenses	\$	280,843.34

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Administration					
101-000-110	Taxation	\$ 147,475.34	\$ 148,653.07	\$ 150,652.18	\$ 152,766.42
101-000-510	Penalties	\$ 2,184.00	\$ 2,249.52	\$ 2,317.01	\$ 2,386.52
101-103-130	DI Designated Industrial	\$ 3.30	\$ 5.14	\$ 5.14	\$ 5.14
112-000-550	Returns on Investments	\$ 4,200.00	\$ 4,284.00	\$ 4,369.68	\$ 4,457.07
112-000-410	Sales of Services and Supplies	\$ 64.93	\$ 66.23	\$ 67.55	\$ 68.90
112-000-570	Other Revenue	\$ 546.00	\$ 535.60	\$ 562.38	\$ 551.67
	Grant Revenue	\$ -	\$ -	\$ -	\$ -
112-000-760	Transfer from reserve	\$ 4,000.00	\$ 4,080.00	\$ 4,080.00	\$ 4,080.00
112-000-740	MSI Operational	\$ 4,919.00	\$ 5,017.38	\$ 5,117.73	\$ 5,220.08
Total Administration		\$ 163,392.57	\$ 164,890.94	\$ 167,171.66	\$ 169,535.81
Protective Services					
	----- Collected Fines	\$ -	\$ -	\$ -	\$ -
Total Protective Services		\$ -	\$ -	\$ -	\$ -
Public Works					
Total Public Works		\$ -	\$ -	\$ -	\$ -
Planning and Development					
161-000-410	Compliance Certificates	\$ 105.00	\$ 107.10	\$ 109.24	\$ 111.43
161-000-520	Development Permits / Appeal Fe	\$ 267.75	\$ 273.11	\$ 278.57	\$ 284.14
161-000-510	Inspection Fees	\$ 540.75	\$ 530.45	\$ 556.97	\$ 546.36
161-000-590	Encroachment Fees	\$ 420.00	\$ 400.00	\$ 400.00	\$ 400.00
		\$ -	\$ -	\$ -	\$ -
Total Planning and Development		\$ 1,333.50	\$ 1,310.66	\$ 1,344.78	\$ 1,341.93
Total Revenue		\$ 164,726.07	\$ 166,201.60	\$ 168,516.45	\$ 170,877.73

Account #	Department / Description Council	2023 Budget	2024 Budget	2025 Budget	2026 Budget
211	Remuneration				
211-101-510	Mayor	\$ 2,500.00	\$ 2,550.00	\$ 2,601.00	\$ 2,653.02
211-102-150	Deputy Mayor	\$ 2,000.00	\$ 2,040.00	\$ 2,080.80	\$ 2,122.42
211-103-150	Councillor	\$ 2,000.00	\$ 2,040.00	\$ 2,080.80	\$ 2,122.42
Total Remuneration		\$ 6,500.00	\$ 6,630.00	\$ 6,762.60	\$ 6,897.85
	Travel and Subsistence				
211-101-210	Mayor	\$ 1,837.50	\$ 1,874.25	\$ 1,911.74	\$ 1,949.97
211-102-210	Deputy Mayor	\$ 1,050.00	\$ 1,071.00	\$ 1,092.42	\$ 1,114.27
211-201-211	Conference Travel	\$ -	\$ -	\$ -	\$ -
211-103-210	Councillor	\$ 1,050.00	\$ 1,071.00	\$ 1,092.42	\$ 1,114.27
Total Travel and Subsistence		\$ 3,937.50	\$ 4,016.25	\$ 4,096.58	\$ 4,178.51
	Registration & Conventions				
211-201-212	ASVA Conference	\$ 630.00	\$ 642.60	\$ 655.45	\$ 668.56
211-202-212	AUMA Conference	\$ 630.00	\$ 642.60	\$ 655.45	\$ 668.56
211-203-212	Council Education Opportunities	\$ 709.80	\$ 451.00	\$ 451.00	\$ 451.00
Total Registration and Conventions		\$ 1,969.80	\$ 1,736.20	\$ 1,761.90	\$ 1,788.12
	Memberships				
211-301-220	AUMA Membership	\$ 900.00	\$ 901.00	\$ 901.00	\$ 901.00
211-302-220	ASVA Membership	\$ 975.00	\$ 901.00	\$ 901.00	\$ 901.00
211-303-220	FCM Membership	\$ 105.00	\$ 101.00	\$ 101.00	\$ 101.00
211-304-220	Mayors & Reeves Membership	\$ 100.00	\$ 101.00	\$ 101.00	\$ 101.00
Total Memberships		\$ 2,080.00	\$ 2,004.00	\$ 2,004.00	\$ 2,004.00
Total Council		\$ 14,487.30	\$ 14,386.45	\$ 14,625.08	\$ 14,868.48

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Administration					
212-1	Personnel				
212-100-110	Salaries	\$ 29,113.00	\$ 29,695.26	\$ 30,289.17	\$ 30,894.95
212-100-130	Training	\$ 545.00	\$ 555.90	\$ 567.02	\$ 578.36
212-100-210	Travel & Subsistence	\$ 654.00	\$ 667.08	\$ 680.42	\$ 694.03
212-100-211	WCB	\$ 417.00	\$ 425.34	\$ 433.85	\$ 442.52
212-100-266	PW Fleet	\$ 218.00	\$ 222.36	\$ 226.81	\$ 231.34
212-100-140	Benefits	\$ 1,009.00	\$ 1,029.18	\$ 1,049.76	\$ 1,070.76
	Building Insurance	\$ 164.00	\$ 167.28	\$ 170.63	\$ 174.04
Total Personnel		\$ 32,120.00	\$ 32,762.40	\$ 33,417.65	\$ 34,086.00
212-2	Consumables				
212-200-215	Postage / Freight / Courier	\$ 329.00	\$ 335.58	\$ 342.29	\$ 349.14
212-200-500	Printing costs	\$ 299.00	\$ 304.98	\$ 311.08	\$ 317.30
212-200-510	Office Supplies	\$ 545.00	\$ 555.90	\$ 567.02	\$ 578.36
Total Consumables		\$ 1,173.00	\$ 1,196.46	\$ 1,220.39	\$ 1,244.80
212-3	Facilities & Equipment				
212-300-217	Phone / Fax/ Internet	\$ 273.00	\$ 278.46	\$ 284.03	\$ 289.71
212-300-540	Utilities	\$ 491.00	\$ 500.82	\$ 510.84	\$ 521.05
212-300-250	Facility Improvements	\$ 545.00	\$ 555.90	\$ 567.02	\$ 578.36
212-300-255	Facility Maintenance	\$ 1,159.00	\$ 1,182.18	\$ 1,205.82	\$ 1,229.94
212-300-263	Condominium Costs	\$ -	\$ -	\$ -	\$ -
212-300-240	Computer Software / Mtnce Agreem	\$ 818.00	\$ 834.36	\$ 851.05	\$ 868.07
212-300-242	IT Equipment	\$ 136.00	\$ 138.72	\$ 141.49	\$ 144.32
212-300-265	Equipment Maintenance	\$ 82.00	\$ 83.64	\$ 85.31	\$ 87.02
212-300-270	Equipment Rental	\$ 218.00	\$ 222.36	\$ 226.81	\$ 231.34
212-300-500	Development Contingency	\$ -	\$ -	\$ -	\$ -
212-300-510	Other Contingency	\$ 27.00	\$ 27.54	\$ 28.09	\$ 28.65
Total Facilities & Equipment		\$ 3,749.00	\$ 3,823.98	\$ 3,900.46	\$ 3,978.47
Total Shared Budget SubTotal		\$ 37,042.00	\$ 37,782.84	\$ 38,538.50	\$ 39,309.27

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
212-4	Municipal Specific				
212-400-220	Other meetings and elections	\$ 300.00	\$ 306.00	\$ 312.12	\$ 318.36
212-402-220	Donations to other organizations	\$ -	\$ -	\$ -	\$ -
212-400-222	Advertising	\$ 515.00	\$ 525.30	\$ 535.81	\$ 546.52
212-400-231	Audit Fees	\$ 6,386.00	\$ 4,938.00	\$ 4,938.00	\$ 4,938.00
212-400-232	Assessment Fees	\$ 3,296.00	\$ 3,361.92	\$ 3,429.16	\$ 3,497.74
212-400-233	Accounting Software	\$ -	\$ -	\$ -	\$ -
212-400-275	Municipal Insurance	\$ 2,936.42	\$ 2,995.15	\$ 3,055.05	\$ 3,116.16
212-400-910	Tax Changes	\$ 286.23	\$ 291.96	\$ 297.80	\$ 303.75
	Fleet Replacement Reserve	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Total Specific		\$ 14,719.66	\$ 13,418.33	\$ 13,567.94	\$ 13,720.53
Total Administration		\$ 51,761.66	\$ 51,201.17	\$ 52,106.43	\$ 53,029.80

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Protective Services					
223-000-200	Fire	\$ 6,416.00	\$ 6,417.00	\$ 6,417.00	\$ 6,417.00
226-000-200	Enforcement	\$ -	\$ -	\$ -	\$ -
223-000-201	Emergency Management	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
224-000-201	Safety Equipment				
225-000-200	Policing costs	\$ 6,338.00	\$ 6,339.00	\$ 6,339.00	\$ 6,339.00
Total Protective Services		\$ 15,254.00	\$ 15,256.00	\$ 15,256.00	\$ 15,256.00

Public Works					
Maintenance Programs					
232-000-200	Green Space Program	\$ 4,500.00	\$ 4,590.00	\$ 4,681.80	\$ 4,775.44
232-000-255	Plowing Program	\$ 10,651.37	\$ 10,864.40	\$ 11,081.68	\$ 11,303.32
232-000-250	Road Maintenance Program	\$ 8,400.00	\$ 8,568.00	\$ 8,739.36	\$ 8,914.15
232-000-260	Tree Removal	\$ 3,000.00	\$ 3,060.00	\$ 3,121.20	\$ 3,183.62
232-000-530	Ditch and Culvert Program	\$ 2,574.94	\$ 2,626.43	\$ 2,678.96	\$ 2,732.54
232-000-265	Sign Program	\$ 210.00	\$ 216.30	\$ 222.79	\$ 229.47
232-000-270	Pathway Maintenance Reserve	\$ 5,250.00	\$ 5,355.00	\$ 5,462.10	\$ 5,571.34
	Infrastructure Reserve	\$ 7,500.00	\$ 7,650.00	\$ 7,803.00	\$ 7,959.06
Total Maintenance		\$ 42,086.30	\$ 42,930.13	\$ 43,790.90	\$ 44,668.94

Waste Water / Water					
242-000-720	Reserve Fund	\$ 15,000.00			
242-000-250	SLRWWC Gov & Admin	\$ 6,605.00	\$ 8,463.00	\$ 8,463.00	\$ 8,463.00
	Payout of Stage 1 Debt				
242-000-253	Unconnected Member Debenture	\$ 955.00	\$ -	\$ -	
	Wastewater Services Rate Charge		\$ 14,981.00	\$ 14,981.00	\$ 14,981.00
242-000-251	SLR Water Comm.	\$ -	\$ -	\$ -	\$ -
Total Wastewater		\$ 22,560.00	\$ 23,444.00	\$ 23,444.00	\$ 23,444.00

Waste and Recycle					
243-000-200	Contracted Solid Waste Removal	\$ 6,163.50	\$ 6,286.77	\$ 6,412.51	\$ 6,540.76

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
243-000-255	Land Fill Costs	\$ 6,163.50	\$ 6,286.77	\$ 6,412.51	\$ 6,540.76
Total Waste		\$ 12,327.00	\$ 12,573.54	\$ 12,825.01	\$ 13,081.51
Total Public Works		\$ 76,973.30	\$ 78,947.67	\$ 80,059.91	\$ 81,194.45

Account #	Department / Description	2023 Budget	2024 Budget	2025 Budget	2026 Budget
Planning and Development					
261-000-200	Contracted Planning Services	\$ -	\$ -	\$ -	\$ -
261-000-110	Development Services	\$ 250.00	\$ 257.50	\$ 265.23	\$ 273.18
261-000-215	SDAB Costs	\$ 400.00	\$ 401.00	\$ 401.00	\$ 401.00
261-000-220	MPC Costs	\$ 600.00	\$ 701.00	\$ 701.00	\$ 701.00
261-000-115	IDP/MDP	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
Total Planning and Development		\$ 1,750.00	\$ 1,869.50	\$ 1,887.43	\$ 1,905.79
Recreation and Planning					
274-000-850	Parkland Regional Library	\$ 376.95	\$ 384.49	\$ 392.18	\$ 400.02
212-403-220	FCSS Municipal Contribution	\$ 599.76	\$ 611.76	\$ 623.99	\$ 636.47
272-000-544	Recreation Utilities	\$ 1,000.00	\$ 1,020.00	\$ 1,040.40	\$ 1,061.21
272-000-550	Canada Day Event	\$ 2,500.00	\$ 2,501.00	\$ 2,501.00	\$ 2,501.00
Total Recreation and Planning		\$ 4,476.71	\$ 4,517.24	\$ 4,557.57	\$ 4,598.70
Environment					
273-100-150	Environmental Projects (SLMC & Er	\$ -	\$ -	\$ -	\$ -
243-102-150	Red Deer River Watershed Society	\$ 23.10	\$ 23.56	\$ 24.03	\$ 24.51
Total Environment		\$ 23.10	\$ 23.56	\$ 24.03	\$ 24.51
412-000-900	Accumulated Surplus	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Budget		\$ 164,726.07	\$ 166,201.60	\$ 168,516.45	\$ 170,877.73

Summer Village of Half Moon Bay

November 2, 2022

Council & Legislation

Request for Decision

Agenda Item: *Electronic Meetings Bylaw*

Background:

During a recent Municipal Accountability Review (MAP), it was noted the Procedural Bylaw does not provide a provision to allow for meetings to be held electronically. Since Council passed the Procedural Bylaw recently, Administration has provided the Electronic Meetings Bylaw that will allow for meetings of Council to be held and attended by Council and residents virtually.

Options for Consideration:

- 1) Council give 1st, 2nd and 3rd readings to the Electronic Meetings Bylaw #172-22 as presented.
- 2) Council give 1st, 2nd and 3rd readings to the Electronic Meetings Bylaw #172-22 as amended.

Administrative Recommendations:

- 1) Council give 1st reading to the Electronic Meetings Bylaw #172-22.
- 2) Council give 2nd reading to the Electronic Meetings Bylaw #172-22.
- 3) By unanimous consent, Council give 3rd reading to the Electronic Meetings Bylaw #172-22 at this meeting.
- 4) Council give 3rd and final reading to the Electronic Meetings Bylaw #172-22.

Authorities:

Municipal Government Act Section 199(2)

A Council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

SUMMER VILLAGE OF HALF MOON BAY ELECTRONIC MEETINGS BYLAW BY-LAW 172-22

BEING A BYLAW OF THE SUMMER VILLAGE OF HALF MOON BAY TO PROVIDE FOR THE ATTENDANCE OF COUNCIL AND COUNCIL COMMITTEES BY ELECTRONIC COMMUNICATION.

WHEREAS, pursuant to Section 199 of the *Municipal Government Act*, a Council may by bylaw provide for council meetings or council committee meetings to be conducted by electronic means.

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

TITLE

1. This bylaw may be cited as the “Electronic Meetings Bylaw.”

DEFINITIONS

- 2 In this Bylaw,

- (a) “Chair” means the person authorized to preside over a meeting;
- (b) “Chief Administrative Officer” 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) “Closed Session” means a meeting or part of a meeting that is “closed to the public,” as defined in Section 1(3) of the *Municipal Government Act*;
- (d) “Committee” means a committee, board, or other body established by Council under the *Municipal Government Act*, and includes, without limiting the generality of the foregoing, a standing committee, a task force, and the committee of the whole;
- (e) “Council” means the municipal council of the Summer Village of Half Moon Bay;
- (f) “Councillor” means a member of Council who is duly elected and continues to hold office and includes the mayor;
- (g) “Electronic Meeting” means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet);
- (h) “FOIP Act” means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, as amended;
- (i) “*Municipal Government Act*” means the *Municipal Government Act*, RSA 2000, c M-26, as amended;
- (j) “Quorum” means the minimum number of members that must be present at a meeting for business to be legally transacted;
- (k) “Summer Village” means the Summer Village of Half Moon Bay.

APPLICATION

3.

The rules and procedures for meetings of Council or Committees are outlined in the Procedural Bylaw.
4.

Councillors may participate in any meeting by attending in person, by telephone, or through video conference.
5.

Meetings will be electronically available to Councillors and members of the public.
6.

Notice of the Council meetings and the meeting links will be posted on the Summer Village website and included in the weekly email blast to subscribed participants.
7.

Except for any part of a meeting closed to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, the Chief Administrative Officer will provide access to a live, publicly available audio and video view of the location where the meeting is being held.
8.

Councillors that are physically present at the meeting location or participating by telephone or video conference are deemed to be present at the meeting and will be counted towards Quorum.
9.

Immediately after a meeting is called to order, the Chair must conduct a roll call to confirm the identity of any Councillors participating by telephone or video conference.
10.

If a meeting is closed pursuant to one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, Councillors participating by telephone or video conference must confirm to the Chair that they are in a private location and able to maintain confidentiality over the item to be discussed.
11.

In the case of a public hearing, any member of the public wishing to make representations may do so by attending the public hearing in person at the administration office, providing written submissions as outlined in the notice of public hearing, or by making presentation through electronic means during the public participation portion of the hearing once they have been addressed by the chair.

This bylaw comes into effect on the date of 3rd reading.

READ a first time this 2nd day of November 2022.

READ a second time this 2nd day of November 2022.

READ a third and final time this 2nd day of November 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

Summer Village of Half Moon Bay

November 2, 2022

Council Reports

Information Item

Council Reports:

Jon Johnston

Andrea Remington

Mike Pashak

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

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

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

Correspondence:

Information Items:

Upcoming Meetings:

Next Council Meeting – December 20, 2022

COUNCIL REPORTS (Nov 2, 2022):

Councillor Mike Pashak - report

Sylvan Lake Regional Wastewater Commission (SLRWWC)

- At the Organizational meeting, I was elected to the Chair position. This position is determined each year. Dana Kreil, Lacombe County is now the Vice Chair.
- SLRWWC Administration has been tasked to create an Honorarium policy. The policy will have SLRWWC compensating Board members rather than the municipalities. That is a good thing because as Chair, I have to sign cheques at least once a month and perform other duties such as meetings with outside groups and Alberta Government.
- Administration is updating the Wastewater Measurement policy. It will reflect the metering on recent completed and future projects. It will also include enhanced volume reporting for all municipalities.
- Eckville continues to go through their internal processes as they work towards a decision on whether or not to join the SLRWWC. If Eckville does not join the Commission, Phase 5B of the SSL will not proceed.

SLRWWC South Shore Line Project (SSL)

- With the UCP leadership election complete, Premier Smith announced her new cabinet. The good news, MLA Devin Dreesen (Innisfail-Sylvan Lake) is now the Transportation Minister. His ministry is responsible for wastewater grant funding. We met with Minister Dreesen last summer to discuss the SSL Project Phase 5A (\$14M) and seemed very supportive of our project. Our plan is to meet with him again before year end.
- The grant application for SSL Phase 5A was not successful last year. However, it does remain in the queue for consideration early next year. If the grant application is successful this time, it could mean that the SSL from HMB to Town of Sylvan Lake could be operational as early as mid to late 2025. If that is the case then the HMB internal collection could be operational on this same timeline.

Association of Summer Villages of Alberta (ASVA) meetings:

- This summer and fall have been filled with advocacy work on LGFF. When talks broke down between ABmunis and RMA in September, they decided each association would put in their own recommendations on LGFF allocation factors. Knowing that, I was able to get the Minister Ric McIver to agree that ASVA would also be able to submit their recommendations on LGFF allocation factors.
- The annual ASVA conference ran Oct 20 to Oct 21. Initial responses from attendees were all positive; they like the topics discussed and the venue.

Alberta Municipalities (AB Munis and formerly AUMA)

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

One of the hottest issues in the province right now is the Alberta Provincial Police Service, probably better known by its acronym APPS. There is a lot of controversy surrounding this topic as the Alberta Government looks at what it would take to replace the RCMP.

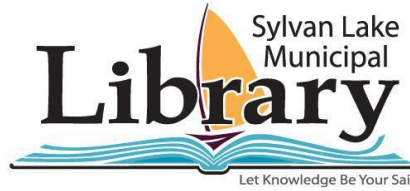
Recently Premier Danielle Smith has said, “Our UCP members have voted to adopt an Alberta Provincial Police to either augment or replace the RCMP...I will start an APPS as an augmentation to the RCMP as quickly as possible to address critical gaps...When we proceed to replace the RCMP we will ensure rural municipalities receive better service at lower cost.”

This is an issue that all of us need to continue to watch as it may impact our residents’ costs and service levels.

- **Viability Reviews**

Another topic of interest was the work of the Municipal Sustainability Strategy Working Group. This group gets involved in the viability reviews of municipalities. These reviews typically happen when there are problems with governance, which includes decision making by Council or advice by Administration, financial management, and infrastructure and Asset Management. Once you are in a viability review the Government makes you complete a condition assessment of your infrastructure and create a 10 year capital plan. Generally it has been found that if you do not have these items that your municipality is likely in trouble.

The good news is that no Summer Villages have gone through the process in the last 10 years. While on the other hand, 22 Villages have gone through a viability review and the result was that 11 remain as Villages and 11 have dissolved and are now run by the Municipal District or County.



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – OCTOBER 12, 2022 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented. The annual budget presentation will be made to the Town of Sylvan Lake Council in November.

2. Director's Report

The Director's Report was approved as presented.

During the month of September, the library began opening on Sundays after a long hiatus due to the health pandemic. Come down and enjoy all this community hub has to offer from 1:00pm to 5:00pm.

The children's space has been refreshed with colourful custom shelves for the book collection and the recent purchase of foldable rolling tables will allow flexibility for programming.

3. Programming Report

A Teen Advisory Committee was started this month where teens are invited to meet at the library to help plan and implement programs or projects that they have interest in. Ideas put forth include a Forensics Club, Horror Club, and a Cosmetology Club.

On October 24 at Landmark Cinemas in Sylvan Lake, the Film Society will be showing "Hallelujah: Leonard Cohen, a Journey, a Song" from 7:00pm to 9:00pm. Previously screened TIFF film selections are available to borrow from the library by following this link:

<https://sylvanlibrary.prl.ab.ca/services/previous-film-society-movies>

The partnership with the Sylvan Lake Lodge has continued and residents are always excited to receive their new selections. This service has been called a "great blessing to their day" by residents and staff alike. One of the programmers began the orientation process at Bethany Care Centre this month, which will allow her to expand the visits into this facility in October.

4. Policy

The Bylaws of the Town of Sylvan Lake Library Board were passed during this meeting with unanimous consent given for the third reading. This bylaw required updating to reflect items that the library will now have to charge GST on.

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

Meeting adjourned at 7:30pm.

Next Regular Meeting – November 9, 2022, at 6:30pm.



Parkland Update

Thursday, October 6, 2022

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



Congratulations to the team at the Penhold library! The Town of Penhold Library Board won one of three awarded for the 2022 Minister's Awards for Municipal and Public Library Excellence for their [Adventure Awaits Summer Reading Program](#). This was an innovative approach to a traditional library service that allowed children and families to experience social connection and critical literacy development despite the challenges of the COVID-19 pandemic.

Way

to

go!

Registration Now Open!



Registration is NOW OPEN for Stronger Together, a virtual library conference hosted jointly by Parkland Regional Library System, Peace Library System, The Alberta Library, & Yellowhead Regional Library.

The conference will take place over two days on October 6 and 7, 2022, and feature:

- Keynote speakers Hamza Khan, Cicely Lewis, Dr. Philip McRae, and Dr. Debbie Reese
- Knowledge Keepers Roy and Judy Louis
- Sponsor panels, a virtual exhibit, and a virtual puzzle room
- And a wealth of conference sessions on topics like leadership, accessibility and diversity, technology, advocacy, and more!

Stronger Together is once again free to attend, and we welcome anyone with a passion for libraries to [register today](#). Please share this email with anyone who might be interested!

Join us on October 6 and 7, 2022 as we become Stronger Together.

Radon Kits Available

Parkland has partnered with the Alberta Lung Association, and with support from Health Canada to make 20 Radon Screening Kits available to library patrons.

To place a hold on a radon screening kit, patrons should follow these simple instructions:

- Visit your library's website
- Search for PRL Radon Screening Kit.
- Click Place Request
- Login with your library barcode information

- Select your pick-up location/ home library

Who's Role is it Anyway Feedback

Parkland recently hosted three training sessions *Advocacy: Whose Role is it Anyway* and we are seeking feedback. If you attended, please take a moment to fill out [this brief survey](#) and forward it to any staff or trustees that attended.

LIBRARY NEWS

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

Member Library Staff Highlight

Beth has been the manager at the Hay Lakes Municipal Library since July 2020. This summer, their library hosted Janis Irwin and it brought a huge crowd out. The best part of her job is when the play schoolers come to read a story and pick out books. They have the funniest stories and ask the most hilarious questions. Beth loves helping them fall in love with reading!

If you're a non-fiction lover like her, you'll want to check out Beth's book recommendations [Scar Tissue by Anthony Kiedis](#) and [The Wreckage of my Presence by Casey Wilson](#).

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



Free Opioid Poisoning Response Training & Nasal Naloxone Kits - St. John Ambulance Canada

In response to the rising number of opioid poisonings across Canada, St. John Ambulance is working with Health Canada to provide Naloxone training and nasal Naloxone kits free of charge to agencies in the homelessness-serving sector nationwide (excluding Quebec). The program is geared toward frontline staff and volunteers that may have to respond to on-site opioid poisonings and who would otherwise lack access to training and/or nasal naloxone kits.

St. John Ambulance's Opioid Poisoning Response Training provides participants with a trauma-informed and de-stigmatized approach to opioid poisoning awareness.

For more information on program details, please visit their website <https://reactandreverse.ca/> or email them at naloxone@sja.ca for inquiries.

Veteran's Week Resources

Veterans Affairs Canada has created activity books, infographics, postcards, bookmarks and posters to encourage youth to learn more about the importance of remembrance and the roles played by Canadians during times of war, military conflict, and peace. These materials are free. [Orders for materials](#) should be placed by October 24 in order to receive the materials by Remembrance Day.



TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Getting Started with Libby October 10

Join OverDrive's training team for this live session to learn how easy it is to [get your patrons started](#) with Libby, the library reading app. This session will demonstrate:

- How to browse and borrow ebooks and audiobooks.
- Tips for customizing the experience.
- Answers to frequently asked questions from end-users.

Accessibility in Your Library October 12

Tune in on Wednesday October 12, 12:00-1:00 p.m. to learn about what disability and accessibility are. In [this webinar](#) you will learn how to do a walkthrough of your physical space to see how accessible it is.

Alberta Board Member Essentials October-November

- Where to find Libby marketing and help resources.

Library of Things: The What, Why and How of Lending Objects **October 16**

Are you thinking of starting a Library of Things for your community? [In this webinar](#), learn about lending anything from tools to toys, cameras to kitchen appliances, fishing gear to musical instruments - you can do it! The presenters will discuss selection, budgets, cataloging, displaying, sustainability, and marking of their Library of Things on Wednesday, October 19, 12:00-1:00 p.m.

The Edmonton Chamber of Voluntary Organizations is presenting a multi-part training program that combines online learning with live workshops to give new and developing board members the tools to successfully serve on a non-profit board. The [registration](#) deadline is October 18, 2022.

Board Basics Training Series **October-November**

The PLSB will be offering their Board Basics training series this fall. The sessions will be offered virtually via Zoom and will be presented at 6:30pm - 7:45pm in 75-minute sessions over 4 weeks in October and November:

October 12 – [Public Library Service in Alberta](#)
October 19 – [Municipal and Intermunicipal Library Boards](#)
October 20 – [Governance Tools](#)
October 26 – [The Library Board Member](#)
October 27 – [Funding and Finances](#)
November 2 – [Working Together](#)
November 3 – [The Public Library Network](#)

They also continue to offer on-demand orientation sessions for library boards. These sessions can be organized as in-person sessions. If you would like to request one, please email libraries@gov.ab.ca.

PARKLAND REGIONAL LIBRARY SYSTEM

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PRLS Board Meeting Minutes September 15, 2022

The regular meeting of the Parkland Regional Library System Board was called to order at 10:06 a.m. on Thursday September 15, 2022 via Zoom in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair), Gord Lawlor, Ray Reckseidler, Barb Gilliat

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

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

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

Guests: Margaret Law

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

Call to Order

Meeting called to order at 10:06 a.m. by Smith.

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

Motion by Dana Kreil to excuse Edna Coulter, Amanda Derksen, Barbara Gibson, Heather Ryan, Ricci Matthews and Len Phillips from attendance at the board meeting on September 15, 2022 and remain members of the Parkland Board in good standing.

CARRIED

PRLS 28/2022

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Stephen Levy to accept the agenda as presented.

CARRIED

PRLS 29/2022

1.2. Approval of Minutes

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

Motion by Teresa Rilling to approve the minutes of the September 15, 2022 meeting as presented.

CARRIED
PRLS 30/2022

1.3. Business arising from the minutes of the May 19, 2022 meeting

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

2. Business Arising from the Consent Agenda

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

Motion by Lori Reid to approve the consent agenda as presented.

CARRIED
PRLS 31/2022

3.1. Compensation Review

Motion by Alison Barker-Jevne to go in-Camera at 10:10 a.m.

CARRIED
PRLS 32/2022

Motion by Barb Gilliat to go out of- Camera at 10:57 a.m.

CARRIED
PRLS 33/2022

Motion by Gord Lawlor to receive the Compensation Review report for information.

CARRIED
PRLS 34/2022

Motion by Janice Wing to direct Ron Sheppard to work with Dr. Law to develop a seven-step payroll grid to replace Parkland's current grid

CARRIED
PRLS 35/2022

Margaret Law left the meeting at 10:45 a.m.

3.2. Approval of the PRLS Budget 2023

Sheppard gave an overview of the Parkland 2023 proposed budget. For the first time in three years, Parkland is asking for an increase in the municipal levy. The proposed increase is .20 cents per capita. The levy will change from \$8.55 per capita to \$8.75 per capita, using the Treasury Board and Finance Population Figures as directed by the board. This budget assumes funding from the Government of Alberta will continue at the current rate of \$4.70 per capita. Also assumed is the Rural Library Services Grant rate continuing at \$5.55 per capita, the whole of which is passed directly on to libraries. Most of the increases in budget lines are associated with

inflationary costs. The Building Repair and Maintenance line has increased partly because of the maintenance fees for the elevator. Staff and benefit lines will see a cost-of-living adjustment increase. The Trustee line has gone down, due to the virtual meetings that seem to be preferred by most of the trustees.

By approving the budget, a number of reserve transfers will be approved. There was \$40,500 for another cargo van. We also have technology purchases including replacing wireless equipment in member libraries planned for next year. This project will cost approximately \$219,600. Also, \$35,000 will be transferred from the Unrestricted Reserve for the Cooperative Collection Fund.

Motion by Barb Gilliat to approve the Parkland Regional Library System 2023 Budget as presented.

CARRIED
PRLS 36/2022

3.3 PRLS Governance Policy Revisions PRLS Audit

Sheppard Reviewed. According to PRL policy 4.4.4. Audit,

The auditor shall be appointed by the Executive Committee for a period of up to three consecutive years. Before an auditor is appointed, a request for tender (RFT) for auditing services must be conducted. System financial records are prepared for audit as soon as reasonably possible after year end.

The last time PRLS conducted an RFT (RFP) and appointed an auditor was 2019, for the years 2019-2021.

This year, seven agencies were contacted to submit RFPs but only our current auditor, MNP LLP, submitted a formal audit proposal.

At their June 16th meeting, the Executive Committee selected the auditor MNP to conduct Parkland's audit for the years 2022-2024. Over the years, it has become increasingly difficult to find firms that will even submit proposals in response to an RFP for audit services. Furthermore, Parkland has only changed audit firms once in living memory. For these reasons, the Executive Committee proposed eliminating the requirement that an RFP be conducted every three years for audit services. To support this change, the Executive Committee approved the following motion:

Motion by Barb Gilliat to recommend that the board change Parkland's Audit policy statement to read: "The auditor shall be appointed by the Executive Committee. Audit services shall be reviewed at the discretion of the Director, or, at the direction of Parkland's Executive Committee or the board."

Motion by Gord Lawlor to amend the audit policy statement 4.4.4. as presented, in accordance with the recommendation of Parkland's Executive Committee

CARRIED
PRLS 37/2022

RFP for Banking Services

Sheppard continued. The Parkland Board's Finance Policy statement on banking currently states:

From time to time, the Director will review the banking services provided to the system and report the findings to the Executive Committee.

Despite the ambiguous phrasing of the statement, staff have diligently sought RFPs for Parkland's banking services every three years. After some discussion at their June meeting, the Executive Committee determined Parkland's banking services shall be subject to a review and request for proposal every five years at a minimum.

At their August meeting, the Executive Committee recommended that the wording for policy statement 4.4.5 be changed to:

Banking services shall be subject to review and a request for proposal every five years at a minimum, or sooner, at the discretion of staff, the Executive Committee, or the board.

Motion by Gord Lawlor to change policy 4.4.5. as recommended by the Executive Committee.

CARRIED

PRLS 38/2022

3.4. Capital Cost Allowance for Technology

Williams reviewed. The Parkland 2021 audit management letter stated:

Recommend that the estimated useful lives for property, plant and equipment be reviewed by senior management, and adjusted as needed.

During Parkland's audit, MNP discussed with staff that Parkland may not be using the best depreciation rate for technology assets. It was observed that the current rate may be inaccurate as computers in the library typically last 3 to 5 years and the current CCA (Capital Cost Allowance) rate Parkland uses is Class 10 with a 30% declining balance.

Parkland's management team has implemented a change to the CCA for technology assets only. Staff believe the use of Class 50 with a CCA rate of 55% declining balance for technology assets is a better fit for the life span of Parkland's computer assets.

This adjustment does not require a policy change but constitutes a change in long standing practice.

Motion by Barb Gilliat to receive for information.

CARRIED

PRLS 39/2022

3.5. Advocacy and Marketing Report

Gord Lawlor began the Advocacy Committee report. Highlights included the creation of a joint Advocacy Committee composed of seven library systems, a review of tools board members can use to help pass Parkland's budget with municipal council, and the presentation of a document, *Your Guide to Building Rapport*. Designed for municipal library boards, this document will be distributed throughout Parkland to help municipal library boards build solid relationships with their local councils and administration.

Hailey Halberg continued with the Marketing Report. Halberg discussed Parkland's open house held last July, Parkland's new social media strategy, and Connection Campaign.

In the marketing campaign, libraries have access to eighteen social media posts, four flyers, six short form videos, website and social media banners, and more. Participation is optional, but it is hoped that many will participate.

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

Staff have completed the photography/videography project and received six edited videos and 240 professional photos libraries can use for marketing.

Five videos were then shown from the project, featuring the following libraries: Alix, Amisk, Caroline, Forestburg and Rocky Mtn. House.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 40/2022

3.6. Parkland Community Update

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

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

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

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

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

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

Clive Public Library has a new manager.

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

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

Motion by Ray Reckseidler to receive the Parkland Community Update for information.

CARRIED

PRLS 41/2022

3.7.1. Director & Library Services Report

3.7.2. I.T. Report

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

Motion by Stephen Levy to receive the Director & Library Services Report and IT Report for information.

CARRIED

PRLS 42/2022

4. Adjournment

Motion by Barb Gilliat to adjourn the meeting at 12:14 p.m.

CARRIED

PRLS 43/2022

Meeting adjourned at 12:14 p.m.

Chair



Parkland Update

Thursday, October 20, 2022

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

Read Alberta eBooks and eMagazines

The Read Alberta Collection now includes 42 diverse and made-in-Alberta eMagazine titles, in addition to the existing digital collection of more than 2,000 Alberta-published eBooks.

The project officially launches at public libraries across Alberta on **October 24, 2022**. Library patrons can now borrow eMagazines covering a diverse range of topics including lifestyle, sports and leisure, crafting, current affairs, cities and regions, literary arts, food and drink, and special interest titles. We have been provided with a press release, social media copy, and posts to help promote the new materials. For any questions, contact director@albertamagazines.com.

Golden Ticket Contest

As we wrap up October and Canadian Library Month, a few reminders about the Golden Ticket Contest and Membership Drive.

Please send your ticket entries to Parkland in the van run, email to hhalberg@prl.ab.ca, or submit them in our [Wufoo form](#). All entry submissions must be received by October 31 at 5:00pm and the winner will be drawn on November 1.

Golden Ticket Prizes include:

- 5 \$100 google play gift cards
- Samsung tablet and \$100 google play gift card

- Sony Bluetooth headphones and \$100 google play gift card

We will also discover the library with the most new members per capita in the month of October on November 1. They will win their choice of the following for their library.

1. An [Oculus Rift Meta Quest](#)
2. \$550 Vistaprint Pro Shop Order
3. Magic Workshop Program with Kyle Key for your library

Connection Campaign Feedback

Parkland recently created a region-wide advocacy campaign and we are seeking feedback. Please take a moment to fill out [this brief survey](#) so we can make improvements for future campaigns.

LIBRARY NEWS

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

Member Library Staff Highlight

Tammy is one of the managers at Bentley Municipal Library. She has been there for the last 8 years. Tammy loves the offering of unique items in their library of things, including snowshoes, cake pans, and even a karaoke machine! Even better is watching patrons light up when they find out it's free to access with their library card! Tammy and her husband own property in El Salvador and travel there twice a year.

Tammy's book recommendation is [Wish You Were Here](#) by [Jodi Picoult](#).

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



[questions!](#)

Rocky Public Library Gaming Event



Rocky Public Library is hosting their 5th gaming extravaganza event on Saturday, November 5 starting at 6:30pm - 1:00am. If you know any video gamers in your community, please let them know about this event. If you know anyone that is interested, refer them to [this pre-registration page](#) with all the details!

Stettler Public Library Writers Workshop

Stetter Library is hosting a writers workshop delivered by Miji Campbell this weekend on Saturday, October 22 at 1:00pm. No writing experience is required and the fee is \$20/person. Advise any interested patrons to call the Stettler Library to reserve their spots.

Edson and District Public Library Video

Michael Baird, the manager at Edson and District Public Library and staff have written, performed, and produced a hilariously entertaining video promoting the library and one of the most popular eResource available, Libby! If you weren't able to attend Michael's session at Stronger Together last week, for the international premier of this epic video, then please take a few minutes to [watch it now](#). Well done and a big congrats to Michael and the staff at AED for this fun and clever way to promote AED services and eResource!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **PLC Meeting** - October 24 at 10:00am
- **Library Managers Coffee Break** - October 26 at 10:00am

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

Promoting Your Collections: Messaging, Merchandising, and More

October 27

Collections are the mainstays of libraries. After spending lots of money and time curating, processing, and making them available, you may think the work is done. But there's one more vital step—promoting them! [This webinar](#) will help you go beyond basic book displays and posters. The registration fee is \$49 per person.

Board Basics Training Series October-November

The PLSB is currently offering their Board Basics training series. The sessions will be offered virtually via Zoom and will be presented at 6:30pm - 7:45pm in 75-minute sessions over 4 weeks in October and November:

October 20 – [Governance Tools](#)
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They also offer on-demand orientation sessions for library boards. These sessions can be organized as in-person sessions. If you would like to request one, please email libraries@gov.ab.ca.

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October 27, 2022

(via email)

Re: Request to amend PRLS Membership Agreement

Recently, your municipality would have received a letter from Judy Dahl, the mayor of the Town of Olds, requesting that your council join with them in amending the Parkland Regional Library Membership agreement. According to Dahl:

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

While it is perfectly acceptable to ask the board to make this change, Mayor Dahl declared the reason for this amendment being because:

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

It is this point I wish to clarify. The Parkland board consulted a legal opinion on this matter which determined conclusively that using the population figures supplied by Alberta Treasury Board and Finance to invoice municipalities is entirely in accord with our membership agreement. As the Government of Alberta has stated, the "The Municipal Affairs Population List has been discontinued and will be replaced by population estimates from Treasury Board and Finance in the future." see: <https://www.alberta.ca/municipal-population-lists.aspx>

The switch to using the Treasury Board population estimates for invoicing municipalities was first communicated to Parkland's member municipalities in 2021. The matter has been discussed nine times at Parkland Executive Committee and Board meetings. This culminated in May with the board passing a motion directing staff to build Parkland's 2023 budget using the population figures supplied by Treasury Board.

Should Parkland's member municipalities wish to change the membership agreement, they may certainly put their request before the board. However, it must be restated, that based on the legal opinion included with this letter, Parkland's use of the population estimates from Treasury Board and Finance for invoicing municipalities is fully in-line with Parkland's membership agreement.

The memo from Parkland's lawyer has been included for your convenience.

Sincerely,

A handwritten signature in blue ink that reads "Debra Smith". The signature is written in a cursive style with a large initial "D".

Debra Smith, Board Chair
Parkland Regional Library System

PRIVILEGED & CONFIDENTIAL**MEMORANDUM****To: R. Sheppard****Date: May 12, 2022****Fr: S. Alexander-Smith, QC****File:****RE: Use of Population data for funding per Master Agreement****BACKGROUND:**

A portion of your funding is levied against your members in accordance with the PRL Membership Agreement (“the Agreement”), as follows:

8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRL Board of written notification of approval from two thirds of the Parties to this Agreement which must represent at least two-thirds of the member population; and thereupon, each Party to this Agreement shall pay to the PRL Board an amount which is the product of the per capita requisition set out in Schedule “B” and the population of the Parties to the agreement. Payments shall be made on or before the dates set out therein.

Per the Agreement, the populations of each member is determined as follows:

8.3 The population of a municipality that is a Party to this Agreement shall be deemed to be the most recent population figure for the municipality as published by Alberta Municipal Affairs.”

Historically, Alberta Municipal Affairs published population lists. Circa 2019, it has published that is now adopting the data prepared by the Office of Statistics and Information at Alberta Treasury Board and Finance in lieu of the population lists.

To set rates in 2021 & 2022, you relied on the population figures from the Treasury Board and Finance Resources, which was not objected to by your membership.

You are now preparing your Budget for 2023, and the question has been raised by a member, whether you should instead be:

- (a) using the last published population list by Municipals Affairs (2019), or
- (b) the Federal Census.

ISSUE:

Based on the terms of your membership agreement, what is the appropriate population figures to use to determine rates per clause 8.2 of your Agreement?

DISCUSSION:

Presently the Agreement that is executed by your membership directs your rules of play.

To interpret the terms of a bidding agreement, the court reads the contract as a whole, giving the words their ordinary and grammatical meaning consistent with the surrounding circumstances known to the parties at the time of contract formation.

If the operative consideration for funding under the Agreement is to adjust yearly based on the ‘recent’ population figures, then the indication by Municipal Affairs that they have discontinued their list in favour of adopting the Office of Statistics and Information at Alberta Treasury Board, supports that the Treasury Board figures are “the most recent population figure for the municipality as published by Alberta Municipal Affairs.”

While Alberta Municipal Affairs has informed on its website that it will continue to fund per capita grants based on the 2019 Municipal Affairs Population List until 2021 federal census results are available, that is not funding model set out in your Agreement. You are required to use the most recently published figures.

See: <https://www.alberta.ca/municipal-census-and-population-estimates.aspx>

As such, to the extent your Agreement calls for ‘recent’, and the funding from members is reviewed annually, they ‘plain and ordinary meaning of ‘recent’ (and context - were further exploration of the circumstance be required) would support that appropriate interpretation of your Agreement is that the annual data for population estimates are derived from Office of Statistics and Information at Alberta Treasury Board.

In light of the above, if the membership wishes to amend the formula for calculating the membership levies, that would need to be done using the amending process set out in the agreement, being, clause 17, as modified by clause 8.6 (if applicable). This would include a transition to using Federal Census data rather than the Treasury Branch information. Having said that, if of its own volition, Municipal Affairs revised its publishing of population figures to be reliant on the Federal Census vs. the Treasury Board data, then arguably that would be the ‘the most recent population figure for the municipality as published by Alberta Municipal Affairs.’ But a review of the website lands with the Treasury Board, at this point in time.

I trust this answers your question, Please advise if you’d like further information or clarification.

S. Alexander-Smith, QC.



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 15, 2022

PRLS Budget 2023

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

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

PRLS Governance Policy Revisions

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

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

Strategic Plan Update

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

Compensation Review

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

Stronger Together

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

Advocacy Committee

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

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

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

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

Marketing Report

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

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

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

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

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

Committee News from Trustees

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

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

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

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

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

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

Board Members Present

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

With Regrets

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

Absent

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

Next Meeting: November 17, 2022, (Zoom)

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