

**REGULAR MEETING AGENDA
SUMMER VILLAGE OF HALF MOON BAY
SEPTEMBER 19, 2023 @ 9:00 A.M.**

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, July 5, 2023
 - Organizational Meeting Minutes, July 5, 2023
 - Municipal Planning Commission, August 16, 2023

D. INFORMATION ITEMS

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

E. REQUEST FOR DECISION

1) Council & Legislation

- a) Personal Code of Conduct Policy
- b) Intermunicipal MPC & SDAB
- c) Tendering & Procurement Policy
- d) Sylvan Lake Regional Wastewater Commission Withdrawal

F. COUNCIL, COMMITTEES, AND CORRESPONDENCE

1) Council Reports

- a) Mayor Johnston
- b) Deputy Mayor Remington
- c) Councillor Pashak – written reports
 - Sylvan Lake Regional Wastewater Commission (SLRWWC)

- SLRWWC South Shore Line (SSL)
- Association of Summer Villages of Alberta (ASVA)
- Alberta Municipalities (AB Munis)
- Government of Alberta (GOA)
- Utilities Consumer Advocate (UCA)
- Cross Border Interviews with Chris Brown

2) Committee Reports

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

3) Upcoming Meetings

- a) Council Meeting – November 14, 2023

G. ADJOURNMENT

C-1

*Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay,
Province of Alberta, held July 5, 2023, 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
	Development Officer:	Kara Kashuba
	Finance Manager:	Tina Leer
	Recording Secretary:	Teri Musseau

CALL TO ORDER The Meeting was called to order at 9:07 a.m. by Mayor Johnston.

AGENDA APPROVAL

HMC-23-076 MOVED by Councillor Pashak that the agenda be adopted as amended:

E.1.D. SLRWWC Bylaw 14 Update

E.1.E. 2023 Capital Projects

CARRIED

CONFIRMATION OF MINUTES

HMC-23-077 MOVED by Deputy Mayor Remington that the minutes of the Regular Meeting of Council held on May 30, 2023, be approved as presented.
CARRIED

HMC-23-078 MOVED by Mayor Johnston that the minutes of the Municipal Planning Commission Meeting held on June 21, 2023, be approved as presented.
CARRIED

INFORMATION ITEMS

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

HMC-23-079 MOVED by Councillor Pashak that Council authorize Administration to spend up to \$3,104.00 from the Fleet Replacement Reserve toward the replacement of a new truck.

CARRIED

HMC-23-080 MOVED by Mayor Johnston that the information items be accepted as presented.

CARRIED

REQUESTS FOR DECISION

COUNCIL & LEGISLATION

- HMC-23-081

Alberta Municipalities' Convention
MOVED by Mayor Johnston that Council approves the expense of 2 nights' accommodations for Councillor Pashak while he attends the Alberta Municipalities' Convention.

CARRIED
- HMC-23-082

Bentley Parade
MOVED by Councillor Pashak that Council accept the Bentley Parade as information.

CARRIED
- HMC-23-083

Golf Cart Resolution
MOVED by Councillor Pashak that Council approve the Golf Cart resolution being presented at the Alberta Municipalities Convention, and further, that Half Moon Bay act as the mover of the resolution at the annual convention.

CARRIED
- HMC-23-084

2023 Capital Projects
MOVED by Mayor Johnston that Council add the multi-sport court to the capital expenditure plan of up to \$130,914.00 with funds to come from MSI funding.

CARRIED

COUNCIL REPORTS

- Mayor Johnston
 - No reports
- Deputy Mayor Remington
 - No Reports
- Councillor Pashak – written reports
 - Sylvan Lake Regional Water & Wastewater Commission (SLRWWC)
 - SLRWWC South Shore Line Project (SSL)
 - Association of Summer Villages of Alberta (ASVA)
 - Alberta Municipalities (AB Munis)
 - Government of Alberta (GOA)

COMMITTEE REPORTS

- Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board
- HMC-23-085

MOVED by Deputy Mayor Remington that the Council and Committee items be accepted as information.

CARRIED

NEXT MEETING

HMC-23-086 MOVED by Mayor Johnston that the next meeting of Council be held
September 19, 2023, at 9:00 a.m.
CARRIED

ADJOURNMENT

HMC-23-087 MOVED by Mayor Johnston that being the agenda matters have been
concluded, the meeting adjourned at 10:25 a.m.
CARRIED

JON JOHNSTON, MAYOR

TANNER EVANS, CAO

SUMMER VILLAGE OF HALF MOON BAY
ORGANIZATIONAL MINUTES
JULY 5, 2023

Minutes of an organizational meeting of Council held on Tuesday, July 5, 2023, 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
Kara Kashuba, Development Officer
Tina Leer, Finance Manager
Teri Musseau, Recording Secretary

CALL TO ORDER

Tanner Evans, C.A.O., called the meeting to order at 9:01 a.m.

AGENDA

HMC-23-064 Adopt Agenda	MOVED by Jon Johnston That the agenda be accepted as presented.	CARRIED
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SELECTION OF MAYOR

Tanner Evans called for nominations for Mayor.

HMC-23-065 Mayor	MOVED by Councillor Pashak THAT Jon Johnston be appointed as Mayor.	CARRIED
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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-23-066 Deputy Mayor	MOVED by Mayor Johnston THAT Councillor Remington be appointed as Deputy Mayor.	CARRIED
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**APPOINTMENT OF ASSESSOR AND AUDITOR FOR THE 2022
FINANCIAL YEAR**

HMC-23-067 Assessor	MOVED by Councillor Pashak THAT Wild Rose Assessment be appointed Assessor for the Summer Village of Half Moon Bay.	CARRIED
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HMC-23-068 Auditor	MOVED by Mayor Johnston THAT the Metrix Group be appointed Auditors for the Summer Village of Half Moon Bay.	CARRIED
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**APPOINTMENTS TO VARIOUS COMMITTEES, COMMISSIONS AND
BOARDS**

HMC-23-065
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-23-066
SDAB

MOVED by Councillor Pashak
THAT the following be appointed to the Subdivision Development Appeal Board:

- Council Representative – Deputy Mayor Remington
- Citizen at Large Representative – Pam Skakun
- Citizen at Large Representative – Bill Bergman
- Secretary – Teri Musseau

CARRIED

APPOINTMENT TO VARIOUS INTERMUNICIAPL COUNCIL COMMITTEES, COMMISSIONS AND BOARDS

HMC-23-067
Joint Services
Committee

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

CARRIED

HMC-23-068
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-23-069
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-23-070
IDP

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

CARRIED

HMC-23-071
SLRWWC

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

CARRIED

APPOINTMENT TO VARIOUS COMMITTEES AT LARGE

Initials

- HMC-23-072
PRLB

MOVED by Mayor Johnston
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as the representative to the Parkland Regional Library Board for all 5 Summer Villages.

CARRIED
- HMC-23-073
Sylvan Lake
Library Board

MOVED by Deputy Mayor Remington
THAT Julie Maplethorpe from the Summer Village of Jarvis Bay be appointed as the representative to the Sylvan Lake Library Board for all 5 Summer Villages.

CARRIED
- HMC-23-074
FCSS

MOVED by Councillor Pashak
THAT a member of Council from the Summer Village of Birchcliff be appointed as representative for the Family Community Support Services Board.

CARRIED

ADJOURNMENT

The meeting was adjourned at 9:07 a.m.

Jon Johnston, Mayor

Tanner Evans, CAO

Initials

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held August 16, 2023, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT: Chair: Jon Johnston
Councillor: Mike Pashak
Member at Large: Greg Heffel via Zoom
CAO: Tanner Evans
Development Officer: Kara Kashuba
Recording Secretary: Teri Musseau
Applicant(s): John MacPhail
Gallery: Bill Bergman

CALL TO ORDER: Chair Johnston called the meeting to order at 9:00 a.m.

AGENDA:

MPC-23-004 Moved by Mike Pashak to approve the agenda as presented.
CARRIED

DEVELOPMENT APPLICATION

49 Lakeview Drive

Application for a lakeside shed and roadside cement walkway on municipal land abutting the property that has already been constructed at 49 Lakeview Drive (Lot 6, Block 4 Plan 3741MC).

DECISION(S)

49 Lakeview Drive – lakeside shed and roadside cement walkway

MPC-23-005 Moved by Chair Johnston that the Municipal Planning Commission accepts the 10X12 ft. building footprint as an accessory building not requiring a permit and therefore the development meets the 2ft. setback requirement.
CARRIED

MPC-23-006 Moved by Chair Johnston that the Municipal Planning Commission deny the application for a cement walkway along the road on the road allowance and require it to be removed at the owner’s expense once Council and Administration have a drainage solution acceptable to all parties; and further, the cost of the drainage solution work will be at the Summer Village of Half Moon Bay’s expense.
CARRIED

Initials

ADJOURNMENT:

MPC-23-007 Moved by Chair Johnston that the Municipal Planning Commission meeting be adjourned at 10:42 a.m.
CARRIED

JON JOHNSTON, CHAIR

TANNER EVANS, CAO

Initials

Summer Village of Half Moon Bay

Administration and Finance

September 19, 2023

Information Item

Agenda Item: *Accounts Payable Update*

Background:

Total payables processed and presented to Council \$ 33,506.44

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

- | | |
|--|-------------|
| 1. Sylvan Lake Regional Water/Wastewater | \$ 4,738.00 |
| a. Share of June 2023 Debenture | |
| b. Governance & Admin Costs | |
| 2. Hallgren, Kelly | \$ 7,000.00 |
| a. Drainage Reimbursement | |
| 3. Triangle Construction | \$ 4,068.75 |
| a. Warbler/Aspen Trail Upgrade- | |
| (June Invoice Rec'd in August) | |
| 4. Summer Village of Norglenwold | \$ 5962.77 |
| a. June 2023 Muni Specific Costs | |
| b. June 2023 Shared Costs | |
| 5. Summer Village of Norglenwold | \$ 3955.09 |
| a. July 2023 Muni Specific Costs | |
| b. July 2023 Shared Costs | |

Council Expense Claims Report:

June Expense

- | | |
|--------------------|-----|
| ▪ Jon Johnston | \$0 |
| ▪ Andrea Remington | \$0 |
| ▪ Mike Paskak | \$0 |

July Expense

- | | |
|--------------------|----------|
| ▪ Jon Johnston | \$0 |
| ▪ Andrea Remington | \$400.00 |
| ▪ Mike Paskak | \$0 |

August Expense

▪ Jon Johnston	\$0
▪ Andrea Remington	\$0
▪ Mike Paskak	\$432.64

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
2023-09-11 12:55 PM

**Summer Village of Half Moon Bay
List of Accounts for Approval (Detailed)**
Batch: 2023-00044 to 2023-00054

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
137	2023-06-30	Federation of Canadian			
INV-33977-K9B9		211-303-220 - Memb. Fed. Can.	2023/2024 Membership-Ren	103.73	
		312-000-260 - GST Paid Refund	GST Tax Code	5.19	108.92
138	2023-06-30	Sylvan Regional Water/Wastewater			
1825		242-000-253 - Unconnected Mer	Share of June 2023 Deben	496.29	496.29
1824		242-000-250 - SLR WasteWater	Governance & Admin Costs	4,241.71	4,241.71
			Payment Total:		4,738.00
139	2023-07-31	Hallgren, Kelly			
MOTION#22-12		232-000-530 - Ditch & Culvert Pi	Drainage Reimbursement-M	7,000.00	7,000.00
140	2023-07-31	Accelerated Surveys Ltd.			
23-151		297-212-840 - Project MSI-Pickl	Project MSI-Pickleball Cour	1,241.10	
		312-000-260 - GST Paid Refund	GST Tax Code	62.06	1,303.16
141	2023-07-31	Barricades and Signs			
54128		232-000-265 - Sign Program	Fire Danger Signs	251.72	
		312-000-260 - GST Paid Refund	GST Tax Code	12.59	264.31
142	2023-07-31	Empringham Disposal Corp			
49700		243-000-200 - Contracted Servic	June 2023 Weekly Collectio	361.80	
		312-000-260 - GST Paid Refund	GST Tax Code	18.09	379.89
51050		243-000-200 - Contracted Servic	67 Weekly Collection HMB	361.80	
		243-000-200 - Contracted Servic	July- 1 Public Trash Can Cc	50.00	
		243-000-200 - Contracted Servic	June- 1 Public Trash Can C	50.00	
		243-000-200 - Contracted Servic	May- 1 Public Trash Can Cc	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	25.59	537.39
			Payment Total:		917.28
143	2023-07-31	Parkland Regional Library			
230243		274-000-850 - Parkland Region	3rd Quarter Requisition	80.94	
		312-000-260 - GST Paid Refund	GST Tax Code	4.05	84.99
144	2023-07-31	Rugged West Maintenance Inc.			
1338		232-000-200 - Green Space Pro	June 12 & 26th Mowing & T	400.00	
		312-000-260 - GST Paid Refund	GST Tax Code	20.00	420.00
145	2023-07-31	Wild Rose Assessment Service			
9059		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
146	2023-08-31	Alberta Parking Lot Services			
25444		232-000-250 - Road Maintenanc	Repaint Centerline HMB Dr	2,600.00	
		312-000-260 - GST Paid Refund	GST Tax Code	130.00	2,730.00
147	2023-08-31	Empringham Disposal Corp			
52390		243-000-200 - Contracted Servic	67 Weekly Collection HMB	361.80	
		243-000-200 - Contracted Servic	Aug's 1 Public Trash Can C	50.00	
		312-000-260 - GST Paid Refund	GST Tax Code	20.59	432.39
148	2023-08-31	Roadata Services Ltd			
00082092		232-000-250 - Road Maintenanc	Road Permits	16.00	
		312-000-260 - GST Paid Refund	GST Tax Code	0.80	16.80
149	2023-08-31	Rugged West Maintenance Inc.			
1344		232-000-200 - Green Space Pro	July 10 and 24 Mowing & Tr	400.00	

Date Printed
2023-09-11 12:55 PM

Summer Village of Half Moon Bay
List of Accounts for Approval (Detailed)
Batch: 2023-00044 to 2023-00054

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COMPUTER CHEQUE

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
		312-000-260 - GST Paid Refund	GST Tax Code	20.00	420.00
150	2023-08-31	Triangle Construction			
1712		232-000-270 - Pathway Program	Warbler/Aspen Trail Upgrad	3,875.00	
		312-000-260 - GST Paid Refund	GST Tax Code	193.75	4,068.75
			Total Computer Cheque:		23,239.60

EFT

Payment # Invoice #	Date	Vendor Name GL Account	GL Transaction Description	Detail Amount	Payment Amount
53	2023-06-30	Summer Village of Norglenwold			
2023-00084		226-000-200 - Enforcement	UFA-May Bylaw Fuel	140.79	
		226-000-200 - Enforcement	ATB MC-Tactical Shirt for B	15.00	
		297-208-840 - Project CCBF-Ro	Stantec-Pavement Conditi	490.13	
		226-000-200 - Enforcement	RD Toyota-Deposit for New	100.00	
		226-000-200 - Enforcement	Walmart-Rachet Strap for B	6.39	
		226-000-200 - Enforcement	CND Tire-Dog Spray	10.40	
		226-000-200 - Enforcement	Intercon Messaging	7.00	
		226-000-200 - Enforcement	ATB MC-Showdown-Patch f	10.40	
		226-000-200 - Enforcement	CND Tire-Battery Cable for	4.00	
		226-000-200 - Enforcement	CND Tire-Inverter	32.00	
		226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.60	
		226-000-200 - Enforcement	CND Tire-LargeBattery Cab	4.00	
2023-00088		226-000-200 - Enforcement	Amazon-Bylaw Shirt	13.80	836.51
		212-100-110 - Salaries	SALARIES	3,999.16	
		212-100-130 - Training	TRAINING	299.83	
		212-100-140 - Benefits	BENEFITS	89.45	
		212-100-210 - Travel & Subside	Travel & Subsistence	73.57	
		212-100-211 - WCB	WCB	45.79	
		212-100-266 - PW Fleet	PW Fleet	13.73	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	110.22	
		212-200-500 - Printing Costs	Printing Costs	42.11	
		212-200-510 - Office Supplies	Office Supplies	-3.79	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	33.61	
		212-300-540 - Utilities	Utilities	0.00	
		212-300-250 - Facility Improvem	Facility Improvements	153.57	
		212-300-255 - Facility Maintena	Facility Maintenance	58.82	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software/Mtn	87.30	
		212-300-242 - IT Equipment	IT Equipment	46.34	
		212-300-265 - Equipment Mainte	Equipment Maintenance	49.11	
		212-300-270 - Equipment Renta	Equipment Rental	11.71	
		212-300-510 - Other Contingenc	Administrative Contingenc	15.73	
		212-300-530 - Building Insuranc	Building Insurance	0.00	5,126.26
			Payment Total:		5,962.77
54	2023-07-31	Summer Village of Norglenwold			
2023-00104		226-000-200 - Enforcement	UFA-June Fuel for Bylaw Tr	115.04	
		297-212-840 - Project MSI-Pickl	RD County-Access Applicat	113.74	
		232-000-200 - Green Space Pro	Waste Transfer Site#25429	6.90	
		226-000-200 - Enforcement	Intercon Messaging - Bylaw	7.00	
		226-000-200 - Enforcement	Head Lamp for Bylaw Truck	1.30	
		261-000-110 - Development Ser	AB Land Title-47858225	20.00	

Date Printed
2023-09-11 12:55 PM

Summer Village of Half Moon Bay
List of Accounts for Approval (Detailed)
Batch: 2023-00044 to 2023-00054

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EFT					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
2023-00108		226-000-200 - Enforcement	Mobile 1-Bylaw Truck Oil Ch	27.53	
		226-000-200 - Enforcement	CO-OP-Bylaw Truck Wash	2.20	
		211-201-212 - Convention ASVA	ASVA Conference-Mike Pas	299.00	
		226-000-200 - Enforcement	CO-OP Bylaw Truck Wash	2.20	
		226-000-200 - Enforcement	UFA July Fuel for Bylaw Tru	78.35	673.26
		212-100-110 - Salaries	SALARIES	2,689.13	
		212-100-130 - Training	TRAINING	73.01	
		212-100-140 - Benefits	BENEFITS	82.86	
		212-100-210 - Travel & Subsis	Travel & Subsistence	0.00	
		212-100-211 - WCB	WCB	12.10	
		212-100-266 - PW Fleet	PW Fleet	63.37	
		212-200-215 - Postage/Freight/C	Postage/FreightCourier	1.18	
		212-200-500 - Printing Costs	Printing Costs	62.90	
		212-200-510 - Office Supplies	Office Supplies	-24.91	
		212-300-217 - Phone/Fax/Intern	Phone/Fax/Internet	32.70	
		212-300-540 - Utilities	Utilities	115.25	
		212-300-250 - Facility Improvem	Facility Improvements	5.97	
		212-300-255 - Facility Maintena	Facility Maintenance	124.95	
		212-300-263 - Condominium Co	Condominium Costs	0.00	
		212-300-240 - Computer Softwa	Computer Software/Mtn	18.99	
		212-300-242 - IT Equipment	IT Equipment	0.00	
		212-300-265 - Equipment Mainte	Equipment Maintenance	11.64	
		212-300-270 - Equipment Renta	Equipment Rental	11.71	
		212-300-510 - Other Contingenc	Administrative Contingenc	0.98	
		212-300-530 - Building Insuranc	Building Insurance	0.00	3,281.83
			Payment Total:		3,955.09
			Total Other:		9,917.86

OTHER					
Payment #	Date	Vendor Name			
Invoice #		GL Account	GL Transaction Description	Detail Amount	Payment Amount
3517	2023-06-30	Epcor			
JUN232023-693		272-000-544 - Recreation Shelte	Utilities	93.48	
		312-000-260 - GST Paid Refund	GST Tax Code	4.67	98.15
3549	2023-07-31	Epcor			
JULY242023-69		272-000-544 - Recreation Shelte	Utilities	99.46	
		312-000-260 - GST Paid Refund	GST Tax Code	4.97	104.43
3550	2023-07-31	Receiver General/OTH			
CP7-23		312-000-262 - CRA Remunerati	July Remuneration CPP	12.90	12.90
3566	2023-08-31	Epcor			
AUG222023-693		272-000-544 - Recreation Shelte	Utilities	127.14	
		312-000-260 - GST Paid Refund	GST Tax Code	6.36	133.50
			Total Other:		348.98

Total NewAcct: 33,506.44



Council Expense Claim Form

NAME: Andrea RemingtonPOSITION: Deputy MayorMONTH ENDING: July-2023

RECEIVED

RECEIVED

Village Business

JUL 11 2023

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".

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
4/5/23	Other (Conference, etc.)	1.0	Deputy Mayor	\$ 100.00
4/25/23	Regular Council	2.5	Deputy Mayor	\$ 100.00
5/30/23	Regular Council	2.0	Deputy Mayor	\$ 100.00
7/5/23	Regular Council	1.5	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 400.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
4/5/23	Other (Conference, etc.)	0.00	\$0.68	\$ 0.00
4/25/23	Regular Council		\$0.68	\$ 0.00
5/30/23	Regular Council		\$0.68	\$ 0.00
7/5/23	Regular Council		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 400.00



D-1

Council Expense Claim Form

NAME: Mike PashakPOSITION: CouncillorMONTH ENDING: August-2023

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

RECEIVED

AUG 3 1 2023

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
6/13/23	SV Wastewater mtg - Bylaw 14	1.5	Councillor	\$ 100.00
6/21/23	Municipal Planning Commission	1	Councillor	\$ 100.00
7/5/23	Regular Council	2.5	Councillor	\$ 100.00
8/16/23	Municipal Planning Commission	2	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
				\$ 400.00

If event is other please type it in.

COPY

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
6/13/23	SV Wastewater mtg - Bylaw 14	0.00	\$0.68	\$ 0.00
6/21/23	Municipal Planning Commission	24.00	\$0.68	\$ 16.32
7/5/23	Regular Council	0.00	\$0.68	\$ 0.00
8/16/23	Municipal Planning Commission	24.00	\$0.68	\$ 16.32
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
	Select Event		\$0.68	\$ 0.00
				\$ 32.64

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 432.64

Summer Village of Half Moon Bay

Public Works

Information Item

Agenda Item: *Half Moon Bay Public Works Update*

Background:

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

- Administration building parking lot new paving was completed on Wednesday, August 23 by Border Paving. Line painting and new parking curb stops installation is complete.
- Administration building concrete sidewalk and new concrete pad were complete on Wednesday, August 16, 2023.
- Road Condition Report is expected to be complete in early December 2023 by Stantec Consulting.
- GIS implementation project is complete by Stantec. Work included bringing survey/as built information into a usable database and map book with new aerial imagery. Public Works is reviewing the deliverables.
- Public Works is prioritizing public complaints for dead tree removal and all urgent/dangerous trees will be removed that are on municipal land and trails. Tree maintenance has been complete this year in the west reserve.
- Grass cutting (municipal green spaces/ditches) will be complete by late September 2023.
- Public Works is verifying pathways and culverts for any maintenance.
- Pickleball court development project has been awarded to Lakeview Contracting. Site clearing started on September 7, 2023.

Administrative Recommendations:

That Council accepts this report as information.

Authorities:

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

Summer Village of Half Moon Bay

September 19, 2023

Planning and Development

Information Item

Agenda Item: *Development Update*

Background:

Development Permit Update:

Currently there are 86 development permits issued in the Summer Villages (18 in Birchcliff, 2 in Half Moon Bay, 19 in Jarvis Bay, 19 in Norglenwold, and 28 in Sunbreaker Cove).

The following is the list in Half Moon Bay:

49 Lakeview Road	Demolition & Dwelling
------------------	-----------------------

6 Hummingbird Lane	Guest House
--------------------	-------------

Closed Since Last Council Meeting:

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 19, 2023****Information****Agenda Item: *CAO Report*****Background:**

- Contractors have started work on the multi-sport court. Initially, prior to receiving quotes, Council approved a budget of \$130,914 to come from MSI funding. Now that the quotes have come in, scope has changed slightly, and concrete has been chosen over asphalt, the project quote is \$260,625 plus GST (the municipality is reimbursed for GST). Administration requests a motion to amend the MSI application to this amount. If \$131,914 of MSI funding is not spent by year end, we will be forced to return it.
- Attached for your information is a quarterly report and statistics from Sgt Jay Peden, RCMP
- Attached is a 5-year capital planning document work-in-progress for Council review. At this time of year Administration requests suggestions for potential capital projects for the coming years. It is our goal to be tendering projects earlier than in the past so that we do not miss out on construction season and are not scrambling with last minute additions to the capital project list.

Options for Consideration:

Council to discuss and accept as information.

Administrative Recommendations:

Council accept as information.

Council to direct administration to amend the MSI grant application for the multi-sport court to \$60,625 plus GST.

Authorities:

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



August 14, 2023

S/Sgt Jay Peden

Detachment Commander

Sylvan Lake, Alberta

Dear Mr. Evans,

Please find the quarterly Community Policing Report attached that covers the April 1st to June 30th, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for the Sylvan Lake Detachment

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and property crime may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting gives the Detachment frontline officers an opportunity to spend more of their time for proactive policing activities in the community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators (OCCS) and Detachment Staff.



- The Alberta RCMP encourages citizens to report every crime to allow us to leverage reliable data to identify patterns and trends in criminal activities in our communities. We also use this intelligence to distribute our resources strategically and ensure that our police officers are deployed where they are most needed.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

S/Sgt Jay Peden
Detachment Commander
Sylvan Lake, Alberta



RCMP Provincial Policing Report

Detachment	Sylvan Lake
Detachment Commander	S/Sgt Jay Peden
Quarter	Q1
Date of Report	August 14, 2023

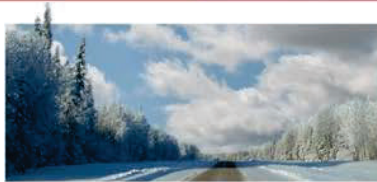
Community Consultations

Date	2023-04-20
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Education Session
Notes/Comments	Attended rural crime watch meeting in Eckville. Conducted a short informal sessions and answered questions.



Community Priorities

Priority 1	Prolific Offenders
Current Status & Results	<p>Detachment currently has 9 identified prolific offenders identified. In this quarter, there has been no prolific offender packages utilized. This is likely due to a large number of the offenders being under charges resulting in them leaving the area.</p> <p>Clearance rate for this quarter for Fraud over \$5,000 is 9% cleared by charge, 63% open and under investigation, for Fraud under \$5,000 is 7% and 63% open under investigation.</p> <p>Sylvan Lake General Investigative Services currently has a number of CDSA investigation where numerous authorizations have been granted. These investigations are expected to result in search warrants in the next quarter.</p>
Priority 2	Enhance Road Safety
Current Status & Results	<p>Impaired Driving for the quarter is at 31 files with charges laid. Of note, one of the files was Impaired Causing Death/Causing bodily harm. This is up from the same time period in 2022 of 22 Impaired charges.</p> <p>The detachment has laid 56 speeding tickets, 29 tickets outside of the town of Sylvan lake and 27 within the town limits of Sylvan Lake. This is up from the same time period in 2022 of 33 tickets being written. Of note, the detachment recently purchased a new Laser which will be highly useful for speeding operations throughout both the RM and the Municipality.</p> <p>Pedestrian Related Enforcement for the quarter is 3 with intersection-related charges being laid. Traffic operations for the summer period with the significant increase in foot traffic along Lakeshore are being planned, along with stressing to the enhanced patrol shift members for enforcement.</p> <p>Other traffic related success; 7 suspended drivers, 14 cell phone tickets, and total 150 provincial tickets wrote.</p>
Priority 3	Community Engagement
Current Status & Results	<p>Sylvan Lake RCMP participated in community events such as Walk a Mile in Her Shoes, Walk the Talk, Garden Box Building, Senior Center security, seniors week ice cream social, Gulls opening night, 9 school tours, HUB community set up meeting, monthly high risk collaboration, 5 YJC panels and 1 YCJ meeting. Members also participated in parades and attend community functions both on duty and off.</p>





Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	April - June			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	124	86	-31%	389	457	17%
<i>Persons Crime</i>	24	13	-46%	66	71	8%
<i>Property Crime</i>	82	56	-32%	278	323	16%
<i>Other Criminal Code</i>	18	17	-6%	45	63	40%
Traffic Offences						
<i>Criminal Code Traffic</i>	11	23	109%	31	52	68%
<i>Provincial Code Traffic</i>	187	187	0%	1,056	658	-38%
<i>Other Traffic</i>	1	3	200%	5	4	-20%
CDSA Offences	2	1	-50%	1	9	800%
Other Federal Acts	2	1	-50%	1	11	1000%
Other Provincial Acts	39	42	8%	194	147	-24%
Municipal By-Laws	12	3	-75%	37	31	-16%
Motor Vehicle Collisions	59	43	-27%	286	299	5%

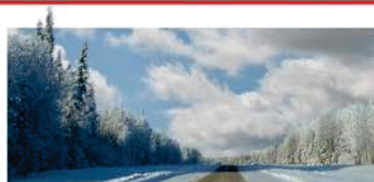
¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

Overall Q1 has seen a decrease in crime which has been noted at the detachment. The members of the detachment have remained proactive in patrolling the rural areas.

Crime reduction continues to remain a top priority. The members are conducting regular checks on individuals who have enforceable conditions including, but not limited to, curfew requirements.

Enforcement on rural highways and in the communities served continues. Impaired driving and speeding remain the top offenses for enforcement.



Provincial Police Service Composition Table²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	7	7	0	0
Detachment Support	3	3	0	0

² Data extracted on June 30, 2023 and is subject to change.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the seven established positions, seven officers are working with none on special leave. There is no vacancy detected at this time.

Detachment Support: Of the three established positions, three resources are working. There is no hard vacancy detected at this time.

Quarterly Financial Drivers

Currently there has been no sudden financial expenditures.

The price of fuel remains high which has an impact the overall budget.



**Sylvan Lake Provincial Detachment
Crime Statistics (Actual)
Q1: April to June 2019 - 2023**

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	1	2	N/A	100%	0.5
Robbery		2	0	0	0	0	-100%	N/A	-0.4
Sexual Assaults		1	1	1	1	0	-100%	-100%	-0.2
Other Sexual Offences		0	2	1	0	0	N/A	N/A	-0.2
Assault		9	10	5	12	7	-22%	-42%	-0.2
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		2	2	3	1	3	50%	200%	0.1
Uttering Threats		5	7	4	7	1	-80%	-86%	-0.8
TOTAL PERSONS		19	22	14	24	13	-32%	-46%	-1.0
Break & Enter		34	26	10	9	5	-85%	-44%	-7.5
Theft of Motor Vehicle		10	9	6	13	12	20%	-8%	0.8
Theft Over \$5,000		4	3	5	5	2	-50%	-60%	-0.2
Theft Under \$5,000		20	27	17	16	11	-45%	-31%	-2.9
Possn Stn Goods		13	10	3	12	5	-62%	-58%	-1.4
Fraud		12	11	8	5	5	-58%	0%	-2.0
Arson		2	0	0	0	0	-100%	N/A	-0.4
Mischief - Damage To Property		0	14	12	18	9	N/A	-50%	2.2
Mischief - Other		24	2	2	4	7	-71%	75%	-3.2
TOTAL PROPERTY		119	102	63	82	56	-53%	-32%	-14.6
Offensive Weapons		8	6	0	3	3	-63%	0%	-1.3
Disturbing the peace		1	1	0	4	6	500%	50%	1.3
Fail to Comply & Breaches		8	13	0	9	5	-38%	-44%	-1.0
OTHER CRIMINAL CODE		2	2	2	2	3	50%	50%	0.2
TOTAL OTHER CRIMINAL CODE		19	22	2	18	17	-11%	-6%	-0.8
TOTAL CRIMINAL CODE		157	146	79	124	86	-45%	-31%	-16.4



Sylvan Lake Provincial Detachment

Crime Statistics (Actual)

Q1: April to June 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	3	0	2	1	-75%	-50%	-0.7
Drug Enforcement - Trafficking		1	3	0	0	0	-100%	N/A	-0.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		5	6	0	2	1	-80%	-50%	-1.2
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	0	0	0	N/A	N/A	-0.1
TOTAL FEDERAL		5	7	0	2	1	-80%	-50%	-1.3
Liquor Act		0	0	2	3	2	N/A	-33%	0.7
Cannabis Act		1	0	0	1	0	-100%	-100%	-0.1
Mental Health Act		12	14	18	13	16	33%	23%	0.7
Other Provincial Stats		18	35	31	22	24	33%	9%	-0.1
Total Provincial Stats		31	49	51	39	42	35%	8%	1.2
Municipal By-laws Traffic		0	3	5	0	0	N/A	N/A	-0.3
Municipal By-laws		5	9	7	12	3	-40%	-75%	-0.1
Total Municipal		5	12	12	12	3	-40%	-75%	-0.4
Fatals		0	0	0	1	0	N/A	-100%	0.1
Injury MVC		8	2	3	5	2	-75%	-60%	-0.9
Property Damage MVC (Reportable)		44	37	28	48	37	-16%	-23%	-0.3
Property Damage MVC (Non Reportable)		9	6	4	5	4	-56%	-20%	-1.1
TOTAL MVC		61	45	35	59	43	-30%	-27%	-2.2
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	6	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		799	291	422	187	187	-77%	0%	-132.8
Other Traffic		0	1	3	1	3	N/A	200%	0.6
Criminal Code Traffic		14	16	6	11	23	64%	109%	1.3
Common Police Activities									
False Alarms		19	15	7	11	12	-37%	9%	-1.8
False/Abandoned 911 Call and 911 Act		11	11	13	10	22	100%	120%	2.1
Suspicious Person/Vehicle/Property		107	80	50	40	27	-75%	-33%	-20.0
Persons Reported Missing		3	2	2	1	4	33%	300%	0.1
Search Warrants		0	1	0	2	1	N/A	-50%	0.3
Spousal Abuse - Survey Code (Reported)		10	35	12	17	12	20%	-29%	-1.4
Form 10 (MHA) (Reported)		0	2	2	3	2	N/A	-33%	0.5

HMB 2022 Capital Budget & Plan Worksheet

	Budget	5-yr Plan					
	2024	2025	2026	2027	2028	2029	6-yr subtotal
Planned Capital Expenses/Additions							
Land Use Bylaw rewrite	30000						
Multi Sport Court (MSI)	128,711						128,711 (total project costs minus 2023 costs)
Stormwater Upgrades	40,000						
Road Overlay Program				TBD			-
RR 21 replanting (general operating reserve)	20,000						20,000
Admin Building Improvements (MSI)	TBD						
Shoreline pathway improvements (MSI)			30,000				30,000
Additional Rocks to HMB path (MSI)					25,000		25,000
East reserve play area (MSI)						65,000	65,000
Cost to exit SLRWWC	30,521						
Wastewater Improvements (sewer reserve)	14,000	86000	86000				186,000 (30 lots at \$5.7k per lot) Consider inspections of 67 lots x \$2k?
Total Expenses (Planned Additions)	233,232	86,000	116,000	-	25,000	65,000	525,232
Planned Revenue Sources							
MSI/LGFF	281,453	36,773	36,773	36,773	36,773	36,773	465,318 starting balance \$412,367 minus 2023 spending of \$130,914
CCBF	52,212	7,000	7,000	7,000	7,000	7,000	87,212
General Operating Reserve	249,939						249,939
Sewer Reserve	502,845	-	-	-	-	-	502,845
Total Revenue	233,232	86,000	116,000	-	25,000	65,000	525,232
MSI/LGFF Capital Grant Balance Check							
Opening Balance*	281,453	189,515	226,288	233,061	269,834	281,607	
Annual Allocation	36,773	36,773	36,773	36,773	36,773	36,773	
MSI spending	-128,711		-30,000	0	-25,000	-65,000	-248,711
Cumulative Uncaptured MSI Capital Grants at YE	189,515	226,288	233,061	269,834	281,607	253,380	

Council
JSC
HRSC
JSO

JANUARY CAO Goal Setting CAO Goal Setting CAO merit increase	FEBRUARY Year End Financial Q4 Review Year End Financial	MARCH Financial Audit Review	APRIL Q1 Review Adopt Mill Rate Q1 Financial Review
MAY	JUNE	JULY Q2 Review Organizational Meeting Q2 Review Organizational Meeting	AUGUST
SEPTEMBER Strategic Planning CAO Review	OCTOBER Q3 Review Q3 Review Budget Discussion CAO Review & Increase Consolidate CAO Review	NOVEMBER Adopt JSC Budget SV Budget Discussion	DECEMBER Adopt Municipal Budget

Summer Village of Half Moon Bay

September 19, 2023

Council and Legislation

Information Item

Agenda Item: *Resident Letter*

Background:

Administration has received a letter from a resident inquiring about having Range Road 21 paved from highway 11A down to Half Moon Bay.

Options for Consideration:

1. Council accept as information.

Administrative Recommendations:

Council discuss and accept as information.

Authorities:

MGA Section 153 (a)

Councillors have the following duties:

- (a) To consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.

Good Morning Council

I'm emailing to enquire about getting the rgrd 21 paved from hwy 11a down to halfmoon bay .

I called into the county of Red Deer last year and talked to a lady whom I do not remember her name . She said the cost to pave the road might be too expensive but she said maybe they could look at chip paving it ,although she said the request would have to come from the village committee and not from me as an individual.

There is more permanent residences there every year and I as well am going to be building a new home there this year .

The road right now is very hard on vehicles and I have talked to quite a few owners there that support the paving of the road .

Please let me know what your thoughts are .

Thank you

Kelly Hallgren

[REDACTED]

Summer Village of Half Moon Bay

September 19, 2023

Council and Legislation

Request for Decision

Agenda Item: *Council Personal Code of Conduct Policy*

Background:

At the March 2019 Council meeting, Administration brought forward the Council Personal Code of Conduct Policy. The item was removed from a very large agenda to save time and was never brought back. Administration is bringing the policy forward for Council's review and consideration.

Should Council approve the policy, it will be brought forward each year at the organizational meeting for Council's review and continuing commitment to abide by the principles of the code.

Options for Consideration:

- 1) Adopt the Council Personal Code of Conduct Policy as presented
- 3) Adopt the Council Personal Code of Conduct Policy as amended.

Administrative Recommendations:

- 1) Council adopt the Council Personal Code of Conduct Policy.

Authorities:

Municipal Government Act

153(e.1) to adhere to the code of conduct established by the council under section 146.1(1).



Policy Title Council Personal Code of Conduct	Date: September 19/23	Resolution No.
---	---------------------------------	----------------

Background:

The proper operation of a democratic municipal government requires that elected officials be independent, impartial, and duly responsible to the public; and therefore, Council members must maintain high standards of professional conduct.

Purpose:

The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of members of Council ("members"). Council is answerable to the community through the democratic process and this Code will assist in providing for the good government of the Summer Village.

The residents of the Summer Village are entitled to have fair, ethical and accountable local government.

To this end, the Summer Village of Half Moon Bay has adopted this Code of Conduct to encourage public confidence in the integrity of local government and its full and effective operation.

Council members shall sign this personal code of conduct at each Organizational Meeting for the Summer Village as a symbol of each Council member's continuing commitment to abide by the principles of this code.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Council members shall work for the common good of the people of the Summer Village and not for any private or personal interest, and they will endeavor to treat all persons, claims and transactions in a fair and equitable manner. Council members shall not:

- Give preferential treatment to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment.
- Give preferential treatment to any organization in which a member or member of Council have a financial interest.

2. Comply with the Law

Council members shall comply with the laws of the nation, the province, and the Summer Village of Half Moon Bay in the performance of their public duties.

These laws include but are not limited to: The Canadian Charter of Rights and Freedoms; Municipal Government Act; Alberta Human Rights Act; Freedom of Information and Protection of Privacy Act (FOIP); Local Authorities Election Act; Criminal Code of Canada and the Summer Village of Half Moon Bay bylaws.

3. Conduct of Members

Council members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Council, boards, commissions, committees, staff, or the public. Members shall perform the functions of office truly, faithfully, and impartially to the best of their knowledge and ability in accordance with the following core values:

- a) Integrity – giving the municipality's interests absolute priority over private individual interests;
- b) Honesty – being truthful and open;
- c) Objectivity – making decisions based on a careful analysis of the facts; and willingness to listen to all sides; receptive to all initiatives;
- d) Accountability – being accountable to each other and the public for decisions taken;
- e) Leadership – confronting challenges and providing direction on the issues of the day.

4. Respect for Process

Council member duties shall be performed in accordance with the Procedures Bylaw, processes and rules of order established by the Council.

5. Conduct of Public Meetings

Council members shall inform themselves of public issues, listen attentively to public discussions before the body and focus on the business at hand.

6. Decisions Based on Merit

Council decisions shall be based upon the merits and substance of the matter at hand.

7. Communication

It is the responsibility of Council members to publicly share substantive information that is relevant to a matter under consideration that they have

received from sources outside of the public decision-making process with all other Council members.

8. Coordination with Summer Village Staff

Appropriate Summer Village staff should be involved when Council members meet with officials from other agencies and jurisdictions to ensure proper staff support is available if needed and to keep staff informed.

Council members shall acknowledge and respect that staff work for the Summer Village as a corporate body and are responsible for making recommendations that reflect their professional expertise and the municipality's corporate objectives without undue influence from any individual Councillor.

Members shall acknowledge and respect that staff carry out directions of Council as a whole and administer the policies of the Summer Village.

9. Disclose of Corruption

All Summer Village officials shall take an oath upon assuming office, pledging to uphold the Summer Village, Provincial and Federal government laws. As part of this oath, officials commit to disclosing to the appropriate authorities and/or to the Summer Village Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or other violation of the laws.

10. Conflict of Interest

In order to assure their independence and impartiality on behalf of the public good, Council members shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a pecuniary interest under applicable legislation.

In accordance with the legislation, members shall declare if they have a pecuniary interest regarding a particular decision, refrain from participating in that decision unless otherwise permitted by legislation.

11. Gifts and Favors

Council members shall not take advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general. They shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgement or action or give the appearance of being compromised.

12. Confidential Information

Council members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the Summer Village. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.

13. Use of Public Resources

Public resources not available to the general public (e.g., Summer Village staff time, equipment, supplies or facilities) shall not be used by Council members for private gain or personal purposes.

14. Representation of Private Interests

In keeping with their role as stewards of the public trust, Council members shall not appear on behalf of the private interests of a third-party before the Summer Village Council of any board, commission or committee or proceeding of the Summer Village.

15. Advocacy

To the best of their ability, Council members shall represent the official policies and positions of the Summer Village Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the Council or the Summer Village.

16. Improper Influence

Council members shall refrain from using their position to improperly influence the deliberations or decisions of the Summer Village staff, boards, commissions, or committees.

17. Policy Role of Members

Each member of Council will respect the legislation which accords to Council as a whole the authority to make decisions which guide the actions of administration. Council members shall respect and adhere to the Council structure of the Summer Village government as provided in the Summer Village Bylaws.

18. Positive Work Environment

Council members shall support the maintenance of a positive and constructive environment for residents, businesses, and village employees. Council members

acknowledge that Council has established a Respectful Workplace Policy and shall abide by the spirit and intent of this policy. Any infractions of the Respectful Workplace Policy by a council member shall be dealt with in accordance with this Code of Conduct.

19. Implementation

Council Personal Code of Conduct shall be included in the regular orientations for Summer Village Council candidates. Council members entering office shall sign a statement affirming they read and understood the Summer Village of Half Moon Bay Council Code of Conduct.

20. Compliance and Enforcement

Council members themselves has the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of Summer Village government.

Council members have a duty of help create a responsive, accessible, transparent, and fair municipal government. Accordingly, Members have a duty to question whether another member is violating legislation, ethics or respectful behavior relating to the Summer Village of Half Moon Bay government, as set forth in this Code of Conduct.

Council members have a responsibility and duty to participate in alternative remediations (individual conversation, information meetings with third party) prior to the formal filing of concern.

Should a member of Council breach any of the principles as outlined in this policy, the possible courses of action that are available to Council include but are not limited to:

- a) Apology by the member of Council to the impacted individual(s).
- b) Removal of the member from Council Committees or representative bodies.
- c) Dismissal of the member from a position of Mayor or Deputy Mayor.
- d) Educational training on ethical and respectful conduct provided by a third party. Any action taken pursuant to this policy should include a time frame and what remedial action is required.

A member of Council who believes a member is in violation of this policy may report their concerns to the Mayor, or in the case of an allegation against the Mayor, the Deputy Mayor.

Council delegates the authority for administering the compliance and enforcement section of this policy to the Mayor, or in a case of an allegation against the Mayor, the Deputy Mayor.

At the discretion of the Mayor all substantiated violations and reports shall be reported to Council in an In-Camera Meeting of Council.

All discussions surrounding the alleged and substantiated violations of this policy shall remain confidential under the appropriate sections of the Freedom of Information and Privacy (FOIP) Act.

21. Appeal Process

Appeals will be referred to Council at an In-Camera session for final municipal adjudication.

The Summer Village Council Personal Code of Conduct document shall be considered to be the definitive municipal document relating to ethical conduct by the Summer Village of Half Moon Bay Council members.

I affirm that I have read and understand the Summer Village of Half Moon Bay Council Personal Code of Conduct.

Signature of Councillor

Date

Summer Village of Half Moon Bay

September 19, 2023

Council and Legislation

Request for Decision

Agenda Item: *Intermunicipal MPC and Intermunicipal SDAB*

Background:

This summer Administration has had a number of contentious MPC meetings and SDAB appeals. Through this process we have been working with our legal team and asking them questions about how to improve our process. One of the biggest challenges for small communities is fair and non-emotional based decision making on these boards. It can be very difficult to make hard decisions when the folks who are affected are potentially neighbours or friends.

In order to obtain sound decision making, the suggestion is to have intermunicipal boards. This could be done in a number of ways. In one of my previous postings, we had 5 hamlets in one Municipal District, and the MPC / SDAB was made up of one elected official from each community. This worked very well and would be my suggestion for an IMPC and ISDAB. Another benefit is that you have the same members sitting all the time who are used to the process and understand the bylaws, which may not be the case for some members at large.

It was the recommendation of the legal team to go a step further and ensure that a member from the municipality in question would not sit. So, for example, if the application was to Norglenwold, you would have 3 members from other municipalities sit.

The MGA is very light on rules and guidance for an MPC and in fact a municipality does not require one. There is the option to get rid of the MPC altogether. Administration did consider recommending this, but we don't feel that it would be the right way to go. Discretionary uses and variances are left to the board. When discretion is required, it makes sense to have a board separate from our office review them to ensure the transparency of administration remains intact. I believe if the MPC was removed, there would be a greater number of more costly and more time-consuming SDAB meetings.

Further to this, they let us know that in their opinion we are running the MPC meetings too much like a hearing. The more and more you run them like a hearing, the more we would need to ensure that correct hearing procedures are followed for fairness. Their notes are that an MPC meeting is just like a council

meeting where there is no presumption that anyone from the public speak. The MPC members should look at the information presented and make a decision, either in public or in camera. Written responses are requested, and the applicants may be present if they would like to. The chair may ask any questions to the applicant should they have any. Having applicants speak to the merits of the proposal and neighbours speaking against is something that is more suitable for an SDAB, which is actually a hearing.

This information was presented at the August 17th, 2023, Joint Services Committee meeting and is being brought forward to each Council for discussion and comment. Comments will be brought back to the Joint Services Committee at their next meeting.

Options for Consideration:

- 1) That Council discuss and provide comments.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council discuss and provide comments.

Authorities:

Municipal Government Act

Section 153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.

Summer Village of Half Moon Bay

September 19, 2023

Council and Legislation

Request for Decision

Agenda Item: *Tendering and Procurement Policy*

Background:

Administration has been working with the Joint Services Committee (JSC) on a Tendering and Procurement Policy for the Summer Villages. This will set a standard for any funds spent by administration, particularly on capital projects. The JSC worked out the details regarding the spending thresholds set out in section 11. This gives clear direction to administration and also an understanding to any current or future Council members on our process for spending.

Administration is now requesting each Council adopt the policy by resolution.

Options for Consideration:

- 1) That Council Make a motion to adopt the policy by resolution.
- 2) That Council accept as information.

Administrative Recommendations:

- 1) That Council make a motion to adopt the policy by resolution.

Authorities:

Municipal Government Act

Section 153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.



Policy Title:	Date approved by	Resolution No:
Procurement & Expenditures		

Purpose and Scope:

Purpose: To outline the Summer Villages on Sylvan Lake policy regarding expenditures and procurement of good and services. This policy will be used to direct the purchasing process and facilitate appropriate control of expenditures for the Summer Villages.

Scope: This policy covers procurement & expenditures for all facets of the Summer Villages operations and capital budgets.

Objective: The objectives of this policy are:

- To establish the framework by which purchasing of goods and services is undertaken by the Summer Villages in accordance with related legislation and agreements.
- To guide the bidding and tendering process for the Summer Villages.
- To express the values to be considered in the purchasing process.
- To establish the authority of the Summer Villages procurement procedures as the guiding document for the procurement process.

General Policy

1. This Policy authorizes and requires the Chief Administrative Officer (CAO), or his/her designate to:
 - a) procure by purchase, rental, or lease the necessary quantity and quality of goods and services in an efficient and cost-effective manner;
 - b) encourage open competitive bidding on all acquisitions and disposal of goods and services, where practical;
 - c) maintain good vendor relations and be responsible for the conduct of all negotiations with vendors, subject to the other provisions of this policy; and
 - d) conform to good materials management practices by simplifying and standardizing, wherever possible, like requirements with previous purchases and with different departments.

2. Dollar amounts specified in this policy, setting parameters for the purchasing process, except as otherwise stated, will be the costs, in Canadian dollars, excluding all taxes and freight.
3. Except as otherwise stipulated, the purchase of goods and services shall be made on a competitive basis in keeping with accepted public purchasing practices and in accordance with applicable Federal, Provincial, and Municipal laws.
4. Documentation of each purchase process will be retained on file for future reference for a minimum period after completion of the project of one (1) year.
5. Tenders, proposals, quotations, expressions of interests, and pre-qualifications received later than the specified deadline shall not be accepted by the Village.
6. Without prior approval by Council, no tender, proposal, or quotation will be accepted from any company inclusive of its sub-contractor, which has a claim or instituted a legal proceeding against the Villages or against whom the Villages has a claim or instituted a legal proceeding.
7. No purchases shall be made by the Villages for the personal use of an individual employee, elected official, or any member of a committee, board or commission. Council may authorize Village programs which allow for certain purchases to be made for all employees or elected officials.
8. The CAO shall set limits for the signing authority of his/her designate.
9. When two (2) or more Villages are involved in a special project, the Joint Services Committee will make recommendations to the respective Councils, who has final approval.

10.0 Responsibilities & Authority

- 10.1 Budget and project scope approval by Council of expenditures shall constitute authorization for any purchase of materials and services necessary to carry out work within the approved purchasing parameters, provided such purchases are made in accordance with this policy.
- 10.2 Where expenditure estimates approved in the budget have been subject to quotations which are subsequently quoted at an amount substantially greater than the estimated expenditure for that item or project, administration will submit a request for decision, to Council for approval of the expenditure.
- 10.3 Employees shall be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or

otherwise. Employees must therefore disclose any potential conflict of interest and remove himself/herself from the procurement process. Should the CAO have a potential conflict of interest, the award must be authorized by Council.

10.4 If a matter arises which, in the opinion of the CAO, or his/her designate:

- a) Is considered to be of an urgent or time-sensitive nature;
- b) Which could affect the health and well-being of the residents of the Villages on Sylvan Lake;
- c) If a state of emergency is declared; or
- d) If so advised by a Provincial ministry,

the requirements of this policy may be waived by the CAO, or his/her designate.

10.5 All employees and elected officials are expressly prohibited from accepting, directly or indirectly, from any person, company, or entity to which any purchase or contract is or might be awarded, any rebate, gift, money, or anything of value, except where given for the use and benefit of the Village.

10.6 Where any purchases of goods and/or services has been authorized under this policy, the CAO, or his/her designate, may authorize disbursement of additional funds, provided that such additional funds shall not exceed five (5%) percent of the original budgeted amount for that purchase.

11.0 Purchasing Parameters

The purchasing process shall vary depending on the costs as follows:

	Dollar Value	Process required
Level 1	\$0 - \$3,000	Sole source purchases at discretion of CAO
Level 2	\$3,000 - \$10,000	Written quotations from at least 2 vendors where possible
Level 3	\$10,000 - \$75,000	Written Request for Quotes or Request for Proposal from 3 vendors where possible
Level 4	\$75,000 +	Open procurement process advertised nationally on Alberta Purchasing Connection, unless otherwise directed by Council

Regardless of purchase amount, *best value* for money principles must be observed in all purchases carried out on behalf of the Summer Villages.

“Best Value” means the optimized combination of price, technical merit, quality, and sustainability as determined by the Summer Village administration. Best value meets the Summer Village expectations and informs the evaluation and negotiation to arrive at an acceptable basis for a purchase.

11.1 Exceptions to the Procurement Process:

The requirements for a public procurement may not apply to the purchase of the following:

- a) Utility Contracts (water, sewer, power, natural gas, telephone, and internet)
- b) Contracts or agreements pertaining to employee compensation, reimbursements, training, education, memberships, etc.,
- c) Travel expenses
- d) Advertising services
- e) Any items that by their very nature do not lend themselves to a public tender.

11.2 Sole source purchases above \$3,000 may be used when there is only one available supplier of a specific good or service that meets the needs of the Village. Negotiation tactics will be applied to complete the terms of conditions of the purchase to achieve the best value for the Village.

11.3 For purchases of construction costing more than \$50,000, a formal tender, or request for proposal will take place. After the evaluation process is completed by Administration, Administration will submit a request for decision with its recommendations to Council for approval. Upon successful selection of a proponent, a motion along with the proponent's name and bid price will be entered into the Council's meeting minutes.

12.0 Tender/Proposal Procedure & Evaluation

12.1 The following criteria, among others detailed in the tender/proposal document, will be considered in the selection process:

- a) Qualifications and expertise;
- b) Past performance and reference checks;
- c) Proof of current insurance, WCB, COR or Secor, and any other certifications that are required on a project-by-project basis;
- d) Project methodology;
- e) Service deliverable timeline;
- f) Compliance and completeness of submitted tender or proposal; and
- g) Bid/unit rate.

- 12.2 The Village reserves the right to accept or reject any or all tenders and to waive irregularities and informalities at its discretion. The Village also reserves the right to accept a tender other than the lowest bid.
- 12.3 By submitting a bid with a disclaimer included with all tender documents, the Bidder warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the Village or their immediate families which might in any way be seen by the municipalities to create a conflict or pecuniary interest except as disclosed.
- 12.4 Performance security may be required to ensure the successful completion of a large contract by a supplier in the form of a performance bond which will equal ten (10%) percent of the total contract price, excluding applicable taxes.

13.0 Contract/Tender Administration

- 13.1 Tenders or proposals prepared for the Village by outside consultants will be subject to review and approval by the CAO, or his/her designate, prior to issuing.
- 13.2 It shall be the duty of Administration to enforce any terms, conditions, and specifications from the award of any contract resulting from the purchasing process.
- 13.3 The successful Bidder will be expected to complete the work described within the total amount of the bid. Any change in amounts or upset limit must be approved in writing by the Village.
- 13.4 The CAO, or his/her designate, will notify the contractor or service provider of improper conduct or performance of the contractor or service provider while services are being performed and identify the expectation for improvement. Further misconduct or poor performance will lead to termination of services and will not be considered in future bids.

14.0 Emergency Purchases

An emergency purchase occurs when an unforeseen situation presents itself which requires serious and immediate attention which may not be reasonably met by any other procedure and includes the following limitation:

- a) A condition where lack of unforeseen supplies or services may adversely affect the functioning of the Summer Villages, residents, public property, private property, the environment or endanger the health of the public.

- b) Interim contractual arrangements following the abandonment or breach of a contract; or the receipt of unacceptable bids.

Emergency purchases are to be completed in an expedient manner but should take economy into consideration. In each case the authorizing person is required to report the emergency purchase, in writing, to the next level of authority with a copy to the CAO.

15.0 Policy Review

This policy shall be reviewed by Administration every four years with any changes being recommended to Council for approval.

Signed and Approved on this _____ day of _____, 2023

Mayor

Administrator

Summer Village of Half Moon Bay

September 19, 2023

Council and Legislation

Information Item

Agenda Item: *HMB Withdrawal from Sylvan Lake Regional Wastewater Commission*

Background:

At the July 5th Council meeting it was decided that HMB should explore what it would cost for HMB to withdraw from Sylvan Lake Regional Wastewater Commission (SLRWWC) membership as per SLRWWC Bylaw 14.

The two reasons for doing this were:

1. the uncertainty of when Water For Life grant funding will be received and when HMB will actually receive service from SLRWWC. The Government of Alberta (GOA) is taking a long time to address SLRWWC concerns about receiving only one half of the required Phase 5a grant. That combined with recent GOA Minister mandate letters (Transportation & Environment) that did not mention Wastewater as a GOA priority, led HMB to think that the completion of Phase 5 South Shore Line could take many years and it may never happen.
2. From HMB's perspective, the current recovery of Governance and 50% of Administration costs (G&A) directly and equally from Members is not fair and equitable based on current system use and the weighted voting structure (HMB only gets one vote out of twenty votes on certain matters). At the July 24th SLRWWC meeting, SLRWWC Members heard that HMB's forecast portion of the G&A is equal to 6% of our annual municipal budget; approximately \$10K per year. SLRWWC is updating Bylaw 14 this year and during this review other Members have not shown any willingness to change how G&A is collected directly from Members. As a result, HMB is contemplating why we would continue paying such a high amount of G&A while not receiving any service from SLRWWC.

History:

As HMB contemplates its withdrawal from Sylvan Lake Regional Wastewater Commission, it must consider the history and impact it will have on its relationships with the other seven municipalities in the Sylvan Lake watershed;

Town of Sylvan Lake, Lacombe County, Red Deer County, and the Summer Villages of Birchcliff, Jarvis Bay, Norglenwold, and Sunbreaker Cove.

The eight municipalities have worked together for decades on issues related to Sylvan Lake. As early as 1986, the eight municipalities adopted by resolution the Sylvan Lake Management Plan which laid out expectations for responsible land use and development around Sylvan Lake. Subsequent group work included the Sylvan Lake Water Quality Assessment and Watershed Management Considerations, 2005; Cumulative Effects Management Plan, Phase 1 - 2013 and Phase 2 - 2015; and Sylvan Lake Boat Launch Access Strategy, 2016.

The eight municipalities also participated in the Sylvan Lake Management Committee, which was an advisory committee to the municipal councils, with the purpose of “working together as urban and rural neighbours to maintain the Sylvan Lake Watershed as a pristine lake and watershed.” To further that work and create a formal statutory plan, the Sylvan Lake Intermunicipal Development Plan (IDP) created in 2021. It was a collaborative effort of the eight municipalities surrounding Sylvan Lake. The purpose of the Sylvan Lake Intermunicipal Development Plan is to collectively protect the environment and watersheds, enable appropriate development, and support the diversity of municipalities in the watershed.

Another large collaborative work was the SLRWWC. HMB has been part of the SLRWWC since its inception in 2007 and have supported its plans to provide a regional wastewater system. The SLRWWC business plans were created and updated regularly because of the intensity of use on and around the Lake. It identified that Lake water quality was and remains a major concern for users and residents. The concern was that surface and subsurface drainage of untreated or poorly treated wastewater from private facilities into the Lake and potable water aquifer was identified as one of the factors impacting Lake health and water quality. The eight municipalities had significant environmental motivation to develop systems, which seek to divert this drainage to disposal in proper treatment facilities.

Considerations and next steps:

1. Withdrawal from the SLRWWC requires a five-year notice as per SLRWWC bylaw 14. Attachment #1 – letter response from SLRWWC CAO identifies the costs of withdrawal and provides information on the South Shore line.
 - a. Withdrawal also requires that HMB be responsible for and pay for certain costs; 5 years of G&A (approximately \$49K) and existing debt obligations (approximately \$30K).
 - b. HMB Wastewater Reserve funds have sufficient capacity to cover these cost with no financial impact to residents.

- c. HMB does not receive any services from SLRWWC and because of that could HMB argue the 5-year notice is unreasonable.
 - d. Withdrawal is also dependent on HMB receiving GOA approval, most likely Minister of Municipal Affairs but others might get involved like Ministers of Transportation and Environment.
- 2. The Sylvan Lake IDP is focused on setting clear expectations and agreements as to how the environment will be protected within the watershed.
 - a. Any new or replacement septic systems on all non-agricultural lots that are less than 4050 square metres (1 acre) or where 60 or more lots serviced by private sewage systems are within a 600-metre radius must be connected to a functional regional wastewater system or be serviced by a private holding tank/communal wastewater system until the functional regional wastewater system is available.
 - b. When a functioning regional wastewater system is available, connection to the wastewater system shall be required, and/or conversion of all private sewage systems on lands connecting to wastewater system.
- 3. Summer Village of Sundance Beach Bylaw and Holding Tank Inspection project information – Attachments #2 and #3. Even though their bylaw mentions preparing for a regional wastewater system, the Mayor has said this is not part of the plan due to soil conditions not being able to support an underground system.
 - a. Wastewater is fully described and includes water for all domestic purposes. Also refers to greywater and sewage as defined in the Standard of Practice.
 - b. Clause 3.3 states that only holding tanks are allowed.
 - c. Clause 3.5 states that all wastewater pipes applicable to the buildings and other structures located on the applicable property must be connected to the holding tank.
 - d. Section 4 addresses Inspections. It defines who can perform the inspection and frequency of inspections and what happens if not compliant.
 - e. Clause 5.5 states that treatment fields are not allowed within the Summer Village further supporting clause 3.3

- f. The Holding Tank Inspection project, describes the work completed such as a visual inspection and a grey water test. The purpose of the grey water test was to ensure that all wastewater coming from a cottage was flowing into the holding tank.
4. HMB's commitment to Lake Health and potable water quality
- a. How does HMB maintain that commitment without being part of the SLRWWC.
 - b. If HMB withdraws from the SLRWWC, does HMB implement a solution like SV Sundance Beach, which included a transition from septic fields to only holding tanks.
 - c. Should HMB move to a holding tank only solution no matter if we remain as SLRWWC members or not. Could it be the right interim solution that demonstrates to our watershed partners our commitment to the watershed.
 - d. Does HMB provide some financial support to residents that must install holding tanks. The installation of a water tight holding tank could cost \$10K to \$15K and should HMB cover a portion of that cost?
 - e. The HMB Wastewater Reserve Fund has sufficient funds to provide some financial support to residents to install holding tanks. The Wastewater Reserve is funded through Property Taxes.
 - f. Approximately 50 percent of HMB properties operate on a septic field and the majority of those fields are on lake front properties. Lake front properties typically pay more into the Wastewater Reserve fund as property taxes are based on the assessed value of the property.
5. What does HMB need to continue its membership in the SLRWWC
- a. Do we need a timeline commitment from GOA on grant funding.
 - b. Do we need SLRWWC to rethink how G&A is recovered from members.
 - c. Do we need a commitment from Lacombe County to revisit their Area Structure Plan and proposed development of land development to the south of HMB.
 - d. Do we need a better understanding on the future of Camp Woods. Can HMB convince Scouts Canada and Lacombe County that any

future development requires a 5-acre buffer (preferably HMB owned) on the east side of Camp Woods adjacent to Aspen Close.

Options for Consideration:

1. Council to discuss and provide direction
2. Accept as Information

Administrative Recommendations:

Option 1

Authorities:

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

Attachment #1 – SLRWWC Response to HMB Withdrawal Query

Sylvan Lake Regional Water/Wastewater Commission

c/o Lacombe County
RR3
Lacombe, AB T4L 2N3

Without Prejudice**Sent Via Email**

August 23, 2023

Dear Tanner:

RE: Query on Cost of Withdrawing Membership from Commission

Further the Summer Village's email correspondence of July 25, 2023 requesting an estimate on the cost to the Summer Village if it decided to withdraw its membership from the Commission, I have prepared a preliminary estimate.

This estimate is based on the provisions of the Commission's Bylaw #14 which outlines the services and governance of the Commission. This is an estimate based on information today. Final figures would be subject to an actual date of withdrawal and negotiation between the Member and the Commission. As per the bylaw, the Minister of Municipal Affairs would have to approve the withdrawal.

Withdrawal Costs

Under Bylaw 14, withdrawal costs are composed on two items: (1) costs during notice and (2) outstanding borrowing costs of current and planned infrastructure.

Notice required under the Bylaw is five years starting from the date the Member serves intent to withdraw from the Commission. Based on a January 1st, 2024 notification date, the costs for the five year period for the summer village would be \$49,272.00.

The second costs relate to the Summer Village's share of existing debt obligations (interest and penalties) plus the future borrowing costs of planned infrastructure. Based on the current planned infrastructure plan and remaining borrowing costs after the 5 year period, the Summer Village's share of these payments would be \$30,521.04. This amount could vary depending on timing of projects and actual borrowing and interest costs.

Finally, under the provisions of the Bylaw there is no payout of equity to members when they withdraw. Additionally, should a member wish to rejoin the Commission, they would be considered as a new member and be required to make a contribution

to cover the cost of net capital costs of the system and repayment of the original start up costs of the Commission.

Status of Membership and Expansion of South Line

I also wanted to take this opportunity to address the concerns included in the Summer Village's email regarding its membership and the status of the South Shore Line.

The Commission has been working to complete the servicing to all members. The 2015 Business Plan outlined the stages of construction of Sylvan Lake Regional System. Construction has progressed on all areas, first with the main transmission commissioned in 2019, the north shore extension constructed in 2022 and with Board support a grant was submitted for the south shore line in 2022.

Based on the size and scope of the work, provincial funding has been key to each leg of the line being constructed. Unfortunately, provincial funding is subject to the priorities of the Province, and the Commission, like all applicants, has had to wait for approvals as the Commission's project applications makes its way through the queue. However, it should be noted that all of the funding requests from the Commission have been approved and the current Stage 5A project has received the quickest of all of the approvals to date.

Finally, the Board has worked hard to minimize the ongoing governance and administration costs payable by the Members. It is common for these costs to be evenly shared across Board members until such time all members are connected. The Board has committed to re-examining this formula as part of a business plan update in 2024. Administratively, staff have been working to reduce the overall costs of governance and administration costs of the Commission as well as generating interest income that reduces the net cost to member municipalities.

The Commission is very close to completing its plan to connect all members, I hope the Summer Village will continue to see the benefits of maintaining its membership in order to be connected and to support the ongoing work to maintain the health of Sylvan Lake.

Sincerely,



Michael Minchin, CPA,
CMA, CLGM Chief
Administrative Officer
403-782-6601
cao@sylvanlakeregional.com

cc: Board, Sylvan Lake Regional Water/Wastewater Commission

Attachment #2 – SV Sundance Beach Wastewater Bylaw

SUMMER VILLAGE OF SUNDANCE BEACH

BYLAW #2016-02 – WASTEWATER BYLAW

A BYLAW OF THE SUMMER VILLAGE OF SUNDANCE BEACH IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF THE REGULATION, MANAGEMENT AND MAINTENANCE OF PRIVATE WASTEWATER DISPOSAL SYSTEMS

WHEREAS section 7(a) of the *Municipal Government Act* provides that a council of a municipality may pass bylaws for the safety, health and welfare of people and the protection of people and property and section 542 authorizes municipal inspections and enforcement of Bylaws;

AND WHEREAS section 26(1) of the *Safety Codes Act* provides that municipalities may be designated as accredited municipalities, authorized to administer that Act with respect to processes or activities, and private wastewater disposal systems within municipal boundaries; and section 66(3)(b) provides that municipalities may adopt Bylaws respecting the carrying out of its powers and duties as an accredited municipality;

AND WHEREAS the *Summer Village* is designated as an accredited municipality and authorized to administer the *Safety Codes Act* with respect to, amongst other matters, private wastewater disposal systems within its municipal boundaries;

AND WHEREAS the *Summer Village* is authorized by the *Safety Codes Act* to adopt Bylaws respecting the carrying out of its powers and duties as an accredited municipality;

AND WHEREAS the Council of the *Summer Village* deems it advisable to adopt a Bylaw respecting *Private Wastewater Disposal Systems* within the municipality's boundaries;

AND WHEREAS the Council of the *Summer Village* has adopted the *Uniform Quality Management Plan*;

NOW THEREFORE the Council of the *Summer Village* pursuant to the authority conferred upon it by the Province of Alberta enacts as follows:

1. Name of Bylaw

- 1.1 This Bylaw shall be known as the "Wastewater By-law".

2. Definitions

2.1 In this Bylaw:

- (a) "*Certified Maintenance Inspector*" means a person who is the holder of a Private Sewage Certificate of Competency granted by Alberta Municipal Affairs and who has been approved by the *Summer Village*.
- (b) "*Designated Officer*" means a person who is appointed by the *Summer Village* or the Chief Administrative Officer of the *Summer Village* pursuant to the *Municipal Government Act* to carry out the powers, duties and functions of a *Designated Officer* under this Bylaw or any other bylaw of the *Summer Village* or any *Enactment*.
- (c) "*Enactment*" means (i) any laws, regulations, orders or declarations of the Province of Alberta or any federal laws applicable therein, and (ii) any other bylaws of the *Summer Village*, together with, in each case, any amendments thereto or substitutions therefor.

SUMMER VILLAGE OF SUNDANCE BEACH

BYLAW #2016-02 – WASTEWATER BYLAW

-
- (d) “*Holding Tank*” means a sewage tank buried underground that permits no Wastewater to escape until transferred for treatment offsite.
 - (e) “*Inspection Report*” means an inspection report provided by a *Safety Codes Officer* in accordance with the *Uniform Quality Management Plan* adopted by the *Summer Village* or by a *Certified Maintenance Inspector* in accordance with this Bylaw.
 - (f) “*Municipal Government Act*” means the *Municipal Government Act*, R.S.A., 2000, c. M-26, as amended or repealed and replaced from time to time.
 - (g) “*Owner*” means, with respect to a property located within the municipal boundaries of the Summer Village, (i) the registered owner of such property in the case of a property that is owned by a person or entity other than the Summer Village or the Sundance Beach Easement Holders Association, or, (ii) the holder(s) of the easement or the license of occupation applicable to such property in the case of a property that is owned by the Summer Village or Sundance Beach Easement Holders Association or that is a public utility lot or a road allowance.
 - (h) “*Person*” includes an individual, corporation, partnership, association, or any other entity.
 - (i) “*Private Wastewater Disposal System*” means (i) an on-site wastewater treatment systems as defined in the *Standard of Practice*, (ii) Septic Tanks and the associated *Treatment Fields*, (iii) *Holding Tanks*, and (iv) *Privies* or *Outhouses*.
 - (j) “*Privy* or *Outhouse*” means a small building having a toilet pedestal, or bench with a hole or holes, through which human excrement falls into an excavated pit or waterproof vault.
 - (k) “*Safety Codes Act*” means the *Safety Codes Act*, R.S.A. 2000, c. S-1, as amended or repealed and replaced from time to time.
 - (l) “*Safety Codes Officer*” means a person in the plumbing discipline holding Group B qualifications and “*Safety Code Council*” means the Council as defined in the *Safety Codes Act*.
 - (m) “*Summer Village*” means the Summer Village of Sundance Beach.
 - (n) “*Standard of Practice*” means the Alberta Private Sewage Systems Standard of Practice 2009 published by the *Safety Codes Council*, as amended or repealed and replaced from time to time.
 - (o) “*Treatment Field*” means a system of *Wastewater* dispersal and treatment by distributing *Wastewater* within trenches containing void spaces that are covered with soil and includes a “*Treatment Field*” as further defined in the *Standard of Practice*.
 - (p) “*Uniform Quality Management Plan*” means the Joint Uniform Quality Management Plan prepared by the *Safety Codes Council* and adopted by the *Summer Village*, as amended or repealed and replaced from time to time.
 - (q) “*Wastewater*” means the composite of liquid and water-carried wastes associated with the use of water for drinking, cooking, cleaning, washing, hygiene, sanitation, or other domestic purposes and includes “greywater” and “sewage” as defined in the *Standard of Practice* but does not include liquid waste from industrial processes.
 - (r) “*Wastewater Collection System*” means a piping system for collecting *Wastewater* operated by the *Summer Village* or a contractor selected by the *Summer Village*, either alone or in co-operation with other municipalities.

SUMMER VILLAGE OF SUNDANCE BEACH

BYLAW #2016-02 – WASTEWATER BYLAW

3. General

3.1 The purposes of this Bylaw are as follows:

- (a) to protect the safety and health of people and property by ensuring that existing and new *Private Wastewater Disposal Systems* located within the *Summer Village* treat *Wastewater* in a manner consistent with the objectives of the *Standard of Practice*;
- (b) to protect the waters and the watershed of Pigeon Lake; and
- (c) to anticipate and allow for the possible transition to a municipal or regional *Wastewater Collection System* within the *Summer Village* and surrounding area, if and when available, in an orderly and effective manner.

3.2 This Bylaw is applicable to all properties located within the municipal boundaries of the *Summer Village*.

3.3 All properties which are located within the municipal boundaries of the *Summer Village* and which are used for any purpose (including camping, recreational activities or living accommodation) must contain all *Wastewater* in a water tight *Holding Tank*.

3.4 All *Holding Tank* installations shall conform to the *Standard of Practice*.

3.5 All *Wastewater* pipes applicable to the buildings and other structures located on the applicable property shall be connected to a *Holding Tank*. The minimum capacity for a *Holding Tank* shall be 6,800 litres (1,500 gallons) unless a waiver or variance regarding the minimum capacity has been approved in writing by the *Designated Officer*.

3.6 Nothing in this Bylaw relieves any *Person* from complying with any *Enactment* or any requirements of any permit, order or license applicable within the municipal boundaries of the *Summer Village*.

3.7 Where any conflict exists between this Bylaw and any *Enactment*, the *Enactment* shall prevail to the extent necessary to eliminate the conflict.

4. Inspections

4.1 All existing *Private Wastewater Disposal Systems* shall be inspected by a *Certified Maintenance Inspector* no later than September 30, 2016 or such other date as may be designated in writing by the Council of the *Summer Village*. Inspection costs will be borne by the *Owner* and, if unpaid, will form part of the property taxes payable by the *Owner* in respect of the immediately following taxation year.

4.2 Following the initial inspection pursuant to Section 4.1 hereof, all *Private Wastewater Disposal Systems* shall be inspected by a *Certified Maintenance Inspector* at least every 5 years.

4.3 All new and replacement *Private Wastewater Disposal Systems* shall be inspected by a *Safety Codes Officer* in accordance with the *Safety Codes Act* and the *Uniform Quality Management Plan* within 90 days following installation or replacement.

4.4 A *Safety Codes Officer*, upon having reasonable grounds for the belief that a violation of this Bylaw may exist, may order the inspection of any *Private Wastewater Disposal System* at any reasonable time upon providing the applicable *Owner* with reasonable notice of the intent to conduct such inspection.

SUMMER VILLAGE OF SUNDANCE BEACH

BYLAW #2016-02 – WASTEWATER BYLAW

-
- 4.5 Following an inspection pursuant to this Bylaw, the *Safety Codes Officer* or the *Certified Maintenance Inspector* shall issue an *Inspection Report* to the *Owner* and to the *Summer Village*. The *Inspection Report* issued shall be in a form (if any) approved by the *Summer Village* and shall otherwise comply with this Bylaw.
- 4.6 If the *Inspection Report* indicates any failure of the *Private Wastewater Disposal System* to comply with the *Standard of Practice*, then, subject to Section 4.7 hereof, the *Owner* must, within 90 days of the date of issue of the *Inspection Report*:
- (a) remove the *Private Wastewater Disposal System* in a manner that will not cause any contamination or create any unsafe condition, and replace it with a *Private Wastewater Disposal System* that complies with the *Standard of Practice*;
 - (b) repair the *Private Wastewater Disposal System* so that it complies with the *Standard of Practice*; or
 - (c) in the case of a *Private Wastewater Disposal System* that uses a *Treatment Field* which does not comply with the *Standard of Practice*, replace the *Treatment Field* with a *Holding Tank* that complies with the *Standard of Practice* and, upon such replacement, the *Owner* shall have the *Private Wastewater Disposal System* re-inspected by a *Safety Codes Officer* or, in the discretion of a *Safety Codes Officer*, have it re-inspected by a *Certified Maintenance Inspector*.
- 4.7 If a *Private Wastewater Disposal System* does not comply with the *Standard of Practice* but a *Safety Codes Officer* determines that the deficiencies do not compromise the protection of the safety and health of people and property or the waters and the watershed of Pigeon Lake, then the *Safety Codes Officer* may approve a variance in accordance with the *Safety Codes Act*.
- 4.8 If the *Standard of Practice* does not apply to any given *Private Wastewater Disposal System* within the *Summer Village* as a result of any *Enactment*, or for any other reason, then such *Private Wastewater Disposal System* must still be inspected in accordance with this Bylaw; however, in such case, the applicable standard to which it will be held shall be a standard acceptable to an administrator of the *Safety Codes Act* instead of the applicable *Standard of Practice*.
- 4.9 In the event of a mandated removal, repair or replacement pursuant to Section 4.6 hereof, notwithstanding the time requirements set out therein, an *Owner* may, within 90 days of the issue of the *Inspection Report*, provide a written request to the *Designated Officer* for an extension of time to address any non-compliance issues or deficiencies as identified therein, and the *Designated Officer* may exercise such discretion as regards such extension of time for the removal, repair or replacement as may be appropriate in the circumstances, bearing in mind the purposes of this Bylaw and:
- (a) the nature and extent of the non-compliance;
 - (b) health and safety concerns; and

SUMMER VILLAGE OF SUNDANCE BEACH

BYLAW #2016-02 – WASTEWATER BYLAW

(c) environmental concerns.

5. Treatment Fields, Privies or Outhouses, and Alternative Private Wastewater Disposal Systems

- 5.1 *Treatment Fields* shall not be permitted within the municipal boundaries of the *Summer Village*.
- 5.2 All existing *Privies or Outhouses* must be equipped with water-tight *Holding Tanks* and must be constructed to comply with the *Standard of Practice* and any bylaw of the *Summer Village* regarding required setback from property lines.
- 5.3 An alternative *Private Wastewater Disposal System*, such as a chemical toilet and an incinerating toilet, may be used in the *Summer Village* provided that the contents thereof are disposed of in a manner acceptable to Alberta Environment and any applicable *Enactment*.

6. Development and Improvements

- 6.1 *Holding Tank* installations and modifications to existing *Private Wastewater Disposal Systems* shall not commence until all required permits, including a Development Permit, have been obtained by the *Owner*.
- 6.2 *Holding Tanks* and modifications to existing *Private Wastewater Disposal Systems* must be inspected by a *Safety Codes Officer* after they have been installed or modified but before they are covered with soil.

7. Severability

- 7.1 Each separate provision of this Bylaw shall be deemed independent of all other provisions, and if any provisions of this Bylaw are declared invalid all other provisions shall remain valid and enforceable.

8. Enforcement

- 8.1 If a *Certified Maintenance Inspector* identifies any failure to comply with the *Standard of Practice* for *Private Wastewater Disposal System* or any unsafe conditions applicable to a *Private Wastewater Disposal System*, then the *Certified Maintenance Inspector* shall notify a *Safety Codes Officer* and the *Summer Village* immediately.
- 8.2 If a *Safety Codes Officer* or the *Summer Village* believes, on reasonable grounds, that a *Person* has committed an offence pursuant to this Bylaw or the *Safety Codes Act* or any *Enactment*, then the *Safety Codes Officer* or the *Summer Village*, as applicable, may commence proceedings against that *Person*.
- 8.3 No *Owner* shall willfully discharge *Wastewater* on its property or on any other property located within the municipal boundaries of the *Summer Village* unless such discharge has been approved or permitted by a *Designated Officer* or the Chief Administrative Officer of the *Summer Village* on the basis that such discharge will not compromise the protection of the safety and health of people and property or the waters and the watershed of Pigeon Lake.
- 8.4 Any *Person* who contravenes this Bylaw is guilty of an offence and is liable to pay (a) a fine as determined in accordance with Schedule A attached hereto, and (b) all damages, costs and expenses resulting from such contravention including, without limitation, repair costs and remediation costs. Such fines, damages, costs and expenses, if unpaid,

5 | Page

SUMMER VILLAGE OF SUNDANCE BEACH

BYLAW #2016-02 – WASTEWATER BYLAW

shall form part of the property taxes payable by the applicable *Owner* in respect of the immediately following taxation year.

- 8.5 If any *Owner* fails to comply with this Bylaw and such failure is not remedied within the applicable time period, then the *Summer Village* may, in its sole discretion, take all necessary actions to remedy such failure on behalf of such *Owner* and all costs and expenses incurred by the *Summer Village* in respect thereof shall be payable by such *Owner* to the *Summer Village* immediately upon demand. Such costs and expenses, if unpaid, shall form part of the property taxes payable by such *Owner* in respect of the immediately following taxation year.
- 8.6 Nothing in this Bylaw diminishes or in any way affects the provisions of the *Municipal Government Act* relating to offences and penalties or the rights of the *Summer Village* pursuant to the *Municipal Government Act* or at common law to seek an entry order, order for compliance, injunction or any other order to obtain compliance with this Bylaw. Nothing in this Bylaw diminishes or in any way affects the provisions of the *Safety Codes Act* relating to offences or penalties and/or the obligations imposed by the *Safety Codes Act* relating to the reporting of accidents or unsafe conditions.
- 8.7 The levying and payment of any fine for any period pursuant to this Bylaw does not relieve any *Person* from paying any fees, charges, or costs for which that *Person* is liable under the provisions of this Bylaw or any *Enactment*.

This Bylaw shall replace Bylaw P17 and Bylaw P17 is hereby repealed.


Effective Date

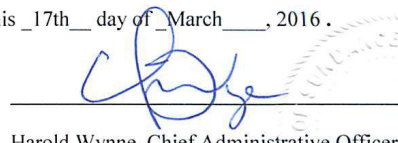
This Bylaw comes into effect on the date of the third reading.

READ a first time this ___17th___ day of ___March___, 2016.

READ a second time this ___17th___ day of ___March___, 2016.

READ a third time and finally passed this ___17th___ day of ___March___, 2016 .


Peter Pellatt, Mayor
Summer Village of Sundance Beach


Harold Wynne, Chief Administrative Officer
Summer Village of Sundance Beach

SUMMER VILLAGE OF SUNDANCE BEACH

BYLAW #2016-02 – WASTEWATER BYLAW

SCHEDULE A - FINES

1. If a *Safety Codes Officer* or the *Summer Village* believes that a *Person* has committed an offence pursuant to this Bylaw or the *Safety Codes Act* or any *Enactment*, the *Safety Codes Officer* or the *Summer Village* may commence proceedings against that *Person* by:
 - (a) Issuing an order pursuant to the *Safety Codes Act*;
 - (b) Issuing an order pursuant to the *Municipal Government Act*;
 - (c) Issuing a violation ticket pursuant to the Provincial Offences Procedures Act in respect of the offence and also for any recurring offences within 60 day intervals; or
 - (d) Laying an information in lieu of issuing a violation ticket pursuant to the Provincial Offences Procedures Act.
2. A *Person* who commits an offence pursuant to this Bylaw shall be subject to a fine of:
\$1,000 for the first offence
\$2,000 for the second and any subsequent offence.

Attachment #3 – SV Sundance Beach Holding Tank Inspection project

RR #1 South, Site 1,

Box 28 Thorsby, Alberta,

TOC 2P0 Phone 780-389-4409

June 28, 2023

Wastewater: Holding Tank Inspection Project

On March 17, 2016, the Summer Village of Sundance Beach (the "Summer Village") passed a wastewater bylaw for the purposes of:

- (a) to protect the safety and health of people and property by ensuring that existing and new *Private Wastewater Disposal Systems* located within the *Summer Village* treat *Wastewater* in a manner consistent with the objectives of the *Standard of Practice*;
- (b) to protect the waters and the watershed of Pigeon Lake; and
- (c) to anticipate and allow for the possible transition to a municipal or regional *Wastewater Collection System* within the *Summer Village* and surrounding area, if and when available, in an orderly and effective manner.

As part of the bylaw, it requires the inspection of all holding tanks located in the Summer Village. In 2017, a holding tank inspection project was undertaken. The inspection consisted of two parts. The first part involved a visual inspection and a grey water test. The purpose of the grey water test was to ensure that all wastewater coming from a cottage was flowing into the holding tank. The second part involved a water pressure test. The purpose of the water pressure test was to ensure that the holding tank was not leaking. In addition, the inspector would ensure that no working outhouses or fields were located on the property.

Most properties were compliant, or were able to repair their systems quite quickly. There were a few properties that took a while for repairs to be completed, and we are pleased to advise that all properties are now compliant with our bylaw:

- all properties within the Summer Village of Sundance Beach have holding tanks,
- no holding tanks leak,
- all wastewater and greywater from all properties is piped into the associated holding tank,
- there are no outhouses or other non-compliant methods for dealing with wastewater or greywater within the Summer Village.

The average cost per property where a visual inspection and holding tank pressure test took place was \$711.

Costs included: A project manager was hired and his cost was shared amongst the properties, as well as an inspector to test the tanks. Residents were provided with a report of the inspection, and details as to whether they were compliant or not compliant. Those that were not compliant were given a timeline to repair their systems and pay for another inspection and were required to provide the Summer Village office with a copy of their certificate.

To ensure the Summer Village continues to protect the lake and environment from sewage, another inspection will be required in 2032. Prior to the inspection, we will prepare information to help make the process as easy and as cost-effective as possible to complete.

Consideration for future endeavours:

- would recommend having a process established with the inspector, including anticipated costs, but leave the responsibility for scheduling and paying for an inspection up to each individual resident (i.e. no project manager would be used);
- would be less lenient with those that did not comply, and would rely more on enforcement ability to use up less administrative time, and have residents comply sooner rather than having the project take a longer time.

Summer Village of Half Moon Bay

September 19, 2023

Council Reports

Information Item

Council Reports:

Jon Johnston

Andrea Remington

Mike Pashak

- Sylvan Lake Regional Wastewater Commission (SLRWWC)
- SLRWWC South Shore Line Project (SSL)
- Association of Summer Villages of Alberta (ASVA)
- Alberta Municipalities (AB Munis)
- Government of Alberta (GOA)
- Utilities Consumer Advocate (UCA)
- Cross border interview with Chris Brown

Committee Reports:

Julie Maplethorpe, Summer Village of Jarvis Bay

- Parkland Regional Library Board

Upcoming Meetings:

Next Council Meeting – November 14, 2023

COUNCIL REPORTS (September 19, 2023):

Councillor Mike Pashak - report**Sylvan Lake Regional Wastewater Commission (SLRWWC)**

- HMB received a reply to our request of the cost to withdraw from the Commission. This information will be discussed further in the Council agenda package.
- The commission toured all of the wastewater facilities owned and operated by the Commission. The tour provided great background on the operations of the wastewater system, successes and challenges.
- Expenses have remained largely within expectations. Several maintenance activities have taken place this year. These costs are seasonal and are not a reflection of future maintenance for the rest of the year.
- Interest income is up with rising interest rates. This additional income acts to reduce Governance and Administration costs recovered directly and equally from all members.

SLRWWC South Shore Line Project (SSL)

There has been no update on the grant funding required for this project. SLRWWC received only half of the requested funding and are still trying to understand why. There was some recognition by Alberta Transportation that there was an error in how the grant was determined but no resolution has been forthcoming.

Association of Summer Villages of Alberta (ASVA) meetings:**Annual conference and AGM**

The conference will be held October 19 – 20. It is the 65th year of operation for the ASVA. It should be a very informative conference with session topics and speakers that include; Alberta Emergency Management, Rural Health - Nurse Practitioners, Broadband, FireSmart, Invasive Species, Climate Action plans, and Municipal Affairs.

LGFF (MSI Replacement)

The ASVA is still hopeful that they will be able to influence the outcome of this work to the benefit of Summer Villages. Municipal Affairs recently proposed a LGFF allocation formula that was not favourable to Summer Villages. The ASVA has submitted comments on their formula with a goal to increase government grants for infrastructure funding (LGFF) by 25%. The comments also included an allocation method that would better support the larger Summer Villages. Fifty percent of Summer Villages are similar in size to a regular village but would only receive about half of the funding of a regular village. This issue should be concluded in November.

Alberta Municipalities (AB Munis and formerly AUMA)

- I attended a joint meeting with ABmunis and RMA. Discussed our common issues.
- I attended a ABmunis Board meeting. Topics included Policing, Rural Health, LGFF, and their upcoming Conference at the end of September.

Government of Alberta (GOA)

Nothing to report in this section

Utilities Consumer Advocate (UCA)

I am on the Advisory Panel for the UCA. The big topics at the recent meeting all surrounded the price of electricity. The four the big take-aways for me were:

- 1) Get off the RRO (regulated rate option), it is like a variable rate mortgage and goes up and down based on the market. Purchase your electricity under a fixed long term contract with a competitive retailer.
- 2) Large generation companies with 5 percent or more of market share can and do influence the price of electricity. With electricity supply tight, rules need to change to prevent electricity generators from economic withholding in order to boost wholesale prices.
- 3) Franchise Fees on electricity bills are a form of property tax revenue for municipalities. Not all municipalities take advantage of this opportunity but it is a decent form of revenue as long as it is implemented properly. The City of Calgary is coming under fire for their method of calculating the fee and the exponential increase Calgarians are seeing on their electricity bill as a result. Calgary earned an extra \$60M last year as a result of this fee.
- 4) There is a push by northern municipalities, ATCO customers, to implement a single fee (i.e. postage stamp rate style fee) for distribution and transmission charges across Alberta. If this occurs all customers of Enmax (Calgary), Epcor (Edmonton), and FortisAlberta will see their rates go up to subsidize ATCO customers.

Cross Border Interviews with Chris Brown

I participated in a podcast on HMB's golf cart resolution put forward to ABmunis.



Parkland Update

Thursday, July 13, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

New Indigenous Kits



Parkland is excited to announce two new Indigenous Kits available for libraries to borrow. There is the Cree Games Kit 8+, which teaches children and adults about traditional Cree games and culture, and the Cree Language Learning Kit 5+, which will help you and your patrons learn the Cree language and Cree culture. Both of these kits are available for libraries to request on the [support site booking form](#).

We would like to extend a big thank you to Maria Buffalo, the Library Clerk at Maskwacis Library Service, for her hard work in creating these kits!



The Big Library Read Selection is [A Very Typical Family by Sierra Godfrey](#). Written with delightfully dark humor and characters you can't help but cheer for, *A Very Typical Family* is an uplifting family drama that will have you reveling in the power of second chances. This book will be available on Libby starting July 13. Check out these [marketing materials](#) to help you spread the word to your library users.

Canadian Library Month Activities - October 2023

Based on feedback from Library Managers, we have decided to plan for both a library card sign-up contest and the regular Golden Ticket Contest for October. These public-facing contests will be paired with an internal membership drive. We have a lot of great prizes lined up this year! Library staff can find details and entry forms in the [Q drive](#).

Prizes:

Library Card Sign-Up & Renewal Patron Contest:

- 5 \$100 Visa gift cards

Golden Ticket Contest:

- 1 package containing the following:
 - 4 passes to West Edmonton Mall World Water Park
 - \$100 gas card
 - \$150 restaurant gift card
 - \$200 gift card for accommodation in Edmonton

Internal Membership Drive Contest:

- PS5 with 4 controllers for your library

LIBRARY NEWS

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

2023 Alberta Book Publishing Awards Shortlist Announced

The Book Publishers Association of Alberta is pleased to announce the [shortlist for the 2023 Alberta Book Publishing Awards](#).

The winners of the 2023 Alberta Book Publishing Awards will be announced at a gala reception at the Matrix Hotel in Edmonton on **Thursday, September 21, 2023**. The gala is open to the public and more information on how to purchase tickets will be shared on the [BPAA website](#) in mid-July.

Leading up to the gala, the featured categories and shortlisted titles will be highlighted on BPAA's [Facebook](#) and [Twitter](#) pages. Follow along and join in the conversation using the hashtags #ABPubShortlist and #ABPubAwards.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** - July 26 at 10am. Join on Teams from the calendar invite.

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

Working with Community Partners to Offer Library Programming to Expectant Parents and Parents of Newborns Webinar

Wednesday, July 19
12pm

How can we reach expectant and new parents from underserved populations with the message that literacy begins before birth? The [Mother Goose on the Loose: Hatchlings](#) initiative is a research-based collaborative project aimed at expectant and new parents, many of whom may be from at-risk families or under-represented populations. [In this webinar](#), learn about this project's challenges, adaptations, and evaluations. Cost: \$79 USD.

Conflict Resolution Skills for Leaders Workshop

Wednesday, August 2
9am

When leaders fail to respond quickly and effectively to conflict, the people they lead suffer and workplace performance plummets. Many conflicts would not spiral out of control if leaders used conflict resolution techniques that are easy to learn and utilize. [This workshop](#) provides strategies for leading through conflict with clarity and confidence. Cost: \$139 USD

A.I. and Libraries: Enhancing Services and Engaging Communities Webinar

Wednesday, August 9
1pm

Explore the world of artificial intelligence (AI) and its potential applications for libraries for all sizes and types in [this webinar](#). Discover the various uses of AI, from data analysis to service development, learn practical tips on integrating AI using affordable and accessible tools, and hear the ethical considerations and challenges associated with AI implementation.

Get Off the Fundraising Treadmill: Thinking Outside the Box to Raise More For Your Cause Webinar

Thursday, August 31
11am

Join [this webinar](#) to review case studies and data to help you evaluate your fundraising strategy, get creative with your tactics and consider solutions that will make it possible for you to spend more time focused on your mission!

Censorship and Banned Books: How to Defend Intellectual Freedom Workshop

Wednesday, September 27

9am - 1pm

With an uptick in book challenges, it can be difficult to know your options for managing these challenges and advocating for intellectual freedom and diverse materials. [In this workshop](#), learn tangible ways to handle censorship, including tips for finding allies and building coalitions, tactics for school board meetings, and strategies to ensure your library policies are up to date and will appropriately defend intellectual freedom. Cost: \$179-\$226 USD.

PARKLAND REGIONAL LIBRARY SYSTEM

4565 46 Street
Lacombe, AB T4L 0K2

Stay up to date by visiting our [Support Site](#).
[Subscribe to this update email](#)



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

Parkland Update

Thursday, August 10, 2023

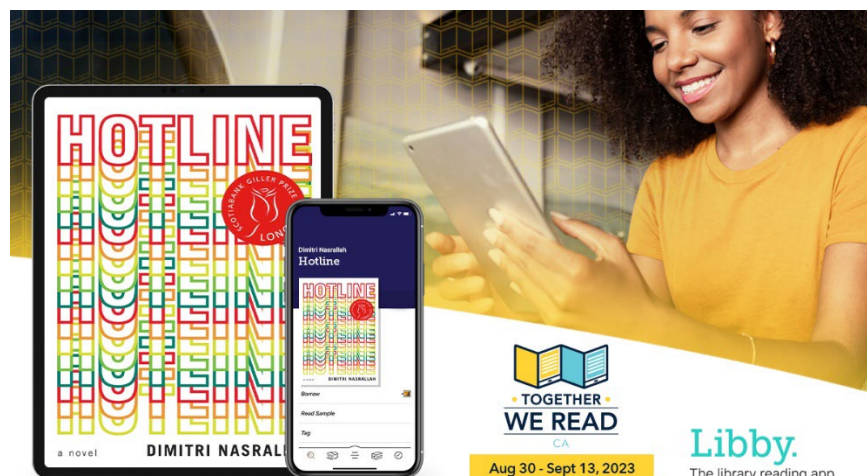
Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

Borrow Some Programming Kits Today!



Check out a few of Parkland's Programming Kits—we have If You Can't Bear Hug, Air Hug Book Club Kit (left) and Baby's First Storytime (right) available to borrow. Simply request your desired kit using the [booking form on the support site](#). More information on these kits can be accessed by library staff in the Q Drive: Q:\Collections\Program Kits.

OverDrive Together We Read



[Together We Read](#) is an opportunity for those with a valid library card to read the same digital title at the same time without any wait lists or holds. The selected title is [Hotline by Dimitri Nasrallah](#). You can download [marketing materials here](#) to promote this to your library users.

Read Alike Flyers

Parkland has curated some lists and created flyers highlighting read-alikes and directing library users to new books in our system they might not discover otherwise. Eight flyers have already been [created in Canva](#) based on a variety of genres. These flyers can also be edited to suit your library's branding or needs. This link is also stored in Q:\Marketing\Promotional Material Links.xlsx.

Relais Maintenance Shutdown

Relais and Discovery will be unavailable due to a maintenance shutdown from **Saturday, August 12 at 6 am to Sunday, August 13 at 6 am**. Requests for Relais materials will not be available during this time. Please let your staff and colleagues know in advance.

Polaris Upgrade

An upgrade to Polaris has been scheduled for **Tuesday, August 15**. The upgrade will begin at **6:30 am** and is expected to take between 2-4 hours. Most likely it will be completed by 8:30 am. During the upgrade, you will not have access to Polaris LEAP, the reporting server, or the Patron Access Catalogue (PAC). Also please keep in mind that library users logging in with their barcode/PIN to third-party services (Overdrive, Cloud Library, etc.) may experience interruptions during the upgrade. There are no significant changes in the new version that will affect your workflows.

LIBRARY NEWS

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

Lorne MacRae Intellectual Freedom Fund Award

The Alberta Library Trustee Association has announced the return of **The Lorne MacRae Intellectual Freedom Fund**. This award is presented annually to recognize and exemplify the values and beliefs of Lorne MacRae and encourages, enlightens, and empowers the importance of Intellectual Freedom. This year's award is **valued at \$928** and is distributed to the winning individual(s), library boards, or Library. Previous winners can be viewed [here](#). The nominations and submission process is simple, with a winner being selected in October and the announcement and disbursement of funds in November. [Nominate](#) your board, library, or an individual who demonstrates the values of intellectual freedom!

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

- **Library Managers Coffee Break** August 23 at 10am. Join on Teams from the calendar invite.

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

Project Outcome 101 Webinar

August 22, 2023

12pm

[Join this webinar](#) to learn about outcome measurement in libraries. Project Outcome is a free toolkit that helps libraries measure and assess the outcomes of key library

programs and services. Participants will be introduced to everything the Project Outcome toolkit has to offer. Learn how to measure meaningful learning outcomes and how Project Outcome can help at every step—from administering surveys to presenting the results.

Get off the Fundraising Treadmill: Thinking Outside the Box to Raise More for your Cause Webinar

August 31, 2023

11am

[This webinar](#) will use case studies and data to help you evaluate your fundraising strategy, get creative with your tactics, and consider solutions that will make it possible for you to spend more time focused on your mission!

Strategic Planning with Your Organization: The Why, The What, and The How Webinar

September 21, 2023

11am

[Register now](#) for this webinar that will teach nonprofit professionals how to develop a strategic plan for their organization. You will learn the tools necessary to facilitate the process and develop a roadmap for success.

Getting Started with Libby Webinar

August 23, 2023

9am

[Join this webinar](#) Getting Started with Libby and learn how easy it is to help your library community with Libby. This live, 60-minute session will demonstrate:

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

Assertive Communication Virtual Workshop

September 20, 2023

8am

Communication skills and style are essential to positive and productive relations. In [this training](#), participants will build an awareness of their communication patterns and learn to deal confidently with people around them. This workshop is fun, meaningful, and highly effective for improving communication awareness and skills. Early Rate \$249 USD

Marketing 101 Webinar

On Demand

Parkland recently delivered [Marketing 101 training](#) that went over the basics of Brand Guidelines, Copyright, and Social Media. This training has been recorded and is now available on Niche academy for anyone that missed it!



Parkland Update

Thursday, August 24, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

— 2023 **ANNUAL CONFERENCE** *Stronger Together*

*PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM
NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY*

Registration Now Open!

Registration is [NOW OPEN](#) for the 2023 Stronger Together Conference, hosted jointly by Northern Lights Library System, Parkland Regional Library System, Peace Library System, and Yellowhead Regional Library.

The conference will take place over three days, virtually on November 3rd and in person on November 9th and 10th. Each day will offer a new variety of sessions and speakers and cover topics such as leadership, board development, accessibility and diversity, library technology, and more!

- **Friday, November 3:** Virtual Stronger Together Conference
- **Thursday, November 9:** ALTA Symposium hosted by Alberta Library Trustees Association
- **Friday, November 10:** In-person Stronger Together Conference

Please note: If you register for either in-person day on the 9th, or 10th, you will receive complimentary access to the virtual conference on the 3rd.

For additional details about conference costs, accommodations, and conference details, please visit the [Stronger Together 2023 website](#) today! We welcome anyone with a passion for libraries to register. Please help to spread the word with anyone you think might be interested, and watch for updates in the Parkland Update and the [Alberta Stronger Together Conference Facebook page](#)! We can't wait to see you all virtually AND in person!

Welcome Tyler! Parkland's New IT Application Support Technician

Tyler makes the trek from Red Deer to join us here at Parkland. He's been in IT for almost four years and did graphic and web design for nine years before that. He is thrilled to have joined our team as the new Application Support Technician. He enjoys video games, Dungeons & Dragons, and comic books. His favourite book genres are fantasy and sci-fi and is currently knee-deep in Brandon Sanderson's Cosmere collection of books. Tyler is looking forward to helping get the new Parkland website up and running and getting to know the wonderful people (and their tech problems) in our library system.



Will You Solve the Mystery?



Our Whodunnit kit has had a complete revamp and is now for ages 12+, great for both teens and adults alike! Invite your patrons to solve the "Murder in the Library." Encourage players to dress up in character, grab their magnifying glasses, and solve the murderous crime. This murder mystery kit includes some costume items, invites, all the evidence, character details and scripts, and more! With each game having a new murder, you'll always have a mystery to solve.

[Book](#) [the](#) [kit](#) [today!](#)

Radon Kits Available September 1

With the colder months approaching we will be reactivating the Radon Screening Kits. Patrons can place holds on a [PRL Radon Screening Kit](#) through the catalogue.

Each kit contains a paper survey that should be filled out by the patron and returned to Parkland. Replacements can be printed from the digital copy in the Collections > Program Kits > Parkland Equipment > Radon Screener folder on the Q Drive. As well, Parkland has

created promotional material that you can use to highlight this service, also found in the same Q drive folder.

LIBRARY NEWS

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

Windspeaker Guide to Powwow Country

Windspeaker has put together a wonderful [Guide to Powwow Country](#) that includes informative articles, colouring sheets, as well as posters, and information for Powwows happening in the area.

Advocacy Resources for Fighting Censorship

We have all heard about the surge in book challenges for libraries in recent months. Prepare yourself with some of these resources.

- [American Library Association Fight Censorship Hub](#)
- [Center for Free Expression Library Challenges Database](#)
- [Center for Free Expression Library Initiative](#)

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

How to Write Effective Survey Questions to Get Useful Data Webinar

September 7, 2023
12pm

Great marketers and planners don't guess what people want, and they don't presume to already know. They ask! Still, doing a "simple survey" isn't all that simple. If you don't know how to write and ask the questions, you may find out later that you didn't get any actionable data. [Join this webinar](#) to learn how to write effective survey questions. \$49 USD

**Bridgebuilding: Fostering
Community Engagement and
Dialogue Webinar**
September 12, 2023
12pm

Bridgebuilding is an approach for promoting engagement and dialog between groups of people with different perspectives. Recognizing libraries as trusted spaces, the Bridgebuilding Resource Hub was created to support and enhance the bridgebuilding capabilities of public libraries. [Join this webinar](#) to learn about the free tools in the Bridgebuilding Resource Hub, including methods for both conducting bridging activities and programs, and for measuring their effectiveness.

**Assertive Communication Virtual
Workshop**

September 20, 2023
8am

Communication skills and style are essential to positive and productive relations. In [this training](#), participants will build an awareness of their communication patterns and learn to deal confidently with people around them. This workshop is fun, meaningful, and highly effective for improving communication awareness and skills. Early Rate \$249 USD

Conflict Resolution Skills Webinar
On Demand

The results of unhealthy and poorly managed conflict create a negative impact for individuals and groups. Those people who master essential conflict resolution skills create healthier, happier relationships and work environments. Many conflicts would not spiral out of control if people used conflict resolution techniques that are easy to learn and utilize. [This webinar](#) explores the various dynamics of conflict, including its sources and how it often escalates in predictable patterns. Viewers will learn skills for responding confidently and effectively to conflict.



Parkland Update

Thursday, September 7, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

— 2023 **ANNUAL CONFERENCE** *Stronger Together*

*PARKLAND REGIONAL LIBRARY SYSTEM + PEACE LIBRARY SYSTEM
NORTHERN LIGHTS LIBRARY SYSTEM + YELLOWHEAD REGIONAL LIBRARY*

Registration Now Open!

Registration is [NOW OPEN](#) for the 2023 Stronger Together Conference, hosted jointly by Northern Lights Library System, Parkland Regional Library System, Peace Library System, and Yellowhead Regional Library.

The conference will take place over three days, virtually on November 3rd and in person on November 9th and 10th. Each day will offer a new variety of sessions and speakers and cover topics such as leadership, board development, accessibility and diversity, library technology, and more!

- **Friday, November 3:** Virtual Stronger Together Conference
- **Thursday, November 9:** ALTA Symposium hosted by Alberta Library Trustees Association
- **Friday, November 10:** In-person Stronger Together Conference

Please note: If you register for either in-person day on the 9th, or 10th, you will receive complimentary access to the virtual conference on the 3rd.

For additional details about conference costs, accommodations, and conference details, please visit the [Stronger Together 2023 website](#) today! We welcome anyone with a passion for libraries to register. Please help to spread the word with anyone you think might be interested, and watch for updates in the Parkland Update and the [Alberta Stronger Together Conference Facebook page](#)! We can't wait to see you all virtually AND in person!

Available Program Kit: Kids Cook



The Kids Cook kit is for ages 6-8. This kit features books about cooking and showcases the importance of food in culture. The kit includes a chef puppet and a variety of fake foods for kids to explore. [Book the kit today!](#)

LIBRARY NEWS

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

TELUS Indigenous Communities Fund

The [TELUS Indigenous Communities Fund](#) offers grants of up to \$50,000 for Indigenous-led social, health, and community programs. Find out if you're eligible for funding and good luck!

Coming Soon to Libby: One-Tap Magazines

Libby will soon introduce the following enhancements to how users discover and enjoy magazines:

- One-tap to read
- Streamlined access
- Easier subscriptions
- Improved discovery

Watch [this brief video](#) for a visual overview of one-tap magazines. These updates will be released in the upcoming weeks.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Libraries as Battlegrounds: Defending Access to Information in a Polarized World Webinar

September 11
11am

As institutions whose mandates often include the furthering of democracy and prioritizing equal access, libraries are becoming critical battlegrounds between

disparate forces, facing pressures to restrict collections, events, and even access to our public spaces. [Join this webinar](#) to learn about the vital role libraries play as defenders of free thought, and the increasing responsibility of libraries to protect everyone's access to information and ideas, now more than ever.

**The Basics of Helping Library
Patrons with Social Media
Webinar**

**September 13
12pm**

[This webinar](#) looks at the most helpful features and settings for the most popular social media networks, and will talk about how to help library patrons review privacy settings, how to save & share safely, how to close social media accounts, and generally how a "regular" library patron can make the most of their social media use.

**Passive Aggressive Behaviour:
Success and Solutions for Library
Workspaces Webinar**

**September 13, 2023
12pm**

Passive-aggressive behavior can be maddening. It catches us off guard and causes confusion, resentment, and low morale. What causes it and how can you help prevent it? [This webinar](#) will bring

together research from multiple fields on how to handle passive-aggressive behavior, with particular tips for librarians. It will also explore the causes of passive-aggressive behavior, the benefits of anger, gender biases around anger, and more.

\$49 USD

Public Library Association Super Searchers Program Webinars
September 19 - December 12
1pm

Library staff are trusted facilitators and guides in boosting these information literacy skills. With growing challenges rooted in misinformation, this role is only becoming more important. Visit the [Super Searchers webpage](#) to register for any of the webinars in the series or [download the toolkit](#). This initiative was created to help equip more busy library staff with tools to help patrons search more efficiently and critically engage online information.

Transforming Libraries Through Trauma-Informed Services Webinar

September 20, 2023
12pm

Trauma is often a silent unknown event that many people experience. It can affect how people behave and interact with others. [In this webinar](#) you will learn how trauma can change the brain, the impact it has on individuals, and how trauma-informed services can transform the way we provide services to our patrons and connect with our community. You will leave this presentation with the tools you need to serve patrons with empathy, avoid re-traumatization, and strategies that are vital for self-care when providing trauma-informed services.

Public Library Services Branch Board Basics Workshops

September 23
9am - 4pm

The PLSB is pleased to announce that they will be presenting in-person workshops in Fall 2023! The first session will be held at the [Drumheller Public Library](#). This free workshop is open to all library board members and library managers. It is designed to help participants support effective public library service in their communities.

In order to reserve your seat, please

complete the [online registration form](#) before **Friday, September 15**. Participants will receive a handbook and copies of the Libraries Act and Libraries Regulation. Meals, travel, and any required accommodation will be the participants' responsibilities. If you have any questions, please contact PLSB at 780-427-4871 or libraries@gov.ab.ca.

**Using Passive Readers' Advisory
to Market Your Collection Webinar**
September 28
1pm

Book displays, bookmarks, online lists, and social media are great tools for passively marketing your library's collection and helping patrons find their next great read! Passive tactics also bring attention to midlist and overlooked titles and are a great way to introduce patrons to read-alike options for popular titles by diverse authors. [In this webinar](#), participants will learn the art of a well-curated book display and booklist that are both diverse and inclusive. \$79 USD

**Communicating Data Like a
Human with Statistics Canada
Webinar**
October 3
11:30am

[Learn how to use data to tell a story](#) with

Statistics Canada! This concise session covers fundamental ideas and methods involved in communicating statistics effectively. Learn how to communicate visually by adopting general data visualization guidelines to plan, organize, and visualize your data story.



Parkland Update

Thursday, July 27, 2023

Get the latest Parkland updates, library news, training, events, and more!
Stay up to date by visiting our [support site](#).

Stronger Together Registration Opens August 16th!

— 2023 ANNUAL CONFERENCE *Stronger Together*

*PARKLAND REGIONAL LIBRARY SYSTEM • PEACE LIBRARY SYSTEM
NORTHERN LIGHTS LIBRARY SYSTEM • YELLOWHEAD REGIONAL LIBRARY*

Started in 2020 as a response to the global pandemic, [Stronger Together](#) has since welcomed 1000s of participants from across the province, country, and world. This year, Stronger Together will be offered in a hybrid format, with one full conference day online and two in-person days at the [River Cree Resort](#) and Casino in Enoch, AB (west Edmonton). Participants can attend one, two, or three days of learning, with a variety of registration options and sessions suited for anyone who works with and loves libraries. Save the date(s) and plan to attend!

Online Stronger Together Conference

November 3rd, 2023

In-Person Trustee Development Day (hosted by the Alberta Library Trustees Association)

November 9th, 2023

In-Person Stronger Together Conference

November 10th, 2023**Library Marketing - Cardholder Retention**

In this [recent blog post](#) by [superlibrarymarketing.com](#), library marketing expert Angela Hursch writes about strategies to retain and engage your cardholders. Angela also puts out [weekly videos on YouTube](#) and LinkedIn speaking about marketing challenges for libraries and how to overcome them.

LIBRARY NEWS

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

2023 Alberta Book Publishing Awards Shortlist Announced

The Book Publishers Association of Alberta is pleased to announce the [shortlist for the 2023 Alberta Book Publishing Awards](#).

The winners of the 2023 Alberta Book Publishing Awards will be announced at a gala reception at the Matrix Hotel in Edmonton on **Thursday, September 21, 2023**. The gala is open to the public and more information on how to purchase tickets will be shared on the [BPAA website](#) in mid-July.

Leading up to the gala, the featured categories and shortlisted titles will be highlighted on BPAA's [Facebook](#) and [Twitter](#) pages. Follow along and join in the conversation using the hashtags #ABPubShortlist and #ABPubAwards.

TRAINING & EVENTS

Dates and registration information for upcoming library training and events.

Upcoming Webinars

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

Inclusion, Diversity, Equity, and Accessibility Fundamentals Course **On-Demand**

[This course](#) introduces core concepts and principles to help you establish foundational knowledge of inclusion, diversity, equity, and accessibility (IDEA). You will develop a clear baseline for further understanding of topics of diversity and inclusion. You will also explore the benefits of creating an inclusive, diverse, equitable, and accessible workplace and society. Through self-reflection activities, practical examples, and case studies, you will start your IDEA journey on the path to self-awareness and inclusion. \$99 CAD

AI and Libraries: Enhancing Services and Engaging Communities Webinar **Wednesday, August 9** **1pm**

Join [this webinar](#) to explore the world of artificial intelligence (AI) and applications for libraries. Learn about AI fundamentals,

Expense Management in Challenging Economic Times **On-Demand**

[This webinar](#) discusses how you can prepare your not-for-profit for uncertain times, and even find opportunities to thrive. Learn about planning, tools, and decisions you can make to help weather the storm and come out on top. From cash flow planning and expense reviews to personnel and strategy setting, we dig into all the areas that need your attention to prepare for and survive the economy ahead.

Public Library Association 2022 Survey Results **On Demand**

Understand how libraries use their unique programs, services, partnerships, and facilities in support of community needs—now and in the future. [This free on-demand webinar](#) provides an overview of results from the [Public Library Association's](#) (PLA) 2022 Public Library Services for Strong Communities Survey. Learn how libraries can apply the results

its relevance to libraries of all sizes and types, and how it can enhance services and engage communities. Discover various uses of AI, such as data analysis and service development, and gain practical tips on integrating AI using affordable and accessible tools. Ethical considerations and challenges associated with AI implementation will also be discussed, including privacy, security, and bias mitigation.

to planning and advocacy, and how to engage in PLA's ongoing data initiatives.

PARKLAND REGIONAL LIBRARY SYSTEM

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Lacombe, AB T4L 0K2

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Summer Village of Half Moon Bay

2021 Return on Investment

Your Membership

Total Financial Benefits

\$25,399.02

Return on Investment

\$1.00 = \$70.72

Based on a population of **42**, the membership levy for the Summer Village of Half Moon Bay was **\$359.10** in 2021.

The **direct financial return** to Sylvan Lake Municipal Library:

2021 materials allotment	\$ 47.46
Rural Library Services Grant ¹	<u>\$ 210.90</u>
TOTAL	\$ 258.36

Cost benefits of PRLS services

Technology Savings to Sylvan Lake Municipal Library:

Computers for library use	\$ 2,107.84
Software & Licensing	\$ 11,272.82
SuperNet connection	<u>\$ 10,200.00</u>
TOTAL	\$23,580.66

Potential non-resident savings for households in the S.V. of Half Moon Bay:

26 Households ² (from the 2021 Federal Census)	\$1,560.00
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Combined Savings

\$25,140.66



Additional System Membership Benefits:

- 680,000 items in the system collection
- eBooks, eAudiobooks, and eMagazines, plus shared eBooks from 4 other regional systems
- Access to 16 subscription online resources, including:
 - *Ancestry Library Edition*, a popular genealogical research resource.
 - *Consumer Reports* for thorough consumer product information.
 - *Grant Connect*, linking Canadian charities with funding programs.
 - *PressReader*, offering access to newspapers and magazines.
 - *Solaro*, an Albertan study and exam prep resource for grades 3-12.
- Broadband internet connection (SuperNet) and Wi-Fi
- SuperNet connection paid for by the Government of Alberta
- Centrally managed computers, network, and website
- Hosted and managed website with 24/7 technical support
- Shared library database to manage borrowers and materials (Integrated Library System) with public access for patrons to manage their own account
- 38% bulk discount on library books purchased through Parkland
- Cataloguing and shelf-ready processing of purchased and donated library materials
- Library supplies (library cards, barcodes, etc.) included
- Shared regional specialty collections including:
 - Large print books
 - Audio books
 - Program kits (book-based, tech-based, gaming, virtual reality)
 - Technical equipment & promotional items
- Access to library collections across Alberta (in-person and through interlibrary lending) and throughout Canada through ME Libraries and the TAL program
- Alternate format collections for visually impaired and print disabled
- Weekly or bi-weekly delivery of library materials
- Professional library expertise (consulting services) and shared regional knowledge
- Training for library staff and trustees

¹ The S.V. of Half Moon Bay assigned their population of 38 to the Sylvan Lake Municipal Library

² Number of county families eligible to save the \$60 non-resident fee