

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

A. CALL TO ORDER

B. AGENDA - additions/deletions
 - adoption

C. ADOPTION OF MINUTES - Regular Meeting Minutes, October 25th, 2021

D. DELEGATION

- 1) Drainage Study Report

E. INFORMATION ITEMS

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

F. REQUESTS FOR DECISION

1) Council & Legislation

- a) Sylvan Lake Christmas Bureau

2) Planning & Development

- a) Encroachment Agreement Renewal

3) Finance

- a) Auditor Engagement
- b) Budget 2022 – 2025

G. COUNCIL, COMMITTEES AND CORRESPONDENCE

1) Council Reports

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

2) Committee Reports

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

3) Information Item

- a) RDRWA Municipal Funding
- b) Joint Service Committee Minutes

4) Upcoming Meetings

- a) Council Meeting – December 20, 2021

H. ADJOURNMENT

Minutes of a Regular Council Meeting of the Summer Village of Half Moon Bay, Province of Alberta, held October 25, 2021, in the Summer Village Administration Office at Sylvan Lake, Alberta.

IN ATTENDANCE	Mayor:	Jon Johnston via Zoom
	Deputy Mayor:	Andrea Remington via Zoom
	Councillor:	Mike Pashak
	CAO:	Tanner Evans
	Public Works Coordinator:	Chris Loov via Zoom
	Development Officer:	Kara Kashuba via Zoom
	Finance Officer:	Tina Leer via Zoom
	Recording Secretary:	Teri Musseau

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

AGENDA APPROVAL

HMC-21-133 MOVED by Councillor Pashak that the agenda be adopted as presented.
CARRIED

CONFIRMATION OF MINUTES

HMC-21-134 MOVED by Mayor Johnston that the minutes of the Regular Meeting of Council held on September 13, 2021, be approved as presented.
CARRIED

INFORMATION ITEMS:

- 1) Accounts Payable Report
- 2) Quarterly Financial Report

HMC-21- 135 MOVED by Mayor Johnston that Administration check with Alberta Transportation to see if there are any rules stating that the center lines must be painted on the roadway, and if not, Council eliminate the center line on Half Moon Bay Drive.
CARRIED

- 3) Public Works Report
- 4) Development Update

HMC-21- 136 MOVED by Mayor Johnston that the information items be received as presented.
CARRIED

REQUEST FOR DECISION

COUNCIL & LEGISLATION

HMC-21-137 Signing Authority
MOVED by Mayor Johnston that Council add Councillors Jonathan Johnston and Andrea Remington to Group “A” and remove Edward Hiscock and Pamela Skakun.
CARRIED

HMC-21-138 Parkland Regional Library Board 2022 Budget
 MOVED by Councillor Pashak that Council approve the Parkland Regional Library Board 2022 Budget as presented.
 CARRIED

HMC-21-139 Request to Strike IDP Committee/Dissolve SLMC
 MOVED by Mayor Johnston that Council support to dissolve the Sylvan Lake Management Committee and support the creation of the Intermunicipal Development Plan Committee, and further, name Deputy Mayor Remington as the member to that committee with Tanner Evans, CAO, as a non-voting member.
 CARRIED

HMC-21-140 George Cuff Councillor Training Opportunity
 MOVED by Mayor Johnston that Council accept as information.
 CARRIED

PUBLIC WORKS

HMC-21-141 Lacombe Regional Waste Services Committee
 MOVED by Mayor Johnston that Council authorize the Mayor and CAO to sign the 5-year agreement with the Lacombe Regional Waste Services Committee for household waste as amended.
 CARRIED

PLANNING & DEVELOPMENT

HMC-21-142 Land Use Bylaw Amendments
 MOVED by Councillor Pashak that Council table the proposed amendments to the Land Use Bylaw for additional information.
 CARRIED

COUNCIL REPORTS

Mayor Johnston

- MUNIS 101 Councillor Training
- Municipal Planning Commission Training
- Marked rocks along pathway on Half Moon Bay Drive
- Discussion with residents on drainage concerns on Hummingbird Lane

Deputy Mayor Remington

- Sylvan Lake Management Committee
- MUNIS 101 Councillor Training
- Subdivision and Development Appeal Board Training

Councillor Pashak (written reports)

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

COMMITTEE REPORTS

Julie Maplethorpe, Summer Village of Jarvis Bay

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

INFORMATION ITEMS

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

HMC-21-143

MOVED by Mayor Johnston that the Half Moon Bay Council reports be accepted as information.

CARRIED

NEXT MEETING

HMC-21-144

MOVED by Mayor Johnston that the next meeting of Council be held December 9, 2021, at 9:00 a.m.

CARRIED

ADJOURNMENT

HMC-21-145

MOVED by Mayor Johnston that being the agenda matters have been concluded, the meeting adjourned at 10:59 a.m.

JON JOHNSTON, MAYOR

TANNER EVANS, CAO

Summer Village of Half Moon Bay

December 9, 2021

Public Works

Information Item

Agenda Item: *Stantec Drainage Assessment*

Background:

Stantec has conducted a drainage assessment for the Summer Village to determine areas with drainage concerns and potential measures that can be implemented to improve the functionality of drainage within the village. This report is intended to help guide capital planning in future years.

One or more representatives from Stantec will attend the December 9 Council meeting to discuss this report and answer questions that Council may have.

Options for Consideration:

Accept as information

Authorities:

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



**Stormwater Drainage Assessment
Summer Village of Half Moon Bay**

Summer Village of Half Moon Bay

January 18, 2021

Prepared for:

Summer Village of Half Moon Bay

Prepared by:


Stantec Consulting Ltd.
Suite #400, 10220 – 103 Ave NW
Edmonton, AB, T5J 0K4


1161109190



STORMWATER DRAINAGE ASSESSMENT SUMMER VILLAGE OF HALF MOON BAY

This document entitled Stormwater Drainage Assessment Summer Village of Half Moon Bay was prepared by Stantec Consulting Ltd. ("Stantec") for the account of Summer Village of Half Moon Bay (the "Client"). Any reliance on this document by any third party is strictly prohibited. The material in it reflects Stantec's professional judgment in light of the scope, schedule and other limitations stated in the document and in the contract between Stantec and the Client. The opinions in the document are based on conditions and information existing at the time the document was published and do not take into account any subsequent changes. In preparing the document, Stantec did not verify information supplied to it by others. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Stantec shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions taken based on this document.

Prepared by 
(signature)
Ryan Webb, P. Eng.

Reviewed by 
(signature)
Brad Vander Heyden, P. Eng.



STORMWATER DRAINAGE ASSESSMENT SUMMER VILLAGE OF HALF MOON BAY

Introduction

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 Figure 2.0 – Existing Topography
 Figure 3.0 – Area A
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1.0 INTRODUCTION

1.1 SITE INFORMATION & PURPOSE OF REPORT

Stantec Consulting Ltd. (Stantec) was retained by The Summer Village of Half Moon Bay to complete a desktop analysis to establish an overall Stormwater Drainage Assessment for the existing development of Summer Village of Half Moon Bay. The Village is located in Lacombe County along the south west side of Sylvan Lake.

The study area consists of approximately 13 ha and is bound by Township Road 392 to the north, Halfmoon Bay Drive along the west and south, Range Road 21 to the east and Sylvan Lake along the northeast side.

The proposed study area is shown in **Figure 1.0 Site Location Plan**.

The proposed study area has been broken into 3 areas - A, B and C, for an expanded view of each area.

This Design Report is organized as follows:

- Section 1: Introduction of study area
- Section 2: Existing survey and information review to analyze and identify current drainage patterns and conditions that affect positive drainage.
- Section 3: Provide recommendations and solutions: Develop a Stormwater Drainage Plan that has minimal or no conflict with current existing infrastructure.

1.2 BACKGROUND INFORMATION

The information presented in this report is based on the review of the following information:

- Lidar information
- Topographic survey



2.0 EXISTING DRAINAGE CONDITIONS AND TOPOGRAPHY

The existing topography of the area is shown in Figure 2.0. Existing Topo. Contours and elevation points have been reviewed to understand the current drainage patterns, and this is shown in figure 2.0 through major and minor drainage arrows. Generally, the study area is sloping in a north easterly direction towards Sylvan Lake. The land to the south of the study area drains toward Half Moon Bay and essentially needs to make its way through and around the development. Figure 2.0 identifies locations where drainage problems or ponding issues have been identified via on-site review and meeting or analysis of the existing elevations.

The following sections will take a closer look at each area and identify the drainage issues, and outline recommendations to alleviate or correct these issues.

2.1 AREA A

Two areas of concern have been identified within Area A highlighted on Figure 3.0. It has been noted that ponding has been occurring at location A-1, especially during snow melt, and this is causing water to spill over into private property. The existing Lacombe County culvert crossing township 392 is only picking up a portion a drainage that is coming down Township Rd 392. There is a low point on the south side ditch that is causing ponding of a portion of drainage from the south side field. In addition to this, a low spot has been identified in the north side ditch of Half Moon Bay Drive next to lot 12 blk 5, which likely further compounds the issues at this intersection.

The second issue identified, A-2, is in Warbler Close, where drainage is directed through a series of culverts and ditches towards the middle of the cul-de-sac, however there is not a consistent grade as well there is not a clearly defined ditch on the north side. A low point is identified in the north ditch in front of lot 4 blk 5 and in the south ditch in front of lot 15 blk 5. A crushed culvert was also noted at the approach for lot 1 blk 5.

Recommendations:

Figure 3.0 details the above-mentioned drainage issues and highlights the potential remediation options.

Location A-1 will require ditch regrading on the north side of Half Moon Bay Dr. to raise the identified ditch elevation of 949.23 to 949.50 to create a high spot, thus creating positive drainage to the west. On the south side of the road, a low point of 950.65 is identified and the south ditch will need to be regraded here as well to maintain positive drainage to the west.

The south side ditch at this location has a low spot that does not drain to the existing Lacombe County culvert crossing Township Rd 392. The invert of this existing culvert (950.76) is too high to accept the majority of drainage that sheets off the farm fields to the south and in addition the south side ditch appears to be 0.15m depth or lower in some spots, which may be a contributing factor to additional drainage filling up and crossing the road to the north.



STORMWATER DRAINAGE ASSESSMENT SUMMER VILLAGE OF HALF MOON BAY

One option to remediate this is to install a new 600mm diameter culvert crossing Township Rd 392 with a low enough invert (950.40) to not only accept drainage from the field but also to gain additional depth in the ditch compared to the road to help eliminate water spilling over the road. A high point will be created in the south ditch indicated on Drawing 3.0 as 950.54, and drainage to the west of this high point will be carried west along the south side of Half Moon Bay Dr in which the ditch has an adequate slope of approximately 1.2% - 1.8%. It should be noted that a balance needs to be maintained in how deep this ditch can be graded to not only accept as much area as possible, but also to maintain safe side slopes to the edge of Half Moon Bay Dr.

For location A-2, the contributing drainage area in Warbler Close is not large, and it is likely that the water naturally finds its way between lots 4 and 5 towards Sylvan Lake. If significant ponding or drainage issues have not been reported here, this area is not likely a cause for concern. However, if ponding issues have been reported, one option is to create swale near the shared property line of lots 3 and 4 blk 5 to direct water from the low point towards Sylvan Lake.

2.2 AREA B

Three areas of concerns have been identified in Area B highlighted in Figure 4.0. The grade difference between the east and west end of Lakeview Road is very small, therefore multiple local low spots are present along the edge of Lakeview Road. The locations are labelled B-1, B-2 and B-3 on Figure 4.0. The topographic survey of the ditch and edge of road has been reviewed to identify these locations and determine possible solutions. The issue is that these lots fronting Sylvan lake have a high spot, or ridge, running parallel to the road and this could potentially cause problems for the water to naturally make its way to the lake.

Recommendations:

Since the east-west longitudinal grade is so small, the recommendation is to create drainage swales at locations B-1 and B-2 through the respective lots towards Sylvan Lake. Due to the ridge that is present, these swales would have to cut through the ridges to maintain positive drainage. However, similar to the recommendations in Area A, if no major ponding issues have been reported here, these may not be areas for concern.

Location B-3 has also been identified as a low spot, but it is recommended that minor regrading be undertaken in the ditch at this corner of Lakeview Road to direct water flow to the west towards location B-2.

2.3 AREA C

Three areas of concern have been identified in Area C highlighted in Figure 5.0. Location C-1 is a similar situation identified in Area B. The major drainage issue that has been identified in this area is location C-2 and C-3, which are somewhat related to each other. Due to the localized low spots in the ditch and flat grades currently, ponding and flooding on the road has been reported. Substantial driveway flooding has also been reported at Lot 8 Blk 2.



STORMWATER DRAINAGE ASSESSMENT SUMMER VILLAGE OF HALF MOON BAY**Recommendations:**

It is recommended that the north side of Crescent Ave be re-graded as shown in Figure 5.0 to direct flow to the east and tie in a swale to the newly proposed swale grades on RR 21 at the north end of Crescent Ave. For drainage to make its way out of this area, especially from the localized low area at Lot 8 Blk 2, new culverts will be required at each approach going east, and the existing culvert at the north east corner of Crescent Ave will need to be re-graded. The existing culvert at this location that crosses Crescent Ave in a north-south direction is noted to have essentially no slope, however this area could be monitored as the grade downstream of this culvert should allow the water to eventually drain and not cause significant ponding issues. A second potential option to rectify the flooding issue at Lot 8 Blk 2 could involve grading a swale down the edge of property through lot 8, however due to the high ridge in these lots, the swale would have to run the length of almost the entire lot and with the side slopes would require a fair bit of land. This option would require further investigation of the lot and consultation with the lot owner. Therefore, the first recommendation for this area is preferable in our opinion.

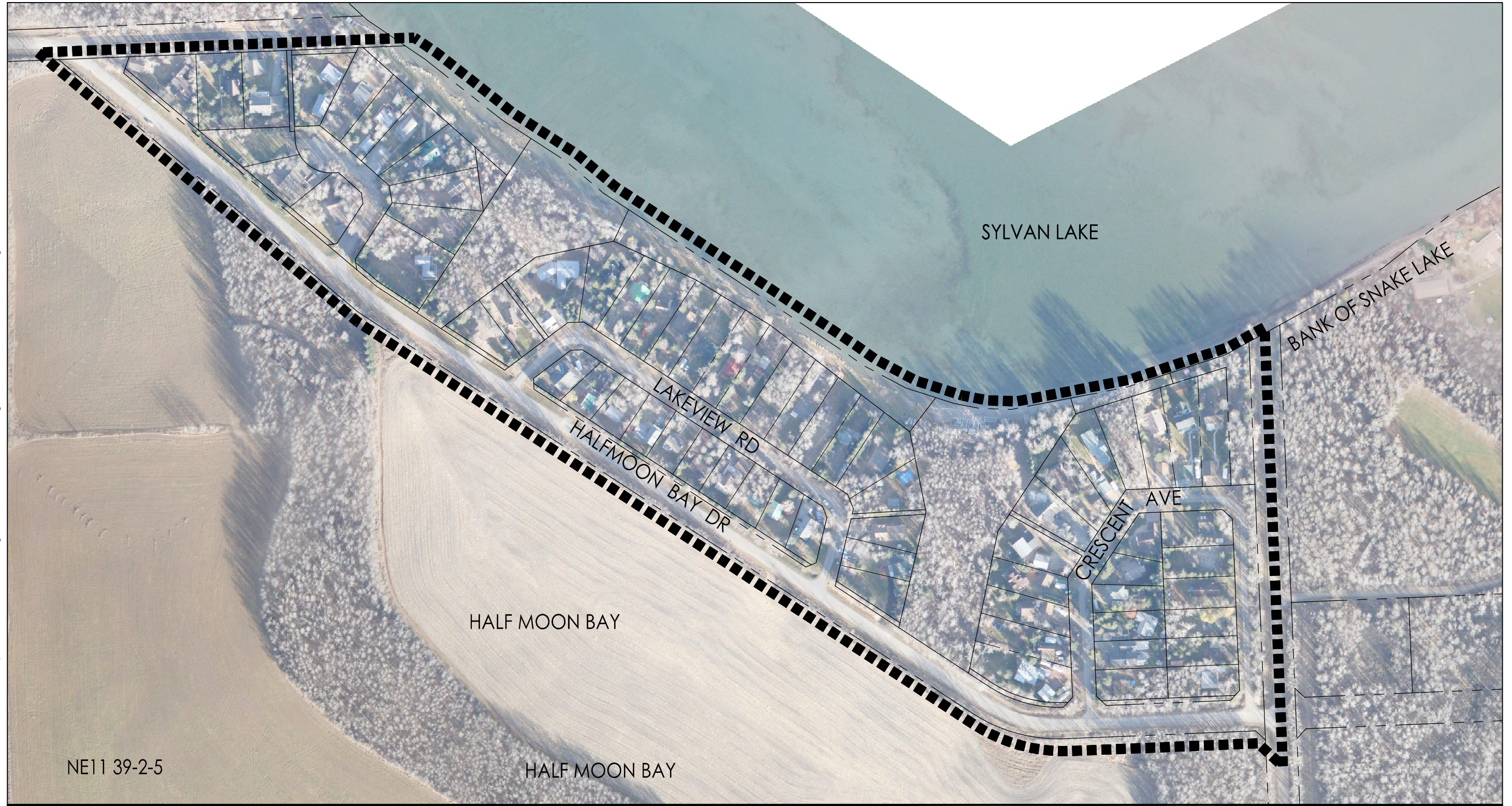
Locations C-2 and C-3 are recommended to be re-graded as shown in Figure 5.0, including approximately 220m of RR 21 to the north, so the problem areas at locations C-2 and C-3 maintain positive drainage. Figure 5.0 highlights the existing ditch grades in black and new proposed ditch grades in green. Comparing these grades, the depths of cuts required will be anywhere from 0.1m to 0.5m in the worst case. By completing the regrading, the existing culvert inverts can be utilized to avoid the need to replace culverts and costly road repairs. It should also be noted that an existing gas line is located in the north ditch of Half Moon Bay Drive, and any regrading work near or above this gas line would require notification of the gas company and potentially hydrovac locates and adjusting the ditch alignment as required to avoid conflict.

3.0 CONCLUSION

This report was prepared to provide an assessment of the stormwater drainage and the drainage issues that have been identified at the summer village of Half Moon Bay. Of all the issues outlined in this report, the majority of the drainage problems can be mitigated through ditch regrading work in order to create positive drainage and provide a more defined swale cross section. Another important point to mention is that existing culverts should be checked for blockages and maintained as required to ensure full functionality, especially during spring thaw when ice can easily cause a blockage.



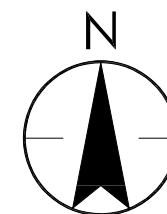
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LEGEND

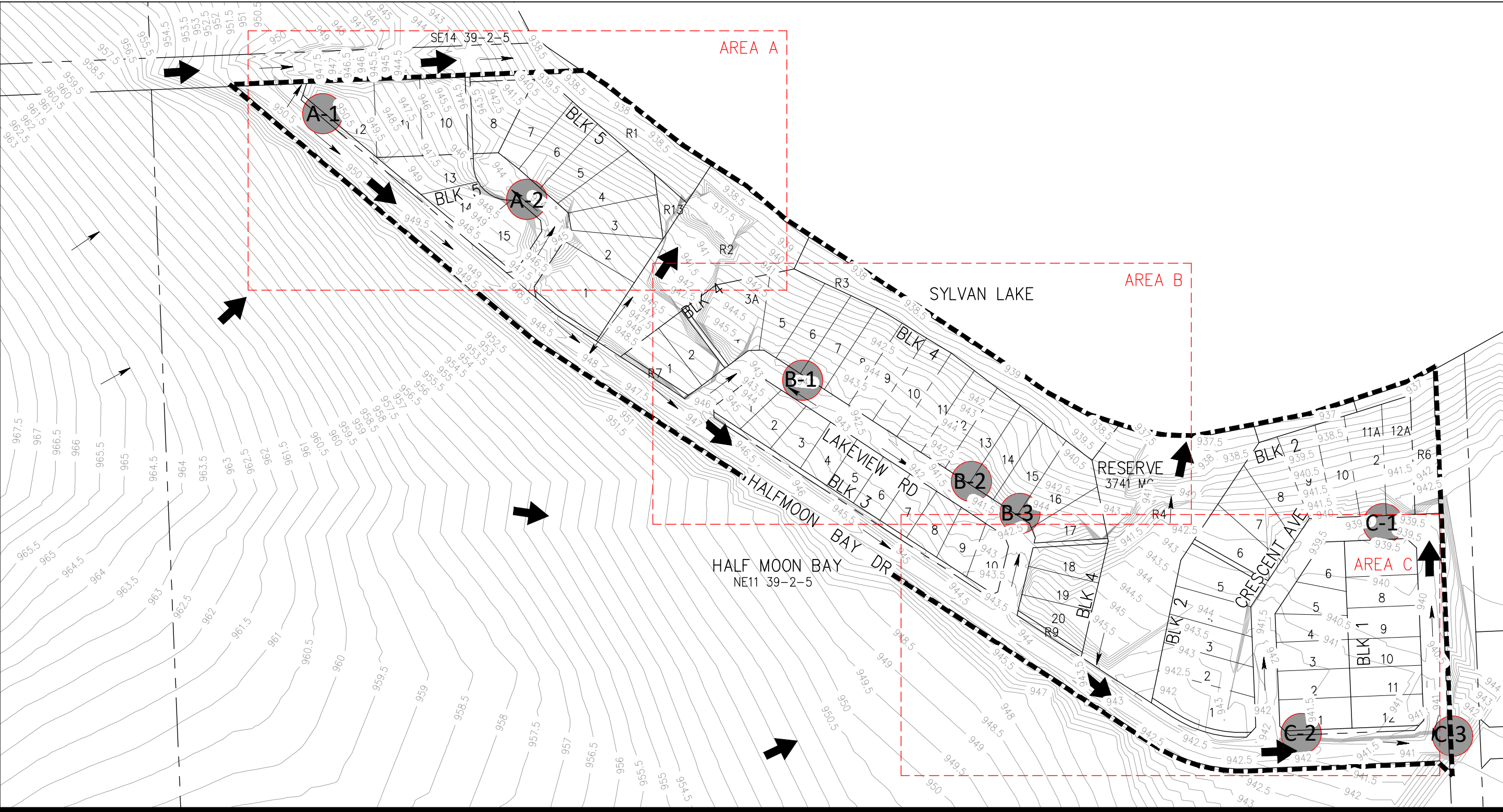
----- SUBJECT SITE BOUNDARY



Client/Project
SUMMER VILLAGE OF HALF MOON BAY
HALF MOON BAY STORMWATER -
DRAINAGE ASSESSMENT
Figure No.
1.0
Title
SITE LOCATION PLAN

1:2500
September, 2020
1161-109190

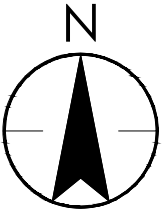
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LEGEND

- SUBJECT SITE BOUNDARY
- EX GROUND CONTOUR
- MAJOR FLOW DIRECTION
- MINOR FLOW DIRECTION
- PONDING ISSUES



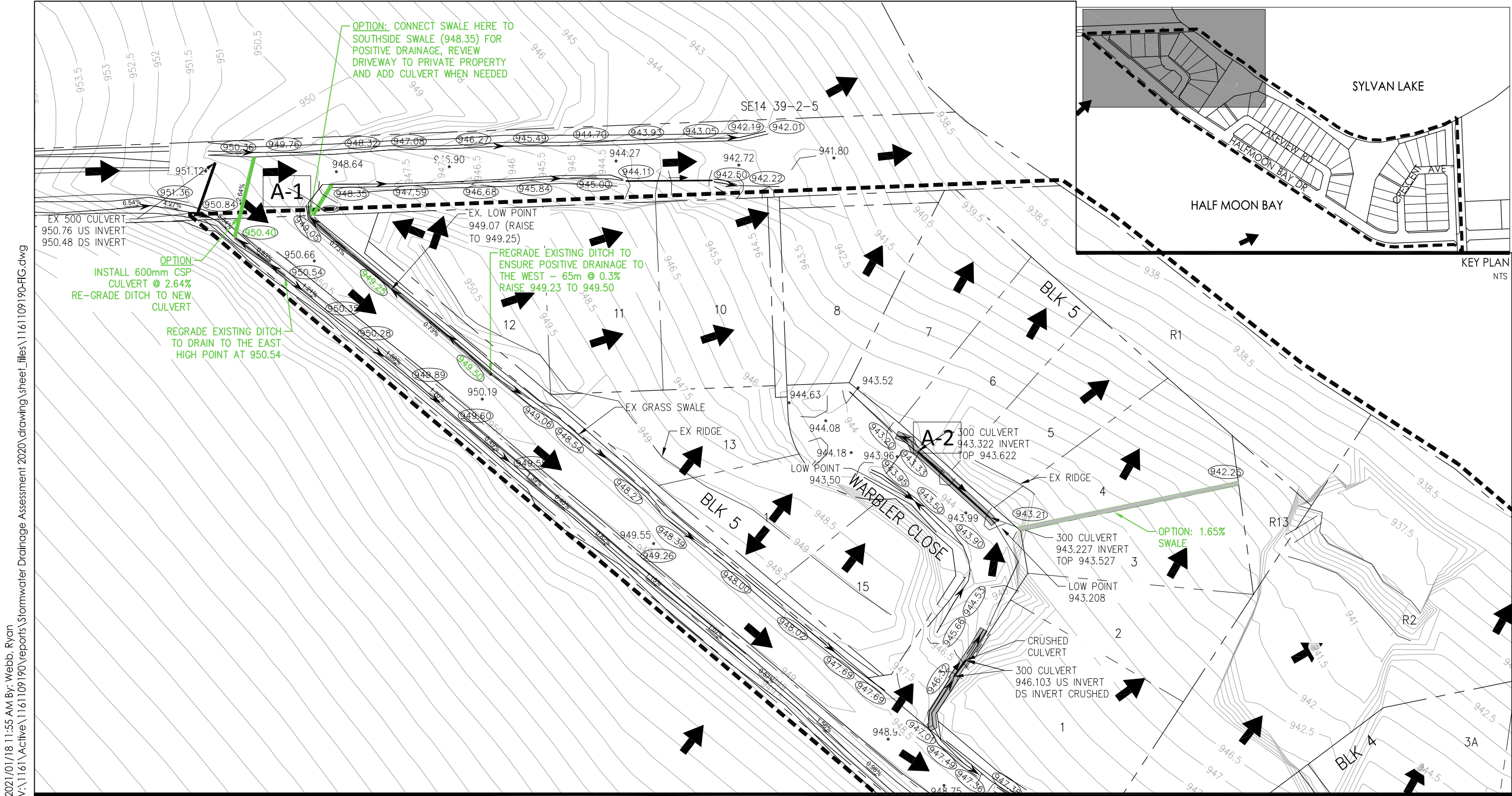
Client/Project
SUMMER VILLAGE OF HALF MOON BAY
HALF MOON BAY STORMWATER -
DRAINAGE ASSESSMENT

Figure No.
2.0

Title
EXISTING TOPOGRAPHY

Page 10 of 13

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September, 2020
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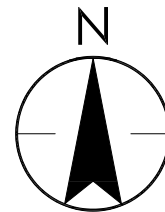


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- LEGEND**
- SUBJECT SITE BOUNDARY
 - EX GROUND CONTOUR
 - MAJOR FLOW DIRECTION
 - MINOR FLOW DIRECTION
 - EX DITCH/SWALE ELEVATION
 - PROPOSED NEW DITCH ELEVATION
 - EX ROAD ELEVATION
 - PROPOSED DITCH RE-GRADING

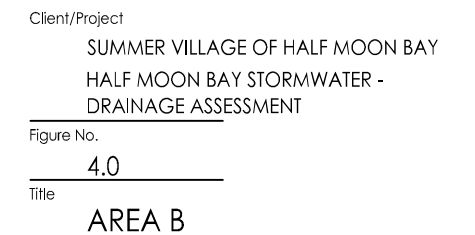


Client/Project
SUMMER VILLAGE OF HALF MOON BAY
HALF MOON BAY STORMWATER -
DRAINAGE ASSESSMENT

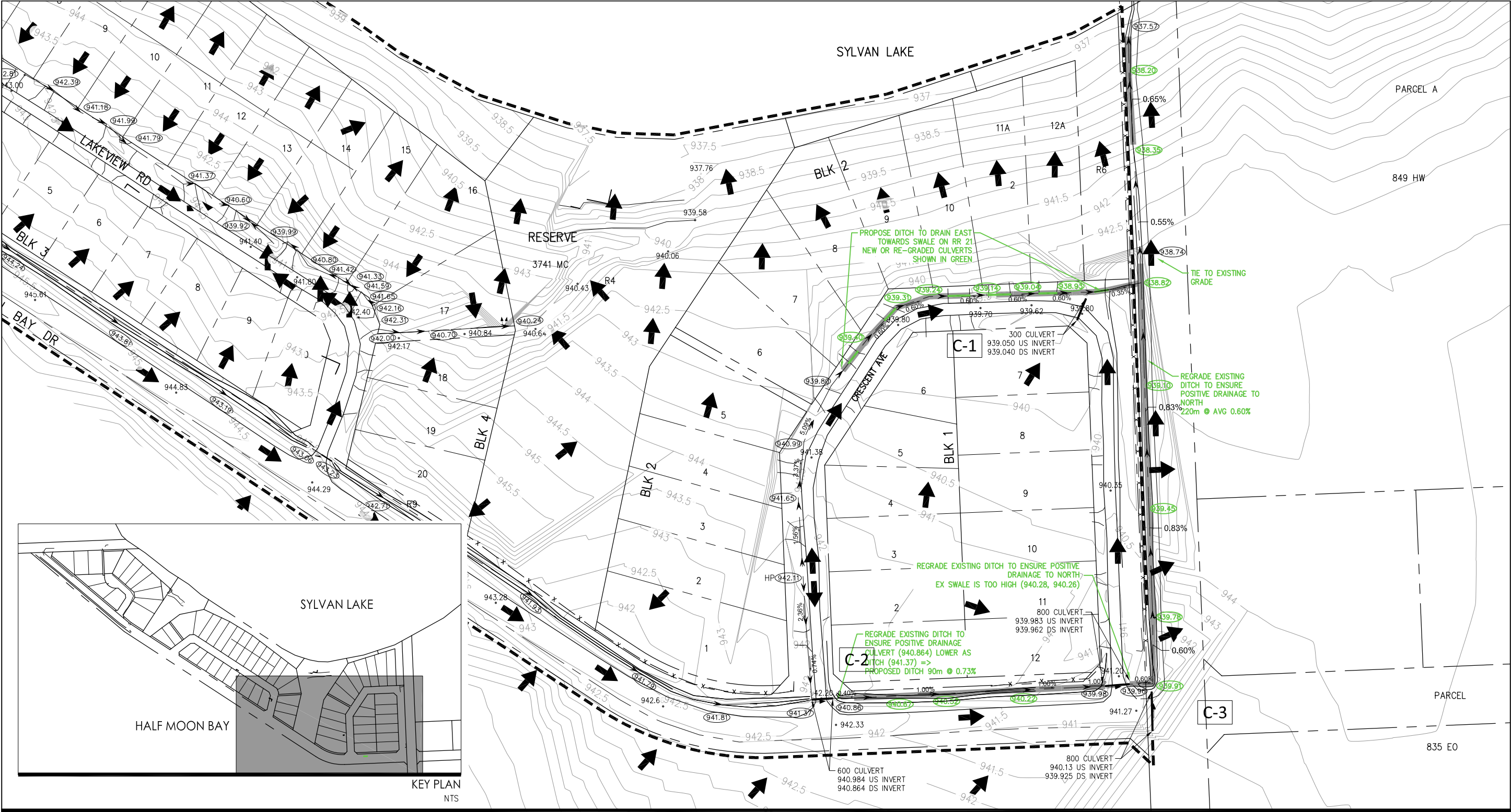
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3.0

Title
AREA A
Page 11 of 13

JANUARY 2021
1161-109190



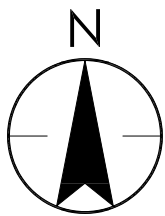
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LEGEND

- SUBJECT SITE BOUNDARY
- 942 EX GROUND CONTOUR
- MAJOR FLOW DIRECTION
- MINOR FLOW DIRECTION
- XXX EX DITCH/SWALE ELEVATION
- XXX PROPOSED NEW DITCH ELEVATION
- XX.XX EX ROAD ELEVATION
- PROPOSED DITCH REGRAIDING



JANUARY 2021
1161-109190

Client/Project
SUMMER VILLAGE OF HALF MOON BAY
HALF MOON BAY STORMWATER -
DRAINAGE ASSESSMENT

Figure No.
5.0

Title
AREA C

Summer Village of Half Moon Bay**Administration and Finance****Council Date: December 9, 2021****Information Item****Agenda Item:** *Accounts Payable Update***Background:**

Total payables processed and presented to Council \$ 5,835.03

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

- | | |
|--------------------|-------------|
| 1. Border Paving | \$ 3,655.05 |
| a. Asphalt Repairs | |

Council Expense Claims Report:**October 2021**

- | | |
|--------------------|-----------|
| ▪ Andrea Remington | \$ 800.00 |
| ▪ Mike Pashak | \$ 900.00 |

November 2021

- | | |
|----------------|-----------|
| ▪ Jon Johnston | \$ 678.70 |
| ▪ Mike Pashak | \$ 914.04 |

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.

Summer Village of Half Moon Bay
List of Accounts for Approval
 Batch: 2021-00088 to 2021-00094

Date Printed
 2021-11-25 2:28 PM

Page 1

Bank Code - NewAcct - New Main Bank Code

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
30	2021-10-31	Avanti Hydrovac Inc. 0716405	Hydrovac to Clean Culverts	1,890.00	1,890.00
31	2021-10-31	Border Paving Ltd 70980	Asphalt Repairs	3,655.05	3,655.05
32	2021-11-25	Al's Bobcat & Trucking 18252	Sanding-Nov 15th	207.90	207.90
				Total Computer Cheque:	5,752.95

OTHER

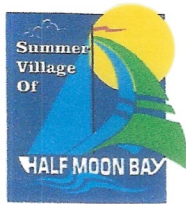
Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
2905	2021-11-30	Epcor OCT222021-6937	Utilities	82.08	82.08
				Total Other:	82.08

Total NewAcct: 5,835.03

Certified Correct This November 25, 2021

 Mayor

 Administrator



Council Expense Claim Form

NAME: Andrea Remington

POSITION: Deputy Mayor

MONTH ENDING: October-2021

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

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/6/21	AEMA Training	2.1	Deputy Mayor	\$ 100.00
10/6/21	Munis 101	2.0	Deputy Mayor	\$ 100.00
10/12/21	Subdivision & Development Appeal Board	3.0	Deputy Mayor	\$ 100.00
10/13/21	Subdivision & Development Appeal Board	3.0	Deputy Mayor	\$ 100.00
10/14/21	Subdivision & Development Appeal Board	3.0	Deputy Mayor	\$ 100.00
10/13/21	Munis 101	2.0	Deputy Mayor	\$ 100.00
10/15/21	Subdivision & Development Appeal Board	1.5	Deputy Mayor	\$ 100.00
10/25/21	Regular Council	1.9	Deputy Mayor	\$ 100.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 800.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/6/21	AEMA Training	0.00	\$0.59	\$ 0.00
10/6/21	Munis 101		\$0.59	\$ 0.00
10/12/21	Subdivision & Development Appeal Board		\$0.59	\$ 0.00
10/13/21	Subdivision & Development Appeal Board		\$0.59	\$ 0.00
10/14/21	Subdivision & Development Appeal Board		\$0.59	\$ 0.00
10/13/21	Munis 101		\$0.59	\$ 0.00
10/15/21	Subdivision & Development Appeal Board		\$0.59	\$ 0.00
10/25/21	Regular Council		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 800.00



Council Expense Claim Form

NAME: Mike Pashak

POSITION: Councillor

MONTH ENDING: October-2021

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

Village Business

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
8/9/21	Municipal Planning Commission	1	Councillor	\$ 100.00
9/8/21	SLRWWC - SSL	2	Councillor	\$ 100.00
9/13/21	Regular Council	3	Councillor	\$ 100.00
9/22/21	Muni 101 training	2	Councillor	\$ 100.00
9/27/21	Sylvan Lake Regional Wastewater Commission	2	Councillor	\$ 100.00
9/29/21	Muni 101 training	2	Councillor	\$ 100.00
10/13/21	Muni 101 training	2	Councillor	\$ 100.00
10/15/21	MPC training	4	Councillor	\$ 100.00
10/25/21	Regular Council	2	Councillor	\$ 100.00
	Select Event		Title	\$ 0.00
				\$ 900.00

If event is other please type it in.

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
8/9/21	Municipal Planning Commission		\$0.59	\$ 0.00
9/8/21	SLRWWC - SSL		\$0.59	\$ 0.00
9/13/21	Regular Council		\$0.59	\$ 0.00
9/22/21	Muni 101 training		\$0.59	\$ 0.00
9/27/21	Sylvan Lake Regional Wastewater Commission		\$0.59	\$ 0.00
9/29/21	Muni 101 training		\$0.59	\$ 0.00
10/13/21	Muni 101 training		\$0.59	\$ 0.00
10/15/21	MPC training		\$0.59	\$ 0.00
10/25/21	Regular Council		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 900.00



E-1

Council Expense Claim Form

NAME: Jon JohnstonPOSITION: MayorMONTH ENDING: October-2021

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

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

Village Business

Pd in NOV

RECEIVED

OCT 28 2021

Cut-off Oct 26/21

DATE	EVENT	TIME SPENT	CLAIM	TOTAL
10/6/21	Munis 101 Training	2	Mayor	\$ 120.00
10/13/21	Munis 101 Training	2	Mayor	\$ 120.00
10/16/21	MPC Committee Training	4	Mayor	\$ 120.00
10/25/21	Regular Council	2	Mayor	\$ 120.00
10/28/21	Joint Services Committee	4	Mayor	\$ 120.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
	Select Event		Title	\$ 0.00
If event is other please type it in.				\$ 600.00

Travel

DATE	EVENT	RETURN TRIP TOTALS (KM)	RATE	TOTAL
10/6/21	Munis 101 Training	0.00	\$0.59	\$ 0.00
10/13/21	Munis 101 Training	0.00	\$0.59	\$ 0.00
10/16/21	MPC Committee Training	0.00	\$0.59	\$ 0.00
10/25/21	Regular Council	0.00	\$0.59	\$ 0.00
10/28/21	Joint Services Committee		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
	Select Event		\$0.59	\$ 0.00
				\$ 0.00

Other Expenses

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

MAYOR: _____

C.A.O: _____

TOTAL PAYABLE: \$ 600.00

Red Deer #164

162 LEX Ave

Red Deer, AB T4E 0A5

OZ Member 111795203201

1443353 DRIVEWAY 8PK	18.99 G
1606991 TPD/1443353	4.00-G
1443353 DRIVEWAY 8PK	18.99 G
1606991 TPD/1443353	4.00-G
1443353 DRIVEWAY 8PK	18.99 G
1606991 TPD/1443353	4.00-G
1443353 DRIVEWAY 8PK	18.99 G
1606991 TPD/1443353	4.00-G
1443353 DRIVEWAY 8PK	18.99 G
1606991 TPD/1443353	4.00-G
SUBTOTAL	74.95
TAX	3.75
*** TOTAL	78.70

XXX:XXXXXXXX3283

ACCT: MASTERCARD

REFERENCE #: 66293 03-0010014090 H

AUTH #: 7863J 2021/10/07 17:39:28

Invoice Number: 005409

Purchase - MASTERCARD

A0000000041010

0000008000

01 APPROVED - THANK YOU 027

AMOUNT: \$78.70

IMPORTANT - retain this copy
for your records

CUSTOMER COPY

MasterCard	78.70
CHANGE	0.00

G GST 5%	3.75
----------	------

TOTAL NUMBER OF ITEMS SOLD =	5
------------------------------	---

TOTAL DISCOUNT(S)	\$ 20.00
-------------------	----------

2021/10/07 17:39:28 164 6 315 71



22016400603152110071739

OP#: 71 Name: CHRISTIAN L

Thank You!
Please Come Again

G = GST P=PST

GST #121476329RT

Whse:164 Trn:6 Trn:315 OP:71

Items Sold: 5

OZ 2021/10/07 17:39

The Westin Edmonton
10135 100 St
Edmonton, AB T5J 0N7
Canada
Tel: 780-426-3636 Fax: 780-428-1454

WESTIN®

HOTELS & RESORTS

MIKE PASHAK
Alberta Municipal Services Corporati
AL2532 - XAUMA 2021 RL

Page Number : 1 Invoice Nbr : 27957424
Guest Number : 1394432
Folio ID : A
Arrive Date : 16-NOV-21 18:28
Depart Date : 19-NOV-21 13:01
No. Of Guest : 1
Room Number : 604
Marriott Bonvoy Number :

Tax Invoice

Tax ID : 815461330RT0001

The Westin Edm YEGWI NOV-19-2021 14:39 BSMOL657

Date	Reference	Description	Charges (CAD)	Credits (CAD)
16-NOV-21	RT604	Parking Self	34.00	
16-NOV-21	RT604	GST	1.70	
16-NOV-21	RT604	Room Chrg - Grp - Association	210.00	
16-NOV-21	RT604	GST	10.82	
16-NOV-21	RT604	DMF	6.30	
16-NOV-21	RT604	Tour Levy	8.65	
17-NOV-21	RT604	Room Chrg - Grp - Association	210.00	
17-NOV-21	RT604	GST	10.82	
17-NOV-21	RT604	DMF	6.30	
17-NOV-21	RT604	Tour Levy	8.65	
17-NOV-21	RT604	Parking Self	34.00	
17-NOV-21	RT604	GST	1.70	
19-NOV-21	VI	Visa-5449		-542.94

Approve EMV Receipt for VI - 5449: PIN Verified

TC:69D3D45979AEDF72 IAD:06090A03642000 TVR:8080008000

AID:A0000000031010 Application Label:VISA CREDIT

** Total 542.94 -542.94
*** Balance 0.00

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Continued on the next page

Summer Village of Half Moon Bay

December 9, 2021

Public Works

Information Item

Agenda Item: *Public Works Report*

Background:

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

- Working with the snowplow contractor to establish levels of service and reviewing areas of concern when piling snow in order to prevent drainage issues next spring.
- Sections of the top rail on the chain link fence along RR21 have been repaired.
- A contractor will be removing dead and dangerous trees this winter with funding to come from the 2021 operations budget.

Options for Consideration:

Accept as information

Authorities:

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

Summer Village of Half Moon Bay

December 9, 2021

Planning and Development

Information Item

Agenda Item: Development Update

Background:

Development Permit Update:

Currently there are 90 development permits issued in the Summer Villages (32 in Birchcliff, 1 in Half Moon Bay, 9 in Jarvis Bay, 24 in Norglenwold, and 24 in Sunbreaker Cove).

The following is the list in Half Moon Bay:

49 Lakeview Road Demolition & Dwelling

Administrative Recommendations:

Council to accept as information.

Authorities:

Land Use Bylaw #123/13.

Summer Village of Half Moon Bay

December 9, 2021

Council & Legislation

Request for Decision

Agenda Item: *Sylvan Lake Christmas Bureau*

Background:

In the past, Council has provided a donation to the Sylvan Lake Christmas Bureau to assist families in need during the holiday season. The Sylvan Lake Christmas Bureau helps low income families with children 17 and under, who are living in the Sylvan Lake area by providing gifts and food vouchers during the holidays to those that qualify.

Last year Council donated \$750 to the Sylvan Lake Christmas Bureau to sponsor 2 families. Currently, Council has \$762 remaining in the budget for donations and Administration wondered if this is something Council would be interested in doing for 2021.

Options for Consideration:

- 1) Council make a donation to the Sylvan Lake Christmas Bureau.
- 2) Accept as information.

Administrative Recommendations:

That Council review, discuss and provide direction to Administration.

Authorities:

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

Summer Village of Half Moon Bay

December 9, 2021

Planning and Development

Request for decision

Agenda Item: Encroachment Agreement Renewal

Background:

The following Encroachment Agreement is up for renewal:

- 51 Lakeview Road – Encroaching concrete pad/ staircase.

The Encroachment Policy states:

1. The Summer Village of Half Moon Bay has the responsibility to manage Municipal Reserve, Environmental Reserve, Recreational Leases, Licenses of Occupation and the Shoreline within the boundaries of the municipality.
2. The Summer Village of Half Moon Bay asserts its right of ownership to all lands owned, leased and managed by the municipality. It is the policy of the Summer Village to work proactively with property owners to remove encroachments for all lands owned, leased and managed by the municipality.

Encroachment Policy and EA attached.

Options for Consideration:

1. Approve renewal of agreement for another 5 year term with an updated agreement and fee of \$250.00 yearly.
2. Deny renewal of agreement and administration to notify residents that encroachments must be removed within 30 days of letter.

Administrative Recommendations:

Council to provide administration direction.

Authorities:

Encroachment Policy HMC-20-069



Policy Title	Date:	Resolution No.
ENCROACHMENT POLICY	May 11, 2020	HMC-20-069

Purpose:

The Summer Village of Half Moon Bay has the responsibility to manage Municipal Reserve, Environmental Reserve, Recreational Leases, Licenses of Occupation and the Shoreline within the boundaries of the municipality.

Statement:

The Summer Village of Half Moon Bay asserts its right of ownership to all lands owned, leased and managed by the municipality. It is the policy of the Summer Village to work proactively with property owners to remove **encroachments** for all lands owned, leased and managed by the municipality.

Definitions:

“building(s)” includes anything constructed or placed on, in, over or under land but does not include a highway or road or a bridge forming part of a highway or road.

“development” means:

- (a) An excavation or stockpile and the creation of either of them; or
- (b) A **building** or an addition to, or replacement or repair of a **building** and the construction or placing in, on, over or under land of any of them; or
- (c) A change of use of land or a **building** or an act done in relation to land or a **building** that results in or is likely to result in a change in the use of the land or **building**; or
- (d) A change in the intensity of use of land or a **building** or an act done in relation to land or a **building** that results in or is likely to result in a change in the intensity of use of the land or **building**.

“encroachment(s)” means a **building** or **development** or any personal items that illegally extends or restricts vehicle access on an adjacent municipal property.

General:

1. The Summer Village requires the removal of all **encroachments** from lands owned, leased or managed by the municipality. The owners of the **encroachment** shall be required to remove the **encroachment** and restore the site to its original / natural state to the satisfaction of the municipality, and or
2. The Summer Village may permit **encroachments** onto property owned, leased or managed by the municipality if the **encroachment** is established and recognized in accordance with the provisions of this policy as of the date of the approval of the Policy.

3. Permitted **encroachments** identified by a letter of consent or a license agreement from the Summer Village of Half Moon Bay shall have a review every 5th year.
4. It will be a requirement for the current owner to provide proof of their liability insurance in the amount of not less than \$1,000,000.00 as mentioned in 2.(h).
5. The municipality may, as a condition of approval, require the **encroachment** to be removed should the owner of the property change. This may be reflected in the agreement.

Encroachment on Environmental Reserve Lands

1. The Summer Village does not permit any type of **encroachment** on environmental reserve land.

Encroachments on Municipal Reserve Lands, Municipal Leased Properties and or Municipal Managed Properties

1. Existing **Encroachments** deemed by Council to be minor may be permitted provided a consent letter is issued by the Municipality. The consent letter shall include provisions reserving the Municipality's right to require the removal of the **encroachment** at any time at the expense of the owner of the **encroachment** and any other conditions deemed necessary by the municipality. Minor **encroachments** include the storage of piers and boat lifts.
2. Stairs, retaining walls, fire pits and other types of **development** encroaching onto Municipal property, excepting environmental reserves, may be permitted by the Council provided the owner of the **encroachment**:
 - a. Enters into an Agreement with the municipality outlining the terms by which both parties shall manage the **encroachment**.
 - b. Agrees that the existence of the **encroachment** in no way affect the Municipality's ownership of or authority over the lands.
 - c. Agrees to remove the **encroachment** at the encroaching party's expense at any time such removal is required by the municipality.
 - d. Agrees that upon the removal of the **encroachment**, the site will be restored to a condition acceptable to the municipality.
 - e. Provides, at the request of the municipality, a survey plan illustrating the extent of the **encroachment** prepared by a land surveyor registered to practice in the province of Alberta to the satisfaction of the municipality prior to the execution of the agreement.
 - f. Pays all costs incurred by the municipality to facilitate the execution of the agreement.
 - g. Pays the **encroachment** fee of \$250.00 yearly.
 - h. The Owner is required to provide proof of insurance annually upon payment of the encroachment agreement fee and throughout the term of the agreement, provide and keep enforced general liability insurance in the amount of not less than \$1,000,000.00 in respect of injury to, or death of, any person, or damage of any property, which insurance shall:
 - i. name the Summer Village as an additional insured under the policy, only in respect to liability arising from the encroachment agreement of the municipal owned lands;
 - ii. be effected with insurers, and upon terms and conditions satisfactory to the Summer Village.

THIS ENCROACHMENT AGREEMENT MADE THIS 17 DAY OF October, 2016.

BETWEEN:



(hereinafter called "the Owner")

and

THE SUMMER VILLAGE OF HALF MOON BAY

(hereinafter called "the Summer Village")

WHEREAS the Owners are the owners of the following described lands, namely:

PLAN 4028RS

BLOCK 4

LOT 3A

EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter called "the Owner's lands")

AND WHEREAS the following described lands are under the direction, control and management of the Summer Village.

PLAN 3741MC, LOT R2 (Reserve)

(hereinafter called "Environmental Open Space")

adjacent to the boundary of the Owner's lands;

AND WHEREAS the owners constructed a concrete pad (staircase) on the Environmental Open Space, the nature, extent and location of which is designated on the plan annexed as Schedule "A" to this agreement (Hereinafter called "the encroachment") and has requested that the Summer Village consent to the location of same;

AND WHEREAS the Summer Village is prepared to approve the request made by the Owner therein;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, and in consideration of the sum of One (\$1.00) Dollar now paid by the Owner to the Summer Village, receipt whereof is hereby acknowledged, and in consideration of the Summer Village approving the request by the Owner, the parties hereto covenant and agree together as follows:

1. The Summer Village hereby authorizes the Owner's location of the said encroachment upon the Environmental Open Space:
 - (a) so long as the encroachment is maintained in an excellent state of repair and does not become a hazard to the general public.

- (b) development permit applications are made to the Summer Village and approvals are obtained from the Summer Village for any maintenance and repair work undertaken to the encroachment.
- 2. The Owner covenants and agrees with the Summer Village that the said encroachment shall not at any time hereafter be enlarged or extended beyond the designation set forth in Schedule "A" and that in the event of default of this covenant, the Summer Village may terminate this agreement, or alternately may give notice requiring the Owner to correct such default by removing, the enlargement or extension within thirty (30) days of the day the Summer Village gives notice of such default.
- 3. Notwithstanding anything herein contained, and provided that the Summer Village required the land on which the encroachment is located for public purpose, the Summer Village may give notice to the Owner requiring the Owner to remove the encroachment from the Environmental Open Space within thirty (30) days of the day the Summer Village gives notice to the Owner. The Owner shall be responsible for and make payment of all costs of removal of the encroachment at the Owner's sole cost and expense and hereby waives all claim or entitlement for any costs, damages or expenses of removal of the encroachment. In the event of default of payment of any sum required to be paid by the Owner hereunder, such amount shall be deemed to be municipal tax and may be collected in the same manner as provided for pursuant to the Municipal Government Act, 2000 Chapter M-26, Statutes of Alberta, as amended from time to time, or successor legislation.
- 4. Should the Owner fail to remove the encroachment from the Summer Village's lands when required pursuant to this agreement and correct such default within the time limited in paragraph 2 hereof, then the Summer Village with its own resources, or through the services of an independent contractor, employed by it for that purpose, shall be at liberty to enter upon the Owner's lands and take all such steps as are necessary to either remove the said encroachment, or to correct the default of the Owner by removing the unauthorized encroachment, and all costs incurred by the Summer Village through its own forces, or through the employment of an independent contractor shall be payable by the Owner to the Summer Village upon demand.
- 5. The Owner shall indemnify and save harmless the Summer Village from, of and against all liability, claims, demands, judgements, suits and damages in connection with the continuance, use and operation of the said encroachment upon the Environmental Open Space.
- 6. The Summer Village shall continue to have and reserves unto itself the full, free and uninterrupted right to occupy and use the encroached area in any manner in which it considers as appropriate but the Summer Village shall not unreasonably interfere with the rights conferred on the Owner.
- 7. The parties hereto covenant and agree that the covenants herein contained shall and are hereby deemed to be covenants running with the land. The Owner acknowledges that the present agreement does not constitute an interest in the Environmental Open Space and that no Caveat or other instrument may be registered against the Summer Village's lands, but the Owner may caveat the Owner's lands with the respect to this agreement.

The Owner acknowledges that the within agreement is not a disposition of an interest in the Environmental Open Space by the Summer Village within the meaning of the Municipal Government Act of Alberta.

8. The Owner shall:
 - (a) maintain the encroached area in a good and husband like manner to the satisfaction of the Summer Village's Development Authority or other authorized administrator.
 - (b) maintain and keep in good and safe repair the encroached area and any structure or thing placed or erected upon or overhanging the encroached area;
 - (c) pay the Summer Village on demand for all damage to property and utilities of the Summer Village arising out of the activities of the Owner on or adjacent to the encroached area, whether or not such activities are in accordance with the rights herein granted to the owner;
 - (d) pay the Summer Village on demand for all costs of repairing any damages to any utilities which may in any way be caused directly or indirectly as a result of, arising from, or be due to the Owners use of the encroached area;
 - (e) the Owner will pay to the Summer Village on or before January 1 of each year, an annual charge for the Encroachment in the sum of FIFTY DOLLARS (\$50.00).
 - (f) this Agreement shall be for five years from the date above stated, unless earlier terminated. If the Owner is not in default of any provisions of this agreement, the Owner may apply to have this agreement renewed for another term.
9. The Owner shall throughout the term of this encroachment agreement provide and keep enforced general liability insurance in the amount of not less than \$1,000,000.00 in respect of injury to, or death of, any person, or damage of any property, which insurance shall:
 - (a) name the Summer Village as an additional insured under the policy, only in respect to liability arising from the encroachment agreement of the Environmental Open Space;
 - (b) be effected with insurers, and upon terms and conditions satisfactory to the Summer Village;
10. Provide for thirty (30) days prior written notice of cancellation of, or material change in the policy to be provided to the Summer Village by the insurer. Notices to be given under this agreement shall be effective upon personal service thereof or seven (7) days after mailing by ordinary mail, in the case of the Summer Village, to:

SUMMER VILLAGE OF HALF MOON BAY
BAY #8, 14 THEVENAZ INDUSTRIAL TRAIL
SYLVAN LAKE, AB T4S 2J5

In the case of the Owners to:

[REDACTED]

Both of:
51 LAKEVIEW ROAD
HALF MOON BAY, AB T4S 1S1

Mailing Address:

[REDACTED]

11. The within agreement shall be binding upon the parties hereto, their heirs, executors, administrators, successors in title and assigns.

IN WITNESS WHEREOF the parties hereto have set their hands and seals the day and year first above written.

[REDACTED]

SIGNED BY THE SUMMER VILLAGE OF HALF MOON BAY to have effect on the above date.

THE SUMMER VILLAGE OF HALF MOON BAY

per: P. Farayth

(seal)

SCHEDULE "A"

F-2-A

LOT R2
PLAN 3741 MC

The "Encroachment"

Concrete Pad
Encroaches 12.39
into Lot R2

LOT 3A
BLOCK 4
PLAN 4028 RS

LOT 5
PLAN 37

LOT 2

WALKWAY

1.53 x 2.50
SHELTER (No Fdn.)

GARAGE
(0.56 Eaves)
(Measurements
are to Siding)

CONCRETE
PAD

BRICK
PILLARS

LAKEVIEW ROAD

1.56 x 1.56
PLAYHOUSE (No Fdn.)
(0.22 Eaves)

1.87 x 3.72
SHED (No Fdn.)
(0.25 Eaves)

HOUSE
(Eaves Vary)
(Measurements
are to Siding)

DECK
(0.70 High)

DECK
(0.48 High)

WATER
WELL

STAIRS

SUPPORT
COLUMN

PAVING
STONES

STAIRS

0.50 CANTILEVER

9.86

4.77

9.95

6.25

9.65

1.98

9.68

0.65 CANTILEVER

7.32

4.91

7.90

6.20

3.04

3.04

1.24

5.62

6.49

35.11


80°44'35"

LI-L

CHAINLINK FENCE

WOODEN FENCE

Schedule "A"

A photograph of a snowy forest path. The path is covered in snow and fallen brown leaves. Several trees are visible on either side of the path. A hand-drawn black arrow points from the right side of the path towards a specific area in the middle ground. This area is labeled "The 'Encroachment'".

The "Encroachment"

CAVEAT

TO THE REGISTRAR OF THE NORTH ALBERTA LAND REGISTRATION
DISTRICT:

TAKE NOTICE that WE, THE SUMMER VILLAGE OF HALF MOON BAY, in the Province of Alberta claim an interest therein as Grantor under Section 651.2(2) of the *Municipal Government Act* and Phyllis Forsyth, Chief Administrative Officer, and by virtue of an encroachment agreement in writing, dated this 17 day of October, 2016 made against the estate of [REDACTED] of Half Moon Bay in the said Province therein as Grantees, and ourselves therein as Grantor, referring to:

PLAN 4028RS

BLOCK 4

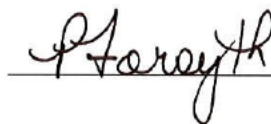
LOT 3A

EXCEPTING THEREOUT ALL MINES AND MINERALS

being the lands described in Title No. 162296346 registered in the name of [REDACTED] as sole owners, and we forbid the registration of any person as transferee or owner of, or of any instrument affecting the said estates or interest, unless the instrument title, as the case may be, is expressed to be subject to the Summer Village of Half Moon Bay claim.

I APPOINT, the Summer Village of Half Moon Bay, of Bay #8, 14 Thevenaz Industrial Trail, in the Town of Sylvan Lake, Province of Alberta, T4S 2J5 as the place at which notices and proceedings relating hereto may be served.

DATED this 26 day of October, 2016.



Signature

(Seal)

CANADA
PROVINCE OF

ALBERTA

TO WIT:

)
)
)
)
)
)
)
)

I Phyllis Forsyth

of the Town of Sylvan Lake
in the Province of Alberta

MAKE OATH AND SAY AS FOLLOWS:

1. I am the agent for the above named Caveator.
2. I believe that the said Caveator has a good and valid claim upon the said land and I say that this Caveat is not being filed for the purpose of delaying or embarrassing any person interested in or proposing to deal therewith.

SWORN before me at the Town of Sylvan)
Lake in the Province of Alberta,)
this 25 day of October, 2016.)

Phyllis Forsyth

Signature

(Seal)

Teri Musseau
A Commissioner for Oaths in and for the Province of Alberta

TERI MUSSEAU
COMMISSIONER FOR OATHS
EXPIRES DECEMBER 20, 2017

Summer Village of Half Moon Bay

Finance

Request for Decision

Agenda Item: *Auditor Engagement*

Background:

Metrix Group LLP have been chosen to serve as Auditors for the Summer Village of Half Moon Bay for the fiscal year ending December 31, 2021.

They have submitted two copies of the audit engagement letters for signing by both the CAO and Mayor. The purpose of this letter is to outline the terms of their engagement to audit the financial statements of the Summer Village of Half Moon Bay which comprise the statement of financial position as at December 31, 2021, and the statement of operations and accumulated surplus, changes in net financial assets, and cash flows.

Options for Consideration:

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

Administrative Recommendations:

- 1) Sign engagement letters as presented.

Authorities:

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

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



October 26, 2021

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

Attention: Mr. Tanner Evans, Chief Administrative Officer

Dear Mr. Evans:

Re: 2021 Audit Engagement Letter

The Objective and Scope of the Audit

Metrix Group LLP is pleased to serve as auditors for Summer Village of Half Moon Bay for the fiscal year ending December 31, 2021. The purpose of this letter is to outline the terms of our engagement to audit the financial statements of Summer Village of Half Moon Bay which comprise the statement of financial position as at December 31, 2021, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended. Philip Dirks, CPA, CA, will be responsible for the services that Metrix Group LLP performs for Summer Village of Half Moon Bay. He will, as considered necessary, call upon individuals at Metrix Group LLP to assist in the performance of our services.

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

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

The Responsibilities of the Auditor

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

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

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

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

Form and Content of Audit Opinion

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

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

Opinion

We have audited the financial statements of Summer Village of Half Moon Bay (the Summer Village), which comprise the statement of financial position as at December-31-21, and the statements of operations and accumulated surplus, changes in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Summer Village as at December-31-21 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

process.

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

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

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

The Responsibilities of Management

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

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

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

Communications

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

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

Use of Information

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

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

Use and Distribution of Our Report

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

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

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

Reproduction of Auditor's Report

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

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

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

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

Preparation of Schedules

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

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

Ownership

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

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

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

File Inspections

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

Accounting Advice

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

Other Services

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

Dispute Resolution

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

Estimated Fees

We previously (letter of May 6, 2021) estimated that our fees for these services will be \$30,500 (for all 5 Summer Villages) for the financial statement audit, plus direct out-of-pocket expenses and applicable GST. This fee estimate is based on:

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

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

Costs of Responding to Government or Legal Processes

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

Termination

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

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

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

Not Liable For Any Failures or Delays Beyond Our Control

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

Metrix privacy

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

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

Metrix working papers

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

Conclusion

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

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

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

Yours truly,

METRIX GROUP LLP

Chartered Professional Accountants

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

Mr. Tanner Evans, Chief
Administrative Officer

Date signed

Mayor Jonathan Johnston

Date signed

Summer Village Half Moon Bay

December 9, 2021

Finance

Request for Decision

Agenda Item: *Budget 2022 - 2025*

Background:

Administration would like to provide the following draft 2022 - 2025 Budget to Council.

Options for Consideration:

1) That Council review and discuss draft operating budget information provided and to provide the necessary input into the 2022 – 2025 Budget.

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

Administrative Recommendations:

- 1) That Council review and approve the 2022 budget as provided.
- 2) That Council amend and approve the 2022 budget.

Authorities:

Section 242(1) of the Municipal Government Act, R.S.A. 2000, c M-26, provides that Council must adopt an operating budget for each calendar year.

Half Moon Bay

Budget 2022- 2025

Initial Input FO: October 13, 2021

CAO Input Dec 1/21

Council Review

Council Approved

ASFF /DI Entered

Assessments Entered

Approved

Budget Summary**Revenue**

Taxation	\$	151,598.43
Administration	\$	11,583.98
Protective Services	\$	-
Public Works	\$	-
Planning and Development	\$	1,222.00
Taxation and Operating Revenue	\$	164,404.41
Alberta Requisitions	\$	-
Capital Revenue	\$	-
Total Revenue	\$	164,404.41

Expenses

Council & Legislative	\$	21,937.75
Administration	\$	49,772.21
Protective Services	\$	13,000.72
Public Works	\$	73,491.76
Planning & Development	\$	1,849.77
Recreation & Planning	\$	4,330.20
Environment	\$	22.00
Operating Expenses	\$	164,404.41
Alberta Requisitions	\$	-
Capital Projects	\$	-
Total Expenses	\$	164,404.41

Account #	Department / Description	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Administration								
101-000-110	Taxation	\$ 145,535.02	\$ 145,278.96	\$ 145,409.02	\$ 151,598.43	\$ 170,940.96	\$ 169,185.19	\$ 171,616.86
101-000-510	Penalties	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,080.00	\$ 2,142.40	\$ 2,206.67	\$ 2,272.87
101-103-130	DI Designated Industrial	\$ 3.14	\$ 2.87	\$ 3.19	\$ 3.14	\$ 4.14	\$ 5.14	\$ 5.14
112-000-550	Returns on Investments	\$ 8,343.00	\$ 11,800.00	\$ 12,000.00	\$ 4,000.00	\$ 4,080.00	\$ 4,161.60	\$ 4,244.83
112-000-410	Sales of Services and Supplies	\$ 56.82	\$ 58.53	\$ 59.46	\$ 61.84	\$ 63.08	\$ 64.34	\$ 65.62
112-000-570	Other Revenue	\$ -	\$ 500.00	\$ 508.00	\$ 520.00	\$ 523.24	\$ 535.60	\$ 538.94
	Grant Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
112-000-760	Transfer from reserve	\$ 7,500.00	\$ 1,100.00	\$ -	\$ -	\$ 4,000.00	\$ 4,080.00	\$ 4,080.00
112-000-740	MSI Operational	\$ 5,000.00	\$ 5,533.00	\$ 5,703.00	\$ 4,919.00	\$ 4,919.00	\$ 5,017.38	\$ 5,117.73
Total Administration		\$ 166,437.98	\$ 166,273.36	\$ 165,682.67	\$ 163,182.41	\$ 186,672.81	\$ 185,255.92	\$ 187,941.99
Protective Services								
	----- Collected Fines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Protective Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works								
Total Public Works		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning and Development								
161-000-410	Compliance Certificates	\$ 50.00	\$ 50.00	\$ 50.00	\$ 52.00	\$ 53.04	\$ 54.10	\$ 55.18
161-000-520	Development Permits / Appeal Fees	\$ 50.00	\$ 500.00	\$ 250.00	\$ 255.00	\$ 260.10	\$ 265.30	\$ 270.61
161-000-510	Inspection Fees	\$ -	\$ 500.00	\$ 250.00	\$ 515.00	\$ 257.50	\$ 530.45	\$ 265.23
161-000-590	Encroachment Fees	\$ -	\$ 200.00	\$ 200.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Planning and Development		\$ 100.00	\$ 1,250.00	\$ 750.00	\$ 1,222.00	\$ 970.64	\$ 1,249.85	\$ 991.02
Total Revenue		\$ 166,537.98	\$ 167,523.36	\$ 166,432.67	\$ 164,404.41	\$ 187,643.45	\$ 186,505.78	\$ 188,933.00

Account #	Department / Description Council	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
211	Remuneration							
211-101-510	Mayor	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,200.00	\$ 5,304.00	\$ 5,410.08	\$ 5,518.28
211-102-150	Deputy Mayor	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,080.00	\$ 2,121.60	\$ 2,164.03	\$ 2,207.31
211-103-150	Councillor	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,080.00	\$ 2,121.60	\$ 2,164.03	\$ 2,207.31
<i>Total Remuneration</i>		<i>\$ 8,000.00</i>	<i>\$ 8,000.00</i>	<i>\$ 9,000.00</i>	<i>\$ 9,360.00</i>	<i>\$ 9,547.20</i>	<i>\$ 9,738.14</i>	<i>\$ 9,932.91</i>
	Travel and Subsistence							
211-101-210	Mayor	\$ 1,100.00	\$ 2,100.00	\$ 3,454.40	\$ 3,592.58	\$ 3,664.43	\$ 3,737.72	\$ 3,812.47
211-102-210	Deputy Mayor	\$ 2,000.00	\$ 2,000.00	\$ 2,032.00	\$ 2,113.28	\$ 2,155.55	\$ 2,198.66	\$ 2,242.63
211-201-211	Conference Travel	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
211-103-210	Councillor	\$ 2,400.00	\$ 3,400.00	\$ 2,133.60	\$ 2,218.94	\$ 2,263.32	\$ 2,308.59	\$ 2,354.76
<i>Total Travel and Subsistence</i>		<i>\$ 7,500.00</i>	<i>\$ 7,500.00</i>	<i>\$ 7,620.00</i>	<i>\$ 7,924.80</i>	<i>\$ 8,083.30</i>	<i>\$ 8,244.96</i>	<i>\$ 8,409.86</i>
	Registration & Conventions							
211-201-212	ASVA Conference	\$ 600.00	\$ 600.00	\$ 609.60	\$ 633.98	\$ 646.66	\$ 659.60	\$ 672.79
211-202-212	AUMA Conference	\$ 1,200.00	\$ 1,200.00	\$ 1,219.20	\$ 1,267.97	\$ 1,293.33	\$ 1,319.19	\$ 1,345.58
211-203-212	Council Education Opportunities	\$ 450.00	\$ 450.00	\$ 650.00	\$ 676.00	\$ 450.00	\$ 451.00	\$ 451.00
<i>Total Registration and Conventions</i>		<i>\$ 2,250.00</i>	<i>\$ 2,250.00</i>	<i>\$ 2,478.80</i>	<i>\$ 2,577.95</i>	<i>\$ 2,389.99</i>	<i>\$ 2,429.79</i>	<i>\$ 2,469.37</i>
	Memberships							
211-301-220	AUMA Membership	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ 901.00	\$ 901.00
211-302-220	ASVA Membership	\$ 900.00	\$ 900.00	\$ 975.00	\$ 975.00	\$ 900.00	\$ 901.00	\$ 901.00
211-303-220	FCM Membership	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 101.00	\$ 101.00
211-304-220	Mayors & Reeves Membership	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 101.00	\$ 101.00
<i>Total Memberships</i>		<i>\$ 2,000.00</i>	<i>\$ 2,000.00</i>	<i>\$ 2,075.00</i>	<i>\$ 2,075.00</i>	<i>\$ 2,000.00</i>	<i>\$ 2,004.00</i>	<i>\$ 2,004.00</i>
Total Council		\$ 19,750.00	\$ 19,750.00	\$ 21,173.80	\$ 21,937.75	\$ 22,020.49	\$ 22,416.90	\$ 22,816.13

Account #	Department / Description	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
	Administration							
212-1	Personnel							
212-100-110	Salaries	\$ 24,306.05	\$ 26,992.13	\$ 24,882.41	\$ 25,645.57	\$ 26,158.48	\$ 26,681.65	\$ 27,215.28
212-100-130	Training	\$ 484.43	\$ 635.83	\$ 659.38	\$ 463.97	\$ 473.25	\$ 482.71	\$ 492.37
212-100-210	Travel & Subsistence	\$ 532.87	\$ 683.08	\$ 853.98	\$ 556.84	\$ 567.98	\$ 579.34	\$ 590.92
212-100-211	WCB	\$ 302.77	\$ 306.75	\$ 595.23	\$ 430.17	\$ 438.77	\$ 447.55	\$ 456.50
212-100-266	PW Fleet	\$ 302.77	\$ 429.62	\$ 445.53	\$ 405.97	\$ 414.09	\$ 422.37	\$ 430.82
212-100-140	Benefits	\$ 793.26	\$ 1,220.11	\$ 930.37	\$ 864.80	\$ 882.10	\$ 899.74	\$ 917.73
	Building Insurance			\$ 129.58	\$ 148.40	\$ 151.37	\$ 154.40	\$ 157.48
<i>Total Personnel</i>		<i>\$ 26,722.15</i>	<i>\$ 30,267.52</i>	<i>\$ 28,496.48</i>	<i>\$ 28,515.72</i>	<i>\$ 29,086.03</i>	<i>\$ 29,667.76</i>	<i>\$ 30,261.11</i>
212-2	Consumables							
212-200-215	Postage / Freight / Courier	\$ 484.43	\$ 490.79	\$ 454.34	\$ 466.01	\$ 475.33	\$ 484.84	\$ 494.53
212-200-500	Printing costs	\$ 484.43	\$ 490.79	\$ 508.97	\$ 308.98	\$ 315.16	\$ 321.46	\$ 327.89
212-200-510	Office Supplies	\$ 484.43	\$ 576.72	\$ 798.31	\$ 753.94	\$ 769.02	\$ 784.40	\$ 800.09
<i>Total Consumables</i>		<i>\$ 1,453.29</i>	<i>\$ 1,558.30</i>	<i>\$ 1,761.62</i>	<i>\$ 1,528.93</i>	<i>\$ 1,559.51</i>	<i>\$ 1,590.70</i>	<i>\$ 1,622.51</i>
212-3	Facilities & Equipment							
212-300-217	Phone / Fax/ Internet	\$ 381.49	\$ 501.06	\$ 519.62	\$ 289.98	\$ 295.78	\$ 301.70	\$ 307.73
212-300-540	Utilities	\$ 254.33	\$ 257.67	\$ 757.11	\$ 753.94	\$ 769.02	\$ 784.40	\$ 800.09
212-300-250	Facility Improvements	\$ 193.77	\$ 196.32	\$ 261.83	\$ 347.97	\$ 354.93	\$ 362.03	\$ 369.27
212-300-255	Facility Maintenance	\$ 320.94	\$ 325.15	\$ 919.59	\$ 1,233.10	\$ 1,257.76	\$ 1,282.92	\$ 1,308.58
212-300-263	Condominium Costs	\$ 253.33	\$ 257.67	\$ 267.21	\$ 268.81	\$ 274.19	\$ 279.67	\$ 285.26
212-300-240	Computer Software / Mtnce Agreemen	\$ 363.32	\$ 368.10	\$ 381.73	\$ 608.03	\$ 620.19	\$ 632.59	\$ 645.25
212-300-242	IT Equipment	\$ 193.77	\$ 196.32	\$ 261.83	\$ 115.99	\$ 118.31	\$ 120.68	\$ 123.09
212-300-265	Equipment Maintenance	\$ 102.94	\$ 104.29	\$ 112.49	\$ 29.00	\$ 29.58	\$ 30.17	\$ 30.78
212-300-270	Equipment Rental	\$ 199.83	\$ 202.45	\$ 209.95	\$ 173.99	\$ 177.47	\$ 181.02	\$ 184.64
212-300-500	Development Contingency		\$ 716.03	\$ -	\$ -	\$ -	\$ -	\$ -
212-300-510	Administrative Contingency	\$ 605.54	\$ 601.46	\$ 87.36	\$ 29.00	\$ 29.58	\$ 30.17	\$ 30.78
<i>Total Facilities & Equipment</i>		<i>\$ 2,869.26</i>	<i>\$ 3,726.52</i>	<i>\$ 3,778.72</i>	<i>\$ 3,849.81</i>	<i>\$ 3,926.81</i>	<i>\$ 4,005.34</i>	<i>\$ 4,085.45</i>
<i>Total Shared Budget</i>	<i>SubTotal</i>	<i>\$ 31,044.70</i>	<i>\$ 35,552.34</i>	<i>\$ 34,036.82</i>	<i>\$ 33,894.46</i>	<i>\$ 34,572.35</i>	<i>\$ 35,263.80</i>	<i>\$ 35,969.07</i>

Account #	Department / Description	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
212-4	Municipal Specific							
212-400-220	Other meetings and elections	\$ 1,000.00	\$ 1,000.00	\$ 1,016.00	\$ 1,056.64	\$ 1,077.77	\$ 1,099.33	\$ 1,121.31
212-402-220	Donations to other organizations	\$ 750.00	\$ 750.00	\$ 762.00	\$ 792.48	\$ 808.33	\$ 824.50	\$ 840.99
212-400-222	Advertising	\$ 600.00	\$ 600.00	\$ 500.00	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
212-400-231	Audit Fees	\$ 4,036.00	\$ 4,116.72	\$ 4,636.00	\$ 6,200.00	\$ 4,937.00	\$ 4,938.00	\$ 4,938.00
212-400-232	Assessment Fees	\$ 3,200.00	\$ 3,398.00	\$ 3,000.00	\$ 3,200.00	\$ 3,264.00	\$ 3,329.28	\$ 3,395.87
212-400-233	Accounting Software	\$ 1,500.00	\$ 1,838.60	\$ 1,868.02	\$ -	\$ -	\$ -	\$ -
212-400-275	Municipal Insurance	\$ 2,392.33	\$ 2,440.18	\$ 2,479.22	\$ 2,851.10	\$ 2,908.12	\$ 2,966.29	\$ 3,025.61
212-400-910	Tax Changes	\$ 257.50	\$ 262.65	\$ 266.85	\$ 277.53	\$ 283.08	\$ 288.74	\$ 294.51
	Fleet Replacement Reserve			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<i>Total Specific</i>		\$ 13,735.83	\$ 14,406.15	\$ 15,528.09	\$ 15,877.75	\$ 14,788.30	\$ 14,966.33	\$ 15,146.90
Total Administration		\$ 44,780.53	\$ 49,958.49	\$ 49,564.91	\$ 49,772.21	\$ 49,360.65	\$ 50,230.13	\$ 51,115.97

Account #	Department / Description	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Protective Services								
223-000-200	Fire	\$ 3,090.00	\$ 6,405.84	\$ 6,508.33	\$ 5,748.32	\$ 6,416.00	\$ 6,417.00	\$ 6,417.00
226-000-200	Enforcement	\$ 3,000.00	\$ 500.00	\$ 510.00	\$ 530.40	\$ 541.01	\$ 551.83	\$ 562.86
223-000-201	Emergency Management	\$ 500.00	\$ 500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
224-000-201	Safety Equipment							
225-000-200	Policing costs		\$ 2,111.00	\$ 3,169.00	\$ 4,222.00	\$ 6,338.00	\$ 6,339.00	\$ 6,339.00
Total Protective Services		\$ 6,590.00	\$ 9,516.84	\$ 12,687.33	\$ 13,000.72	\$ 15,795.01	\$ 15,807.83	\$ 15,818.86
Public Works								
Maintenance Programs								
232-000-200	Green Space Program	\$ 8,858.00	\$ 8,035.00	\$ 9,000.00	\$ 9,360.00	\$ 9,547.20	\$ 9,738.14	\$ 9,932.91
232-000-255	Plowing Program	\$ 9,600.00	\$ 9,600.00	\$ 9,753.60	\$ 10,143.74	\$ 10,346.62	\$ 10,553.55	\$ 10,764.62
232-000-250	Road Maintenance Program	\$ 5,400.00	\$ 5,400.00	\$ 5,486.40	\$ 8,000.00	\$ 8,160.00	\$ 8,323.20	\$ 8,489.66
232-000-260	Tree Removal	\$ 3,605.00	\$ 3,677.10	\$ 5,000.00	\$ 3,000.00	\$ 3,060.00	\$ 3,121.20	\$ 3,183.62
232-000-530	Ditch and Culvert Program	\$ 2,266.00	\$ 2,311.32	\$ 2,357.55	\$ 2,451.85	\$ 2,500.89	\$ 2,550.90	\$ 2,601.92
232-000-265	Sign Program	\$ 2,060.00	\$ 2,101.20	\$ 1,000.00	\$ 1,040.00	\$ 1,071.20	\$ 1,103.34	\$ 1,136.44
232-000-270	Pathway Maintenance Reserve	\$ 5,356.00	\$ 4,463.00	\$ 3,500.00	\$ 5,000.00	\$ 5,100.00	\$ 5,202.00	\$ 5,306.04
Total Maintenance		\$ 37,145.00	\$ 35,587.62	\$ 36,097.55	\$ 38,995.59	\$ 39,785.90	\$ 40,592.33	\$ 41,415.21
Waste Water / Water								
242-000-720	Reserve Fund	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
242-000-250	SLRWWC Gov & Admin	\$ 9,966.00	\$ 9,975.00	\$ 8,463.00	\$ 7,285.00	\$ 8,463.00	\$ 8,463.00	\$ 8,463.00
	Payout of Stage 1 Debt	\$ 3,991.00	\$ -					
242-000-253	Unconnected Member Debenture	\$ 550.00	\$ 1,100.00	\$ 1,100.00				
	Wastewater Services Rate Charge				\$ -	\$ 18,509.00	\$ 14,981.00	\$ 14,981.00
242-000-251	SLR Water Comm.	\$ 1,751.00	\$ 2,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
Total Wastewater		\$ 26,258.00	\$ 28,075.00	\$ 25,563.00	\$ 22,285.00	\$ 41,972.00	\$ 38,444.00	\$ 38,444.00
Waste and Recycle								
243-000-200	Contracted Solid Waste Removal	\$ 5,665.00	\$ 5,778.30	\$ 5,870.75	\$ 6,105.58	\$ 6,227.69	\$ 6,352.25	\$ 6,479.29
243-000-255	Land Fill Costs	\$ 5,665.00	\$ 5,778.30	\$ 5,870.75	\$ 6,105.58	\$ 6,227.69	\$ 6,352.25	\$ 6,479.29
Total Waste		\$ 11,330.00	\$ 11,556.60	\$ 11,741.51	\$ 12,211.17	\$ 12,455.39	\$ 12,704.50	\$ 12,958.59
Total Public Works		\$ 74,733.00	\$ 75,219.22	\$ 73,402.05	\$ 73,491.76	\$ 94,213.29	\$ 91,740.83	\$ 92,817.80

Account #	Department / Description	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
Planning and Development								
261-000-200	Contracted Planning Services	\$ 231.75	\$ 236.39	\$ 240.17	\$ 249.77	\$ 254.77	\$ 259.86	\$ 265.06
261-000-110	Development Services	\$ 8,000.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -
261-000-215	SDAB Costs	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 401.00	\$ 401.00
261-000-220	MPC Costs	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 701.00	\$ 701.00
261-000-115	IDP/MDP	\$ 7,000.00	\$ 7,000.00	\$ 3,500.00	\$ 500.00	\$ 510.00	\$ 520.20	\$ 530.60
Total Planning and Development		\$ 16,331.75	\$ 8,336.39	\$ 5,340.17	\$ 1,849.77	\$ 1,864.77	\$ 1,882.06	\$ 1,897.67
Recreation and Planning								
274-000-850	Parkland Regional Library	\$ 346.50	\$ 359.10	\$ 364.85	\$ 359.00	\$ 366.18	\$ 373.50	\$ 380.97
212-403-220	FCSS Municipal Contribution	\$ 210.00	\$ 571.20	\$ 571.20	\$ 571.20	\$ 582.62	\$ 594.28	\$ 606.16
272-000-544	Recreation Utilities	\$ 775.20	\$ 790.70	\$ 806.52	\$ 900.00	\$ 918.00	\$ 936.36	\$ 955.09
272-000-550	Canada Day Event	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,501.00	\$ 2,501.00
Total Recreation and Planning		\$ 3,831.70	\$ 4,221.00	\$ 4,242.56	\$ 4,330.20	\$ 4,366.80	\$ 4,405.14	\$ 4,443.22
Environment								
273-100-150	Environmental Projects (SLMC & Env)	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
243-102-150	Red Deer River Watershed Society	\$ 21.00	\$ 21.42	\$ 21.85	\$ 22.00	\$ 22.44	\$ 22.89	\$ 23.35
Total Environment		\$ 521.00	\$ 521.42	\$ 21.85	\$ 22.00	\$ 22.44	\$ 22.89	\$ 23.35
Total Operating Budget		\$ 166,537.98	\$ 167,523.36	\$ 166,432.67	\$ 164,404.41	\$ 187,643.45	\$ 186,505.78	\$ 188,933.00

Account #	Department / Description	2020 Actuals	2021 Budget	2022 Budget
	Council			
211	Remuneration			
211-101-510	Mayor		\$ 5,000.00	\$ 5,200.00
211-102-150	Deputy Mayor		\$ 2,000.00	\$ 2,080.00
211-103-150	Councillor		\$ 2,000.00	\$ 2,080.00
	<i>Total Remuneration</i>		<i>\$ 9,000.00</i>	<i>\$ 9,360.00</i>
	Travel and Subsistence			
211-101-210	Mayor		\$ 3,454.40	\$ 3,592.58
211-102-210	Deputy Mayor		\$ 2,032.00	\$ 2,113.28
211-201-211	Conference Travel		\$ -	\$ -
211-103-210	Councillor		\$ 2,133.60	\$ 2,218.94
	<i>Total Travel and Subsistence</i>		<i>\$ 7,620.00</i>	<i>\$ 7,924.80</i>
	Registration & Conventions			
211-201-212	ASVA Conference		\$ 609.60	\$ 633.98
211-202-212	AUMA Conference		\$ 1,219.20	\$ 1,267.97
211-203-212	Council Education Opportunities		\$ 650.00	\$ 676.00
	<i>Total Registration and Conventions</i>		<i>\$ 2,478.80</i>	<i>\$ 2,577.95</i>
	Memberships			
211-301-220	AUMA Membership		\$ 900.00	\$ 900.00
211-302-220	ASVA Membership		\$ 975.00	\$ 975.00
211-303-220	FCM Membership		\$ 100.00	\$ 100.00
211-304-220	Mayors & Reeves Membership		\$ 100.00	\$ 100.00
	<i>Total Memberships</i>		<i>\$ 2,075.00</i>	<i>\$ 2,075.00</i>
Total Council		\$ 11,029.00	\$ 21,173.80	\$ 21,937.75

Account #	Department / Description	2020 Actuals	2021 Budget	2022 Budget
	Administration			
212-1	Personnel			
212-100-110	Salaries		\$ 24,882.41	\$ 25,645.57
212-100-130	Training		\$ 659.38	\$ 463.97
212-100-210	Travel & Subsistence		\$ 853.98	\$ 556.84
212-100-211	WCB		\$ 595.23	\$ 430.17
212-100-266	PW Fleet		\$ 445.53	\$ 405.97
212-100-140	Benefits		\$ 930.37	\$ 864.80
	Building Insurance		\$ 129.58	\$ 148.40
<i>Total Personnel</i>			<i>\$ 28,496.48</i>	<i>\$ 28,515.72</i>
212-2	Consumables			
212-200-215	Postage / Freight / Courier		\$ 454.34	\$ 466.01
212-200-500	Printing costs		\$ 508.97	\$ 308.98
212-200-510	Office Supplies		\$ 798.31	\$ 753.94
<i>Total Consumables</i>			<i>\$ 1,761.62</i>	<i>\$ 1,528.93</i>
212-3	Facilities & Equipment			
212-300-217	Phone / Fax/ Internet		\$ 519.62	\$ 289.98
212-300-540	Utilities		\$ 757.11	\$ 753.94
212-300-250	Facility Improvements		\$ 261.83	\$ 347.97
212-300-255	Facility Maintenance		\$ 919.59	\$ 1,233.10
212-300-263	Condominium Costs		\$ 267.21	\$ 268.81
212-300-240	Computer Software / Mtnce Agreements		\$ 381.73	\$ 608.03
212-300-242	IT Equipment		\$ 261.83	\$ 115.99
212-300-265	Equipment Maintenance		\$ 112.49	\$ 29.00
212-300-270	Equipment Rental		\$ 209.95	\$ 173.99
212-300-500	Development Contingency		\$ -	\$ -
212-300-510	Administrative Contingency		\$ 87.36	\$ 29.00
<i>Total Facilities & Equipment</i>			<i>\$ 3,778.72</i>	<i>\$ 3,849.81</i>
<i>Total Shared Budget SubTotal</i>		<i>\$ 33,832.00</i>	<i>\$ 34,036.82</i>	<i>\$ 33,894.46</i>

Account #	Department / Description	2020 Actuals	2021 Budget	2022 Budget
212-4	Municipal Specific			
212-400-220	Other meetings and elections		\$ 1,016.00	\$ 1,056.64
212-402-220	Donations to other organizations		\$ 762.00	\$ 792.48
212-400-222	Advertising		\$ 500.00	\$ 500.00
212-400-231	Audit Fees		\$ 4,636.00	\$ 6,200.00
212-400-232	Assessment Fees		\$ 3,000.00	\$ 3,200.00
212-400-233	Accounting Software		\$ 1,868.02	\$ -
212-400-275	Municipal Insurance		\$ 2,479.22	\$ 2,851.10
212-400-910	Tax Changes		\$ 266.85	\$ 277.53
	Fleet Replacement Reserve		\$ 1,000.00	\$ 1,000.00
<i>Total Specific</i>		<i>\$ 14,761.00</i>	<i>\$ 15,528.09</i>	<i>\$ 15,877.75</i>
Total Administration		\$ 48,593.00	\$ 49,564.91	\$ 49,772.21

Account #	Department / Description	2020 Actuals	2021 Budget	2022 Budget
Protective Services				
223-000-200	Fire		\$ 6,508.33	\$ 5,748.32
226-000-200	Enforcement		\$ 510.00	\$ 530.40
223-000-201	Emergency Management		\$ 2,500.00	\$ 2,500.00
224-000-201	Safety Equipment			
225-000-200	Policing costs		\$ 3,169.00	\$ 4,222.00
Total Protective Services		\$ 5,656.00	\$ 12,687.33	\$ 13,000.72

Public Works				
	Maintenance Programs			
232-000-200	Green Space Program		\$ 9,000.00	\$ 9,360.00
232-000-255	Plowing Program		\$ 9,753.60	\$ 10,143.74
232-000-250	Road Maintenance Program		\$ 5,486.40	\$ 8,000.00
232-000-260	Tree Removal		\$ 5,000.00	\$ 3,000.00
232-000-530	Ditch and Culvert Program		\$ 2,357.55	\$ 2,451.85
232-000-265	Sign Program		\$ 1,000.00	\$ 1,040.00
232-000-270	Pathway Maintenance Reserve		\$ 3,500.00	\$ 5,000.00
<i>Total Maintenance</i>			<i>\$ 36,097.55</i>	<i>\$ 38,995.59</i>

	Waste Water / Water			
242-000-720	Reserve Fund		\$ 15,000.00	\$ 15,000.00
242-000-250	SLRWWC Gov & Admin		\$ 8,463.00	\$ 7,285.00
	Payout of Stage 1 Debt			
242-000-253	Unconnected Member Debenture		\$ 1,100.00	
	Wastewater Services Rate Charge			\$ -
242-000-251	SLR Water Comm.		\$ 1,000.00	\$ -
<i>Total Wastewater</i>			<i>\$ 25,563.00</i>	<i>\$ 22,285.00</i>

	Waste and Recycle			
243-000-200	Contracted Solid Waste Removal		\$ 5,870.75	\$ 6,105.58

Account #	Department / Description	2020 Actuals	2021 Budget	2022 Budget
243-000-255	Land Fill Costs		\$ 5,870.75	\$ 6,105.58
<i>Total Waste</i>			\$ 11,741.51	\$ 12,211.17
Total Public Works		\$ 61,933.00	\$ 73,402.05	\$ 73,491.76

Account #	Department / Description	2020 Actuals	2021 Budget	2022 Budget
Planning and Development				
261-000-200	Contracted Planning Services		\$ 240.17	\$ 249.77
261-000-110	Development Services		\$ -	\$ -
261-000-215	SDAB Costs		\$ 400.00	\$ 400.00
261-000-220	MPC Costs		\$ 600.00	\$ 700.00
261-000-115	IDP/MDP		\$ 500.00	\$ 500.00
Total Planning and Development		\$ 155.00	\$ 1,740.17	\$ 1,849.77
Recreation and Planning				
274-000-850	Parkland Regional Library		\$ 364.85	\$ 359.00
212-403-220	FCSS Municipal Contribution		\$ 571.20	\$ 571.20
272-000-544	Recreation Utilities		\$ 806.52	\$ 900.00
272-000-550	Canada Day Event		\$ 2,500.00	\$ 2,500.00
Total Recreation and Planning		\$ 1,809.00	\$ 4,242.56	\$ 4,330.20
Environment				
273-100-150	Environmental Projects (SLMC & Env)		\$ -	\$ -
243-102-150	Red Deer River Watershed Society		\$ 21.85	\$ 22.00
Total Environment		\$ 21.00	\$ 21.85	\$ 22.00
Total Operating Budget		\$ 129,196.00	\$ 162,832.67	\$ 164,404.41

COUNCIL REPORTS (December 9, 2021):

Councillor Mike Pashak - report

Sylvan Lake Regional Wastewater Commission (SLRWWC)

- The first draft of the 2022 Operating Budget has been discussed. The Summer Villages have provided questions and comments back in the proposed budget and further discussions will take place in December. At first glance, the SLRWWC Administration has done a great job of identifying the work and associated costs to have a well run system.
- Stage 4, North Shore Line, will be commissioned in mid-January. It was decided to put off commissioning until after the Christmas season in case there were issues
- The Sunbreaker Cove wastewater project is complete. They had good response from residents with 230 of 266 lots having installed the pipe and pumps necessary to connect to the North Shore system

SLRWWC South Shore Line Project

The project is now in a holding pattern as the Town of Eckville gets a better understanding of the condition of their system and the work necessary. It would be beneficial to the SLRWWC if Eckville joins the Commission. The SLRWWC does have some time to let Eckville work through their issues as infrastructure grant funding application does not have to be made until November 2022.

Association of Summer Villages of Alberta (ASVA) meetings:

The first meeting of the new ASVA Board has occurred. I was elected as the President of that organization and begin my second term in that role.

The ASVA will host a Planning 101 course Summer Village elected officials in January and the information will be out soon. The ASVA is also planning to host a Town Hall to further discuss AEP's Boat Mooring regulations, scheduled for March timeframe.

Alberta Urban Municipalities Association (AUMA)

I attended the Annual Conference in Edmonton in November. The AUMA changed it name to Alberta Municipalities. It has been 30 years since the last name change. This change brings better alignment between the Advocacy and Business services.

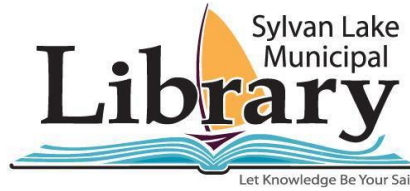
There were a number of educational sessions held during the event. These sessions were recorded and should be available on the AM website soon.

I had an opportunity to discuss infrastructure grant funding and our wastewater project with Minister McIver (Municipal Affairs), Minister Nixon (Alberta Environment and Parks) and

Minister Sawhney (Transportation). All were interested in hearing about our project and supportive of us moving in that direction.

AUMA Financial Health Working Group

The last meeting of this group discussed the allocation method for the future LGFF infrastructure grants. I represent Alberta Summer Villages on this working group and continue to push for fair and equitable funding for all municipalities. Summer Villages are very dependent on this funding to complete capital projects. The biggest change that I am advocating for is a change to base level funding as Summer Villages only receive one half of what other municipalities receive.



THE TOWN OF SYLVAN LAKE LIBRARY BOARD – REGULAR MEETING HIGHLIGHTS

WEDNESDAY – OCTOBER 13, 2021 – 6:30PM

1. Treasurer's Report

The Treasurer's Report was approved as presented.

2. Director's Report

The Director's Report was approved as presented.

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

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

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

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

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

3. New Items

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

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

4. Policy

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

Meeting adjourned at 7:23pm.

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

November 17, 2021

Attention to: Summer Village of Half Moon Bay Council
Summer Villages of Sylvan Lake
#2 Erickson Drive
Sylvan Lake, Alberta T4S 195

Re: Municipal Support for the Red Deer River Watershed Alliance

Dear Summer Village of Half Moon Bay Council,

Thank-you for your ongoing support of the Red Deer River Watershed Alliance (RDRWA), the designated Watershed Planning and Advisory Council for the Red Deer River watershed. This letter provides an update on the RDRWA's recent activities and our municipal funding process for 2022-23.

Who We Are

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. As a multi-sector not-for-profit organization, a core tenet of our work is that all sectors have a role to play in watershed management.

Our goals are to provide a forum for cross-sector dialogue, to raise awareness of watershed issues, and to promote the use of best practices and the integrated management of land and water resources. We bring many sectors together to tackle watershed issues in practical and innovative ways. Highlights of our work include a *State of the Watershed Report (2009)*, an *Integrated Watershed Management Plan on Water Quality (2016)*, education and outreach programs to thousands of Albertans, regular events, and timely advice on land and water-resource files to members, municipalities, and the provincial government.

The Red Deer River Watershed Alliance welcomes the councillors, reeves, and mayors elected in October 2021.

We look forward to working together on watershed projects in your communities.

An Ongoing Relationship

Your municipality plays a key role in the RDRWA both as a partner and funder. **We rely on the 50 cent per capita funding that comes from municipalities**, and together, municipalities contribute approximately 20% of the RDRWA's annual funding.

Our records show that the Summer Village of Half Moon Bay has been a longstanding supporter of the RDRWA, and we hope to see that relationship continue. Consistent core funding from our partners is integral to the operations of WPACs and supports our ability to lead projects with adequate staff and resources.

Benefits to Your Municipality

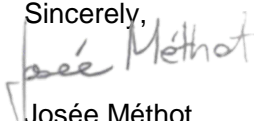
The RDRWA recognizes the role of municipalities as major land-use decision-makers and community leaders. Over the past 15 years, our organization has developed many resources to support communities in the watershed. The RDRWA's work benefits the Summer Village of Half Moon Bay through direct programming and through broader programming that influences the health of local watersheds and regional water security.

Our [2020-2021 Annual Report](#) provides details about recent activities, with highlights including:

- **Source Waters Film:** The RDRWA developed a short [documentary film](#) to raise awareness about the watershed and the importance of water in central Alberta, plus three other educational videos. These films support efforts to raise water literacy across central Alberta.
- **Mapping What Matters:** Working with Fiera Biological Consulting, we mapped the condition of riparian areas along 1,782 kilometers of shoreline in the Medicine-Blindman Rivers watershed and initiated a project to map 4,293 more kilometres in the Little Red Deer, Kneehills, Threehills, and Buffalo sub-watersheds. These projects equip key partners with the baseline information needed to support targeted restoration and conservation programs.
- **Interactive Portal:** The RDRWA developed an [online map portal](#) that also maps "hydrologically significant areas" across the watershed, in partnership with the Nature Conservancy of Canada. This information can be used as a practical tool by municipalities, landowners, and industry.
- **Website and E-Newsletter:** We modernized our website and monthly e-newsletter. To stay up-to-date on the latest water-related news in central Alberta, please subscribe [here](#). We also encourage municipal staff to submit any water-related events to our [community calendar](#).

Thank-you again for being a partner in watershed management. We hope the Summer Village of Half Moon Bay will continue to help fund the work of the RDRWA while participating in key events and programs. If you would like the RDRWA to send you an invoice, please contact Kelly Dodds at info@rdrwa.ca or by phone at 403-340-7379. We also ask that you provide us with a primary contact name, phone number, and email address, to ensure your municipality receives regular updates. I would also be pleased to answer any questions or discuss ways that the RDRWA can meet the needs of the Summer Village of Half Moon Bay.

Sincerely,



Josée Méthot
Executive Director, RDRWA

Stay Connected

Did you know that the RDRWA offers many ways to connect?

- Sign up for our [monthly e-newsletter](#)
- Participate in our regular forums and events
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees



G - 1,2,3,4
Joint Service Committee
Regular Meeting Minutes
October 28, 2021

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

CALL TO ORDER The Meeting was called to order at 9:32 a.m. by Chair Roger Dufresne.

AGENDA APPROVAL

JSC-21-11 MOVED by Jeff Ludwig that the agenda be adopted as presented.

CARRIED

ADOPTION OF MINUTES

JSC-21-12 MOVED by Julie Maplethorpe to adopt the Regular Meeting Minutes of September 2, 2021 as presented.

CARRIED

INFORMATION ITEMS

- 1) 3rd Quarter Budget Report

JSC-21-13 Moved by Jim Willmon to accept the information items as presented.

CARRIED

REQUESTS FOR DECISION

- 1) Equipment for Enforcement
- 2) Personnel Policy
- 3) COLA for Staff
- 4) 2022 Budget Discussion

JSC-21-14 MOVED by Roger Dufresne that the JSC move to a closed session at 11:24 a.m.

CARRIED

G - 1,2,3,4

Joint Service Committee
Regular Meeting Minutes
October 28, 2021

JSC returned from a closed session at 1:11 p.m. The following motions were made by the Chair:

- JSC-21-15** Administration to research alternative options and models for security and policing in the summer villages.
- JSC-21-16** The administration office will be closed from December 27-31 (the 27 and 28 being Stat Holidays) with the expectation that a phone number will still be available for emergency contact.
- JSC-21-17** The personnel policy will be brought to the HR subcommittee for a section by section review. Section 14. D) of the policy allowing 25 vacation days for employees having completed 10 years of service will be removed from the policy.
- JSC-21-18** There will be no COLA increase for staff this year, and the salary grid will be reviewed at the following JSC meeting.
- JSC-21-19** Administration to increase the salary line item by 3.5% and keep the total bottom line the same, resulting in a budget that is essentially flat to last year.
- JSC-21-19** JSC to approve a 3.5% increase to CAO salary in January of 2022.

CARRIED

ROUND TABLE

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

ADJOURNMENT

- JSC-21-20** Moved by Chair Dufresne that being the agenda matters have been concluded, the meeting adjourned at 1:32 p.m.

ROGER DUFRESNE, CHAIR

TANNER EVANS, CAO