

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF HALF MOON BAY
SEPTEMBER 27, 2022 @ 9:00 A.M.
PUBLIC HEARING @ 10:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, June 28, 2022
 - Organizational Meeting Minutes, June 28, 2022

D. INFORMATION ITEMS

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

E. TABLED ITEMS

1) Planning & Development

- a) Fees Bylaw

F. REQUESTS FOR DECISION

1) Finance

- a) Audit Engagement
- b) Parkland Regional Library Board 2023 Budget

2) Council & Legislation

- a) Association of Summer Villages of Alberta Conference
- b) Subdivision and Development Appeal Board Members-at-Large
- c) Tree Removal Request
- d) Procedural Bylaw
- e) Strategic Planning

3) Planning & Development

- a) Land Use Bylaw Amendment Bylaw

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Committee Reports

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

3) Upcoming Meetings

- a) Council Meeting – November 8, 2022

H. ADJOURNMENT

Summer Village of Half Moon Bay
Regular Meeting Minutes
June 28, 2022

C-1

Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held June 28, 2022, in the Summer Villages on Sylvan Lake Administration Office at Sylvan Lake, Alberta.

PRESENT	Mayor:	Jon Johnston via Zoom
	Deputy Mayor:	Andrea Remington via Zoom
	Councillor:	Mike Pashak via Zoom
	CAO:	Tanner Evans
	Public Works Coordinator:	Robert Wood
	Development Officer:	Kara Kashuba
	Recording Secretary:	Carolyn Widmer

CALL TO ORDER The Meeting was called to order at 9:23 a.m. by Mayor Johnston.

AGENDA APPROVAL

HMC-22-073 MOVED by Johnston that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

HMC-22-074 MOVED by Councillor Pashak that the minutes of the Regular Meeting of Council held on May 17, 2022, be approved as presented.
CARRIED

INFORMATION ITEMS

- 1) Action Items List
- 2) Accounts Payable
- 3) Public Works

HMC-22-075 MOVED by Mayor Johnston to use the remaining project to remove three dangerous trees and as many more marked dead trees as the budget would allow.
CARRIED

- 4) Development Update

HMC-22-076 MOVED by Mayor Johnston that the information items be accepted as presented.
CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

Bylaw #166-22 Bylaw Enforcement Officer Bylaw
HMC-22-077 MOVED by Councillor Pashak that Council give 2nd reading to the Bylaw Enforcement Officer Bylaw #166-22.
CARRIED

HMC-22-078 MOVED by Mayor Johnston that Council give 3rd reading to the Bylaw Enforcement Officer Bylaw #166-22.
CARRIED

HMC-22-079 Cheque Signing Policy
MOVED by Mayor Johnston that Council adopt the amended cheque signing policy as amended.
CARRIED

PLANNING & DEVELOPMENT

Bylaw #169-22 Tourist Home LUB Amendment
HMC-22-080 MOVED by Mayor Johnston that Council give 1st reading to the Tourist Home LUB #169-22 as amended, and to schedule a public hearing for next meeting.
CARRIED

HMC-22-081 Land Use Bylaw Quotes
MOVED by Mayor Johnston that Council accept as information, and directed Administration to obtain three quotes for LUB re-write.
CARRIED

HMC-22-082 Fees Bylaw Amendment
MOVED by Mayor Johnston that Council table until next meeting.
CARRIED

COUNCIL REPORTS

- Mayor Johnston
- Did not meet with JSC
 - AIM Update
- Deputy Mayor Remington
- No reports
- Councillor Pashak
- The planting was done on the west reserve last week. Led by Lindsay Clark and 12 volunteers. There is just under \$300 left on the gift card. Volunteers asked if they can use for other trees on the reserve. Mayor Johnston and Deputy Mayor Remington would be ok with this. Mayor Johnston would like to send a letter to recognize volunteers.

HMC-22-083 MOVED by Mayor Johnston that the Council and Committee reports be accepted as information.
CARRIED

NEXT MEETING

HMC-22-084 MOVED by Mayor Johnston that the next meeting of Council be held
September 27th 2022, at 9:00 a.m.
CARRIED

ADJOURNMENT

HMC-22-085 MOVED by Mayor Johnston that being the agenda matters have been
concluded, the meeting adjourned at 10:54 a.m.
CARRIED

JON JOHNSTON, MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF HALF MOON BAY
ORGANIZATIONAL MINUTES
JUNE 28, 2022

Minutes of an organizational meeting of Council held on Tuesday, June 28, 2022, at the Summer Village Office in the Town of Sylvan Lake.

PRESENT: Jon Johnston via Zoom
Andrea Remington via Zoom
Michael Pashak via Zoom

STAFF PRESENT: Tanner Evans, CAO
Robert Wood, Public Works Coordinator
Kara Kashuba, Development Officer
Carolyn Widmer, Recording Secretary

CALL TO ORDER

Tanner Evans, C.A.O., called the meeting to order at 9:06 a.m.

AGENDA

HMC-22-058 Adopt Agenda	MOVED by Jon Johnston That the agenda be accepted as presented.	CARRIED
----------------------------	--------------------------------------------------------------------	----------------

SELECTION OF MAYOR

Tanner Evans called for nominations for Mayor.

HMC-22-059 Mayor	MOVED by Andrea Remington THAT Jon Johnston be appointed as Mayor.	CARRIED
---------------------	-----------------------------------------------------------------------	----------------

Tanner Evans turned the meeting over to Mayor Johnston.

SELECTION OF DEPUTY MAYOR

Mayor Johnston called for nominations for the position of Deputy Mayor.

HMC-22-060 Deputy Mayor	MOVED by Mayor Johnston THAT Councillor Remington be appointed as Deputy Mayor.	CARRIED
----------------------------	------------------------------------------------------------------------------------	----------------

**APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2022
FINANCIAL YEAR**

HMC-22-061 Assessor	MOVED by Mayor Johnston THAT Wild Rose Assessment be appointed Assessor for the Summer Village of Half Moon Bay.	CARRIED
------------------------	---------------------------------------------------------------------------------------------------------------------	----------------

HMC-22-062 Auditor	MOVED by Mayor Johnston THAT the Metrix Group be appointed Auditors for the Summer Village of Half Moon Bay.	CARRIED
-----------------------	-----------------------------------------------------------------------------------------------------------------	----------------

APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND

BOARDS

HMC-22-063
MPC

MOVED by Mayor Johnston
THAT the following be appointed to the Municipal Planning Commission:

- Council Representative – Mayor Johnston
- Council Representative – Councillor Pashak
- Citizen at Large Representative – Greg Heffel
- Citizen at Large Representative – Lindsay Clark
- Citizen at Large Representative – Gordon Skakun

CARRIED

HMC-22-064
SDAB

MOVED by Mayor Johnston
THAT the following be appointed to the Subdivision Development Appeal Board:

- Council Representative – Deputy Mayor Remington
- Citizen at Large Representative – Ted Hiscock
- Citizen at Large Representative – George Johnston
- Citizen at Large Representative – Greg Davidson
- Secretary – Teri Musseau

CARRIED

APPOINTMENT TO VARIOUS INTERMUNICIAPL COUNCIL COMMITTEES, COMMISSIONS AND BOARDS

HMC-22-065
Joint Services
Committee

MOVED by Councillor Pashak
THAT Mayor Johnston be appointed as Council Representative to the Joint Services Committee.

CARRIED

HMC-22-066
Emergency
Advisory
Committee

MOVED by Councillor Pashak
THAT Mayor Johnston, Deputy Mayor Remington, and Councillor Pashak be appointed as Council Representatives to the Emergency Advisory Committee.

CARRIED

HMC-22-067
LREMP

MOVED by Mayor Johnston
THAT Deputy Mayor Remington and Mayor Johnston be appointed as alternating Council Representatives to the Lacombe Regional Emergency Management Advisory Committee.

CARRIED

HMC-22-068
IDP

MOVED by Mayor Johnston
THAT Deputy Mayor Remington be appointed as Summer Village of Half Moon Bay Representative to the Intermunicipal Development Plan Steering Committee.

CARRIED

HMC-22-069
SLRW

MOVED by Mayor Johnston that Councillor Pashak to remain as Council Representative and Mayor Johnston to alternate for the Sylvan Lake Regional Wastewater Commission.

CARRIED

Initials

APPOINTMENT TO VARIOUS COMMITTEES AT LARGE

HMC-22-070 PRLB	MOVED by Mayor Johnston THAT the item be tabled until next Council meeting.	CARRIED
HMC-22-071 Sylvan Lake Library Board	MOVED by Mayor Johnston THAT the item be tabled until next Council meeting.	CARRIED
HMC-22-072 FCSS	MOVED by Mayor Johnston THAT the Summer Village of Norglenwold be appointed as representative for the Family Community Support Services Board.	CARRIED

ADJOURNMENT

The meeting was adjourned at 9:23 a.m.

Jon Johnston, Mayor

Tanner Evans, CAO

Initials

Summer Village of Half Moon Bay**Administration and Finance****Council Date: September 27, 2022****Information Item****Agenda Item: *Accounts Payable Update*****Background:**

Total payables processed and presented to Council \$ 96,313.42

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

- | | |
|--------------------------------------------|--------------|
| 1. Urban Dirtworks Inc. | \$ 35,341.98 |
| a. Lakeview Road Drainage | |
| b. Stormwater Drainage | |
| 2. SL Regional Water/Wastewater Commission | \$ 3,659.45 |
| a. Governance & Admin Costs | |
| 3. Town of Sylvan Lake | \$ 6,121.20 |
| a. FCSS 2022 | |
| 4. MacPhail, John | \$ 5,000.00 |
| a. Completions Deposit Refund | |
| 5. Summer Village of Norglenwold | \$ 2,557.51 |
| a. June 2022 Muni Specific Costs | |
| b. June 2022 Shared Costs | |
| 6. Summer Village of Norglenwold | \$ 3,856.37 |
| a. July 2022 Muni Specific Costs | |
| b. July 2022 Shared Costs | |
| 7. Summer Village of Norglenwold | \$ 2,659.79 |
| a. August 2022 Shared Costs | |
| 8. Alberta School Foundation Fund | \$ 25,783.15 |
| a. 3rd Quarter School Fund | |

Council Expense Claims Report:**June 2022**

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

July 2022

- Jon Johnston \$ 0
- Andrea Remington \$ 200.00
- Mike Pashak \$ 0

Administrative Recommendations:

Council to accept as information.

Authorities:

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

Date Printed
2022-09-15 3:26 PM

Summer Village of Half Moon Bay
List of Accounts for Approval (Detailed)
Batch: 2022-00048 to 2022-00072

Page 1

Bank Code - NewAcct - New Main Bank Code

COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
67	2022-06-30	Urban Dirtworks Inc.			
4188		297-203-840 - Project-Storm Wa	Lakeview Road Drainage	12,425.00	
		312-000-260 - GST Paid Refund	GST Tax Code	621.25	13,046.25
4189		297-203-840 - Project-Storm Wa	Stormwater Drainage	21,234.03	
		312-000-260 - GST Paid Refund	GST Tax Code	1,061.70	22,295.73
			Payment Total:		35,341.98
68	2022-06-30	SL Regional Water/Wastewater Commission			
1624		242-000-250 - SLR WasteWater	Governance & Admin Costs	3,235.85	3,235.85
1625		242-000-253 - Unconnected Mer	June 2022 Debenture Costs	423.60	423.60
			Payment Total:		3,659.45
69	2022-06-30	Town of Sylvan Lake			
FCSS-22		212-403-220 - FCSS Town of Sy	FCSS 2022	571.20	571.20
FIRE2022		223-000-200 - Contracted Fire S	2022 Fire Requisition	5,550.00	5,550.00
			Payment Total:		6,121.20
70	2022-07-15	MacPhail, John			
3078A		461-000-520 - Completions Dep	Re-Issue For CH#26 Lost in	5,000.00	5,000.00
71	2022-07-19	Rugged West Maintenance Inc.			
1243		232-000-200 - Green Space Pro	Mowing & Trimming- May 21	200.00	
		312-000-260 - GST Paid Refund	GST Tax Code	10.00	210.00
72	2022-07-31	Empringham Disposal Corp			
34780		243-000-200 - Contracted Servic	Weekly Collection- June 30	328.90	
		243-000-200 - Contracted Servic	69 Cart Lease to Own	103.50	
		312-000-260 - GST Paid Refund	GST Tax Code	21.63	454.03
73	2022-07-31	Parkland Regional Library			
220247		274-000-850 - Parkland Region	3rd Quarter Requisition	89.78	
		312-000-260 - GST Paid Refund	GST Tax Code	4.49	94.27
74	2022-07-31	Rugged West Maintenance Inc.			
1251		232-000-200 - Green Space Pro	Mowing & Trimming- June 8	420.00	
		312-000-260 - GST Paid Refund	GST Tax Code	21.00	441.00
75	2022-07-31	Wild Rose Assessment Service			
8677		212-400-232 - Assessment Fees	Assessment Fees-July 1 to	700.00	
		312-000-260 - GST Paid Refund	GST Tax Code	35.00	735.00
76	2022-08-19	Johnston, Jon			
AUG2022BBQ		272-000-550 - Canada Day Ever	Canada Day Community BE	2,321.18	2,321.18
77	2022-08-31	Alberta Parking Lot Services			
24319		232-000-250 - Road Maintenanc	Cold Pour Crack Seal	1,910.00	
		312-000-260 - GST Paid Refund	GST Tax Code	95.50	2,005.50
78	2022-08-31	Empringham Disposal Corp			
35987		243-000-200 - Contracted Servic	Weekly Collection- July	328.90	
		243-000-200 - Contracted Servic	69 Cart Lease to Own	103.50	
		312-000-260 - GST Paid Refund	GST Tax Code	21.63	454.03
36548		243-000-200 - Contracted Servic	Weekly Collection	328.90	
		243-000-200 - Contracted Servic	69 Cart Lease to Own	103.50	
		312-000-260 - GST Paid Refund	GST Tax Code	21.63	454.03
			Payment Total:		908.06
79	2022-08-31	Rugged West Maintenance Inc.			

Date Printed
2022-09-15 3:26 PM

Summer Village of Half Moon Bay
List of Accounts for Approval (Detailed)
Batch: 2022-00048 to 2022-00072

Page 2

COMPUTER CHEQUE

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
1265		232-000-200 - Green Space Pro	Mowing & Trimming- July 6	416.00	
		312-000-260 - GST Paid Refund	GST Tax Code	20.80	436.80
80	2022-08-31	Triangle Construction			
1596		232-000-260 - Tree Removal	Removal of Tagged Trees	1,850.00	
		312-000-260 - GST Paid Refund	GST Tax Code	92.50	1,942.50
81	2022-09-15	Red Deer Catholic Regional			
2022-3		201-100-130 - ASFF-Residential	Supplementary Tax Requisi	898.56	898.56
82	2022-09-15	Rugged West Maintenance Inc.			
1281		232-000-200 - Green Space Pro	Mowing & Trimming- Aug 2,	618.00	
		312-000-260 - GST Paid Refund	GST Tax Code	30.90	648.90
Total Computer Cheque:					61,218.43

EFT

Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
37	2022-06-30	Summer Village of Norglenwold			
2022-00084		212-100-110 - Salaries	SALARIES	1,987.02	
		212-100-130 - Training	TRAINING	66.56	
		212-100-140 - Benefits	BENEFITS	-91.35	
		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	40.11	
		212-100-266 - PW Fleet	PW Fleet	45.10	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	0.00	
		212-200-500 - Printing Costs	Printing Costs	32.49	
		212-200-510 - Office Supplies	Office Supplies	49.06	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	39.86	
		212-300-540 - Utilities	Utilities	79.99	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintena	Facility Maintenance	189.38	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software/Mtn	94.93	
		212-300-242 - IT Equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	12.45	
		212-300-510 - Other Contingenc	Administrative Contingenc	1.91	
		212-300-530 - Building Insuranc	Building Insurance	0.00	2,547.51
38	2022-06-30	Summer Village of Norglenwold			
2022-00088		261-000-110 - Development Ser	ATB MC-AB Land Titles	10.00	10.00
39	2022-07-31	Summer Village of Norglenwold			
2022-00098		261-000-110 - Development Ser	ATB MC-AB Land Titles	10.00	10.00
2022-00102		212-100-110 - Salaries	SALARIES	3,179.91	
		212-100-130 - Training	TRAINING	0.00	
		212-100-140 - Benefits	BENEFITS	65.30	
		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	40.12	
		212-100-266 - PW Fleet	PW Fleet	20.59	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	1.93	
		212-200-500 - Printing Costs	Printing Costs	23.05	
		212-200-510 - Office Supplies	Office Supplies	0.95	

Date Printed
2022-09-15 3:26 PM

Summer Village of Half Moon Bay
List of Accounts for Approval (Detailed)
Batch: 2022-00048 to 2022-00072

Page 3

EFT					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	25.67	
		212-300-540 - Utilities	Utilities	78.78	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintenar	Facility Maintenance	74.81	
		212-300-263 - Condominium Co	Condominium Costs	278.40	
		212-300-240 - Computer Softwa	Computer Software/Mtn	18.31	
		212-300-242 - IT Equipment	IT Equipment	26.10	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	12.45	
		212-300-510 - Other Contingenc	Administrative Contingenc	0.00	
		212-300-530 - Building Insuranc	Building Insurance	0.00	3,846.37
			Payment Total:		3,856.37
40	2022-08-31	Summer Village of Norglenwold			
2022-00116		212-100-110 - Salaries	SALARIES	2,080.42	
		212-100-130 - Training	TRAINING	112.81	
		212-100-140 - Benefits	BENEFITS	65.30	
		212-100-210 - Travel & Subsis	Travel & Subsistence	17.11	
		212-100-211 - WCB	WCB	40.12	
		212-100-266 - PW Fleet	PW Fleet	18.24	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	16.39	
		212-200-500 - Printing Costs	Printing Costs	76.07	
		212-200-510 - Office Supplies	Office Supplies	31.14	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	25.66	
		212-300-540 - Utilities	Utilities	62.46	
		212-300-250 - Facility Improvem	Facility Improvements	0.00	
		212-300-255 - Facility Maintenar	Facility Maintenance	62.71	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software/Mtn	18.32	
		212-300-242 - IT Equipment	IT Equipment	11.60	
		212-300-265 - Equipment Mainte	Equipment Maintenance	0.00	
		212-300-270 - Equipment Renta	Equipment Rental	12.45	
		212-300-510 - Other Contingenc	Administrative Contingenc	8.99	
		212-300-530 - Building Insuranc	Building Insurance	0.00	2,659.79
			Total EFT:		9,073.67

OTHER					
Payment #	Date	Vendor Name	GL Transaction Description	Detail Amount	Payment Amount
Invoice #		GL Account			
3154	2022-06-30	Epcor			
JUNE212022-69		272-000-544 - Recreation Shelte	Utilities	80.00	
		312-000-260 - GST Paid Refund	GST Tax Code	4.00	84.00
3179	2022-07-31	Epcor			
JULY222022-69		272-000-544 - Recreation Shelte	Utilities	94.61	
		312-000-260 - GST Paid Refund	GST Tax Code	4.73	99.34
3211	2022-08-31	Epcor			
AUG222022-69		272-000-544 - Recreation Shelte	Utilities	52.22	
		312-000-260 - GST Paid Refund	GST Tax Code	2.61	54.83
3221	2022-09-15	Alberta School Foundation Fund			
13258		201-100-130 - ASFF-Residential	3rd Quarter School Funding	25,783.15	25,783.15

Date Printed
2022-09-15 3:26 PM

Summer Village of Half Moon Bay
List of Accounts for Approval (Detailed)
Batch: 2022-00048 to 2022-00072

Page 4

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
				Total Other:	26,021.32

Total NewAcct: 96,313.42



D-1

Council Expense Claim Form

NAME: Mike PashakPOSITION: CouncillorMONTH ENDING: June-2022

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
6/28/22	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
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 100.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/28/22	Regular Council		\$0.61	\$0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$ 0.00
	Select Event		\$0.61	\$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

Summer Village of Half Moon Bay

Finance

Information Item

Agenda Item: *Financial Report*

Background:

Administration would like to provide a Financial Report as information to Council.

Please be advised that at time of report preparation, not all shared costing has been completed for August monthend.

Options for Consideration:

- The Operating Budget Report to August 31, 2022
- Project Budget Report to August 31, 2022
- ASFF Report to August 31, 2022

Balances at August 31, 2022

- ATB Bank Account \$999,562.56

Reserves and Deferred Accounts

• Accumulated Surplus	0.00
• Completions Deposits	5,500.00
• Deferred Revenue (Grants)	122,232.21
• JSC IT Reserve	0.00
• Fleet Replacement Reserve	5,229.13
• Reserves Roads	60,487.87
• Reserves Wastewater	466,845.93
• Reserves General Operating	223,218.96
• Reserves Environmental	987.87
• Mill Rate Stabilization Fund	25,000.00

All taxes have been paid with the exception of the TIPPs plan residents.

Administrative Recommendations:

That Council accept this report as information.

Authorities:

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

Report Date
2022-09-14 9:40 AM

Summer Village of Half Moon Bay
Operating Budget
For the Period Ending August 31, 2022

Page 1

	Budget	YTD	Variance
Revenue			
101-000-110 - Taxation.	145,318	145,320	2
101-000-510 - Penalties	2,080	1,073	(1,007)
112-000-410 - Sale of Services & Su	65	150	85
112-000-550 - Return on Investments	4,000	6,329	2,329
112-000-570 - Other Revenue	520	1,040	520
112-000-740 - MSI Operational	4,919	4,919	
161-000-410 - Compliance Certificat	100	200	100
161-000-510 - Inspection Fees	515	82	(433)
161-000-520 - Development Permits	255	200	(55)
161-000-590 - Encroachment Fees	400	350	(50)
Total Revenue:	158,172	159,663	1,491
Expenditures			
Council and Legislation			
211-101-210 - May Travel & Sub	1,750		1,750
211-101-510 - Mayor Remuneration	3,100	625	2,475
211-102-150 - D M Remuneration	2,080	500	1,580
211-102-210 - D M Travel & Sub	1,000		1,000
211-103-150 - Council Remuneration	2,080	900	1,180
211-103-210 - Councillor Travel & S	1,000	71	929
211-201-212 - Convention ASVA	600		600
211-202-212 - Convention AUMA	600		600
211-203-212 - Council Education Opportunity	676		676
211-301-220 - Mem. AUMA	900	887	13
211-302-220 - Memb. ASVA	975	975	
211-303-220 - Memb. Fed. Can. Mun.	100		100
211-304-220 - Memb. Mayors & Reeves	100		100
Total Council and Legislation:	14,961	3,958	11,003
Shared Administration			
212-100-110 - Salaries	25,646	15,443	10,202
212-100-130 - Training	464	302	162
212-100-140 - Benefits	865	558	306
212-100-210 - Travel & Subsistence	557	53	504
212-100-211 - WCB	430	208	222
212-100-266 - PW Fleet	406	106	300
212-200-215 - Postage/Freight/Couri	466	224	242
212-200-500 - Printing Costs	309	202	107
212-200-510 - Office Supplies	754	279	475
212-300-217 - Phone/Fax/Internet	290	159	131
212-300-240 - Computer Software/Mtn	608	840	(232)
212-300-242 - IT Equipment	116	124	(8)
212-300-250 - Facility Improvements	348	104	244
212-300-255 - Facility Maintenance	1,233	497	736
212-300-263 - Condominium Costs	269	278	(10)
212-300-265 - Equipment Maintenance	29		29
212-300-270 - Equipment Rental	174	87	87
212-300-510 - Other Contingency	29	20	9
212-300-530 - Building Insurance	148	144	5
212-300-540 - Utilities	754	679	75
Total Shared Administration:	33,895	20,307	13,588

Report Date
2022-09-14 9:40 AM

Summer Village of Half Moon Bay
Operating Budget
For the Period Ending August 31, 2022

Page 2

	Budget	YTD	Variance
Municipal Specific Administration			
212-400-220 - Election Expenses/Mee	300		300
212-400-222 - Advertising	500	648	(148)
212-400-231 - Audit Fees	6,200	5,088	1,112
212-400-232 - Assessment Fees	3,200	2,300	900
212-400-233 - Accounting Software License			
212-400-275 - Municipal Insurance	2,851	2,763	88
212-400-910 - Tax Changes	275		275
212-400-930 - Fleet Replacement Reserve	1,000		1,000
212-402-220 - Donations to organiza			
Total Municipal Specific Administration:	14,326	10,799	3,527
Protective Services			
223-000-200 - Contracted Fire Service	5,748	5,659	89
223-000-201 - Emergency Management	2,500	2,500	
225-000-200 - Policing Costs	4,222	22	4,200
226-000-200 - Enforcement			
Total Protective Services:	12,470	8,181	4,289
Public Works			
232-000-200 - Green Space Program	6,000	1,036	4,964
232-000-250 - Road Maintenance Prog	8,000	3,819	4,181
232-000-255 - Plowing Program	10,144	3,905	6,239
232-000-260 - Tree Removal	3,000	1,850	1,150
232-000-265 - Sign Program	200		200
232-000-270 - Pathway Program	5,000		5,000
232-000-530 - Ditch & Culvert Progr	2,455	1,300	1,155
242-000-250 - SLR WasteWater Commis	7,285	3,236	4,049
242-000-251 - SLR Water Commission			
242-000-253 - Unconnected Member Debenture	1,094	424	670
242-000-266 - Reserve	5,500		5,500
242-000-720 - Wastewater Reserve Co	15,000		15,000
243-000-200 - Contracted Services Solid Waste	5,870	2,801	3,069
243-000-255 - Landfill Costs	5,870	6,354	(484)
Total Public Works:	75,418	24,725	50,693
Planning and Development			
261-000-110 - Development Services	250	40	210
261-000-115 - IDP/MDP	500		500
261-000-200 - Contracted Planning S			
261-000-215 - SDAB Costs	400		400
261-000-220 - MPC Costs	700		700
Total Planning and Development:	1,850	40	1,810
Recreation			
272-000-544 - Recreation Shelter El	1,800	575	1,225
212-403-220 - FCSS Town of Sylvan	571	571	
274-000-850 - Parkland Regional Lib	359	269	90
272-000-550 - Canada Day Event	2,500	2,321	179
Total Recreation:	5,230	3,736	1,494

Report Date
2022-09-14 9:40 AM

Summer Village of Half Moon Bay
Operating Budget
For the Period Ending August 31, 2022

Page 3

	Budget	YTD	Variance
Environment			
243-102-150 - Red Deer River Waters	22		22
Total Environment:	22	0	22
Total Expenditures:	158,172	71,746	86,426
Surplus / Deficit	0	87,917	87,917

Report Date
2022-09-14 9:42 AM

Summer Village of Half Moon Bay
Project Budget Report
For the Period Ending August 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
197-203-840 - Project MSI - Stormwater Drainage System	25,000.00		(25,000.00)
197-205-840 - Project RES - East EOS Tree Plant	10,000.00		(10,000.00)
197-206-840 - Project RES-West EOS Danger Tree Removal	5,500.00		(5,500.00)
197-207-840 - Project RES-Primrose Lane Danger Tree	4,740.00		(4,740.00)
Total Revenue:	45,240.00	0.00	(45,240.00)
Expenditures			
297-203-840 - Project-Storm Water Drainage System	25,000.00	33,659.03	(8,659.03)
297-205-840 - Project RES - East EOS Tree Plant	10,000.00		10,000.00
297-206-840 - Project RES-West EOS Danger Tree Removal	5,500.00		5,500.00
297-207-840 - Project RES-Primrose Lane Danger Tree	4,740.00		4,740.00
Total Expenditures:	45,240.00	33,659.03	11,580.97
Surplus / Deficit	0.00	(33,659.03)	(33,659.03)

Report Date
2022-09-14 9:45 AM

Summer Village of Half Moon Bay
ASFF Budget Report
For the Period Ending August 31, 2022

Page 1

	Budget	Year to Date	Budget Remain
Revenue			
101-000-130 - ASFF Residential	112,581.88	112,583.74	1.86
101-000-190 - ASFF Non-Residential	150.19	150.19	
101-103-130 - DI Designated Industrial	3.14	2.99	(0.15)
Total Revenue:	112,735.21	112,736.92	1.71
Expenditures			
201-100-130 - ASFF-Residential	112,581.88	53,363.43	59,218.45
201-101-130 - ASFF-Non-Residential	150.19		150.19
201-300-130 - DI Designated Industrial	3.14		3.14
Total Expenditures:	112,735.21	53,363.43	59,371.78
Surplus / Deficit	0.00	59,373.49	59,373.49

Summer Village of Half Moon Bay

September 27, 2022

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

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

The following is the list in Half Moon Bay:

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

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #123/13.

Summer Village of Half Moon Bay

September 27, 2022

Information

Agenda Item: *CAO Report*

Background:

- Dangerous trees have been identified in the municipal reserve and will be removed by our contractors in the last week of September. 3 Specific trees have been noted along with other previously marked trees. The removal of these dead and dangerous trees and cleanup will use up the rest of the budget, as directed by Council.
- Superior Safety Codes Inspector has issued an order against a property in the Summer Village for a contravention of Alberta Regulation 229/97 Safety Codes Act.
- Pam Skakun and Bill Bergman have volunteered to sit as members-at-large for the Subdivision and Development Appel Board.
- Administration has hired a new Public Works Manager who will start working with us on September 26.

Options for Consideration:

Council accept as information.

Administrative Recommendations:

Council to 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

September 27, 2022

Planning and Development

Request for Decision

Agenda Item: *Fees Bylaw*

Background:

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

Added to the existing bylaw:

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

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

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

Options for Consideration:

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

Administrative Recommendations:

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

Authorities:

MGA Section 556.

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

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

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

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

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

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

Bylaw #152-19 is hereby rescinded.

INTRODUCED AND GIVEN FIRST READING this 27th day of September 2022.

GIVEN SECOND READING this 27th day of September 2022.

GIVEN THIRD AND FINAL READING this 27th day of September 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

SUMMER VILLAGE OF HALF MOON BAY

BYLAW NO. 170-22

SCHEDULE “A”

1.

Tax Certificates

\$25.00

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

Tax Search

\$25.00

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

Additional information

\$25.00

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

Development Permit

\$200.00

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

Discretionary Use/Variance Requests

\$300.00

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

Tourist Home Development Permit

\$500.00

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

Amendments to Development Permit

\$200.00

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

SDAB Appeal

\$400.00

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

Compliance Certificate

\$100.00

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

Photocopy Charges

\$0.50

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

Fax Charges

\$1.00

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

Special Information

\$50.00

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

Summer Village of Half Moon Bay

Finance

Request for Decision

Agenda Item: *Auditor Engagement*

Background:

Metrix Group LLP have been chosen to serve as Auditors for the Summer Village of Half Moon Bay for the fiscal year ending December 31, 2022.

They have submitted two copies of the audit engagement letters for signing by both the CAO and Mayor. The purpose of this letter is to outline the terms of their engagement to audit the financial statements of the Summer Village of Half Moon Bay which comprise the statement of financial position as at December 31, 2022, and the statement of operations and accumulated surplus, changes in net financial assets, and cash flows.

Options for Consideration:

- 1) Agree by signing engagement letter.
- 2) Decline to sign if there are any concerns with engagement letter.

Administrative Recommendations:

- 1) Sign engagement letters as presented.

Authorities:

MGA 276(1) Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with;

(a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada.



September 5, 2022

Summer Village of Half Moon Bay
 Bay 8
 14 Thevenaz Industrial Trail
 Sylvan Lake AB T4S 2J5

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

Re: 2022 Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Summer Village of Half Moon Bay for the fiscal year ending December 31, 2022. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Half Moon Bay which comprise the statement of financial position as at December 31, 2022, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Half Moon Bay. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement and all services related thereto, by means of this letter (the "Engagement").

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

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the financial statements (including the disclosures) and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

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

Opinion

We have audited the financial statements of Summer Village of Half Moon Bay (the Summer Village), which comprise the statement of financial position as at December-31-22, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December 31, 2022 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

process.

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance.

The Responsibilities of Management

Our audit will be conducted on the basis that management and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with the Canadian public sector accounting standards;
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- c. To provide us with timely:
 - i. Access to all the information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters;

- ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within Summer Village of Half Moon Bay from whom we determine it necessary to obtain audit evidence.
- a. We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management [and, where appropriate, those charged with governance] written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
 - b. We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the financial statements and the issuance of our audit report are solely for the use of Summer Village of Half Moon Bay and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than Summer Village of Half Moon Bay.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond Summer Village of Half Moon Bay) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Should some of the information in the annual report not be available until after the date of the auditor's report, we will request management to provide a written representation that the final version of the document(s) will be provided to us when available (and prior to its issuance) so we can complete our required procedures.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Preparation of Schedules

We understand that your employees will prepare certain schedules and locate specified documents for our use before our Engagement is planned to commence.

This assistance will facilitate our work and help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or even withdraw from the Engagement.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm policy), our client files may be periodically reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm standards. File reviewers are required to maintain confidentiality of client information.

Accounting Advice

Except as outlined in this letter, this Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the *Alberta Code of Professional Conduct / Code of Ethics*, prepare the Non-Profit Organization (NPO) Information Return and corporate tax return. Management will, on a timely basis, provide the information necessary to complete these federal and provincial income tax returns and will review and file them with the appropriate authorities on a timely basis.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Estimated Fees

We previously (letter of May 6, 2021) estimated that our fees for these services will be \$31,000 (for all 5 Summer Villages) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

- a. The anticipated cooperation from all your personnel in preparing the requested information on a timely basis;
- b. The ongoing assistance of personnel throughout the Engagement; and
- c. The assumption that unexpected circumstances will not be encountered.

If significant additional time is likely to be incurred, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, Summer Village of Half Moon Bay shall be responsible for all time and expenses incurred up to the termination date.

If we are unable to complete the audit or are unable to come to a conclusion on the financial statements, we may withdraw from the audit before issuing an auditor's report, or we may issue a denial of assurance on the financial statements. If this occurs, we will communicate the reasons and provide details.

Not Liable For Any Failures or Delays Beyond Our Control

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed-upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by your Summer Village of its obligations.

Metrix privacy

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates. You may review our privacy policy at www.metrixgroup.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, or as may be required by law or our profession's Rules of Conduct.

By signing this engagement letter you agree that for the purposes of this engagement, Metrix Group LLP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that Metrix Group LLP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement or any other matters will not be disclosed to anyone for any reason without your further prior consent.

Metrix working papers

Metrix Group LLP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the company's accounting records. Metrix Group LLP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools were developed specifically for our purposes and without consideration of any purpose for which the company might use them, any such tools provided to the company, are made available on an "as is" basis only and should not be distributed to or shared with any third party.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

The arrangements outlined in this letter will continue in effect from year to year unless changed by either party.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the attached copy of this letter in the space provided and return it to us. We appreciate the opportunity of continuing to be of service to the Summer Village.

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

Acknowledged and agreed to on behalf of Summer Village of Half Moon Bay by:

Mr. Tanner Evans, Chief
Administrative Officer

Date signed

Mayor Jonathan Johnston

Date signed

Summer Village of Half Moon Bay

September 27, 2022

Finance & Administration

Request for Decision

Agenda Item: *Parkland Regional Library Budget*

Background:

Administration received a copy of the Parkland Regional Library 2023 proposed budget.

The Parkland Regional Library Board requests that Council approve the 2023 per capita requisition and notify the board asap, that way any budget revisions can be addressed at the PRL Board meeting at the November 17th meeting.

The 2023 proposed per capita requisition is 8.75, which is a .20 increase from 2022.

Options for Consideration:

- 1) Approve the Parkland Regional Library's 2023 budget.
- 2) Don't approve with a letter to be sent advising of decision.

Administrative Recommendations:

Administration recommends approval of Parkland Regional Library's 2023 budget.

Authorities:

Parkland Regional Library Agreement



Proposed BUDGET 2023

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2023 Budget

F-1-B

Present

Budget

Income

1.1	Provincial Operating Grant	992,621	992,621
1.2	First Nations Grant	145,602	145,602
1.3	Membership Fees	1,939,986	2,001,335
1.4	Alberta Rural Library Services Grant	429,742	429,742
1.5	Interest Income	28,500	28,500

TOTAL Income

3,536,451	3,597,800
-----------	-----------

Support Materials & Services Direct to Libraries

2.1	Alberta Rural Library Services Grant	429,742	429,742
2.2	Allotment Funds issued to Libraries	256,396	259,362
2.3	Cataloguing Tools	3,000	3,000
2.4	Computer Maint. Agree. Software licenses	201,885	207,512
2.5	Cooperative Collection Fund	35,835	0
2.6	eContent Platform fees, Subscriptions	78,100	78,100
2.7	FN Provincial Grant expenses	78,839	78,839
2.8	Freight	1,800	1,200
2.9	Internet Connection Fees	8,820	8,820
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,070	68,617
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	4,500	2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500	19,000
2.16	Vehicle expense	46,000	59,000
2.17	Workshop/Training expense	14,000	14,000

PRL Circulating Collections

2.18	Audio Book	5,000	5,000
2.19	eContent	57,500	57,500
2.20	Large Print	10,000	10,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,000	4,000

TOTAL Support Materials & Services Direct to Libraries

1,345,787	1,329,492
-----------	-----------

Cost of Services

3.1	Audit	16,500	20,000
3.2	Bank expenses	1,600	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	18,000	21,500
3.5	Dues/Fees/Memberships	12,200	12,750
3.6	Insurance	19,000	20,500
3.7	Janitorial/Outdoor maintenance expense	34,000	35,000
3.8	Photocopy	4,000	4,300
3.9	Salaries	1,588,659	1,666,962
3.10	Salaries - Employee Benefits	349,505	353,396
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	32,500	29,000
3.13	Telephone	8,000	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	35,000	26,000
3.16	Utilities	39,000	36,000

TOTAL Cost of Services

2,190,664	2,268,308
-----------	-----------

TOTAL Expenses (library materials & cost of service)

3,536,451	3,597,800
-----------	-----------

Surplus/Deficit

0	0
---	---

AMOUNT PER CAPITA REQUISITION

8.55	8.75
------	------

Notes for the Parkland Regional Library System Budget 2023

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 2023, there is a twenty-cent increase to the municipal per capita requisition to \$8.75. Parkland has held the requisition at \$8.55 for the previous three consecutive years. For calculating the municipal levy for 2023, Parkland will be using the Population Estimates and Projections supplied by the Office of Statistics and Information at Alberta Treasury Board and Finance.

The budget was built around the assumption that the government of Alberta operating grant will remain at \$4.70 per capita and based on 2016 population statistics. Likewise, staff assume the rural library services grant will remain at \$5.55 per capita and based on 2016 population statistics.

Points within the budget to note include:

Most expense lines of the budget remain stable. Those lines with increases such as the vehicle expense line (2.16), the audit line (3.1), or the building repair and maintenance line (3.4) reflect inflationary increases. The staff salary and benefits lines (3.9 and 3.10) have received a cost-of-living adjustment in accordance with Parkland's Cost of Living and Compensation policy statement. The Trustee Expense line (3.15) has also been reduced slightly, since meeting reimbursement costs have declined due to the switch to virtual meetings.

Cooperative Collection Fund has been discontinued as a line item but for this year will be funded from reserves, (see the Budget Supplement section). This fund was 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.

Provincial grants amount to approximately 43.6% of PRLS' total income.

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 \$219,600 which includes a wireless upgrade project for libraries. In addition, there is a reserve fund transfer for the purchase of one new cargo vehicle (estimated at \$40,500). One other reserve fund transfer for 2023 is for the one-time use of funds to continue the Cooperative Collection project requested at \$35,000. By approving the budget, the board is approving these transfers to and from Parkland's reserve fund accounts.

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 98% of the 2023 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 2022 and 2023 Budgeted Amounts

	2022	2023
Materials Allotment for Libraries (Books, DVD's, Audiobooks, etc.)	\$256,396	\$259,362
Rural Library Services Grant	\$429,742	\$429,742
Cooperative Collection Fund (from Reserves in 2023)	\$35,835	\$35,000
Technology (Hardware— budget plus reserves)	\$162,800	\$219,600
Postage (Reimbursement for Interlibrary Loan)	\$4,500	\$2,000
Software (For computers, ILS, etc.)	\$201,885	\$208,205
Rotating Collections (Large Print, Audiobooks, Programming Kits, etc.)	\$21,000	\$21,000
Internet (Connectivity provided to member libraries)	\$8,820	\$8,820
eContent (Platforms & Purchases of eBooks, eAudiobooks, etc.)	\$135,600	\$135,600
Vehicle Expense (\$40,500 from reserves for new van plus ongoing budgeted expenses)		\$99,500
Marketing/Advocacy	\$20,000	\$20,000
Workshop/Training	\$14,000	\$14,000
Cataloguing Supplies	\$31,500	\$32,000
Contribution to Outlet Libraries*	\$800	\$800
Materials Discount (42% in 2022)	\$107,686	\$98,558
SuperNet (Fiber Optic connection provided by GOA to library system members)	\$370,022	\$370,022
Sub-Total	\$1,800,586	\$1,954,209
Requisition	\$1,939,986	\$2,001,335
	93%	98%
Difference Between Levy & Direct Return	\$139,400	\$47,126

*\$200 each for Brownfield, Nordegg, Spruce View, and Water Valley Libraries

Brief Notes – September 2023**INCOME**

- 1.1 The Provincial Operating grant is an estimate, based on statements 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 slight increase to \$8.75
- 1.4 Based on statements from PLSB and calculated at \$5.55 per capita
- 1.5 Held at 2022 level - reflects the anticipated returns on investments

SUPPORT MATERIALS & SERVICES DIRECT TO LIBRARIES

- 2.1 Estimate, based on statement from PLSB - see 1.4 above
- 2.2 Reflects allotment rate of \$1.13 per capita
- 2.3 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
- 2.4 Cooperative Collection Fund – has been discontinued as a line item and will be funded through reserves.
- 2.5 Line reduced to \$45,000 due to changes in use patterns and changes in fees covered – funds shifted to 2.9 and 2.19 - for platform and library services subscriptions
- 2.6 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
- 2.7 Reduced - for vendor freight costs for library materials, in-house collections, IT equipment and shipment of computers for repairs and/or replacement parts
- 2.8 Held at 2022 level
- 2.9 Name changed and items consolidated from line 2.5 – increased to \$6,500
- 2.10 Newly created in 2022 -amount held - 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 Held at \$1,000 based on actual
- 2.14 Reduced based on actual - includes both ILL postage reimbursement to libraries and ILL's sent from HQ for libraries
- 2.15 Increased, based on actual - used for purchasing library material processing items such as laminated book covers, cataloguing records, and multimedia cases
- 2.16 Increased significantly – 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 fuel costs continuing to rise
- 2.17 Held at \$14,000 - includes costs for all workshops, conferences, projects, and training activities for library managers, staff, and boards

PRLS Circulating Collections

- 2.18 Held at 2022 amount
- 2.19 Increased to \$87,500 to reflect use patterns – funds shifted from 2.5
- 2.20 Increased slightly to \$11,000
- 2.21 Held at 2022 amount
- 2.22 Reduced to \$2,600 – Grant Connect fee moved to line 2.5

COST OF SERVICES

- 3.1 Increased to reflect the new 3-year audit proposal for 2022-2024– also includes costs for an annual letter from PRLS' lawyer required for the audit process
- 3.2 Increased slightly to \$1,700 - covers the cost of enhanced electronic banking services and cheques
- 3.3 Held at 2022 level of \$4,700 based on review of actual over a three-year period
- 3.4 Increased to \$21,500 - actual costs reviewed for maintaining the new building with elevator
- 3.5 Increased slightly to \$12,750 - 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 \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal
- 3.8 Increased slightly – reflects fees for photocopiers and estimated usage
- 3.9 Reflects current staff levels
- 3.10 Reflects predicted costs for staff benefits based on current staff levels
- 3.11 Held at the 2022 amount
- 3.12 Reduced slightly - based on a five-year review
- 3.13 Increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs
- 3.14 Held at 2022 level – based on 3-year review of actual expenses
- 3.15 Reduced to \$26,000 – due to the use of virtual meetings. Includes executive and advocacy committee meetings, external meetings for trustees and to support trustee activities
- 3.16 Based on actual in new building to date and then estimated – reduced to \$36,000

Complete Notes to the 2023 Budget

PARKLAND REGIONAL LIBRARY SYSTEM

Proposed 2023 Budget

Income	
1.1	Provincial Operating Grant
1.2	First Nations Grant
1.3	Membership Fees
1.4	Alberta Rural Library Services Grant
1.5	Interest Income

TOTAL Income

Present Budget	
2022	2023
992,621	992,621
145,602	145,602
1,939,986	2,001,335
429,742	429,742
28,500	28,500
3,536,451	3,597,800

Income – line details

1.1 Provincial Operating Grant:

for budgeting purposes, the provincial operating grant rate 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. This 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:

\$8.75 per capita – requisition to municipalities to balance the budget, a twenty cent increase per capita. The previous note was held at \$8.55 for three consecutive years.

*1.4 Alberta Rural Library
Services Grant:*

grant received from Alberta Municipal Affairs for service to rural residents. 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 estimated at 2022 levels.

Support Materials & Services Direct to Libraries		2022	2023
2.1	Alberta Rural Library Services Grant	429,742	429,742
2.2	Allotment Funds issued to Libraries	256,396	259,362
2.3	Computer Maint.Agree. Software licenses	201,885	207,512
2.4	Cooperative Collection Fund	35,835	0
2.5	eContent Platform fees, Subscriptions	78,100	45,000
2.6	FN Provincial Grant expenses	78,839	78,839
2.7	Freight	1,800	1,200
2.8	Internet Connection Fees	8,820	8,820
2.9	Library Services Tools	3,000	6,500
2.10	Marketing/Advocacy	20,000	20,000
2.11	Member Library Computers Allotment	68,070	68,617
2.12	Outlets - Contribution to Operating	800	800
2.13	Periodicals	1,000	1,000
2.14	ILL Postage for libraries	4,500	2,000
2.15	Supplies purchased Cataloguing/Mylar	18,500	19,000
2.16	Vehicle expense	46,000	59,000
2.17	Workshop/Training expense	14,000	14,000
PRL Circulating Collections			
2.18	Audio Book	5,000	5,000
2.19	eContent	57,500	87,500
2.20	Large Print	10,000	11,000
2.21	Programming Kits	2,000	2,000
2.22	Reference	4,000	2,600
TOTAL Support Materials & Services Direct to Libraries		1,345,787	1,329,492

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 the 2022 level.

*2.3 Computer Maint. Agree.**Software Licenses:*

line slightly increased – this line covers, but is 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.

2.4 Cooperative Collection:

this line has been eliminated as a budgeted item but for this year will be funded from reserves, see the Budget Supplement at the end of the budget section. This fund was 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 patron needs.

*2.5 eContent Platform fees**and Subscription fees:*

decreased from 2022 level due to the cancelation of two resources based on usage statistics and feedback from local library staff - to pay for platform fees for CloudLibrary and Overdrive, and subscriptions for the TAL core of eResources (Ancestry Library Edition and Consumer Reports) along with CloudLinking, Niche Academy, Cypress Resume and Grant Connect.

*2.6 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.

2.7 Freight:

vendor freight costs for library materials, in-house collections, computers, IT equipment and shipment of computers for repairs and/or replacement parts – reduced based on actual.

*2.8 Internet Connection**Fees:*

for internet service provision to member libraries and HQ – held at 2022 level.

- 2.9 Library Services Tools:* name changed from Cataloguing Tools, also consolidates all in-house subscriptions into one line – based on actual costs – includes resources previously in this line (RDA tool kit, Web Dewey, BookWhere) as well as Audio Cine, Survey Monkey, Loomly and LibraryData which were previously in eContent Platform fees line (2.5).
- 2.10 Marketing/Advocacy:* newly created in 2022, amount held at the same level – used to provide tools for marketing, advocacy and other initiatives for member libraries and PRLS.
- 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:* held at 2022 level - based on actual, includes professional development publications and library journals.
- 2.14 ILL Postage Reimbursement for Libraries:* reduced based on actual and estimations – reimbursement for items interlibrary loaned (ILL) by member libraries and ILL's sent for libraries from Parkland.
- 2.15 Supplies purchased Cataloguing/Mylar:* increased slightly - 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:* increased significantly - estimates for fluctuation in fuel prices are the major reason, also includes anticipated maintenance and repair costs for the operation of five vehicles (3 cargo and 2 staff vehicles) includes tire replacements.

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 2022 amount.

PRLS Circulating Collections

2.18. Audiobook Materials: held at 2022 level– used to support the physical audiobook collection.

2.19 eContent: increased from 2022 with funding shifted from the eContent Platform fees line (2.5) - based on feedback from local library staff and usage statistics - includes allotment eBooks and eAudiobooks through CloudLibrary and Overdrive, as well as Overdrive eMagazines and potentially other eContent.

2.20 Large Print Books: slight increase from 2022 level to help refresh the collection.

2.21 Programming Boxes: held at 2022 level - to refresh and build new programming kits for programming in member libraries.

2.22 Reference Materials: decreased due to moving Grant Connect costs to the eContent Platform fees line (2.5) – 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		2022	2023
3.1	Audit	16,500	20,000
3.2	Bank expenses	1,600	1,700
3.3	Bank Investment Fees	4,700	4,700
3.4	Building-Repairs/Maintenance	18,000	21,500
3.5	Dues/Fees/Memberships	12,200	12,750
3.6	Insurance	19,000	20,500
3.7	Janitorial/Outdoor maintenance expense	34,000	35,000
3.8	Photocopy	4,000	4,300
3.9	Salaries	1,588,659	1,666,962
3.10	Salaries - Employee Benefits	349,505	353,396
3.11	Staff Development	20,000	20,000
3.12	Supplies/Stationery/Building	32,500	29,000
3.13	Telephone	8,000	8,500
3.14	Travel	8,000	8,000
3.15	Trustee expense	35,000	26,000
3.16	Utilities	39,000	36,000
TOTAL Cost of Services		2,190,664	2,268,308

Cost of Services – line details

- 3.1 Audit:* increased to account for new audit proposal 2022-2024 - includes Parkland's triannual LAPP Audit requirement and includes costs for an annual letter from PRLS' lawyers required for the audit process.
- 3.2 Bank Expenses:* increased 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 – held at 2022 level.
- 3.4 Building-Repair/Maintenance.* increased slightly – costs are based on actual in new building since October 2020 then with estimated amounts for a full year – includes elevator maintenance.

*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 and accounts for cyber insurance, the building, HQ's contents, PRLS' outlet libraries contents, five vehicles, general liability, bond and crime employee drivers abstracts and personal vehicles insurance reimbursement for personal vehicle use - based on a review of actual 3-year costs.

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

increased slightly to \$35,000 - for janitorial building maintenance including things such as carpet and window cleaning – also includes outside building maintenance and snow removal.

3.8 Photocopy:

reflects fees for photocopiers and estimated usage with a slight increase, based on actual.

3.9 Salaries:

to reflect the current staffing level.

*3.10 Salaries-Employee**Benefits:*

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

3.11 Staff Development:

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

*3.12 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, regional systems swag, also building and stationery supplies - reduced slightly. Based on a five year review.

- 3.13 Telephone:* increased slightly based on actual - includes line charges, toll free number, mobile telephones, and long-distance costs.
- 3.14 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, held at \$8,000.
- 3.15 Trustee Expense:* reduced due to virtual meetings - accounts for a 10-member Executive Committee and a 10-member Advocacy Committee meeting 7 times a year, includes \$100 half day/\$200 full day honorarium and mileage for mixed committee meetings where members can meet digitally and/or in person (includes meetings the board members attend on PRLS' behalf).
- 3.16 Utilities:* based on actual since moving into the new building in October 2020 and then estimated for a full year – reduced slightly.

PARKLAND REGIONAL LIBRARY SYSTEM
Proposed 2023 Budget

	Present Budget 2022	Proposed Budget 2023
TOTAL Income	3,536,451	3,597,800
TOTAL Support Materials & Services Direct to Libraries	1,345,787	1,329,492
TOTAL Cost of Services	2,190,664	2,268,308
TOTAL Expenses (library materials & cost of service)	3,536,451	3,597,800
Surplus/Deficit	0	0
AMOUNT PER CAPITA REQUISITION	8.55	8.75

Budget Supplement**Explanation points to the 2023 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 2023 (estimated at \$40,500). The amortization expense for vehicle purchases will be allocated and the residual value set aside in the Amortization Reserve.

As described elsewhere in the budget document, Parkland will continue to fund the Cooperative Collection project in 2023 using funds from the Unrestricted Reserve (\$35,000).

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 - 2023

In passing the budget you agree to the movement of funds between reserves and operating as defined below and based on policy.

Capital assets will be purchased from reserves.

1 MOVEMENT OF FUNDS FROM RESERVES TO OPERATING INCOME	2023	
Amortization Reserve		
Anticipated funds required to cover yearly portion of amortization expense from reserve w/o building	\$72,720	A
<i>(actual amount will be affected by asset disposals during the year)</i>		
Vehicle Reserve		
Anticipated funds required to purchase new vehicles	\$40,500	B
<i>(actual amount will be based on exact purchase price in the year)</i>		
Technology Reserve		
Anticipated funds required for Technology purchases	\$219,600	
<i>(may include Member libraries computers, wireless equipment, SuperNet CED units, PRL assets)</i>		
<i>(Estimated capital PRL assets - 2023, \$40,600 -B)</i>		
Unrestricted Reserve		
Funds to purchase library materials for Cooperative Collection project	\$35,000	D
	\$367,820	
2 INCOME FROM THE SALE OF CAPITAL ASSETS		
Anticipated vehicle selling price	\$5,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		
	\$5,000	
3 MOVEMENT OF FUNDS FROM OPERATING EXPENSE TO RESERVES		
Amortization Reserve		
Residual Amortization anticipated - PRLS assets	\$46,620	B
Current Year Amortization estimated - PRLS Assets	\$34,480	B
<i>(actual amounts will be based on exact purchase amounts in the year)</i>		
Vehicle Reserve		

Proceeds from the sale of vehicles	\$5,000	C
<i>(actual amounts will be based on exact selling price in the year)</i>		

Technology Reserve

Budgeted for member library computers	\$68,617	
---------------------------------------	----------	--

\$154,717

4 CAPITAL ASSET EXPENSE ALLOCATION

Amortization expense anticipated w/o building	\$72,720	A
<i>(actual amount will be affected by asset disposals during the year)</i>		

Amortization expense anticipated for building	\$78,939	
-----------------------------------------------	----------	--

(actual amount will be affected by asset disposals during the year)

\$151,659

Summer Village of Half Moon Bay

September 27, 2022

Council and Legislation

Request for Decision

Agenda Item: *ASVA Annual Conference*

Background:

Administration has received information about the upcoming ASVA Conference. The ASVA Conference is being held October 20th & 21st, at the Renaissance Hotel & Conference Center in Edmonton. The agenda for the conference is attached.

Options for Consideration:

Council has allocated \$600 in the 2022 budget for this conference.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

2022 Budget

SAVE THE DATE: October 20 & 21st, 2022

ASVA Conference & AGM

“COME TOGETHER TO GROW TOGETHER AGAIN”



Please contact ASVA for early bird registration: info@asva.ca

Venue: *Renaissance Hotel & Conference Center, Edmonton Airport*

- **A Room Block Discount is available for early booking until September 20, 2022**
Please contact reservations: tel. 1-877-231-1724 or email:
bailey.chomitzky@marriott.com and refer to ASVA Conference & AGM

Day 1: Full day Program

October 20th Registration & Breakfast Buffet 9:00 a.m. – 10:00 a.m.

Conference begins at 10:00 a.m. promptly with Minister's Welcome

Program 10:00 a.m. – 4:00 p.m.

Coffee Break 10:30 a.m. – 10:45 a.m.

AGM 4:00 p.m. – 4:45 p.m.

Cocktail Hour 5:00 p.m. – 6:00 p.m.

Dinner Banquet 6:00 p.m. – 7:00 p.m.

Silent Auction & Entertainment 7:00 p.m. – 8:00 p.m.

Day 2: ½ day Program

Breakfast Buffet 8:00 a.m. – 9:00 a.m.

Emergency & Environmental Panel & Q&A 9:00 a.m. – 10:15 a.m.

Coffee Break & Snacks 10:15 a.m. – 10:30 a.m.

CAO Breakout Session & Panel 10:30 a.m. – Noon

12 Noon Closing of Session

Featured Keynotes, Panels and Topics:

Day 1 –

Advocacy Panel

R.C.M.P. K-Division "Policing Small Communities"

ALMS – Government of Alberta (Aquatic Species)

AB Municipalities - Future of Municipal Governments

RMA

Day 2 -

Emergency Management and Environmental Specialists Panel (GOA, AB Muni's, ALMS, FRIIA, and more) "Land, Air, Water"

CAO Breakout Session (Day 2)- featured topics and panel specialists:

SLGM – Tools and Resources for CAO's

LGAA – Tools and Resources for CAO's

Topic 1: The Recipe for Productive CAOs

Topic 2: Ingredients of Positive and Constructive Relationships with CAO's & Councils:

Mayor Bernie Poulin, and S.V. Itaska Beach, CAO June Boyda

Fostering a Culture of Respect and Future of Municipal Government Project research on the changing dynamics of CAOs

Summer Village of Half Moon Bay

September 27, 2022

Council & Legislative

Request for Decision

Agenda Item: *Subdivision and Development Appeal Board Members-at-Large*

Background:

Prior to the organizational meeting, previously appointed members-at-large were contacted by Administration to confirm their desire to be reappointed as members-at-large to the Subdivision and Development Appeal Board and be recertified by attending the virtual training as required every 3 years. While all members were willing to have their names put forward for another term, only one member was willing to complete the required online training.

Currently, Half Moon Bay only has one trained member appointed. This member has since sold his property. While the bylaw does not stipulate the members-at-large must be on title or live in the Summer Village, Council may wish to remove him from their list of members-at-large in the future.

The current bylaw does not address alternates from another Summer Village being able to sit for a hearing if needed and Council may wish to amend the bylaw to allow this. The current bylaw is attached for Council's review should any changes be required.

Options for Consideration:

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

Administrative Recommendations:

Council discuss and provide direction to Administration.

Authorities:

Subdivision and Development Appeal Board Regulation

2(2) A member of a subdivision and development appeal board must

- (a) before participating in any hearing as a member of a panel of the board, successfully complete a training program set or approved by the Minister, and
- (b) every 3 years successfully complete a refresher training program set or approved by the Minister.

**SUMMER VILLAGE OF HALF MOON BAY
SUBDIVISION AND DEVELOPMENT APPEAL BOARD
BY-LAW # 168-22**

A Bylaw of the Summer Village of Half Moon Bay, in the province of Alberta, pursuant to the provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 2000 and amendments thereto, to provide for the establishment of a Subdivision and Development Appeal Board.

WHEREAS the Municipal Council of the Summer Village of Half Moon Bay, duly assembled, enacts as follows:

Title:

1. This Bylaw may be cited as the “Subdivision and Development Appeal Board Bylaw.

Definitions

2. The following words and terms are defined as follows:
 - a. “Act: means the Municipal Government Act, S.A. 1994m c.M.-26.1, as amended;
 - b. “Board” means the Subdivision and Development Appeal Board of the name of the Summer Village of Half Moon Bay, established pursuant to this Bylaw;
 - c. “Council” means the Council of the Summer Village of Half Moon Bay;
 - d. “Development Authority” means the person or persons appointed pursuant to Development Authority Bylaw;
 - e. “Land Use Bylaw” means the Summer Village of Half Moon Bay’s Land Use Bylaw;
 - f. “Member” means a member and shall include the appointed alternate member (s) of the Subdivision and Development Appeal Board appointed pursuant to this Bylaw;
 - g. “Subdivision Authority” means the Subdivision Authority as established pursuant to Subdivision Authority Bylaw;
 - h. “Summer Village” means the Summer Village of Half Moon Bay.

Establishment

3. The Subdivision and Development Appeal Board is hereby established.

Membership and Term

4. The Board shall consist of three persons, the majority of which shall be citizens-at-large. The Subdivision and Development Appeal Board will

consist of one Council member as appointed by Council and two citizens-at-large. Council shall appoint the two citizens-at-large members of the Subdivision and Development Appeal Board. Council by Resolution may appoint additional citizens-at-large to act as alternate members for the two members representing citizens-at-large.

5. Each Member of the Board shall be appointed for a term specified by Resolution of Council, but in no case shall the appointment be more than one year.
6. Notwithstanding Section 5, a person may be reappointed to the Board upon the expiration of that person's term.
7. In the event of a vacancy, Council may appoint by Resolution of Council a new member to serve for the remainder of the vacating Member's term.
8. Except for Alternate members, if a Member misses three (3) consecutive meetings without the authorization of the Board, the person is disqualified and the position becomes vacant; otherwise, a Member of the Board shall not be discharged without cause.

Officers

9. The Chairman of the Board shall be the appointed annually by a Resolution of Council.
10. If the Chairman of the Board is unable to preside at a Board meeting, the members present in constituting a quorum shall elect one of them to act as Chairman for that meeting.

Committees

11. The Board may establish committees of the Board, but where it does the Chairman shall be a member.

Quorum

12. A quorum for the Board shall consist of a majority of the Members, but Councillors may not form the majority of the quorum.
13. A quorum for a committee of the Board shall consist of a majority of the Members of the Committee, but Councillors may not form the majority of the quorum.

Secretary Duties

14. The Recording Secretary for regular meetings of Council is to serve as the Secretary to the Board who shall:
 - a. Not have a vote;
 - b. Give all notice
 - i. Required to be given under the Act; and any regulations thereunder, and
 - ii. Directed to be given by the Board;

- c. Notify all Members of the Board of the meetings of the Board, including hearings;
- d. Prepare and maintain a file of written minutes of the business transacted at all meetings, including hearings of the Board;
- e. For each hearing, record and issue a decision of the Board and its findings, with reasons, to all affected parties;
- f. Be authorized to sign on behalf of the Board any order, decision, approval, notice, or any other thing made, given, or issued by the Board;
- g. Undertake such other duties as may be required.

Hearings and Procedures

- 15. The Board shall determine an appeal in accordance with the provisions of Part 17 of the Act.
- 16. The hearings of the Board shall be in public, but the Board may at any time recess and deliberate in private.
- 17. The Chair or acting chair:
 - a. Shall be responsible for the conduct of a meeting;
 - b. May limit a submission if it is determined to be repetitious or inappropriate in any manner.
- 18. A request for adjournment of a hearing may be granted at the discretion of the Board, but any adjournment must be to a specific time and date.
- 19. The Board may adjourn to a specific time and date upon its own volition to request technical information, legal options or other information desired by the Board.
- 20. Only those Members present at a whole hearing of an appeal shall be able to vote on the appeal, wherein those voting form a quorum.
- 21. A decision of the Members forming a quorum at duly convened meeting of the Board or committee thereof shall be deemed to be the decision of the whole Board.
- 22. Upon conclusion of a hearing the Board shall deliberate and reach its decision in private.
- 23. In the event of a tie vote, the appeal shall be deemed to be denied.
- 24. A decision of the Board is not final until notification of the decision is given in writing.
- 25. Notwithstanding Section 14 (f), an order, decision, or approval made, given, or issued by the Board may be signed by the Chairman of the Board.
- 26. If the Subdivision Authority fails or refuses to endorse a plan of subdivision or other instrument as approved by the Board of appeal,

the Chairman of the Board is authorized to endorse the subdivision instrument.

27. For any procedures not covered in Part 17 of the Act or by bylaw of the Summer Village, the Board may establish procedures for the conduct of hearings.
28. No recording of the hearing will be permitted on any device including, but not limited to, cell phones, tablets, tape recorders, or any other recording device.
29. No person shall be permitted to wear a hat during the hearing procedures including, but not limited to, board members, staff, delegates, or public in attendance.

Conflict of Interest

30. If a Member has direct pecuniary interest in a matter before the Board, or if a Member is aware of any reason which may lead to a possible bias when hearing the matter, the Member shall declare an interest or likelihood of bias to the Board and shall remove himself/herself from the panel, abstain from discussion and voting on the matter, and such abstention shall be recorded in the minutes.

Effective Date and Repeals

32. This Bylaw shall come into force and effect when it receives third reading and is duly signed.
33. Upon third reading, Bylaw #148-19 is hereby rescinded.

Read for a first time this 17th day of May 2022.

Read for a second time this 17th day of May 2022.

Read for a third and final time this 17th day of May 2022.

Jonathan Johnston, Mayor

Tanner Evans, CAO

Summer Village of Half Moon Bay

September 27, 2022

Council and Legislation

Request for Decision

Agenda Item: *Tree Removal Request*

Background:

Administration has received a letter from a resident on Lakeview Road requesting a dangerous tree near their property be cut down and removed. The tree is in the West Environment Open Space and leans in toward their house and property. This tree has been marked numerous times for removal but has yet to be removed.

The resident is asking Council to include the tree removal in the budget and authorize this tree to be removed the next time the contractor is removing trees in the Summer Village.

Options for Consideration:

- 1) Council to budget for the removal of the dangerous tree and include it with the next round of trees to be removed from the EOS.
- 2) Council accept as information.

Administrative Recommendations:

Council to discuss and provide direction to Administration.

Authorities:

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

Tue 9/6/2022 2:33 PM

Hello,
This is Lindsay Clark,
[REDACTED] Lakeview Rd, HMB

Last Wednesday, after what became an unproductive, irrelevant and confusing text conversation about the West EOS with Jon and Andrea, Andrea and I had a productive conversation to clarify and discuss questions I had.

I have found out the dangerous tree in the West EOS near my house is not on the agenda to be cut down and removed.

5yrs ago, when we were near completion of building our house, is when I first started asking the SV of HMB for this dangerous tree to be removed because it leans in toward our property and house. I have had email correspondence from Chris L. and numerous conversations with Chris L., Jon and Mike regarding this tree to be taken down. The tree has been survey taped twice, and it has been spray painted with four different colors as indication to be removed.

In hearing this dangerous tree is not on the agenda to be removed, I hope you can understand my growing and now high frustration, which is now turning into anger.

Why has the tree been taken off agenda? What has happened?

I don't know what more to say or do differently that hasn't already been done.

I will ask, again, for this dangerous tree leaning at my house, to be added to the agenda and budgeted for removal the next time the contractor is in HMB.

Regards,
Lindsay Clark

Summer Village of Half Moon Bay**September 27, 2022****Request for Decision****Agenda Item: *Procedural Bylaw*****Background:**

Over the past year, the Joint Services Committee has been working on a procedural bylaw that would be shared by all 5 municipalities in order to create efficiencies in the administrative process. This ensures that each Council is receiving the same administrative service for each meeting.

The changes were not drastic and do not apply to each Summer Village, but include the following:

- Council meetings will be a maximum of 4 hours long, and there will be 10 regular Council meetings per year
- Minutes to be recorded as recommended by Municipal Affairs
- Possibility for special meetings, meetings of the whole, and extra meetings depending on large projects
- No open mic sessions that include staff members during Council meetings
- Agendas to include previous minutes, delegations, updates from department heads including a CAO report on ad hoc requests not by function, quarterly financials, monthly AP/AR report, requests for decision, and Council updates.

Options for Consideration:

- 1) Council give 1st, 2nd, and 3rd readings to the Procedural Bylaw #171-22.
- 2) Council accept as information.

Administrative Recommendations:

- 1) That Council give 1st reading to the Procedural Bylaw #171-22.
- 2) That Council give 2nd reading to the Procedural Bylaw #171-22.
- 3) That by unanimous consent Council give 3rd reading to the Procedural Bylaw #171-22 at this meeting.
- 4) That council give 3rd and final reading to the Procedural Bylaw #171-22.

Authorities:

MGA Section 145

SUMMER VILLAGE OF HALF MOON BAY PROCEDURAL BYLAW BY-LAW 171-22

BEING A BYLAW OF THE SUMMER VILLAGE OF HALF MOON BAY TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL AND COUNCIL COMMITTEES.

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, a Council may pass bylaws in relation to the following:

- a) the establishment and functions of Council Committees and other bodies;
- b) the procedure and conduct of Council, Council Committees and other bodies established by the Council, the conduct of Councillors and the conduct of members of Council Committees and other bodies established by the Council.

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

TITLE

1. This bylaw may be cited as "The Procedural Bylaw".

DEFINITIONS

- 2 In this Bylaw,

- (a) "Agenda" means the items of business of a meeting and the associated reports, bylaws, or other documents;
- (b) "Chair" means the person authorized to preside over a meeting, determined in accordance with Section 25 to 27;
- (c) "Chief Administrative Officer" means the Chief Administrative Officer of the Summer Village of Half Moon Bay within the meaning of the *Municipal Government Act*, or his/her designate;
- (d) "Closed Session" means a meeting or part of a meeting that is closed to the public, within the meaning of the *Municipal Government Act*;
- (e) "Committee" means a committee, board, or other body established by Council under the *Municipal Government Act*, and includes, without limiting the generality of the foregoing, a Standing Committee, a Task Force, and the Committee of the Whole;
- (f) "Committee of the Whole" means the Committee described in Sections 9 to 15 of this Bylaw;
- (g) "Council" means the municipal Council of the Summer Village of Half Moon Bay;
- (h) "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Mayor;
- (i) "Deputy Mayor" means the Councillor appointed pursuant to the *Municipal Government Act* and this Bylaw to act as Mayor when the Mayor is unable to perform the duties of the Mayor or the office of the Mayor is vacant;
- (j) "General Election" means an election held in the Summer Village to elect members of Council as described in the Local Authorities Election Act;
- (k) "Mayor" means the Chief Elected Official of the Summer Village within the meaning of the *Municipal Government Act*;
- (l) "Member" means a Councillor or a member of a Committee duly appointed by Council;

- (m)“*Municipal Government Act*” means the *Municipal Government Act*, RSA 2000, c M-26, as amended;
- (n) “Non-statutory Public Hearing” means an advertised public hearing that is convened at the direction of Council, or the Committee of the Whole, in its discretion, in relation to a specified matter, in a case where Council is not otherwise required to hold a hearing under the *Municipal Government Act*;
- (o) “Pecuniary Interest” means a pecuniary interest within the meaning of the *Municipal Government Act*;
- (p) “Point of Interest” means a request that the Chair enforce the rules of procedure;
- (q) “Question of Privilege” means a request or motion made to the Chair, unrelated to the business on the floor, which affects the comfort, dignity, safety, or reputation of Council, a Council Committee or individual Members, some examples of which include requests related to heating, lighting, noise, or other disturbances in Council Chambers, conduct of members of the public or fellow Members;
- (r) “Public Hearing” includes a Statutory Public Hearing and a Non-statutory Public Hearing.
- (s) “Quorum” means the minimum number of Members that must be present at a meeting for business to be legally transacted;
- (t) “Resident” means a registered owner of a property in the Summer Village, or others over the age of 18 who reside in the Summer Village.
- (u) “Standing Committee” means a Committee that is designated, by Council, as a standing committee and which typically has ongoing responsibilities related to a broad area of municipal operation or business;
- (v) “Statutory Public Hearing” means an advertised public hearing that Council is required to hold under the *Municipal Government Act*;
- (w)“Summer Village” means the Summer Village of Half Moon Bay;

APPLICATION

- 3. The rules and procedures contained in this Bylaw shall apply to Council meetings.
- 4. The rules and procedures contained in this Bylaw shall apply to Committee meetings, subject to the following:
 - a) a rule or procedure, established by this Bylaw, that is specifically stated to apply to Committees, or to a specific Committee or type of Committee, shall prevail over a rule or procedure of more general application contained in this Bylaw;
 - b) if a Committee requests alteration to its procedures, and the alternate procedures are approved by Council, those alternate procedures shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw; and
 - c) a specific rule or procedure set out in a Committee’s governing bylaw or terms of reference shall, in the event of a conflict, prevail over a rule or procedure of more general application contained in this Bylaw.
- 5. To the extent that a procedural matter is not dealt with in the *Municipal Government Act* or this Bylaw, the matter will be determined by referring to the most recent version of *Roberts’ Rules of Order* newly revised.

MEETINGS

Regular Meetings

- 6. Unless Council by resolution from time to time otherwise determines, 10 regular meetings of Council per year shall be held in the Municipal Office Council Chambers and commence at 9:00 AM every sixth (6th) Tuesday.
- 7. When the date of a regular meeting of Council falls on a holiday, the Council meeting will be held at the discretion of Council by a resolution of Council.
- 8. A meeting of Council shall adjourn no later than 4 hours after the starting time, unless Council, agrees to an extension of the meeting beyond that time.

Committee of the Whole

- 9. A Committee to be known as Committee of the Whole is hereby established.
- 10. The membership of the Committee of the Whole shall consist of all members of Council.
- 11. The function of the Committee of the Whole is to allow for discussions, in a more informal manner, of significant or complex terms, including but not limited to matters that may require a substantial amount of time to analyze and consider, in order to bring recommendations to Council for final consideration and decision.
- 12. Committee of the Whole meetings may be held from time to time by a resolution of Council.
- 13. Subject to the *Municipal Government Act*, Committee of the Whole may consider any matter that Council may consider.
- 14. The Committee of the Whole may:
 - a) conduct Non-statutory Public Hearings;
 - b) receive delegations and submissions;
 - c) meet with other municipalities and levels of government; and
- 15. No bylaw, nor any resolution respecting a matter that is, at law, reserved to Council, shall be passed by the Committee of the Whole.

Organizational Meeting

- 16. An organizational meeting of Council will be held annually not later than August 31, in accordance with the *Municipal Government Act*.
- 17. At the first organizational meeting following a General Election, the first order of business shall be the administration oath of office and the introduction of the Mayor and Council for the Council session.
- 18. At all organizational meetings, Council shall:
 - a) Establish the Mayor, and Deputy Mayor;
 - b) Appoint Members of Committees;

- c) Conduct other business identified within the organizational meeting agenda.

QUORUM

- 19. A Quorum of Council is a majority of Councillors.
- 20. A Quorum of a Committee is a majority of Members unless the governing bylaw or terms of reference of a Committee provides otherwise.
- 21. If a Quorum is not present within fifteen (15) minutes after the time appointed for the meeting, the names of the Members present shall be recorded, and the meeting will be adjourned.
- 22. If, at any time during a meeting, Quorum is lost, the meeting shall be adjourned.
- 23. If a meeting is adjourned due to loss of Quorum, the remaining items on the Agenda shall be considered at the next scheduled meeting, unless a special meeting is held to conduct such business.
- 24. If a vote on a motion before Council or the Committee of the Whole cannot be taken due to loss of Quorum resulting from:
 - a) a declaration of Pecuniary interest; or
 - b) a Councillor not being present for all or part of a Statutory Public Hearing;then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council or Committee of the Whole under that particular order of business.

POWERS & RESPONSIBILITIES OF THE CHAIR

Person to Act as Chair

- 25. In the Case of a Council meeting or Committee of the Whole meeting, the Chair shall be determined in accordance with the following:
 - a) the Mayor shall be Chair;
 - b) if the Mayor is absent or otherwise unable to preside the Deputy Mayor shall be Chair;
 - c) if neither the Mayor nor Deputy Mayor is in attendance fifteen (15) minutes after the time appointed for a meeting, the meeting shall be deemed cancelled.
- 26. In the case of a Committee meeting, other than a meeting of the Committee of the Whole, the Chair shall be
 - a) the Member designated or appointed as Chair in accordance with the rules and procedures set out in the Committee’s governing bylaw or terms of reference;
 - b) a Member appointed by the Committee, where alternate rules and procedures for the designation or appointment of a Chair have not been specifically established.

Duties of the Chair

27. The Chair:
- a) opens meetings;
 - b) chairs meetings;
 - c) preserves order in meetings;
 - d) decides on all questions of procedure, subject to a motion to challenge pursuant to Section 101; and
 - e) ensures that each Member who wishes to speak on a debatable motion is granted the opportunity to do so.

ELECTRONIC DEVICES

28. Members of the public may not electronically record portions of Council and Committee meetings that are open to the public, unless the Chair determines that electronic recording of a meeting by the public be permitted.
29. A member of the public who is electronically recording a Council or Committee meeting in accordance with Section 29 shall be asked to leave the public gallery or viewing area by the Chair.
30. All electronic devices, including cellular telephones, that are present at the meeting location, including in public gallery or at the Council table, must be in silent mode while a meeting is being conducted.

ADJOURNMENT

31. A Member may move a motion to adjourn a meeting at any time, except when:
- a) another Member has the floor;
 - b) a call for a vote has been made;
 - c) the Members are voting; or
 - d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
32. A motion to adjourn shall be put without comment or debate.
33. When all items on an approved Agenda have been dealt with the Chair may adjourn the meeting without requiring a motion or vote by the Members.

AGENDA

Order of Business

34. The order of business in the Agenda for a Council meeting shall be as follows:
- 1) CALL TO ORDER
 - 2) AGENDA
 - 3) ADOPTION OF MINUTES
 - 4) ADMINISTRATIVE REPORTS / INFORMATION ITEMS
 - a. FINANCE
 - b. PUBLIC WORKS
 - c. DEVELOPMENT
 - d. CAO REPORT

- e. OTHER
- 5) TABLED ITEMS
- 6) NEW BUSINESS ITEMS / REQUEST FOR DECISION
 - a. FINANCIAL & ADMINISTRATION
 - b. COUNCIL AND LEGISLATIVE
 - c. PUBLIC WORKS
 - d. PLANNING & DEVELOPMENT
- 7) COUNCIL REPORTS
- 8) INFORMATION
- 9) MEETING DATES
- 10) ADJOURNMENT

35. The order of business established in the foregoing paragraph shall apply unless Council otherwise determines by a Two-Thirds Vote, and such a vote shall be decided without debate.

Agenda Preparation and Delivery

- 36. The Agenda for each Council meeting and Committee of the Whole meeting shall be established by the Chief Administrative Officer.
- 37. A Member wishing to introduce an item for inclusion in a meeting Agenda shall submit a written request to the Chief Administrative Office by no later than ten (10) days prior to the meeting.
- 38. After the expiry of the deadline established in Section 37, items may only be added to, or deleted from, the Agenda by a Two-Thirds Vote at the meeting to which the Agenda relates.
- 39. All materials related to items on the Agenda, that are to be included in the Agenda package, shall be provided to the Chief Administrative Officer by no later than ten (10) days prior to the Council meeting.
- 40. The Chief Administrative Officer shall cause the Agenda to be provided to Councillors one week prior to the Council meeting by electronic transfer.
- 41. The Chief Administrative Officer will release electronic copies of the Agenda and all associated reports, bylaws, or other documents to the general public via the Summer Village website once it has been circulated to Council one week prior to the Council or Committee of the Whole meeting unless they may be withheld under the *Municipal Government Act*, *Freedom of Information & Protection of Privacy Act*, or any other statute, bylaw or policy dealing with access to information.

Minutes

Council Meetings

- 42. The Chief Administrative Officer will prepare a written record of all Council meetings that includes:
 - a) the names of the members of Council present at and absent from the meeting;
 - b) a brief description of the subject matter;
 - c) all decisions and other proceedings;
 - d) the names of members of the public who speak to an item;

- e) any abstentions made under the *Municipal Government Act* by any member of Council and the reason for the abstention;
- f) time of departure and return to Council Chambers of any member of Council for any reason; and
- g) the signatures of the Chair and the Chief Administrative Officer.

Committee Meetings

43. Minutes shall be prepared for all Committee meetings and shall:
- a) include all decisions and other proceedings;
 - b) include the names of Members present at and absent from the meeting;
 - c) include an abstention made under the *Municipal Government Act* by any Member and the reason for abstention;
 - d) include the signatures of Council and the recording secretary; and
 - e) be retained in a safe manner and be available upon request. A final copy of minutes must be filed with the Chief Administrative Officer, within no more than three working days after being confirmed by the Committee; and
 - f) be distributed to all members of Council after receipt of the minutes by the Chief Administrative Officer.

Delegations

Delegations at Council Meetings

44. Requests for an appointment to make a presentation to Council must be delivered to the Chief Administrative Officer and must:
- a) be in writing;
 - b) be received by the Chief Administrative Officer no later than ten (10) days prior to the scheduled Council meeting at which the presentation is to be made;
 - c) clearly identify the reason or purpose of the appointment and provide a brief explanation of the subject to be addressed;
 - d) specifically identify any request that is intended to be made to Council, if applicable;
 - e) identify the individual or primary contact for a group or organization; and
 - f) include the contact information of the group or organization, including the current mailing address and daytime telephone number.
45. In questioning delegations, Councillors will ask only questions of clarification that are relevant to the subject matter of the presentation, as described in the written request submitted in accordance with Section 44 and will avoid repetition.
46. Approved delegations may, during their presentations to Council, only speak on the subject matter that has been described in the written request submitted in accordance with Section 44.
47. If a delegation has previously made a presentation before Council in relation to certain subject matter,
- a) that delegation shall not be permitted to make further presentation on the same subject matter, except to present additional information that
 - (i) was not presented during the previous presentation, and

- (ii) is, in the opinion of the Summer Village, of sufficient importance to justify an additional presentation.

Responsibilities of Chief Administrative Officer

48. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is within the governance authority of Council, the Chief Administrative Officer will:

a) if it relates to an item already on the Agenda, deliver a copy of the request or a summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or

b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.
49. If the standards set out in Section 44 are met and the Chief Administrative Officer determines the presentation is not within the governance authority of Council, the Chief Administrative Officer will:

a) refer the request to administration for a report and/or a direct response to the writer and provide a copy of the original request and the referral to Council; and

b) take any other appropriate action on the request.
50. If a Councillor objects to the process determined by the Chief Administrative Officer, a Councillor may make a request in accordance with Section 39, that the item be included for consideration on a Council or Committee of the Whole Agenda.
51. If the standards set out in Section 44 are not met, the Chief Administrative Officer may file the request, without any action being taken, after advising Council of his/her determination that the request did not meet the standards.

PROCEEDING AT MEETING

Voting

52. Unless otherwise required by this Bylaw, the *Municipal Government Act* or any other enactment, a simple majority vote of those Members present is sufficient to carry a motion.
53. A motion is deemed to be defeated if the vote results in a tie.
54. Pursuant to Section 183(1) of the *Municipal Government Act*, a Councillor attending a Council meeting must vote on a matter put to a vote at the meeting unless the Councillor is required or permitted to abstain from voting under the *Municipal Government Act* or any other enactment.
55. At any time before a vote is taken by Council, a Councillor may request that the vote be recorded.
56. When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the motion or abstained.
57. Votes on all motions must be taken as follows:

- a) except for a meeting conducted through electronic or other communication facilities, Members must be in their designated seat when the motion is considered;
 - b) the Chair puts the motion to a vote;
 - c) Members vote by a show of hands or other method agreed to by Council or the Committee, as the case may be; and
 - d) the Chair declares the result of the vote by stating whether the motion was carried or defeated.
58. After the Chair declares the result of the vote, Members may not change their vote for any reason.
59. A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

Bylaws

60. Every proposed bylaw shall have three (3) separate and distinct readings.
61. A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time.
62. A bylaw shall be introduced for second reading by a motion that the bylaw be read a second time.
63. A bylaw shall be introduced for third reading by a motion that the bylaw be read a third time.
64. A bylaw shall not be given more than two readings at one meeting unless Councillors present at the meeting unanimously agree that the bylaw may be presented for third reading at the same meeting at which it received two readings.
65. Council may:
- a) debate the substance of a bylaw;
 - b) propose and consider amendments to a bylaw; and
 - c) refer, by motion, the bylaw to administration for further information prior to second reading and/or third reading.
66. Any amendments to the bylaw which are carried prior to the motion for third reading being put will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.
67. A bylaw is passed when it receives third reading and is signed. A bylaw is effective from the beginning of the day that it is passed unless the bylaw or any applicable enactment provides for another effective date.
68. The previous readings of a proposed bylaw are rescinded if the proposed bylaw:
- a) does not receive third reading within two years of first reading; or
 - b) is defeated on second or third reading.
69. After it received third reading, a bylaw shall be signed by the Mayor and Chief Administrative Officer and shall be impressed with the corporate seal of the Summer Village.

Proceedings at Public Hearings

Holding Public Hearings

- 70. Council shall hold a Statutory Public Hearing, when required to do so under the *Municipal Government Act* or other enactment.
- 71. On the advice of administration, and should Council deem it appropriate, Council may hold a Non-statutory Public Hearing.
- 72. On the advice of Administration and should the Committee of the Whole deem it appropriate, the Committee of the Whole may hold a Non-statutory Public Hearing. The Committee of the Whole may not conduct Statutory Public Hearings.

Rules and Procedures for Public Hearings

- 73. Public Hearings must be conducted,
 - a) in the case of Public Hearings conducted by Council, in conjunction with a regular or special Council meeting; and
 - b) in the case of Non-statutory Public Hearings conducted by the Committee of the Whole, in conjunction with a meeting of the Committee of the Whole.
- 74. A Statutory Public Hearing on any proposed bylaw or resolution must be held before second reading of the bylaw, or Council votes on the resolution.
- 75. To begin a Public Hearing, the Chair calls the hearing to order and must ask if anyone is present to speak to the proposed item, bylaw, or resolution. All those in attendance, who wish to speak, are to give their name and location of residence for the record.
- 76. If a member of the public is unable to attend a Public Hearing, he or she may authorize a person to speak on his or her behalf. The authorization must:
 - a) be in writing;
 - b) name the individual authorized to speak;
 - c) indicate the proposed item, bylaw, or resolution to be spoken to; and
 - d) be signed by the person giving the authorization.
- 77. A person authorized to speak on behalf of another individual in accordance with Section 76, must state the name of the individual that the speaker represents and must present the written authorization to the Chair.
- 78. If, at a Public Hearing, a person indicates that he or she is present to speak to the proposed item, bylaw or resolution, the following procedures will apply:
 - a) administration will introduce the proposed item, bylaw, or resolution;
 - b) the Chair will inform Council or the Committee of the whole, as the case may be, of the number and nature of written submission and these submissions will be entered into record;
 - c) members of the public, including persons authorized to speak on behalf of other individuals in accordance with Section 76 will be allowed to speak, with those in favour speaking first, followed by those opposed, followed by those who claim to otherwise be affected;

- d) referral agencies that were served notice of the Public Hearing will be allowed to speak;
 - e) after a person has spoken, any Member may ask that speaker relevant questions through the Chair;
 - f) any Member may ask administration relevant questions after all persons who wish to speak have been heard;
 - g) the Chair may close the Public Hearing.
79. Subject to Section 78, a person, including a person authorized to speak on behalf of one or more individuals in accordance with Section 76, shall be allowed five (5) minutes to speak at a Public Hearing.
80. Presentations by administration or, where applicable, by the applicant at the Public Hearing are not subject to the time limit described in Section 79.
81. The time limit for speaking described in Section 79 may be,
- a) extended to ten (10) minutes by the Chair, at his or her discretion; and
 - b) extended to ten (10) minutes by majority vote of Council or the Committee of the Whole, as the case may be.
82. If no one is present to speak to a proposed item, bylaw or resolution, the following procedures will apply:
- a) administration will introduce the proposed item, bylaw, or resolution;
 - b) the Chair will inform Council or the Committee of the Whole, as the case may be, of the number and nature of written submissions and these submissions will be read into the record or, where appropriate, administration may provide a report on the number of written submissions received and a general overview of the contents of the written submissions;
 - c) any Member may ask administration relevant questions; and
 - d) the Chair may then close the hearing.
83. When a Statutory Public Hearing on a proposed bylaw or resolution is held, a Councillor:
- a) must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the Statutory Public Hearing; and
 - b) may abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the Statutory Public Hearing.
84. Council or the Committee of the Whole, as the case may be, may adjourn a Public Hearing at any time but must adjourn to a definite date and time.

Address to and Recognition by the Chair

85. All discussion at a meeting of Council or a Committee is directed through the Chair who will be addressed
- a) as “Your Worship”, “Mayor” or “Minister/Madam Chair”, in the event that the Mayor is Chair of the meeting; or
 - b) as “Mister/Madam Chair”, in the event that a person other than the Mayor is Chair of the meeting.
86. No person shall be permitted to speak unless and until such person is recognized by the Chair.

87. When two or more Members wish to speak to a matter, the Chair shall determine the order in which the Members shall be heard,

Questions

88. If a Member wishes to ask a question or seeks clarification in respect on a subject before the Members, he or she may do so without interrupting another speaker. The Member shall, upon recognition, state the question and shall not proceed further without the leave of the Chair, provided that in any event any such question shall be directed to the Chair and shall not be used to discuss the merits of the subject then before the meeting.

Interruption of Speaker

89. No Member shall interrupt any other person who has been recognized by the Chair and has the floor except to raise a Point of Order or a Question of Privilege.
90. A Member who is speaking when a Point of Order or Question of Privilege is raised must cease speaking immediately.
91. The Member who raises a point of Order or Question of Privilege shall briefly explain the Point or Question.
92. Neither a Point of Order nor Question of Privilege is debatable or amendable.

Ruling on Proceedings

93. Upon a Point of Order or Question of Privilege being raised, the Chair will rule upon the same.
94. The Chair may seek advice from administration on a Point of Order or Question of Privilege prior to making his or her ruling.

Challenging a Ruling

95. A ruling of the Chair may be challenged.
96. A motion to challenge a ruling is neither debatable nor amendable.
97. A motion to challenge a ruling shall be determined by a majority vote and may not be reconsidered or rescinded.

Motions

98. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council or a Committee unless it is in the form of a motion.
99. A recommendation in a report is not a motion until a Member moves it.
100. Any Member may require the questions or motion under discussion, or any portion thereof, to be read at any time during the debate, but not so as to interrupt a person while speaking.

- 101. Members may speak only twice on any motion, once in debate and once to ask questions; however, Council or the Committee, as the case may be, may give permission, by Two-Thirds Vote, to speak again.
- 102. Each Member may speak for only five (5) minutes, unless Council or the Committee, as the case may be, gives permission, by Two-Thirds Vote, to speak for an additional five (5) minutes.
- 103. Each member present will be given an opportunity to speak to a motion before it is put to a vote unless a motion is passed to limit or end debate.
- 104. Except as otherwise provided, all motions are debatable and amendable.
- 105. Not more than one main motion, amendment thereto, and amendment to the amendment may be on the floor at the same time.
- 106. No amendment shall be allowed, the substance of which would substantially destroy the intent of the motion or amendment to which it is intended to apply, the purpose of which could be as readily attained by voting against the motion or amendment to which it is intended to apply.
- 107. Any amendment must be relevant to the motion or amendment to which it is intended to apply.
- 108. Voting on motions and amendment shall be conducted in the reverse of the order in which they were put, that is to say, firstly, upon the amendment to the amendment, if any, secondly, upon the amendment or amendments to the motion, as the case may be, if any, and lastly, upon the motion or the motion as amended as the case may be, except in the case of times and amounts in which case the longest time and the largest amounts shall be put first.
- 109. A motion to refer precludes all further amendments to the main motion unless it is decided in the negative.
- 110. A motion to postpone definitely another motion properly before the meeting,
 - a) shall contain a time certain or ascertainable for the duration of the postponement;
 - b) is not amendable; and
 - c) is only debatable as to the duration of the postponement.
- 111. Upon a reasonable opportunity for discussion of a motion, in the opinion of the Chair, being afforded, and when no other person is holding the floor, a motion may be made that the question be now put.
- 112. A motion that the question be now put is neither amendable nor debatable and if such motion is passed, the main motion or amendment as the case may be, shall be voted upon without further amendment or debate. If the motion is not passed, debate upon and amendment to the main motion may continue.
- 113. A motion to end debate shall be treated in the same manner as a motion that the question be now put as provided above.
- 114. A motion may, with the consent of the mover and a majority of the Members present, be withdrawn or the wording thereof may be changed.

115. Once Council has dealt with any matter, a motion that would have a similar result may not be made, subject to a motion to reconsider, motion to rescind or motion to renew a defeated motion being passed.
116. A Member who voted with the prevailing side may move to reconsider a motion only at the same meeting or during any continuation of the meeting at which it was decided.
117. A motion to reconsider may not be applied to:

a) a vote which has caused an irrevocable action; or
b) a motion to reconsider.
118. A motion to reconsider is not amendable but is debatable when the motion being reconsidered is debatable.
119. A motion to rescind a motion which has been passed or to renew a defeated motion may be offered subsequent to the meeting at which the motion was passed or defeated if the motion to rescind or renew is:

a) made by a Member who voted with the prevailing side which is, when a motion is lost on a tie vote, the side that voted against the motion;
b) brought more than one year after the date of the original motion; or
c) brought after a General Election which has taken place since the date of the original motion.
120. No motion to rescind may be made when:

a) a vote has caused an irrevocable action; or
b) the same result could be achieved by reconsidering the motion.
121. No motion to rescind is not amendable but is debatable if the motion which is proposed to be rescinded was itself debatable.
122. Where a motion under consideration contains distinct propositions, which are not of necessity related to each other, the vote upon each proposition shall be taken separately when any Member so requests or when the Chair so directs.
123. Where a motion is lengthy, complicated, or controversial, a Member may move to divide the question so that each part may be voted upon individually.

CONDUCT IN MEETINGS

Public Conduct

124. The members of the public present during a Council or Committee meeting will:

a) maintain order and quiet;
b) not approach or speak to Council or the Committee without permission of the Chair;
c) not interrupt a speech or action of Council of the Committee, or another person addressing the Members; and
d) not otherwise disturb the proceedings before Council or the Committee by words or actions or other improper conduct.

125. The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled for the remainder of the meeting.
126. Any person who refuses to leave, when expelled by the Chair pursuant to Section 125, is guilty of an offence and liable to a fine of no less than \$200.00 and no more than \$10,000.00.
127. The Chair may request the Royal Canadian Mounted Policy, or a duly authorized Community Peace Officer to remove an expelled member of the public if that person does not leave voluntarily.

Member Conduct

128. During a Council or Committee meeting, no Member shall:
- a) speak disrespectfully of any person;
 - b) use offensive or disrespectful language when speaking about any member of administration, staff, or Council of the Committee as a whole,
 - c) speak without first being recognized by the Chair, except to raise a Point of Order or Question of Privilege;
 - d) engage in private conversation of communication, written or verbal, including, without limiting the generality of the foregoing, communications using an electronic device;
 - e) engage in the use of social media during a meeting;
 - f) reflect upon any vote of Council or the Committee, except for the purpose of moving that such a vote be reconsidered or rescinded;
 - g) leave their seat or make any noise or disturbance while a vote is being taken or the result declared;
 - h) break applicable procedural rules or disturb the proceedings; or
 - i) disobey the decision of the Chair on any question of order, practice, or interpretation.
129. The Chair may call to order any Member who is out of order.
130. A Member who is called to order must immediately stop talking or cease the offending behavior but must be given an opportunity to challenge the decision of the Chair before debate is closed. Council or the Committee, as the case may be, will decide the challenge without debate.
131. If a Member has been called to order but continues in a breach of order, the Chair may name the Member by stating his or her name and declaring the offense. The offense shall be declared, and the name of the offending Councillor must be noted in the minutes.
132. If a Member who has been named by the Chair under Section 131 apologizes and withdraws any objectionable statement then he or she may remain and continue to participate in the meeting, and the chair may direct that the notation of the offense be removed from the minutes.
133. If a Member who has been named by the Chair under Section 131 fails or refuses to apologize for the offense, then he or she must immediately leave the meeting room and if he or she does not leave voluntarily, Council or the Committee, as the case may be, must vote on a motion to expel, without debate.
134. The Chair may request that the Royal Canadian Mounted Policy or a duly authorized Community Peace Officer remove an expelled Member if that Member does not leave voluntarily.

COMMUNICATIONS TO COUNCIL

Criteria for Submissions

135. Any communication intended for Council will be forwarded to the Chief Administrative Officer in writing and must:
- a) be legible, coherent, respectful; and
 - b) be able to identify the writer and the writer’s contact information.

Responsibilities of Chief Administrative Officer

136. If the standards set out in Section 135 are met and the Chief Administrative Officer, determines the communication is within the governance authority of Council, the Chief Administrative Officer will:
- a) if it relates to an item already on the Agenda, deliver a copy of the communication or summary of it to the Councillors prior to or at the meeting at which the Agenda is being considered; or
 - b) acquire all information necessary for the matter to be included on a future council Agenda for consideration by Council.

Decisions on Communications

137. If the standards set out in Section 135 are met and the Chief Administrative Officer determines the communication is not within the governance authority of Council, the Chief Administrative Officer will:
- a) refer the communication to administration for a report and/or a direct response to the writer and provide a copy of the original correspondence and the referral to the Councillors; and
 - b) take any other appropriate action on the communication.
138. If a Councillor objects to the process determined by the Chief Administrative Officer, a Council member may make a request, that the item be included for Council consideration on a Council agenda.
139. If the standards set out in Section 135 are not met, the Chief Administrative Officer may file the communication, without any action being taken, after advising Council of his/her determination that the correspondence did not meet the standards.

CLOSED SESSION (IN CAMERA)

140. Council and Committees must conduct their meeting in public, subject to Section 141.
141. Council or a Committee may, by resolution, enter a Closed Session in accordance with the *Municipal Government Act*.
142. A resolution passed to authorize a Closed Session shall identify the legal basis, under the *Municipal Government Act*, for moving to a Closed Session.

143. The business of the Closed Session shall be conducted in accordance with the rules governing procedures of the Council meeting or Committee meeting, as the case may be.
144. No motion shall be passed during a Closed Session except for a motion to revert to a meeting held in public.

COMMITTEES AND TASK FORCES

Committees

145. When establishing a Committee, Council must adopt a terms of reference for the Committee that:
- a) names it;
 - b) establishes membership requirements or restrictions, if any;
 - c) describes its purpose and authority;
 - d) sets the terms of the Committee or directs that it exists at the pleasure of Council, and;
 - e) allocates any necessary budget or other resources.
146. The Mayor shall be an ex-officio member of all Committees established by Council, except for those Committees established pursuant to Part 17 of the *Municipal Government Act*.
147. Any Councillor not appointed as a Member of a Committee shall have the right to attend any Committee meeting, but not the right to debate, make a motion or vote.
148. The Chief Administrative Officer or his/her delegate is deemed to be a non-voting member of Committees and is authorized to be accompanied by such staff as required.
149. Council members appointed to a Committee by Council shall keep Council informed of Committee activities.
150. For each Committee, the Chief Administrative Officer shall appoint an administrative representative who shall:
- a) ensure required notice is given, and accurate minutes are kept for all meetings of the Committee; and
 - b) provide advice, research, information, and additional support staff as required by the Committee.
151. An administrative representative appointed pursuant to Section 150 is not a Member of the Committee in question and may not vote on any matter.
152. Notwithstanding any other provision of this Bylaw, Committee Members serve at the pleasure of Council and may be removed, by Council, from a Committee at any time.
153. Without in any way limiting the generality of Section 152, a Committee Member shall cease to be a Member of a Committee if he or she,
- a) fails to attend three (3) consecutive meetings of the Committee without authorization of Council;
 - b) ceases to be a resident of the Summer Village; or
 - c) is hired as an employee of the Summer Village.

Standing Committee

154. Council may establish Standing Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Summer Village.
155. The Members of a Standing Committee shall be appointed by Council.
156. A Standing Committee shall have a minimum of one (1) Member who is a Councillor, with one further Councillor designated as an alternate Member.
157. Citizen representatives may be appointed as Members of a Standing Committee, in accordance with its approved terms of reference.
158. No Councillor shall serve longer than two consecutive years on any one Standing Committee, unless his or her membership term is extended by a Two-Thirds Vote at the annual organizational meeting of Council;
159. A Standing Committee shall determine the frequency of its meetings, unless otherwise specified in its terms of reference or governing bylaw.
160. Council may establish such Task Forces that may be necessary to assist Council or a Standing Committee in considering a matter.
161. Bylaw #158-20 is hereby repealed.

READ a first time this 27th day of September 2022.

READ a second time this 27th day of September 2022.

READ a third and final time this 27th day of September 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

Summer Village of Half Moon Bay

September 27, 2022

Request for Decision

Council and Legislation

Agenda Item: *Strategic Planning*

Background:

At this time of year Council considers any number of potential projects and directs administration to gather cost estimates. Council should discuss what they would like to see done in Half Moon Bay in 2023.

Half Moon Bay has an obligation to spend \$79,034 in MSI dollars by December 31, 2022, and a further \$92,577 by December 31, 2023, or it will be returned to the Provincial Government. This year \$33,659 has been spent on storm water drainage, so another \$45,375 at minimum needs to be spent by year end.

As there are minimum amounts that can be applied for, it is the recommendation of administration to apply for a larger project that would use up at least the remaining funds that need to be spent up until 2023. Options discussed in the past include a bulk order of grinder pumps for the future wastewater system.

Options for Consideration:

1. Council to discuss and provide direction to administration.

Administrative Recommendations:

Council to discuss and provide direction to administration.

Authorities:

n/a

Summer Village of Half Moon Bay

September 27, 2022

Planning and Development

Request for Decision

Agenda Item: *LUB Public Hearing*

Background:

Public Hearing will be held at 10:00 a.m. during the Council meeting regarding the Land Use Bylaw Amendment Bylaw #169/22.

Options for Consideration:

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

Administrative Recommendations:

Council to discuss comments received from the public, then give second and third readings to Bylaw #169/22.

Authorities:

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

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

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

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

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

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

An amendment to the Land Use Bylaw 123/13:

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

Tourist Homes

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

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

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

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

PUBLIC HEARING HELD this 27th day of September 2022.

GIVEN SECOND READING this 27th day of September 2022.

GIVEN THIRD AND FINAL READING this 27th day of September 2022.

Jonathan Johnston, Mayor

Tanner Evans, C.A.O.

Summer Village of Half Moon Bay

September 27, 2022

Council Reports

Information Item

Council Reports:

Jon Johnston
Andrea Remington
Mike Pashak

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

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

Joint Services Committee Meeting Minutes

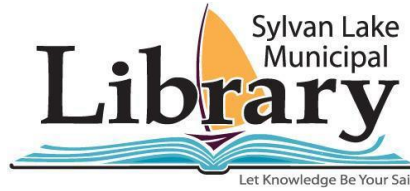
- April 29, 2022
- May 12, 2022

Correspondence:

Information Items:

Upcoming Meetings:

Next Council Meeting – November 8, 2022



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – SEPTEMBER 14, 2022 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented. Budget preparations are underway with the presentation to be made to the Town of Sylvan Lake in October.

The GST return was audited this year. As a result of this audit, the CRA informed the library that there are a few transactions that require a GST charge. Both the auditor and the bookkeeper are working on changing the status with CRA from non-profit to municipality to assist the GST returns going forward. GST will now be charged on items such as headphones, library merchandise, tickets and print outs.

2. Director's Report

The Director's Report was approved as presented.

The Town of Sylvan Lake received a special grant to install plug-ins for electric vehicles; a few will be installed in the parking lot west of the library this fall. In addition, there will be regular plug-ins installed for the library staff to use in the winter months.

After ten years together Friends of the Sylvan Lake Library (FOSLL) has decided to dissolve. The bank account was closed, and all proceeds were donated directly to the library. There was an article in the Sylvan Lake News to capture the occasion:

<https://www.sylvanlakenews.com/community/library-group-looking-for-new-volunteers/>

3. Programming Report

The library was very busy this summer with many exciting programs to explore. A few highlights of the programs included having the Sylvan Lake Gulls visit the library with Sully the Seagull, a virtual presentation of PaddleSmart (a water safety program offered by AdventureSmart), a Canada Day performance by Curtis Labelle, the TD Summer Reading Club, a Dino Dig, the Teddy Bear Sleepover, Minds in Motion by the University of Calgary and hosting the Red Stags of Red Deer for a Mini Faire (they are a historical Live Action Role Play group that enjoys using high impact foam weapons with real armour).

The Pub Quiz Trivia nights for adults will be changing locations this fall. On September 7 and October 5 from 6:30pm to 8:00pm you can test your trivia skills by heading down to Sun of a Beach on Lakeshore Drive.

The Film Society will return with two confirmed showings at Landmark Cinemas in Sylvan Lake. On September 26 “Peace by Chocolate” will be shown and on October 24 “Hallelujah: Leonard Cohen, a Journey, a Song”. Both showings are from 7:00pm to 9:00pm and are rated for ages 16+.

4. Policy

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

Meeting adjourned at 7:44pm.

Next Regular Meeting – October 12, 2022, at 6:30pm.



Parkland Update

Thursday, July 14, 2022

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

Regional Marketing Campaign - Libraries as a Place of Connection

A marketing campaign has been created under the direction of Parkland's Advocacy committee. The goal of the campaign is to highlight libraries as a place of connection, and share the same message across the region to maximize the reach. It is also our intention to assist libraries with their marketing and provide high quality materials that are ready to use or can be edited with library specific messaging/branding. Participation is optional, but encouraged! A training session will be offered on **Thursday, July 28 from 1:00pm - 1:30pm**, library managers will receive the invite next week.



Please reach out to hhalberg@prl.ab.ca with feedback or special requests.

New Adult Programming Kit - Cricut EasyPress 3

Cricut EasyPress 3 is a heat tool designed specifically for **adding iron-on materials to your creative projects**. It gives you professional iron-on results in 60 seconds or less. [Book the Cricut EasyPress 3](#) to iron designs onto shirts, bags, pillows, banners, shoes, hats, blankets, and much more.



New Children's Programming Kit - Cubetto Coding (ages 3-5)

Cubetto is the friendly wooden robot that will teach children the basics of computer programming through adventure and hands on play. A coding language you can touch and manipulate like LEGO®. Each block is an action. Combine them to create programs. Place the blocks on the board to tell Cubetto where to go. Expand play time with world maps, educational story book and challenges that take children on epic coding adventures.

[Click here to book now!](#)



Annual Report Statistics

The document with information explaining which statistics to collect for your library's annual report has been updated. You can locate the document here, and all of the new changes have been highlighted for your review.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Parkland Summer Event

July 16

11am - 2pm

Join us for [Lacombe Days](#) this weekend at Parkland Regional Library System Headquarters for free smokies, a magic show, face painting, virtual reality experience, and free library cards!

Advocacy: Whose Role is it Anyway

September 19, 22, 26

10am - 1:00pm

Parkland invites library staff and trustees to take part in a half-day, in person, learning session on Advocacy. This session will

outline the role of library boards in doing advocacy, why advocacy is so important, and how libraries can create an advocacy plan for success.

- **September 19** at the Olds Library
- **September 22** at the Parkland HQ in Lacombe
- **September 26** at the Lougheed Library

Each session will take place from 10am - 1pm with lunch provided by Parkland. [Use this link to register.](#)

Sustainable Thinking for the Future of Libraries

July 20 12:00pm

[Register here](#) to learn how libraries can lead into the future using 'sustainable thinking' to fulfill our mission as libraries in new and innovative ways.

'Sustainable Thinking' is a concept that aligns the core values of libraries with the 'Triple Bottom Line' definition of sustainability. This consists of practices that are environmentally sound, economically feasible, and socially equitable. Libraries play an important and unique role in promoting community awareness about resilience, climate change, and a sustainable future.

2022 Stronger Together Virtual Conference

October 6 & 7

The Stronger Together planning committee is pleased to announce the keynote speakers for the upcoming 2-day virtual conference including Hamza Khan, Cicely Lewis, Dr. Debbie Reese, and Dr. Phil McRae.

Conference [registration](#) opens Monday, August 8 and is free for all attendees. Join library colleagues from The Alberta Library, Peace Library System, Parkland Regional Library System, and Yellowhead Regional Library as we become Stronger Together!



Parkland Update

Thursday, August 11, 2022

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

Stronger Together 2022 Registration Open!

Registration Now Open!



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

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

- Keynote speakers Hamza Khan, Cicely Lewis, Dr. Philip McRae, and Dr. Debbie Reese
- Knowledge Keepers Roy and Judy Louis

- Sponsor panels, a virtual exhibit, and a virtual puzzle room
- And a wealth of conference sessions on topics like leadership, accessibility and diversity, technology, advocacy, and more!

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

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

Government of Alberta Civil Society Fund

The Government of Alberta has opened the latest round of funding for the Civil Society Fund. According to the announcement, this “funding is intended to help civil society transform how community organizations function, innovate and work together to address pressing social challenges”. Nonprofits can apply for up to \$500,000 in grants “with an innovative project supporting social recovery or increasing economic participation for Albertans”. [Applications for funding](#) are due by September 2, 2022.

Government of Alberta CIP Project-Based Grants

The Community Initiatives Program (CIP), Project-Based grant stream supports projects that enhance and enrich communities throughout Alberta by providing assistance to non-profit organizations for:

- new programs/enhancement to an existing program
- community events
- gender equity projects
- technology
- portable equipment

CIP Project-Based funding is approved on a matching basis. The maximum funding available is \$75,000. The next [application](#) deadline is September 15, 2022, for notification in March 2023.

Digital Literacy Exchange Program

The Government of Canada Digital Literacy Exchange Program (DLEP) will invest \$17.6 million to support initiatives aimed at teaching digital literacy skills to Canadians who face barriers to participating in the digital economy. The program aims to equip Canadians with the

necessary skills to use computers, mobile devices and the internet safely, securely and effectively. [Applications](#) are due by September 7.

LIBRARY NEWS

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

Member Library Staff Highlight

Meet Christine! Christine is the new library manager at Delburne Library. She loves getting to know community members and working to increase stats to help Delburne Library become the hub of the community.

Christine's recommended read is "If You Give a Mouse a Cookie", she read this book to a group of children on her first day of programming and it went over really well. In her free time, Christine enjoys hanging out with her 2 search and rescue dogs. Welcome to the team Christine!



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

Criterion Subscription Renewal

Criterion Pictures offers non-theatrical public performance licenses for feature films on an annual subscription basis. The movies that are licensed through Criterion are dependent upon the [Studio and/or Producer](#).

A license with Criterion Pictures enables your library to offer public performances of feature films from the licensed Studios/Producers. Only those films licensed by Criterion are covered under this Criterion license.

There are three different license options available:

1. Home-release license (\$270 - \$328)
2. Pre-release license (\$445 - \$460)
3. Pre-release license plus Criterion on Demand (\$554-579)

If you are interested in purchasing a Criterion License for November 1, 2022 – October 31, 2023 please contact your consultant by August 19th 2022

Ukrainian Support Website

The Ukrainian Canadian Congress - Alberta Provincial Council (UCC-APC) launched a [website](#) focused on providing newcomers from Ukraine with the information they need regarding settlement in Alberta. The site includes information in both Ukrainian and English and covers topics from pre-arrival to daily living. Please feel free to share this helpful and informative website with your patrons.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** - August 24 at 10:00am

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

From Diversity to Inclusion: How to audit your collection and why

August 24

12:00pm - 1:00pm MST

Learn how to perform a diversity audit on your library collection. [In this webinar](#), you will learn what a diversity audit is, why we should audit our collections, why the structure of the publishing industry may make it difficult to cultivate inclusivity, and most importantly, why it's important to build

collections that are diverse AND inclusive.

2022 Alberta Book Publishing Gala September 16

[Registration](#) is open for the [2022 Alberta Book Publishing Awards Gala](#). The gala will be held at the [Hotel Arts](#) in Calgary on September 16, 2022 and tickets are \$50. The deadline to purchase a ticket is September 6, 2022.

Please also note that a special rate is available at the Hotel Arts for bookings made before Tuesday, August 16.

Free Manual: Dealing with Difficult People

Achieve Centre for Leadership has available a [free e-manual](#) for dealing with difficult people. This manual provides information and skill development resources for responding with confidence to people that you find difficult.

Some of the topics found inside this manual:

- Who is a difficult person?
- Shift judgment to curiosity
- Strategies for dealing with bullying
- How to defuse the angry person
- Strategies for dealing with resistance

How Libraries Benefit the Community

A library is a collection of information resources, in print or in other forms that are organized and made accessible for reading or study. It is the hub of every learning institution and facilitates boosting literacy levels in countries, continents, and the world at large.

The blog post [How Libraries Benefit The Community](#) appeared first on Princh.

Emerging Tech Trends for 2022 and Beyond

August 30

1:00pm - 2:00pm MST

Technology is continuing to change how we work and how we deliver services to customers. In fact, the past few years have pushed us, and in some cases made us scramble, to discover and experiment with new technologies and tools. [This webinar](#) introduces emerging technology trends and shows how those trends are reshaping library services.

Alberta Board Member Essentials October-November

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

New Workplace Health & Safety Search Tool

A new occupational health and safety (OHS) legislation search tool provides a more convenient way to access essential health and safety information. Users of the [search tool](#) will be able to view, download, email and print custom collections of

legislation

sections.

Free Stress Management Manual

Achieve Centre for leadership offers a 48-page e-manual will help participants identify personal stress factors and introduce them to practical methods for successfully managing stress.

Some of the topics found inside [this manual](#):

- Phases of Stress
- Stressors in the Workplace
- Unhealthy Reactions to Stress
- Red Flags – Your Cues to Pause
- Improving Positive Thinking

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#).



Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

Joint Service Committee
Regular Meeting Minutes
April 29, 2022

G-1,2,3

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe (joined at 1:08)
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans

CALL TO ORDER

The Meeting was called to order at 1:02 p.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-22-12

MOVED by Jim Wilmon that the agenda be adopted as presented.

CARRIED

ADOPTION OF MINUTES

JSC-22-13

MOVED by Jon Jonston to adopt the Regular Meeting Minutes of February 28 as presented.

CARRIED

INFORMATION ITEMS

1) 1st Quarter Shared Costs Update

JSC-22-14

Moved by Jim Wilmon to accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

- 1) Level of Service Agreement
- 2) Procedural Bylaw
- 3) Procurement Policy

JSC-22-15

MOVED by Chair Dufresne that the JSC move to a closed session at 1:17p.m.

CARRIED

JSC returned from a closed session at 3:45 p.m. The following motions were made by the Chair:

Joint Service Committee
Regular Meeting Minutes
April 29, 2022

G-1,2,3

JSC-22-16

Edits to be made to the level of service presentation:

- Page 16 header should read "budgeting process"
- Page 17 should have guidance for Council to manage capital planning decision
- Page 19 clarify 10 regular Council meetings
- Page 22 Public Works Coordinator should actively participate on various boards

JSC-22-17

Direction to move forward with Procedural Bylaw with the following edits:

- Remove definition for open microphone
- Spelling error in section 64
- Ensure closed session section is up to date with latest MGA requirements
- Section 159 regarding a 6-year limit for Council to be removed
- Add definition for resident

JSC-22-18

Administration to move forward with a procurement policy in 2023, with the following amendments:

- Spending ranges should not overlap and should correspond with actual policy
- New section for code of conduct for Administration
- Remove any claims having to do with supporting local contractors

CARRIED

ROUND TABLE

Each member gave a round table update of the ongoing business in their respective municipalities.

ADJOURNMENT

JSC-22-19

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 3:58 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO

Joint Service Committee
Regular Meeting Minutes
May 12, 2022

G-1,2,3

IN ATTENDANCE

Chair / Birchcliff: Roger Dufresne
Half Moon Bay: Jon Johnston
Jarvis Bay: Julie Maplethorpe
Norglenwold: Jeff Ludwig
Sunbreaker Cove: Jim Willmon
CAO: Tanner Evans
RCMP Sgt. Stephanie Lesyk
RCMP Detachment Commander Jay Peden

CALL TO ORDER

The Meeting was called to order at 12:04 p.m. by Chair Dufresne.

AGENDA APPROVAL

JSC-22-20

MOVED by Julie Maplethorpe that the agenda be adopted as presented.

CARRIED

DISCUSSION ITEMS

- 1) RCMP Discussion
- 2) Road Matrix
- 3) Summer Village Elected Officials Meet & Greet
- 4) Remuneration Comparison

Discussion with RCMP took place including level of service expectations, current goals, crime prevention, crime C.A.P.T.U.R.E. program, information sharing and reporting.

JSC-22-21

MOVED by Chair Dufresne that the JSC move to a closed session at 1:15 p.m.

CARRIED

JSC returned from a closed session at 2:30 p.m. The following motions were made by the Chair:

JSC-22-22

Administration to send out an email blast with a summary of the discussion between JSC and RCMP.

JSC-22-23

Administration to obtain Road Matrix pricing for each village should some decide to proceed and others not.

JSC-22-24

The JSC does not support moving forward with an elected officials meet & greet.

CARRIED

ROUND TABLE

Each member gave a round table update of the ongoing business in their respective municipalities.

ADJOURNMENT

JSC-22-25

Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 2:48 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO