

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF HALF MOON BAY
OCTOBER 25TH, 2021 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, September 13th, 2021

D. INFORMATION ITEMS

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

E. REQUESTS FOR DECISION

1) Council & Legislation

- a) Signing Authority
- b) Parkland Regional Library Board Budget
- c) Sylvan Lake Management Committee/Intermunicipal Development Plan Committee
- d) Council Training Opportunity

2) Public Works

- a) Lacombe Regional Waste Services Commission

3) Planning & Development

- a) Land Use Bylaw Amendment

F. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

- a) Jon Johnston
- b) Andrea Remington
- c) Mike Pashak – written reports
 - Sylvan Lake Regional Wastewater Commission (SLRWWC)
 - SLRWWC South Shore Line Project
 - Association of Summer Villages of Alberta (ASVA)
 - Alberta Urban Municipalities Association (AUMA)
 - AUMA Financial Health Working Group

2) Committee Reports

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

3) Information Items:

- Sylvan Lake Management Committee Minutes
- Joint Services Committee Meeting Minutes

4) Upcoming Meetings

- a) Council Meeting – December 6, 2021

G. ADJOURNMENT

Summer Village of Half Moon Bay
Regular Meeting Minutes
September 13, 2021

C-1

Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held September 13, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Jon Johnston via Zoom
	Deputy Mayor:	Andrea Remington via Zoom
	Councillor:	Mike Pashak
	CAO:	Tanner Evans
	Public Works Coordinator:	Chris Loov via Zoom
	Development Officer:	Kara Kashuba via Zoom
	Recording Secretary:	Teri Musseau
	Gallery:	Pamela Skakun via Zoom
		Kim Skakun via Zoom
		Jane Heffel via Zoom
		Bill Bergman via Zoom
		Cheryl Pashak via Zoom
		Greg Davidson via Zoom
		Michelle Atwood via Zoom
		George Nye via Zoom
		Garry Skakun via Zoom
		Margaret O'Connor via Zoom
		Gord Skakun via Zoom
		Brian O'Connor via Zoom
		Greg Heffel via Zoom
		June Bergman via Zoom

CALL TO ORDER The Meeting was called to order at 1:05 p.m. by Mayor Johnston.

AGENDA APPROVAL

HMC-21-110 MOVED by Mayor Johnston that the agenda be adopted as amended:

ADDITIONS:

C.3. Organizational Meeting Minutes
E.1.H. Alberta Urban Municipalities Association (AUMA)
E.1.I Association of Summer Villages of Alberta (ASVA)

MOVE

E.2.A. before E.1.A.

CARRIED

CONFIRMATION OF MINUTES

HMC-21-111 MOVED by Councilor Pashak that the minutes of the Regular Meeting of Council held on July 12th, 2021, be approved as presented.

CARRIED

HMC-21-112 MOVED by Mayor Johnston that the minutes of the Municipal Planning Commission Meeting held on August 9th, 2021, be approved as presented.

CARRIED

HMC-21-113 MOVED by Mayor Johnston that the minutes of the Organizational Meeting of Council held on July 12th, 2021, be approved as presented.

CARRIED

INFORMATION ITEMS:

- 1) Accounts Payable Report
- 2) Public Works Report

HMC-21-114 MOVED by Mayor Johnston that Council cancel plans to install a wooden barrier between the municipal path and private property on the pathway next to Hummingbird Lane.

CARRIED

- 3) Tree Removal Complaint

HMC-21-115 MOVED by Mayor Johnston that Council hold a Meeting of the Whole to further discuss.

CARRIED

HMC-21-116 MOVED by Mayor Johnston that Council pay half the bill to Klassen Blade Contracting Ltd. and request an itemized bill.

CARRIED

- 4) Development Update
- 5) Emergency Access Project Review

HMC-21-117 MOVED by Deputy Mayor Remington that Council speak to the Fire Chief and first responders via an on-site meeting to discuss their equipment and the Half Moon Bay emergency access requirements.

CARRIED

- 6) Warbler Close Pathway Project Summary
- 7) Capital Projects Report

HMC-21-118 MOVED by Councillor Pashak that the information items be received as information.

CARRIED

REQUEST FOR DECISION

PLANNING & DEVELOPMENT

HMC-21-119 Development on Municipal Land Request
MOVED by Mayor Johnston that Council approve the work taken place on municipal land and allow the rocks to remain in place.

CARRIED

Council break at 2:40 p.m.
Reconvened at 2:50 p.m.

COUNCIL & LEGISLATION

HMC-21-120	<u>Pathway Policy</u> MOVED by Councillor Pashak that Administration proceed with resident feedback on the pathway policy, particularly the width of the pathways. CARRIED
HMC-21-121	<u>Sylvan Lake Regional Water & Wastewater Commissions</u> MOVED by Mayor Johnston that the Council of the Summer Village of Half Moon Bay hereby agrees to the following changes with respect to the Sylvan Lake Regional Wastewater Commission (“the Commission”): <ul style="list-style-type: none">• The name of the Commission shall be changed to the Sylvan Lake Regional Water and Wastewater Commission; and• The commission be authorized to provide water services in accordance with its bylaws. CARRIED
HMC-21-122	<u>Bank Fees</u> MOVED by Councillor Pashak that Council keep the payment options that Half Moon Bay currently has in place. CARRIED
HMC-21-123	<u>Forest Health & Diversification</u> MOVED by Councillor Pashak that Administration use \$10,000.00 from General Contingency to plant trees in the East Reserve. CARRIED
HMC-21-124	MOVED by Councillor Pashak that Administration approach venders to remove 12 blue marked dead/dangerous trees on the west reserve with work to be completed by the vender with the lowest bid with large pieces to be placed down by the west beach shelter for residents to access. CARRIED
HMC-21-125	<u>Dead & Dangerous Tree Removal Along RR 21</u> MOVED by Councillor Pashak that Administration walk the area adjacent RR 21 and identify the critical dead/dangerous trees that need to be removed immediately and provide information to Council for approval. CARRIED
HMC-21-126	<u>Volunteer Project</u> MOVED by Mayor Johnston that Council authorize volunteers to remove deadfall in the west reserve area. CARRIED

Strategic Planning

Council break at 4:12 p.m.
Reconvened at 4:16 p.m.

HMC-21-127 MOVED by Mayor Johnston that Council accept as information and revisit if required.

CARRIED

HMC-21-128 Alberta Urban Municipalities Association (AUMA)
MOVED by Councillor Pashak that Council cover the cost of Councillor Pashak’s accommodations and travel expenses as his registration is covered by ASVA.

CARRIED

HMC-21-129 Association of Summer Villages of Alberta (ASVA)
MOVED by Mayor Johnston that Mayor Johnston and Councillor Pashak attend the conference virtually.

CARRIED

COUNCIL REPORTS

Deputy Mayor Remington

- Sylvan Lake Management Committee

Councillor Pashak

- Sylvan Lake Regional Wastewater Commission
- Southshore Line Project
- Association of Summer Villages of Alberta
- Alberta Urban Municipalities Association

Mayor Johnston

- Joint Services Committee

HMC-21-130 MOVED by Deputy Mayor Remington that the Half Moon Bay Council reports be accepted as information.

CARRIED

NEXT MEETING

HMC-21-131 MOVED by Mayor Johnston that the next meeting of Council be held October 25th, 2021, at 9:00 a.m.

CARRIED

ADJOURNMENT

HMC-21-132 MOVED by Mayor Johnston that being the agenda matters have been concluded, the meeting adjourned at 4:33 p.m.

JON JOHNSTON, MAYOR

TANNER EVANS, CAO

Summer Village of Half Moon Bay

Administration and Finance

Council Date: October 25, 2021

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 45,772.46

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

1. John MacPhail	\$	5,000.00
a. Completions Deposit Refund		
2. Town of Sylvan Lake	\$	5,742.40
a. 2021 Fire Contract		
3. Summer Village of Norglenwold	\$	3,500.95
a. August Muni Specific Costs		
b. August Monthly Shared Costs		
4. Alberta School Foundation Fund	\$	26,442.02
a. September 30 School Funding		

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Report Date
2021-10-14 11:37 AM

Summer Village of Half Moon Bay
List of Accounts for Approval
As of 2021-10-14
Batch: 2021-00076 to 2021-00086

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: NewAcct - New Main Bank Code					
Computer Cheques:					
26	2021-09-30	John MacPhail 3078	Completions Deposit Refund	5,000.00	5,000.00
27	2021-09-30	Town of Sylvan Lake FIRE2021	2021 Fire Services	5,742.40	5,742.40
28	2021-10-14	Parkland Regional Library 210128	4th Quarter Requisition	94.25	94.25
29	2021-10-14	Wild Rose Assessment Service 8395	Assessment Fees	735.00	735.00
EFT:					
19	2021-09-17	Summer Village of Norglenwold 2021-00151	August Muni Specific Costs	611.38	
		2021-00155	Aug 2021 Monthly Shared Cost	2,889.57	3,500.95
20	2021-10-04	Empringham Disposal Corp 26147	Weekly Collection-August	454.03	454.03
21	2021-10-04	Rugged West Maintenance Inc. 1206	Mowing & Trim Aug 3,17 & 31	630.00	630.00
22	2021-10-06	Summer Village of Norglenwold 2021-00161	Sept 2021 Muni Specific	63.00	
		2021-00166	Sept 2021 Monthly Shared Cost	2,710.47	2,773.47
23	2021-10-14	Rugged West Maintenance Inc. 1217	Mowing & Trimming- Sept 13	210.00	210.00
Other:					
2815-Man	2021-09-30	Epcor AUG232021-6937	Utilities	96.32	96.32
2848-Man	2021-09-30	Alberta School Foundation Fund 11854	School Fund-Sept 30	26,442.02	26,442.02
2873-Man	2021-10-14	Epcor SEPT222021-6937	Utilities	94.02	94.02
Total for NewAcct:					45,772.46

Certified Correct This October 14, 2021

Mayor

Administrator

Council Expense Claims Report: Addition

Due to be Paid October 31, 2021

July 2021

Joh Johnston - \$ 120.00

August 2021

Jon Johnston - \$ 120.00

September 2021

Jon Johnston - \$ 480.00

Council Expense Claim Form

NAME: Jon Johnston

POSITION: Mayor

MONTH ENDING: August-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
8/9/21	Municipal Planning Commission	1	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 120.00

Travel

[illegible]

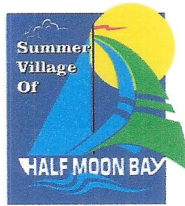
Other Expenses

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

MAYOR:

C.A.O:

TOTAL PAYABLE: \$ 120.00



Council Expense Claim Form

NAME: Jon Johnston

POSITION: Mayor

MONTH ENDING: September-2021

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

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Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/2/21	Joint Services Committee	3.5	Mayor	\$ 120.00
9/13/21	Regular Council	3.5	Mayor	\$ 120.00
9/22/21	MUNIS 101 Training	2	Mayor	\$ 120.00
9/29/21	MUNIS 101 Training	2	Mayor	\$ 120.00
			Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 480.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/2/21	Joint Services Committee	0.00	\$0.59	\$ 0.00
9/13/21	Regular Council		\$0.59	\$ 0.00
9/22/21	MUNIS 101 Training		\$0.59	\$ 0.00
9/29/21	MUNIS 101 Training		\$0.59	\$ 0.00
			\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 480.00

Summer Village of Half Moon Bay

Finance

Information Item

Agenda Item: *Quarterly Financial Report*

Background:

Administration would like to provide the following 3rd Quarter Financial information to Council.

Options for Consideration:

Administration would like to provide the following Financial information to Council.

- The Operating Budget Report to September 30, 2021
- ASFF Report to September 30, 2021
- Capital Projects Report to September 30, 2021

Balances at September 30, 2021

- ATB Bank Account #1 \$ 23,172.33
- ATB Bank Account #2 \$ 975,830.38

Reserves and Deferred Accounts

• Accumulated Surplus	0.00
• Completions Deposits	5,000.00
• Deferred Revenue (Grants)	192,118.38
• JSC IT Reserve	5,000.00
• Fleet Replacement Reserve	4,229.13
• Reserves Roads	60,487.87
• Reserves Wastewater	451,845.93
• Reserves General Operating	297,500.00
• Reserves Environmental	987.87
• Mill Rate Stabilization Fund	25,000.00

Unpaid Taxes - 3 totalling \$3000 (One is only \$46).

- Council Expense Claims Year to Date Report:
January 2021
 - Mike Pashak - \$360.00
 - Pam Skakun - \$200.00
 - Edward Hiscock - \$200.00

February 2021

- Mike Pashak - \$120.00
- Pam Skakun - \$200.00
- Edward Hiscock - \$100.00

March 2021

- Mike Pashak - \$539.36
- Pam Skakun - \$100.00
- Edward Hiscock - \$335.40

April 2021

- Mike Pashak - \$424.90
- Pam Skakun - \$400.00
- Edward Hiscock - \$200.00

May 2021

- Mike Pashak - \$658.18
- Edward Hiscock - \$100.00

June 2021

- Mike Pashak - \$120.00
- Pam Skakun - \$100.00

July 2021

- Mike Pashak - \$403.84
- Edward Hiscock - \$135.40 (June Claim submitted in July)

August 2021 – No Claims

September 2021

- Andrea Remington - \$500.00

Administrative Recommendations:

- 1) That Council discuss and accepts all items as information.

Authorities:

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

Report Date
2021-10-19 1:08 PM

**Summer Village of Half Moon Bay
Operating Budget**
For the Period Ending September 30, 2021

Page 1

	Budget	2020 YTD	Variance
Revenue			
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	250	190
112-000-550 - Return on Investments	12,000	3,220	(8,780)
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	52	(198)
161-000-520 - Development Permits	250	429	179
161-000-590 - Encroachment Fees	200	400	200
Total Revenue:	166,432	161,663	(4,769)
Expenditures			
Council and Legislation			
211-101-210 - May Travel & Sub	3,454	422	3,032
211-101-510 - Mayor Remuneration	5,000	1,915	3,085
211-102-150 - D M Remuneration	2,000	1,500	500
211-102-210 - D M Travel & Sub	2,032		2,032
211-103-150 - Council Remuneration	2,000	1,415	585
211-103-210 - Councillor Travel & S	2,134	175	1,959
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
Total Council and Legislation:	21,176	8,021	13,155
Shared Administration			
212-100-110 - Salaries	24,882	19,962	4,920
212-100-130 - Training	656	435	222
212-100-140 - Benefits	930	510	420
212-100-210 - Travel & Subsistence	854		854
212-100-211 - WCB	595	132	464
212-100-266 - PW Fleet	446	247	199
212-200-215 - Postage/Freight/Couri	454	173	281
212-200-500 - Printing Costs	509	226	283
212-200-510 - Office Supplies	798	467	331
212-300-217 - Phone/Fax/Internet	520	371	149
212-300-240 - Computer Software/Mtn	382	647	(266)
212-300-242 - IT Equipment	262	454	(192)
212-300-250 - Facility Improvements	262	29	233
212-300-255 - Facility Maintenance	920	277	643
212-300-263 - Condominium Costs	267	238	30
212-300-265 - Equipment Maintenance	112		112
212-300-270 - Equipment Rental	210	113	97
212-300-510 - Other Contingency	87	78	10
212-300-530 - Building Insurance	130		130
212-300-540 - Utilities	757	613	144
Total Shared Administration:	34,033	24,972	9,061

Report Date
2021-10-19 1:08 PM

Summer Village of Half Moon Bay
Operating Budget
For the Period Ending September 30, 2021

Page 2

	Budget	2020 YTD	Variance
<hr/>			
Municipal Specific Administration			
212-400-220 - Election Expenses/Mee	1,016	3,911	(2,895)
212-400-222 - Advertising	500		500
212-400-231 - Audit Fees	4,636	4,594	42
212-400-232 - Assessment Fees	3,000	2,300	700
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
Total Municipal Specific Administration:	15,528	13,379	2,149
<hr/>			
Protective Services			
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
Total Protective Services:	12,687	8,352	4,335
<hr/>			
Public Works			
232-000-200 - Green Space Program	9,000	1,668	7,332
232-000-250 - Road Maintenance Prog	5,486	6,633	(1,147)
232-000-255 - Plowing Program	9,754	3,670	6,084
232-000-260 - Tree Removal	5,000		5,000
232-000-265 - Sign Program	1,000		1,000
232-000-270 - Pathway Program	3,500		3,500
232-000-530 - Ditch & Culvert Progr	2,358	220	2,138
242-000-250 - SLR WasteWater Commis	8,463	3,619	4,844
242-000-251 - SLR Water Commission	1,000		1,000
242-000-253 - Unconnected Member Debenture	1,100		1,100
242-000-720 - Wastewater Reserve Co	15,000		15,000
243-000-200 - Contracted Services Solid Waste	5,871	2,801	3,069
243-000-255 - Landfill Costs	5,871	4,700	1,170
Total Public Works:	73,403	23,311	50,092
<hr/>			
Planning and Development			
261-000-110 - Development Services	500	442	58
261-000-115 - IDP/MDP	3,500	26	3,474
261-000-200 - Contracted Planning S	240		240
261-000-215 - SDAB Costs	400		400
261-000-220 - MPC Costs	700		700
Total Planning and Development:	5,340	468	4,872
<hr/>			
Recreation			
272-000-544 - Recreation Shelter EI	807	645	162
212-403-220 - FCSS Town of Sylvan	571	238	333
274-000-850 - Parkland Regional Lib	365	269	96
272-000-550 - Canada Day Event	2,500	1,205	1,295
Total Recreation:	4,243	2,357	1,886

Report Date
2021-10-19 1:08 PM

Summer Village of Half Moon Bay
Operating Budget
For the Period Ending September 30, 2021

Page 3

	Budget	2020 YTD	Variance
Environment			
243-102-150 - Red Deer River Waters	22	22	
Total Environment:	22	22	0
Total Expenditures:	166,432	80,882	85,550
Surplus / Deficit	0	80,781	80,781

Report Date
2021-10-19 1:05 PM

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

Page 1

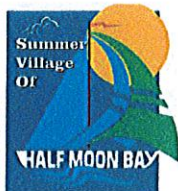
	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF Residential	106,585.02	106,586.22	1.20
101-000-190 - ASFF Non-Residential	141.83	141.83	
101-103-130 - DI Designated Industrial	2.95	2.95	
Total Revenue:	106,729.80	106,731.00	1.20
Expenditures			
201-100-130 - ASFF-Residential	106,585.02	79,184.22	27,400.80
201-101-130 - ASFF-Non-Residential	141.83	141.83	
201-300-130 - DI Designated Industrial	2.95		2.95
Total Expenditures:	106,729.80	79,326.05	27,403.75
Surplus / Deficit	0.00	27,404.95	27,404.95

Report Date
2021-10-19 1:04 PM

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

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-196-840 - Project MSI - Emergency Access Shoreline	30,000.00		(30,000.00)
197-200-840 - Project MSI - WW Phase 3-Transfer Site	13,000.00		(13,000.00)
197-201-840 - Project MSI - WW Phase 2 Detailed Design	3,000.00		(3,000.00)
197-202-840 - Project MSI - Warbler Close Trail Ext	20,000.00		(20,000.00)
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		(30,000.00)
197-205-840 - Project RES - East Reserve Tree Plant	10,000.00		(10,000.00)
Total Revenue:	114,000.00	0.00	(114,000.00)
Expenditures			
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	2,945.00	10,055.00
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
Total Expenditures:	114,000.00	66,222.25	47,777.75
Surplus / Deficit	0.00	(66,222.25)	(66,222.25)



Council Expense Claim Form

NAME: Mike Pashak

POSITION: Mayor

MONTH ENDING: January-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/19/21	Committee of the Whole	2	Mayor	\$ 120.00
1/25/21	Regular Council	2	Mayor	\$ 120.00
1/26/21	Joint Services Committee	4	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 360.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
1/19/21	Committee of the Whole	0.00	\$0.59	\$ 0.00
1/25/21	Regular Council	0.00	\$0.59	\$ 0.00
1/26/21	Joint Services Committee	0.00	\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

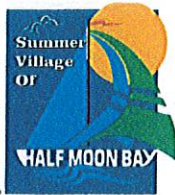
Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 360.00



Council Expense Claim Form

NAME: Pamela Skakun
 POSITION: Deputy Mayor
 MONTH ENDING: January-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/19/21	Regular Council	2.0	Deputy Mayor	\$ 100.00
1/25/21	Regular Council	1.5	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 200.00

If event is other please type it in.

Travel

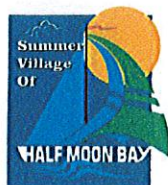
DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
1/19/21	Regular Council	0.00	\$0.59	\$ 0.00
1/25/21	Regular Council		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____
 C.A.O: _____

TOTAL PAYABLE: \$ 200.00



Council Expense Claim Form

NAME: Edward Hiscock
 POSITION: Councillor
 MONTH ENDING: January-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
1/19/21	Other (Conference, etc.)	2	Councillor	\$ 100.00
1/25/21	Regular Council	2	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 200.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
1/19/21	Other (Conference, etc.)	0.00	\$0.59	\$ 0.00
1/25/21	Regular Council		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

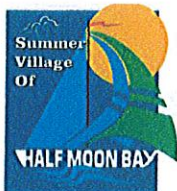
DATE	EXPENSE	SUBTOTAL	G.S.T	TOTAL
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 200.00





Council Expense Claim Form

NAME: Pamela SkakunPOSITION: Deputy MayorMONTH ENDING: February-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
2/12/21	Regular Council	2.0	Deputy Mayor	\$ 100.00
2/22/21	Sylvan Lake Regional Wastewater Commission	2.0	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 200.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
2/12/21	Regular Council	0.00	\$0.59	\$ 0.00
2/22/21	Sylvan Lake Regional Wastewater Commission		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 200.00



NAME: Edward Hiscock

POSITION: Councillor

MONTH ENDING: February-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
2/12/21	Other (Conference, etc.)	2	Councillor	\$ 100.00
	Select Event		Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 100.00

Travel

[illegible]

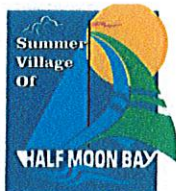
Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 100.00



Council Expense Claim Form

NAME: Mike PashakPOSITION: MayorMONTH ENDING: March-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/3/21	Sylvan Lake Management Committee	2.5	Mayor	\$ 120.00
3/5/21	Document Approval & Signature	3	Mayor	\$ 120.00
3/8/21	Regular Council	3	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 360.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/3/21	Sylvan Lake Management Committee	0.00	\$0.59	\$ 0.00
3/5/21	Document Approval & Signature	304.00	\$0.59	\$ 179.36
3/8/21	Regular Council	0.00	\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 179.36

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 539.36

NAME: Pamela Skakun
POSITION: Deputy Mayor
MONTH ENDING: March-2021

Village Business

Travel

Other Expenses

MAYOR: _____
C.A.O: _____

Page 15 of 26



Council Expense Claim Form

NAME: Edward Hiscock

POSITION: Councillor

MONTH ENDING: March-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/1/21	Family Community Support Services Board	2	Councillor	\$ 100.00
3/8/21	Regular Council	2	Councillor	\$ 100.00
3/24/21	Other (Conference, etc.)	2	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 300.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/1/21	Family Community Support Services Board	0.00	\$0.59	\$ 0.00
3/8/21	Regular Council		\$0.59	\$ 0.00
3/24/21	Other (Conference, etc.)	60.00	\$0.59	\$ 35.40
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

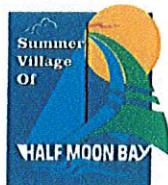
Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 335.40



Council Expense Claim Form

NAME: Mike PashakPOSITION: MayorMONTH ENDING: April-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
3/30/21	SLRWWC - SSL	4	Mayor	\$ 120.00
4/12/21	Regular Council	3.5	Mayor	\$ 120.00
4/15/21	HMB Town Hall	2	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 360.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
3/30/21	SLRWWC - SSL	110.00	\$0.59	\$ 64.90
4/12/21	Regular Council	0.00	\$0.59	\$ 0.00
4/15/21	HMB Town Hall	0.00	\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 64.90

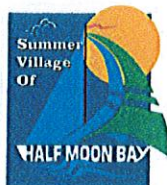
Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 424.90



Council Expense Claim Form

NAME: Pamela SkakunPOSITION: Deputy MayorMONTH ENDING: April-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/12/21	Regular Council	3.5	Deputy Mayor	\$ 100.00
4/15/21	Other (Conference, etc.)	2.0	Deputy Mayor	\$ 100.00
4/22/21	Sylvan Lake Regional Wastewater Commission	1.0	Deputy Mayor	\$ 100.00
4/26/21	Sylvan Lake Regional Wastewater Commission	2.5	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 400.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/12/21	Regular Council	0.00	\$0.59	\$ 0.00
4/15/21	Other (Conference, etc.)		\$0.59	\$ 0.00
4/22/21	Sylvan Lake Regional Wastewater Commission		\$0.59	\$ 0.00
4/26/21	Sylvan Lake Regional Wastewater Commission		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

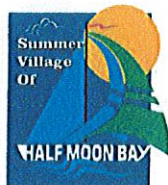
Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 400.00



Council Expense Claim Form

NAME: Edward HiscockPOSITION: CouncillorMONTH ENDING: April-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/12/21	Regular Council	2	Councillor	\$ 100.00
4/15/21	Other (Conference, etc.)	2	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 200.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/12/21	Regular Council	0.00	\$0.59	\$ 0.00
4/15/21	Other (Conference, etc.)		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00

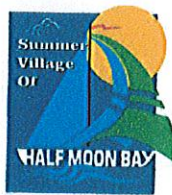
Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 200.00



Council Expense Claim Form

NAME: Mike Pashak

POSITION: Mayor

MONTH ENDING: May-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/27/21	Joint Services Committee	4	Mayor	\$ 120.00
5/7/21	WW Communication Consultant	1	Mayor	\$ 120.00
5/14/21	Other (Document Signing)	4	Mayor	\$ 120.00
5/25/21	Other (Cheque Signing)	4	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 480.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/27/21	Joint Services Committee	0.00	\$0.59	\$ 0.00
5/7/21	WW Communication Consultant	0.00	\$0.59	\$ 0.00
5/14/21	Other (Document Signing)	0.00	\$0.59	\$ 0.00
5/25/21	Other (Cheque Signing)	302.00	\$0.59	\$ 178.18
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 178.18

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 658.18



Council Expense Claim Form

NAME: Pamela SkakunPOSITION: Deputy MayorMONTH ENDING: June-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
5/31/21	Regular Council	3.5	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 100.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
5/31/21	Regular Council	0.00	\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 100.00



Council Expense Claim Form

NAME: Mike Pashak

POSITION: Councillor

MONTH ENDING: July-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/28/21	SLRWWC - South Shore Line	2	Councillor	\$ 100.00
7/12/21	Regular Council	3	Councillor	\$ 100.00
7/26/21	Sylvan Lake Regional Wastewater Commission	2	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 300.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/28/21	SLRWWC - South Shore Line	88.00	\$0.59	\$ 51.92
7/12/21	Regular Council	0.00	\$0.59	\$ 0.00
7/26/21	Sylvan Lake Regional Wastewater Commission	88.00	\$0.59	\$ 51.92
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 103.84

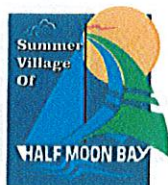
Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 403.84



Council Expense Claim Form

NAME: Edward HiscockPOSITION: CouncillorMONTH ENDING: June-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
5/31/21	Regular Council	2	Councillor	\$ 100.00
	Regular Council		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 100.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
5/31/21	Regular Council	60.00	\$0.59	\$ 35.40
	Regular Council		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 35.40

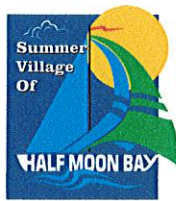
Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 135.40



Council Expense Claim Form

NAME: Andrea Remington

POSITION: Deputy Mayor

MONTH ENDING: September-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
9/13/21	Regular Council	3.5 hours	Deputy Mayor	\$ 100.00
9/8/21	Sylvan Lake Management Committee	1.1 hours	Deputy Mayor	\$ 100.00
7/12/21	Regular Council	3.5 hours	Deputy Mayor	\$ 100.00
9/22/21	Munis 101	2.1 hours	Deputy Mayor	\$ 100.00
9/29/21	Munis 101	2.0 hours	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 500.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
9/13/21	Regular Council	0.00	\$0.59	\$ 0.00
9/8/21	Sylvan Lake Management Committee	0.00	\$0.59	\$ 0.00
7/12/21	Regular Council		\$0.59	\$ 0.00
9/22/21	Munis 101		\$0.59	\$ 0.00
9/29/21	Munis 101		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 500.00

Summer Village of Half Moon Bay**October 25, 2021****Public Works****Information Item****Agenda Item: *Public Works Report*****Background:**

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

- Several culverts in Warbler Close have been cleared to allow for more effective spring drainage.
- Sections of asphalt at the two entrances of Lakeview Road are being repaired by Border Paving.
- Administration is working with a contractor to get pricing and schedule tree planting in the East Reserve next spring.
- Public Works will be going through municipal property with a contractor to selectively remove dead and dangerous trees. Removal will take place in the winter.

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

October 25, 2021

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 90 development permits issued in the Summer Villages (33 in Birchcliff, 1 in Half Moon Bay, 9 in Jarvis Bay, 25 in Norglenwold, and 22 in Sunbreaker Cove).

The following is the list in Half Moon Bay:

49 Lakeview Road Demolition & Dwelling

Closed development permits since last meeting:

49 Lakeview Road Garage with Guest House

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #123/13.

Summer Village of Half Moon Bay

Council and Legislation

Request for Decision

Agenda Item: *Signing Authority*

Background:

For legal and financial purposes, the Summer Village of Half Moon Bay requires signed meeting minutes stating who the new signing authorities are as part of the Signing Authority authorization process.

Options for Consideration:

That, pursuant to Section 213 (4) of the Municipal Government Act, agreements and cheques must be signed by one person in Group A and one person in Group B and further, that the said groups shall consist of the following:

GROUP A

Jonathan Johnston, Andrea Remington and Mike Pashak

GROUP B

CAO Tanner Evans or Executive Assistant Teri Musseau.

Administrative Recommendations:

That Council pass resolution adding Councillors Jonathan Johnston and Andrea Remington and removing Edward Hiscock and Pamela Skakun from Group A.

Authorities:

MGA 213

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

(a) by the chief elected official or by another person authorized by council to sign them, and

(b) by a designated officer

Summer Village of Half Moon Bay

October 25, 2021

Finance & Administration

Request for Decision

Agenda Item: *Parkland Regional Library Board 2022 Budget*

Background:

Administration received a copy of the Parkland Regional Library Board 2022 proposed budget.

The Parkland Regional Library Board requests that Council approve the 2022 per capita requisition and notifies PRLB asap, that way any budget revisions can be addressed at the PRL Board meeting on November 4th.

The 2022 proposed per capita requisition is 8.55, which is a zero increase from 2021.

Options for Consideration:

- 1) Approve the Parkland Regional Library Board 2022 budget.
- 2) Don't approve with a letter to be sent advising of decision.

Administrative Recommendations:

Administration recommends approval of Parkland Regional Library Board's 2022 budget.

Authorities:

Parkland Regional Library Agreement



Proposed BUDGET 2022

Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM

		Present Budget	
		2021	2022
Income			
1.1	Provincial Operating Grant	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451
Support Materials & Services Direct to Libraries			
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787
Cost of Services			
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)		3,478,487	3,536,451
Surplus/Deficit		0	0
AMOUNT PER CAPITA REQUISITION		8.55	8.55

Notes for the Parkland Regional Library System Budget 2022

Parkland's budget is developed according to Board policy and the constraints imposed by the Parkland Regional Library System Agreement. According to clause eight of the agreement – Library System Budget:

- 8.1 The PRLS Board shall prior to November 1 of each year submit a budget to the Parties to this Agreement and an estimate of the money required during the ensuing fiscal year to operate the library system. [Reg. s.25 (1)(f)]*
- 8.2 The budget and estimate of money required referred to in clause 8.1 above, shall be effective upon receipt by the PRLS 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 PRLS 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.*
- 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.*
- 8.4 Municipalities which join the library system after January 1, 1998 shall pay a signing fee as determined by the PRLS Board.*
- 8.5 The PRLS Board shall apply to the Government of Alberta for all library grants for which it is eligible, in accordance with the Department of Community Development Grants Regulation 57/98.*
- 8.6 Notwithstanding Clause 17.1.c., any increase in the requisition requires written notification of approval from two-thirds of the parties to this agreement which must represent at least two-thirds of the member population.*

Generally speaking, PRLS budgets are prepared with conservative estimates. Revenue is estimated at its minimum level and expenditures are estimated at their maximum level. For 2022, there is a zero increase to the municipal per capita requisition. The amount will remain the same as in 2020 and 2021, at \$8.55. This will be the third year in a row Parkland has not increased the per capita rate of the requisition.

For calculating the municipal levy for 2022, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance. We project the provincial operating grant to regional systems will remain at \$4.70 per capita and \$5.55 per capita for the rural library service grant in 2022. We also assume that grant levels will be based on 2016 population statistics.

Points within the budget to note include:

- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita (line 1.1).
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita (line 1.2).
- Membership fees are estimated on the most current statistics provided by the Government of Alberta.
- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures (line 1.4).
- Materials Allotment is being calculated at \$1.13 per capita (line 2.2).
- Cooperative Collection Fund is new and is designed to give Parkland staff a budget line for the purchase of physical materials (e.g. books, DVDs) to augment the collections of member libraries. By using interlibrary loan and collection assessment data, Parkland can target spending so member library collections better reflect member library needs. Also, should spending priorities change in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- Provincial grants amount to approximately 44.3% of PRLS' total income.
- The eContent line has been increased to reflect demand (line 2.6). eContent use increased significantly during the COVID-19 lockdowns.
- The Internet Connection Fees line has been reduced due to a newly negotiated contract that includes an increase in bandwidth (line 2.9).
- The Publicity/Tradeshow (line 3.9) has been eliminated and the funds associated with that line combined with the Marketing/Advocacy line (2.10). Overall line 2.10 has been increased to provide funds for marketing initiatives as directed within Parkland's current strategic plan.
- The salaries and benefits lines (3.11 and 3.12) have been reduced due to staff changes.
- Other lines have been increased or decreased slightly based on inflation or estimated expenses.

At the end of the budget documents you will find the Budget Supplement. The largest planned purchase is for computer hardware from the Technology Reserve estimated to be valued at \$162,800. One other anticipated reserve fund transfer for 2022 is for the purchase of one new cargo vehicle (estimated at \$33,500). By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

New this year staff have included a document with the budget package comparing the amount of requisition/municipal levy to items of direct financial benefit to member libraries. Based on budget amounts, an equivalent of 93% of the 2022 levy is returned in tangible form. This return is before considering services provided by Parkland or taking into account the costs of running Parkland system headquarters.

Parkland Regional Library System

Return on Municipal Levy

Based on 2021 & 2022 Budgeted Amounts



	2021	2022
Materials Allotment for Libraries (Books, DVD's, audiobooks, etc.)	\$249,546.00	\$256,396.00
Rural Library Services Grant	\$428,738.00	\$429,742.00
Technology (Hardware)	\$197,400.00	\$162,800.00
Postage (Reimbursement for Interlibrary Loan)	\$4,500.00	\$4,500.00
Software (For computers, ILS, etc.)	\$197,690.00	\$201,885.00
Rotating Collections (Large print, audiobook, programming kits etc.)	\$19,500.00	\$21,000.00
Internet (Connectivity provided to member libraries)	\$14,400.00	\$8,820.00
eContent (Platforms & purchases of eBooks, eAudiobooks, etc.)	\$101,200.00	\$135,600.00
Cooperative Collection Fund for Libraries	-	\$35,835.00
Marketing/Advocacy	-	\$20,000.00
Workshop/Training	\$14,000.00	\$14,000.00
Cataloguing Supplies	\$25,000.00	\$31,500.00
Contribution to Outlet Libraries*	\$800.00	\$800.00
Materials Discount (33% 2021 & 42% 2022)	\$82,350.18	\$107,686.32
Supernet (Fiber Optic connection provided by GOA to library system members)	\$370,022.00	\$370,022.00
Sub-total	\$1,705,146.18	\$1,800,586.32
Requisition	\$1,881,316.00	\$1,939,986.00
	91%	93%
Difference Between Levy & Direct Return	\$176,169.82	\$139,399.68

Brief Notes – September 2022**INCOME**

- 1.1 The Provincial Operating grant is an estimate, based on announcement from the Public Library Services Branch (PLSB) calculated at \$4.70 per capita.
- 1.2 The First Nations grant for reserve residents is calculated at \$10.25 per capita
- 1.3 Estimated requisition to municipalities to balance budget held at 2021 level \$8.55
- 1.4 Estimate, based on announcement from PLSB and calculated at \$5.55 per capita
- 1.5 Decreased slightly to reflect the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on announcement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 Based on actual costs and held at the 2021 level
- 2.4 Line slightly increased which includes the Polaris Integrated Library system maintenance agreement, purchases of non-capital hardware and misc. IT items such as adapters, cables, and supplies. For software, subscriptions, maintenance agreements, ongoing website development, the Microsoft Office suite of software for PRLS and member library computers, PRLS' management of wireless networks
- 2.5 New line - Cooperative Collection Fund – funds to allow Parkland staff to purchase physical materials (e.g. books and DVDs) for placement in member libraries with the intent of reducing interlibrary loans and improving the system-wide collection
- 2.6 Line increased due to demand for direct-to-patron electronic resources – for platform fees and subscriptions for eContent, an addition of an adult learning/skill development database
- 2.7 Funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves
- 2.8 For vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.9 Reduce significantly as negotiated by IT – includes an added benefit of increased bandwidth
- 2.10 Newly named, increased amount by combining funds from the eliminated line 3.9 and some funds from line 3.8 - used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS
- 2.11 Based on current population at \$0.30 per capita
- 2.12 Held at \$800 - operating funding provided to PRLS' four outlet libraries
- 2.13 Reduced slightly, based on actual
- 2.14 Held at \$4,500 - new in 2020 combines both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Reduced, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Held at 2021 level – for the operations of three cargo vans and two staff vehicles - anticipated maintenance costs for five vehicles and fuel, using an estimate of actual costs and considering variances for 2020

- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers and staff

PRLS Circulating Collections

- 2.18 Increased to \$5,000
- 2.19 Increase by \$10,000 to reflect materials allotment for the purchase of eContent which is in high demand
- 2.20 Held at 2021 amount
- 2.21 Held at 2021 amount
- 2.22 Reduced slightly

COST OF SERVICES

- 3.1 Reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Reduced slightly to \$1,600 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Increased slightly to \$4,700 based on review of actual over a three-year period
- 3.4 Held at \$18,000 - actual cost for maintaining the new building are just estimates
- 3.5 Increased slightly to \$12,200 - to cover PRLS' cost to belong to membership organizations (e.g. The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), etc.)
- 3.6 Increased slightly - covers five vehicles, cyber insurance, and new building coverage etc.
- 3.7 Increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance
- 3.8 Reduced to \$4,000 by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage
- 3.9 Eliminated line and rolled budget amount into new line 2.10 Marketing/Advocacy
- 3.10 Decreased slightly reflects current staff levels
- 3.11 Decreased to reflect predicted costs for staff benefits based on current staff levels
- 3.12 Renamed – was Continuing Education- held at the 2021 amount
- 3.13 Increased slightly - based on a five-year review
- 3.14 Reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.15 Reduced to \$8,000 – based on 3-year review of actual expenses (COVID-19 restrictions considered)
- 3.16 Increased slightly in 2021 to \$34,000 - includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.17 Based on actual in new building to date and then estimated – held at \$39,000

Complete Notes to the 2022 Budget

Proposed 2022 Budget Parkland Regional Library System

		Present Budget	
		2021	2022
Income			
1.1	Provincial Grants	990,831	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,881,316	1,939,986
1.4	Alberta Rural Library Services Grant	428,738	429,742
1.5	Interest Income	32,000	28,500
TOTAL Income		3,478,487	3,536,451

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate for regional systems is based on information from the Public Library Services Branch (PLSB) - for regional systems it will be calculated using 2016 population statistics at \$4.70 per capita - this rate is subject to change annually.

1.2 First Nations Grant:

the First Nations (FN) grant from the PLSB is expected to be ongoing. It is calculated at \$10.25 per capita based on First Nations reserve populations found within Parkland's service area. The grant is to enable library services to FN reserve residents. The grant is composed of two grants. The \$4.70 system operating grant and the \$5.55 per capita operating grant. The \$4.70 is used to fund operations of the regional system. The \$5.55 per capita is to fund various First Nations initiatives. See line 2.7.

1.3 Membership Fees:

\$8.55 per capita – requisition to municipalities to balance the budget, no increase. This rate will be the same for three years in a row and is not sustainable indefinitely without affecting service.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents and based on the PRLS membership agreement for those municipalities and municipal districts who do not appoint a library board – the grant is passed entirely to libraries as directed by these municipalities. Based on information from the PLSB, the grant will be calculated using 2016 population statistics at \$5.55 per capita – see line 2.1 under Support Materials & Services Direct to Libraries.

1.5 Interest Income:

estimate based on the returns from the RBC Dominion investment program, any short-term investments, and current bank account – the budgeted amount is reflective of the anticipated return on investments and is slightly reduced for 2022.

Support Materials & Services Direct to Libraries		2021	2022
2.1	Alberta Rural Library Services Grant	428,738	429,742
2.2	Allotment Funds issued to Libraries	249,546	256,396
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	197,690	201,885
2.5	Cooperative Collection Fund	0	35,835
2.6	eContent Platform fees, Subscriptions	53,700	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,800
2.9	Internet Connection Fees	14,400	8,820
2.10	Marketing/Advocacy	5,000	20,000
2.11	Member Library Computers Allotment	66,010	68,070
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,100	1,000
2.14	ILL Postage Reimbursement for libraries	4,500	4,500
2.15	Supplies purchased Cataloguing/Mylar	25,000	18,500
2.16	Vehicle expense	46,000	46,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	3,000	5,000
2.19	eContent	47,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,500	4,000
TOTAL Support Materials & Services Direct to Libraries		1,257,123	1,345,787

Support Materials & Services Direct to Libraries - line details

2.1 Alberta Rural Library

Services Grant:

provincial grant received by PRLS for municipalities and municipal districts that do not have library boards but are members of the system – per membership agreement, the grant is passed back to the libraries as mandated by the municipalities – see line 1.4 under income.

2.2 Allotment Funds Issued

to Libraries:

reflects allotment rate of \$1.13 per capita – held at 2017 level.

- 2.3 Cataloguing tools:* based on actual costs – held at 2021 level – includes a number of electronic resources such as Classification Web, RDA Tool kit, Web Dewey, and BookWhere: all of which are used to prepare books and other materials for libraries.
- 2.4 Computer Maint. Agree. Software Licenses:* for software maintenance agreements and subscriptions – line covers, but not limited to, the Microsoft suite of software for member library computers, website software, PRLS' management of wireless networks, PRLS' computer licenses, and licensed services for the Polaris integrated library system also includes small non-capital IT items as needed such as monitors and bar code scanners.
- 2.5 Cooperative Collection:* this is a new line and is designed to allow Parkland staff to purchase physical materials (e.g. books and DVDs) to augment the collections of member libraries. Based on interlibrary loan requests, and collection assessments Parkland can target spending so member library collections better reflect member library needs. Also, should other priorities occur in the future, such as increased demand for additional eContent, this line can be reduced without impacting member library allotment (line 2.2).
- 2.6 eContent Platform fees and Subscription fees:* increased to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResource (includes 3 public library focused databases: Ancestry Library Edition, Consumer Reports, and Solaro (homework help)), along with CloudLinking, Novelist, Niche Academy, Audio Cine, Survey Monkey, Loomly, Cypress Resume, a new adult learning/skill building resource, and other eContent PRLS may acquire.
- 2.7 FN Provincial Grant Expense:* funding provided through a provincial government grant program calculated at \$5.55 per capita for library service to the indigenous residents of Parkland's six First Nations reserves.
- 2.8 Freight:* vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – held at 2021 level.

*2.9 Internet Connection**Fees:*

for internet service provision to member libraries and HQ – reduce significantly due to a new contract negotiated by IT – includes an added benefit of increased bandwidth.

2.10 Marketing/Advocacy:

newly named, increased amount by combining funds from the elimination of line 3.9 and some additional funds from the photocopy/printing line 3.8 – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS as mandated in Parkland's strategic plan.

*2.11 Member Library**Computers:*

income collected for transfer to the Technology Reserve for the purchase of computers and peripherals for member libraries in the year the funds are collected. Calculated at thirty cents per capita.

2.12 Outlet - Contribution to Operating:

operating funds for Parkland's four outlet libraries, amounts set by board policy, up to \$200 annually, if a local library outlet's sponsoring society provides matching funds – held at \$800.

2.13 Periodicals:

reduced slightly based on actual, includes professional development publications and library journals.

*2.14 ILL Postage**Reimbursement for Libraries:*

held at 2021 levels – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from HQ's.

2.15 Supplies purchased Cataloguing/Mylar:

reduced for 2022 - based on review of 3-year actual, line for purchasing library materials processing laminated book covers, cataloguing records, and multimedia cases.

2.16 Vehicle Expense:

includes fuel and estimates for fluctuation in fuel prices, anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements – held at 2021 amounts.

2.17 Workshop/Training:

includes costs for all workshops, conferences, projects, and training activities hosted or planned by PRLS staff for member libraries regardless of whether they are held at PRLS or other locations – held at 2021 amount.

PRLS Circulating Collections

- 2.18. Audiobook Materials:* increased due to demand – used to support the physical audiobook collection.
- 2.19 eContent:* increased due to demand for direct-to-patron electronic resources - includes allotment for RB Digital magazines, eBooks and eAudiobooks through CloudLibrary and Overdrive, and potentially other eContent.
- 2.20 Large Print Books:* held at 2021 level.
- 2.21 Programming Boxes:* held at 2021 level - to refresh and build new programming kits for programming in member libraries.
- 2.22 Reference Materials:* reduced slightly – to purchase limited amounts of reference material for use by member libraries and PRLS staff; eResources for reference and professional development purposes can also be purchased using this budget line.

Cost of Services		2021	2022
3.1	Audit	17,400	16,500
3.2	Bank expenses	2,000	1,600
3.3	Bank Investment Fees	4,300	4,700
3.4	Building-Repairs/Maintenance	18,000	18,000
3.5	Dues/Fees/Memberships	11,750	12,200
3.6	Insurance	18,500	19,000
3.7	Janitorial/Outdoor maintenance expense	32,500	34,000
3.8	Photocopy	7,000	4,000
3.9	Publicity/Trade Show	4,100	0
3.10	Salaries	1,607,281	1,588,659
3.11	Salaries - Employee Benefits	354,497	349,505
3.12	Staff Development	20,000	20,000
3.13	Supplies/Stationery/Building	30,036	32,500
3.14	Telephone	12,000	8,000
3.15	Travel	9,000	8,000
3.16	Trustee expense	34,000	35,000
3.17	Utilities	39,000	39,000
TOTAL Cost of Services		2,221,364	2,190,664

Cost of Services – line details

- 3.1 Audit:* reduced as 2021 costs includes Parkland's triannual LAPP Audit requirement – the 2022 amount is estimated and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* reduced slightly based on actual - to cover the cost of enhanced electronic banking services and cheques.
- 3.3 Bank Investment Fees:* fee for management of the RBC Dominion investment program – based on review of actual charges – increased slightly.
- 3.4 Building-Repair/Maintenance:* held at 2021 amount – costs are based on actual in new building since October 2020 then with estimated amounts for a year.

*3.5 Dues/Fees/**Memberships:*

for Parkland's membership in professional organizations; may include, but not necessarily be limited to: The Alberta Library (TAL), Library Association of Alberta (LAA), Alberta Library Trustee Association (ALTA), Alberta Association of Library Technicians (AALT), Public Library Associations (PLA), Rural Municipalities of Alberta (RMA), American Library Association (ALA), and Alberta Public Library Administrators' Council (APLAC). Increased slightly to reflect actual.

3.6 Insurance:

this line has increased slightly to account for the addition of cyber insurance along with new building estimates. It includes the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime - based on a review of actual 3-year costs.

*3.7 Janitorial/Outdoor**Maint. Expense:*

increased slightly to \$34,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance, snow removal, and yard maintenance.

3.8 Photocopy:

renamed and reduced by moving funds for printing costs if an outside source is used for library publications/posters/etc. to line 2.10 Marketing/Advocacy – reflects lower fees per new photocopiers and estimated usage as well.

3.9 Publicity/Trade Show:

line eliminated with funds allocated to new line 2.10 Marketing/Advocacy.

3.10 Salaries:

reduced to reflect the current staffing level.

*3.11 Salaries-Employee**Benefits:*

reduced to reflect predicted costs for staff benefits based on current staff levels and being provided full benefits including, but not limited to, LAPP and Blue Cross.

3.12 Staff Development:

renamed - funds PRLS staff to attend workshops, seminars, technology/training courses, mental wellness events, conferences and other continuing education activities – held at \$20,000.

*3.13 Supplies/Stationery/
Building:*

based on a 3-year review - includes, but not limited to, book-related supplies such as barcodes, barcode label protectors, new plastic patron membership cards supplied to public libraries, also building and stationery supplies - increased slightly to account for regional library system swag shifted from eliminated line 3.9.

3.14 Telephone:

reduced due to acquiring a new phone system - includes line charges, toll free number, mobile telephones, and long-distance costs.

3.15 Travel:

includes consulting travel to public libraries, administrative travel, annual IT visits, and staff travel to workshops and conferences (includes reimbursement at \$0.505 per km to staff when they are unable to use the PRLS staff vehicles) – based on actual and estimates, reduced to \$8,000.

3.16 Trustee Expense:

increased slightly to account for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 8 or 9 times a year, includes \$100 half day/\$200 full day honorarium and mileage for committee meetings (includes meetings the board members attend on PLRS' behalf).

3.17 Utilities:

based on actual since moving into the new building in October 2020 and then estimated for a full year – held at 2021 level of \$39,000.

Proposed 2022 Budget
PARKLAND REGIONAL LIBRARY SYSTEM

	Present Budget 2021	Proposed Budget 2022
TOTAL Income	3,478,487	3,536,451
TOTAL Support Materials & Services Direct to Libraries	1,257,123	1,345,787
TOTAL Cost of Services	2,221,364	2,190,664
TOTAL Expenses (library materials & cost of service)	3,478,487	3,536,451
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.55

Budget Supplement**Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves.**

Staff make all applicable computer and vehicle purchases directly from reserves.

For IT purchases, PRLS has a very detailed Technology Replacement Schedule as it relates to maintaining our current IT infrastructure and the purchase of computers for member libraries. Based on PRLS' Technology Replacement Schedule, items being identified as needing to be replaced or newly acquired will have their costs estimated with the funds required for purchase included in the notes section of the Budget Supplement document. This amount will be shown as coming from the Technology Reserve. The amortization expense for IT purchases will be allocated and the residual value set aside in the Amortization Reserve.

Parkland will be purchasing one new vehicle in 2022 (estimated at \$33,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

In passing the budget, Board members are approving the movement of funds between reserves and operating as defined on the following pages and based on policy.

Parkland Regional Library System

Budget Supplement - Movement of Funds - 2022

Explanation points to the 2022 Budget dealing with Capital Assets, Amortization and Reserves
In passing the budget you agree to the movement of funds between reserves and operating
as defined below and based on policy.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2022	
Amortization Reserve (does not include building residual)		
Anticipated funds required to cover current portion of amortization expense from reserve w/o building amortization <i>(actual amount will be affected by asset disposals during the year)</i>	\$79,582	A
Vehicle Reserve		
Anticipated funds required to purchase new vehicles <i>(actual amount will be based on exact purchase price in the year)</i>	\$33,500	B
Technology Reserve		
Anticipated funds required for Technology purchases <i>(May included Member libraries computers, wireless equipment, SuperNet CED units, PRLS assets) (Estimated capital PRLS assets - 2022, \$68,800 -B)</i>	\$162,800	B
	\$275,882	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Vehicle selling price <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C
	\$5,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets <i>(actual amounts will be based on exact purchase amounts in the year)</i>	\$68,541	B
Vehicle Reserve		
Proceeds from the sale of vehicles <i>(actual amounts will be based on exact selling price in the year)</i>	\$5,000	C

Technology Reserve	
Budgeted for member library computers	\$68,070
	<hr/>
	\$141,611

4 CAPITAL ASSET EXPENSE ALLOCATION

Current year Amortization estimated - PRLS Assets	\$33,759	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Amortization expense anticipated (w/o building amount)	\$79,582	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
	<hr/>	
	\$113,341	

Summer Village of Half Moon Bay**November 25, 2021****Council and Legislation****Request for Decision****Agenda Item:** *Request to Strike IDP Committee/Dissolve SLMC***Background:**

The Intermunicipal Development Plan was completed at the end of 2020. Section 10.2.5 discusses the need for an Intermunicipal Development Plan Committee which shall be established between the partner municipalities. This "IDPC" shall be comprised of one elected official and one non-voting administrative staff from each of the 8 participating municipalities and will meet annually or on an as needed basis to monitor, review, discuss, and/or resolve any issues of mutual interest or as opportunities arise.

What the IDP does not do is state which municipality will initiate the process of striking the IDPC. As Chair of the Sylvan Lake Management Committee, Mayor Roger Dufresne has offered to begin the process.

Further to this, the Sylvan Lake Management Committee has sent a letter to the member municipalities requesting that the members withdraw their participation in the SLMC and support the decision that it be dissolved as the newly formed IDPC will deal with the health and sustainability of the watershed.

Options for Consideration:

- 1) Council withdraw their participation in the SLMC, support the creation of the IDPC, and name a member to that committee.
- 2) Council accept as information.

Administrative Recommendations:

Council withdraw their participation in the SLMC, support the creation of the IDPC, and name a member to that committee.

Authorities:

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



Summer Villages Administration Office
 #2 Erickson Drive
 Sylvan Lake, AB T4S 1P5
 Ph: 887-2822

September 9, 2021

To the Participating Municipalities of the Sylvan Lake Intermunicipal Development Plan
Re: Intermunicipal Development Plan Committee

Last year we completed a large undertaking with the successful completion of our Intermunicipal Development Plan (IDP). The collaborative work each municipality put into this document is something that we will continue to accomplish moving forward, working together proactively to enhance and improve the area around Sylvan Lake for the benefit of all parties involved.

Section 10.2.5 – 10.2.9 of the IDP speaks to the necessity of forming an Intermunicipal Development Plan Committee (IDPC):

- 10.2.5 An intermunicipal Development Plan Committee (IDPC) shall be established between the Partner Municipalities.
- 10.2.6 The Intermunicipal Development Plan Committee shall be comprised of one elected official and one non-voting Administrative staff member from each of the Partner Municipalities. The Intermunicipal Development Plan Committee shall also include a Technical Advisory Committee comprised of administrative staff members from each of the Partner Municipalities.
- 10.2.7 The Intermunicipal Development Plan Committee shall meet annually or on an asneeded basis to monitor, review, discuss, and / or resolve any issues of mutual interest, or as opportunities arise.
- 10.2.8 The mandate of the Intermunicipal Development Plan Committee shall include the following:
 - a. Oversight for the implementation of the Sylvan Lake Intermunicipal Development Plan's policies and required follow-up studies/plan/initiatives;
 - b. Monitoring the Sylvan Lake Intermunicipal Development Plan's progress;
 - c. Reviewing any proposed amendments to the Sylvan Lake Intermunicipal Development Plan;
 - d. Reviewing any proposed annexations;
 - e. Discussing any other joint Sylvan Lake Intermunicipal Development Plan opportunities or issues that may arise; f. Assisting with the resolution of disputes in accordance with policies 10.2.32 - 10.2.34.



Summer Villages Administration Office

#2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Ph: 887-2822

-
- 10.2.9 Municipal staff members are encouraged to informally discuss intermunicipal matters and consult with each other on an as-needed basis regardless of the committee agenda or schedule.

The Summer Village of Birchcliff has passed a motion to establish the Intermunicipal Development Plan Committee, and appointed an elected official and one non-voting administrative staff member to the committee. We kindly request that your council consider making a similar motion and appointment so that the IDPC can be established and the work can begin on the terms of reference for this committee.

Thank you,

Roger Dufresne
Mayor of Birchcliff
Chair – Sylvan Lake Management Committee

September 20, 2021

Dear Member Municipalities,

On September 8, 2021, the Sylvan Lake Management Committee (SLMC) held their regular meeting where they discussed the previously requested repeal of the Sylvan Lake Management Plan and subsequent future of the SLMC. The Committee agreed that similar to the redundancy between the Sylvan Lake Management Plan and the Sylvan Lake Intermunicipal Development Plan (IDP), two committees to deal with the health and sustainability of the watershed was unnecessary. Given that the IDP states that an IDP Committee will need to be established to oversee the plan and its implementation, the SLMC determined that the Management Committee would no longer be necessary.

At that meeting the following motion was made:

Moved by N. Rattan to dissolve the Sylvan Lake Management Committee following this meeting.

Carried

As the Chair of the Sylvan Lake Management Committee, I am requesting on the Committee's behalf, that the member municipalities consider withdrawing their participation and membership in the Sylvan Lake Management Committee and further that they support the Sylvan Lake Management Committee's decision to dissolve the Committee, as the new IDP Committee will be established to promote sustainable land development and protect the health of the watershed.

Should you have any questions please feel free to contact me at roger.gj.dufresne@gmail.com.

Sincerely,



Roger Dufresne
Chair, Sylvan Lake Management Committee

Summer Village of Half Moon Bay

Council and Legislation

Request for Decision

Agenda Item: *Council Education Opportunity*

Background:

Administration has received information on an upcoming Council Education Opportunity with George Cuff who has a Canada-wide reputation among municipalities, crown agencies and other public sector bodies as an advisor, consultant and author on the art and principles of governance and the elements of effective organizations.

George Cuff is renowned for his ability to deliver information pertinent to any Council member. This is a normal process to educate new Councillors and re-educate old Councillors on their roles and the role of Administration.

The seminar will take place virtually on Monday, November 29th from 2:00 p.m. to 4:30 p.m. at a cost of \$270.88 per person.

Options for Consideration:

1. Accept as information.
2. Authorize Councillors to attend and have Administration make arrangements.

Administrative Recommendations:

Authorize Councillors to attend and have administration make arrangements.

Authorities:

Bill 21 - 201.1(1) A municipality must, in accordance with the regulations, offer orientation training to each councillor within 90 days after the councillor has been elected.

October 21, 2021

MUNICIPAL WORLD

Municipal Master Class

Your Early Bird Offer has landed!



Municipal Master Class
with George B. Cuff, FCMC

Orientation to
Good Governance

Monday, November 29, 2 p.m. EDT

**MUNICIPAL
WORLD**
WE SHARE YOUR STORIES

Good Governance is Essential

Provinces and territories across Canada held municipal elections this fall. That means there are a lot of new councillors keen to make a success of local government. But a lack of clarity about roles and responsibilities is a pervasive problem at the municipal level that causes major issues for staff and council if left unaddressed.

Facilitated by one of Canada's most respected municipal advisors, this session will help new and seasoned councillors and staff provide the best outcomes for their local community and navigate proper decision making and accountability processes of local government.

Every New Council Needs a Good Governance Orientation

George Cuff's *Orientation to Good Governance Master Class* is a 2.5 hour interactive workshop with one of Canada's most trusted municipal advisors. Participants in this master class will come away with an understanding of how important good governance is, lessons learned from a wide range of municipalities, and how they can best achieve good governance in their own municipality.

Get your Council on the Right Foot

Whether the goal is to provide an orientation for new councillors and staff or a refresher for those returning, this master class will provide you and your team with a complete good governance and decision-making toolbox.

The first 25 registrants will receive a complimentary copy of *Off the Cuff Volume 1* by George B. Cuff.

REGISTER NOW!



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privacy@municipalworld.com, or send us a note at the address below.

Summer Village of Half Moon Bay

Public Works

Request for Decision

Agenda Item: *Lacombe Regional Waste Services Commission*

Background:

Attached, Council will find the 2022 LRWSC agreement for the Summer Village of Half Moon Bay. This is a five-year contract, commencing on the first of January 2022 and terminating on the 31st day of December 2027 with the annual cost being \$4,700.28.

This agreement allows the Summer Village of Half Moon Bay and its residents to use all the transfer stations and waste facilities operated by Lacombe County. This includes the Eckville and Bentley Transfer Stations. It also includes the disposal of all the household waste collected by the garbage contractor. Lacombe County has reduced their rates for this contract from the \$4,975.79 they were charging in 2020.

Options for Consideration:

- Council authorize the Mayor and CAO to sign agreement as presented.
- Council table for further information.

Recommendations:

That Council discuss and authorize the Mayor and CAO to sign the agreement as presented.



Household Waste Acceptance Agreement

THIS AGREEMENT entered into this _____ day of _____, 2021.

BETWEEN:

SUMMER VILLAGE OF HALF MOON BAY

of

Tanner Evans, CAO

#2 Erickson Drive

Sylvan Lake, AB T4S 1P5

(Hereinafter referred to as "Summer Village")

OF THE FIRST PART

- and -

LACOMBE REGIONAL WASTE SERVICES COMMISSION

of

RR 4, Site 3, Box 18

LACOMBE AB T4L 2N4

(Hereinafter referred to as the "Commission")

OF THE SECOND PART

WHEREAS The Commission operates a solid waste collection and disposal site for the benefit of its residents;

AND WHEREAS the Summer Village wishes to delivery household waste to the Commission facilities;

AND WHEREAS The Summer Village and the Commission recognize the benefits of a single transportation organization for the entire community;

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter contained the parties mutually covenant and agree with each other as follows:

1. Definitions

1.1. In this Agreement:

- a) "Household Waste" means all collection and proper disposal of wet garbage materials;

b) "Service" means access to the Bentley (Pt. NE 22-40-1 W5M) and Spruceville (Pt. NW 29-40-27 W4M) Transfer Site facilities during regular hours of operation and the proper disposal of household waste materials;

c) "Net Cost" means the total billable cost of providing the Service.

2. Term

2.1. The term of this Agreement shall be for a period of five (5) years, commencing on the 1st day of January 2022, and terminating on the 31st day of December, 2027.

2.2. This agreement will remain in effect unless terminated by either party as per clause 5.

3. Covenants of Summer Village

3.1 The Summer Village covenants and agrees with the Commission, during the term of this Agreement:

a) to provide all permanent population numbers and number of seasonal residences;

b) to pay all invoiced amounts within 30 days based on the following formula;

- Number of houses times 2.9 people (average family size)
- Less full time population as per the latest census
- Remaining houses times 2.9 people times 20% (2.4 months of the year)
- The total number of residents times the requisition plus an additional 15%.

2021 Calculation

56	Total number of residences	
42	Population SV Half Moon Bay as per Municipal Affairs	
20	Number of houses (population full time)	
<u>21</u>	Seasonal residences	36 x 2.9 x 20% (2.4 months)
63	People based on above formula	20.88
\$74.75	Requisition est. plus 15%	
\$4,700.28	Total cost per year	

c) to execute agreement in a timely manner and pay the invoice within 30 days of final execution by both parties;

d) to inform their residents that this agreement is for the collection and disposal of appropriate household waste only;

e) Inform the Commission of the name and contact numbers of the designated waste contractor.

7. Notice

7.1 Any notice or other communication required to be given pursuant to the terms of this Agreement shall be in writing and shall be sufficiently given:

- a) if delivered by hand or by courier to a party at its address for service, such delivery shall be deemed received by the party on the date of delivery, if such delivery is during the party's normal business hours, on any business day;
- b) except during any period of actual or impending postal disruption, if sent by first class mail, or by airmail if sent from outside Canada or the United States, postage prepaid, to a party at its address for service, such mailing shall be deemed to have been received by the party on the fourth (4th) business day following the date of mailing. However, if postal service is interrupted or operating with unusual or imminent delay, such notice or other communication shall be sent by such means during such interruption or period of delay; and
- c) to any party which has provided a direct facsimile transmission number as part of its address for service, if sent by fax to a party to its fax number as provided herein, such transmission shall be deemed received by the party when actually received, if such transmission is during the party's normal business hours on any business day. If such notice or other communication is not received during the party's normal business hours, such notice or other communication shall be deemed to have been received by the party on the business day next following the date of transmission.

For the purpose of this Section 8, the address for service for each party shall be as follows:

Tanner Evans, CAO
#2 Erickson Drive
Sylvan Lake, AB T4S 1P5

Phone: (403) 887-2822

LACOMBE REGIONAL WASTE SERVICES COMMISSION
Commission Manager
RR #4, Site 3, Box 18
Lacombe, AB T4L 2N4

Phone: (403) 782-8970

Cell: (403) 896-3715

Email: jhohn@lrwsc.ca

8. Miscellaneous Provisions

8.1 This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.

8.2 This Agreement shall enure to the benefit of and be binding upon the parties hereto, their respective successors.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

SUMMER VILLAGE OF HALF MOON BAY

PER: _____
Mayor

PER: _____
Tanner Evans, CAO

LACOMBE REGIONAL WASTE SERVICES COMMISSION

PER: _____
Grant Creasey, Chairperson

PER: _____
Jay Hohn
Commission Manager

Summer Village of Half Moon Bay

October 25, 2021

Planning and Development

Request for Decision

Agenda Item: *LUB 123/13 Amendments*

Background:

During the latest Municipal Accountability Program review, a required Land Use Bylaw change has come up to be made, below is the revision to be made:

Part One: 1.7 Current Regulation:

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

Part One: 1.7 Proposed Regulation:

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

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

Below is a list of LUB Amendments that Administration is proposing:

Part One: 1.3 Current Definition:

“breezeway(s) means a roofed open passage connecting two (2) or more buildings”.

Part One: 1.3 Proposed Definition:

“breezeway(s) means a roofed open passage connecting two or more buildings. An accessory building connected to a principal building by way of a breezeway shall not be considered part of the principal building.

Part One: 1.3 Current Definition:

“temporary building means a building without any foundation below grade and includes a soft-sided or other structure designed to serve as a temporary garage, storage shelter or greenhouse, but does not include an accessory building, or a guest house”.

Part One: 1.3 Proposed Definition:

“temporary use or building means a use or development for which a development permit has been issued and which is to exist for a timeframe of up to (but not exceeding) two years, as determined by the Development Authority.”

This way includes more detail stating a maximum timeline and when there can be a temporary building on the lands.

Part One: 1.3 Add Definition:

“Development Design Plan means a non-statutory plan prepared by a development proponent in support of a proposal for development. The purpose of a development design plan is to mitigate negative impacts on watershed health as required in the Sylvan Lake Intermunicipal Development Plan. A development design plan includes the following details:

- A planting plan including native vegetation;*
- A sediment control plan;*
- A drainage plan; and*
- Information about site coverage.*
- Any other information the development authority considers to be pertinent.*

A development design plan shall be required at the discretion of the Development Authority and will be enforced as a condition of development approval.”

This term is used in the policy language of the Sylvan Lake Intermunicipal Development Plan.

Part Two: 2.3 Add:

“Where a proposed development or redevelopment is within 30.0 m (98.4 ft.) of the top of bank or high water mark of Sylvan Lake, a Development Design Plan shall be submitted as part of a development permit application and enforced as a condition of approval. Determining which feature (top of bank or the high water mark of Sylvan Lake) is appropriate will be at the discretion of the Development

Authority. Submission of the Development Design Plan shall be in accordance with the applicable policies of the Sylvan Lake Intermunicipal Development Plan.”

Options for Consideration:

1. Discuss and approve the proposed amendments. First reading will be done to Amendment Bylaw before a Public Hearing is scheduled.
2. Accept as information.

Administrative Recommendations:

Council to discuss and approve the proposed amendments. First reading will be done to Amendment Bylaw before a Public Hearing is scheduled.

Authorities:

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

Summer Village of Half Moon Bay

October 25, 2021

Council Reports

Information Item

Council Reports:

Jon Johnston

Andrea Remington

Mike Pashak – written reports

- Sylvan Lake Regional Wastewater Commission (SLRWWC)
- SLRWWC South Shore Line Project
- Association of Summer Villages of Alberta (ASVA)
- Alberta Urban Municipalities Association (AUMA)
- AUMA Financial Health Working Group

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

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

Correspondence:

Information Items:

- Sylvan Lake Management Committee Minutes
- Joint Services Committee Meeting Minutes

Upcoming Meetings:

Next Council Meeting – December 6, 2021

COUNCIL REPORTS (October 25, 2021):

Councillor Mike Pashak - report

Attended Muni 101 for Elected Officials and Municipal Planning Committee training. Both courses provided valuable information for my role as Councillor.

Sylvan Lake Regional Wastewater Commission (SLRWWC)

- Operations continue to run smoothly and Operating expenses are within expectations.
- Stage 4, North Shore Line, is on schedule and commissioning is forecast to occur in the second week of November. Difficult drilling conditions (hard rock) and long-delivery items challenged the project timelines. The line and lift station are forecast to be operational by next spring with some final cleanup items such as paving and landscaping to be completed in early 2022.
- The Sunbreaker Cove wastewater project is 90 per cent complete. They had good response from residents with 230 of 266 lots to be connected this year. Connection costs for residents has been higher than forecast based on the Birchcliff project.

SLRWWC South Shore Line Project

The Sylvan Lake Regional Wastewater Commission approved Stantec's Feasibility Study for the (SLRWWC) Stage 5 – South Shore Line. This project is planned to extend the regional wastewater transmission system to service the communities along the south shore of Sylvan Lake and further to the Town of Eckville. This Feasibility Study presents the 25-year design horizon findings for population and flow projections, the preferred conceptual pipeline alignment options with hydraulic modelling and pipe sizing, as well as Stantec's Feasibility Level Opinion of Probable Cost for the system.

The South Shore Line alignment is staged into four segments to offer the Commission the opportunity to analyze the impact of each leg of the system individually as well as stage a phased construction and funding strategy for implementation.

According to the detailed OPC, it is recommended that the Commission make an application to the province for phased funding of a regional forcemain and lift stations to connect to the existing Town of Sylvan Lake infrastructure for \$41,700,000 (2021 dollars) for the ultimate build out of the South Shore Line Regional Wastewater System. The initial phase of the project is from TOSL to HMB and is estimated at \$17,300,000, which also includes TOSL upgrades and realignment of Norglenwold flows. The study has been forwarded to Alberta Transportation for review and their recommendations on how to proceed with funding requests prior to the November 30th deadline.

Association of Summer Villages of Alberta (ASVA) meetings:

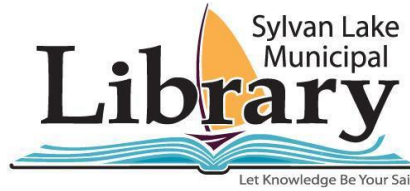
The Annual Conference and AGM are scheduled for October 21st at 4:30. Minister Ric Mclver will bring greetings and Doug Griffiths (Author - 13 Ways to Kill a Community) is the keynote speaker. There are presentations on Policing and Mooring and Docks.

Alberta Urban Municipalities Association (AUMA)

The Annual Conference in Edmonton this year is set for November 17-19 and is currently planned as an in-person event. It also has a virtual component if interested.

AUMA Financial Health Working Group

Attended a second meeting of this provincial working group. The group continues to look for a set of metrics that will define the financial health and resiliency of a municipality. The goal is to have a number of key metrics that demonstrate how Sustainable, Vulnerable, and Flexible/Adaptable a municipality is. These metrics will help change the narrative and educate government and outsiders on how municipalities are doing the right things to remain viable; i.e. Financial Reserves, Property Taxes & other Revenue, Debt management, Asset Management & Maintenance, and Capital Projects.



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – AUGUST 11, 2021 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

The Annual Operating Budget will be presented to the Town of Sylvan Lake near the end of the year once elections are completed.

2. Director's Report

The Director's Report was approved as presented.

Starting on September 7, 2021, the library hours of operation will change to the following:

Monday 1:00pm-8:00pm / Tuesday – Thursday 10:00am-8:00pm (open at 9:30am for vulnerable patrons)

Friday and Saturday 10:00am-5:00pm / Sunday 1:00pm-5:00pm

3. New Items

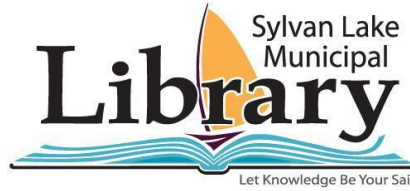
"Friends of the Sylvan Lake Library" (FOSLL) are hosting their AGM at the Sylvan Lake Municipal Library on Saturday September 11, 2021, from 10:15am to 12:15pm. Please consider joining this wonderful group of volunteers!



From September 22 to 24, 2021 the "Stronger Together" Conference will be taking place. A joint effort of the Alberta Library, Parkland Regional Library System, Peace Library System and Yellowhead Regional Library this virtual conference is free to attend. With over 50 library experts scheduled to speak there is content for everyone. To register visit: <https://strongertogether.heysummit.com/>

Meeting adjourned at 7:25pm.

Next Regular Meeting – September 8, 2021, at 6:30pm



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 8, 2021 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

2. Director's Report

The Director's Report was approved as presented.

As of September 7, 2021, the library hours of operation changed to the following:

Monday 1:00pm-8:00pm / Tuesday – Thursday 10:00am-8:00pm (open at 9:30am for vulnerable patrons)
Friday and Saturday 10:00am-5:00pm / Sunday 1:00pm-5:00pm

3. New Items

"Friends of the Sylvan Lake Library" (FOSLL) are hosting their AGM at the Sylvan Lake Municipal Library on Saturday September 11, 2021, from 10:15am to 12:15pm. Please consider joining this wonderful group of volunteers!



From September 22 to 24, 2021 the "Stronger Together" Conference will be taking place. A joint effort of the Alberta Library, Parkland Regional Library System, Peace Library System and Yellowhead Regional Library this virtual conference is free to attend. With over 50 library experts scheduled to speak there is content for everyone. To register visit: <https://strongertogether.heysummit.com/>

On September 30, the library will modify hours of operation from 10:00am to 5:00pm (9:30am opening for vulnerable patrons). This modification of hours is in recognition of the National Day for Truth and Reconciliation, watch for special event announcements coming soon!

Meeting adjourned at 6:48pm.

Next Regular Meeting – October 13, 2021, at 6:30pm



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – OCTOBER 13, 2021 – 6:30PM

1. Treasurer’s Report

The Treasurer’s Report was approved as presented.

2. Director’s Report

The Director’s Report was approved as presented.

Andrea Newland, Library Director, presented the library budget to the Town of Sylvan Lake Council on October 12; this presentation was very well received. The Town suggested Andrea should return to Council on November 22 (at 6:00pm) after the new elected officials are sworn in. This process will help to educate new Councillors and give them the opportunity to ask questions.

Due to the Provincial restrictions, effective October 1, 2021, the hours of operation are as follows:

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

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

Please note the library will be closed on November 11, 2021, for Remembrance Day.

3. New Items

Sylvan Lake Municipal Library’s “Little Free Pantry”, a free resource for people dealing with food insecurity, is well used; groceries move off the shelves faster than the library can restock them. From October 18-29, the library is asking for non-perishable food donations or monetary donations to help fill the shelves, any monetary donation of \$20 or more will qualify for a tax receipt.

Donations are accepted for the “Little Free Pantry” all year and please note it is important to check expiry dates on food items prior to donating. To help raise awareness, the library asks that people spread the news by using the hashtags #StockthePantry and #SylvanLakeLibrary on social media.

4. Policy

The “Finance Policy” and the “Gifts and Donations Policy” were updated and passed during this meeting.

Meeting adjourned at 7:23pm.

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



PRLS Board Meeting Minutes September 16, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:07 a.m. on Thursday September 16, 2021 in the Small Board Room, Lacombe.

Present: Debra Smith (Board Chair)

Present via Zoom: Jackie Almberg, Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Daryl Loughed, Josephine McKenzie, Julie Maplethorpe, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne, Norma Penney, Rosella Peterman, Len Phillips, Heidi Pierce, Lori Reid, Danny Rieberger, Bill Rock, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood

With Regrets: Heather Ryan, Clark German, Stephen Levy, Mary Ann Wold

Absent: Bill Chandler, Amanda Derksen, Trudy Kilner, Lonnie Kozlinski, Guy Lapointe, Ricci Matthews, Rick Pankiw, Mike Yargeau

Staff: Ron Sheppard, Donna Williams, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

Guests: Ken Allan from Public Library Services Branch (PLSB)

Call to Order

Meeting called to order at 10:07 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 Jeanny Fisher to excuse Mary Ann Wold, Clark German, Heather Ryan, and Stephen Levy from attendance at the board meeting on September 16, 2021 and remain members of the Parkland Board in good standing.

CARRIED
PRLS 30/2021

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED
PRLS 31/2021

1.2. Approval of Minutes

Smith asked if there were any amendments to the May 20, 2021 minutes. There were none.

Motion by Bruce Gartside to approve the minutes of the May 20, 2021 meeting as presented/amended.

CARRIED
PRLS 32/2021

1.3. Business arising from the minutes of the May 20, 2021 meeting

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

2.5. Business Arising from the Consent Agenda

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

Motion by Gord Lawlor to approve the consent agenda as presented.

CARRIED
PRLS 33/2021

3.1. Public Library Service Branch (PLSB) Update by Ken Allan

The PLSB is currently undertaking an engagement process on potential changes to Alberta library legislation. They started in 2019 and received feedback on some items to clarify, simplify or streamline in the legislation. There were also other issues highlighted that had no clear path to proceed. The PLSB is reaching out again to clarify issues where needed with sessions and a survey. The sessions are being held between September 9th to September 30th. The survey will close on October 8th. All sessions are held via Zoom. Each of the 4 sessions focuses on one of the four topic areas. Each topic has two sessions; one during the day, and one in the evening.

1. Professional librarians – how many librarians are required by legislation
2. Library board governance
3. Library system participation, agreements, and public library network services
4. Intermunicipal Library boards and federation boards

All libraries and municipalities have been invited to participate in the sessions and an online survey. People who have not been invited directly are also welcome to participate.

Ken Allan left the meeting at 10:28 a.m.

3.2. Approval of PRLS Budget 2022

Sheppard reviewed the 2022 Budget. It presents a zero percent increase to the municipalities for the requisition.

Points within the budget to note include:

- There will be no increase to the municipal levy for the third year in a row
- Municipalities will be invoiced based on the Treasury Board figures for 2022
- The provincial operating grant for systems is estimated using 2016 population figures and calculated at the current rate of \$4.70 per capita
- The First Nations Grant is assumed to continue using 2016 population figures, the grant is calculated at \$10.25 per capita

- It is assumed the rural library service grant will also be issued at \$5.55 per capita using 2016 population figures
- Provincial Grants make up 44% of PRLS' income
- Cooperative Collection fund is new to purchase materials for libraries to fill ILL needs outside the system. It can be decreased in the future, if necessary, without impacting other services.
- There will be 2 purchases from reserves, \$162,800 for a server upgrade and computers for libraries and a new cargo van valued at approximately \$33,500
- Parkland saved funds from the cancellation of the Alberta Library Conference. Parkland normally sends several board and staff members to Jasper, AB
- The Return on Municipal Levy shows a 93% return in direct benefits to libraries

No questions were raised by the board about the budget.

Motion by Len Phillips to approve the Parkland Regional Library System 2022 Budget as presented.

CARRIED
PRLS 35/2021

3.3.1. Approval of the Movement of Reserve Funds

Sheppard reviewed. Staff wondered if the finance policy needs to define more clearly who has the right to move reserve funds. In policy 4.4.13 "Finance Fund Accounts", the policy states the: *"Movement of funds to or from fund accounts must be accompanied by a motion or according to policy."* The question was whether policy needs to explicitly state that the movement of funds can occur only by a motion of the Executive Committee or Board? Parkland's Advocacy Committee does make motions but their terms of reference prevent them from making financial decisions. However, what if the Board ever sought to create other committees? Staff have not identified any problems with controls over reserve funds to date, but wish to ensure the Board is confident with the transparency of our processes.

At their meeting held on June 17th, the Executive Committee supported a policy change clarifying who is authorized to move funds to and from Parkland's reserve accounts. The committee recommend that moving reserve funds be limited to the Board and Executive Committee. The words in bold italics are new.

Policy statement 4.4.13 states:

Movement of funds to or from fund accounts must be accompanied by a motion from either the Board or Executive Committee, or according to policy.

At their meeting on August 19th, the Executive Committee endorsed the change to policy 4.4.13 with the following motion:

Motion by Janine Stannard that the Executive Committee recommend the Board approve the revision to policy 4.4.13 as presented.

CARRIED

Motion by Gord Lawlor to approve the revision of policy 4.4.13 as presented.

CARRIED

PRLS 36/2021

3.3.2. Personnel Policy Revision

Smith reviewed. Policy statement 4.10.2 states:

The Board must be informed of changes to Parkland Regional Library System's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.

Originally this provision was put in place to ensure the board had control over significant staffing changes at Parkland. However, in an environment of constant change and shrinking budgets, alterations to both Parkland's organizational chart and the creation and deletion of positions is likely to become more frequent as Parkland endeavors to be nimble and responsive to the environment while also facing increasing financial constraints.

The Executive Committee discussed this matter at their August 19th meeting and decided to change policy 4.10.2 with the following motion:

Motion by Cindy Trautman that the Executive Committee recommend to the Board that policy 4.10.2. be amended to: The Board must be informed of changes to Parkland Regional Library's organizational chart.

The Executive Committee believes keeping the board informed of changes to its organizational chart is sufficient to keep the board aware of staffing levels which could affect either service, performance, or the budget.

Motion by Jas Payne to amend policy 4.10.2 to read "The Board must be informed of all changes to Parkland Regional Library System's organizational chart."

CARRIED

PRLS 37/2021

3.4. Advocacy Committee Report

Gord Lawlor gave a verbal report on the Advocacy Committee and thanked the board for their service to Parkland over the last several years. The committee has been collaborating with Yellowhead Regional Library this last year, and it has been a fruitful union. Some tools that have come out of their work this year are:

- A welcome package for all councillors elected in October
- Return on Municipal Levy that complements the Municipal Return on Investment
- A guide to appointing a Trustee for the Parkland Board

Janine Stannard gave a verbal report about the last year's advocacy activity. A video was shared about the advocacy committee's activities.

Motion by Cindy Trautman to receive for information

CARRIED

PRLS 38/2021

3.5. **National Day for Truth and Reconciliation**

Sheppard shared that the Government of Canada recently passed a bill creating the National Day for Truth and Reconciliation, a new statutory holiday to commemorate the legacy of residential schools in Canada. The bill creates a statutory holiday for employees in the federal government and federally-regulated workplaces. This holiday will be observed on September 30th of each calendar year, beginning this month.

The Government of Alberta has no imminent plans to add this holiday to the Employment Standards Code, and as such, this is currently not considered a general holiday in Alberta. However, employers including library boards may choose to recognize this holiday. This year Parkland will likely remain open. Part of what informed our decision was whether our libraries remained open and so far 16 libraries will be closed on September 30th, although 7 of that number would have been closed anyway. This matter will be reviewed next year.

Motion by Barb Gilliat to receive for information.

CARRIED

PRLS 39/2021

3.6. **OverDrive and eSharing eResources**

Sheppard explained. Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to "interlibrary loan" eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has entered another agreement with both TRAC and Edmonton Public Library (EPL) to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Calgary Public Library is also possibly joining.

There will be no cost for this service. OverDrive has long been considered to be the premier eContent provider, so not only will this partnership be of tremendous financial value and improve service, it also demonstrates to funders how public libraries are always seeking to leverage partnerships for the purposes of efficiency and sustainability.

Motion by Janine Stannard to receive for information.

CARRIED

PRLS 40/2021

3.7. **Parkland Art Appraisal**

Sheppard shared that Parkland has accumulated many pieces of art over the last thirty years as gifts. Prior to the move to the new facility, the Director undertook some cursory research and determined the art work might be quite valuable. At very least, it needs to be appraised for insurance purposes.

Staff sought to find a reputable appraiser and received some recommendations from our legal firm in Red Deer, Chapman Riebeck. Using their recommendations, staff contacted the appraisers and selected the Willock and Sax Gallery located in Banff as the best balance between cost, thoroughness, and timeliness. To save money, staff have sent pictures of Parkland's artwork along with details related to their production to the gallery to avoid the costs associated with an assessor travelling to Parkland. The assessment should be completed by the end of September.

Motion by Gord Lawlor to receive for information.

CARRIED
PRLS 41/2021

3.8. November Board Meeting

Smith spoke to the November board meeting. With the recent restrictions it will have to be seen if we are able to have our November meeting in person. The meeting will most likely have to be virtual.

Sheppard asked, if there were no restrictions, would the board prefer an in-person meeting, or a virtual meeting? A poll was created, asking if board members preferred in person or virtual meetings. The general consensus was that the organizational meeting should be in person if at all possible, but that the other meetings could be virtual. The other thought was that the winter meetings should be virtual to cut down on driving time, and the summer meetings could be in person.

It was brought up that the AUMA conference is on November 17-19, which interferes with the date for the November board meeting on the 18th. Staff may need to change the date of the November organizational meeting.

Staff will send a survey regarding in-person meetings vs. virtual meetings once the new board is formed in November.

Doreen Blumhagen left the meeting at 11:27 a.m.

3.9.1. Director's Report

3.9.2. Library Services Report

3.9.3. IT Report

3.9.4. Marketing Report

Smith asked if there were any questions regarding the Director's, Library Services, IT, or Marketing reports. There were none.

Motion by Gord Lawlor to receive the Director's, Library Services, IT, and Marketing Reports for information.

CARRIED
PRLS 42/2021

3.10. Parkland Community Update

Smith announced that Colleen Schalm is retiring from Library Services after 20 years and will be moving to British Columbia. On behalf of Parkland she thanked Colleen for her service and wished her well in her new life.

4. Adjournment

Motion by Janine Stannard to adjourn the meeting at 11:37 a.m.

CARRIED

PRL 43/2021

Meeting adjourned at 11:37 a.m.

Chair



PRLS BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

SEPTEMBER 16, 2021

Budget 2021

PRLS' 2022 budget was approved by the board and will be sent out to the municipalities next week. Including the 2022 budget there will be no increase in the per-capita requisition for three consecutive years.

Movement of Reserve Funds

The finance policy has been changed to define more clearly who has the right to move reserve funds. In policy 4.4.13 "Finance Fund Accounts", the policy stated the: *"Movement of funds to or from fund accounts must be accompanied by a motion or according to policy."*

Since Parkland now has an Advocacy Committee and could potentially have others, the Board changed its policy to limit the authorization to move funds to the Executive Committee and the Board.

Policy now states:

*Movement of funds to or from fund accounts must be accompanied by a motion **from either the Board or Executive Committee**, or according to policy.*

Personnel Policy Revision

Policy statement 4.10.2 previously specified that:

The Board must be informed of changes to Parkland Regional Library System's organizational chart. The creation of new positions requiring the establishment of new job descriptions or the elimination of positions requiring the deletion of job descriptions must be approved by the Board.

Originally this provision was put in place to ensure the board had control over significant staffing changes at Parkland.

In an environment of constant change and shrinking budgets, alterations to both Parkland's organizational chart and the creation and deletion of positions is likely to become more frequent as Parkland endeavors to be nimble and responsive to the environment while also facing increasing financial constraints.

After discussing the matter, the Board dropped the provision requiring that the Board have final authority over the creation and deletion of job descriptions and was content with the policy that:

The Board must be informed of changes to Parkland Regional Library's organizational chart.

With this policy, the Board can still recall the decision of Parkland's Director should the need arise.

National Day for Truth and Reconciliation

Recently, the Government of Canada passed a bill creating the National Day for Truth and Reconciliation, a new statutory holiday to commemorate the legacy of residential schools in Canada. The bill creates a statutory holiday for employees in the federal government and federally-regulated workplaces. This holiday will be observed on September 30th of each calendar year, beginning this month.

The Government of Alberta has no imminent plans to add this holiday to the Employment Standards Code, and as such, it is currently not considered a general holiday in Alberta. However, employers including library boards may choose to recognize this holiday. This year Parkland will remain open, since most of our libraries are remaining open. So far 16 libraries will be closed on September 30th, although 7 of that number would have been closed anyway.

The new statutory holiday was announced on short notice and caught many organizations unaware. Parkland will likely start observing the holiday next year assuming the majority of our member libraries do the same.

OverDrive and eSharing eResources

Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to 'interlibrary loan' eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has recently entered another agreement with both TRAC and Edmonton Public Library (EPL) to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Calgary Public Library is also considering participation in this program.

There will be no cost for this service. OverDrive has long been considered to be the premier eContent provider, so not only will this partnership be of tremendous financial value and improve service, it also demonstrates to funders how public libraries are always seeking to leverage partnerships for the purposes of efficiency and sustainability.

Advocacy Committee Report

The Advocacy Committee thanks the Parkland Board for its service the last four years. The Advocacy Committee has been collaborating with Yellowhead Regional Library, and it has been a fruitful union. Some tools that have come out of their work are:

- A welcome package for all councillors elected in October
- Return on Municipal Levy that complements the Municipal Return on Investment
- A guide to appointing a Trustee for the Parkland Board

Board Members Present

Debra Smith (Board Chair)

Board Members Present via Zoom

Jackie Almberg, Alison Barker-Jevne, Doreen Blumhagen, Colleen Ebdon, Kevin Ferguson, Elaine Fossen, Dwayne Fulton, Sandy Gamble, Bruce Gartside, Barb Gilliat, Jeanette Herle, Agnes Hoveland, Deborah Juch, Cora Knutson, Dana Kreil, Gord Lawlor, Daryl Loughheed, Josephine McKenzie, Julie Maplethorpe, Philip Massier, Blair Morton, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Jas Payne,

Norma Penney, Rosella Peterman, Len Phillips, Heidi Pierce, Lori Reid, Danny Rieberger, Bill Rock, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood

Guests

Ken Allan from Public Library Services Branch (PLSB)

With Regrets

Heather Ryan, Clark German, Stephen Levy, Mary Ann Wold

Absent

Bill Chandler, Amanda Derksen, Trudy Kilner, Lonnie Kozlinski, Guy Lapointe, Ricci Matthews, Rick Pankiw, Mike Yargeau

Staff

Ron Sheppard, Donna Williams, Colleen Schalm, Tim Spark, Kara Hamilton, Haley Amendt

**Next Meeting: November 4, 2021, 10:00 AM
(Zoom)**

F-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
September 2, 2021

IN ATTENDANCE

Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER

The Meeting was called to order at 8:58 a.m. by Roger Dufresne.

AGENDA APPROVAL

JSC-21-11

MOVED by Jeff Ludwig to accept the agenda as presented.
CARRIED

INFORMATION ITEMS

- 1) Orientation / SWOT
- 2) Organizational Meeting

JSC-21-12

MOVED by Jim Willmon that Roger Dufresne be appointed as Chair.

CARRIED

JSC-21-13

MOVED by Jeff Ludwig that Julie Maplethorpe be appointed as Vice Chair.

CARRIED

JSC-21-14

MOVED by Julie Maplethorpe that Jeff Ludwig be appointed as Joint Service Operator.

CARRIED

JSC-21-15

MOVED by Jim Willmon that Julie Maplethorpe and Roger Dufresne be appointed to the HR subcommittee.

CARRIED

- 3) 2nd Quarter Shared Costs

JSC-21-16

Moved by Roger Dufresne to accept the information items as presented.

CARRIED

F-1,2,3,4

Joint Service Committee
Regular Meeting Minutes
September 2, 2021

REQUESTS FOR DECISION

- 1) Old Building Pricing
- 2) Level of Service Dashboard

JSC-21-17 MOVED by Roger Dufresne that the JSC move to a closed session at 10:42 a.m.

CARRIED

JSC returned from a closed session at 12:14 p.m. The following motions were made by the Chair:

JSC-21-18 The new price for the old building now that it also includes a portion of the vacant lot next door will be set at \$397,000.

JSC-21-06 The JSC is in agreement that the project dashboard is a tool that we will use at each individual council for strategic planning. The JSC will act as a Program Review Board for oversight. This dashboard will be brought back to the PRB for review after strategic planning, and anytime throughout the year when a council makes significant changes to their projects. The allocation of time will be based on the percentage of equalized assessed value, as it is with the shared costs to each Summer Village.

CARRIED

ADJOURNMENT

JSC-21-10 Moved by Mayor Dufresne that being the agenda matters have been concluded, the meeting adjourned at 12:48 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

Sylvan Lake Management Committee

Minutes of a Regular Meeting of the Sylvan Lake Management Committee (SLMC), held on September 8, 2021 via Microsoft Teams.

Member	Representing
Roger Dufresne (Chair)	S.V. of Birchcliff
Keith Stephenson	Lacombe County
Nav Rattan	S.V. of Norglenwold
Annabelle Wiseman	S.V. of Jarvis Bay
Andrea Remington	S.V. of Half Moon Bay
Teresa Rilling	Town of Sylvan Lake
Staff/Technical Advisory Team	
Cajun Paradis	Lacombe County
Jennifer Berry	Lacombe County
Dale Freitag	Lacombe County
Tanner Evans	Sylvan Lake Summer Villages
Kara Kashuba	Sylvan Lake Summer Villages
Kim Devlin	Town of Sylvan Lake
Trina Lamanes	Town of Sylvan Lake
Angela Fulton	Alberta Environment

1.0 Call to Order

Chair R. Dufresne called the meeting to order at 1:32 p.m.

2.0 Additions/Deletions to the Agenda

R. Dufresne moved item #8, SLMC future and Terms of Reference, up to #5 on the agenda.

3.0 Adoption of Agenda

Moved by K. Stephenson to approve the September 8, 2021 Agenda as amended.

Carried

4.0 Adoption of the Minutes from December Meeting

Moved by K. Stephenson to approve the March 3, 2021 Minutes as presented.

Carried

5.0 SLMC Future and Terms of Reference

Discussion was had on the establishment of an IDP Committee and the process and timelines for that to occur. The Committee did not see the need for both an IDP Committee and the SLMC.

The Summer Village of Birchcliff will initiate an IDP start-up request following the Municipal Election in October, with a formal invite for a start-up meeting for late 2021.

Moved by N. Rattan to dissolve the Sylvan Lake Management Committee following this meeting.

Carried

The committee determined that outstanding funds should be distributed back to each municipality. K. Devlin will review remaining funds and determine an allocation per municipality based on the overall share of contribution.

Moved by A. Wiseman that the remaining funds be redistributed back to the municipalities based on their contribution and percentage share.

Carried

6.0 CD3 System

The committee determined that since they just decided to dissolve the committee and return the remaining funds, no further exploration or discussion about the CD3 System was necessary.

7.0 Sylvan Lake Management Plan Status

Municipalities in attendance all confirmed that their respective councils have repealed the Sylvan Lake Management Plan. Red Deer County informed the member municipalities prior to the meeting that they had also repealed the plan.

8.0 Red Deer County Letter

Red Deer County provided a letter to member municipalities advising of their Council's decision to repeal the Sylvan Lake Management Plan and withdraw the County's membership and participation from the Sylvan Lake Management Committee.

9.0 Municipal Roundtable Updates – All Municipalities

Members provided updates on activities occurring within their respective municipalities including: the Summer Village of Birchcliff is completing its pathway from the church camp to Range Road 15, vandalism of the bridge and path in Jarvis Bay, the wastewater line to Sunbreaker Cove is expected to be completed in the fall, paving of Aspelund Road, there is a new bridge at Chipmunk Creek, tree clearing underway along the lakeshore at Half Moon Bay, and Centennial Park in Sylvan Lake has a new playground.

10.0 Next Meeting Date – there will be no further meetings.

11.0 Adjournment – the meeting adjourned at 2:30 p.m.